



WAIMAKARIRI
DISTRICT COUNCIL

Council Agenda

Tuesday 2 March 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 the **FUNCTION ROOM, RANGIORA TOWN HALL 303 HIGH STREET, RANGIORA** on **TUESDAY 2 MARCH 2021** 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

The Mayor will be an apology from the meeting from 1.15pm to approximately 2.15pm due to another meeting commitment, during which time the meeting will be chaired by Deputy Mayor N Atkinson.

2. CONFLICTS OF INTEREST

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

3. CONFIRMATION OF MINUTES

3.1. Minutes of a meeting of the Waimakariri District Council held on 26 and 27 January 2021

13 - 68

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 26 and 27 January 2021.

3.2. Minutes of a meeting of the Waimakariri District Council held on 2 February 2021

69 - 80

RECOMMENDATION

THAT the Council:

- (b) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 2 February 2021.

MATTERS ARISING

3.3. Minutes of the public excluded meeting of the Waimakariri District Council held on 2 February 2021

(Refer to public excluded agenda)

4. **DEPUTATIONS AND PRESENTATIONS**

5. **ADJOURNED BUSINESS**

Nil.

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

6.1. **Covid-19 Social Recovery Resourcing – T Sturley (Community Team Manager)**

81 - 85

RECOMMENDATION

THAT the Council,

- (a) **Receives** report No. 210212023787
- (a) **Acknowledges** that Council have received a report that highlighted the need for fixed term increased community development provision to ensure that COVID-19 social recovery projects are effectively and sustainably established.
- (b) **Notes** that in early November 2020, staff applied to the Department of Internal Affairs COVID Community Fund for funding for the necessary fixed term community development provision.
- (c) **Notes** that at it's January meeting Council approved that, should this application be unsuccessful, and alternative funding streams not be available, staff could seek delegation from the Council COVID fund to cover up to \$100,000, including overheads and ongoing employment costs for social recovery project facilitation until June 2022
- (d) **Notes** that staff have been advised that their application to the Department of Internal Affairs COVID Community Fund was unsuccessful.
- (e) **Approves** the provision of \$70,000 in funding from the Council COVID fund for continued provision of the current 0.75 FTE role, including overhead costs, to ensure maintenance of adequate community development provision for social recovery facilitation, through until June 2022.

6.2. **Stimulus Programme Update, Budget Amendments and Budget Programme Contingency Allocation – M Andrews (Utilities Projects Team Leader), K Simpson (3 Waters Manager), C Roxburgh (Water Asset Manager)**

86 - 100

RECOMMENDATION

THAT the Council,

- (a) **Receives** report No. 210211022639.
- (b) **Notes** that while there are some 'unders and overs' on a project by project basis, the total Stimulus programme of works is forecast to be able to be completed for less than the original budget allowance, based on the tenders received to date.

- (c) **Notes** the project specific budget amendments for the Stimulus Projects as detailed in the table below, in order to align the budgets for each project with final expenditure forecasts:

Budget Name	Budget Type	PJ / GL	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	\$1,190,000	\$670,500	-\$519,500
	Growth	TBC	\$125,000	\$125,000	\$0
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	\$941,900	\$1,163,500	\$221,600
	Growth	101670.000.5105	\$73,100	\$73,100	\$0
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	\$1,642,000	\$1,877,000	\$235,000
	Growth	TBC	\$1,215,000	\$1,215,000	\$0
Tuahiwi Water Extension Greens Road	LOS (Stimulus)	101673.000.5103	\$488,750	\$488,750	\$0
	Growth	101673.000.5105	\$166,250	\$166,250	\$0
Tuahiwi Water Extension Tuahiwi Road	Growth	101674.000.5105	\$133,000	\$133,000	\$0
Tuahiwi Sewer Extension Greens Road	Growth	101675.000.5113	\$136,000	\$136,000	\$0
	LOS (Stimulus)	101673.000.5115	\$140,000	\$140,000	\$0
Tuahiwi Sewer Extension Tuahiwi Road	Growth	101676.000.5115	\$128,000	\$128,000	\$0
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	\$2,428,000	\$2,170,500	-\$257,500
West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	\$79,000	\$140,500	\$61,500
Central Rangiora Capacity Upgrade Stage 5A	LOS (Stimulus)	101680.000.5113	\$246,000	\$246,000	\$0
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	\$148,000	\$186,000	\$38,000
Oxford Sewer Operational Improvements	OPEX (Stimulus)	TBC	\$79,000	\$79,000	\$0
Oxford Sewer I&I investigations	OPEX (Stimulus)	TBC	\$300,000	\$300,000	\$0
Three Waters Reform Investigations	OPEX (Stimulus)	TBC	\$110,000	\$110,000	\$0

Drainage and Waterways Manager	OPEX (Stimulus)	TBC	\$200,000	\$200,000	\$0
Headworks Asset Data Management Improvements	OPEX (Stimulus)	TBC	\$240,000	\$240,000	\$0
Stimulus Programme Management	OPEX (Stimulus)	TBC	\$141,000	\$141,000	\$0
Total	-		\$10,350,000	\$10,129,100	\$0
Stimulus Programme Contingency		-	\$0	\$220,900	\$220,900
Total	-		\$10,350,000	\$10,350,000	\$0

(d) **Approves** the following budget amendments to specified years budget (to reflect the information identified in resolution c):

Budget Name	Budget Type	PJ / GL	Budget in Financial Year	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2020/21	\$540,000	\$219,600	-\$320,400*
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2021/22	\$650,000	\$450,900	-\$199,100*
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	2021/22	\$137,690	\$359,290	\$221,600
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	2021/22	\$984,500	\$1,219,500	\$235,000
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	2021/22	\$1,042,000	\$784,500	-\$257,500
West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	2020/21	\$5,000	\$66,500	\$61,500
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	2020/21	\$5,000	\$43,000	\$38,000

* Noting that the total reduction in the Fernside budgets totals \$519,500.

(e) **Approves** staff to formally nominate the partial funding of the Cust Headworks Upgrade project from the Stimulus Grant, to utilise the programme contingency that has been identified.

- (f) **Approves** the creation of a Cust Headworks Upgrade level of service capital works budget under the Stimulus Cost Centre, within the current financial year, to the value of \$220,900.
- (g) **Notes** that a staff submission will be made to the 2021-31 Long Term Plan to reduce the Cust Headworks Renewal budget in 2021/22 by \$100,000, and the Cust Headworks UV Upgrade in 2021/22 by \$100,000, given the allocation of Stimulus funding to this project.
- (h) **Notes** that the Stimulus Grant Delivery Plan will be updated to include the Cust Headworks Upgrade Project to be completed and submitted to DIA for Approval.
- (i) **Notes** that Council staff will closely monitor the allocated construction contingencies and will report back on project progress and remaining construction contingency once the Tuahiwi and Fernside private property pump station works have been tendered and prices received.

7. **REPORTS**

7.1. **Reallocating budget for Rangiora Eastern Link Designation – J McBride (Roothing and Transport Manager) and D Young (Senior Engineering Advisor)**

101 - 105

RECOMMENDATION

THAT the Council,

- (a) **Receives** report No. 210216025315.
- (b) **Approves** the under expenditure of \$300,000 total budget (\$147,000 local share) on Southbrook Rd Improvements (PJ 101038.000.5133), and the over expenditure of \$147,000 on Roothing Operations (GL 10.260.667.2537), resulting in a net effect of zero.
- (c) **Notes** that the total budget of \$300,000 is made up of \$147,000 of Council share and \$153,000 of Waka Kotahi share funding. As the designations work does not attract subsidy, the Waka Kotahi subsidy will reduce to reflect the expenditure reduction.

7.2. **Submission on the Water Services Bill – G Meadows (Policy Manager) and K Simpson (3 Waters Manager)**

106 - 115

RECOMMENDATION

THAT the Council:

- (a) **Receives** report no. 210212023836
- (b) **Approves** the draft submission to the Health Select Committee on the Water Services Bill (TRIM 20122177600).

7.3. **Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities – S Allen (Water Environment Advisor) and S Nichols (Governance Manager)**

116 - 132

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210216025487.
- (b) **Approves** the Waimakariri Water Zone Committee Terms of Reference, as approved by Environment Canterbury on the 10 December 2020.
- (c) **Approves** the Letter of Shared Priorities from Environment Canterbury and Waimakariri District Council to the Waimakariri Water Zone Committee, with selection of the Waimakariri District Council priorities for the Letter of Shared Priorities from the Canterbury Water Management Strategy 2025 target areas:
 - i. Ecosystem Health and Biodiversity;
 - ii. Recreational and Amenity, and
 - iii. Drinking Water.
- (d) **Notes** that in the Letter of Shared Priorities the start date for the Water Zone Committee Action Plan duration has been postponed by Environment Canterbury to 1 July 2021, for better alignment with Long Term Plan cycles.
- (e) **Notes** that the following actions will be undertaken by Environment Canterbury, as requested by the Waimakariri Water Zone Committee and/or Waimakariri District Council, however are outside of the Terms of Reference:
 - i. An offer to the Executive of Te Rūnanga Ngāi Tūāhiriri the opportunity to insert priorities into the 'Letter of Shared Priorities' as a tri-partisan agreement, if desired.
 - ii. Provision of training of Water Zone Committee members in good decision-making, Standing Orders and Code of Conduct.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee, and all Community Boards.

7.4. **Proposed Change to Treasury Policy – Borrowing Limits – (B Wu (Management Accountant))**

133 - 135

RECOMMENDATION

THAT the Council,

- (a) **Receives** report No. 210223030840
- (b) **Approves** the following changes in Treasury Policy:
 - Gross interest paid on term debt will not exceed 15% of gross operating revenue
 - the Liquidity Ratio formula excludes the current portion of borrowings
- (c) **Notes** that the changes have been reflected in the draft Long Term Plan and will be incorporated into the Treasury Policy.

7.5. **Technical Amendment to draft 2021/22 Development Contributions Policy – M O’Connell (Senior Policy Analyst)**

136 - 137

RECOMMENDATION

THAT the Council,

- (a) **Receives** report no. 210223030612.
- (b) **Approves** the alteration to the draft Development Contributions Policy 2021/22.
- (c) **Notes** that the draft Development Contributions Policy (DC Policy) was presented to Council in December 2020.

7.6. **LGNZ Annual Conference Attendance – S Nichols (Governance Manager)**

138 - 147

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210216026277.
- (b) **Approves** Councillor attending the Local Government New Zealand Conference on 15, 16 and 17 July 2021 in Blenheim, accompanying the Mayor and Chief Executive.

7.7. **Rangiora Service Centre Refurbishment Request for additional budget - RSC Refurbishment Project Steering Group, R Kerr (Delivery Manager)**

148 - 153

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210210021124.
- (b) **Notes** that the current budget for the Rangiora Service Centre Refurbishment is \$2.500 million, with an additional \$100,000 for IT network upgrades.
- (c) **Agrees** to increase the budget for the Rangiora Service Centre Refurbishment by \$300,000 to replenish the contingency, refurbish the public toilets and improve the functionality of the east wing.

8. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

8.1. **Draft Community and Recreation Activity Management Plan – G MacLeod (Community Greenspace manager) and R O’Loughlin (Greenspace Asset and Capital Programme Advisor)**

(refer to copy of report no. 210211022420 to the Community and Recreation Committee meeting of 23 February 2021.

154 - 422

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210211022420

- (b) **Notes** that the draft version of the Community and Recreation Activity Management Plan 2021 has been sent to an external consultant for peer review.
- (c) **Adopts** the Draft Community and Recreation Activity Management Plan for the purposes of LTP consultation (TRIM 210204018373)
- (d) **Approves** the Community Greenspace Manager to make minor amendments if required as result of the peer review
- (e) **Notes** that the final Activity Management Plan will be adopted by Council in conjunction with the adoption of the final LTP in June 2021.

8.2. **Kerbside Recycling Bin Audits: Update and Extension of Audit Variation - K Waghorn (Solid Waste Asset Manager) and M Ball (Solid Waste Officer)**
(refer to copy of report no. 210128013175 to the Solid and Hazardous Waste Working Party meeting of 23 February 2021.

423 - 456

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210128013175.
- (b) **Notes** that a total of \$54,232.34 for 12 weeks of auditing by the collection contractor were charged under Variation 6 up to 31 January 2021.
- (c) **Notes** that there has been a substantial improvement in recycling quality within the audited areas, but no observable improvement in recycling quality in as-yet unaudited collection areas.
- (d) **Approves** extending Contract Variation 6 for the collection contractor to undertake kerbside recycling bin audits until 27 August at an estimated additional cost of \$120,000, which will be funded out of the Kerbside Collection and Waste Minimisation Accounts.
- (e) **Approves** funding a proportion of the 2020/21 kerbside recycling bin audit costs out of the following budgets:
 - iii. \$15,150 from 10.400.240.2502 "Monitoring Waste Stream" in the Kerbside Collection Account;
 - iv. \$33,100 from 10.400.241.2502 Kerbside Collections & Promotions in the Kerbside Collection Account;
 - v. \$8,000 from 10.402.265.2465 Waste Audits and Monitoring in the Waste Minimisation Account; and
 - vi. \$8,000 in 10.402.261.2502 Waste Management Implementation in the Waste Minimisation Account.
- (f) **Approves** an additional \$22,588 of funding for operational expenditure in the Contract Payments Recycling ledger code 10.400.245.2502, increasing the 20/21 budget from \$510,962 to \$536,050.
- (g) **Notes** that there is sufficient balance available in the Kerbside Collection Account to fund the additional expenditure without impacting on the proposed rates in the 21/22 year.
- (h) **Notes** that additional costs will continue to be incurred by the Council for the provision of supporting educational materials, advertising and staff

time in coordinating the audits, contacting residents with repeated contamination, and managing the bin removal and return process all of which can be accommodated within existing budgets.

- (i) **Notes** that if sufficient improvement to recycling quality is made prior to 27 August 2021 the audits can be scaled back to monitor only those areas where there is a known issue with compliance, which would be a cost-saving to the Council.
- (j) **Circulates** report No. 210128013175 to the Community Boards for their information.

9. HEALTH & SAFETY

9.1. Health and Safety Report March 2021– J Palmer, (Chief Executive)

457 - 467

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210218027907.
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that 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.
- (c) **Notes** that health and safety compliance of phase 2 of the Rangiora Service Centre upgrade is progressing well.

10. COMMITTEE MINUTES FOR INFORMATION

10.1. Minutes of a meeting of the Canterbury Mayoral Forum held on 27 November 2020

468 - 480

10.2. Minutes of a meeting of the Waimakariri Water Zone Committee held on 1 February 2021

481 - 488

10.3. Minutes of a meeting of the Audit and Risk Committee meeting of 16 February 2021

489 - 496

RECOMMENDATION

THAT Items 10.1 – 10.3 be received for information.

11. COMMUNITY BOARD MINUTES FOR INFORMATION

11.1. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 3 February 2021

497 - 506

11.2. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 10 February 2021

507 - 514

11.3. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 9 February 2021

515 - 522

RECOMMENDATION

THAT Items 11.1 – 11.3 be received for information.

12. **REPORTS FOR INFORMATION**

13. **CORRESPONDENCE**

14. **MAYOR'S DIARY**

14.1. **Mayor's Diary 27 January – 23 February 2021**

523 - 525

RECOMMENDATION

THAT the Council:

(a) **Receives** report no. 210224031164.

15. **COUNCIL PORTFOLIO UPDATES**

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

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

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

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

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

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

16. **QUESTIONS**

(under Standing Orders)

17. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
20.1	Minutes of Council public excluded portion of Council meeting of 2 February 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.2	Minutes of the Public Excluded portion of the Audit and Risk committee meeting of 16 February 2021	Minutes for information	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.3	Report of K LaValley (Project Delivery Manager)	Silverstream Report New Arterial Road Development Contribution Wash Up payment	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.4	Report of R Kerr (Delivery Manager) and K Simpson (3 Waters Manager)	Kaiapoi Stormwater and Flooding Improvements Acquisition of Land: funding and delegated authority	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.5	Report of V Thompson (Business and Centres Advisor)	Update on Electric Vehicle Charging Station Implementation	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.6	Report of V Thompson (Business and Centres Advisor)	Compulsory Acquisition of Part Lots 21 and 21 DP 139, Kaiapoi	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
20.1 – 20.6	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

19. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 6 April 2021, commencing at 1pm in the Function Room, Rangiora Town Hall.

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL 303 HIGH STREET, RANGIORA ON TUESDAY 26 JANUARY 2021 AND WEDNESDAY 27 JANUARY 2021, COMMENCING AT 9AM EACH DAY.

PRESENT:

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

IN ATTENDANCE:

J Palmer (Chief Executive), J Millward (Manager, Finance & Business Support), G Cleary (Manager, Utilities & Roothing), C Brown (Manager, Community & Recreation), S Markham (Manager, Strategy & Engagement), J McBride (Roading and Transport Manager), K Simpson (3 Waters Manager), K LaValley (Project Delivery Manager), C Roxburgh (Water Asset Manager), G Hutchison (Wastewater Asset Manager), K Waghorn (Solid Waste Manager), R Hawthorne (Property Manager), T Ellis (Development Planning Manager), D Roxborough (Implementation Project Manager – District Regeneration), M Greenwood (Aquatic Facilities Manager), G McLeod (Greenspace Manager – Community and Recreation), M Flanagan (Landscape Planner – District Regeneration), (T Sturley (Community Team Manager), M Bacon (Planning Manager), M Harris (Customer Services Manager), S Hart (Business and Centres Manager), A Gray (Communications and Engagement Manager), A Keiller (Information and Technology Services Manager), S Nichols (Governance Manager), H Street (Corporate Planner), A Smith (Governance Coordinator), T Kunkel (Governance Team Leader), and K Rabe (Governance Advisor).

Present in the Public Gallery

D Hamilton of Tuahiwi and D Hill from the North Canterbury News.

Day One – Tuesday 26 January

The meeting adjourned at 10.34pm and reconvened at 10.52am

The meeting adjourned at 12.44pm and reconvened at 1.20pm

The meeting adjourned at 3pm and reconvened at 3.15pm

The meeting adjourned a 6pm and reconvened at 9am on Wednesday 27 January 2021.

Day Two – Wednesday 27 January

The meeting adjourned at 10.42am and reconvened at 11.05am

The meeting adjourned at 12.40pm and reconvened at 1.10pm.

The meeting adjourned at 3.55pm and reconvened at 4.10pm.

The meeting concluded at 5.10pm this day.

1. APOLOGIES

No apologies were recorded.

2. CONFLICTS OF INTEREST

No conflicts of interest were raised.

RESOLUTION TO CONSIDER ADDITIONAL AGENDA ITEMS

Moved Councillor Barnett Seconded Councillor Doody

(a) **THAT** the Council agrees to consider the additional report, as listed below, at this meeting:

- Rangiora Civic Precinct – Long Term Plan – C Brown (Manager Community and Recreation) and J Millward (Manager Finance and Business Support) – Agenda Item 4.20

CARRIED

3. **OVERVIEW AND FINANCIAL STRATEGY**

3.1 **Overview - J Palmer (Chief Executive) and J Millward (Manager Finance and Business Support)**

J Palmer provided introductory comments explaining the process of the meeting over the scheduled three days. He noted his apology to the meeting from 3pm on day one, with J Millward standing in during his absence. It was advised that a draft consultation document would be circulated to members in the coming days to gauge the flavour of the overall concept and design.

Mayor Gordon thanked staff for the work to date and was complimentary about the standard of information and level of service provided to Councillors.

J Millward presented his overview of the Long Term Plan (LTP). Refer to PowerPoint Trim 210218027752. Through a number of staff briefings during 2020 the Council had provided a clear and beneficial direction to staff. He spoke of the key documents included within the LTP documents including the inclusion of the Financial Strategy, Infrastructure Strategy, Activity Statements, Rates Impact Statement and schedules. Also sitting behind the main LTP document are Asset Management Plans, risk and assumption information and various policies. J Millward explained the Consultation Document (CD) as being a separate stand-alone document that is independently audited by Audit NZ. All the information will be on the website at the appropriate times. He explained how the LTP is produced and the information is based on the Council being a going concern, with water/sewer supply information included.

J Millward commented on growth assumptions on a medium to high projection based on a population of 78,400 in 2031 as the district is continuing to grow based on the Statistics NZ data. When population data is extrapolated from various census statistical data this equates to approximately 4,800 new dwellings over the next ten years. Further information is expected from Statistics NZ in the near future.

J Millward commented on the three main topics that will be consulted on being of a strategic focus; community facilities at Pegasus/Ravenswood, expansion and upgrade of the Trevor Inch Memorial Library (Rangiora) and thirdly the Civic Precinct and Rangiora Car Park Building. There are several matters from the last LTP that continue to have an impact being the kerbside collection and multi-use sports facility. He also commented on three waters matters.

Councillor Atkinson queried climate change and whether it should be a separate topic for inclusion as it will have an impact over the next ten years, acknowledging the unknown quantity of impact. J Palmer commented on the Covid-19 response, climate change and sustainability and the Governments water infrastructure review all being included within the LTP documents, enabling the community to see the Council comment recognising its watching brief and welcoming community views. It was advised that given the central government matters anticipated in the coming months, there is the potential of undertaking another LTP ahead of the scheduled three year period. J Millward spoke of identifying cost, issues and impacts on the ratepayer in relation to these matters, advising that it was difficult to determine realistic cost impacts at this point in time.

Councillor Barnett commented on fees and charges on the airfield which had yet to be consulted directly with users of the airfield, enquiring how that will be managed. J Palmer advised this can be commented on when considering the airfield budget later in the meeting and potential targeted consultation.

J Millward explained the impacts of rates in the first year of the budget. Based on the current budget before the Council for consideration today, rates in years one and two were currently at a 3.9% rate increase and then the next four consecutive years were at a 4.2% rate increase. He explained in a general sense how the overall rate projection occurs and the Berl information and inflation costs is incorporated. It was advised that the progressive earthquake funding continues until year nine. Over the last few years the rates increase average had been 4.3%. The budget report excludes the 'opt out' option for kerbside collection. Staff had been trying to keep the budget as close as practical to inflation rates in the outer years and anecdotal information indicated Waimakariri rates were the lowest in the country for the upcoming LTP.

Information was presented on proposed rates by area, both rural and urban. Many urban areas range between 3.7% and 4% rates increase.

J Millward commented on operating revenue and expenditure. Rates are generally inflation proofed with no major expenditure anticipated. He explained the \$9m difference in loan repayments and a presentation slide of expenditure by activity was commented on.

The capital expenditure programme was explained with four major projects in the outer years, otherwise the capital programme is consistent with previous information and the 2020-21 Annual Plan.

J Millward spoke of total debt, being consistent from the last LTP, commenting on the importance of keeping debt under the 180 ratio due to credit rating impacts. He reflected on the Council Standard and Poors rating and the expectation to maintain a AA stable rating.

J Millward commented on the policy for depreciation and how the depreciation is calculated, balancing the investment and renewals. For the first time in the last Annual Report, the Council had included the 100 year renewal programme, rather than the more common 30 year renewal programme. This better assists with loan funding and budgeting and is used across the Council as part of the Asset Management Plans (AMP's).

J Millward spoke of the cost drivers for 2020-21 rates and the flow on effect for the next few years with the capital expenditure programme, earthquake rate, multi-use stadium, shovel ready and stimulus funding all being contributors. He commented on minor adjustments undertaken with the Revenue and Financing Policy, which affected the Uniform Annual General Charge and the Recreation level of service.

Councillor Redmond enquired if the rate projections are based on extending loan terms. J Millward advised that all budget information included this in the current figures, however if the Council makes any changes to the budget proposed then the overall figures will be readjusted and it will be part of the conversation during the course of the meeting, with any changes from those adjustments being advised toward the end of the meeting.

Councillor Blackie spoke of the Ashburton region being an example of farmers income and a predicted 80% loss of income to the farming community, enquiring if that has been factored in. J Millward acknowledged Ashburton circumstances are different with a multi-million (\$55m) building and a higher rural income than Waimakariri. The Waimakariri budgets had not factored this in as the figures are based on the Local Government Cost Index and CPI. He acknowledged the effect of water and the National Policy on Freshwater will have an impact on farm valuations. Such impacts will roll through the district via the next valuation on property values and be reflected through the total valuation and progressively hit the district and impact incident of ratings. The Council will, at that time reflect on the Revenue Policy and rating setting and potentially levels of service. J Palmer acknowledged uncertainty on all districts and pressures related to how the Council will respond. There is a possibility that the impacts will affect the next valuation and some softening in farm values due to the uncertainty however at the current time it is too early for the Council to assess the impact across the district, however staff would remodel at the next LTP and valuation time. It was advised that all budget information the Councillors had were for WDC rates and have not factored Environment Canterbury rates, which are yet to be set. J Millward acknowledged this is the most uncertain LTP, with Covid-19, interest rate movements, the housing market, employment, and government changes, however staff believe this is a responsible budget in uncertain times.

Councillor Doody expressed concern on the earthquake loan being pushed out to year nine and the impact on the community. J Millward advised the loan would still be paid within 25years as originally promised. J Palmer advised the alternative is to accelerate the payment and ask for more rates sooner, however management believed the best option is to stretch the loan to assist the community. The Council is dealing with long term assets so the population will enjoy the benefits of the assets for many years.

PRO FORMA RECOMMENDATION

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Adopt** and confirm all budget resolutions as pro forma.

CARRIED

4. REPORTS

4.1 Proposed Change to Treasury Policy – Loan Repayment Provision Funded from Rates – J Millward (Manager Finance and Business Support)

J Millward spoke to the report, explaining the rational for the recommendation. Intergenerational equity for asset life is a long term plan where the Council has considered extending rates and made improvements to assets, which are paid for over a long time frame, ie several generations who will all benefit from the assets. An example given to explain the process was home ownership being funded by loans over a long time such as a 25 year mortgage which may occur three or four times during the life of the house. A farmer has more disposable income to invest into land as another example, however it is the same philosophy that the Council use when considering loans. The remodelled budget has \$6.4million rates not collected and would be required for loan funding.

Overall it has minimal impact on interest and the Benchmark Policy as this process is in proportion to rate payers and the capital programme.

J Palmer explained it would see a slight reduction on the capital programme debt if the signalled 3 waters reforms occur. The Council can expect the Council assets go with the reforms, hence the Council is not rushing to repay loans as this would be the responsibility for a new infrastructure provider. At the time of such a move occurring, then the Council would reconsider the LTP.

Councillor Williams commented on current low interest rates, enquiring what happens if in 15 years the interest goes up to 20% and how would this affect the population then. J Millward explained the Treasury Policy and it keeping in line, along with the Council having hedging which assists with keeping rates low. Management expect interest rates to increase over time however keeping within the Council limits is the key.

Councillor Atkinson commented on the Local Government sector and the uncertainty of 3waters reform and debt levels. He questioned if management thought the Council has had sufficient discussions and whether the Council has enough information prior to the 3waters reform. J Palmer advised this budget can be made independently of any 3waters decisions. He stated that if this budget was not, in his opinion, the best or sustainable view for the Council, then he would duly advise of such however both he and J Millward had been working on the Financial Strategy for some 20 years. In the early days a conservative approach to debt and capital works had been taken, and the infrastructure programme is stable based on good engineering advice and confidence about the renewal programme, particularly post-earthquake so he was confident with the approach proposed and being reasonably sustained by this Council.

Councillor Mealings enquired if in the event the Council maintains long life assets and the interest rates go up, is the Council able to revert to a faster pay off rate. Staff advised that was the case.

Councillor Stewart sought an explanation why the situation cannot apply to the earthquake loan and the Stadium. J Millward explained that roading is different, and the Council could exclude culverts and bridges over a longer period. It could be modelled, as could some greenspace assets however the Council had already made the decision on the Stadium. Councillor Stewart enquired if the Council could alter the Stadium loan terms. J Millward advised it was the intention of management to come back to the Council in due course to review the situation.

Following a query from Councillor Mealings related to depreciation rates, J Millard explained depreciation costs.

Councillor Barnett enquired if management were confident in the asset base following the earthquakes. J Millward commented about building both asset and ratepayer bases to sustain the loan ratio, so yes management were confident in the asset base. It was explained that Waimakariri Council are a little different to most other councils in the respect that the depreciation funding is saved for 'a rainy day' which is considered prudent management.

Councillor Barnett enquired if management were confident that the LTP budget would not affect the Standard and Poors rating. J Millward advised that he had had a preliminary meeting with Standard and Poors recently and he does not anticipate any change, however he will be keeping the Council informed as feedback is received. J Millward advised that Standard and Poors are concerned with the high capital works, which has

been explained and he is confident on maintaining the current AA stable rating. The world economy is uncertain and worldwide is less positive than New Zealand.

Councillor Redmond enquired if rate projections apply to 3water assets only or factored in other assets. J Millward confirmed only 3waters assets at this stage. The roading assets are an extensive network and more modelling is required, along with greenspace assets.

In a supplementary question Councillor Redmond enquired, if recommendation (d) was approved, would it come to the Council on a case by case basis. Staff confirmed that was the case, but it would not be this year. Furthermore the Council could also assess land, however the Council would need to be careful on asset life hence modelling being required.

Moved: Councillor Atkinson Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 201202163897.
- (b) **Approves** the repayment funding provision for loans raised for assets where the average weighted life of the assets is over 50 years to be increased from 25 years to a maximum of 50 years;
- (c) **Notes** that the change will be incorporated into the Treasury Policy and included into the draft 2021 – 2031 Long Term Plan to be consulted. The results of the consultation will be presented back to the Council for consideration, with adoption of the LTP to take effect from 1 July 2021;
- (d) **Notes** that this change has been applied to 3 Waters assets where the average weighted life of the assets is over 50 years. Debt relating to other Council activities will also be assessed over the next year to determine whether the policy can also be universally applied across these assets;
- (e) **Notes** the net effect on rates is to collect \$395,000 less in rates in year 1 (2021/22 of the Long Term Plan and the cumulative effect on debt is \$7.1m over the ten years of the Long Term Plan).

CARRIED

Against Councillor Williams

Councillor Atkinson spoke of assets lasting longer with quality products so it makes sense for the intergenerational formula to be used. He believed this is prudent management, explaining his questioning, and ensuring the Council has the information ahead of changes with 3waters management etc. Councillor Atkinson believed the Council was on the right side of the fence and going forward it will be very beneficial, stating he appreciated the complexities of modelling other assets, therefore was supportive of the motion.

Councillor Ward was supportive of the report proposal given that much of the infrastructure was new since the 2010 earthquake and assets are lasting longer, therefore it made sense to push out the rates to relieve people now and to spread costs over many years as people continue to use the assets.

Councillor Williams stated that while it looks 'rosy', the world is full of calamity. He reflected on growth, the uncertainty of climate change, Covid-19, and sewer upgrades (referencing the Ocean Outfall) and remarking how the last 20 years had been uncertain and therefore the Council needed to look after the future. Councillor Williams was of the view that if the Council/community want it now, then it should be paid for now.

Councillor Barnett congratulated staff on looking at ways to lower rates, and this is an option, noting this Council continues to review matters however its practices are in line with other councils. If the situation changes then the Council and review and change its policy. Councillor Barnett remarked that the Council needs to be positive for the future and considers it in good place and managed well, particularly since the earthquake. Councillor Barnett was both positive and supportive of the motion.

Councillor Stewart was enthusiastic on applying the practice on other assets, acknowledging the large loan for the stadium and earthquakes as long life assets. She commented on Plan Change 7 feedback due next week and the affect it will have on the farming community however this budget and financial practice puts money in the hands of people who need it and over the next ten years. Councillor Stewart believed this practice delivers funds back and is helping sectors of the community.

Councillor Redmond stated he was initially dubious as traditionally he was advised to pay debt quickly but he has since changed his mind based on the information supplied by staff, particularly in light of the uncertainty with 3waters assets and other assets being able to be looked at on a case by case basis. He considered this Council is out in front and therefore supportive of the motion.

Councillor Mealings remarked on the great tool to have which addresses intergenerational debt and she would like to see the Council apply the practice to many assets, however understood the need to be prudent. Councillor Mealings was supportive of the motion.

Mayor Gordon was supportive of prudent financial management which is hallmark of both J Palmer and J Millward he stated.

Councillor Atkinson, as a right of reply, reflected on the previous submissions on intergenerational payments and supportive of many of the comments made by colleagues.

The meeting adjourned at 10.34am and recommenced at 10.52am.

4.2 **Consider Runanga Request for Footpath and Lighting Improvements in Tuahiwi Township – J McBride - (Roading and Transport Manager) and G Cleary (Manager Utilities and Roading)**

J McBride outlined the report related to the Tuahiwi area involving road and lighting upgrades. Further discussions with MainPower and detailed design is yet to occur and then cost estimates can be better defined. J McBride explained the budget implications and where some funding could be sourced.

Mayor Gordon enquired how much was included in the walking/cycling budget. Staff advised the average was \$500,000 per year, but in the coming year staff were pausing this budget for one year. Staff will be seeking further advice from the Council for future project prioritisation from year two.

Mayor Gordon enquired if specific projects such as Tuahiwi are eligible for the 51% NZTA subsidy. Staff believe such as project would meet the intent for increased cycling in urban areas. Mayor Gordon enquired which year was this possible. J McBride advised consultation is yet to occur and staff would allow one financial year for design and consultation and the second year to build the asset.

Mayor Gordon advised the matter had been raised in Tuahiwi in recently, enquiring if there was any synergy in putting the path in now while roading works were undertaken, with potential cost benefits. G Cleary acknowledged it is possible and advised that for some stimulus projects this is occurring, however cautioned not all benefits are what you may expect. He explained that if there is dual works occurring at the exact location, the marginal savings could be achieved, however the Tuahiwi situation is different with work well advanced for the water pipe work due to the tight stimulus timeframe, therefore the path would be rushed, require variation with the contractor and compromise timing requirements against the current stimulus package. Staff confirmed the Council share of the Tuahiwi path project was approximately \$200,000 and strongly advised against undertaking the path at the current time for reasons outlined.

Councillor Ward enquired if the lighting budget been reduced overall which impacts on the ability to bring the Tuahiwi project forward. Staff confirmed that there is no current budget and that there are constraints across the district. There is a small provision for Rangiora and Kaiapoi town centre upgrades however the full extent of those projects is not yet confirmed.

Councillor Doody enquired if the Tuahiwi community are ok with getting the footpath work done when the work programme is planned longer term or do they want it now. G Cleary advised this matter has been raised for a number of years by the Tuahiwi community, who would like the path project done yesterday. Today was the biggest step forward at looking at the costs associated with the path project.

Councillor Stewart sought clarification on the walking and cycling network plan, and it progressing not as originally proposed, enquiring what the current timeframe was. J McBride referred to a Council briefing last year from D Young on the updated schedule and an indication that updated information would come back to the Council later in the year. Staff will follow up on update.

Councillor Redmond enquired how these proposals fit with equity and levels of service across the district. J McBride explained the programme for new footpaths in town areas, with Oxford as an example. The District Plan provides guidance if footpaths should be one or both sides of road. Staff acknowledged Tuahiwi village has got busier over the years and more through traffic occurs, and therefore staff understand the increased need in the area. The request for a gritted path is not unreasonable and it does connect the Urpa through to the school, however lighting does not meet current lighting standards.

Councillor Atkinson asked if this proposal is this based on amenity value and is there any funds in the (minor) safety budget that could be considered, acknowledging Tuahiwi residents are concerned with safety particularly around the school. J McBride advised the minor safety budget across all categories is \$500,000 and listed many projects that fit within that budget. Staff advised they could look over time to upgrade lights in \$30,000 instalments. The Tuahiwi streetlights are currently on power poles. MainPower may permit additional lights on the current poles however they likely to be reluctant, in which case the Council would need

to plan cables etc. Councillor Atkinson reiterated his question as there was a portion of safety budget that could be put towards this project. Staff explained NZTA safety budget criteria.

Councillor Barnett queried the budget allocation and NZTA funding which was explained by staff. She enquired if the project was able to be done cheaper with local contractor similar to the Woodend Path project. Staff indicated it was an option to be considered.

Councillor Barnett asked how many sites do not currently meet the current lighting standards. Staff advised there were many sites that did not meet the current standard, commenting on Oxford as an example with recent works of \$250,000 to upgrade. Councillor Barnett stated the Tuahiwi situation was a main street of a village, enquiring if there would be other villages in the district in a similar situation. Staff confirmed that would be the case, citing the beach settlements are yet to be upgraded.

In a secondary question Councillor Barnett enquired if the Council was of a mind to increase the budget, could the Council put funds in this years budget and staff supply additional information. Staff confirmed it was a decision of the Council to amend the proposed budgets.

Following a question from Mayor Gordon asking staff to clarify differences between standalone projects and NZTA funding, Mayor Gordon asked if the Council make additional budget today, would that attract a NZTA subsidy. Staff advised they would need to talk with NZTA and would consider it to sit within a low risk project.

Councillor Williams enquired if the 51% NZTA subsidy is unlimited. Staff explained the NZTA bid process which require detailed information on all projects, before NZTA give consideration to funding, with the projects then capped.

Councillor Williams asked if there is another subsidy for lighting upgrades. Staff advised there was not another subsidy available, unlike an 85% special subsidy that the Council had previously received on another project.

Councillor Ward, queried if it would make sense to undertake the lighting project when sewer work was being undertaken. Staff advised they had held discussions with MainPower and the lighting would need to occur first, once the lighting design was approved, however cautioned that MainPower approvals take time and that the sewer tender is about to be awarded.

Councillor Redmond enquired that if the work was brought forward what effect would occur on the rate increases. J Palmer responded that it would depend if the project was debt funded, however it would be marginal on rates over a period of time, with NZTA funding.

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the Council:

- (a) **Receives** report No. 201216172712;
- (b) **Approves** \$450,000 in the budget for a gritted path in Tuahiwi Township in year 2022/23.

- (c) **Requests** a report for street lighting upgrade within Tuahiwi Township in time for considering of the 2022/23 Annual Plan.
- (d) **Circulates** this report to the Utilities & Roading Committee and the Kaiapoi-Tuahiwi Community Board for their information.

CARRIED

Mayor Gordon reflected that the matters of footpath and lighting come up in conversation with the Runanga every year at the Annual Hui and other meetings, and it has been repeatedly conveyed that these are a priority for the community, as there are valid, ongoing concerns for connections with the school and safety. Mayor Gordon reflected on events when the current footpath was partnered with the Runanga several years ago, however that is unlikely to be the case now due to various factors. He believes the Council needs to work with the Marae trustees and he also hoped the project would receive NZTA funding. Mayor Gordon remarked he would like to see further work undertaken on the budget and these projects become a priority. The footpath concerns have been well documented and lobbied and now is the time for the Council to consider the matter, urging colleagues to support the motion.

Councillor Atkinson stated that to his knowledge there was no other village in the district that had houses, school, urpa, marae and other users for hui and tangi, as well as a sports ground beside the school. He believed this, by its very nature, is different to other situations within our district and it needs adequate lighting and footpath in his opinion and he considers it is overdue, in part based on the number of requests and length of time the community has been asking. Councillor Atkinson remarked that the timing right to look at seriously at the projects in Tuahiwi and get them underway enabling improved safety as the rat-run use continues to increase.

After clarifying the \$450,000 budget for the Tuahiwi projects was inclusive of NZTA funding, Councillor Brine reflected on his experience in the area in relation to speed and safety of school children. He was supportive of the improved timing for the work projects and budget.

Councillors Blackie and Doody were supportive of the motion which they both considered overdue and the right time.

Cr Barnett was supportive of the proposal, commenting on the walk/cycle path from Woodend to Kaiapoi. She remarked on the Tuahiwi village importance, culturally, and it did not have footpaths on both sides of the road, and considered there was a need to put matters right and move forward. Councillor Barnett hoped there was a strong case put to NZTA for the funding subsidy. She was also supportive of lighting improvements and would like to see done earlier than proposed, however understood the logistics, remarking that lighting was a safety issue.

Mayor Gordon acknowledged D Hamilton in the public gallery, who was a long-time advocate of improved footpaths and lighting in the village. He reflected on a meeting with kuamatua last year and a request for costings noting this motion is a start. Mayor Gordon hoped the project would attract a NZTA subsidy and he will assist lobbying for it to be included. Mayor Gordon reflected on Councillor Barnett's point about lighting and would welcome the project coming forward if possible. Mayor Gordon also reflected on Councillor Atkinson's comment, with the village having a school, urapa and marae – and it being a special place within the district.

4.3 **2021/22 Development Contribution Schedules for Consultation with Draft Long Term Plan – K LaValley (Project Delivery Manager)**

The report was taken as read.

Moved: Councillor Doody Seconded: Councillor Atkinson

THAT the Council:

- (a) **Receives** report No. 201218174244.
- (b) **Approves** the Draft 2021/22 Development Contributions Schedules as per Attachment i for consultation with the 2021-31 Long Term Plan (201218174263).
- (c) **Approves** the development contribution maps as per Attachment ii for consultation with the 2021-31 Long Term Plan (201218174271).
- (d) **Notes** that proposed updates to the Development Contribution Policy were presented in a separate report to Council 1 December 2020 (No. 201109150374[v2]).
- (e) **Notes** that the proposed policy updates do not affect the draft scheduled amounts.

CARRIED

MATTERS REFERRED FROM UTILITIES AND ROADING COMMITTEE

4.4 **Pegasus WTP Biological Filter Sand Replacement – C Roxburgh (Water Asset Manager) and G Boot (Senior Engineering Advisor)**

C Roxburgh noted that the new Manganese removal filter had been performing well since its installation, however, there was concern that there would be reduced flow during the peak summer season due to increased demand as Ravenswood continues to develop. Staff therefore recommended that the filter sand should be replaced with a coarser grain for optimal function. The costs would be covered through the development contributions from Ravenswood which would result in no rating impact.

Councillor Doody queried how the sand that contained manganese would be disposed of once removed. C Roxburgh noted that the manganese was not harmful, however further investigation would be undertaken on how best to repurpose the sand.

Moved: Councillor Barnett Seconded: Councillor Blackie

THAT the Council:

- (a) **Allows** provision of \$120,000 in the Woodend-Pegasus component of the Draft 2021-31 Long Term Plan, in year three (2023/24) for a full sand replacement of both Pegasus filters with a coarser sand that is more optimal for biological filtration.

CARRIED

Councillor Barnett noted that this was a sensible option and Councillor Doody thanked C Roxburgh for the work done on improving the scheme.

4.5 **Significant and Engagement Policy Update – A Gray (Communications and Engagement Manager)**

A Gray presented this report, noting that there have been no major material updates to this Policy.

S Markham commented that it is a statutory requirement to have this Policy in place however the real value is the guidance that it provides across the organisation, as the Council engages with the community and groups going forward.

Moved: Councillor Mealings Seconded: Councillor Atkinson

THAT the Council

- (a) **Receives** report No. 201027143311.
- (b) **Adopts** the Significance and Engagement Policy 2020.
- (c) **Circulates** this report to the Community Boards

CARRIED

4.6 **Town Centre Strategies Implementation Budget Recommendations for the Long Term Plan – S Hart (Business and Centres Manager) on behalf of the Town Centre Strategies Implementation Working Group**

S Hart presented the report on behalf of the working group, explaining the purpose of the report. He provided background to work undertaken which focused on the Rangiora and Kaiapoi Town Centre improvements. It was advised Categories A and B had been included in the LTP, while Category C matters had been deferred from this LTP.

Councillor Ward reflected as group member, and was pleased staff listened to matters pertaining to capital expenditure, particularly with regard to parking issues and delaying the parking building to the outer years, whilst increasing parking options within the town.

Councillor Atkinson as working party member spoke on the importance of understanding where the funding sat within the overall budgets.

Councillor Barnett as member, highlighted the project review of the economic strategy and the need to have the business community on-board to enhance the business development and strategy which was due to be reviewed and now is time to progress the next phase.

S Markham commented on the span of wide ranging of activities, and the wider desire to have an overall project approach. J Palmer noted there is significant provision for a car park building, with discussions continuing with the property owner, and that if opportunities do crystallise with new information that would be brought back to the Council. He noted this will be a consultation aspect from the LTP and the option is to either undertake the car park building or not do it at all.

Councillor Williams raised a concern regarding land for retail development becoming less available, enquiring if staff had looked at the civic precinct at the back of the Council building to allow other council land to be available for business development. S Hart explained the group had considered six scenarios and concluded not to propose to purchase all of Durham Street land. When considering the precinct area it become

evident it would not provide enough carpark for the precinct itself to make it viable so it was discounted.

Mayor Gordon queried the Williams Street Bridge painting costs and the other options that the Council had previously asked to be considered. Staff acknowledged the budget may be tight as various options were considered including work on balustrades and lighting upgrades, with the matter currently with consultants for costings. Mayor Gordon stated the matter needs to come to the Council and would like to see information via a briefing before it goes to the Kaiapoi Tuahiwi Community Board, and before the budget considerations. S Markham confirmed the information will be available ahead of the May deliberation meeting.

Cr Atkinson sought clarification of the \$130,000 budget for painting the bridge. Staff would come back to the Council with information at an April briefing, before attending the Kaiapoi Tuahiwi Community Board in late April.

Moved: Councillor Atkinson Seconded: Councillor Ward

THAT the Council

- (a) **Receives** report No. 201201163259.
- (b) **Notes** the role that the Districts Town Centres play in the economic wellbeing of the District, and as a hub for commercial and community activity.
- (c) **Notes** the background information contained within this report relating to the two Town Centre Strategies, and the work of the Town Centre Strategies Implementation Working Group.
- (d) **Notes** the significance of future Rangiora Town Centre parking provision projects in relation to the funding recommendations made by the Town Centres Implementation Working Group.
- (e) **Supports** the Town Centre Strategies Implementation Working Group's recommendations for the inclusion of Category A and B projects into the Long Term Plan, as shown in section 4.13 of this report 201201163259.
- (f) **Notes** that projects in Categories A and B, as per section 4.13 of this report, have been included into the respective Unit budgets, but Category C projects are not currently included.
- (g) **Considers** the further inclusion of Category C projects, as shown in section 4.13 of this report, into the Long Term Plan.
- (h) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Atkinson acknowledged the improvements to town parking achieved during this project and looked forward to the Williams Street bridge information coming back to the Council in April.

Councillor Ward was supportive of the work and the working party, noting there was more work to be undertaken, and commenting on the importance of having a strategy.

Mayor Gordon was supportive of the motion and commented on the importance of understanding the different components of the strategy.

4.7 **COVID-19 Recovery Programme Update – S Hart (Recovery Manager)**

S Hart presented this report, accompanied with S Markham. The 27 recovery actions were listed in the report, noting some progress against these actions, and comments as to whether each one of these 27 actions should be continued or discontinued. Staff suggested that eight of these projects be put on hold or discontinued. S Hart commented on the positive work of the Community Team, with the recommendations to continue this work. There has been a successful application in seeking government funding up to \$700,000. There is also a funding application in with the Department of Internal Affairs for \$100,000. This funding could be used for some project management potentially required for the Kaiapoi Community Hub and also some recovery funding required for the aquatic facilities operations. Matters would be referred back to the Council before any funding was drawn down on, which will be once results of the funding applications are known.

Councillor Blackie noted that \$700,000 of the \$2.1m fund had been utilised and that social agencies were advising (through media reports) that they had no remaining funding available. J Palmer advised that the \$2.1m budget was the figure anticipated to cover Covid-19 events, funding shortfalls, and other Council operations not being able to run at full capacity. To date, not as much of this funding has been needed since the budget was first developed. There is a risk that the situation may change between now and the budget deliberation meeting scheduled in late-May.

The Economic Recovery Advisory Group had met periodically and the group had not identified any areas of direct need. Mayor Gordon commented that working with the welfare groups in the district, and supporting people when staff are aware of need, is very beneficial.

On another matter S Markham advised that this Group will be meeting again in March, and this may become a reference group in future for refreshing the Economic Development Strategy.

Moved: Councillor Atkinson Seconded: Councillor Barnett

THAT the Council:

- (a) **Receives** report No. 201201163205.
- (b) **Notes** the economic overview and outlook summarised in this report is comparatively positive for the District which is tracking well, all things considered, but that the economic situation is characterised by a high level of uncertainty warranting ongoing close monitoring.
- (c) **Notes** the ongoing and evolving nature of the COVID-19 pandemic recovery environment is means recovery planning continues to evolve as required. Further reports and updates will be brought to Council as required, and might include further requests for funding from the approved COVID-19 Recovery Budget to ensure ongoing recovery activities that cannot be funded by other means are supported appropriately.
- (d) **Notes** several priority projects as set out in para 4.13 have emerged as being central to ensuring the social recovery and on-going resilience of the community is maintained going forward.

- (e) **Notes** that to date Community Development staff have acquired over \$700,000 in central government seed funding to progress these projects and a comprehensive funding strategy developed to ensure project completion and sustainability.
- (f) **Notes** that short term funding has been acquired to resource the facilitation of these projects and staff have applied to the Department of Internal Affairs COVID Community Fund for \$104,000 in medium term funding for further such facilitation.
- (g) **Notes** that should this application is unsuccessful, alternative funding streams will be explored. In the event that external funding avenues are exhausted it is proposed that from the Council's COVID Recovery Fund up to \$100,000, including overheads and ongoing employment costs be allocated to social recovery project facilitation until June 2022.
- (h) **Notes** that of the total COVID-19 loan, we have only drawn down \$700,000 of the \$2,100,000 anticipated.
- (i) **Notes** that a further provision of \$300,000 has been made, to be loan funded, to cover the potential funding requirement in Recommendation (g), a further \$100,000 of funding for potential project management resourcing (as per section 4.19 of this report), and also any impacts on Aquatic Facilities operations. Any drawdown of these provisions would subject to Council approval.
- (j) **Supports** recommendations for each of the 27 projects as shown in the heading of each project, in section 4.22 of report 2010201163205.
- (k) **Circulates** this report to the Economic Recovery Advisory Group, Social Services Waimakariri and the Community Boards for their information.

CARRIED

Councillor Barnett noted the sources of funding that are available and the local networks in place who can source these funds. Congratulations were extended to the Council's Community Team who are leaders in this field supporting social support groups.

Councillor Doody also noted that there are a lot of people in the Waimakariri community who also step up and help in situations when needed.

4.8 **Economic Development Budget Reduction – S Markham (Manager Strategy and Engagement)**

S Markham presented this report, in relation to the budget for economic development. The Board of Enterprise North Canterbury (ENC) have indicated that they are not in support of this proposal and their comments are included in the report. Options in the recommendation were highlighted. From the economic development agencies viewpoint, this is not the right time to reduce the budget.

Following a question from Councillor Barnett, it was advised that there is not a separate line item for the visitor strategy.

Councillor Stewart noted that showing in the ENC financial records in June 2020 there was a \$400,000 in short term investments and not all of the Council grant given last year was spent, enquiring why the grant was not fully utilised. S Markham noted that due to COVID-19 and lockdown, many events last year were not held, so there was an element of event funding that had built up. Operationally, at any one time in normal circumstances, ENC has a portion of unspent event funding.

Councillor Williams asked whether the Council should wait until there is a need/demand for funding before granting additional monies to ENC. S Markham advised the contract with the Council, is due for renewal and believes the ENC Board would be concerned about the cash reserves, if this contract was not renewed which may result in redundancies.

Mayor Gordon sought information from the Promotion Groups in Kaiapoi, Rangiora and Oxford if the grants for the Christmas Parades are sufficient (taking into account traffic management costs) and to come back to the Council with this information prior to the May deliberation meeting. Staff noted the request.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 201203164109.
- (b) **Notes** that outer year budgets include provision for inflation as requested by ENC.
- (c) **Includes** \$30,000 per annum in the district promotions budget as per existing funding arrangements.

CARRIED

Against Councillors Stewart and Williams

Councillor Redmond believed that with an unknown future with Covid-19, there is an important role for ENC and the work of ENC should be encouraged, not discouraged.

Councillor Ward supported not reducing the budget, reflecting on the importance to continue the funding at the current rate, noting that this funding goes towards paying ENC staff, and any reduction would jeopardise staff positions. The economic value of this group and what they put into the district cannot be under estimated. In Councillor Ward's opinion the district needs ENC and their expertise more than ever. Any funds put aside could be needed in the future.

Councillor Atkinson supported this recommendation, noting that if ENC had no cash reserves, there would be questions on viability over the next two years. Events coming up will be well supported and there will be more and more people wanting to run events in the near future.

Mayor Gordon noted that this is an important fund and there are a number of new events coming to the district, including national events. He considered it to be prudent of the Board to have a cash reserve, and the General Manager can explain this when they come to speak to the Council in March. ENC provided significant support to businesses during the Covid-19 lockdown situation. Mayor Gordon did not support a reduction of the Covid-19 budget as he considers this organisation is needed and it is important that it is funded properly.

Councillor Stewart stated she would not be supporting the motion, as she believes ENC is cash rich, noting the \$400,000 is earning interest on investment. In addition to the unspent grant of \$86,000 from 2020. Councillor Stewart does not dispute that economic development is not a benefit to the Council, however as a Council Controlled Organisation there are additional costs, administration and accounting services. Councillor Stewart noted she would be remiss in not identifying this position of ENC however did not want this confused with the function that ENC carry out. Councillor Stewart believes ENC should be using funds they have held, as all Council departments have been asked to reduce budgets.

Councillor Williams, stated that although he is a supporter of the work of ENC, he does not believe it is justice to the ratepayers by granting this money, and questioned the need for it now. He stated if he could be shown that ENC need this money now, he would support it, but suggested that this be held over until the need can be shown.

J Millward noted that ENC rely on the Council for funding and that the Council needs to consider what the level of performance is that it wants for the coming years.

Councillor Barnett noted that this is a draft budget that the Council is debating today. Any reduction of funding could affect someone's wages. In business, if there is a threat, there needs to be further promotion, and she believed this is not the right time to be cutting funding. The district promotion budget is low, compared to other Councils, however the Council relies on ENC to get funding for this work. ENC provide economic activity and Councillor Barnett is 100% supportive of keeping the status quo. The ENC budget can be reviewed when ENC next come to speak to the Council she remarked.

Councillor Doody noted the North Canterbury Business Awards function which was cancelled in 2020 was a significant loss.

In his right of reply, Councillor Redmond stated ENC is an organisation that delivers.

4.9 **Proposed Changes to Rates Remission Policy – M Harris (Customer Service Manager)**

M Harris noted that this was discussed at a September Council briefing, highlighting the recommendation (b) reducing the interval of instalment penalty remissions from four years to two years.

There were no questions.

Moved: Councillor Atkinson

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** report No. 201126160824.
- (b) **Approves** a change to the policy for Remission of Rates Penalty Charges that reduces the interval for instalment penalty remissions from four years to two from 1 July 2021.
- (c) **Approves** a change to the policy for Remission on Dwellings in Commercial Zones to limit the remission to owner occupied dwellings and to exclude rented dwellings and purpose built CBD residential accommodation to take effect from 1 July 2021.

CARRIED

4.10 **Collection of Ashley Water Rates - M Harris (Customer Services Manager)**

M Harris presented this report noting that the collection of Ashley Water Rates has been undertaken by Hurunui District Council since local government amalgamation in 1989. This matter has been discussed for some time and this proposal would provide a more streamlined administration process. A draft Memorandum of Understanding has been drawn up.

Councillor Redmond asked about how the information will be made available to the property owners. M Harris advised this would be included in the rates demand as a separate line item, however there will still need to be communication with Hurunui when property ownership changes or from Hurunui District Council (HDC) to this Council, if there are changes in water unit information. If there is an increase in Hurunui District Council water rates, M Harris advised it is similar to the situation with collection of ECan rates; HDC will need to consult with our ratepayers if there is to be an increase.

J Millward noted there needs to be agreement of both Councils and that the full costs be disclosed in both Council's Annual Plans.

Councillor Atkinson enquired what communications will be in place that there is a change planned. M Harris advised that once both Council's have agreed to this change, it needs to be advised that if there any issues with the scheme, this is still the responsibility of the Hurunui District Council. It was suggested that this needs to be clear to ratepayers.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** report No. 201125159668.
- (b) **Approves** the Council taking over collection of the Ashley water rates from 1 July 2021 from properties in the Waimakariri District that are connected to the supply on the Terms and Conditions set out in the draft Memorandum of Understanding.
- (c) **Authorises** the Chief Executive to finalise and sign the Memorandum of Understanding with the Hurunui District Council.

CARRIED

Councillors suggested that there needs to be clear communication with the ratepayers about this change. Mayor Gordon noted that Hurunui District Council have a significant investment through the Shovel Ready funding in upgrading the Ashley Water Scheme.

4.11 **Stadium Management Financial Assistance – C Brown (Manager Community and Recreation)**

C Brown provided a brief overview of the report requesting financial assistance to the North Canterbury Sport and Recreation Trust (the Trust), which would enable the Trust to hire a Facility Manger for the Stadium Waimakariri.

Councillor Redmond clarified if the preferred option was for rent relief rather than a grant to assist the Trust. C Brown confirmed that both options had been discussed and the Trust seemed comfortable with the rent reduction option.

Councillor Williams noted that the Trust had indicated that they would be fundraising as well as selling assets and enquired why the Trust was now requesting further assistance from the Council. C Brown responded that the Trust was in the process of fundraising, and there was an interested party in purchasing their property, however if the sale fell through, the Trust intended to put the property on the open market. The money received from the fundraising and the sale of property would go towards fit-out of the building and start-up costs.

Councillor Atkinson queried why this shortfall had not been identified earlier and staff confirmed that this was an oversight. The Trust wished to hire a Stadium Manager before the stadium was completed to co-ordinate early bookings and scheduling prior to the opening of the stadium. Staff also assured the Council that the Trust was experienced in this type of management and they had full confidence in the success of the Stadium being run efficiently and effectively.

Moved: Councillor Doody

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 201222176492.
- (b) **Approves** the annual rental for the Stadium, payable by the North Canterbury Sport and Recreation Trust, for 2021/22 being \$43,532 plus GST, which is a reduction of \$60,000 over the amount in the Heads of Agreement agreed by Council in 2019.
- (c) **Notes** that current projections suggest there will not be sufficient contingency in the project budget to cover the \$60,000 requested.

CARRIED

Against: Councillor Stewart

Councillor Doody stated that it was important to support the Trust to get the Stadium up and running. She believed that the Trust was a professional, proactive organisation and they would run a top notch facility. She noted that the uptake on bookings had been positive.

Councillor Ward also supported the recommendation and stated that she felt the Trust was highly competent in their dealings and that the Stadium would be run successfully.

Mayor Gordon, Councillors Williams and Barnett were all in support of the recommendation and complimented the Trust on the work that had been done to date.

4.12 **Library Long Term Plan Overview – P Eskett (District Libraries Manager)**

P Eskett provided a brief overview of the reasons for requesting further budget for the Libraries. She held the belief that children under 18 should not be penalised for historic fines and that in today's environment the library was crucial for learning. She encouraged the Council to consider waiving all historic fines and to set an amnesty in place as had been done in Selwyn and overseas with good results.

Councillor Williams enquired about the costs of waiving all historic fines. P Eskett noted that in regards to children it was approximately \$5,000 and adults about \$20,000. She also noted that if a parent had an outstanding fine it often meant that the children also did not have access to the library due to the outstanding fine. She clarified that lost books would not be included in the proposed scheme.

Councillor Atkinson enquired if it would not be reasonable to assume that if late returns were not penalised that the public would not bother to return the book in a timely manner. P Eskett stated that this had not happened in other libraries which had adopted this policy and that the public were inherently honest regarding library books.

Moved: Councillor Ward

Seconded: Councillor Blackie

THAT the Council

- (a) **Receives** report No. 210112003161.
- (b) **Approves** as part of the 2021-31 Long Term Plan the addition of \$110,000 for the replacement of self-service kiosk at all three libraries as a capital replacement.
- (c) **Approves** as part of the 2021-31 Long Term Plan the removal fines for children under the age of 18 years at a predicted revenue loss of \$4700 per annum.
- (d) **Approves** as part of the Long Term Plan the provision of \$80,000 for stage two and three of the Rangiora Library shelving replacement.
- (e) **Notes** that \$35,000 of this expenditure proposed for the shelf replacement would be offset by income received as part of the New Zealand Library Partnership Programme.
- (f) **Approves** as part of the Long Term Plan the provision of \$36,500 of capital funding for the purchase of Smart Shelves.
- (g) **Approves** as part of the Long Term Plan modifications to the returns area of the Rangiora Library noting that the cost of \$20,000 to do this will be offset by income from the New Zealand Library Partnership Programme.

CARRIED

Councillor Ward supported the recommendation saying that improving the ability to move shelving would assist with making the library more user friendly and assisted with making the libraries more of a community hub.

Councillor Blackie agreed with Councillor Ward and was in support of waiving all fines for children, he however was not supportive of a more automated environment, as this reduced face to face time between customers and staff.

Councillor Mealings was in support of fines being waived for all children under 18 and was also supportive of further investigation into the waiver of historic fines and an amnesty scheme being initiated.

Councillor Brine noted his interest in the idea and requested that a comprehensive paper on various options available and how this would be advertised and managed to be brought to the Council before any decision was made.

Amendment that a further recommendation (h) be added:

Moved: Councillor Mealings Seconded: Councillor Barnett

- (h) **That** a comprehensive options report is brought to the Council's March 2021 meeting on the waiving of all historic fines and the details of a possible amnesty on lost books.

CARRIED

MATTERS REFERRED FROM COMMUNITY AND RECREATION COMMITTEE MEETING OF 15 DECEMBER 2020

4.13 **Report on the update to the Sports Facilities Plan for the 2021/2031 Long Term Plan – G MacLeod (Community Greenspace Manager)**

G MacLeod advised that the updated Sports Facilities Plan built on the previous Sports Facilities Plan. Due to the previous capital investment the community was well served with community facilities, in the short term, and this would translate to a saving in the first three years of the 2021-2031 LTP. He highlighted some of the capital projects that would be undertaken, such as the artificial turf surface replacement at Kendall Park and various drainage solutions.

Moved: Councillor Brine Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** the updated Sports Facilities Plan prepared by RSL.
- (b) **Notes** that the current existing Long Term Plan has identified approximately \$400,000 every second year for the provision and upgrade of sports facilities.
- (c) **Approves** as part of the Long Term Plan a change to the current budget of \$400,000 every second year to the following:

Year	2022/3	2023/4	2024/25	2026/27	2028/29	2030/31
Budget	\$265,000		\$440,000	\$400,000	\$750,000	\$750,000

- (d) **Notes** the split of the proposed funding identified below:

Project	2021-23	2024-26	2027-32
Coldstream Road Sports Facility Capital Enhancement	\$100,000	\$40,000	
Loburn Domain Irrigation	\$75,000		
Southbrook Park Field Upgrade	\$30,000 (looking to get external funding for this)	\$100,000	\$100,000
Maria Andrews irrigation	\$5,000	\$100,000	

investigation and field upgrade			
Kaiapoi Park Field Upgrade		\$100,000	
Kendal Park Drainage	\$5,000	\$100,000	
Dudley Park Drainage			\$100,000
Mandeville Domain Lights and Drainage Upgrade	\$50,000		\$100,000
Pearson Park Drainage Upgrade			\$100,000
Artificial turfs (Coldstream and Kendall)			\$1,500,000 (notes that a significant portion of this is offset through cost recovery).
Total	\$265,000	\$440,000	\$1,900,000

CARRIED

4.14 Community Facilities Renewal Works Programme Long Term Plan 2021/2031 – G MacLeod (Community Greenspace Manager) and S Kong (Community Facilities Coordinator)

G MacLeod advised that staff had been completing more detailed asset condition assessments of facilities and were proposing a more active Asset Management Plan to ensure that facilities retain their standards over time. Lessons learned for recent renewal work had indicated that the community facilities have some underlining issues which need to be the addressed. He noted that while the maintenance budgets were appropriately set to sustain facility operations, larger cost renewals such as roof replacements, HVAC replacements, lighting upgrades, etc. exceed the existing renewal budgets, hence the need to request additional funds.

Councillor Barnett asked how the budget for the renewal of the outdoor areas at community facilities would be tied into the Facilities Renewal Budget. G MacLeod advised that a holistic approach would be followed in the management of community facilities, which would include the renewal and maintenance of both inside and outside the community facility areas.

Councillor Barnett further enquired if the Facilities Renewal Budget would be sufficient to ensure the renewal and maintenance of community facility areas. C Brown explained how the Community and Greenspace Budgets were structured and confirmed that sufficient provision had been included in the overall budget

Mayor Gordon sought clarity on when the renewal of the Cust Community Centre would be completed. G MacLeod advised that the remaining projects at the Centre could be completed in the 2021/22 financial year.

Councillor Redmond noted that provision had been made for refurbishment at the Sefton Domain Pavilion, which may not remain a community facility in the long-term. He questioned the reason for funds to be spent on the facility. G MacLeod acknowledged that the future of the Sefton Domain Pavilion had not been finalised and no work would be done on the Pavilion until clarity had been obtained. However, the Pavilion was currently still a community facility and budgetary provision therefore had to be made for the maintenance of the

facility. C Brown explained that the work to be done on the Pavilion was scheduled for years four to six of the LTP. By then the Council should have clarity on the proposed future of the Sefton Domain Pavilion.

Councillor Barnett expressed a concern that the work on the carpark at the Cust Community Centre was being proposed for year 11 of the LTP. C Brown advised that this was the proposed development of a new carpark at the tennis courts. R O'Loughlin confirmed that the upgrade of the roads and current carpark area was currently being tendered.

Moved: Councillor Blackie

Seconded: Councillor Doody

THAT the Council:

- (a) **Approves** the inclusion of a budget for the Community Facilities Renewal Work Program of \$3,000,000 over 10 years from the Facilities Depreciation Fund.
- (b) **Notes** that the previous funding for community facilities renewals was set at \$50,000 per annum.
- (c) **Notes** staff propose the \$3,000,000 to be spread over the 10 years as shown below:

Year	1	2	3	4	5	6	7	8	9	10
\$000's	\$150	\$300	\$300	\$300	\$300	\$300	\$300	\$350	\$350	\$350

CARRIED

Councillor Barnett expressed her support for a more active asset management plan for community facilities. After the earthquakes community facilities needed a lot of work, and in hindsight some issues had been missed. The Facilities Renewal Works Programme would ensure the proper maintenance of facilities, thereby prolonging the life of the facilities. She expressed a concern that the community facilities were being developed without sufficient parking. Any renewal plans and budgets should therefore include the renewal of the outdoor areas at facilities to ensure optimal use.

Mayor Gordon stressed the importance of the renewal work at the Cust Community Centre being completed during the 2021/22 financial year.

4.15 **Report on the Pegasus Ravenswood Community Facilities Needs and Options Report for the 2021/2031 Long Term Plan – G MacLeod (Community Greenspace Manager)**

G MacLeod noted that the Community Facilities Needs and Options Report carried out by RSL Consultants had found that there was a need for the development of a community facility in the Pegasus area. Provision had therefore been made in the LTP for the development of a purpose-built facility within the Pegasus' central commercial area near the lake. It was proposed that the community facility be constructed in years two and three of the LTP, with the land purchase proposed in year one. The development of a purpose-built facility was supported by the Pegasus Residents Group and the Woodend-Sefton Community Board.

With regards to Ravenswood, staff believed that there would be a need for a community facility in the future, therefore recommended the purchasing of land in the area to be considered to enable the Council to meet future needs.

C Brown provided comment on recommendations (a) and (b) and the land available for this community facility and associated costs of the building. Conversations have been held with the real estate agent regarding sale of the existing building. The value of this building had not been identified with discussions, however it was estimated to be in excess of \$5m.

Councillor Barnett spoke on the long term population projection for Pegasus and Ravenswood enquiring why not build a larger facility in Ravenswood to accommodate a larger population, now that the land is available? C Brown noted that as part of the consultation by RSL Consultants for the Community Facilities Needs and Options Report, residents of Pegasus were spoken to and demographics taken into account. With the limited community in Ravenswood currently there were no community groups to speak with. Following this, it was considered that the sensible place to put a facility is in Ravenswood and for this to be a 750sq metre facility. It was pointed out that the residents of Pegasus are asking for their own community facility, even if smaller, for a meeting and gathering space. Councillor Barnett asked if the gap in lack of community facilities on the eastern side of the district has been filled. C Brown remarked staff believe there will be sufficient community space.

It was agreed that the recommendations would be taken separately.

Moved: Mayor Gordon Seconded: Councillor Brine

THAT the Council:

- (a) **Includes** up to \$1,800,000 for land purchase in year 2021/2022 at Pegasus for a community centre.

CARRIED

- (b) **Notes** that the skate project for Pegasus should be considered for placement next to the future community facility if land is purchased.

CARRIED

- (c) **Includes** a budget for the building of a community centre in Pegasus of \$500,000 in year 2023/24 and \$2,200,000 in year 2024/2025.

CARRIED

- (d) **Includes** \$4,300,000 for land purchase in year 2021/2022 at Ravenswood for a community facility.

CARRIED

Against Councillor Williams

- (e) **Includes** the \$4,800,000 in year 2027/2028 to 2029/2030 to focus on Ravenswood for the purpose of building a community facility. Noting this was originally to cover Pegasus as well.

CARRIED

Against Councillors Barnett and Williams

- (f) **Notes** that staff will circulate the report to the Woodend Sefton Community Board.

CARRIED

Mayor Gordon believed a land purchase should be set aside for future options for a community facility. This does not preclude securing the current building, though the Pegasus community has always had the wish to have a facility of their own. This recommendation includes sufficient budget for future options for Ravenswood.

Councillor Barnett agreed that there needs to be community facilities to accommodate a group of 300 to 500 people. There is no doubt that Pegasus needs a community centre, and supports having a large facility for this large community. Councillor Barnett was comfortable with leaving the budget in, but it needed to be indicated to the public that there is a lot to be considered before budgets are confirmed. There still needs to be open discussions with those who will use these facilities, which is potentially the broader area.

4.16 **Sefton Community Hall Committee proposed grant in Long Term Plan and proposed move to Sefton Domain – G MacLeod (Community Greenspace Manager)**

G MacLeod spoke to this report and provided background information on the Sefton Hall, where it is currently located and the proposal of the Sefton Community Hall Committee to relocate the hall to the Sefton Domain. A grant of \$200,000 was included in the LTP budget to assist the Committee progress for design work and building of a new community hall in the Sefton Domain.

Moved: Councillor Redmond Seconded: Councillor Ward

THAT the Council:

- (a) **Includes** a grant of \$200,000.00 in the 2023/2024 year of the Long Term Plan for the Sefton Community Hall Committee as a contribution towards the cost of a new Community hall proposed to be located on the Sefton Domain.
- (b) **Notes** that at this stage no formal decision has been made by Council or the Community Board regarding the use of the Sefton Domain for the Sefton Community Hall.
- (c) **Notes** that the Sefton Hall Committee has undertaken significant engagement with the community in the preparation of a feasibility study and as a result have made a decision to move to Sefton Domain however staff will be required to engage with the Domain Users and wider community before presenting a report to the Woodend Sefton Community Board for consideration.

CARRIED

Councillor Redmond noted the Sefton Hall Committee have been working for a number of years on this proposal and the sale of the existing premises and the former Sefton Library site will help boost the funds. The community in Sefton would have a good facility if it comes to fruition he stated.

Mayor Gordon noted that the Sefton Hall Committee have undertaken a feasibility study on this project and this community deserves the support of the Council.

4.17 **Kaipoi Community Hub – Project Budget for 2021-2031 Long Term Plan - M Flanagan – (Landscape Planner, District Regeneration) and R Thornton (Community Development Facilitator)**

M Flanagan provided a summary on the community responses to consultation that had been undertaken to date, noting that there will be further consultation to be undertaken should the project proceed to the next stage.

Councillor Redmond noted the concerns raised by residents during the consultation to date enquiring as to how these would be responded to. M Flanagan advised there would be a concept plan on where any buildings

will go, with a wide buffer between residential properties and the community hub activities. Onsite parking would be in place to keep traffic away from residential streets. Staff consider that all issues raised can be resolved.

Moved: Councillor Blackie

Seconded: Councillor Atkinson

THAT the Council:

- (a) **Includes** \$435,000 in the 2021-2031 Long Term Plan in the 2021-2022 year for the establishment of the Kaiapoi Community Hub.
- (b) **Notes** that the \$435,000 funding has been included in the draft Long Term Plan budgets.
- (c) **Notes** that the \$435,000 funding sought would have a \$1.53 and 0.05% rating impact per property.
- (d) **Notes** that should the inclusion of the funding be approved this would be split between the Earthquake Recovery Loan and the Recreation Loan.
- (e) **Notes** that initial consultation with the adjacent residential neighbourhood is currently underway and a verbal update on the outcomes of the consultation process will be provided when this report is considered.

CARRIED

Staff were thanked for the consultation undertaken to date and work with the community and groups.

4.18 **Aquatic Facilities Strategy and Long Term Plan Preparations – M Greenwood (Aquatic Facilities Manager)**

M Greenwood explained that the Council's Aquatics Facilities Strategy 2021-2031 identified that there might be a need for the development of an additional swimming pool in the Pegasus/Ravenswood area in the future. Therefore the inclusion of \$2.5 million in the LTP for the purchase of land, in the north eastern part of the District in the 2024/25 financial year was sought. The strategy also recommended the expansion of the Kaiapoi Aquatic Centre within the next four to seven years. However, taking into consideration the Council's financial context and its commitment to other projects, as well as the Kaiapoi community's ability to currently afford such development, it was agreed that the proposed expansion be delayed until after 2031. It was nonetheless recommended that \$50,000 be included in the LTP to fund the investigation of options for the expansion of the Kaiapoi Aquatic Centre during the 2029/30 financial year.

M Greenwood advised that to maintain the Council's current levels of service it was important that staff took a proactive approach to ongoing equipment maintenance and capital replacement. The Council was therefore requested to support the Aquatics Team's approach to capital asset renewals which would require a further \$1.66 million over a 10-year period, which would be loan funded.

Councillor Doody enquired if it was envisaged that the community would contribute to the development of the proposed swimming pool in the north-eastern part of the District by fundraising. She also asked if it would be an indoor pool or an open pool. M Greenwood advised that as it was proposed to develop the swimming pool after 2031, many factors may change and the development details of the swimming pool had therefore not been finalised.

Councillor Barnett questioned the reason for recommending the development of a new swimming pool in the future, rather than upgrading the Council's existing aquatic facilities to benefit the communities now, given that the Waimakariri District was well supplied with swimming pools when compared with other districts. M Greenwood commented on the recommendation when taking into consideration the current economic climate and the communities ability to currently afford such upgrades.

C Brown clarified that the proposed land purchase was considered an investment to allow for the future growth of the Council's Aquatics Facilities. It was estimated that the cost of expanding Dudley and Kaiapoi Aquatic Centres would be between \$10 million to \$20 million. The \$2.5 million would therefore not be sufficient.

Subsequently, Councillor Barnett questioned if the \$2.5 million could not be used to cover the Council swimming pool in Oxford. C Brown noted that the covering of the Oxford swimming pool had not been identified as a need by key community stakeholders in the Council's Aquatics Facilities Strategy 2021-2031.

Councillor Barnett noted that the strategy mentioned that three new aquatic facilities were currently being developed in Christchurch and questioned if these new Christchurch facilities would not address any future needs Waimakariri residents may have, given people were known to travel for leisure activities. M Greenwood advised that it was not anticipated that the new facilities would have a large impact on the Aquatics Facilities Strategy 2021-2031 as they were some distance from the Waimakariri District's borders. However, the actual impact could only be determined once the facilities were in operation.

Councillor Atkinson sought clarity on the proposed amount to be spent on the purchase of land for community facilities in the north-eastern part of the District. C Brown confirmed that the LTP made provision for the inclusion of up to \$3.6 million for the purchase of land for community centres in Pegasus and Ravenswood and \$2.5 million for land for a swimming pool.

In response to questions, M Greenwood noted that the average travelling time for Christchurch residents to an aquatic facility in their area was approximately 10 minutes, which was similar to the current situation in the Waimakariri District.

Councillor Ward questioned the impact that the proposed development of the WHoW Aquatic Sports Park in Kaiapoi may have on the future use of the Council's aquatic facilities. C Brown explained that the activities that would be offered at the proposed sports park would differ from those being on offer at the Council's aquatics facilities. The WHoW development has however been taken into consideration in the development of the Council's Aquatics Facilities Strategy, hence the delay in the proposed expansion of the Dudley and Kaiapoi Aquatic Centres and the development of the swimming pool in the north-eastern part of the District until such time as the impact of the WHoW development could be better measured.

With regard to the development of the new swimming pool, Councillor Redmond enquired if the option of working with the Ministry of Education or local schools had been explored in a bid to reduce development and maintenance costs. M Greenwood advised that the abovementioned option had not been considered as schools seemed to be struggling with the ongoing maintenance of their existing pools.

Moved: Councillor Brine

Seconded: Councillor Doody

THAT the Council:

- (a) **Includes** \$2.5 million in the Long Term Plan for land purchase in the 24/25 year for the future development of a Swimming Pool in the North East of the District.
- (b) **Includes** \$50,000 in the 29/30 year of Councils Long Term Plan to fund the investigation into options for the expansion of Kaiapoi Aquatic Centre.
- (c) **Supports** the Aquatics approach to capital asset renewals requiring a further \$1.66 million over the 10-year Long Term Plan period, which will be loan funded.
- (d) **Notes** that the District Aquatic Strategy as prepared by RSL Consultancy evidences the community need for the investigation and delivery of a new facility in the District's North East however, as identified in issue 4.1 staff recommend that this work be pushed out beyond the current Long Term Plan period to 2035-2040.
- (e) **Notes** that the District Aquatic Strategy identifies the community need for the redevelopment of the Kaiapoi Aquatic Centre however, as identified in issue 4.1 staff recommend that this work be pushed out beyond the current Long Term Plan period to 2030-2035.
- (f) **Notes** that the District Aquatic Strategy identifies the community need for further investigation into the redevelopment Dudley Park Aquatic Centre however, as identified in issue 4.1 staff recommend that this work is pushed out beyond the current Long Term Plan period to 2040-2045.
- (g) **Circulates** the report to the Community Boards for their information.

Councillor Brine stated that it was important to indicate to communities that the Council was planning on meeting their future needs. The Council needed to acknowledge the anticipated continuous growth in the Ravenswood and Pegasus areas by purchasing land in these areas for the future development of community facilities. Previous experience, in other parts of the district, had shown that the Council was justified to land bank for future development. He therefore supported the proposed purchase of land in the north-east part of the District, while land was still affordable.

Councillor Doody concurred that it was vital to plan for the needs of future generations. The north-east part of the District was an especially fast growing area in which land banking for future development of community facilities was a necessity, in her opinion.

Councillor Barnett agreed that the north-east part of the district was a fast growing area that needed additional community facilities, such as meeting spaces. However, she did not believe that the Waimakariri District needed an additional swimming pool. Chiefly due to the district being over supplied with aquatics facilities that needed constant maintenance. She supported the upgrading of the Council's current community facilities, but not the development of a new swimming pool.

Councillor Atkinson also believed the Woodend and Pegasus communities needed additional community facilities, noting the Ravenswood community may also request a community facility in the near future. He however did not support the development of a swimming pool in this area, as residents were

within an acceptable 10 minutes' drive to Council Aquatics Facilities. Councillor Atkinson proposed an amendment:

AMENDMENT

Moved: Councillor Atkinson

Seconded: Councillor Blackie

THAT the Council

- (a) **Includes** \$2.5 million in the Long Term Plan for land purchase in the 24/25 year for the future development of a community facility in the North East of the District.

LOST

DIVISION

For: N Atkinson, N Mealings, R Brine, A Blackie and W Doody.

Against: S Stewart, P Williams, P Redmond, K Barnett, J Ward and D Gordon.

5:6 Lost

Councillor Mealings sought clarity on what the impact would be on the proposed rates increase if the proposed land purchase (\$2.5 million) should be brought forward to the 2021/22 financial year to coincide with other proposed land purchases for community facilities. J Palmer stated that the impact on the rates increase would be minimal and the Council would still receive development contributions.

Councillor Brine supported the proposed amendment and noted that the land would only be purchased in the 2024/25 financial year, she believed that the Council would have drafted a Development Strategy for the north-eastern area of the district by then.

Councillor Barnett also supported the proposed amendment. She stated that it was important that the Pegasus/Ravenswood Development Strategy needed to be reviewed now that the work on the District Plan had nearly been completed. It was key that the Council acknowledged the growth in these areas and signal to the communities that their future needs would be met.

Councillor Redmond noted that the Council was currently considering long term planning as related to the Council's Aquatics Facilities Strategy 2021-2031. The strategy only made provision for aquatics facilities and he therefore did not believe that the proposed amendment could facilitate the development of any community facilities other than swimming pools.

Councillor Williams agreed with Councillor Redmond and stated that any additional funding for community facilities should be debated as part of the Greenspace and Community Facilities budget.

Mayor Gordon advised that he also did not support the development of a swimming pool in this area. He would rather see the expansion or upgrading of the Council's current aquatics facilities. He did however agree that more community facilities were needed in this area.

The amended motion was lost, and the original motion therefore become the substantive motion. The Council agreed to consider recommendation (a) separately.

THAT the Council

- (a) **Includes** \$2.5 million in the Long Term Plan for land purchase in the 24/25 year for the future development of a Swimming Pool in the North East of the District.

LOST

DIVISION

For: R Brine and W Doody.

Against: N Atkinson, N Mealings, S Stewart, P Williams, P Redmond, A Blackie, K Barnett, J Ward and D Gordon.

2:9 Lost

- (b) **Includes** \$50,000 in the 29/30 year of Councils Long Term Plan to fund the investigation into options for the expansion of Kaiapoi Aquatic Centre.
- (c) **Supports** the Aquatics approach to capital asset renewals requiring a further \$1.66 million over the 10-year Long Term Plan period, which will be loan funded.
- (d) **Notes** that the District Aquatic Strategy as prepared by RSL Consultancy evidences the community need for the investigation and delivery of a new facility in the District's North East however, as identified in issue 4.1 staff recommend that this work be pushed out beyond the current Long Term Plan period to 2035-2040.
- (e) **Notes** that the District Aquatic Strategy identifies the community need for the redevelopment of the Kaiapoi Aquatic Centre however, as identified in issue 4.1 staff recommend that this work be pushed out beyond the current Long Term Plan period to 2030-2035.
- (f) **Notes** that the District Aquatic Strategy identifies the community need for further investigation into the redevelopment Dudley Park Aquatic Centre however, as identified in issue 4.1 staff recommend that this work is pushed out beyond the current Long Term Plan period to 2040-2045.
- (g) **Circulates** the report to the Community Boards for their information.

CARRIED

14.19 MATTER REFERRED FROM KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING OF 14 DECEMBER 2020

Askeaton Reserve Boat Ramp and Coastguard Car and Boat Trailer Parking Options – D Roxborough (Implementation Manager – District Regeneration) and G MacLeod (Community Greenspace Manager)

D Roxborough and C Brown spoke to this report, commenting on the high level concepts for repairs and upgrade works for the Askeaton boat ramp area and boat-trailer parking options for the Coastguard boat ramp area. The report requests funding be included in the LTP for these two items of work. Currently the facilities at the Askeaton Reserve are dilapidated and retaining the existing \$61,320 budget would allow for an interim fix for the Askeaton Reserve Boat Ramp which should last five years. It was noted that staff propose to develop a "River Use Plan" to consider the future of the Askeaton boat launching facilities and access to the river.

Councillor Barnett sought clarification on where the funding was coming from for these two projects. D Roxburgh confirmed that the car and boat trailer parking at the Coastguard site is a Regeneration Project funded from the Earthquake Recovery Loan. The Askeaton Boat Ramp is a Greenspace activity budget.

Councillor Barnett questioned having an amount added to the Earthquake Loan, and why the budget was not coming from the Greenspace area, for all this work. It was confirmed that the Askeaton Boat Ramp work was always proposed to come from the Earthquake Recovery Loan, and noted that funding from either of these sources, would have the same rating effect on ratepayers.

Councillor Doody asked if there was future development at the Askeaton area and would this come from the Earthquake Recovery Loan budget. It was confirmed that the interim work planned for Askeaton would come from this existing Earthquake Recovery Loan budget, however any future work would come from the Recreation budget.

Moved: Councillor Atkinson

Seconded: Councillor Blackie

THAT the Council:

- (a) **Includes** \$285,000 budget in the District Regeneration Activity for the 2023/24 year within the 2021/31 Long Term Plan for development of a gravel surfaced car and boat trailer parking area adjacent to the Coastguard building to serve the Kaiapoi Marine precinct, based on a nominal provision of 15 parking spaces (option 1 in this report); and that this is included within the draft LTP budget and had a rating impact of \$1.00 (inc GST) or 0.03% per property.
- (b) **Retains** the existing \$61,320 budget in the Recreation Activity budget in the 2021/22 year, for the purposes of undertaking minor repairs to the Askeaton reserve boat launching facility manoeuvring area (option 1 in this report); and that this is included within the draft LTP budget and had a rating impact of \$0.22 inc GST or 0.01% per property.
- (c) **Notes** that the car and boat trailer parking project was identified in the Kaiapoi Regeneration Areas Reserves Master Plan and previously budgeted for \$153,450 in previous Long Term Plans based on initial high level budgeting estimates.
- (d) **Notes** that future works could also include consideration of the addition of security access gate and public toilets to Askeaton reserve, and further increases to levels of service of the proposed new Coastguard boat ramp trailer parking area.
- (e) **Notes** that staff propose to develop in future a 'River use plan' to consider longer term options relating to the future retention or decommissioning of the Askeaton boat launching facilities, and will workshop this with Kaiapoi-Tuahiwi Community Board.

CARRIED

Councillor Atkinson believed there needs to be some funds spent on Askeaton for short term improvements so this boat ramp can be used. The coastguard ramp is also available to be used, but there is not a lot of parking available in this area. Councillor Atkinson commented on the possibility of the NZ Motorhome Association setting up a facility in Kaiapoi.

Councillor Mealings noted that there is still a lot of use of the Askeaton boat ramp but it does need the improvements therefore supported the motion.

Councillor Barnett expressed concern about funding going into an area that has an unknown future and suggested that if Askeaton was closed, people would then use the Coastguard Boat ramp. Regarding budgets, she would like to see the Earthquake Loan closed. Councillor Barnett was happy to support this motion, but not to keep topping up the Earthquake Loan budget.

Councillor Redmond supported the improvement work required for Askeaton and believes this has a role in the town for boat launching. The launching of boats at the Coastguard facility is not an easy exercise.

In reply, Councillor Atkinson noted that the Askeaton work is not a new project in the Earthquake Recovery loan noting that it is a lot easier to launch boats at the Askeaton site.

4.20 Rangiora Civic Precinct – Long Term Plan – J Millward (Manager Finance and Business Support) and C Brown (Manager Community and Recreation)

J Millward and P Eskett provided an overview, explaining the efficiencies to be gained by linking the civic precinct build and the library expansion.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 210119006610.
- (b) **Agrees** to following provisions are made in the 2021-2031 Long Term Plan
 - i. Office Accommodation remains scheduled for FY2028 (\$18 million in 2020 dollars and unadjusted for inflation).
 - ii. Rangiora Library Extension deferred from FY2024 to FY2028 (\$7 million in 2020 dollars and unadjusted for inflation unadjusted for inflation).

CARRIED

Against (b)ii. Councillor Barnett

Mayor Gordon encouraged caution and fiscal prudence when making a decision on this matter due to the many uncertainties that the Council might be facing in the near future. He noted that significant cost would be saved by joining the two projects and delaying the project until later in the LTP. He also noted that if the situation changed at any time, the Council could rethink its decision and bring the project forward if required.

Councillor Barnett stated that she was not in favour of linking the two projects and that the Library expansion, in her opinion, was urgent and had been delayed for too long. She noted that the community would not object to the library expansion but would not condone the civic precinct build at this time.

Councillor Ward in principal agreed with Councillor Barnett, but also noted that she would reluctantly support the recommendation at this time. She however believed that the money currently being spent on renting office space for staff could be used more effectively to help finance the project.

Councillor Atkinson noted that budgets and timing of projects were a balancing act, but he was of the opinion that this was not the time to take on

a large capital project such as the library extension. He therefore urged that the project not be rushed.

Councillor Redmond agreed with Councillor Atkinson and believed the time was not right and it would be prudent to delay.

Councillor Barnett noted that the library was not only about books but was a community hub for people of all ages, to meet, to support each other, to research, to find jobs using library resources and for learning.

Councillor Doody concurred with Councillor Barnett stating that the rebuild of the Oxford Library had made a huge difference to the wellbeing of the Oxford community.

Mayor Gordon stated that the community views, through public consultation on the draft LTP, would be the deciding factor and the Council could then review its position.

5. **BUDGETS**

5.1 **Roading**

J McBride advised information aligned with the December Council briefing. One main change was the renewals for bridge maintenance over the first three years as staff address identified issues with structures. Improvements include a focus on key transport corridors and known safety issues. Skew Bridge is included in the Regional Transport Plan however the Council is unlikely to receive funding due to low crash rate number and competing with higher crash rates projects in the district as it process looks at history rather than predicted, however staff would be submitting a stronger business case to NZTA for next year. Skew Bridge remains in the LTP with design in year 8, and construction in years 9 and 10. Staff also suggested \$100,000 be brought forward for design and consenting to begin on the Rangiora arterial road.

Councillor Atkinson, sought clarity on Skew Bridge costs. Staff advised the project is estimated to cost \$11m (but sits accumulated at \$13m inflation adjusted), plus \$330,000 for active warning signs being a safety improvement for interim improvement until the bridge renewed. Staff also spoke of the differences in warning safety signs and the various costs.

Councillor Stewart queried the structures component of renewal referencing the Dudley Creek balustrades. Staff understood this was a drainage asset and staff would recheck the maintenance allocated.

Councillor Stewart queried professional fees related to remetalling, drainage, chip sealing when in-house staff were qualified to undertake this work. Staff explained the differences between work undertaken by staff and the professional fees for roading activity which enabled projects to be eligible for NZTA funding for projects.

Councillor Stewart enquired about the Skew Bridge BCR rating. Staff advised the bridge is rated at 0.54 which is currently based on known crash history. NZTA assess for ratings over 1.0 and more weighting for serious/fatal injuries.

Councillor Stewart queried the bridge balustrade over the Kakauni stream with staff advising they would come back with additional information.

Councillor Ward suggested would it be good for Skew Bridge to be included in the walking/cycling routes. Staff spoke of safety and the work a consultant was currently undertaking on a business case.

Councillor Ward queried the Southbrook improvements (\$5m), enquiring if it would be possible to put \$4m to the Eastern Rangiora project, to attract NZTA funding. Staff commented on the proposed \$2m intersection at Coronation Street with \$2m in 10years and \$2m outside 10years to review the Southbrook Road area and capacity, and it may include widening the bridge at Pack n Save. It was advised the Eastern Arterial, involving 2.6km and three3 bridges, had an estimate of \$21m and would not attract NZTA funding. The Kaiapoi arterial was fully funded by the Council as it is driven by growth.

Councillor Blackie queried if bridge maintenance was enough, particularly for the Waimakariri Bridge. Staff explained the budget allocations.

Mayor Gordon queried what year the Torlesse Street improvements were programmed. Staff advised it was included in year 1 of the LTP for design and construction in year 2022/23. Southbrook improvements were broadly in 2026-27 with the Mayor querying if this project should be brought forward. Staff advised the investigation work could be brought forward. The Mayor requested staff to reflect on the improvements proposed as Rangiora-Ashley Community Board were likely to submit during the LTP.

Councillor Barnett queried footpaths, and if any conversations had occurred with NZTA about better quality footpaths, as she was mindful of the growing elderly population and the need for improved safety. Staff advised NZTA only fund very poor paths and there is a condition rating, balanced against over investing and the need/risk of NZTA not funding. The previous year had seen a push of upgrading and there is now less poor and very poor rated paths at C+, which staff were comfortable with.

Councillor Barnett commented on park and ride in Ravenswood/Pegasus and given people drive to locations, there was the possibility of Hurunui residents utilising the service and queried whether there should be a conversation with Hurunui Council about equity. Staff commented on the commercial area and feedback for park and ride, the use of bike cages, and capturing local interest. The Hurunui usage had not been researched or discussed. G Cleary commented on the current service/uptake in Kaiapoi and Rangiora and the increasing population of Pegasus/Ravenswood becoming the third large town, which is what the service is currently geared to service. There is no harm in Hurunui residents using the service and over time additional service options may come into play.

Councillor Williams sought clarification on the Park and Ride budgets. Staff advised \$2m had been kept in Kaiapoi and Rangiora acknowledging the need then additional sites may need extending and split over years 4 and . There is allowance for Ravenswood in year 9.

Councillor Doody queried who paid for the Old Gorge Bridge maintenance. Staff held discussions with Selwyn District Council and approximately eight years ago the timber deck was replaced and the structure considered sound. It was acknowledged the chip seal looked shabby currently and is due for reseal with Selwyn Council looking at resealing the bridge in the next one to two years.

Councillor Mealings queried sustainability projects at \$21,000 and reallocation, with staff advising they would come back to the Council with further information.

Councillor Stewart enquired if there was any statistics on usage of the new cycle path over the Waimakariri Bridge. Staff advised counters would be installed in the coming weeks, however there was a visible increase in cycles in the area and it also complimented the bus patronage.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** the draft Roading budget for the Long Term Plan 2021/22 – 2030/31 Long Term Plan.
- (b) **Notes** that Greater Christchurch Partnership commitments relating to the PT Futures Business Cases and the Travel Demand Management Business Case are included within the proposed budgets.
- (c) **Notes** that the Council will continue to be updated as further information becomes available on the Greater Christchurch Partnership projects and future maintenance requirements for the Old Waimakariri Bridge.

CARRIED

Councillor Ward reflected on what had been achieved in the last six months and was impressed.

Councillor Barnett commented on being impressed with work undertaken particularly on paths. She reflected on NZTA and its priorities in the North Island. It was suggested that when the Council consider the strategic budget, the Council priorities are considered first and then what WDC can receive in NZTA funding and perhaps a more aggressive approach and challenge to the funding allocations, although WDC need to understand the restrictions.

Meeting adjourned at 12.44pm and resumed at 1.15pm.

5.2 **Solid Waste**

K Waghorn, tabled the proposed charges for the Kerbside Collection Account (Trim Ref: 210126012244) and an updated fees and charges schedule (Trim Ref: 210126012294).

In response to the query regarding the adequacy of the Southbrook Refuse Station, K Waghorn explained that the Project Delivery Unit was currently working on a proposed site development plan for the station which would include expansion of the facility due to the growth within the Rangiora area. An education area would also be included to future proof the station. A report, with further details on this matter would be presented to the Council at the appropriate time.

Mayor Gordon enquired if a budget had been set aside for maintenance and keeping the station looking neat and tidy. K Waghorn confirmed that there was a maintenance budget for the site which was accessed by the Contractor as required, however staff would follow up on whether the Contractor had accessed the budget recently.

The success of auditing the recycling bins and the effectiveness of the programme in the areas that had been targeted was acknowledged. However there was concern that the current budget would be insufficient to cover the whole of the District especially once the rural areas came on line. K Waghorn indicated that there was sufficient budget until the end of 2021 and, if required, a further budget for 2022 would be requested through the Annual Plan process.

There was a query regarding the possibility of ratepayers who did not adhere to the recycling guidelines repeatedly being charged extra for their recycling service. K Waghorn stated this would not be possible however services would be suspended to those residents who continually had contaminated bins with the bins being removed.

Councillors requested that a site visit be arranged to the Southbrook and Oxford refuse stations in the near future.

There were several acknowledgments of the service and helpfulness staff provided at the Eco Store.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021-2031.
- (b) **Notes** that any new levels of service/performance measures are to be provided within a separate report provided to the Council.

CARRIED

5.3 **Water**

C Roxburgh highlighted key points including the rating impact, growth prediction and how that would affect planning and budgeting, changes in standards of drinking water, resilience of wells in the area, Poyntz Road scheme and the affects to Summerhill and West Eyreton schemes a well as the overall capital expenditure over the next 10 years.

Councillor Stewart queried the reason for work being done from Tuesday to Thursday but not Friday's. C Roxburgh advised that this was a two day job which would mean that if they started the job on a Friday they would only complete it by Sunday which was why the work was generally scheduled for midweek. However he noted that work had, on occasion, been carried out over weekends.

Concern was raised that the costs for water sampling in Kaiapoi had increased by 13%, and a query raised as to why sampling at Rangiora had not also shown an increase. C Roxburgh stated that there was an increase in the sampling at Rangiora however the charges were not shown in detail as they had been with Kaiapoi. Councillor Atkinson requested further information regarding this increase and why it is only showing in the Kaiapoi area and not others.

Councillor Williams enquired if the cost for the fluoridation of the water supply had been taken into account, and was told that this had not been included in the budget as the Health (Fluoridation of Drinking Water) Amendment Bill had yet to be passed by Central Government. Staff envisaged that this cost would be presented to a later Long Term Plan cycle once the Bill was enacted.

Councillor Barnett noted that Garrymere Water Scheme showed an unplanned cost and enquired what that was for and also if the Advisory Group had been made aware of the cost. C Roxburgh advised that a well pump had failed and had to be replaced. It was confirmed that the Advisory Group had been advised of the situation.

Councillor Barnett also queried the inconsistency in the Summerhill and West Eyreton budget line items. C Roxburgh assured the Council that similar maintenance commitments and replacements were done across all the schemes however the cost codes had been set up slightly differently which was why the budget lines were different in the reports.

Mayor Gordon thanked staff for their work during the year and noted that he had received positive feedback from the community.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** the draft budget for the Ten Year Plan 2021-2031.
- (b) **Approves** the revised mandatory performance measure targets for water supply, as detailed below, for inclusion in the 2021-31 Draft Long Term Plan:

Level of Service	Performance Measure	2021 Target
Safety of Drinking Water All public water supplies comply with the Drinking Water Standards of New Zealand	The extent to which drinking water complies with the drinking water standards for : a) Bacterial compliance b) Protozoal compliance	a) 100% of people on a public supply receive water from a compliant scheme. b) 100% of people on a public supply receive water from a compliant scheme.
Maintenance of the Reticulation Network All public supplies are actively maintained to minimise the loss of water leakage	The percentage of real water loss from the networked reticulation system	Less than 22%
All public water supplies are managed to an appropriate quality of service	The total number of complaints received by the local authority about any of the following : (a) drinking water clarity (b) drinking water taste (c) drinking water odour (d) drinking water pressure or flow (e) continuity of supply, and (f) Council's response to any of these issues Expressed per 1000 connections to the networked reticulation system	Aggregate of a) to f) to be < 5 per 1000 connections

- (c) **Approves** the revised non-mandatory performance measures and targets for water supply, as detailed below, for inclusion in the 2021-31 Draft Long Term Plan:

Level of Service	Performance Measure (2021)	Target
Consent Breach – Action Required	Percentage of the total number of water take consent conditions that have breaches that result in an Environment Canterbury report identifying compliance issues that require action.	Nil 0%
DWSNZ - Aesthetic Compliance	Water is supplied that is within the guideline range in the DWSNZ for aesthetic parameters, with the exception of pH.	Complies 95% of samples comply
DWSNZ - Protozoa Compliance	Water supply delivers water that achieves a standard compliant with the protozoal requirements of DWSNZ	Complies
DWSNZ - Radiological Compliance	Water supply delivers water that achieves a standard compliant with the radiological requirements of DWSNZ	Complies
DWSNZ - Chemical Compliance	Water supply delivers water that achieves a standard compliant with the chemical requirements of DWSNZ	Complies
DWSNZ – Sampling Non-compliance DWSNZ - Bacterial Compliance	Water supply delivers water that achieves a standard compliant with the bacterial requirements of DWSNZ	Complies
Flow - Allocated Units	Percentage of properties where flow received is consistent with allocated units at the point of supply in Restricted or Semi Restricted schemes, (excluding outages) as demonstrated by restrictor checks completed at not more than 5 yearly intervals	100% of restrictors tested, at no more than 5 yearly intervals, achieve allocated flow
Losses	Water losses as determined by the Infrastructure Leakage Index (ILI) based on an annual assessment	< 240L/conn/day Scheme Level: ILI >= "B" or an economic assessment carried out and recommended measures implemented District Level: ILI >= "B"
Pressure - Boundary - Restricted	Water pressure at the point of supply of Restricted or Semi Restricted schemes, excluding outages, as demonstrated by a reticulation model or reactive audits.	>150kPa for all connections 100% of the time at peak demand

CARRIED

5.4 **Wastewater**

Staff provided a brief overview of the information.

Councillor Williams enquired if staff had considered budgeting towards investigation into better treatment works, or work to be done on improvements and upgrading of the ocean outfall in the next ten to fifteen years. He expressed concern about the Council not being proactive if it was going to wait until the consent had expired before investigating other options. Staff noted that pre-feasibility work would commence shortly to scope out budgets and would be ready to present to the 2024-34 Long Term Plan.

Councillor Stewart requested further information regarding the Trade Waste Fees and was informed that sampling was done monthly on the three sites in Kaiapoi and that no increase would take effect until the current contracts had expired.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** the draft budget for the Ten Year Plan 2021-2031.
- (b) **Approves** the revised mandatory performance measure targets for wastewater, as detailed below, for inclusion in the 2021-31 Draft Long Term Plan:

Level of Service	Performance Measure (2021)	2021 Target
Customer Satisfaction The wastewater system is managed to an appropriate quality of service	Number of complaints received about any of the following: a) Sewerage odour b) Sewerage system faults c) Sewerage system blockages, and d) Response to issues with the sewerage system Expressed per 1000 connections to the sewerage system	Aggregate of a) to d) to be < 5 per 1000 connections

- (c) **Approves** the revised non-mandatory performance measures and targets for wastewater, as detailed below, for inclusion in the 2021-31 Draft Long Term Plan:

Level of Service	Performance Measure (2021)	Target
Consent Breach - Action required	Percentage of the total number of wastewater consent conditions that have breaches that result in an Environment Canterbury report identifying compliance issues that require action.	0%
Overflows - Private Property	Number of recorded overflows on private property found to be the result of (a) blockage in the main caused by insufficient maintenance or asset failure	Nil/yr

Level of Service	Performance Measure (2021)	Target
	(b) Insufficient capacity in the reticulation system for any rainfall up to a 1 in 2 year event, for areas designed prior to 1999. (c) Insufficient capacity in the reticulation system for any rainfall up to a 1 in 5 year event for areas designed after 1999.	

CARRIED

Mayor Gordon thanked staff for all the work undertaken, especially with the recent consultations on the upgrades at Tuahiwi.

5.5 Drainage

Staff provided an overview of the budgets. In response to the proposed reduction of \$8,000 in the Oxford Urban Maintenance Budget, staff noted that this was removed to assist with general savings as requested by the Council. However agreed that this amount could remain to assist with any maintenance costs in future years.

Councillor Redmond noted that the current budget showed that repair work was scheduled for 2020/21 to Kiln Place in Kaiapoi. This area had suffered flooding in previous heavy weather events. Councillor Redmond questioned whether this should rather be moved out to year five of the LTP. Staff noted that the budget for 2020/21 was for phase one, which was to increase the inlet capacity, would continue as scheduled. Further investigation for a more strategic fix would be required for phase two of the project hence the budget being pushed out.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** the draft Drainage budget for the Ten Year Plan 2021 - 2031.
- (b) **Approves** the revised non-mandatory performance measures and targets for drainage, as detailed below, for inclusion in the 2021-31 Draft Long Term Plan:

Level of Service	Performance Measure (2021)	Target
Flooding - Nuisance or Carriageway	<u>For urban areas:</u> For properties or carriageways within urban drainage schemes, the percentage of complaints, about nuisance flooding caused by lack of capacity, that are investigated and where justified measures implemented to improve the situation. Applies to rain events with an Average Recurrence Interval of 5 years or less.	100%
	<u>For rural areas:</u> For properties or carriageways within rural drainage schemes, the percentage of complaints, about nuisance flooding caused by lack of capacity, that	

Level of Service	Performance Measure (2021)	Target
	are investigated and where justified measures implemented to improve the situation. Applies to rain events less than a mean annual flood.	
Flooding - CBD Nuisance or Carriageway	For properties or road carriageways in the CDB area, the percentage of complaints, about nuisance flooding caused by lack of capacity, that are investigated and measures implemented to improve the situation. Applies to rain events with an Average Recurrence Interval of 10 years or less.	100%
Complaints - Aesthetics - Drain Clearance	Number of complaints, post cleaning, resulting from unsatisfactory drain cleaning operations or service	Nil/yr
System Adequacy The stormwater system is adequately sized and maintained. Rural drainage areas are adequately maintained.	Rural Drainage Areas: The percentage of service requests for drain cleaning that are responded to within 5 working days.	95%
Customer Satisfaction The stormwater system is managed to an appropriate quality of service.	Service Requests: The percentage of service requests relating to any drainage enquiries that are responded to within 5 working days.	95%

CARRIED

5.6 Stockwater Activity

Staff provided a brief overview of the budget.

Councillor Stewart noted that Waimakariri Irrigation Limited was contracted to manage the Council's stockwater system and felt that this should be reflected in the LTP document and made publically known.

Councillor Redmond noted maintenance costs for the stockwater race were usually maintained by property owners under the guidance of Council staff. Staff acknowledged that some owners had agreed to do basic maintenance but with the more stringent health and safety and traffic management requirements it was considered to be unsafe for the majority of owners to work on the stockwater races outside their properties.

In response to a query regarding monitoring of stockwater races, staff stated that the overall length of the races were monitored to ascertain if any changes to the stockwater would impact on the recharging of aquifers.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
- (b) **Approves** the revised non-mandatory performance measures and targets for stockwater, as detailed below, for inclusion in the 2021-31 Draft Long Term Plan:

Level of Service	Performance Measure (2021)	Target
System Reliability The stockwater race system is managed to an appropriate standard.	The percentage of service requests responded to within 48 hours.	95%

CARRIED

5.7 **Utilities and Roading Overheads**

Moved: Councillor Mealings Seconded: Councillor Ward

(a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.8 **Project Delivery Unit**

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.9 **Strategy Projects**

S Markham, G Meadows, A Gray and S Hart presented the budget. S Markham advised that the budget is predominantly status quo with existing staffing numbers.

G Meadows highlighted some issues and risks for 2021 involving a central government reform agenda that will keep the Council busy to respond to central Government initiatives including two pieces of legislation highlighted to replace the Resource Management Act, which may not involve public consultation. There is also a busy regional council programme, with the intention of a revision of the Regional Policy Statement and Coastal Plan. ECan have budget to undertake these reviews and reforms and the Council will need to respond to these. It was advised a new Chair has been appointed to the Productivity Commission, who is familiar with Local Government and G Meadows anticipates more activity from the Productivity Commission. S Markham added the 3 Waters Reform process will be progressing in 2021, with identification of what the entities will be indicated for March/April. There will be a Bill to amend the Local Government Act to the Select Committee relating to changes to consulting on this. An emerging agenda on the future of Local Government will create a work stream. S Markham concluded that this is an opportunity to highlight what issues will be affecting local government in 2020-21 and 2021-22. It is also a time for the Council to be looking at what is in the best interests of the residents of Waimakariri, noting that at times there may not be the opportunity for the Council to garner community views of this.

Councillor Williams asked about the increase in costs and what this related to. S Markham said core costs are staff related, however there is no changes to the staff numbers. The increase in the budget is work relating to the Town Centres programme.

Councillor Williams asked about increase in accommodation costs, being advised this related to the Property budget and could be questioned during presentation of that budget.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft Strategy Projects budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.10 **Communications and Engagement**

A Gray advised there are no further additions to the budget from the previous years signal. S Markham noted that in the last two years there have been changes to the Communications and Engagement team, including in-house delivery of graphic design. The current major project of the rework of the existing website, which will allow for clearer delineation between different users. Further information will come back to the Council through the year on the upgrade of the website.

Councillor Stewart asked what has been saved with bringing graphic design work in-house. It was advised that the spending with Beck and Caul was approximately \$117,000 per year. Internal staff have been getting through about three times the amount of work at significantly lower cost with this function in-house.

Councillor Doody asked if the staff from the Communications and Engagement team could be brought to a Council briefing for an introduction and it was advised this would happen at a Council briefing in April.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.11 **Customer Service**

M Harris presented the budget, noting the increase from income for the coming year, including the collection of ECan rates, and appropriate adjustments had been made. The major concern to be addressed in this budget is the addition of another staff member in the Call Centre team based in Rangiora. This team is under pressure, with an increased use of casual staff in this area. A new staff member is needed to cover any possible burn out of current staff.

Following a question from Councillor Doody, it was advised that the proposed new staff member would commence in July/August 2021. M Harris also mentioned that a more efficient telephone system was proposed in the coming months.

S Markham added his commendation of the Customer Services team during the Covid-19 lockdown, operating shifts to provide an ongoing level of service during this difficult time.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
- (b) **Approves** the proposed changes to LIM fees to take effect from 1 July 2021:

Residential (electronic)	\$195.00
Residential (hard copy)	\$242.00
Commercial (electronic) up to 4 hours processing	\$288.00
Commercial (hard Copy) up to 4 hours processing	\$324.00
Hourly rate (commercial more than 4 hours)	\$63.00

- (c) **Approves** the engagement of a new staff member in the Rangiora Contact Team as an entry level cadet role to work primarily with the phones team and be trained in all aspects of Council customer service

CARRIED

5.12 Development Planning Unit

T Ellis noted that this budget relates primarily to the District Plan Review. He acknowledged there is some uncertainty around accommodation costs and also with the Greater Christchurch project work for 2021/22.

S Markham noted that there is a significant amount of work is required for a District Plan Review; currently approximately half of the original budget has been spent. This Review needs to continue, as the current operative plan was put in place in the late 1990s and it is time for it to be updated.

Councillor Doody questioned the capacity of staff to handle the workload in addition to the District Plan Review. Once other Regional processes are being reviewed, T Ellis advised that the Council needs to be involved with these, and noted that the team is currently under resourced. It was advised that there will be a further update provided during May LTP deliberation meeting process.

With an ambitious programme of government reform coming up, the Council will be kept well briefed on any significant changes that need to be made, S Markham advised.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.13 Economic Development

This is a status quo budget, retaining the capacity grant to Enterprise North Canterbury and reference was made of agenda item 4.8 for additional information.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021- 2031.
CARRIED

5.14 **Libraries and Local Museums**

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
CARRIED

5.15 **Aquatic Facilities**

M Greenwood advised that while an annual fees and charges increase had been applied to address ever-increasing costs the overall effect on the budget was expected to be negligible when considering the ongoing and future impact from Covid-19. A percentage increase of 2% had been applied to all charges, to ensure that any price increases remained incremental to lessen the overall impact to facility users. He further advised that the as part of the Council's 2020/21 Annual Plan all training budgets were reduced to mitigate against the impact of Covid-19. In effect the aquatic training had not increased and remained the same as pre Covid-19 levels.

Councillor Williams questioned the increase in the cost of plant failure. M Greenwood explained that staff undertook a comprehensive audit of facility plant down to a component level. Hence, the overall increase of \$1,982,000 spread over the 10 year period. Undertaking this work should ensure that the Council was properly accounting for future plant replacements to minimise downtime and impacts to levels of service.

Councillor Williams sought clarity on the reasons why the plants did not seem to meet their life expectancy. C Brown stated that the Council previously used to determent the life expectancy of a larger plant as a whole. This had proven not to be the most effective method, as the various components of the larger system had shorter life expectancies. There was therefore a need for an increased Capital Replacements budget spread across the LTP period to make provision for the replacement of components of the larger systems.

Councillor Barnett expressed a concern regarding the 25 percent increase in the Parent and Pre-schooler rate. She asked if this could be staggered over a few years, as this was likely to reduce usage by this vulnerable group who were often living on one income. M Greenwood confirmed that the proposed increase could be smooth out over consecutive years.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 – 2031 excluding the \$2.5 million proposed for land purchase in the 24/25 year for the future development of a Swimming Pool in the North East of the District.

CARRIED

Mayor Gordon expressed his appreciation for the work the Aquatic Facilities team had been doing and for their outstanding service to the community. He thanked the Aquatic staff for their willingness to assist at supermarkets, Resource Recovery centres, libraries etc. during the Covid-19 lockdown.

5.16 **Community Team**

C Brown highlighted that the income listed were estimates for required external funding, based on anticipated community needs and initiatives for the 2020/21 financial year. The changes in direct expenditure related to the externally sourced grant funding, for project delivery, where funding might have been sourced in March 2020 and carried over for use on projects in the 2021 financial year.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

Mayor Gordon commended the Community Team on the excellent work being done in meeting the needs of the community, especially with the recovery from Covid-19.

5.17 **Greenspace and Community Facilities**

G MacLeod noted that the Airfield Landing Fees were intended to be incrementally spread over two years. This has previously been consulted on and endorsed by the Council. It was noted that in the budget there is \$30,000 designated for the airfield master plan following the designation. Airfield assets are currently included in the Greenspace Asset Plans.

Councillor Barnett noted that fees were consulted on 18 months ago and believed that the information should be communicated to the general community. G MacLeod advised that the Airfield Advisory Group works with communicating directly with users of the airfield.

Councillor Ward asked if there is provision for security cameras at the airfield. G MacLeod advised that there has been a quote obtained by the Advisory Group, however this was outside the available budget. Councillor Ward believed this needed to be included in the budget.

There was discussion on the Southbrook Park Sports Club, and concerns were raised about keeping this facility viable, particularly with the Council being asked for \$24,000 to assist with Club operational expenses. G MacLeod noted that it was a difficult time for the Club during Covid-19 lockdown and the Club is under a number of pressures. Staff are working with the Club to assess cost effective ways to keep it operating.

Mayor Gordon asked a question regarding insurance of the building, and if the requested \$24,000 would be predominantly for insurance cover. Staff advised they would follow this up with the insurance broker.

Councillor Ward asked if there was any way that the Council could support the Club in securing funding. G MacLeod commented this is being followed up with a feasibility study. C Brown noted that some funding agencies would not support applications for capital works. Mayor Gordon suggested that there could potentially be a staff submission as part of the LTP for funding a feasibility study.

Councillor Doody asked what would be the time required for a feasibility study. C Brown advised this study would be focusing primarily on the assets and could be completed in three to four months.

G MacLeod highlighted the following budget lines:

- Kaiapoi River; continued work and levels of service for the users of the river; future dredging will be required.
- Arohata Te Awa group are acquiring funding for enhancing the waterways.
- Roads and carpark upgrade programme; Cust Community Centre and the ongoing programme to improve all carparks and entrances.
- Inclusion of Heritage items in the Kaiapoi Town area.

Councillor Atkinson queried the reference to “accessibility to playgrounds”. Staff confirmed it means increasing the usability of playgrounds to a wider range of people, which may mean additional pathways.

Councillor Blackie queried \$30,000 set aside for survey work on the Kaiapoi River, noting that the Coastguard could do this work at no cost to the Council. Staff responded that although the Coastguard could do the depth measurements, C Brown did not believe the Coastguard would be able to provide the required information on paper, however this is something that could be followed up on.

Kaiapoi stopbank walkway; it was noted the budget dates should be 2029-30.

Councillor Doody asked about tree maintenance work, and it was confirmed that there was no change to the figures, and it is still included in the budget line items.

Mayor Gordon asked about Dog Park for Oxford. Staff advised this project has not been included in the budget, which would require a budget of \$95,000. The Oxford-Ohoka Community Board will be submitting and seeking budget provision for a dog exercise area in Oxford during the LTP submission process.

Councillor Redmond asked what Kaiapoi Riverbank War Memorial work is still to be completed. Staff advised \$135,000 (originally Earthquake Appeal Trust Funding), to develop and upgrade the last side of the bridge is included in the budget.

Councillor Barnett asked about Millton Reserve Toilets, and whether the funding could be brought forward from 2024/25. G MacLeod advised this could be brought forward to 2023/24, with all Councillors agreeing to this budget change.

The –

Staff noted that there has been a significant effort from a local group to enable the installation of a Loburn War Memorial. It was noted that this matter has been discussed at the December 2020 Community and Recreation Committee meeting. Mayor Gordon responded that \$30,000 would enable the project to be completed and this budget has come about as a directive from the Community and Recreation Committee.

Councillor Redmond asked about a grant of \$4,000 being removed from the budget for Life Education Trust. Staff advised the budget item was removed as a result of staff being asked to reduce budgets. Staff also advised the grant to Keep NZ Beautiful subscription to the national organisation has also been removed, however a grant was retained to the local Keep Rangiora Beautiful group and the Council will continue to fund this group. Councillor Redmond remarked he would like to see the \$3,760 to be continued to the Life Education Trust. (no budget change was made at this point in the meeting).

Councillor Williams asked about the Rangiora tennis clubs and funding that they received from the sale of properties, querying if it was still necessary to grant these funds to the clubs. C Brown responded that there has been a Heads of Agreement signed by both parties, noting the items that the Council said it would specifically provide.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
- (b) **Approves** the increase to Airfield Fees and Charges as per report 190513067253.
- (c) **Approves** the increase to Cemetery Fees from 1 July 2021.

CARRIED

5.18 **Earthquake Recovery 3 Waters, Roding and Community Facilities**

D Roxburgh advised a number of the projects are almost complete utilising existing budgets. Two new items in the budget were highlighted; being the non-slip treatment to the Riverview Terraces and the decommissioning of the ponds on Corcoran Terrace that were used for the dredging.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 – 2031.

CARRIED

5.19 **District Regeneration**

Staff advised there were no significant changes to this budget.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
- (b) **Notes** that new levels of service / performance measures are provided within separate reports provided to the Council 201130162568[v2] and 201130162088[v2].

CARRIED

5.20 **Planning and Regulation Management Overhead**

M Bacon commented that this is a status quo budget.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.21 **Planning Unit**

M Bacon noted slight changes to fees and charges however that this is very much status quo budget for the next two to three years. There has been a steady increase in resource consents.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
- (b) **Approves** the proposed fee and charges changes.

CARRIED

5.22 **Building Unit Activity**

W Taylor noted the change in fees for installing heating units and this goes from \$390 to \$480. Councillors had no objections to this cost being spread over two years.

Three line item increases were noted; firstly the 100% increase in the changes to the software for GoGet; secondly increase in training costs for Regulation 18 with an additional \$27,000 noted and thirdly the internal transfers for IT support costs has increased by \$48,000.

Councillor Ward noted increases in expected building new dwellings over the next few years, and suggested this may be under estimated in future years. W Taylor responded that for the LTP, growth in the number of households is based on projected statistics. The Council

is always a bit above the assumptions, noting that new lots created and new house builds do not tend to correlate 100% and there needs to be some estimation of figures. J Palmer noted for the LTP the growth is based on estimated population in 10 years to be 78,000. There is arrangements in place in the Building Unit, to cover periods where there are large variations in projected workload, with the use of consultants and contractors.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
CARRIED

5.23 **Environmental Services Unit**

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
CARRIED

5.24 **Civil Defence Emergency Management**

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft CDEM budget for the Ten Year Plan 2021 - 2031.
CARRIED

5.25 **Finance and AIM (Asset Information Management)**

P Christensen noted this budget has been prepared on a business as usual basis with no significant changes.

Councillor Ward and the Mayor extended congratulations on the work that has been undertaken by the Finance team and keeping the Council well advised on matters.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
CARRIED

5.26 **Canterbury Museum**

J Millward presented this report.

Staff responded to a query from Councillor Redmond regarding whether any legal opinion on the Museum Boards ability to raise a loan for the operating levy had been received.

Councillor Williams noted the 10% annual increases for several consecutive years and J Millward noted this relates to the \$195m Museum development. It is the intention to levy for the additional depreciation.

Councillor Williams asked whether this matter should this be consulted on with ratepayers to gauge support. J Millward advised this could be undertaken, if it was the decision of the Council. Mayor Gordon stated he would not support going through a consultation process at this time, and believed that the Council should carry on as currently budgeted.

If the Council voted against this going through the budget, J Millward advised there would also need to be rejection by both Hurunui and Selwyn District Councils, which is unlikely to have a successful result.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
- (b) **Agrees** to the Canterbury Museum Annual Plan 2021/22 being referred to the contributing local authorities for a period of six weeks from Friday 12 March 2021 concluding on Friday 23 April 2021.

CARRIED

5.27 **Information and Technology Support**

A Keiller presented an overview of the IT projects currently occurring, and proposed for the coming years. These aspects involved Data Centre Services (LaaS), Microsoft Software (Teams), scanning software, staffing primarily involving security services as well as outlining projects that realigned with timing over the LTP years, whilst staying within the same financial envelope. Key projects for the upcoming year include E-Services, Internet, Digital Signing, Asset management, CiAnywhere (T1), Office 365, CCTV software and non-financial performance KPI measures. Cloud services and cyber security were outlined as to the impact on the IT Support unit.

Councillor Barnett enquired about benefit to customer services and the public and in what years. Staff explained direct and indirect improvements to both staff reporting and community benefits. The website was also being redesigned to be more user friendly for the community to liaise with the Council.

Councillor Barnett enquired about the ability to log in as a resident, and how it is being promoted and operated enabling full interaction on-line. A Keiller acknowledged customers becoming more familiar with on-line services and a review of what services are provided would be occurring in the coming months.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 – 2031.

CARRIED

5.28 Water Unit

J Millward presented this budget, explaining that the Water Unit is an internal service unit. Approximately 70% of the budget is operational, responding to service requests and 30% capital works. The position of Water Unit Manager is currently being advertised. It is planned to have a portacom installed at the Water Unit facility in Southbrook to allow for training space. In the next year staff are proposing to engage two apprentices, which will make good use of a training room.

Councillor Atkinson asked about vehicle changes which are highlighted in the budget, J Millward responded that these are replacement vehicles, but there is no specific reason that they are highlighted. Some vehicles purchased are second hand and the market is considered at the time.

Councillor Williams questioned the budget figure of \$6,000 for traffic management materials. J Millward commented this would relate to wear and tear and replacement of items over the year.

Councillor Blackie queried the stocktaking figure increase from \$36,000 to \$45,000. J Millward advised there would be four stocktakes undertaken per year which will relate to an increase in staff time for these. Value of stock is between \$95,000 and \$165,000. This budget figure includes management of stock and turnover.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 – 2031.

CARRIED

5.29 Property, Housing for the Elderly

R Hawthorne commented on key aspects of the budget, including the rent review being deferred for one year due to government/legislative changes. He explained how rents are amended in July rather than the current November as it better aligns with government subsidies such as power and how there is a stepped increase to preserve the financial position.

Office accommodation at Durham House has lease terms potentially extended in 2028/29. He commented on some uncertainty due to office space and the three waters review, library extension and public amenity and car park space in the outer years and the steering group will continue to work through matters.

The South Kaiapoi Mixed Use Business Area had various proposals to come before the Council over the coming months.

J Millward commented on increasing elderly person housing rents and the three month notice period that coincides with the LTP consultation.

Councillor Atkinson enquired about maintenance budgets. Staff clarified matters.

Mayor Gordon asked about social housing. Staff outlined the report timeline to Council within the next six months, with the Mayor urging the matter be brought forward urgently. General discussion occurred regarding differences with social housing and elderly housing (which the WDC operate). J Palmer commented on the matter being discussed through the Greater Christchurch Partnership; both social and affordable housing and a Council role, acknowledging there is a challenge to Selwyn and WDC from Christchurch City which is a future debate.

Councillor Barnett queried the pensioner housing budget closing balance. J Millward explained the operating surplus line and the continuing trend into the positive and the alternatives to consider.

Councillor Barnett enquired, with new land/recreation requirements if the Council was meeting the requirements. R Hawthorne confirmed that was the case with standards such as installation and asbestos management and refurbishment progressively occurring to the healthy homes standards, noting that some aspects are legislative and other aspects are aspirational. Refurbishment is spread over time as units become vacant.

Councillor Redmond queried the inability to have rent increase for elderly and the knock on effect in year 2030. R Hawthorne explained the annual incremental changes and increases, including impacts on tenants in relation to the government accommodation supplement. Before any adjustments occur staff hold special meetings with the residents and WINZ agency to help support the residents to understand any change.

Councillor Atkinson commented on his experience with Snap Send Solve regarding maintenance issues at two complexes and the results, which were disappointing. Staff would follow up on matters raised.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.

CARRIED

5.30 **Governance Activity**

S Nichols presented this budget, which relates to the servicing of meetings and support of elected members. It was noted that there has been an increase in the number of committees meeting regularly. The work of the Creative Administration team (formerly the Typing team) was also highlighted, which is included in this budget activity.

Some funding has been reallocated in the budget, however the overall amount remained unchanged from what had been signalled in the Annual Plan. There had been an increase in the number of committees and working groups in the 2019-2022 electoral term, compared with previous terms, of approximately one third. It was noted that the Utilities and Roading Committee will be meeting monthly in 2021 due to the information flow required in relation to water reforms, and from mid-year, the District Planning and Regulation Committee will reduce meetings as the District Plan process commands Council and staff time and attention.

The costs of civic events (Citizenship ceremonies, Community Service Awards) were mentioned and it was advised that these will have split line items when the budget is finalised. although the overall total will remain the same.

Councillor Redmond asked about the catering figure included in the budget. It was confirmed that the catering figure had been reduced, and this is a lean figure, to provide catering for Council meetings when required (i.e. full day Council meetings, and for visiting Councillors from other authorities). Mayor Gordon noted that this Council is not extravagant on catering.

Councillor Barnett noted the total direct expenditure which is \$86,000 over forecast and questioned how this could be explained in commentary. J Millward noted this is less than inflation and this is a true reflection on cost. It was not considered in the commentary as it is not deemed to be a significant amount.

Councillor Barnett queried the training budget, which showed an increase from previous years. Staff would recheck the value and advise the Council, however it was likely to be a reflection on the true costs associated with the teams. Councillor Barnett suggested the commentary reflect clearer information relating to any changes in budgets.

Councillor Doody asked about honorarium. S Nichols advised this related to elected members remuneration and is be forecast, as it is not known until May/June of any changes from the Remuneration Authority. The Council use Berl information plus 3% increase in calculating these figures. This budget related to all 35 elected members overall; Mayor, Councillors and Community Board members.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
CARRIED

5.31 **District Management**

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Long Term Plan 2021 - 2031.

CARRIED

5.32 **Organisational Development and Human Resources**

J Palmer commented on the significant increase of work for the HR Manager, the team restructure and dealing with the challenges of the organisation and work involved, including preparing to help the organisation though changes that will come as a result of any 3waters changes.

Following a question from members, the Employment Services role was explained and how they provide support to staff and elected members through difficult situations.

Councillor Williams queried the increase of legal fees. J Palmer reflected a number of issues before the Council, such as employment law field and its complexities involved. The Council received solid service and advice and the work volume reflected the level of business and size of the organisation.

Moved: Councillor Mealings Seconded: Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the Ten Year Plan 2021 - 2031.
CARRIED

6. **BUDGET SUMMARY**

Jim Palmer and Jeff Millward provided a summary of the budget, advising that by taking into account the changes the Council had made during the meeting process the rats were now as follows:

- Year 1 – 3.95% (previously 3.90%)
- Year 2 – 4.15% (previously 4.1%)
- Later years – 4.2% (remains unchanged)

7. **CONFIRM RECOMMENDATIONS**

Moved: Mayor Gordon Seconded: Councillor Doody

THAT the Council

- (a) **Adopt** and confirm all budget resolutions as pro forma.

CARRIED

Mayor Gordon appreciated the work undertaken to date and the support provided by staff, including the ability to submit questions ahead of time and the early delivery of the agenda, enabling a longer read time. He stated that he believes the Council has landed in a responsible position to present a draft budget to the community. Mayor Gordon thanked Councillors for their involvement in the process, acknowledging the time and considerations involved. The next stage is the consultation with the community and councillors being involved in that process through March and early April.

Councillor Doody thanked staff for all the briefings last year which provided a sound understanding what the Council has worked through during the past couple of days, as it made the experience more understandable and enjoyable.

Councillor Atkinson reiterated comments and thanked the Mayor for his chairmanship and colleagues for cool heads through the process.

Councillor Barnett appreciated the system with pre-questions and that had assisted through the meeting process. She reflected particularly on the drainage budgets in a positive light and the comprehensive nature of them. Councillor Barnett believed the Council was heading in the right direction.

Councillor Mealings stated that as a participant in her first LTP, she had enjoyed the process.

Mayor Gordon acknowledged this was J Palmer's last LTP, commenting on his prudent and responsible management in challenging times. On behalf of the Council Mayor Gordon thanked J Palmer for his leadership through the process. J Palmer thanked the Council, acknowledging the hard journey over the past months, including workshops to help shape the direction and staff then delivering on requests. He reflected that the goal was to deliver a sound LTP as a solid base for the next phase, and he believes that has been achieved.

8. NEXT MEETING

The next ordinary meeting of the Council is scheduled for 1pm on Tuesday 2 February 2021 in the Function Room, Rangiora Town Hall.

The Council will meet again on Tuesday 23 February at 10am to approve the draft Long Term Plan for consultation.

There being no further business, the meeting closed at 5.10pm on Wednesday 27 January 2021.

CONFIRMED

Mayor D Gordon
Chairperson

Date
23 February 2021

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL, HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA, ON TUESDAY 2 FEBRUARY 2021 COMMENCING AT 1pm.

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie, R Brine (departed at 3.30pm), N Mealings, P Redmond, J Ward and P Williams.

IN ATTENDANCE:

J Palmer (Chief Executive), G Cleary (Manager Utilities and Roading), T Ellis (Development Planning Manager), J McBride (Roading and Transport Manager), R Hawthorne (Property Manager), D Rowland (Property Assets Advisor – Leasing and Facilities), M Bacon (Planning Manager), G Stevenson (Development Manager) and A Smith (Governance Co-ordinator).

1. **APOLOGIES**

Moved Councillor Barnett Seconded Councillor Mealings

THAT an apology for absence be received and sustained from Councillor Stewart and from Councillor Brine for early departure from 3.30pm.

CARRIED

2. **CONFLICTS OF INTEREST**

Councillor Brine declared a conflict of interest Item 10.1, Recommendations for Speed Limit Changes South of Kaiapoi, as a serving Police Officer.

3. **ACKNOWLEDGEMENTS**

Superintendent John Price, District Commander, NZ Police, received an NZ Order of Merit for services to the Police and the community in the New Year Honours. Though not a resident in the district, Mayor Gordon acknowledged that the Council is in regular contact with Superintendent Price at various forums attended by both. This is very deserving of this honour.

It was acknowledged that Te Kōhaka o Tūhaitara Trust celebrated its tenth anniversary and held an open day on Sunday. There has been considerable progress made by the Trust in the past ten years, especially under the management of Greg Byrnes. Thanks were extended to the two Council appointees on the Trust during that time, being Councillor Atkinson and Councillor Blackie.

The recent passing of Des Schumacher was acknowledged. Des was a former Oxford County Councillor in the Oxford-Eyre Ward from 2001 – 2004 and also an Oxford Ward Councillor for the Waimakariri District Council. Prior to being a Councillor, Des had worked for the Council during the 1990's and his wife is currently employed with the Council. All those present stood for a moments silence.

4. **MEMBERS REGISTER OF INTEREST AS AT 4 DECEMBER 2020**

Mayor Gordon noted that any updates to the Register of Interest should be advised directly to the Governance Manager.

5. CONFIRMATION OF MINUTES

5.1. Minutes of a meeting of the Waimakariri District Council held on 21 December 2020

Moved Councillor Williams

Seconded Councillor Redmond

THAT the Council:

- (a) **Confirms** as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on 21 December 2020.

CARRIED

5.2. Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 1 December 2020

(Refer to public excluded minutes)

5.3. Minutes of the public excluded meeting of the Waimakariri District Council held on 21 December 2020

(Refer to public excluded minutes)

MATTERS ARISING

Nil.

6. DEPUTATIONS AND PRESENTATIONS

6.1. Buckleys Road Residents Traffic concerns

Maryanne Rouse spoke about residents' concerns with the traffic on Buckley's Road, Southbrook. Previous information provided to the Council from residents was included in the agenda papers. M Rouse helped organise a petition of residents and conveyed apologies from the other petition organisers Grant and Marg McAlpine, who were unable to attend due to a prior engagement.

A copy of the petition of residents and ratepayers of Buckleys Road was formally presented to the Council. This petition was taken during November 2020, and deals with:

- Speeding traffic
- Volume of traffic
- Investigations into alleviating the above two issues
- Period for an investigation into these issues to be carried out

M Rouse spoke on the depth of feeling and concern that is held by all residents of Buckleys Road who participated in the petition, noting that this is a residential street comprising of a multi-generational mix.

Multiple individual complaints have been laid with both the Police and WDC regarding speeding vehicles, however due to their intermittent nature, M Rouse advised that no real actions or progress have been gained for the residents and ratepayers.

M Rouse noted some of the significant points from the data collected:

Eighty five percent of the houses canvassed responded to the petition. There is one business on Buckleys Road, and although the business owners expressed concern at the lack of street markings, they did not participate in the petition. All

participants were thankful and genuinely pleased that their issues were being heard and collectively taken to the Council. Buckleys Road residents do not wish to see their street being required to meet crash fatality criteria and the Council was urged to give due consideration and work towards a suitable resolution to the issues. Some suggested solutions put forward by residents were:

- Speed bumps
- Pedestrian crossing
- Chicanes to narrow the traffic flow
- Stop signs to slow traffic down (instead of Give Way signs at end of the street)

Eighty four percent of residents canvassed were concerned about the volume of traffic, noting that there is a large number of truck and trailer units now using Buckleys Road. Concerns were noted about vehicles parking on the street outside the business located at the southern end of Buckleys Road, which restricts the traffic turning from Coronation Street.

All residents canvassed were concerned about the speed of traffic; primarily relating to safety of children, pedestrian safety and the potential for lowering the speed limit on the road. Speeding traffic occurs at all times of the day and night with an estimated traffic speed has been between 80 and 100kph in some cases.

All petition signatories believed there should be some investigation into the traffic situation in Buckleys Road. There have been a number of complaints to both the Police and the Council in the past on these concerns. With the installation of traffic lights on Southbrook Road and South Belt, Buckleys Road is now seen as a cut-through street. With Buckleys Road being completely residential residents believe this is a dangerous situation with this speeding traffic. There are two schools and two day care centres in close proximity to Buckleys Road and it is used as a pick up and drop off point for some children using Pearson Lane to access Southbrook Road. Another issue of concern of residents was improved road marking.

Previous discussion with the Council had indicated that there may be further traffic lights installed on Southbrook Road at the Coronation Street intersection, and a roundabout in Southbrook. It was suggested that this may split traffic and lesson the use of Buckleys Road however M Rouse asked is there any documented proof that this would be the case. M Rouse said that she would like to be able to go back to the residents of Buckleys Road with a timeframe of any work that could be undertaken, noting that the installation of a roundabout and traffic lights on Southbrook Road could be some time away; asking what measures would the Council be prepared to install to alleviate the situation now. M Rouse specifically asked what is the intention of the Council to slow the speed of traffic along Buckleys Road.

Mayor Gordon advised that it is proposed to install traffic lights at the Coronation Street intersection, primarily to allow a safer crossing for children to the schools. Mayor Gordon said there is no roundabout currently being considered. The traffic lights are planned to be installed within the next two years. Mayor Gordon said he would be prepared to attend a meeting with residents to listen to their concerns.

Councillor Doody asked if the residents would consider any temporary interim safety measures being installed, to slow the traffic down, before investing additional funds. M Rouse felt that residents would be in support of any measures that the Council could take to slow traffic.

Councillor Ward asked if residents would support the installation of judder bars at various points along the road to slow traffic down and M Rouse said the majority of householders would be prepared to accept any measures to slow traffic down.

Councillor Blackie pointed out that judder bars can bring a different set of issues with increased traffic noise, and vibration and trucks changing gears. M Rouse acknowledged this point, but also said that with these in place, traffic would be

slowed down; currently families are afraid to let their children out on the footpaths due to the speed of traffic.

Councillor Barnett asked if there had been any conversation with the residents of Coronation Street. M Rouse noted that the discussion had only been with residents of Buckleys Road, however felt that this issue could be taken further to include the residents of Coronation Street.

Following a question from Councillor Redmond, M Rouse stated the primary issue is the speed of traffic. It was acknowledged that all streets have traffic however because of the traffic lights drivers are diverting down Coronation Street and Buckleys Road to get passed the traffic lights at South Belt.

In response to a question from Councillor Mealings, M Rouse noted that there is not a lot of heavy traffic that use Buckleys Road. There are some trucks accessing the stock feed company premises at the end of the street.

In conclusion, M Rouse was thanked for her comprehensive presentation. Mayor Gordon advised that a report on this matter would come to the Utilities and Roothing Committee and/or the Rangiora-Ashley Community Board in due course. A meeting with the Mayor and Roothing staff will be arranged with residents of both Buckleys Road and Coronation Street if that was the wish of the residents.

7. **ADJOURNED BUSINESS**

There was no adjourned business.

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

There was no Covid-19 Recovery Planning/Shovel Ready Project items.

9. **REPORTS**

9.1. **Proposed Road Stopping High and Ivory Streets, Rangiora – D Rowland (Property Assets Advisor – Leasing and Facilities) and R Hawthorne (Property Manager)**

Mayor Gordon and J Palmer advised that this report had been withdrawn from the agenda as there is to be further consideration given to the options for this matter.

9.2. **Woodend-Sefton Community Board Chairperson's Report for the period November 2019 – December 2020 – S Powell**

The report was taken as read.

Moved Councillor Redmond

Seconded Councillor Atkinson

THAT the Council,

(a) **Receives** report No. 201001130759.

(b) **Circulates** a copy of this report to all the Community Boards.

CARRIED

Councillor Atkinson commented on the reference to Lake Pegasus being the responsibility of the Council. K Rabe spoke advising that the Board is aware that the Council has no ownership of the Lake at present, but there has been discussions with the owners Templeton Group, staff and ECan staff on the issues

with the Lake. The Mayor noted that the Council also wishes to see a good outcome.

9.3. **Kaiapoi-Tuahiwi Community Board Chairperson's Report for the period November 2019 – December 2020 – C Greengrass**

The report was taken as read.

Moved Councillor Blackie

Seconded Councillor Atkinson

THAT the Council:

(a) **Receives** report No. 210118005588.

(b) **Circulates** the report to all the Community Boards.

CARRIED

9.4. **Oxford-Ohoka Community Board Chairperson's Report for the period November 2019 – December 2020 – D Nicholl**

The report was taken as read.

Moved Councillor Mealings

Seconded Councillor Doody

THAT the Council:

(a) **Receives** report No. 210113003363.

(b) **Circulates** the report to all the Community Boards.

CARRIED

Councillor Mealings noted the work of the West Eyreton, Summerhill and Poyntz Road water supply amalgamation and the work of the respective Advisory Groups and the Community Board. Also noted the significant work that has been undertaken with mitigating the issues of the CLS composting facility and would like to see both these matters mentioned in the Report. This feedback will be passed on to the Chair to consider.

Councillor Doody noted the difficult issues that this Board has had to consider in the past 12 months and commended the Board members for their efforts.

9.5. **Rangiora-Ashley Community Board Chairperson's Report for the period November 2019 – December 2020 – J Gerard**

The report was taken as read.

Moved Councillor Brine

Seconded Councillor Barnett

THAT the Council:

(a) **Receives** report No. 210113003354.

(b) **Circulates** a copy of this report to all the Community Boards.

CARRIED

Following the consideration of items 9.2 to 9.5, Councillor Atkinson and Mayor Gordon acknowledged the work of all the Community Boards, especially through the Covid-19 lockdown period.

9.6. **Proposed Change 1 to Chapter 6 of the Canterbury Regional Policy Statement 2013 – Trevor Ellis (Development Planning Manager)**

T Ellis presented this report which sought support of the Council for a supportive submission on Proposed Change 1 to Chapter 6 of the Canterbury Regional Policy 2013. This proposed change is to identify land area for future urban development areas in Waimakariri and Selwyn districts. In Waimakariri these are areas located within the existing infrastructure boundary of Kaiapoi and Rangiora. This is an opportunity for the Council to make a change to this Regional Policy Statement, with submissions closing 15 February. Staff suggested that the Council submission be in support of the process so far. It is an opportunity for the Council to provide information as part of the submission. There is no scheduled hearing for this process. T Ellis highlighted the matters that the Council may wish to comment on in its supportive information submission; density reviews, structure plans, Waimakariri Housing Needs Report and downstream effects of transport relating to the developing areas.

Mayor Gordon commented that if there is support for the Council to make a submission, a draft will be emailed out to all Councillors for their comment before it is submitted.

Councillor Atkinson questioned the use of the term “downstream affects”, when traffic goes both ways and asked why this terminology was still being used. It was confirmed that the submission need not refer to that in any way.

T Ellis provided some information on the different density housing in the district, which is mainly as a result of affordability issues. The Council must provide different residential zones within the townships, different rural residential zones within the peri-urban areas and different rural zones.

Moved Councillor Barnett

Seconded Councillor Doody

THAT the Council:

- (a) **Receives** report No. 210127012617.
- (b) **Circulates** a draft submission by email to Councillors to review and to then be signed off by the Mayor **to** lodge with Environment Canterbury (ECan).
- (c) **Circulates** this report and finalised submission to all Community Boards for information.

CARRIED

10. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

10.1. **Recommendations for Speed Limit Changes South of Kaiapoi – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

(refer to report no. 201117154409 to the Oxford-Ohoka Community Board (OOCB) meeting of 2 December 2020 and the Kaiapoi-Tuahiwai Community Board meeting of 14 December 2020. The OOCB supported the speed limits as listed in recommendation (b).

J McBride and A Mace-Cochrane were present for consideration of this report, recommending changes to speed limits in south Kaiapoi. The changes proposed are to support the activities in and around the area and also the introduction of the shared user path on Main North Road. These changes have been assessed using the Waka Kotahi Speed Management Guide. The feedback received on the speed limits was split, as identified in Attachment I of the report, however it was noted that the Police and NZTA have provided feedback and supported the 60kph speed limit being introduced.

Councillor Redmond questioned the difference between the assessed and safe operating speed limit being 80kph and the proposed speed limit being 60kph and asked what work would be done to create a slower speed environment. J McBride said that the lanes will be narrowed to try to reinforce the 60kph speed limit. It was advised that there has been consent granted for the development of the Waghorn Builders site. The new speed limit will be monitored for six months after the introduction of the changes to assess the effectiveness, with potential for additional traffic calming measures to be introduced if deemed appropriate.

Councillor Barnett asked if there was any specific comments from the Oxford-Ohoka Community Board members when this report was considered. Staff advised there was some comment on the distance that the 80kph went along Tram Road. Most members were comfortable with the proposed changes being introduced although did not support the reduced speed limit going any further along Tram Road. There was discussion on the current speed limit on Marshlands Road (in Christchurch), being 60kph all the way along, which is not popular with many users.

Following a question from Councillor Barnett, J McBride confirmed that there is budget included to make some changes to endorse the speed limit changes to the roads in the recommendation.

Moved Councillor Atkinson Seconded Councillor Mealings

THAT the Council:

- (a) **Approves** the following speed limits listed below in Table 2;

Table 1. Proposed speed limit changes.

Road	Proposed Speed Limit (km/h)
Main North Road , from the Old Waimakariri Bridge to the Neeves Road intersection	60
Main North Road , from the Neeves Road intersection to the Kaiapoi urban limits (current speed change location)	60
Tram Road , from the Main North Road intersection to 180 m past the eastern most intersection with Greigs Road	60
Doubledays Road , entire length	60
Neeves Road , from east of the Christchurch Northern Motorway	60
Wrights Road , entire length	60

- (b) **Notes** that the register of speed limits will be updated to include the changed speed limits;
- (c) **Notes** that the Speed Limit Bylaw 2009 allows a speed limit to be changed by Council resolution, provided consultation has occurred. Consultation is required to adhere to the Land Transport Rule: Setting of Speed Limits (Rule 54001/2017);

- (d) **Notes** that the operating speeds on these roads will be surveyed within six months of implementing the new speed limits;
- (e) **Notes** that the proposed speed limit for the section of Main North Road between Neeves Road and the Kaiapoi urban limits has remained at 60km/h due to recommendations by the New Zealand Police. This speed limit ensures consistency for all motorists using the Marshlands Road-Main North Road corridor. It also enhances safety for members of the public using the new cycleway/shared path which is currently under construction. The Christchurch City Council's Traffic operations Team also highlighted consistency of the speed limit along the route as a priority.

CARRIED

Councillor Atkinson believes this area south of Kaiapoi is no longer a rural environment, and that the 60kph speed limit is suitable for this road. Councillor Atkinson also noted his concerns with the location of the cycleway being close to this road, which also calls for a reduced speed limit. The 60kph speed limit from Chaneys Corner to Kaiapoi is warranted and Councillor Atkinson encourages members to support this.

Councillor Redmond noted his reference to the rural area and confirmed he was referring to the road from Hellers to the Kaiapoi urban area. Councillor Redmond believes, as staff had mentioned, that there needs to be some physical work undertaken on this stretch of the road to create a lower speed environment.

Councillor Williams suggested that driver education is also required to keep people safe on the roads, rather than just dropping the speed limits and remarked on his reluctance to support this proposal, which was not supported by statistics.

Councillor Barnett expressed her concern with the budget required to upgrade roads so they provide an environment for reduced speed limits. There is no additional support from Waka Kotahi NZTA and believes the real problem is the responsibility of NZTA, which is for drivers getting on and off the motorway. Councillor Barnett believed there needs to be consistency with the speed limits around the district, noting the 80kph speed limit along Rangiora-Woodend Road and how it is not consistent with these proposed changes south of Kaiapoi. Councillor Barnett also commented on the 50kph speed limit on River Road, Rangiora, as there had not been any budget for work on the rural side of this road, to encouraged reduced speeds. Despite these concerns, Councillor Barnett reflected on the support of the Community Boards for these recommendations.

Mayor Gordon acknowledged comments from Councillors, and supported the comments on the need for consistency of speed limits.

Councillor Blackie also remarked on the need for consistency, and agreed there needs to be a reduced speed adjoining the cycleway.

Councillor Mealings commented that this matter has been consulted on, also that there needs to be consistency with speed limits. The part of Tram Road to be reduced to 60kph is only a short stretch of road and allows for more safety measures to be introduced she said.

Councillor Atkinson, in his right of reply, commented on the difference in the environment now and his desire to see drivers adhere to the 60kph speed limit along this road. In response to comments, Councillor Atkinson suggested that this is very different to the Rangiora-Woodend Road, with it being a lot less distance and believed it is important that the Council support these recommendations.

11. **HEALTH & SAFETY**

11.1. **Health and Safety Report February 2021– J Palmer, (Chief Executive)**

J Palmer presented this report with no major issues to identify. Progress with the refurbishment was going well.

Moved Councillor Atkinson Seconded Councillor Doody

THAT the Council:

- (a) **Receives** report No 210115004749
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that 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.
- (c) **Notes** that phase 2 of the Rangiora Service Centre upgrade is progressing well.

CARRIED

12. **COMMITTEE MINUTES FOR INFORMATION**

- 12.1. Minutes of a meeting of the Waimakariri Water Zone Committee held on 7 December 2020
- 12.2. Minutes of a meeting of the Mahi Tahī Joint Development Committee held on 8 December 2020
- 12.3. Minutes of a meeting of the Community and Recreation Committee meeting of 15 December 2020
- 12.4. Minutes of a meeting of the District Planning and Regulation Committee meeting of 15 December 2020
- 12.5. Minutes of a meeting of the Utilities and Roading Committee meeting of 18 December 2020

Moved Councillor Barnett Seconded Councillor Doody

THAT Items 12.1 – 12.5 be received for information.

CARRIED

13. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- 13.1. Minutes of a meeting of the Kaiapoi-Tuahīwi Community Board meeting of 16 November 2020
- 13.2. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 2 December 2020
- 13.3. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 7 December 2020
- 13.4. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 9 December 2020
- 13.5. Minutes of a meeting of the Kaiapoi-Tuahīwi Community Board meeting of 14 December 2020

Moved Councillor Mealings Seconded Councillor Redmond

THAT Items 13.1 – 13.5 be received for information.

CARRIED

14. **REPORTS FOR INFORMATION**

There were no reports for information.

15. **CORRESPONDENCE**

There was no correspondence.

16. **MAYOR'S DIARY**

16.1. **Mayor's Diary 25 November 2020 – 26 January 2021**

Moved Councillor Williams

Seconded Councillor Atkinson

THAT the Council:

- (a) **Receives** report no. 210126011992.

CARRIED

17. **COUNCIL PORTFOLIO UPDATES**

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

Mayor Gordon advised the first meeting for 2021 of the Mahi Tahi Joint Development Committee meeting is scheduled for 9 February, though he had had informal meetings with the Co-Chair of the Committee, Tani Wati. The new General Manager of the Marae, Jay Wilkinson, has been appointed as one of the three Runanga representatives on the committee. The Annual Hui date has been confirmed as 8 April.

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

Councillor Stewart was not present.

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

The first meeting for 2021 of the Waimakariri Passchendaele Advisory Group is scheduled to be held on 29 March.

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

Councillor Blackie advised that the official opening of the softball diamond is on this Saturday afternoon, at 12.15pm.

The Ecan project, building up the rock wall at McIntosh's Hole, is proceeding well.

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

Regional Climate Change Working Group met in December to work on the Regional Climate Change Risk Assessment. Following this Tonkin and Taylor will be undertaking a detailed risk assessment for the region to follow up from the original assessment in 2019. This steering group meeting will be at the end of February to monitor progress of that report.

Members of the Youth Council have indicated they want to work on an Eco Pledge as one of their environmental projects.

The Council Sustainability Champions met on the 25 January, where updates were provided on the three bin system in the Council buildings. There has been an allocation of staff time for sustainability matters.

Proposed changes to the standard reporting template will now include a reference to Climate Impacts and Sustainability.

Met with ENC on how they can get started on their sustainability strategy and what can be encouraged with business owners in the district towards more sustainability practices.

There is a Canterbury Mayoral Forum discussion on climate change coming up next week which Councillor Mealings will be attending.

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

Councillor Ward advised that there has been a meeting with the lighting consultant for suggestions for Kaiapoi and this will be taken to the Community Board for consideration.

The Rangiora Service Centre refurbishment project was progress well and there was some consideration being given for a Councillors office space. Mayor Gordon advised that a further update will be provided at the next Council briefing on this matter.

18. **QUESTIONS (Under Standing Orders)**

There were no questions.

19. **URGENT GENERAL BUSINESS (Under Standing Orders)**

There was no urgent general business.

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

Section 48, Local Government Official Information and Meetings Act 1987

Moved Mayor Gordon Seconded Councillor Blackie

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

The general subject of 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
20.1	Minutes of Council public excluded portion of Council meeting of 1 December 2020	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.2	Minutes of Council public excluded meeting of 21 December 2020	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.3	Report of M Bacon (Planning Manager) and G Stevenson	RC165198 A Cameron 90 East Belt Rangiora Subdivision Development Contributions	Good reason to withhold exists under Section 7	Section 48(1)(a)

20.4	Report of D Rowland (Property Assets Advisor – Leasing and Facilities) and R Hawthorne (Property Manager)	Waikuku Beach Campground Lease	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.5	Report of D Rowland (Property Assets Advisor – Leasing and Facilities) and R Hawthorne (Property Manager)	Woodend Beach Campground Lease	Good reason to withhold exists under Section 7	Section 48(1)(a)
20.6	Report of D Rowland (Property Assets Advisor – Leasing and Facilities) and R Hawthorne (Property Manager)	Kairaki Beach Campground Lease	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
20.1 – 20.6	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

Resolution To Resume Open Meeting

Moved Mayor Gordon seconded Councillor Barnett

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

CARRIED

OPEN MEETING

There being no further business, the meeting closed at 3.51pm.

21. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 23 February 2021 at 10am to approve the draft Long Term Plan for consultation. This will be held in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

The next ordinary Council meeting is scheduled to be held on Tuesday 2 March 2021 at 1pm.

CONFIRMED

Mayor D Gordon
Chairperson

2 March 2021
Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV- 01-04 / CMS-09-10-02 / 210212023787

REPORT TO: Council meeting

DATE OF MEETING: 2 March 2021

FROM: Tessa Sturley – Community Team Manager

SUBJECT: COVID-19 SOCIAL RECOVERY RESOURCING

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1. This report highlights the need for fixed term community development provision to ensure that COVID-19 social recovery projects are effectively and sustainably established.
- 1.2. The report notes that Rata Foundation and Department of Internal Affairs have both expressed interest in supporting such projects. However the facilitation of this would need to be resourced outside of government or philanthropic funding streams.
- 1.3. With attempts to acquire external funding unsuccessful and short term support from MSD due to expire, this report seeks approval for the utilisation of \$70,000 from designated COVID-19 Recovery funding, to ensure continued fixed term facilitation of social recovery until June 2022

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210212023787
- (a) **Acknowledges** that Council have received a report that highlighted the need for fixed term increased community development provision to ensure that COVID-19 social recovery projects are effectively and sustainably established.
- (b) **Notes** that in early November 2020, staff applied to the Department of Internal Affairs COVID Community Fund for funding for the necessary fixed term community development provision.
- (c) **Notes** that at it's January meeting Council approved that, should this application be unsuccessful, and alternative funding streams not be available, staff could seek delegation from the Council COVID fund to cover up to \$100,000, including overheads and ongoing employment costs for social recovery project facilitation until June 2022.
- (d) **Notes** that staff have been advised that their application to the Department of Internal Affairs COVID Community Fund was unsuccessful.
- (e) **Approves** the provision of \$70,000 in funding from the Council COVID fund for continued provision of the current 0.75 FTE role, including overhead costs, to ensure maintenance

of adequate community development provision for social recovery facilitation, through until June 2022.

3. BACKGROUND

- 3.1. The acquisition of significant central government seed funding toward key COVID-19 social recovery projects has been a considerable bonus to our community.
- 3.2. Rata Foundation and Department of Internal Affairs have already expressed interest in supporting the food security project and associated hub development. However, the facilitation of this would need to be resourced outside of government or philanthropic funding streams.

4. ISSUES AND OPTIONS

4.1. Existing Community Development Provision

4.1.1. The implementation of the Waimakariri Community Development Strategy is largely addressed via the Community Development, Community Safety and Youth Development functions of the Community Team; as well as facilitation of the Age friendly Waimakariri Plan.

4.1.2. The Community Development Facilitator role is designated to ensuring the maintenance of community support and the application of a strategic approach to addressing key existing and emerging priorities such as:

- A broader, more strengths based approach to social inclusion; including addressing social isolation related to loneliness, mental health issues and bullying
- Support for growing and developing residents groups; including working more closely with developers and supporting plans for a broader community engagement and support approach.
- Encouraging and facilitating mechanisms for neighbourhood connection
- Facilitation of Community Networking forums

However this does not include COVID-19 Social Recovery. With considerable community commitment to seeing this work progressed, we must ensure that we can resource the facilitation of key social recovery projects.

4.2. Gaps in Resourcing

4.2.1. Some of the social recovery initiatives can continue to be facilitated within existing portfolios. However, while we anticipate that there will continue to be external funding avenues to cover project and capital costs, if the larger project deliverables in the COVID-19 Recovery Strategy are to be met, there needs to be a degree of fixed term community development resourcing support directly allocated to:

- Facilitate community engagement, planning, appropriate connection, negotiation of 'red tape' and sustainable funding acquisition.
- Establish entities, governance structures and process for initiatives like food security collectives and a community hub to ensure that people in need are empowered out of poverty, isolation and dependence.
- Broker support for fledgling social enterprises

- Facilitate the establishment of outreach support, referral paths and easily accessible information for those affected by COVID-related financial hardship. E.g. Establishment of 'Next Steps' website and associated, externally funded, administrative processes; as well as outreach focussed community education and support.

4.2.2. As these shorter term priorities do not sit within existing strategic priorities for Community Development, backfill funding over a 2 – 3 year period will be needed to see this work to completion.

4.3. **Temporary Backfill Resourcing**

4.3.1. Including all overheads, the cost of a fixed term role at 30 hours per week (0.75FTE) is approximately \$70,000 or \$140,000 for a two year appointment.

4.3.2. Our community partners have recognised the importance of this work and, with such provision not currently available through existing funding avenues, Ministry of Social Development's Work and Income offered their support via part-funding from their 'Flexiwage' scheme. However this was more of a gesture than a sustainable option to fund social recovery.

4.3.3. The Flexiwage arrangement expires on May 1st this year, along with the allocated temporary backfill granted at the September 2020 Council meeting.

4.4. **Current Funding Situation**

4.4.1. Staff have been advised that their application to the Department of Internal Affairs COVID Community Fund was unsuccessful, with the committee's decision that COVID Recovery community development facilitation should be the responsibility of TLAs, rather than central government or philanthropic funders; particularly given the significant pressure on those funders to support social recovery projects.

4.5. At its January meeting, Council approved that, should this application is unsuccessful, and alternative funding streams not be available, staff could seek delegation from the Council COVID fund to cover up to \$100,000, including overheads and ongoing employment costs for social recovery project facilitation until June 2022.

4.5.1. Consequently, staff request approval for the provision of \$70,000 in funding from the Council COVID fund for continued provision of the current 0.75 FTE role, including overhead costs, to ensure maintenance of adequate community development provision for social recovery facilitation, through until June 2022.

4.5.2. This will be reviewed in a report to the Community and Recreation Committee in February 2022, in line with a social recovery progress review.

4.6. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

In line with Community Development practice, a wide range of Community Stakeholders continue to be engaged in the Community Development function of the Waimakariri District Council Community Team, fostering a collaborative response to identified community issues.

5.2. **Wider Community**

Broad community engagement is an important part of the work of the Community Team. This ensures a community-led approach that is relevant to all with a stake in creating a safe, healthy, connected and resilient District.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.1.1. \$690,000, including GST, has been acquired over two years, in the second round of the Ministry of Social Development Food Security Fund. As an MSD approved provider, Satisfy Food Rescue will act as fund holder.
- 6.1.2. Rata Foundation and Department of Internal Affairs have expressed interest in supporting the food security base, community hub and education centre. However these funds do not include provision to resource for facilitation of this, or other key projects associated with the social recovery of our District. This needs to be addressed if we are to see appropriate utilisation of this significant funding.
- 6.1.3. Including all overheads, the cost of such a backfill role at 30 hours per week is approximately \$70,000 or \$140,000 for a two year appointment.
- 6.1.4. As a potential collaborative means to cover this, Ministry of Social Development's Work and Income covered one third of the full cost of a backfill role for six months. This very temporary measure has ensured that the momentum to date has not been lost and that there is no detrimental effect on existing community development service level across the District. However this provision expires on May 1st this year, along with the allocated temporary backfill granted at the September 2020 Council meeting.
- 6.1.5. With external funding not currently available, staff request approval for the provision of \$70,000 from the Council COVID fund for continued provision of the current 0.75 FTE fixed term role, including overhead costs, to cover maintenance of existing fixed term community development provision to ensure social recovery facilitation.
- 6.1.6. It is proposed that this be reviewed in February 2022, in line with a social recovery progress review.

6.2. **Community Implications**

- 6.2.1. Social Recovery Planning was soundly informed by extensive quantitative and qualitative evidence of the needs of local residents impacted by COVID-19. The consequences of failing to deliver on key projects like Food Security, Next Steps and strengths-based, practical outreach and education programmes would not be insignificant in terms of detrimental effect on the social fabric of our District.
- 6.2.2. With the District returning to Level 2 and future COVID activity a possibility our timely and effective response is important, so that we do not lose momentum in

key social recovery initiatives, that will result in local communities being supported and equipped for a positive future in a District that is safe, healthy, resilient and connected.

6.3. **Risk Management**

While we anticipate that there will continue to be external funding avenues to cover project and capital costs, if the larger project deliverables in the COVID-19 Recovery Strategy are to be met, we will need to resource community development facilitation to ensure effective planning and establishment of key projects, to a point where they can be handed over to the community for sustainable delivery.

6.4. **Health and Safety**

Health and Safety considerations are included in planning.

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** N/A

7.3. **Community Outcomes**

Community Development aligns with the following Council Community Outcomes:

- *There are wider ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.*
- *People are friendly and caring, creating a strong sense of community in our district.*
- *People have wider ranging opportunities for learning and being informed.*
- *The community's cultures, arts and heritage are conserved and celebrated.*

7.4. **Delegations**

None

Tessa Sturley
COMMUNITY TEAM MANAGER

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: IFR-14-02 / 210211022639

REPORT TO: Council

DATE OF MEETING: 2 March 2021

FROM: Mark Andrews, Utilities Projects Team Leader
Kalley Simpson, 3 Waters Manager
Colin Roxburgh, Water Asset Manager

SUBJECT: Stimulus Programme Update, Budget Amendments and Budget Programme Contingency Allocation

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


 Department Manager


 Chief Executive
1. SUMMARY

1.1 The purpose of this report is to:

- Update the Council on the progress with the Stimulus projects, now that the majority have been priced.
- Request that budgets be adjusted to align with updated forecasts, given that there have been some 'unders and overs' on a project by project basis.
- Request that Council approve the programme contingency that has been identified within the overall Stimulus budget to be utilised to part fund the Cust Headworks Upgrade project, which was identified as a contingency project within the Council's Delivery Plan.

Stimulus Programme Project Specific Budget Amendments

- 1.2 The majority of the Stimulus projects have now been priced, with all capital works tendered except for the private property pumpstations for Fernside and Tuahiwi. Tender prices for some of the Stimulus projects have come in over budget, whilst other Stimulus project tender prices have come in under budget. The nett effect however is that collectively, the package of works is forecast to be completed for less than the original budget allowance.
- 1.3 Council's approval is sought to adjust project specific Stimulus project budgets to align with expenditure projections. These expenditure projections include the construction cost of the works, together with fees, land access and a 10% allowance for construction phase contingency, to make up the total cost.
- 1.4 While there will be moderate changes to depreciation triggered by the changes in project costs, the final rating impact of the projects are still forecast to be consistent with figures previously presented to the public during earlier consultation processes. Hence, no measurable rating changes are expected as a result of the 'unders and overs' on a project by project basis.

- 1.5 The private property pumpstation works in Tuahiwi and Fernside are yet to be tendered, however budget and contingency have been allocated for these components of the Stimulus programme. In the event that insufficient budget were available due to prices being higher than forecast, the overall programme contingency could accommodate any reasonably foreseeable variations from the current estimates.
- 1.6 The total construction contingency across all capital works projects in the Stimulus programme is \$807,400. Hence it is considered that the risk of budget over run is low. Council staff will closely monitor the allocated construction contingencies and will report back on project progress and remaining construction contingency once the Tuahiwi and Fernside private property pumpstation works have been tendered.

Stimulus Project Budget Programme Contingency Allocation

- 1.7 Following receipt of the majority of tenders, programme contingency budget of approximately \$220,000 has been identified within the overall Stimulus programme. This report seeks a decision from Council as to whether to:
- a. Allocate the programme contingency funds to the Cust Headworks Upgrade contingency project, or;
 - b. Allocate the programme contingency funds to the Central Rangiora Stage 5B contingency project, or;
 - c. Re-distribute the programme contingency to the wider ratepayer basis via the 'account balance transfer', or;
 - d. Reduce scheme specific contributions from either Fernside or Loburn as a result of the forecast programme contingency.
 - e. Reduce growth components, and in turn development contributions, as a result of the forecast programme contingency.
- 1.8 Council staff have designed and tendered the Cust Headworks Upgrade project, which was planned for construction over the 2020/21 and 2021/22 financial years. Allocating the programme contingency to the Cust Headworks Upgrade project would improve the equity achieved across the district, by providing a benefit to a scheme that would otherwise have not received a direct benefit from the Stimulus funds. The contract can also be awarded immediately, reducing the risk of not fully utilising the Stimulus funding. This is the recommended option.
- 1.9 The completion date for the Cust project is estimated to be the 25th of June 2021, based on the start date and construction programme nominated by the preferred tenderer. While this date is within the current financial year, and the budget is currently spread over the 2020/21 and 2021/22 financial years, it is not recommended to move all budget into the current financial year. This is due to the high likelihood that completion could still slip into 2021/22. Therefore, no changes to the timing of the budgets are recommended, even though the project has been accelerated relative to earlier time projections.

Attachments: (Nil)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210211022639.
- (b) **Notes** that while there are some 'unders and overs' on a project by project basis, the total Stimulus programme of works is forecast to be able to be completed for less than the original budget allowance, based on the tenders received to date.
- (c) **Notes** the project specific budget amendments for the Stimulus Projects as detailed in the table below, in order to align the budgets for each project with final expenditure forecasts:

Budget Name	Budget Type	PJ / GL	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	\$1,190,000	\$670,500	-\$519,500
	Growth	TBC	\$125,000	\$125,000	\$0
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	\$941,900	\$1,163,500	\$221,600
	Growth	101670.000.5105	\$73,100	\$73,100	\$0
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	\$1,642,000	\$1,877,000	\$235,000
	Growth	TBC	\$1,215,000	\$1,215,000	\$0
Tuahiwi Water Extension Greens Road	LOS (Stimulus)	101673.000.5103	\$488,750	\$488,750	\$0
	Growth	101673.000.5105	\$166,250	\$166,250	\$0
Tuahiwi Water Extension Tuahiwi Road	Growth	101674.000.5105	\$133,000	\$133,000	\$0
Tuahiwi Sewer Extension Greens Road	Growth	101675.000.5113	\$136,000	\$136,000	\$0
	LOS (Stimulus)	101673.000.5115	\$140,000	\$140,000	\$0
Tuahiwi Sewer Extension Tuahiwi Road	Growth	101676.000.5115	\$128,000	\$128,000	\$0
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	\$2,428,000	\$2,170,500	-\$257,500
West Eyreton and	LOS (Stimulus)	101679.000.5103	\$79,000	\$140,500	\$61,500

Summerhill Storage Upgrade					
Central Rangiora Capacity Upgrade Stage 5A	LOS (Stimulus)	101680.000.5113	\$246,000	\$246,000	\$0
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	\$148,000	\$186,000	\$38,000
Oxford Sewer Operational Improvements	OPEX (Stimulus)	TBC	\$79,000	\$79,000	\$0
Oxford Sewer I&I investigations	OPEX (Stimulus)	TBC	\$300,000	\$300,000	\$0
Three Waters Reform Investigations	OPEX (Stimulus)	TBC	\$110,000	\$110,000	\$0
Drainage and Waterways Manager	OPEX (Stimulus)	TBC	\$200,000	\$200,000	\$0
Headworks Asset Data Management Improvements	OPEX (Stimulus)	TBC	\$240,000	\$240,000	\$0
Stimulus Programme Management	OPEX (Stimulus)	TBC	\$141,000	\$141,000	\$0
Total	-		\$10,350,000	\$10,129,100	\$0
Stimulus Programme Programme Contingency		-	\$0	\$220,900	\$220,900
Total	-		\$10,350,000	\$10,350,000	\$0

(d) **Approves** the following budget amendments to specified years budget (to reflect the information identified in resolution c):

Budget Name	Budget Type	PJ / GL	Budget in Financial Year	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2020/21	\$540,000	\$219,600	-\$320,400*
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2021/22	\$650,000	\$450,900	-\$199,100*
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	2021/22	\$137,690	\$359,290	\$221,600
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	2021/22	\$984,500	\$1,219,500	\$235,000
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	2021/22	\$1,042,000	\$784,500	-\$257,500
West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	2020/21	\$5,000	\$66,500	\$61,500
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	2020/21	\$5,000	\$43,000	\$38,000

* Noting that the total reduction in the fernside budgets totals \$519,500.

- (e) **Approves** staff to formally nominate the partial funding of the Cust Headworks Upgrade project from the Stimulus Grant, to utilise the programme contingency that has been identified.
- (f) **Approves** the creation of a Cust Headworks Upgrade level of service capital works budget under the Stimulus Cost Centre, within the current financial year, to the value of \$220,900.
- (g) **Notes** that a staff submission will be made to the 2021-31 Long Term Plan to reduce the Cust Headworks Renewal budget in 2021/22 by \$100,000, and the Cust Headworks UV Upgrade in 2021/22 by \$100,000, given the allocation of Stimulus funding to this project.
- (h) **Notes** that the Stimulus Grant Delivery Plan will be updated to include the Cust Headworks Upgrade Project to be completed and submitted to DIA for Approval.

- (i) **Notes** that Council staff will closely monitor the allocated construction contingencies and will report back on project progress and remaining construction contingency once the Tuahiwi and Fernside private property pumpstation works have been tendered and prices received.

3. **BACKGROUND**

Stimulus Programme Status

3.1 Following Council approval of Stimulus projects the design, tendering and construction of the projects is well underway. The following table shows the current status of the Stimulus capital programme projects.

3.2 The table below includes both the core projects nominated to be completed utilising contingency funding, as well as the contingency projects, to be completed only if there was programme contingency available, to ensure the Stimulus Grant is fully utilised.

Table 1: Stimulus Programme Status

Project Name	Component	Design	Tendering	Construction
Fernside Sewer Upgrade	Pipeline to EDSS	Complete	Complete	Contract 20/57 Awarded to Water Unit (planned completion mid 2021)
	Private Property Works	Complete, with all approvals from private property owners received.	Expression of Interest (EOI) closed. Shortlisting evaluation in progress, Tender documentation being prepared with view to issue in March 2021.	Planned to commence in September/October 2021 – subject to tendering.
Poyntzs Road Upgrade	Pipeline	Complete	Complete	Contract 20/16 Awarded to Water Unit (planned completion mid 2021)
	Pumpstation	Complete	Complete	Contract 20/47 Awarded to G&T Construction
Loburn Lea Sewer Upgrade	Gravity Sewer	Complete	Complete	Contract 20/55 Awarded to Shayne Higgs Drainage Contractors
	Pumpstation and Rising Main	Complete	Complete	Contract 20/56 Awarded to Shayne Higgs Drainage Contractors
Tuahiwi Sewer Upgrade	Pipework	Complete	Complete	Contract 20/60 Awarded to Atlas Group Limited
	Private Property Works	80% complete, with private property consultation ongoing	Expression of Interest (EOI) closed. Shortlisting evaluation in progress, Tender documentation being prepared with view to issue in March 2021.	Planned to commence in September/October 2021 – subject to tendering.
West Eyreton and	Storage Upgrades	Complete	Complete	Contract 20/47 Awarded to G&T Construction

Project Name	Component	Design	Tendering	Construction
Summerhill Storage Upgrade				
Central Rangiora Capacity Upgrade Stage 5A	Pipework	Complete	Complete	Variation to Contract 19/35 awarded to Ongrade Drainage and Excavation
Ohoka Water Storage Upgrade	Storage Upgrades	Complete	Complete	Contract 20/47 Awarded to G&T Construction
Cust Headworks Upgrade (Contingency Project)	Headworks and Storage Upgrade	Complete	Tenders received and evaluation in progress	Planned to commence in 2021 – subject to tendering
Central Rangiora Capacity Upgrade Stage 5B (Contingency Project)	Pipework	At design review stage	Tender documentation being prepared.	Planned to commence in 2021 – subject to tendering

- 3.3 The operational components of the Stimulus projects are progressing and the scope is anticipated to be managed within available budgets.

Stimulus Programme Project Specific Budget Amendments

- 3.4 The majority of the Stimulus projects have now been priced, with all capital works tendered except for the private property pumpstations for Fernside and Tuahiwi. Tender prices for some of the Stimulus projects have come in over budget, whilst other Stimulus project tender prices have come in under budget. The nett effect however is that collectively, the package of works is forecast to be completed for less than the original budget allowance. Refer Management Team reports 201222177520, 210105000455, 210201014836 and 210201014836 for individual project assessments. Note cost estimates for project components yet to be tendered/awarded at the time of writing prior reports have been refined following development of the detailed designs and the forecast final expenditure projections amended to suit.
- 3.5 Council's approval is sought to adjust project specific Stimulus project budgets to align with expenditure projections. These expenditure projections include the construction cost of the works, together with fees, land access and a 10% allowance for construction phase contingency, to make up the total projected cost with is reflected within the 'proposed budget' column below.
- 3.6 The private property pumpstation works in Tuahiwi and Fernside are yet to be tendered, however budget and contingency have been allocated for these components. In the event

that insufficient budget were available due to prices being higher than forecast, the overall programme contingency could accommodate any reasonably foreseeable variations from the current estimates.

3.7 The proposed project specific total budgets for the Stimulus projects are shown the table below.

Table 2: Proposed Amendments to Budgets to Align with Updated Forecasts

Budget Name	Budget Type	PJ / GL	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	\$1,190,000	\$670,500	-\$519,500
	Growth	TBC	\$125,000	\$125,000	\$0
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	\$941,900	\$1,163,500	\$221,600
	Growth	101670.000.5105	\$73,100	\$73,100	\$0
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	\$1,642,000	\$1,877,000	\$235,000
	Growth	TBC	\$1,215,000	\$1,215,000	\$0
Tuahiwi Water Extension Greens Road	LOS (Stimulus)	101673.000.5103	\$488,750	\$488,750	\$0
	Growth	101673.000.5105	\$166,250	\$166,250	\$0
Tuahiwi Water Extension Tuahiwi Road	Growth	101674.000.5105	\$133,000	\$133,000	\$0
Tuahiwi Sewer Extension Greens Road	Growth	101675.000.5113	\$136,000	\$136,000	\$0
	LOS (Stimulus)	101673.000.5115	\$140,000	\$140,000	\$0
Tuahiwi Sewer Extension Tuahiwi Road	Growth	101676.000.5115	\$128,000	\$128,000	\$0
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	\$2,428,000	\$2,170,500	-\$257,500

Budget Name	Budget Type	PJ / GL	Current Budget	Proposed Budget	Difference
West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	\$79,000	\$140,500	\$61,500
Central Rangiora Capacity Upgrade Stage 5A	LOS (Stimulus)	101680.000.5113	\$246,000	\$246,000	\$0
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	\$148,000	\$186,000	\$38,000
Oxford Sewer Operational Improvements	OPEX (Stimulus)	TBC	\$79,000	\$79,000	\$0
Oxford Sewer I&I investigations	OPEX (Stimulus)	TBC	\$300,000	\$300,000	\$0
Three Waters Reform Investigations	OPEX (Stimulus)	TBC	\$110,000	\$110,000	\$0
Drainage and Waterways Manager	OPEX (Stimulus)	TBC	\$200,000	\$200,000	\$0
Headworks Asset Data Management Improvements	OPEX (Stimulus)	TBC	\$240,000	\$240,000	\$0
Stimulus Programme Management	OPEX (Stimulus)	TBC	\$141,000	\$141,000	\$0
Total	-		\$10,350,000	\$10,129,100	\$0
Stimulus Programme Programme Contingency	-	-	\$0	\$220,900	\$220,900
Total	-		\$10,350,000	\$10,350,000	\$0

* Includes Contract 20/60 Separable Portion F (Turiwhaia Road Rising main upgrade) and Engineers Estimate and Construction Contingency for private property works (yet to be tendered)

** Includes Contract 20/55 Separable Portion C (Ashley Street Gravity Pipeline upgrade).

3.8 The following table summarises budget amendments to specified years budget, to reflect the information identified in item 3.7:

Budget Name	Budget Type	PJ / GL	Budget in Financial Year	Current Budget	Proposed Budget	Difference
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2020/21	\$540,000	\$219,600	-\$320,400*
Fernside Sewer Upgrade	LOS (Stimulus)	101671.000.5113	2021/22	\$650,000	\$450,900	-\$199,100*
Poyntzs Road Water Source Upgrade	LOS (Stimulus)	101670.000.5103	2021/22	\$137,690	\$359,290	\$221,600
Loburn Lea Sewer Upgrade **	LOS (Stimulus)	101672.000.5113	2021/22	\$984,500	\$1,219,500	\$235,000
Central Tuahiwi Sewer Upgrade *	LOS (Stimulus)	101677.000.5113	2021/22	\$1,042,000	\$784,500	-\$257,500
West Eyreton and Summerhill Storage Upgrade	LOS (Stimulus)	101679.000.5103	2020/21	\$5,000	\$66,500	\$61,500
Ohoka Water Storage Upgrade	LOS (Stimulus)	101681.000.5103	2020/21	\$5,000	\$43,000	\$38,000

* Noting that the total reduction in the fernside budgets totals \$519,500.

3.9 The total construction contingency across all capital works projects in the Stimulus programme is \$807,400 and hence it is considered that the risk of budget over run to be low. Council staff will closely monitor construction contingencies and will report back on project progress and remaining construction contingency once the tenders for the Tuahiwi and Fernside private property pumpstation works have closed.

Stimulus Project Budget Programme Contingency Allocation

3.10 As is evident from above, even with the construction contingency allowance of 10% across the full range of capital works, a programme contingency of \$220,900 has been identified, with the majority of works now tendered.

- 3.11 This report seeks a decision from Council as to how to utilise this programme contingency identified within the overall account. The options are identified below:
- a. Allocate the programme contingency funds to the Cust Headworks Upgrade contingency project, or;
 - b. Allocate the programme contingency funds to the Central Rangiora Capacity Upgrade Stage 5B contingency project, or;
 - c. Re-distribute the programme contingency to the wider ratepayer basis via the 'account balance transfer', or;
 - d. Reduce scheme specific contributions from either Fernside or Loburn as a result of the forecast programme contingency.
 - e. Reduce growth components, and in turn development contributions, as a result of the forecast programme contingency.

4. **ISSUES AND OPTIONS**

- 4.1 The five options for utilisation of the Stimulus account programme contingency are explored below:

- 4.1.1. **Allocate to Cust Headworks Upgrade:** This option would allow the Cust headworks renewal and upgrade to be partially funded via the Stimulus account. The total budget currently assigned for all works at this site is \$720,000. This is spread across the current (20/21) and next (21/22) financial years, with the majority of the project funded from the Cust water supply cost centre, but \$220,000 funded from the District UV cost centre, as the new headworks has been designed to accommodate UV treatment in the future.

This project has now been tendered, and the final forecast is \$740,000 (\$20,000 greater than the current allowance, with a 5% contingency allowance). Therefore, if the Stimulus programme contingency of \$220,000 was allocated, this budget from the Cust and District UV cost centres could reduce by \$200,000. It would be proposed to split these savings between the two cost centres, which would provide a benefit to both the District UV account, and the Cust water supply account of \$100,000 each.

It is important to note that a number of other small water schemes in the area are currently benefiting from the Stimulus funds (West Eyreton, Summerhill, Ohoka, Poyntz Road), but currently not Cust. The inclusion of some Stimulus funds to benefit the Cust account, would improve the overall equity achieved across the district.

This scheme also had E. coli detected towards the end of 2020, and staff committed to trying to fast-track this project. It has therefore been designed, and tendered, and is ready for construction. Given the advanced nature of this project, it is easily deliverable within the required timeframes, with existing resources.

- 4.1.2. **Allocate to Central Rangiora Stage 5B:** This option would allow the Rangiora sewer scheme (and therefore Eastern Districts Sewer Scheme, or EDSS) to benefit further from the Stimulus grant. It is noted that other projects are already been completed on the EDSS, in particular the Tuahiwi Wastewater Upgrade, and the Central Rangiora Stage 5A project. Therefore, additional works on the EDSS is not seen as beneficial in terms of wider equity, relative to the Cust project.

Further, the project is not as well advanced through the design and tendering processes as Cust.

4.1.3. **Account Balance Transfer:** Council could redistribute the \$220,000 programme programme contingency to the wider ratepayer basis via the 'account balance transfer'. This would result in a negligible reduction in rates, estimated at \$0.41 per year per water rate, and \$0.41 per year per wastewater rate.

4.1.4. **Reduce Scheme Contributions:** As per report 201021141501 which was presented to Council on 3 November, Fernside and Loburn Lea are currently set up to part fund their projects via scheme contributions, to the value of \$290,000 and \$620,000 respectively. It is noted that the Fernside project is now forecast to be completed for \$796,000 (which is \$519,000 less than the original budget), while Loburn Lea is forecast to be completed for \$235,000 more than the original budget.

Consideration could be given to reducing the scheme contribution from Fernside, given that the projected cost is now forecast to be less than originally estimated. This is not recommended, for the following reasons:

- Even with the final cost estimate reduced, there is still a substantial amount of Stimulus funding being proposed to benefit Fernside. In particular, when considered on a 'per capita' basis, the scheme is still receiving a substantial benefit.
- If there were an argument to reduce Fernside's contribution, based on the project being tendered under budget, for consistency there would also be an argument to increase Loburn's contribution, based on the project being forecast to be over-budget. Given that both schemes have already been consulted with, and rating impacts presented based on the current level of contributions, it is not recommended to amend contributions either way, to avoid significant changes from rating reductions already communicated and agreed with communities. To mitigate all schemes involved from variations in rating impact either way, the Council has effectively taken on the risk of the 'overs and unders', giving residents certainty in what their future rates will be.

4.1.5. **Reduce Growth Portions:** Council could opt to reduce some of the proposed growth portions of a project or some projects, in response to the programme contingency identified. This would have the impact of reducing development contributions associated with the relevant scheme. This is not recommended as the primary beneficiary would be future developers, as it would reduce the cost of developing. It would only be considered if it were thought that current development contributions proposed would be prohibitive to development occurring. As the current contributions proposed are comparable to other schemes, this is not considered to be the case, and therefore this is not recommended.

1.10 Based on the options analysis and arguments presented above, the recommended option for the account programme contingency of \$220,000 is to allocate this to the Cust Headworks Upgrade project. This would spread the benefit of the Stimulus fund across a greater number of schemes and be deliverable.

5. **COMMUNITY VIEWS**

5.1 Consultation

5.1.1. Consultation has been undertaken with all key communities where significant projects are proposed. This includes Fernside, Loburn, Tuahiwi and Poyntz Road.

- 5.1.2. Prior to Stimulus Funding being identified as a potential option, a public meeting has been held with the Cust community regarding the Cust Water Supply Headworks Upgrade. There was widespread support expressed at the meetings for the project to be completed. It was acknowledged that the rates in Cust were high, but the project was seen as a necessity. Any measures to mitigate the increases in rates resulting from the project would be welcomed by the community.
- 5.1.3. In addition to the scheme wide consultation, targeted engagement is being carried out with affected properties in conjunction with the project specific works.

6. **IMPLICATIONS AND RISKS**

6.1 Financial Implications

Project by Project 'Unders and Overs'

- 6.1.1. As is noted previously, on a project by project basis there are some 'unders and overs', but the Stimulus package of works as a whole is forecast to be able to be completed for less than the total budget allowance. This report seeks to amend project specific budgets, to align these with the updated forecasts, following the tendering of the majority of the works.
- 6.1.2. While there will be moderate changes to depreciation triggered by the change in project costs across different schemes, the final rating impact of the projects is still forecast to be consistent with figures previously presented to the public during earlier consultation processes.

Allocation of programme contingency to Cust Headworks Upgrade

- 6.1.3. When the Council met with the Cust Community in March 2020 regarding the proposed upgrades at the headworks, it was presented to residents that rates would increase from \$974 per connection in 2019/20 to \$1,303 in 2022/23 as a result of the upgrade.
- 6.1.4. With some savings able to be found, particularly with reduced interest rates applied within Council's budgets, the forecast within the Draft 2021-31 Long Term Plan is for rates to increase to \$1,209 by 2023/24.
- 6.1.5. The proposal within this report to allocate programme contingency Stimulus funds to this project, would reduce the funding required from the Cust water supply scheme and from the District UV would reduce by \$100,000 each. The projected rating benefit of these reductions would be:
- \$ 0.36 per connection per year benefit to the District Water UV rate.
 - \$ 50.57 per connection per year benefit to the Cust water supply.

Remaining Contingency

- 6.1.6. As noted earlier in this report, a 10% construction contingency has been retained at this point for all capital projects. The sum value of this is \$807,000. As the final prices come in for the private pressure pumpstations, and as construction gets underway on other projects, there will be a greater level of certainty as to how much of this remaining contingency may be required to be utilised.
- 6.1.7. It is possible that there may be further programme contingency funds available. Should this eventuate, a further report will be brought to Council regarding the utilisation of this.

6.2 Community Implication

- 6.2.1 Collectively, the Stimulus package of works is providing improvements to water and sewer servicing across the district. Where there has been engagement on the larger projects, there has been a good level of support for the projects.
- 6.2.2 The completion of the Cust headworks upgrade project will provide significant improvements to the overall safety of the Cust water supply, which will be of benefit to the community. The proposed allocation of Stimulus funds will assist with this project, and will improve the equity achieved across the district by assisting a scheme that otherwise would not directly benefit from the Stimulus works.

6.3 Risk Management

- 6.3.1 The normal risks associated with construction apply. The financial risks have been mitigated by the inclusion of a 10% construction contingency within the project specific budgets. This is considered adequate contingency to mitigate an over-spend of the budget. Careful monitoring will be required over the coming months to also manage the risk of an under-spend of the Stimulus funding, to ensure that additional works are identified and completed, if the full contingency is not required. There is still one further contingency project (Central Rangiora Stage 5B) would could utilise further programme contingency which may become available.
- 6.3.2 If there is a delay to delivery of the stimulus projects to the extent that they are not completed by the end of March 2022, there is a risk that the full value of the Central Government funding will not be realised. In general, projects are progressing well, and this is not seen as a critical risk at this point.
- 6.3.3 There is a minor risk that the recommendation to allocate Stimulus funds to the Cust project may not be approved by Government representatives. This is considered unlikely, given that this project was included on the Delivery Plan which was approved. If this were to eventuate, staff would report back to Council to nominate an alternative contingency project.
- 6.3.4 The stimulus projects have been through a Safety in Design process to identify and eliminate Specific Risks involved in this project. All residual risks will be transferred to the Contractor to manage during construction.

6.4 Health and Safety

- 6.4.1 The stimulus projects include normal health and safety risks, designs have been subject to a safety in design review and residual risks drawn to the attention to tenderers as part of the tender process. The successful tenderers will be required to provide pre-start deliverables including but not limited to the site specific safety plans.

7 CONTEXT

7.1 Policy

- 7.3.1 This matter is a matter of significance in terms of the Council's Significance and Engagement Policy, given the value of works proposed.
- 7.3.2 Individual schemes have been consulted with, where significant projects are proposed. The level of consultation was outlined within the report to Council on the 3rd of November 2020. This included public meetings with the Poyntz Road, Fernside, Loburn Lea, and Tuahiwi schemes.

7.2 Legislation

7.2.1 The following legislation is relevant in this matter:

- Local Government Act;
- Health (Drinking-water) Amendment Act.

7.3 Community Outcomes

7.3.1 This report relates to the following community outcomes:

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

7.4 Delegations

7.4.1 Council has the authority to create and amend budgets, and instruct staff to request Government approval to reallocate Stimulus funds.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-07-03/ 210216025315**REPORT TO:** Council**DATE OF MEETING:** 2 March 2021**FROM:** Joanne McBride, Roading and Transport Manager
Don Young, Senior Engineering Advisor**SUBJECT:** Reallocating budget for Rangiora Eastern Link Designation**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report is to seek the Council's approval to transfer funds to cover unbudgeted expenditure on the costs of preparing and submitting designations for the proposed Rangiora Eastern Link.
- 1.2 Council has supported progressing the delegations work to align with the District Plan review.
- 1.3 Subsequently staff have written to and met with the landowners, and prepared Notices of Requirement (NORs) and Council resolved to submit NORs for 20 designations in December 2020, including the Eastern Link Road.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** report No. 210216025315.
- (b) **Approves** the under expenditure of \$300,000 total budget (\$147,000 local share) on Southbrook Rd Improvements (PJ 101038.000.5133), and the over expenditure of \$147,000 on Roading Operations (GL 10.260.667.2537), resulting in a net effect of zero.
- (c) **Notes** that the total budget of \$300,000 is made up of \$147,000 of Council share and \$153,000 of Waka Kotahi share funding. As the designations work does not attract subsidy, the Waka Kotahi subsidy will reduce to reflect the expenditure reduction.

3. BACKGROUND

- 3.1 In September 2020 the Council received a briefing on whether it supported including a number of Roading Designations in the Proposed District Plan. While there was no resolution passed at the time, the Council was supportive of progressing the delegations work to align with the District Plan review. Consequently staff have written and met with the landowners, and prepared Notices of Requirement (NORs). At its December 2020 meeting, the Council then resolved to submit NORs for 20 designations, one of which was for the Rangiora Eastern Link.

- 3.2 At the time of initially discussing this in September, it was understood that the additional costs for preparing all of the NORs could be covered with the existing administrative budgets. These costs included staff time, a planning consultant (Incite) and additional consultation assistance (Collective Success). This is still the case for the majority, but not for the Rangiora Eastern Link.
- 3.3 In the December report, it was reported that there would be a delay, and further costs for the Rangiora Eastern Link to prepare Technical Assessments to support it, due to the significant effect of this proposed new roadway. At that stage the extent of these costs was not apparent, but the increase in costs was reported verbally. The Council resolved that it:
- a. **Notes** that at time of writing, an initial meeting has been held with the landowners of 162, 234, and 259 Boys Road, and that while they are general supportive, there are a number of issues still to be discussed and agreed.
 - b. **Notes** that due to the complexity of the Rangiora Eastern Link designation, an Assessment of Effects and a redesign of the Eastern Link / Lineside Rd intersection will be required, and so this designation will be submitted by late February 2021.
- 3.4 Since that time, the staff have engaged WSP to prepare a range of Technical Assessments to support the NOR when it is submitted. These Technical Assessments cover the following matters;
- a. Traffic
 - b. Stormwater and Drainage
 - c. Ecology
 - d. Noise
 - e. Landscaping
 - f. Archaeological
 - g. Contaminated ground
- 3.5 This engagement was approved by the Management Team
- 3.6 In addition to the WSP costs, there are additional costs over and above that expected from Incite, due to the additional complexity.

4. ISSUES AND OPTIONS

- 4.1. The additional expenditure is a result of the Council direction to proceed with getting the NORs into the Proposed District Plan. This direction was given on the general understanding that the staff would seek opportunities to ensure the costs could be covered within the existing ratepayer contribution.
- 4.2. On the basis that this work had a very tight time constraint, the costs have been committed to. Therefore it is not an option to not incur this expenditure.
- 4.3. The Council does however have options as to where the unbudgeted expenditure could come from
- 4.3.1. Underspending on Southbrook Rd Improvements – the Council has funding of \$425,000 available in 2020/21 towards this project. The actual intended scope was initially unclear. However after an initial investigation, the Council decided to concentrate on a solution for pedestrian safety across Southbrook Rd.

It has subsequently agreed that it would only carry out preliminary investigation and consultation in this financial year, with design in 2021/22 and installation of traffic lights in 22/23.

This decision is appropriate for a number of reasons, including

- The need to concentrate on agreeing the concept this year
- The lack of sufficiently experienced staff to complete the detailed design in the short term, given the very busy existing programme
- The complexities of the consultation required throughout the process
- The lack of certainty of NZTA funding

As at end December, approximately \$84,000 had been spent. It is anticipated a total of \$125,000 will be required for 2020/21, leaving approximately \$300,000 of subsidised funding available (or approximately \$147,000 of ratepayer contribution).

It is noted that there is a desire to progress the Southbrook / Torlesse Signalisation project quickly and as such, if design and consultation can be completed early then a report will be brought to Council requesting budget be brought forward.

This is the recommended option.

- 4.3.2. Delaying or underspending a different project – at this stage the Council staff are not aware of any other roading project that could be delayed or underspent to provide this funding. While there are some roading projects currently signalled ‘at risk’, it is still predicted that they will be completed.

This option is not recommended.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

There is only one property owner for which a designation is required for the Rangiora Eastern Link (apart from the Council itself). Council staff have met with them and they have generally accepted the need for the designation. However there are significant matters that will need discussing with them in more detail, both as part of the designation process, and the acquisition process.

There will be a larger number of residents who will be affected by the works, and the Technical Assessments are being prepared to better understand the effects, and possible mitigation measures. These affected parties will have an opportunity to discuss the proposal as part of the notification of the Proposed District Plan.

The key stakeholders affected by the Southbrook Rd Improvements are also affected by the proposed re-allocation of budget, in that there will be less progress on this project than originally intended. However the effect of this will be discussed with the affected parties as part of the remaining consultation.

5.2. Wider Community

The wider community will have an opportunity to submit on the proposed road as part of the notification of the Proposed District Plan.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.2. The predicted total cost is likely to be in the order of \$145,000, being

6.2.1. Incite (planning assistance) \$25,000

6.2.2. WSP \$120,000

6.3. As this is unsubsidised expenditure, the local share will be the full \$145,000. Note these costs do not include internal staff time which will be absorbed in the roading administration budget.

6.4. It is noted that the Southbrook Rd Improvements budget (101038.000.5133) has a budget of \$425,000 in 20/21, and is only expected to spend approx. \$125,000, leaving approx. \$300,000 available. As this is subsidised the available local share will be approx. \$147,000.

6.5. Therefore the available local share is sufficient to cover the additional unbudgeted expenditure.

6.6. **Community Implication**

The community will benefit from having greater certainty that the land required for a significant addition to the roading network is protected.

The delay in a solution on Southbrook will need to be discussed as part of the consultation exercise. However it is worth noting that the funding available would not have delivered a suitable solution, and so the re-allocation is not delaying the works beyond what would have been required regardless.

6.7. **Risk Management**

Protecting the underlying land required for the Rangiora Eastern Link will remove a significant risk to its viability in the future. Also, carrying out the technical assessments to support the designation will enhance the likelihood of obtaining approval of the designations, and of better understanding the scope of works required to mitigate the effects.

6.8. **Health and Safety**

Ensuring a safe roading solution is allowed for is part of the current Health and Safety considerations. A more detailed assessment will be made as part of the Detailed Design.

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**

The designation process is covered by the Resource Management Act. The acquisition and procurement will be covered by the Public Works Act. The Local Government Act will apply to all facets.

7.3. **Community Outcomes**

Transport is accessible, convenient, reliable and sustainable.

7.4. **Delegations**

The Council has the authority to consider re-allocating budgets.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXT-30 / 210212023836

REPORT TO: Council

DATE OF MEETING: 2 March 2021

FROM: Geoff Meadows – Policy Manager

SUBJECT: Submission on the Water Services Bill

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to obtain Council approval on a draft submission to the Health Select Committee on the Water Services Bill.
- 1.2 The Bill passed its first reading on 8 December 2020 and was referred to the Health Select Committee with a closing date for submissions on 2 March 2021.
- 1.3 Staff have prepared the attached draft submission (TRIM 201222177600) in response to the Bill which was presented and discussed at a Council briefing on 9 February 2021.

Attachments:

- i. Draft submission to the Health Select Committee on the Water Services Bill (TRIM 201222177600)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report no 210212023836.
- (b) **Approves** the draft submission to the Health Select Committee on the Water Services Bill (TRIM 201222177600).

3. BACKGROUND

- 3.1 The Bill repeals part 2A of the *Health Act 1956* and replaces it with a stand-alone Act to regulate drinking water, and is part of a broader package of reforms that included the establishment of a Crown agent, Taumata Arowai in March 2020, which will be responsible for administering the regulatory regime in the Bill.
- 3.2 This Bill imposes duties on drinking water suppliers (other than domestic self-suppliers) and includes duties to provide safe drinking water, meet drinking water standards, and have a drinking water safety plan.

4. ISSUES AND OPTIONS

- 4.1. The attached draft Council response makes several points of submission:
- 4.1.1. While approximately 80% of residents in the District are serviced by one of Council's public supplies, the remainder of properties are not, and while the Bill caters for private drinking water suppliers, it does not cover domestic self-suppliers;
 - 4.1.2. Compliance requirements need to be proportional to scale;
 - 4.1.3. Objection to the obligations on territorial authorities to take over the management of a failing private drinking water supplier;
 - 4.1.4. Known community views about mandatory disinfection, and unclear transitional arrangements around the provisions for exemption from residual disinfection;
 - 4.1.5. Suggested improvements in definitions.
- 4.2. The submission requests that the Council would like to be heard at the Select Committee hearing on the bill.
- 4.3. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

- 5.1. **Groups and Organisations**
- 5.1.1. The Bill is before the Health Select Committee, so this presents an opportunity for groups and organisations to submit.
- 5.2. **Wider Community**
- 5.2.1. The Select Committee process is a method of gleaning community views.

6. IMPLICATIONS AND RISKS

- 6.1. **Financial Implications**
- 6.1.1. The regulated community is likely to be a key source of funding for Taumata Arowai.
- 6.2. **Community Implication**
- 6.2.1. The advent of a new water services regulator, or the introduction of drinking water safety plans, will not in themselves improve the quality of community drinking water supplies in the District.
- 6.3. **Risk Management**
- 6.3.1. There is a significant risk from the requirements for mandatory residual disinfection without an analysis of the particular properties and individual needs of the drinking water supply.
- 6.4. **Health and Safety**
- 6.4.1. There are significant Health and Safety Risks associated with the Bill such as centrally mandated requirements for all community drinking water supplies.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

7.2.1. *Local Government Act 2002, Resource Management Act 1991, Health (Drinking Water) Amendment Act 2007.*

7.3. Community Outcomes

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

7.5. Delegations

N/A

Geoff Meadows, Policy Manager

**Submission to the
Health Committee
In the matter of the
*The Water Services Bill***

**Submission by
Waimakariri District Council**

2 March 2021
Person for Contact: Geoff Meadows, Policy Manager



1 Introduction

The Waimakariri District Council welcomes the opportunity to submit on the Water Services Bill. This Council currently provides reticulated water supplies for some 80% of the District's population, from 14 schemes. The two main types of drinking water supply schemes are on-demand (supplying urban areas) and restricted or semi-restricted (supplying rural and rural-residential areas). All of the District's community water supply sources are from deep aquifers. The District's population was estimated to be 64,000 in 2020.

This Council has been working towards ensuring that it complies with the requirements of the *Health (Drinking Water) Amendment Act 2007*, which requires Council to take all practicable steps to comply with the Drinking Water Standards for New Zealand (DWSNZ) 2005 (Revised 2008). All of the 14 schemes administered by the Council will be fully compliant with the current DWSNZ by June 2021.

This Council makes the following points of submission on the Bill.

2 General points of submission

Small private supplies

While approximately 80% of residents within the Waimakariri District are serviced from one of Council's public supplies, the remainder of properties are not. This means the way in which private supplies is addressed by this Bill is of particular interest.

Compliance Requirements Proportional to Scale: Greater clarity is required regarding compliance arrangements for very small suppliers. The Bill proposes that compliance requirements will be proportional to scale, but it is unclear how this will be achieved. For example, a well that serves more than one property is required to fully comply with the DWSNZ, and have a Water Safety Plan. These appear to put significant additional obligations on what will likely be private individuals running these small supplies. Without being able to read the next revision of the DWSNZ alongside the Bill, it is uncertain what these additional obligations may be, but the need to ensure these are proportional to scale is important. The same goes for obligations and requirements for Water Safety Plans for small suppliers, noting that the preparation of Water Safety Plans is likely to be a challenging, time consuming and costly exercise even for large suppliers, based on the current Framework and Handbook. An update to this document to outline obligations for Water Safety Plans proportional to scale is suggested, or reconsideration of the requirement to produce a Water Safety Plan for very small suppliers.

Domestic Self Suppliers: Of the properties within the district that are not served by one of Council's public supplies (about 4,700 properties), the vast majority will be individual households. Within current legislation, and within the Water Services Bill, this group of residents are not covered with regard to water safety other than at the Building Consent stage. The introduction of the Water Services Bill provides an opportunity to improve legislative systems in the water supplies for *all* New Zealanders, including individual domestic properties. As such there is an opportunity with the Water Services Bill to introduce requirements for Taumata Arowai to oversee the safety of drinking water for domestic self-suppliers. It is recommended that the Bill be amended to include such responsibilities, to remove this legislative gap that currently exists.

Consequences for Territorial Authorities

Sections 197 through 201 of the Bill amends the *Local Government Act 2002* (LGA) to replace subpart 1 of Part 7. These amendments to LGA would require territorial authorities to:

- Assess all drinking water supplies other than self-supplies within their districts.
- Work with a drinking water supplier, consumers of the supply and Taumata Arowai to find a solution if a drinking water service fails or appears to be failing.
- Take over the management and operations of a failing drinking water service, or provide water via alternative arrangements.

There are two key points of concern about the proposed amendments to the LGA:

Requirement to assess all drinking water supplies: The Bill proposes that all water suppliers, other than domestic self-suppliers, would have obligations to meet the drinking water standards, and submit a Water Safety Plan to Taumata Arowai. It therefore is logical that the best placed agency to undertake an assessment of water supplies in the district would be Taumata Arowai, who would hold information on each supply in the form of a Water Safety Plan, rather than Territorial Authorities who would not hold such information.

It is recommended that this requirement for territorial authorities to assess all drinking water supplies in their district is removed.

Obligation to take over management of a failing drinking water service: The Bill proposes that territorial authorities are required to work with a supplier, Taumata Arowai, and consumers of a supply, and that ultimately the territorial authority may be required to take over responsibility for the operation and management of drinking water service, if drinking water services fail. This requirement does not appear to anticipate potential future changes to the service delivery model for three waters services.

In particular, territorial authorities may no longer be responsible for the supply of drinking water following the Three Waters Reforms. Therefore, the relevant body to work with small suppliers who fail to provide drinking-water services may be the primary drinking water entity in the region, rather than necessarily being the territorial authority, who may no longer have expertise or resources in this field. Refer Clauses 197 to 201.

It is recommended that these responsibilities to work with failing supplies be amended so that the primary drinking water entity in the region has this responsibility, rather than the territorial authority.

Mandatory Residual Disinfection

This requirement is of particular significance in the Canterbury region, where a number of water supplies operate without chlorine. The Waimakariri District Council wishes to make the views of its communities known in regard to chlorine. The Council has consulted with its communities in the past on the option to remove chlorine as part of the upgrade of supplies

to achieve compliance with the DWSNZ, and in all cases there has been an overwhelming response that the community does not wish to have chlorine added to their water.

The provisions for exemption from residual disinfection, are acknowledged, however the Bill is not clear on what the transitional arrangements are for any supplies who wish to make an application for an exemption for residual disinfection. The Bill should be clear about whether chlorine is required on all supplies on the first day of the Bill being enacted, or whether supplies without chlorine can maintain this level of treatment, apply for an exemption, then introduce chlorine treatment only if the exemption application is declined. The current level of uncertainty makes it difficult for suppliers to engage with communities, and plan operationally for changes that may take place as a result of the Bill being enacted.

3 Specific points of submission

Clause 5 Interpretation

End Point Treatment. This appears to imply that end point treatment must be provided at the point of supply. Typically the point of supply will be the property boundary, while point of entry style treatment systems would typically be installed where the water enters a household, which would be downstream to the point of supply. This issue needs to be resolved, to ensure this treatment system can be practically managed.

Officer. It is not clear if these definitions cover a private individual providing water to their neighbour, through a shared well. In these circumstances, this may be the sole person responsible for operating the water supply, but they do not seem to fit any of the definitions.

Clause 7 Meaning of safe in relation to drinking water. This requires that water be considered unlikely to cause serious risk of death injury or illness, in order to be considered safe. This definition seems to contain a mixture of terms relating to risk and likelihood, which could lead to confusion. When dealing with risk, something can still have a significant risk associated with it, even if it's unlikely to occur, depending on the consequences. Conversely, it may not be realistic that drinking water is always unlikely of causing any illness of any type, to any individual. For example, some individuals are susceptible to eczema resulting from even low and acceptable levels of chlorine. This could be considered an illness that is likely to occur on a supply of a certain scale that includes chlorine, and therefore, the water may be considered unsafe using the definition in the Bill. Further clarity is required to avoid confusion, and to ensure the obligations of suppliers are clear and achievable.

Clause 9 Meaning of a drinking water supply, (1), (b), (iii). This states that *any* backflow prevention device is considered to be included as part of a drinking water supply. Some backflow prevention devices are within buildings in order to satisfy Building Act requirements, and others are boundary devices currently for compliance with the Health Act. These boundary devices may be privately owned, or may be owned by the water supplier. Consideration should be given to the different circumstances in which backflow prevention devices may be installed, and under what circumstances they are part of a supply, and under what circumstances they are not.

Clause 12 Meaning of Owner (1). There are a number of complex scenarios in which a source may be owned by one party, and a treatment plant, distribution system, or part of a distribution system, may be owned by another party. This definition should give consideration to the fact that a supply may have different owners for different components.

Clause 13 Meaning of Point of Supply (a). This uses the term *toby* which warrants a definition, given this is generally a colloquial term.

Clause 22 Duty to Comply with Drinking Water Standards (2), (f): There may be cases where non-compliance with the drinking-water standards may be short term, and minor in nature, and should not require advising all customers on that supply about the non-compliance.

As an example, a sample for a parameter such as pH may have been taken on the incorrect date meaning that the sampling requirements of the standards may not have been met, yet the water is still safe to drink. This illustrates the point that there are different levels of non-compliance, not all of which warrant widespread informing of the public. It is recommended that a level of non-compliance be defined to warrant informing all customers on a supply, versus those that can be dealt with as operational matters by the supplier.

Clause 24 Duty to take reasonably practical steps to supply aesthetically acceptable drinking water. This states that ‘reasonably practicable steps’ must be taken to achieve aesthetic compliance. This term must be well defined. In some cases, costs may be very significant to achieve this, therefore the Bill should be clear as to whether cost can be accepted as a reason not to achieve aesthetic compliance.

It is recommended that the wording from Section 69H of the *Health (Drinking-water) Amendment Act*, namely, “all practicable steps” is transferred to the Water Services Bill, but changed to use the terminology “reasonably practicable steps” in place of “practicable steps”. This would allow the severity of harm from the aesthetic non-compliance to be weighed up against the cost of achieving it, in the context of the Water Services Bill.

Clause 25 Duty to provide sufficient quantity of drinking water, (4). The word restriction should be deleted from this clause, and solely refer to interruptions. Restrictions to what types of activities water may be used for may be required to be put in place routinely as part of demand management, or in response to resource consent conditions, and should not be subject to the criteria currently written into the Water Services Bill.

Clause 26 Duties where sufficient quantity of drinking water is at imminent risk (1), (a). This requires that Fire and Emergency New Zealand be notified where the quantity of drinking water is at imminent risk. This requirement should only apply in gazetted fire-fighting areas, as fire-fighting provisions are not required to be provided by all supplies, particularly small rural supplies where there is not sufficient capacity from the public supply.

Clause 27 Duty to protect against risk of backflow. Under current legislation, if a water supplier wishes to install a backflow prevention device for the purpose of protecting the public supply (irrespective of protection to a particular building), then a backflow prevention device will be installed at the boundary, either by the water supplier, or by the building owner. This may be just on the supplier’s side of the boundary, or just on the property owner’s side.

Under current legislation, if installed just on the property owner’s side of the boundary, this device requires a building consent, as it involves the installation of a verifiable device on private property, and therefore comes under the *Building Act*. This is despite the fact that its purpose is to protect the public supply only, and offers no protection to the building. The removal of the requirement for boundary devices to obtain building consents (and therefore be installed by certified plumbers), would improve the efficiency by which boundary backflow prevention under this Bill can be achieved, without creating overlap with the *Building Act*. If the device is installed by or required to be installed by the water supplier, an authorised and qualified water supply worker may be equally suited to install that device as a plumber, and it could equally be signed-off as compliant by the water supplier, rather than a building inspector, which can introduce duplicate fees for the same device.

To summarise, there is currently overlap between the *Health Act* and the *Building Act* with regard to boundary backflow protection which leads to unnecessary complications, inefficiencies and costs, and the Water Services Bill provides an opportunity to resolve these issues.

Clause 30 Owners must have drinking water safety plan (1). This requires that all suppliers must prepare a Water Safety Plan (WSP). The current WSP Framework and Handbook does not appear to be fit for purpose for small suppliers. Taking into account the need to be proportional to scale, the Bill needs to consider how Water Safety Plan requirements will be practically met by both small suppliers and by Taumata Arowai.

Clause 31 Drinking water safety plans (2). This states that a multi-barrier approach must be used, which includes the requirement that a supplier remove particles, pathogens, chemical and radiological hazards from the water by physical treatment.

There are many ways to achieve multiple barriers to safe drinking-water without removing all of the contaminant types by physical treatment. It is unlikely there would be any supply in the country that removes radiological hazards from a supply by physical treatment, but rather sources are selected and managed to ensure radiological hazards are not present. The same logic applies to physical, chemical and/or microbiological contaminants. A very high standard of drinking-water does not rely on the physical removal of all these contaminant types, but rather barriers being in place to ensure they are not present in the water.

The focus should be on having multiple barriers from those contaminant types listed from entering the water supply, rather than having physical removal of all contaminant types, which is highly impractical at any scale, let alone the scale of a public water supply.

Clause 51 Templates and Models. Given the potential challenges with the preparation and review of Water Safety Plans for small suppliers, the need for simple templates proportional to the supply size is a necessity, and should be given priority.

Clause 55 Duty to renew annual registration and notify changes (1). It appears unnecessary that a supplier apply for registration each 12 month period, but rather it would make sense to confirm details regarding any changes (or lack of) to the supply, such as changes to size or ownership.

Clause 57 Exemption: residual disinfection. Consideration should be given to very small supplies, where the risks involved with the application and handling of chlorine may outweigh any benefits that chlorine may provide. If it is not intended that very small supplies are chlorinated, this should be clearly defined.

Also under **(3) (b)** there are onerous requirements that a very small supply without residual disinfection comply with a Water Safety Plan, including that a multi-barrier approach be used. The multi-barrier approach is defined as having physical removal of pathogens, and disinfection of the water (refer Clause 31). The links between these clauses and their definitions should be clarified to ensure that they are compatible with each other. In particular, if the Bill intends to allow for water without residual disinfection to be provided, and if this is to be demonstrated via a Water Safety Plan, then the definitions around what is required in a Water Safety Plan should also allow for water without residual disinfection. If this is not addressed the allowance for an exemption becomes meaningless, if the Water Safety Plan criteria preclude chlorine free water from being permitted.

Clause 61 Special powers of Taumata Arowai during drinking water emergency, (2), (f) and (g): These clauses allow Taumata Arowai to direct territorial authorities to supply drinking water in an emergency. Given that territorial authorities may not be water suppliers following the Three Waters Review, the words 'territorial authority' should be substituted for

'primary drinking water entity. It is the main water supplier (whether a territorial authority or other entity) that would be best placed to fulfil these requirements.

Clause 72 Duty to use accredited laboratory to analyse water. This clause should be clarified further in terms of what parameters or types of parameters should be analysed by an accredited laboratory versus other accepted methods such as handheld analyser, or an online analyser. This clause currently does not consider these other methods of determining water quality parameters.

Clause 81 Register of accredited laboratories. This register of accredited laboratories should include what parameters the laboratories are and aren't accredited for. Otherwise a laboratory may only be accredited to assess one parameter, but may offer tests for a number of others.

Clause 139 Network registers. This requires a register of wastewater and stormwater networks. A definition is needed as to what constitutes a wastewater or stormwater network, to allow this clause to be satisfied. For example, there are a number of houses that may have a shared driveway, and shared stormwater or sewer laterals. It is assumed these are not intended to be included, but there needs to be a scale at which a group of houses connected does become a network.

This Council would like to appear before the Health Committee at any hearing on the Bill.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXT-01-35-01 / 210216025487

REPORT TO: Council


DATE OF MEETING: 2 March 2021

FROM: Sophie Allen – Water Environment Advisor
Sarah Nichols – Governance Manager

SUBJECT: Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities

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

Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report seeks approval for new Waimakariri Water Zone Committee (WWZC) Terms of Reference and the proposal for a 'Letter of Shared Priorities', as approved by Environment Canterbury on 10 December 2020, following a review of Water Zone Committees in Canterbury.
- 1.2 Proposed changes also include the creation of a 'Water Zone Committee Action Plan', led by the Terms of Reference and the Canterbury Water Management Strategy targets, and guided by the Letter of Shared Priorities, community feedback, the Mahaanui Iwi Management Plan, and the Zone Implementation Programme Addendum (ZIPA).
- 1.3 WDC staff in general support the proposed changes to the Terms of Reference which will aid with a shift from a planning phase to an implementation phase for the Waimakariri Water Zone Committee. The Terms of Reference proposed for the Waimakariri Zone are similar to those proposed for other zone committees except for the Christchurch West Melton Water Zone Committee.

Attachments:

- i. CWMS Waimakariri Water Zone Committee Terms of Reference approved by ECan 10 December 2020 TRIM 210217026686.
- ii. CWMS Waimakariri Water Zone Committee Letter of Shared Priorities approved by ECan 10 December 2020 TRIM 210217026691.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210216025487.
- (b) **Approves** the Waimakariri Water Zone Committee Terms of Reference, as approved by Environment Canterbury on the 10 December 2020.
- (c) **Approves** the Letter of Shared Priorities from Environment Canterbury and Waimakariri District Council to the Waimakariri Water Zone Committee, with selection of the Waimakariri District Council priorities for the Letter of Shared Priorities from the Canterbury Water Management Strategy 2025 target areas:

- i. Ecosystem Health and Biodiversity;
 - ii. Recreational and Amenity, and
 - iii. Drinking Water.
- (d) **Notes** that in the Letter of Shared Priorities the start date for the Water Zone Committee Action Plan duration has been postponed by Environment Canterbury to 1 July 2021, for better alignment with Long Term Plan cycles.
- (e) **Notes** that the following actions will be undertaken by Environment Canterbury, as requested by the Waimakariri Water Zone Committee and/or Waimakariri District Council, however are outside of the Terms of Reference:
 - i. An offer to the Executive of Te Rūnanga Ngāi Tūāhiriri the opportunity to insert priorities into the 'Letter of Shared Priorities' as a tri-partisan agreement, if desired.
 - ii. Provision of training of Water Zone Committee members in good decision-making, Standing Orders and Code of Conduct.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee, and all Community Boards.

3. **BACKGROUND**

- 3.1 The Mayoral Forum, in 2019, affirmed the Canterbury Water Management Strategy and zone committees, and requested Environment Canterbury to lead advice on how to help zone committees transition from a focus on planning to one of implementation.
- 3.2 Environment Canterbury staffer Caroline Hart produced a policy paper on behalf of Environment Canterbury in July 2020. This paper proposed changes to the Terms of Reference of the Water Zone Committees and a Letter of Shared Priorities, among other recommendations.
- 3.3 Environment Canterbury held a workshop with the Waimakariri Water Zone Committee on 3 August 2020, and full Council briefing on 13 August 2020 with the draft Terms of Reference discussed.
- 3.4 A report for information was presented by WDC staff to Council on 1 September 2020, 200814104953[v02], which included staff recommendations for changes to the draft Terms of Reference. These have been addressed by Environment Canterbury.
- 3.5 Environment Canterbury amended the draft Waimakariri Water Zone Committee Terms of Reference, as requested by WDC report 200814104953[v02] to;
 - (a) Specify that the Letter of Shared Priorities and ZIPA will jointly guide the drafting of the Water Zone Committee action plan.
- 3.6 Environment Canterbury has not amended the draft Waimakariri Water Zone Committee Terms of Reference, as was requested by WDC report 200814104953[v02] , to;
 - (a) Offer to the Executive of Te Rūnanga Ngāi Tūāhiriri the opportunity to insert priorities into the 'Letter of Shared Priorities' as a tri-partisan agreement, if desired. Environment Canterbury has indicated that this offer will be made, however it is not specified in the Terms of Reference.
 - (b) Specify the provision training of Water Zone Committee members in good decision-making, Standing Orders and Code of Conduct.
- 3.7 The proposed priorities from Environment Canterbury for the Letter of Shared Priorities, are targets under the Canterbury Water Management Strategy:
 - (a) Kaitiakitanga Wāhi Taonga and Mahinga Kai targets;

- (b) Ecosystem Health and Biodiversity targets; and
- (c) Recreation and Amenity targets.

3.8 WDC staff selected a small number of priorities to be added to the Letter of Shared Priorities in report 200814104953[v02], which received support from Council at the 1 September 2020 meeting. These priorities are based on the Canterbury Water Management Strategy 2025 targets, in particular additional targets for Ecosystem Health and Biodiversity, and Recreational and Amenity, with new targets for Drinking Water.

4. **ISSUES AND OPTIONS**

Changes to the Terms of Reference

- 4.1. The primary changes to the Terms of Reference are;
 - 4.1.1. WDC Standing Orders will apply to the operation of the committee, including the requirement to make a declaration of conflicts of interest.
(Note that a Register of Interests will be subject to a separate WDC report to the Water Zone Committee, and maintained by WDC.)
 - 4.1.2. A new purpose is proposed 'to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone. The new purpose of the committee will incorporate Te Mana o te Wai, ie. 'to uphold the mana of the freshwater bodies in the Zone'.'
 - 4.1.3. An option is available for a youth representative to become a member of the Waimakariri Water Zone Committee.
 - 4.1.4. Rūnanga representatives are able to nominate an alternate Rūnanga representative to be able to attend.
 - 4.1.5. The selection panel for the member refresh process will include an independent chair, in addition to the current selection panel members.
 - 4.1.6. A reduction of the minimum number of meetings will be made from eight/ten to four per year, and a small increase in the annual stipend for committee members (subject to LTP processes).
 - 4.1.7. Senior WDC and ECan staff support will be added to the committee support section. Governance staff from both councils' will continue to provide administration support and meeting procedural advice.
- 4.2. As requested by WDC report 200814104953[v02], Environment Canterbury has amended the draft Waimakariri Water Zone Committee Terms of Reference, to;
 - (a) specify that the Letter of Shared Priorities and ZIPA will jointly guide the drafting of the Water Zone Committee action plan.
- 4.3. Environment Canterbury has not amended the draft Waimakariri Water Zone Committee Terms of Reference, as requested by WDC report 200814104953[v02], to;
 - (a) offer to the Executive of Te Rūnanga Ngāi Tūāhiriri the opportunity to insert priorities into the 'Letter of Shared Priorities' as a tri-partisan agreement, if desired. Environment Canterbury has indicated that this offer will be made, however it is not specified in the Terms of Reference.
 - (b) Specify the provision training of Water Zone Committee members in good decision-making, Standing Orders and Code of Conduct. This has been proposed to be provided outside of the Terms of Reference.

Timeframes

- 4.4. The Terms of Reference and Letter of Shared Priorities will have immediate effect when adopted by the Council, as they have already been approved by Environment Canterbury Council on 10 December 2021. The Terms of Reference will supersede the current Terms of Reference for the WWZC.
- 4.5. The duration of the Water Zone Committee Action Plan commences 1 July 2021- 1 June 2024, with drafting of the Action Plan prior to this timeframe.

Priorities

- 4.6. The Canterbury Water Management Strategy targets and Waimakariri Zone Terms of Reference will be used as the base documents for the Water Committee Action Plan. This is to ensure alignment and reduce any potential conflicts of planning documents. The Action Plan will also be guided by;
 - 4.6.1. Committee's Zone Implementation Programme and Zone Implementation Programme Addendum;
 - 4.6.2. Iwi management plans that cover the zone (i.e. the Mahaanui Iwi Management Plan); and
 - 4.6.3. Community engagement and feedback
 - 4.6.4. The triennial 'Letter of Shared Priorities' providing joint direction on priorities for the zone committee from the relevant Territorial Authorities, Environment Canterbury and Rūnanga.
- 4.7. The priorities from Environment Canterbury for the Letter of Shared Priorities, based on Canterbury Water Management Strategy 2025 targets are;
 - 4.7.1. Kaitiakitanga Wāhi Taonga and Mahinga Kai targets, in particular, working alongside landowners, Rūnanga, communities, councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.
 - 4.7.2. Ecosystem Health and Biodiversity targets, in particular, working alongside landowners, Rūnanga, communities, councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through;
 - i. increased riparian management to protect aquatic ecosystems;
 - ii. reducing the number of fish barriers in the zone; and
 - iii. protection and enhancement of named wetlands.

- 4.7.3. Recreation and Amenity targets, in particular, the water-based recreational opportunity through working alongside landowners, Rūnanga, communities, councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities in each zone, that do not meet contact recreation standards and developing plans and actions to achieve and show measurable progress.
- 4.8. WDC has included the following CWMS targets for inclusion in the Letter of Shared Priorities, following support from Council at the 1 September 2020 meeting, and based on Council priorities and where the Waimakariri Zone Committee are best placed to achieve outcomes;
- 4.8.1. Ecosystem Health and Biodiversity, in particular;
- i. to maintain or improve existing high-quality indigenous dryland ecosystems in intermontane basins and on the plains.
 - ii. the reduction in threatened or at-risk status of indigenous fish species compared to 2020.
 - iii. All coastal lagoons, hāpua and estuaries show improvement in key ecosystem health indicators compared with key ecosystem health indicators compared to 2010.
- 4.8.2. Drinking Water, in particular;
- i. Implementation programmes in place for each zone to achieve catchment load limits.
 - ii. Achieve nutrient efficiency targets for the zone on all new irrigated land and 80% of other land in major rural land uses (pasture, major arable, and major horticulture crops, and have 100% of rural properties working towards those targets (and of properties within urban boundaries that apply nutrients over significant areas).
- 4.8.3. Recreational and Amenity Opportunities, in particular, cyanobacterial risk for priority contact recreation sites in Canterbury rivers and lakes is understood and managed for public health.

Staff-level Memorandum of Understanding

- 4.9. The Waimakariri ZIPA document has been used as the base document for a staff-level Memorandum of Understanding (MOU). The MOU is a separate document to the Letter of Shared Priorities and Water Zone Committee Action Plan that is a governance level agreement (see Figure 1).

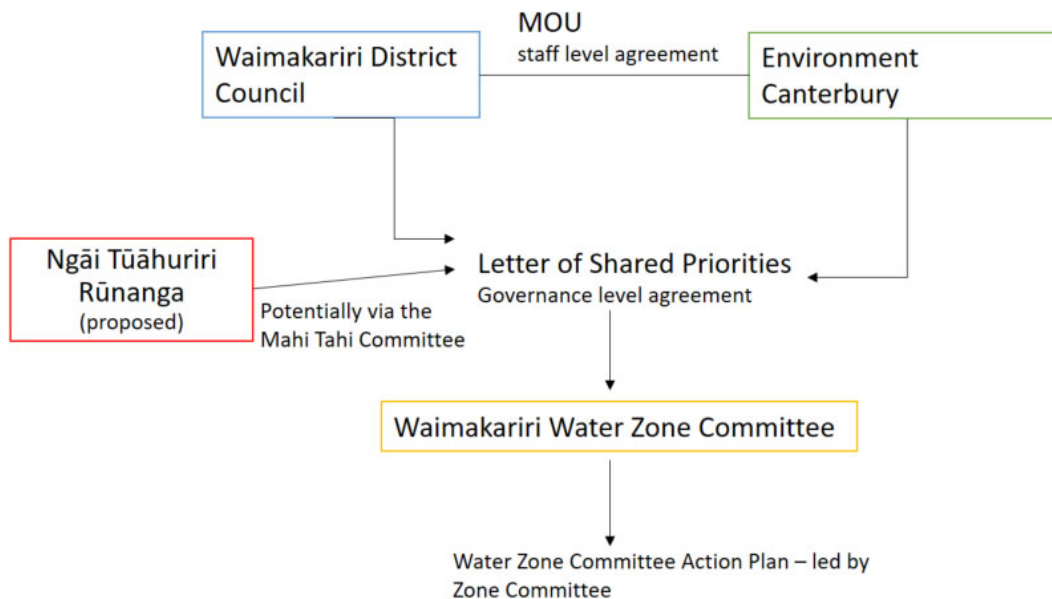


Figure 1: A schematic of the relationship of the Letter of Shared Priorities, Water Zone Committee Action Plan and Memorandum of Understanding (MOU).

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

5. COMMUNITY VIEWS

5.1. **Groups and Organisations**

The Waimakariri Water Zone Committee held a workshop with Environment Canterbury staff to provide feedback on 3 August 2020. There was a request for the Te Ngāi Tūāhuriri Rūnanga to also have an opportunity to feed into the Letter of Shared Priorities, which has been accepted by Environment Canterbury.

5.2. **Wider Community**

The wider community has not been consulted on changes to the Water Zone Committees' Terms of Reference.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications**

6.1.1. There are probable implications on budget allocations for the priorities set for the Waimakariri Water Zone Committee in the Letter of Shared Priorities. However, because the function of the Zone Committee is to deliver outcomes by engaging with the community and enhancing delivery capability, not project delivery, there is not necessarily additional budget commitment to implement the Letter of Shared Priorities.

6.1.2. There is no increased stipends for WWZC members proposed by Environment Canterbury. There is a small optional cost of approximately \$4,000/year for an youth member to join the Committee, if this was to be taken up by WDC and Environment Canterbury. This cost would presumably be split evenly between the Councils. A small additional cost could also be incurred for appointment of an independent chair during the refresh process of appointing new committee members.

6.2. Community Implications

6.2.1. The shift from planning to implementation for water zone committees will likely result in a zone committee that is able to engage with the community more often and in a variety of ways outside of a meeting environment. This will likely have positive implications for community members engaging with the Waimakariri Water Zone Committee. It is anticipated that although formal meetings may decrease (and length increase) there will be more workshops and field visits to sites.

6.3. Risk Management

6.3.1. There could be confusion and time spent amongst the Councils, community and zone committee between the hierarchy and relationship of planning documents; the ZIPA, Letter of Shared Priorities and Action Plan, particularly if they do not align. It will be important to ensure alignment to avoid confusion and best use of resources.

6.3.2. There could be significant WDC staff resources provide appropriate meeting procedure training. Also resourcing to support the development of the Action Plan with the Water Zone Committee.

6.4. Health and Safety

6.4.1. There are no Health and Safety considerations for this report.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

7.2.1. Local Government Act 2002
WDC Standing Orders and Code of Conduct

7.3. Community Outcomes

7.3.1. 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.

7.3.2. Governance

- The Council makes known its views on significant proposals by others affecting the District's wellbeing.

7.4. Delegations

The Council holds the delegation to approve the Terms of Reference for a committee.

Confirmed by Canterbury Regional Council (10 December 2020)
CWMS Zone Committee's Terms of Reference

<p>Canterbury Water Management Strategy (CWMS)</p> <p>Waimakariri Water Management Zone Committee – Terms of Reference</p>
<p>AREA</p> <p>The area of the Waimakariri Water Management Zone is shown on the attached map.</p> <p>The Waimakariri Water Management Zone includes the takiwā of Te Ngāi Tūāhuriri Rūnanga and the administrative areas of Waimakariri District Council and Environment Canterbury.</p>
<p>BACKGROUND</p> <p>The committee is an expression of the partnership between Waimakariri District Council, Environment Canterbury (the Regional Council), Ngāi Tūāhuriri Rūnanga and local communities to implement the Canterbury Water Management Strategy.</p> <p>The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.</p> <p>The committee is a joint committee of Waimakariri District Council (the Territorial Authority) and Environment Canterbury (the Regional Council).</p> <p>Relevant Territorial Authority Standing Orders apply to the operation of the committee. This includes requirement to make a declaration of conflict of interest, keeping a register of interests and guidance on attendance and absences at meetings.</p> <p>The committee will work as a committee and as individual members in accordance with Canterbury Water Management Strategy Zone Committee Code of Conduct.</p>
<p>PURPOSE AND FUNCTIONS</p> <p>The Committee's purpose is to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.</p> <p>The committee functions include:</p> <ul style="list-style-type: none"> a. Facilitating community engagement and collaboration – continuing an active programme of engaging with communities on freshwater management matters; and b. Facilitating the provision of advice through to councils (relevant Territorial Authorities and Environment Canterbury) and others (eg. private sector)

contributing to freshwater management; and

- c. **Enhancing delivery capability and coalition of the willing** – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including connecting others to additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that deliver the CWMS; and
- d. **Progress Reporting** – annual progress reporting to CWMS partners on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.

ZONE COMMITTEE ACTION PLAN AND PROGRESS REPORT

1. Ensure the purpose and functions of the committee are fulfilled by preparing a Zone Committee Action Plan that;
 - a. Covers a three-year period
 - b. Focuses on three - five priorities
 - c. States objectives that the zone committee is seeking to achieve
 - d. States the actions that the zone committee will take to achieve the objective
 - e. States SMART measures to track actions and outcomes.
2. Review and amend the Zone Committee Action Plan at the beginning of every year to ensure the zone committee is still in agreement with the priority areas and the actions are still those the zone committee believes will achieve their objectives.
3. Prepare a Progress Report annually that;
 - a. Highlights the actions of the zone committee and the progress it has made toward its objectives.
 - b. Identifies the challenges and opportunities the zone committee see in the coming year.
 - c. Present the report to CWMS partners.
4. In developing the Zone Committee Action Plan, the committee must work within and be aligned to the;
 - a. Zone Committee Terms of Reference
 - b. Canterbury Water Management Strategy and Targets
5. In developing the Zone Committee Action Plan, the committee will also be guided by;
 - a. Committee's Zone Implementation Programme and Zone Implementation Programme Addendum
 - b. Iwi management plans that cover the zone
 - c. Community engagement and feedback
 - d. The triennial 'letter of shared priorities' providing joint direction on priorities for the zone committee from the relevant Territorial Authorities, Environment Canterbury and Rūnanga.

LIMITATIONS OF POWER

The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Council's freedom to deliberate and make decisions.

The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.

COMMITTEE MEMBERSHIP

The committee will comprise:

1. One elected member appointed by Waimakariri District Council
2. One elected member appointed by Environment Canterbury
3. One or two Rūnanga nominated representatives from Ngāi Tūāhuriri Rūnanga, with provision for an alternate Rūnanga member to attend zone committee meetings where desired
4. Between 4-7 community members with provision that this number may be exceeded if Waimakariri District Council and Environment Canterbury agree. Community members are to be appointed in accordance with the process below.
5. One youth representative may be added to committee (in addition to the 4-7 community members) on recommendation of the zone committee on a case-by-case basis.
6. Where a youth representative is recommended expressions of interest will be drawn from Environment Canterbury's Youth Rōpū, Territorial Authorities Youth Councils and Rūnanga and confirmed by Waimakariri District Council and Environment Canterbury.
7. Waimakariri District Council and Environment Canterbury will appoint their own representatives on the Committee. Ngāi Tūāhuriri Rūnanga will appoint their representatives and notify Waimakariri District Council and Environment Canterbury.
8. Proxies or alternates are not permitted except for Rūnanga representatives.
9. Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it's able to achieve its purpose. Any such co-option will be on a non-voting basis.

SELECTION AND APPOINTMENT OF COMMUNITY MEMBERS

Community representatives are appointed by a panel of CWMS partners – a councillor from each council and a Rūnanga representative from each Rūnanga whose takiwā is within the zone. The panel will be chaired by the Independent Chair.

To be eligible for appointment to a Committee the candidate must live in or be able to demonstrate a significant relationship with the zone.

The process involves:

1. A public call for expressions of interest.
2. Application
3. Interview and/or workshop

Assessment will be based on the:

- Ability of an applicant to:
 - o Work in a collaborative, consensus seeking manner
 - o Work with local Rūnanga
 - o Establish effective partnerships
 - o Understand the complexity of freshwater management issues
 - o Focus on solutions and actions, considering future generations
 - o Understand the CWMS, the vision, principles and ways of working
 - o Demonstrate
 - Commitment to community
 - Existing community networks
 - Previous experience in a leadership role
 - Experience working with community processes and/or groups
 - Initiate and inspire local action
- The Committee's
 - o Geographic spread of members across the zone
 - o Balance of backgrounds, experience and interests

The selection process above will be primarily focused on appointment of community members to zone committee and may also serve to identify potential future appointees should a community member vacancy arise.

QUORUM

The quorum at a meeting consists of;

- Half of the members if the number of members (including vacancies) is even; or
- A majority of members if the number of members (including vacancies) is odd.

CHAIR AND DEPUTY CHAIR

Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.

TERM OF APPOINTMENT

Members of Committees are appointed for a term of three years, which may be extended on a case-by-case basis if each Territorial Authority operating within the zone boundary and Environment Canterbury agree.

Youth members will initially be appointed for a term of one year, with the option to extend their term up to three years subject to availability.

Each Committee requires confirmation of membership by each Territorial Authority operating within the zone boundary and Environment Canterbury.

Committee membership refresh will not occur within four months of Local Government elections.

There is no limit on the number of consecutive terms a member may serve.

FINANCIAL DELEGATIONS

None

OPERATING PHILOSOPHY

The Committee will always operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and Standing Orders of Territorial Authorities.

The Committee will observe the following principles:

1. Be culturally sensitive observing Ngāi Tahu tikanga;
2. Apply a Ki Uta Ki Tai (from the mountains to the sea) holistic approach that also enables cultural elements including mahinga kai philosophies held by mana whenua to be encompassed;
3. Consider and balance the interests of all water interests in the region in debate and decision making;
4. Work in a collaborative solution-focused approach using best endeavours to reach solutions that take account of interests of all sectors of the community;
5. Contribute knowledge and perspectives but not promote the views or positions of any interest or stakeholder group;
6. Promote a philosophy of integrated water management to achieve multiple objectives of the range of interests in water; and
7. Seek consensus in decision-making. If neither unanimous agreement can be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that respective Councils disband them and appoint a new Committee.

MEETING AND REMUNERATION GUIDELINES

1. The Committee will formally meet at least four times per annum and will hold workshops and host additional community engagement opportunities as required

throughout the year. At times, the workload will be substantially higher.

2. Remuneration for members will be paid in the form of an honorarium currently set at the following levels:
 - a. Appointed members \$ 4,000 pa
 - b. Deputy Chair \$ 5,000 pa
 - c. Chair \$ 6,000 pa
3. An expert or adviser who has been co-opted on to the committee is eligible for an honorarium at the same rate as an appointed member.
4. Staff or elected members of Territorial Authorities or Environment Canterbury are not be eligible for remuneration.
5. Mileage will be reimbursed.

COMMITTEE SUPPORT

The committee shall be supported by staff from the Territorial Authority and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator and senior staff member from relevant Territorial Authority and Zone Manager/Lead from Environment Canterbury.

CWMS Waimakariri Water Zone Committee – Letter of Shared Priorities

Date 2021

Michael Blackwell
Chair
Canterbury Water Management Strategy (CWMS) – Waimakariri Water Zone Committee

Dear Michael

Waimakariri District Council and Environment Canterbury – Priorities for the period July 2021 – June 2024

We would like to take this opportunity as Mayor of Waimakariri District Council and Chair of Environment Canterbury and to convey our Council's priorities, as they relate to water management in Canterbury, and identify the areas where our council would like the assistance of Waimakariri Water Zone Committee over the period July 2021 – June 2024.

Firstly, we wish to thank your Zone Committee for its contribution to the CWMS over the last ten years. We'd particularly like to thank you for your efforts to engage communities to develop your Zone Implementation Programme (ZIP) in 2010-2011 and the Waimakariri ZIP Addendum 2016-2018.

Context

Since 2009 when councils throughout Canterbury and Ngāi Tahu decided there needed to be a better way to manage our freshwater than the previous 20 years of litigation much has changed. We now have a clear planning framework, investment in action is being taken across all sectors and the Government has set clear direction in a National Policy Statement and standards for freshwater. We are still recovering from two significant earthquakes, mycoplasma-bovis and now Covid-19 that has and will continue to have a huge impact on communities in the region.

A fundamental principle of the CWMS is that we need to work together to achieve our shared outcomes and targets.

Our councils are committed to work alongside communities for better freshwater outcomes through this difficult period. We felt it timely to clearly set out the priorities of our councils, and to seek your assistance to support the implementation of the CWMS.

We recognise the Government also wishes to see greater progress in the way we manage freshwater. The Government's Essential Freshwater Package 2020 sets a new national direction to protect and improve our rivers, streams, lakes, and wetlands. How this aligns with the CWMS, and our Regional and District policies and plans, is still being reviewed and we will amend our current priorities if required.

Waimakariri District Council Priorities

- **Ecosystem Health and Biodiversity** – in particular
 - To maintain or improve existing high-quality indigenous dryland ecosystems in intermontane basins and on the plains.
 - The reduction in threatened or at-risk status of indigenous fish species compared to 2020.
 - All coastal lagoons, hāpua and estuaries show improvement in key ecosystem health indicators compared with key ecosystem health indicators compared to 2010.

- **Drinking Water** – in particular
 - Implementation programmes in place for each zone to achieve catchment load limits.
 - Achieve nutrient efficiency targets for the zone on all new irrigated land and 80% of other land in major rural land uses (pasture, major arable, and major horticulture crops, and have 100% of rural properties working towards these targets (and of properties within urban boundaries that apply nutrients over significant areas).

- **Recreation and Amenity Opportunities** – in particular, cyanobacterial risk for priority contact recreation sites in Canterbury rivers and lakes is understood and managed for public health.

Environment Canterbury Priorities

Environment Canterbury is committed to playing its part to implement the CWMS.

In our term of Council, we wish to see greater progress being made to achieve freshwater outcomes that promote resilient and sustainable community priorities.

We have therefore set the following priorities where we believe zone committees can make the greatest difference over the balance of the term. These priorities are in line with the Environment Canterbury Strategic Direction and the functions of a regional council.

- **Kaitiakitanga Wāhi Toanga and mahinga kai Targets**
In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.

- **Ecosystem Health and Biodiversity Targets**
In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through;
 - increased riparian management to protect aquatic ecosystems;
 - reducing the number of fish barriers in the zone

- protection and enhancement of named wetlands
- **Recreation and Amenity Targets**
 In particular, the Water based recreational opportunity through working alongside landowners, Rūnanga, communities, Councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities in each zone, that do not meet contact recreation standards and developing plans and actions to achieve and show measurable progress.

Waimakariri District Council and Environment Canterbury look forward to receiving your Action Plan for specific to your zone for the period July 2021 – June 2024 and to continue to work alongside you and your communities to deliver the CWMS.

Yours sincerely

Dan Gordon Mayor Waimakariri District Council	
Jenny Hughey Chair Environment Canterbury	

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: FIN-01/210223030840

REPORT TO: Council

DATE OF MEETING: 02 March 2021

FROM: Bin Wu, Management Accountant

SUBJECT: Proposed Change to Treasury Policy – Borrowing Limits

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report seeks approval from the Council to approve a minor change to the Council's Treasury Policy.
- 1.2 It is proposed to amend the borrowing limits to reflect current practice and align the Treasury Policy with disclosures in the 2021 - 2031 Long Term Plan.
- 1.3 One of the current policies is that:
"Gross interest paid on term debt will not exceed 20% of gross operating revenue.¹"
- 1.4 The LGFA recommend the ratio be reduced to 15%
- 1.5 The other change is to modify the Liquidity Ratio formula to remove the current portion of borrowings.
- 1.6 The amendments to the policy have already been reflected in the draft Long Term Plan.

Attachments:

- i. Treasury Policy – Revised section relating to borrowing limits

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210223030840
- (b) **Approves** the following changes in Treasury Policy:
 - Gross interest paid on term debt will not exceed 15% of gross operating revenue
 - the Liquidity Ratio formula excludes the current portion of borrowings
- (c) **Notes** that the changes have been reflected in the draft Long Term Plan and will be incorporated into the Treasury Policy.

3. **ISSUES AND SOLUTIONS**

- 3.1. The Borrowing Limits (Treasury Policy) were last updated in 2018. The draft 2021 – 2031 Long Term Plan has disclosed the current Borrowing Limits. Some limits have been changed to reflect new requirements by New Zealand Local Government Funding Agency Limited (“LGFA”). The update will align disclosures between the Treasury Policy and the draft Long Term Plan.
- 3.2. The Management Team has reviewed this report and support the recommendations.

4. **COMMUNITY VIEWS**

4.1. **Groups and Organisations**

If the change is approved, it will be consulted within the Draft Long Term Plan.

4.2. **Wider Community**

If the change is approved, it will be consulted within the Draft Long Term Plan.

5. **IMPLICATIONS AND RISKS**

5.1. **Financial Implications**

The financial implications have been considered minor.

5.2. **Community Implication/ Risk Management**

NA

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

Local Government Act 2002

– Section 102 Financial policies

6.3. **Community Outcomes**

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

6.4. **Delegations**

The Council has authority to make changes to Treasury Policy.

Bin Wu

Management Accountant

Attachment i):**Relevant extract from Treasury Policy:****Current version**

Borrowing Limits

In managing borrowing, Council adheres to the following limits:

Gross interest shall not exceed 25% of rates revenue.

Net debt as percentage of operating revenue shall not exceed 300% for 2020/21 and 2021/22. The limit will then reduce by 5% increments to a level of 280% in 2025/26.

Gross interest paid on term debt will not exceed 20% of gross operating revenue.¹

Net cash inflow from operating activities exceeds gross annual interest expense by two times.²

Net debt as a percentage of total assets will not exceed 15%.

Liquidity ratio of greater than 110%.³

¹ Operating revenue includes rates, interest, subsidies, fees and charges, petroleum tax, dividends.

² Net cash inflow from operating activities before total interest expense and taxation divided by total interest expense.

³ Liquidity Ratio: Reflects the agreement with the Local Government Funding Agency. Defined as external debt plus committed loan facilities plus liquid investments divided by external debt.

New version (changes in red)

Borrowing Limits

In managing borrowing, Council adheres to the following limits:

Gross interest shall not exceed 25% of rates revenue.

Net debt as percentage of operating revenue shall not exceed 300% for 2020/21 and 2021/22. The limit will then reduce by 5% increments to a level of 280% in 2025/26.

Gross interest paid on term debt will not exceed **15%** of gross operating revenue.¹

Net cash inflow from operating activities exceeds gross annual interest expense by two times.²

Net debt as a percentage of total assets will not exceed 15%.

Liquidity ratio of greater than 110%.³

¹ Operating revenue includes rates, interest, subsidies, fees and charges, petroleum tax, dividends.

² Net cash inflow from operating activities before total interest expense and taxation divided by total interest expense.

³ **Liquidity Ratio: defined as current assets excluding prepayments divided by current liabilities excluding external borrowings and development/financial contributions received in advance.**

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: POL-08-39 / 210223030612


REPORT TO: Council

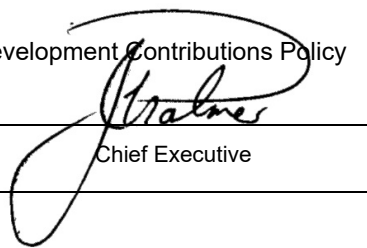
DATE OF MEETING: 2 March 2021

FROM: Mike O'Connell – Senior Policy Analyst

SUBJECT: Technical amendment to draft 2021/22 Development Contributions Policy

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to obtain Council approval to make a minor alteration to the Development Contributions Policy 2021/22 as part of the 2021/31 Long-Term Plan (LTP).
- 1.2 The proposed change is a word addition to an Ocean Outfall (Sewer) calculation component in the Policy. The change is outlined in Section 4.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report no. 210223030612.
- (b) **Approves** the alteration to the draft Development Contributions Policy 2021/22.
- (c) **Notes** that the draft Development Contributions Policy (DC Policy) was presented to Council in December 2020.

3. BACKGROUND

- 3.1 Audit New Zealand has recently advised management that an update to the DC Policy is required in regard specifically to the Ocean Outfall for calculation 3.2.3.2 in the Policy.

4. ISSUES AND OPTIONS

- 4.1. The proposed change reflects the fact that Council is charging a develop contribution based on the amount of the loan repayment rather than the original capital expenditure.
- 4.2. The amended calculation paragraph (changes in red) in the DC (p. 37) reads:
3.2.3.2 Ocean Outfall Project
Where:
c = loan outstanding amount ~~capital expenditure~~ that includes the a growth component relating to capital expenditure
- 4.3. The amendment sought is a technical wording amendment. The updated formula will now reflect how the contributions deriving from Ocean Outfall Project are calculated in practice.

- 4.4. The change has been requested to the DC Policy under urgency by Audit New Zealand, the request being made after the normal report day review by management (Monday 22 February). Therefore, the Management Team have not had the opportunity to review this report as they would normally to support the recommendation.

5. COMMUNITY VIEWS

- 5.1. No external / community views have been sought in making this amendment.

6. IMPLICATIONS AND RISKS

- 6.1. Making this amendment will ensure the Council receives the correct amount of development contribution revenue.

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:** subpart 5 (Sections 197 through 211) of the *Local Government Act 2002* (LGA2002) relates to development contributions; Section 198 of the LGA2002 provides for Councils to levy development contributions.
- 7.3. **Community Outcomes:** all of the community outcomes are considered to be relevant to ensure that growth is catered for and funded appropriately within the District
- 7.4. **Delegations:** Council has delegation to make a resolution altering the draft Policy prior to public consultation.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Gov-01-11/ 210216026277

REPORT TO: Council

DATE OF MEETING: 2 March 2021


FROM: Sarah Nichols, Governance Manager

SUBJECT: LGNZ Annual Conference Attendance – July 2021

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



Department Manager



Chief Executive

1. SUMMARY

1. This report is to seek a Councillor to accompany the Mayor to the Local Government New Zealand Conference (LGNZ) and LGNZ Excellence Awards being held in Blenheim on 15 to 17 July 2021.

Attachments:

- i. LGNZ Conference and Awards Programme (Trim 210223030989).
- ii. Policy of Conference and Training Course Attendance (Trim 190224021129).

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210216026277.
- (b) **Approves** Councillor attending the Local Government New Zealand Conference on 15, 16 and 17 July 2021 in Blenheim, accompanying the Mayor and Chief Executive.

3. BACKGROUND

- 3.1 Each year the LGNZ hold a national conference in a different location within New Zealand; this year being held in Blenheim at the ASB Theatre and Marlborough Convention Centre. The Conference will also hold the LGNZ Excellence Awards, which recognise outstanding leadership and impact across community events, infrastructure and economic development. The Council has not entered any project or person in the Excellence Awards. The 2020 Conference scheduled for Blenheim was cancelled due to Covid-19 national lockdown and aftermath.
- 3.2 The Council Policy (attached) is for one councillor to attend with the Mayor and Chief Executive. The Deputy Mayor, if available, be able to attend at least one LGNZ Conference during the triennium cycle. Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.

- 3.3 During the previous triennium term, the July 2019 Conference was held in Wellington, with Councillors Felstead and Gordon attending with Mayor Ayers. The 2018 Conference was held in Christchurch, and as no accommodation or travel was required it was resolved that more Councillors than outlined in the Conference Attendance Policy would attend. Accompanying the Mayor at the 2018 LGNZ Conference were Councillors Felstead, Atkinson, Blackie, Doody, Gordon, Stewart and Williams.
- 3.4 Previous attendees have been Councillor Doody in 2017 at Auckland, Councillors Allen and Gerard in 2016 at Dunedin, Councillor Atkinson in 2015 when the conference was held at Rotorua, Councillor Felstead in 2014 at Nelson and Councillor Barnett attended the Hamilton conference in 2013.

4. ISSUES AND OPTIONS

- 4.1 This year's theme is "Reimagining Aotearoa from community up". The message from the LGNZ President, Stuart Crosby is about the world thrown into disarray by Covid, and Aotearoa having a unique opportunity to leverage its natural capital and take Local Government forward to the future world we want across all our well-being – social, economic, environmental and cultural. The conference is an ideal platform to share best practice and sector knowledge and network with other elected members from across the country. The 2021 programme has a number of quality speakers and thought leaders discussing key topics such as central and local government working together to enable iwi/Māori and communities to drive well-being outcomes; bolstering the resilience of communities to the effects of natural hazards; creativity as a driver of wellbeing; harnessing your natural advantage into decision-making for social, economic, environmental and cultural success; preserving Kiwi tradition while protecting the environment and our communities; and building towards sustainable supply.
- 4.2 The conference usually attracts approximately 500 participants. Attendance enables knowledge sharing and networking opportunities as the programme is designed to be a platform to discuss a range of topical matters. The programme is **attached**. On return the attending Mayor and Councillor will submit a report/discussion notes to colleagues to share information gained during the Conference.
- 4.3 The main programme runs from Thursday 15 July with an opening ceremony at 10am, and optional formal dinner that evening. Friday 16 July starts with a 7am breakfast session, afternoon tours and formal conference dinner at Stadium 2000 that evening. On Saturday 17 July the LGNZ hold their Annual General Meeting from 9am. The Mayor is delegated to vote on behalf of the Council on any LGNZ Remits and matters. On the Thursday afternoon there are a choice of four "walkshops" around the township discussing cultural, economic, social and environmental wellbeing's. On the Friday afternoon there are several Council hosted tours to Picton Library and Service Centre, Community Planning and Partnerships Programme, Winery Waste Management, Waste management facilities and Lagoon Wetland restoration.
- 4.4 The Council Policy states the Mayor, one councillor and Chief Executive represent the Waimakariri District Council at the LGNZ Conference. It is preferable that the Deputy Mayor attends one such conference during the 2019-22 term.
- 4.5 The Chief Executive has reviewed this report.

5. COMMUNITY VIEWS

Groups and Organisations

Not sought.

Wider Community

Not sought.

6. **IMPLICATIONS AND RISKS**

Financial Implications

- 6.1 Full conference (three days) early bird registration cost is \$1,400 if booked/paid by 21 May. This full conference cost increases \$100 after May for standard registration.
- 6.2 Attendance for day registration is available at a rate of \$750 per day. There are additional social and partner programmes available and if a partner of an attending elected member also attended, this would be at the personal cost of the elected member. Partners are not eligible to attend business sessions.
- 6.3 The full conference registration includes attendance at conference business sessions (Thursday and Friday), delegate bag, daily catering, Simpson Grierson welcome reception (Thursday) and the Fulton Hogan conference dinner and EXCELLENCE Awards function (Friday).
- 6.4 The breakfast session (Friday) and council hosted tours (Friday) are an additional charge of \$50 and \$35 respectively. The optional winery dinner (Thursday) is an additional charge of \$120 per person.
- 6.5 Accommodation ranges at select accommodation within 2km of the venue and range from \$165 to \$265 per night. The average accommodation cost is \$200 per night per person. Members are not expected to share rooms/facilities.
- 6.6 Travel is anticipated to be by private vehicle, with all attendees travelling together. Travel is anticipated to occur on the Wednesday afternoon, due to the conference registration desk opening at 8.30am on the Thursday morning. Council representatives are anticipated to return on the Saturday afternoon, following the conclusion of the LGNZ AGM, however if members choose to spend an additional evening in Marlborough the additional accommodation would be privately funded. Whist air travel is optional, and fares are currently approximately \$400 return per person it is considered more efficient for all attendees (Mayor, CE, Councillor) to travel together to Blenheim, and have use of vehicle for various travel around the town. Also the weather in July may cause delays to air flights, impacting on arrival/departure times.
- 6.7 Costs are met by the training and travel operational Governance budget. The conference registration is funded from the training budget which has a current balance of \$15,500 with travel and accommodation expenses coming from the operational travel (mileage/airfares) budget that has a current overspend balance of \$8,200. The funding would be from the 2020/21 financial year as registration and accommodation would be paid in March/April. The Councillors training budget has an additional \$6,000 being drawn down on in March for a bespoke LGNZ training session and LGNZ Zone meeting associated costs will further reduce the above mentioned training budget balance.

Summary of Costs

Full Conference	\$1,400
Winery Dinner (Thurs)	\$120
Hosted Tour	\$50
Accommodation x 3 nights	\$600
Incidentals (ie breakfast)	\$150
Mileage claim (600km)	\$430
Total (approx. per member)	<u>\$2,750</u>

- 6.8 The costs associated with the Chief Executive attending the conference are met by a separate management operational budget.

Community Implications

The conference provides benefit, particularly to new members, to gain a greater understanding about Local Government and provides both learning and networking opportunities.

Risk Management

Cancellation of the Conference is potentially possible due to the national Covid-19 situation. Should an appointed councillor be unable to attend the conference due to unforeseen circumstances, a substitute may attend in their place, subject to general Council agreement. Any cancellation of an elected member attendance will result in reduced refund of fees paid. The Conference refund policy is as follows:

Before Friday 28 May will incur a \$100 cancellation fee.
 Before Thursday 24 June will incur a 50% refund of fees paid.
 From Friday 25 June there will be no refund, except at the discretion of LGNZ.
 Social tickets, council hosted tour or partner tour tickets cancelled from Friday 25 June will not be refunded.
 Refunds will be notified and processed within one month following the conference.
 Accommodation cancellations within 30 days of the conference are subject to a cancellation fee based on individual hotel policies.
 Registrations received by Conference Innovators will not be considered as confirmed unless payment has been received and processed. Non-payment or non-attendance will be taken as a cancellation on the day of and will incur a 100% cancellation fee.

Health and Safety

Not applicable.

7. CONTEXT

Policy

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

Legislation

Not applicable.

Community Outcomes

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

Delegations

The Council has the delegation to decide attendees of the LGNZ Conference as per policy S-CP 0905 dated 5 March 2019.

Sarah Nichols
 Governance Manager

LGNZ NATIONAL CONFERENCE PROGRAMME – JULY 2021

Time	Wednesday 14 July 2021 Wenerei 14 o Hūrae 2021
11.00am - 5.00pm	Te Maruata Hui Te Hui o Te Maruata <i>Venue: TBC</i>
3.00 - 5.00pm	National Council meeting Te Hui o Ngā Kaunihera o Te Motu <i>Venue: Chateau Marlborough</i>
6.00pm	National Council dinner Kai o te pō a Ngā Kaunihera o Te Motu <i>Venue: Wither Hills</i>

Main Conference Commences

Time	Thursday 15 July 2021 Tāite 15 o Hūrae 2021
8.30am	Registration desk open Ko wātea te tēpu rēhitatanga <i>Venue: Convention Centre</i>
10.00am	Opening ceremony Pōhiri <i>Venue: ASB Theatre</i>
10.30am	Morning tea Paramanawa
11.30am	Master of ceremonies Te Kaiwhakataki Kōrero <i>Patrick Gower</i>
11.40am	Welcome from Host Mayor He whakatau nā te Mea o te Rohe <i>John Leggett, Mayor</i>
11.50am	Te Maruata address He kōrero nā Te Maruata <i>Bonita Bigham, Chairperson</i>
12.05pm	Government's address Tā te Kāwanatanga kōrero
12.20pm	LGNZ President's address He Kōrero nā te Tumuaki o Ngā Kaunihera Paetata o Aotearoa (LGNZ) <i>The future of local government</i> <i>Stuart Crosby, President</i>
12.35pm	Reimagining the future Te ingoingo hōu i te anamata <i>Central and local government working together to enable iwi/Māori and communities to drive well-being outcomes.</i> <i>Hamish McDouall, Vice President</i> <i>Panel:</i> <i>Sarah Stuart-Black, New Zealand Red Cross</i> <i>Cr Wiremu Te Awe, Rangitāne o Manawatū Committee</i> <i>Craig Churchill, Ministry of Social Development</i> <i>Hon Damien O'Connor, Minister of Agriculture, Biosecurity, Land Information, and Rural Communities</i>

1.15pm	Lunch Ō Tūhoe <i>Venue: Convention Centre</i>
2.15pm	Resilience in the face of natural hazards Te aumangea hei ngā pānga a ngā matepā māori <i>Bolstering the resilience of communities to the effects of natural hazards.</i> <i>Panel:</i> <i>Nicole Rosie, Waka Kotahi NZ Transport Agency</i> <i>Raewyn Bleakley, Fire and Emergency NZ</i> <i>Kindly sponsored by Waka Kotahi NZTA</i>
2.55pm	Creativity as a driver of well-being Te auahatanga hei kaiwhiu o te toiora <i>Working with and supporting local arts communities to deliver positive well-being outcomes.</i> <i>Caren Rangī ONZM, Arts Council of New Zealand & Rangī Kipa, Artist</i> <i>Panel:</i> <i>Meg Williams, New Zealand Festival of the Arts</i> <i>Kindly sponsored by Creative NZ</i>
3.35pm	Simpson Grierson welcome speech He mihi whakatau nā Simpson Grierson
3.40pm	Afternoon tea Kumamatanga <i>Venue: Convention Centre</i>
4.00pm	Interactive walkshop tours Ngā tawhio hīkoi pāhekoheko <i>Venue: Off-site venues TBC</i>
6.00pm	Simpson Grierson Welcome Reception He Mihi Whakatau nā Simpson Grierson <i>Venue: Whitehaven Room & foyer</i>
7.30pm	Ticketed dinner – optional winery dinners <i>Venue: Off-site venues</i>
7.30pm	President's VIP Dinner for Sponsors Tā te Tumuaki tino kai o te pō mā ngā Kaitautoko <i>Venue: Brancott Estate</i>

Time	Friday 16 July 2021 Paraire 16 o Hūrae 2021
7.00am	Vodafone breakfast session Mahinga a te ata <i>Michelle Dickinson</i> <i>Venue: Whitehaven Room</i>
8.30am	Master of ceremonies Te Kaiwhakataki Kōrero <i>Patrick Gower</i>
8.35am	Chief Executive's address He kōrero nā te Kaiwhakahaere <i>Susan Freeman-Greene, Chief Executive</i>
8.45am	Natural capital – the Marlborough story Uara māori - tā Te Tauihu o te Waka kōrero <i>Harnessing your natural advantage into decision-making for social, economic, environmental and cultural success.</i> <i>John Leggett, Mayor</i> <i>Panel:</i> <i>Jane Orphan, Omaka Aviation Heritage Centre</i> <i>Kindly sponsored by Uber</i>
9.25am	Minister of Local Government address He kōrero nā te Minita o te Kāwanatanga Paetata
9.40am	Te Maruata morning tea with the Minister of Local Government Te paramanawa a Te Maruata me te Minita o te Kāwanatanga Paetata <i>Venue: Convention Centre</i>
10.40am	Caring for people, place and culture Te atawhai i ngā tāngata, ngā wāhi, me ngā ahurea <i>Preserving Kiwi tradition while protecting the environment and our communities.</i> <i>Panel:</i> <i>Bruce Lochore, The New Zealand Motor Caravan Association</i> <i>Mayor Steve Chadwick, Tourism Futures Taskforce</i> <i>Kiri Goulter, Ministry of Business, Innovation and Employment</i> <i>Abbe Hutchins, Marlborough Tour Company</i>
11.20am	Building towards sustainable supply Anga whakamua ana ki te rawa tautīnei <i>Housing your workers and most vulnerable.</i> <i>Panel:</i> <i>Hon Dr Megan Woods, Minister of Housing</i> <i>Don Cameron, Ruapehu District Council</i> <i>Glen Cornelius, Habitat for Humanity New Zealand</i> <i>Kindly sponsored by Building Better Homes,</i> <i>Towns and Cities National Science Challenge</i>
12.00pm	Leader of the Opposition's address He kōrero nā te Kaiārahi o te Āpitihana

12.15pm	Lunch Ō Tūhoe <i>Venue: Convention Centre</i>
1.15pm	'Zone of Origin' competition Whakataetae 'Ahunga ā-Rohe' <i>Venue: TBC</i>
1.45pm	Closing keynote session Whakakapinga a ngā kōrero matua <i>Jamie Fitzgerald</i> <i>Kindly sponsored by Chorus</i>
2.30pm	NZMCA Early bird registration prize draw NZMCA Te kōwhiringa toa o ngā rēhitatanga wawe <i>Venue: ASB Theatre</i>
2.45pm	Closing ceremony Te whakakapinga <i>Venue: ASB Theatre</i>
3.00pm	Afternoon tea Kumamatanga <i>Venue: Convention Centre</i>
3.00pm	End of conference day Ka otinga o te rā wānanga
3.30pm	Council hosted tours and Member meetings Ngā tawhio a te kaunihera, me ngā hui a ngā Mema <i>Venue: ASB Theatre</i>
6.30pm	Fulton Hogan Conference dinner and LGNZ EXCELLENCE Awards Tā Fulton Hogan Kai a te pō mō te huihuinga, me ngā Tohu KAIRANGI A LGNZ <i>Venue: Stadium 2000</i>

Time	Saturday 17 July 2021 Hātarei 17 o Hūrae 2021
8.00am	Registration desk and Fonterra "Connect Lounge" open <i>Venue: Convention Centre</i>
9.00am - 12.00pm	Local Government New Zealand AGM Te Hui ā-Tau a Ngā Kaunihera Paetata o Aotearoa <i>Venue: Convention Centre</i>

POLICY

Conferences and Training

CONFERENCE AND TRAINING COURSE ATTENDANCE

1 Introduction

The Council is required to give effect to the purpose of Local Government which is described in the *Local Government Act 2002* (the Act). The purpose enables democratic local decision-making and action, by and on behalf of, communities to meet the current and future needs for good quality local infrastructure; local public services; and performance of regulatory functions in a way that is most cost-effective for households and businesses.

2 Policy Context

Elected members are responsible for making decisions on matters such as the services council will provide, the standard they are provided to, how they will be paid for and what bylaws need to be made. Elected members have a governance role in council as well as being an elected representative of the community.

3 Policy Objective

To make a positive impact as an elected member a range of skills and qualities are needed. A number of opportunities are provided for professional development and it is important that elected members take advantage of these.

4 Policy Statement

Local Government Conference (LGNZ Annual Conference)

A report will be considered by the Council each March/April to determine attendance.

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the Local Government Conference annually.

The Deputy Mayor, if available, be able to attend at least one LGNZ Conference during the triennium cycle.

Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.

When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

Approval for Councillor Training Attendance

The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager. This will be reported as part of the Mayor's monthly report to Council.

Training courses (and conferences) can also be approved via a report to the Council. Attendance at overseas conferences shall be approved by the Council via a formal report.

POLICY

Conferences and Training

CONFERENCE AND TRAINING COURSE ATTENDANCE

Community Board Members

Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.

Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability, and circulated to all elected members.

LGNZ National Community Board Conference (held every two years)

At least one Community Board member from each Community Board may attend the Conference and represent their community.

It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference, however the related registration and expenses will come from the Community Board training budget and not the Council training budget.

5 Adopted by and date

Approved and adopted by the Council on 5 March 2019.

This policy shall be reviewed by the Council every six years or sooner on request.

The next review date is March 2025.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CON202032-01 /210210021124

REPORT TO: Council

DATE OF MEETING: 2 March 2021

FROM: RSC Refurbishment Project Steering Group
Rob Kerr, Delivery Manager

SUBJECT: Rangiora Service Centre Refurbishment
Request for additional budget

SIGNED BY:

(for Reports to Council,
Committees or Boards)

Department Manager



pp Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek Council approval for additional funding to
- a) restore the contingency on the project; and
 - b) undertake works to improve the functionality of the East Wing that would also allow better connection with the public and other events
 - c) to improve the use of space and upgrade the public toilets
- 1.2 As a result of several unexpected costs, particularly the need to install fire separation between floors to meet Building Act requirements, replenishment of the contingency is sought for \$100,000.
- 1.3 The alternative is to reduce scope in order to retain provisional elements of the project such the downstairs bathrooms and some items in the Chambers. While this is feasible, the Project Steering Group consider that the marginal additional cost is modest compared to further deferral of these items, particularly when the areas have become worn, "tired" and not fit for purpose.
- 1.4 Further consideration of the impacts of the expansion of Chambers has identified that the functionality of the building for elected members is well below provided by other Councils and will hinder the effective operation of the Council and interface with the general public.
- 1.5 A simple and low cost approach is proposed to reconfigure the east wing and Records Room (as known as the Safe) to provide this improved functionality. The cost of this work to provide a basic level of accommodation is estimated at \$150,000.

- 1.6 The additional cost will also allow for additional dual meeting space and a Council area that would provide sufficient workspace to host dignitaries and act as a break out area for Council and Hearing Commissioners during interludes in formal proceedings. Currently no area has been provided.
- 1.7 Further review has also identified the need to refurbish the public toilets. This area is well utilised by the public. This area is an inefficient space and has not been refurbished for a number of years. This additional work is estimated at \$50,000.
- 1.8 Therefore additional budget of \$300,000 is recommended for consideration to be loan funded from the Properties Civic Account. The impact on rates will be 0.02% (or \$17,600 +gst p.a).

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210210021124.
- (b) **Notes** that the current budget for the Rangiora Service Centre Refurbishment is \$2.500 million, with an additional \$100,000 for IT network upgrades.
- (c) **Agrees** to increase the budget for the Rangiora Service Centre Refurbishment by \$300,000 to replenish the contingency, refurbish the public toilets and improve the functionality of the east wing.

3. **BACKGROUND**

- 3.1. Following the pandemic and lockdown in early 2020, significant modifications are made to the scope and budget of the Rangiora Service Centre refurbishment. From an original \$6.735 million budget which was reduced to \$4.800 million, the project budget is now \$2.500 million. This includes \$419,000 of funds spent on previous scheme development plus \$100,000 transfer from the RSC IT upgrade budget.
- 3.2. Following the tender process, the cost plan was reviewed and established with a \$270,000 contingency. However, to accelerate the delivery of the project a number of items were not fully detailed or investigated, with a series of provisional sums provided for in the schedule and to be negotiated with the contractor.
- 3.3. The detailing of some aspects has raised some additional costs that are required to deliver the base scope of works. These additional costs are in line with what may be typically expected through this approach and covered by the contingency. These generally have consisted of minor items such as additional painting or missed items such as the refurbishment of the speakers as a result of the replacement of the ceiling tiles.
- 3.4. The cost to set Durham Street office up (\$20,687) along with additional costs for lighting (\$15,772), fire sprinklers (\$49,665) and other costs relating to other temporary accommodation were higher than expected. Also the intended draw on operational funding for furniture is no longer possible due to this being spent in other parts of the organisation.

- 3.5. However, the highest cost element that was unexpected is the building compliance requirement to create a fire separation barrier between floors. The additional cost of this is forecast at up to \$150,000 and is beyond what was anticipated when the contingency was established. This has created further pressure on the budget.
- 3.6. A number of items in the refurbishment are included as provisional items on the basis that they could not be afforded in the original budget but may be able to be undertaken depending on the final cost of the core works.
- 3.7. The current scope of works include extension of the Chambers, including integration of the Councillors Room and current space formerly occupied by the large round table into the enlarged Chambers. The extension to the Chambers and improve audio/visual will provide a better public experience and ability to participate in meetings.
- 3.8. Recent master planning work on the Civic Precinct and subsequent LTP discussion has confirmed staging of the office expansion to be 8-10 years away.
- 3.9. This means that there is no basic facilities or space for visiting dignitaries, Councillors or Hearings Commissioners to work between meetings or meet privately. The previous arrangement where Councillors sat in the foyer was sub-optimal for elected members and the proposed extension will further reduce this functionality and be in place for at least 8-10 years. This is coupled with areas of the east wing of the building that have very poor functionality, including noise and facilities to meet with the public and visitors.
- 3.10. Noting that all other Councils generally provide some separate work space for elected members, losing this space will create some practical issues. As such, it is proposed re-consider the provisions and facilities of the east wing of the building. The objective to be supporting additional areas that will allow better operating environments undertake duties as effectively as possible and without unnecessary cost.
- 3.11. In further discussion by the Project Steering Group, the quality of the public toilets off the foyer was identified with a desire to bring these to a modern standard along with refurbished public spaces and Chambers. These toilets are well used by the public and have not been updated for a number of years (about 30 years).

4. ISSUES AND OPTIONS

- 4.1. The options for addressing project cost pressures outlined above range from scope reduction to additional budget provision and are outlined in the following table:
- 4.2. All options include recarpeting, ceiling tiles, painting and decorating along with lighting upgrade and associated IT and fire adjustments to the same level of service provided by the recently completed first floor. All options also include removal of the conversion of the existing Councillors bathrooms to staff showers from the scope of works.
- 4.3. The purpose of the additional spaces/facilities would be:
 - Provide a workspace for Councillors, particular for use between meetings and to eliminate unnecessary travel,
 - Host dignitaries informally, and
 - Act as a break out room for Councillors and Hearings Commissioners during includes in formal proceedings.

Options	Name	Description	Additional budget (Saving)	Forecast Final Cost	Recommendation
A	Reduce scope to fit budget	Remove from scope ¹ <ul style="list-style-type: none"> Alterations to interview rooms on east side of main foyer Management team area re-decoration One Councillors WC conversion to shower (retain one) Ground floor bathrooms refurbishment 3 New LCD monitors in Chambers Reduce budget for Chambers furniture 	nil	\$2,500,000	Not recommended as items are desirable and will aid productivity, better support staff and the democratic process
B	Increase budget to deliver base scope	<ul style="list-style-type: none"> Full scope as approved including provisional elements. 	\$100,000	\$2,600,000	Not recommended as does not address poor functionality of Councillors workspace and address other functional or asset management needs
C	Increase budget: Base scope plus minor east wing reconfiguration	Full scope plus <ul style="list-style-type: none"> Sound proof Mayor's office Enclose meeting and Office spaces 	\$115,000	\$2,615,000	Not recommended as does not address poor functionality of Councillors workspace
D	Increase budget: Base scope plus moderate east wing reconfiguration plus public toilets	Full scope plus: <ul style="list-style-type: none"> Reconfigure office areas, Create councillors meeting area in safe Refurbish public toilets 	\$300,000	\$2,800,000	Recommended as low cost solution to resolve functionality suitable for next 8-10 years
E	Increase budget: Base scope plus major east wing reconfiguration plus public toilets	<ul style="list-style-type: none"> Fully reconfigure offices to provide better functionality and performance Refurbish public toilets 	\$350,000	\$2,850,000	Not recommended as spend not required to achieve objectives

4.4. Consideration by the Project Steering Group (and Management Team) has led to the recommendation of option D. This provides

- a) Completion of provisional items and Chambers upgrade
- b) Simple reconfiguration of the east wing and conversion of the records room (safe) to provide a lounge for Councillors
- c) Refurbishment of the public toilets.

4.5. This option is recommended for the following reasons:

- d) The scope reduction options will require addressing in the near future as these elements are either of poor functionality or at the end of their useful life.
- e) The proposed work in the east wing is the minimum required to provide for a functional workspace for elected members and address the noise and other issues that limit the productivity of staff in the east wing.

4.6. A complete reconfiguration of the area would add functionality but is not essential to resolve the key issues faced by the elected members and executive staff.

5. COMMUNITY VIEWS

5.1. Groups and Organisations and Wider Community

¹ An alternative is to remove the upgrade of the Chambers and re-decoration of the public area (\$105,000)

Not sought

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.2. The table below provides a summary of the current financial forecast. This includes the following

- An allowance for the fire separation works
- An increase in professional fees.
- Contingent variations for known minor works
- Transfer of the IT budget for RSC network upgrade to the project (\$100,000)
- A \$100,000 contingency for the remaining works to address unknown items

6.3. This shows that the total cost would exceed the budget by approximately the amount of the remaining contingency of all the provisional elements were included. ie the full contingency is forecast to be used by known costs.

6.4. While it is always ideal that contingency is not used, the nature of a refurbishment projects suggests that this is likely to be necessary in order to realise the full scope of works. This means that it will be prudent to put additional contingency back into the project to ensure the base scope is delivered.

6.5. The following table summarises the project budget and forecast cost outlined above.

	Budget-with contract adjustments	Forecast final cost
Cost on previous schemes	\$ 419,000.00	\$ 419,000.00
Construction	\$ 1,145,824.00	\$ 1,227,011.35
HVAC	\$ 248,300.00	\$ 288,773.88
IT network upgrade	\$ 100,000.00	\$ 100,000.00
Furniture	\$ 75,000.00	\$ 80,137.80
Relocation	\$ 141,000.00	\$ 164,404.07
Professional fees	\$ 200,000.00	\$ 320,000.00
Contingency	\$ 270,876.00	\$ 100,000.00
Total	\$ 2,600,000.00	\$ 2,699,327.10
Deficit		\$ 99,327.10

1.9 The impacts on rates of an additional \$300,000 (loan funded) for this project is 0.02% on rates

6.6. **Community Implications**

The project is focussed towards enhancing the productivity of staff and Elected Members.

6.7. **Risk Management**

The key risks associated with the project are as follows:

Hazard	Consequence	Rating	Mitigation
Unforeseen damage or issues with building	Leading to increased cost, complexity and/or delay	L	Soft strip of each stage to identify any unforeseen items.
Cost overrun	Additional budget needed or reducing scope of work	L	Subject of this paper. Lump sum items now agreed with contractor
Delay in project milestone	Leading to further disruption to staff	L	Once final scope of works agreed
Teams do not adapt well to new environment	Leading to disengagement of staff or teams	L	Dedicated staff member to support team leaders

6.8. **Health and Safety**

Health and safety matters are managed closely on the project

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. This matter is covered by the Local Government Act

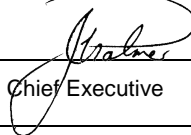
7.3. **Community Outcomes**

7.3.1. Provision of suitable accommodation for the organisation to support the Council's ability to deliver against all Community Outcomes in the Long Term Plan 2018-2028

7.4. **Delegations**

7.4.1. The Council has the delegation to consider the recommendations within this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES-03-01 / 210211022420**REPORT TO:** Community and Recreation Committee**DATE OF MEETING:** 23rd February 2021**FROM:** Grant MacLeod, Greenspace Manager
Ryan O'Loughlin, Greenspace Asset and Capital Project Advisor**SUBJECT:** Draft Community and Recreation Activity Management Plan**SIGNED BY:**
(for Reports to Council,
Committees or Boards)

Department Manager

Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to present to Council the Draft Community and Recreation Activity Management Plan 2021.
- 1.2 During 2020, in preparation for the 2021-2031 Long Term Plan (LTP), the Community and Recreation Activity Management Plan was reviewed and updated. This work formed the basis for the draft 2021-2031 LTP budgets for Greenspace and Aquatics.
- 1.3 Activity Management Plans (AMPs) are important documents that state how the Council manages its assets and activities currently and in the future. It provides the supporting information for the LTP and the 30 Year Infrastructure Strategy. This plan outlines the significant issues associated with Greenspace and Aquatic activities and assets. They identify future funding requirements and upgrades to maintain levels of service, manage growth and the renewals of existing assets.

Attachments:

- i. Draft Community and Recreation Activity Management Plan 2021 (TRIM 210204018373)

2. RECOMMENDATION**THAT** the Community and Recreation Committee recommends:**THAT** the Council:

- (a) **Receives** report No. 210211022420
- (b) **Notes** that the draft version of the Community and Recreation Activity Management Plan 2021 has been sent to an external consultant for peer review.
- (c) **Adopts** the Draft Community and Recreation Activity Management Plan for the purposes of LTP consultation (TRIM 210204018373)
- (d) **Approves** the Community Greenspace Manager to make minor amendments if required as result of the peer review

- (e) **Notes** that the final Activity Management Plan will be adopted by Council in conjunction with the adoption of the final LTP in June 2021.

3. **BACKGROUND**

- 3.1 Activity Management Plans (AMPs) are important documents that state how the Council manages its assets and activities currently and in the future. It provides the supporting information for the LTP and the 30 Year Infrastructure Strategy. This plan outlines the significant issues associated with Greenspace and Aquatic activities and assets. They identify future funding requirements and upgrades to maintain levels of service, manage growth and the renewals of existing assets.
- 3.2 The Community and Recreation Activity Management Plan 2021 is an update rather than a complete refresh from the 2018 Activity Management Plan and covers the following activities:
- Parks and Reserves (including public Toilets, Play Spaces and Sports Facilities)
 - Aquatic Facilities
 - Community Facilities
 - Rangiora Airfield
- 3.3 The previous AMP had limited detail on the Aquatic and Community Facilities activity. Following improvements implemented from the previous AMP, additional information has been captured on Aquatic and Community Facilities allowing greater detail and planning for these activities. This has also included the development of a new strategy for Aquatic Facilities and an update to the Community Facilities.

4. **ISSUES AND OPTIONS**

- 4.1. While the Local Government Act 2002 does not specifically require Councils to produce Activity or Asset Management Plans for the Community and Recreation activity, it does require Councils to provide robust and well documented planning for their assets including defining levels of service, demand management and life cycle strategies. To meet the requirements of sound asset management and of Audit NZ, there is no workable alternative than to produce an Activity Management Plan.
- 4.2. The levels of service contained within the draft plan are much the same as the previous 2018 plan. The development of strategies for Aquatic, Community and Sport Facilities has identified that to continue to meet agreed levels of service that additional investment is necessary in the district, in particular in the Ravenswood, Pegasus and Woodend area following current and forecast population growth in this space.
- 4.3. Audit New Zealand recommend that all Activity Management Plans are peer reviewed and the Greenspace AMP has been peer reviewed regularly since 2009. The document was last peer reviewed in 2018 by David Jeffrey of Infrastructure Associates and the draft document is currently being reviewed again by David Jeffries.
- 4.4. It is expected that if changes are required as a result of the peer review that these will be minor. This report therefore recommends that Council approve the Community Greenspace Manager to make any minor changes.
- 4.5. Waimakariri District Council's AMPs have been developing and improving over a number of LTP cycles. The document has grown to include the Aquatic and Community Facility activities alongside Reserves.

4.6. The Draft Community and Recreation Activity Management Plan 2021 does not cover the Te Kohaka O Tuhaitara Trust land. This is managed separately from the other reserve assets managed by Council.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. No community views have been specifically sought while developing the Draft Community and Recreation Activity Management Plan 2021. The Plan does, however, refer to and reference a number of strategies which have been developed as a direct result of consultation with users of these activities. The key strategies where community consultation was undertaken are the Sports Facilities, Community Facilities and Aquatic Facilities strategies.

5.2. Wider Community

5.2.1. As noted above no community consultation was undertaken as part of the development of this activity management plan, however community feedback was received as part of the development of the key strategies.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. The Activity Management Plan allows for long term operations, renewal and capital works planning in line with specified levels of service. Having this level of long term planning allows the Council to be able to provide assets to the community that are fit for purpose and affordable.

6.1.2. The Activity Management Plan also identifies the key risks and trends that are likely to impact on these activities and how Council are proposing to deal with these such as population growth, changes in recreation trends and demand for new types of recreation.

6.1.3. The Draft Community and Recreation Activity Management Plan identifies both capital and renewal funding required to meet agreed levels of service over the next ten year period

6.2. Community Implication

6.2.1. The development of AMP's defines how the Aquatic, Community Facilities and Reserves activities are provided is significant to the community in the impact that mismanagement of these assets will have on their ability to recreate in these spaces.

6.3. Risk Management

6.3.1. The Activity Management Plan identifies the key risks associated with these activities and how staff are proposing to manage or eliminate these risks.

6.4. Health and Safety

6.4.1. There is no specific health and safety implications relating to the Activity Management Plan. The activities covered within the document will have their own specific health and safety management plans that sit outside this document.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

Local Government Act 2002

7.3. Community Outcomes

This report relates to a number of community outcomes including the following:

- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant vegetation and habitats for indigenous fauna
- The communities cultures, arts and heritage are conserved and celebrated
- People are friendly and caring, creating a strong sense of community in our District
- Public Spaces and facilities are plentiful, accessible and high quality
- Businesses in the district are diverse adaptable and growing
- The communities need for health and social services are met
- The distinctive character of our takiwā - towns, villages and rural areas is maintained

7.4. Delegations

The Community and Recreation Committee has the appropriate delegation to recommend that the Draft Activity Management Plan is adopted by Council.



Activity Management Plan 2021

Community and Recreation

Community and Recreation | 2021



Prepared by**Waimakariri District Council****215 High Street,****Private Bag 1005****Rangiora 7440,****New Zealand**waimakariri.govt.nz**Revision History:**

Revision N°	Description	TRIM	Date
1	Draft for Adoption by C&R and Council	210204018373	12/02/2021

Document Acceptance


Action	Name		Signed	Date
Prepared by	Ryan O'Loughlin	Greenspace Asset and Capital Project Advisor		15/02/21
Reviewed by	Grant MacLeod	Greenspace Manager		
Approved by	Chris Brown	Manager Community Greenspace		
Adopted by	Council			

Table of Contents

1	Executive Summary	6
1.1	Introduction to the Plan.....	6
1.2	Overview of the Activity	6
1.3	Why is the Activity Important?	7
1.4	Assets Included in the Plan	7
1.5	Key Capital Project Planned for the next 10 Years	9
1.6	Levels of Service, Performance Measures and Linkages to Community Outcomes..	12
1.7	Funding	15
1.8	Future Demand and Growth	16
1.9	Lifecycle Management.....	19
1.10	Risk Management Assumptions	20
1.11	Asset Management Systems, Practices and Sustainability	21
1.12	Improvement Plan	22
2	Introduction	23
2.1	Purpose of plan	23
2.2	Plan structure and layout.....	23
2.3	Scope of the activity (high level description of what we have and what we do)	24
2.4	Section 17A review.....	25
2.5	Organisational structure / context	26
2.6	Relationships with other organisations and alternate providers	29
2.7	Significant negative effects of the activity	31
2.8	Significance of the activity	31
2.9	WDC guiding principles, strategies, policies and plans	33
2.10	Linkages to external documents	37
2.11	Relevant legislation	37
2.12	Asset management planning objectives, benefits and process	37

2.13	WDC asset management policy	39
2.14	Description of asset management maturity index system	40
2.15	Approval process.....	44
3	Current Demand and Levels of Service.....	45
3.1	Introduction to the section	45
3.2	Community Outcomes and benefits.....	45
3.3	Identifying customers and stakeholders.....	46
3.4	Understanding customer needs/expectations	47
3.5	Current demand	47
3.6	Current customer levels of service.....	53
3.7	Past and current performance	73
3.8	Gap analysis between current demand, levels of service and performance.....	78
3.9	Section improvement plan	83
4	Future Demand and Growth	85
4.1	Introduction to the section	85
4.2	Population trends	85
4.3	External influences on activity demand.....	90
4.4	Future community expectations and demand	94
4.5	Summary of key trends and implications for the service	97
4.6	Demand management plan	98
4.7	Section improvement plan	98
5	Asset Description	99
5.1	Introduction to the section	99
5.2	Overview of asset network.....	99
5.3	Summary of each asset type (description and quantity).....	100
5.4	Utilisation and performance	120
5.5	Catchment Hierarchy for parks	120
5.6	Asset Data Confidence.....	128
5.7	Section Improvement Plan.....	128

6	Lifecycle Management	129
6.1	Introduction to the section	129
6.2	Management	129
6.3	Operations.....	130
6.4	Maintenance.....	133
6.5	Renewals	134
6.6	New works.....	146
6.7	Asset disposal plan	151
6.8	Level of optimisation.....	152
6.9	Lifecycle analysis	152
6.10	Section improvement plan	154
7	Financial management.....	155
7.1	Introduction to the section	155
7.2	Financial management systems	155
7.3	Funding strategy.....	156
7.4	Finance policy	156
7.5	Investment and funding options.....	157
7.6	Fees and charges.....	158
7.7	Development contributions	160
7.8	Overview of funding and financing mechanisms used	160
7.9	Asset disposal	161
7.10	Overview of financial forecasts (10 years) that form Council's proposed LTP budget for this activity.....	161
7.11	Overview of financial forecasts (100 years) that form Council's proposed Infrastructure Strategy budget for this activity.....	171
7.12	Debt and annual loan servicing	176
7.13	Projected rates	178
7.14	Valuation and depreciation	178
7.15	Overall forecasting assumptions, sensitivity analysis and data confidence	182

7.16	Section Improvement plan	183
8	Risk management and assumptions	184
8.1	Introduction to the section	184
8.2	Assumptions and context	185
8.3	Asset criticality.....	186
8.4	Risk identification	192
8.5	Risk analysis and evaluation	192
8.6	Risk treatment	193
8.7	Disaster resilience assessment	197
8.8	Section improvement plan	198
9	Asset management systems and practices and sustainability	199
9.1	Introduction to the section	199
9.2	Description of management systems.....	199
9.3	Description of management processes.....	204
9.4	People management	204
9.5	Description of operations and maintenance systems and procurement	204
9.6	Sustainable practice	207
9.7	Section improvement plan	210
10	Improvement plan and monitoring.....	211
10.1	Introduction to the section	211
10.2	Description of the process	211
10.3	Maturity index assessment	212
10.4	Improvement plan methodology	214
10.5	Monitoring and review	215
10.6	Section improvement plan	216
11	Appendices	224
11.1	3 Year capital programme	224
11.2	Latest valuation	225
11.3	Glossary and acronyms.....	226

11.4	References.....	230
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1 Executive Summary

1.1 Introduction to the Plan

This update of the Activity Management Plan replaces the Community Greenspace Activity Plan produced in 2018. This plan is intended to be a living document under continuous review. A continuous improvement approach is considered appropriate by the Council as the most effective way of progressing improvements to planning across the range of the activities covered by the Plan rather than relying on major rewrites with this approach also supported by Audit NZ. Included in the Plan is a chapter that identifies the improvements planned before the next review.

1.2 Overview of the Activity

The Activity Management Plan for Greenspace, Aquatics and Community Facilities supports information provided for the Community and Recreation activity that is included within the Community Services section of the Council's 2021/31 Long Term Plan. Council has a long history of providing recreation facilities, such as parks and reserves, sports grounds, aquatic facilities and community facilities, which are accessible and beneficial to both residents and visitors to the District, which in turn supports community health and wellbeing.

This activity incorporates a diverse range of assets that provide the following opportunities for recreation, sporting, health and wellbeing and biodiversity:

- Facilities, Parks, Opens Spaces and Streetscapes enables recreation and sporting activities to be undertaken, and natural and cultural heritage values to be protected and restored.
- Aquatic Facilities provides for recreation opportunities and supports the wellbeing of the community as well as providing facilities for children to learn to swim.
- Parks and Reserves provide visual amenity and opportunities for relaxation, health and social interaction.
- The Airfield provides for recreation and business opportunities.
- The Kaiapoi Marina provides for both recreation and commercial opportunities

As with all areas of Council, this activity must both maintain understanding of changing needs of the community as well as review trends locally and internationally to forecast future expectations.

1.3 Why is the Activity Important?

The planning and management of a diverse and accessible range of open spaces and facilities is considered important by the community, the network of open spaces support and enhance the natural cultural values of the district, creating opportunities for the local community and visitors to experience a wide range of recreational activities. The Aquatic Facilities provide important centres for recreation as well as supporting educational, sporting and rehabilitation needs for the District.

1.4 Assets Included in the Plan

In order to provide this activity, the Council has developed and maintains the following assets:

- The provision of 1060.57ha (as at Dec 2020) hectares of extensive park and reserve space in the form of neighbourhood parks, sports and recreation reserves, natural parks, public gardens, cultural and heritage parks and features (including cemeteries), recreation and ecological linkages, civic spaces, streetscapes.
- Twenty-seven community buildings in the form of halls, community centres, pavilions and meeting rooms.
- Mainpower Stadium – Indoor Court Facility containing four courts, a gym and sports house.
- Rangiora Airfield
- Kaiapoi Marine Precinct including pontoons
- A total of 65 Public Toilet facilities are located throughout the district, of which two are located in privately owned buildings and one is privately managed.
- Three 25 metre lane pools at Dudley (8 lanes), Kaiapoi (6 lanes) and Oxford (4 lanes), three Learn to Swim pools at Dudley, Kaiapoi and Oxford, a leisure pool and spa at the Dudley Aquatic Centre and a seasonal paddling pool at Waikuku.

In general terms the assets covered by this plan are performing adequately and no immediate performance issues need to be addressed in the short term. Going forward investment will be required to update / modernise many facilities and should be timed when renewals are planned, the facilities include:

- Changes to playground equipment will inevitably be needed as new types of equipment become available and will be required to respond to latest trends and desires, it will be important that these trends can be anticipated to ensure that they can be delivered in a timely manner.

- Community Buildings will inevitably require modernisation, updating and compliance with new standards so that they can continue to provide for the community needs, it will important to monitor and track usage of the buildings and anticipate the changing needs of the community. It may well be that some facilities will need to be replaced in the longer term.
- New community facilities have been identified from the updated Community Facilities strategy within the Pegasus and Ravenswood areas. These facilities are required in response to the adopted levels of service for provision and the continued growth forecast in these areas necessitating the construction of additional community facility space. Staff intend to develop a network facilities plan by the next LTP.
- The Council provides three main aquatic facilities and these will require significant modernisation and updating to cater for changes in lifestyle and recreational demands of the local communities. This has been identified within the recently completed Aquatic Facilities Strategy around future improvement required for these spaces. Such improvements can be planned to coincide with expected renewal programmes however they are likely to incur additional costs over and above simple renewal of an asset.
- The Aquatics Facilities Strategy has also identified the need to develop a new facility in the east of the district, likely in Ravenswood, following continued population growth in line the that identified as part of the Community Facilities Strategy.
- The improvements to the asset capture of both Community and Aquatic Facilities has identified a more accurate renewal programme for these facilities to update and maintain existing Levels of Service. This will be managed in conjunction with the development of additional spaces for the community.
- The provision of sports parks is very much driven by the demands of the local community and the types of sports fields required is likely to change over time as population trends change. This has been identified within the updated Sports Facility Strategy around the changing demographics and sporting patterns which will drive the development of sporting spaces including provision for more non-traditional spaces in addition to existing types of recreation.
- The recent completion of the designation process for the Rangiora Airfield in December 2020 has confirmed the future of the airfield. Now that this process is complete this will allow the development and implementation of the overall master plan for the entire airfield site.
- The council has a very diverse range of tree species that enhance the landscapes of both parks and open spaces but also streetscapes. It will be important to anticipate trends in climate changes where it is expected that the weather will be warmer and drier, this will require a review of the types of trees that will withstand this change in weather patterns.

- A focus of Council has been around the implementation and consideration of biodiversity throughout the district both on Council and private property. The two major projects that have fallen out of this is Arohata te Awa and providing funding opportunities for the community for Significant Natural Areas (SNA's)

1.5 Key Capital Project Planned for the next 10 Years

The key capital projects or major programmes planned over the short term 2021/22 to 23/24 are highlighted in the table below where planned expenditure is greater than \$200,000 or of other significance to Community & Recreation:

Project	2021/22	2022/23	2023/24
Support for Mixed Used Business Area in Kaiapoi	\$125,000	\$375,000	\$500,000
Land Purchase – Neighbourhood	\$2,774,000	\$2,774,000	\$2,774,000
Land Development – Neighbourhood	\$374,000	\$374,000	\$374,000
Arohata te Awa	\$200,000	\$150,000	\$125,000
Kaiapoi Community Hub (Greenspace contribution alongside Regeneration)	\$171,000		
Good St Redevelopment (Greenspace contribution alongside Regeneration)	\$231,000		
Multi-use Sports Facility Construction	\$1,500,000		
Future Sports Ground Development Programme		\$265,000	
Non-Specified Reserve Enhancement Programme	\$229,000	\$229,000	\$229,000
Reserve Roads & Carpark Renewals Programme	\$308,000	\$308,000	\$308,000
General Reserve Renewals Programme	\$276,000	\$276,000	\$276,000
Playground Renewals Programme	\$189,000	\$189,000	\$189,000
Toilet Renewals Programme		\$269,000	
West Oxford Toilet	\$250,000		
Land Purchase Pegasus for Community Facility	\$1,800,000		
Land Purchase Ravenswood for Community Facility	\$1,800,000		
Pegasus Community Centre Construction			\$528,000
Community Facilities Renewals Programme	\$150,000	\$300,000	\$300,000

The key projects or major programmes planned over the Longer Term 2024/25 to 2030/31 where planned expenditure is greater than \$200,000 per annum or are of significance to Community & Recreation are highlighted in the table below.

Community and Recreation Activity Management Plan 2021

Project	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Support for Mixed Used Business Area in Kaiapoi	\$500,000						
Support for East Mixed Use Business Use Development			\$500,000				
Kaiapoi Stopbank Recreational Walkway						\$255,000	
Woodend/Ravenswood Aquatic Centre Land Purchase	\$2,702,000						
Coldstream Astroturf Renewal				\$750,000			
Kendall Park Astroturf Renewal						\$750,000	
Pegasus Community Centre Construction	\$2,385,000						
Ravenswood Community Centre Construction						\$5,964,000	
Land Purchase – Neighbourhood	\$2,774,000	\$2,774,000	\$2,774,000	\$2,774,000	\$2,774,000	\$2,774,000	\$2,774,000
Non-Specified Reserve Enhancement	\$229,000	\$229,000	\$229,000	\$229,000	\$229,000	\$229,000	\$229,000
Land Development - Neighbourhood	\$374,000	\$374,000	\$374,000	\$374,000	\$374,000	\$374,000	\$374,000
Reserve Roads & Carparks Renewals Programme	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000
Toilet Renewals Programme	\$283,000		\$298,000		\$315,000		\$333,000
General Reserve Renewals Programme	\$276,000	\$276,000	\$276,000	\$276,000	\$276,000	\$276,000	\$276,000
Playground Renewals Programme	\$189,000	\$189,000	\$189,000	\$189,000	\$189,000	\$189,000	\$189,000
Community Facilities Renewals Programme	\$300,000	\$300,000	\$300,000	\$300,000	\$350,000	\$350,000	\$350,000
Future Sports Ground Development Programme	\$440,000		\$400,000		\$350,000		\$350,000
Arohata te Awa	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Considerable effort has been made over recent years to improve the Council's understanding and knowledge of its asset base this in turn enables more robust and accurate predictions to be made when planning and forecasting renewals programmes. This has included significant time recently put into the capture of Community and Aquatic Facility assets within the building structure to ensure a more accurate renewal programme is able to be forecast. The current level of renewals is adequate for the majority of greenspace assets located on parks and open spaces. Similarly the current tree renewal programme is keeping pace with expected condition deterioration with additional budget made available over the first six years of the LTP to catch-up to the missed budget in 20/21 due to Covid-19.

The major renewals programmes are:

Renewal Programme	Description
Play Spaces	Renewal of playgrounds and other play equipment.
General Reserve Renewals	Renewal of other assets located within Parks and Reserves such as benches, bins and signage.
Community Facilities	Renewal of assets located within Community Facilities.
Aquatic Facilities	Renewal of assets located with Aquatic Facilities
Reserve Roads & Carparks	Renewal of roads, carparks and footpaths located with Parks and Reserves
Hard Surfaces	Renewal of hard playing surfaces such as basketball half courts located within Parks and Reserves
Trees and Gardens	Renewal of trees and gardens throughout the district as part of both planned renewal and response to additional renewals required through service requests.
Public Toilets	Renewal of public toilets as per the Public Toilet Strategy.

New facilities included in the 2021/31 long-term plan will also increase renewals programmes over the longer period, particularly the planned indoor sports facility, this will need to be factored in to future long term renewals programmes. Planning for future operational budgets has taken this into consideration.

Following the impact of Covid-19, a decision was made to forgo the renewal of a number of asset types in an effort to reduce the financial impact on residents immediately following the pandemic (austerity measures). This resulted in cost savings for the following areas during the 2020/21 financial year:

- Roads and Carparks
- Hard Surfaces
- Trees and Gardens.

The backlog of replacement trees and gardens required following this will be implemented over the next six years alongside the normal renewal programme for these assets with the budget that was forgone in 2020/21 split evenly across these years. This will allow staff to address the ongoing need to replace trees and gardens throughout the district that were unable to be completed during the 2020/21 financial year.

1.6 Levels of Service, Performance Measures and Linkages to Community Outcomes

The Local Government Act 2002 (Amended 2017) identifies under section 11A the core services council must consider in performing its role and requires local authorities to identify how they will achieve this purpose. Community outcomes are established by the Council to show how the activities it undertakes contribute to performing its role. Section 11A of the LGA states: - In performing its role, a local authority must have particular regard to the contribution that the following core services make to the community:

- a) network infrastructure
- b) public transport
- c) solid waste collection and disposal
- d) the avoidance and mitigation of hazards
- e) libraries, museums, reserves and other recreational facilities and community amenities

This Plan focuses on some of the services covered under section (e) above. The Council Community Outcomes that this Plan contributes to are:

- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant vegetation and habitats for indigenous fauna
- The communities cultures, arts and heritage are conserved and celebrated

-
- People are friendly and caring, creating a strong sense of community in our District
 - Public Spaces and facilities are plentiful, accessible and high quality
 - Businesses in the district are diverse adaptable and growing
 - The communities need for health and social services are met
 - The distinctive character of our takiwā - towns, villages and rural areas is maintained

In interpreting these community outcomes, the Council has identified that this Activity Management Plan contributes by:

- Reserves provide recreational opportunities for communities
- Maintaining and developing Rangiora Airfield enabling additional recreation as well as business opportunities
- Providing and managing cemeteries to provide for community health
- Providing buildings and halls as community focal points and meeting places for events, gatherings and recreational activities
- Providing reserves that respect local character
- Provision of community facilities or meeting / office space in community buildings
- Maintaining and developing Kaiapoi Marine precinct for additional recreational and commercial opportunities.
- Providing public swimming facilities
- To improve public safety by encouraging involvement in learn to swim programs
- To assist public health by enabling injury rehabilitation access and mobility enhancement
- Providing sports fields and other sports facilities to support and encourage the health and wellbeing of the community

In seeking to meet the communities' desires and expectations the Council has set its Level of Service. The Council in its Long-Term Plan has made the following commitments to the community through the setting of performance measures and the associated performance targets, these are audited annually by Audit NZ and the results shared with the community through the Council's Annual Report.

Table 1-1: Levels of Service Performance Measures

Asset Type	Performance measure	Targets
Parks and Reserves	Provision of reserves	Provision of 8 hectares of park land per 1000 residents. Provision of 1 hectare of neighbourhood reserve per 1000 residents.
Parks and Reserves	Customer Satisfaction	90% satisfaction with sports grounds required 90% satisfaction with meeting and performance spaces
Aquatic Facilities	Meeting quality management criteria as set by the Poolsafe Accreditation scheme	100% compliance
Aquatic Facilities	Customer satisfaction	At least 90%

The Council considers it is important to measure service provision from a range of perspectives to ensure that all aspects of a service are covered. In order to do this a number of additional non-audited performance measures have also been developed. These are generic and designed to be used internally to measure and monitor operational performance and guide recreation planning. They relate to the following aspects of service:

Customer satisfaction	Accessibility	Safety
Reliability / responsiveness	Management	Sustainability

There are a number of documents which prescribe service levels for the development of open space in the district. These include:

- Community Facility Strategy 2020
- Aquatic Facilities Strategy 2020
- Sports Facilities Strategy 2020
- Play Space Strategy 2017
- Public Toilet Strategy 2017
- Reserve Management Plans
 - Neighbourhood Reserve Management Plan 2015
 - Sports Park Reserve Management Plan 2015

These documents have been prepared for individual park categories or large asset types. The documents explore in detail the external influences, which effect the assets now and into the future and provide guidance on how development can be done to provide what the community expect in an affordable way. It has been identified within some of these strategies the need to

move away from provision based Levels of Service towards a usage or capacity focused approach. As such Levels of Service for both Sports Fields and Toilets have been updated to reflect this change in approach and is further detailed in the respective strategies.

1.7 Funding

The Council's latest versions of its funding policy, published Fees and Charges together with its Development Contributions Policy describes the various methods used to fund the activity. A summary of the ten-year projections has been included below for capital works, renewals, operations and maintenance expenditure associated with the activities of the Plan. Council envisages to increase its fees and charges with at least CPI each year.

Table 1-2: Ten Year Financial Projections

	21/22 (\$000)	22/23 (\$000)	23/24 (\$000)	24/25 (\$000)	25/26 (\$000)	26/27 (\$000)	27/28 (\$000)	28/29 (\$000)	29/30 (\$000)	30/31 (\$000)
Parks and Reserves Capital (Capital)	5,941	5,888	5,712	6,804	5,872	6,705	6,533	6,619	7,110	6,870
Community Facilities (Capital)	5,281	310	963	2,711	334	348	414	421	6,396	753
Aquatic Facilities (Capital)	84	24	131	2,818	996	127	260	126	45	735
Maintenance and Operating (Total)	12,377	12,181	12,622	13,178	13,307	13,723	14,080	14,463	14,876	15,236
Indirect costs (Total)	1,722	1,750	1,815	1,903	1,961	2,034	2,099	2,165	2,238	2,330

1.8 Future Demand and Growth

Waimakariri is a growing community that has increasing urbanisation of its main centres. As the urban areas continue to develop the rural space between these areas will diminish on the outskirts of the main centres. This is a change from the previous urban and rural character of the district being balanced within these spaces. Greater urbanisation will likely result in higher expectation for open space experiences to align with larger centres and towns. This will also include capacity and function of our districts cemetery spaces.

An aging population with greater numbers of people over the age of 65 years will change the demands on existing services. Passive recreational activities such as walking and cycling are likely to increase with these trends being accentuated by new technologies like e-bikes.

Community expectations regarding Greenspace quality needs to be monitored because there is a national trend for Communities to seek less quantity but higher quality assets. The result of this and the other pressures will change the asset mix required of Greenspace, Community and Aquatic Facilities over time. The Greenspace, Aquatics and Community Facilities Activity Management Plan has included a number of initiatives to support growth which include:

- Recently Council has increased its provision of parkland and local neighbourhood parks with associated purpose-built infrastructure where the level of service is directly tied to increases in population. It currently exceeds its level of service requirements in this area and therefore is well placed to accommodate the anticipated increases in population over the next ten years. It must continue this approach to ensure it stays ahead of demand into the future.
- Identification of areas of growth where provision of community and aquatic facilities will be required such as Pegasus and Ravenswood. These areas have been identified following development of strategies for the provision of these assets. These assets need to be planned as part of the overall network of facilities that are provided as part of the district for both community, libraries and aquatic provision.
- Expectations and population growth are increasing the need to improve sports ground quality so that existing facilities can be more heavily utilised. The Sports Facilities Strategy has identified that Council should upgrade and improve existing surfaces and facilities before considering additional provision in this space.
- Growth and trends in sports participation are influencing the need for Council to provide more indoor court space. This has led to the construction of Mainpower Stadium which provides four new indoor courts. Based on population growth forecast for the district over the next 30 years it is anticipated that the need for more indoor space will be required.

- Growth of the individual communities may lead to a larger urban centre with little or no rural areas in between. As this occurs, Council must take an integrated approach with development of corridors for walking and cycling, while also providing migration corridors for the natural ecosystem.
- Council's plans also ensure that the development of cemeteries is managed in line with demand which indirectly is linked to population growth.

1.8.1 Trends

The following table outlines the key trends along with the impact and action taken or planned to be taken for the Greenspace and Aquatic Activities.

Trend	Impact	Action
Biodiversity	Priority of Council to consider biodiversity across the district	Several initiatives in place including development of environmental strategy, Arohata te Awa project and a biodiversity fund. Significant Natural Areas (SNA's) increasing in the District Plan as well as accountability from Central Government. This is also a mechanism to address Climate Change.
Technology	Changes in technology change how users of reserves are able to access and recreate in these spaces. It provides additional options that can supplement or replace more traditional options.	Consider as part of any redevelopments the ability for changes in technology such as e-bikes, e-scooters etc. to be provided for within these spaces.
Climate Change	Climate change impacts on the suitability of plants and assets to be provided in the district with particular focus on the coastal areas.	Consider appropriateness of plants and assets being installed within these areas to ensure that these will last based on forecast climatic change in this area. Consideration also needs to be given on location of these assets as the landscape may change across the coastal environment.
Global Impacts (Covid-19)	Global events such as Covid-19 have impacted on ability for staff to source overseas products on occasion leading to delays or longer lead times.	Consider local or New Zealand based products or equipment where possible to minimise risk of delay or issues with replacement parts etc. Where not possible consider as part of the planning phase the risks around overseas procurement when choosing products. Communicate clearly any delays through updated forecasting of projects.

Sporting Trends / Participation	Changes to sporting trends and participation rates impact on the development of new and existing sports facilities. Focus on certain types of recreation will change based on the continued change in these areas. Sports and activities that are more willing to offer products or opportunities that suit the consumer are noted as more likely to flourish while others are struggling to increase numbers and in some areas retain current levels alongside growth.	Focused development of existing sporting space alongside targeted development of indoor court space to serve the growing demand for this activity (Mainpower Stadium). Reassessment of trends and participation across sporting codes will be considered as part of the refresh of the sports facility strategy planned every three years to ensure that focus remains on key areas. Capacity building and linking clubs with the likes of Sport Canterbury will be essential. Staff within Community and Recreation will need to continue to work with sporting codes to consolidate numbers and ensure the community needs are met as best as they can be.
Sustainability	Focus by Council around sustainability of Council, contractors and how we operate to ensure the ongoing health and wellbeing of the environment and the people within the district for the future.	Focus has been placed on local sourcing for contractors and supplies to minimise environmental impact. Where possible alternative options are being considered for new or replacement assets. Council has begun considering social procurement outcomes as part of the procurement process. This also relates to the work we can achieve with the resources available to us both from a market and human perspective.
Growth Patterns / Accessibility	Continued development of new subdivisions across the district increasing number of residents accessing services and recreational opportunities. This coincides with government projects such as the new motorways into Christchurch Central.	Consider overall provision of facilities (Community and Aquatic) as part of new developments as population increases in these areas. This will also need to include how residents are able to access these assets to ensure that levels of service are maintained. This is currently focussed on the forecast population growth in Pegasus/Ravenswood in the coming years.
Demographics	Shift of demographics within the district with subsequent change in recreation and social needs. This isn't only age but an expected change in cultural values as well.	Consideration of alternative or additional opportunities for different demographics such as youth or elderly across both reserves and aquatics. The Community and Recreation team will need to forecast likely trends that could see changes in new community expectations.

Expectations	Expectations of quality over quantity for assets and reserves	Consideration as part of the development process for new/replacement assets and new developments to focus on high quality assets.
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1.9 Lifecycle Management

The assets included in this Plan that support the services to the community are diverse and varied, but for all of them it is important that the assets provided and designed are fit for purpose, are able to deliver the performance expected over their life time and have the capacity to provide the service expected, both now and in the future. It is also important that once the asset reaches the end of its useful life, it is disposed in a safe and environmentally sustainable way. Making the right choice at the initial provision or design stage is very important and will greatly influence the life expectancy of an asset.

In addition, the level and frequency of maintenance and repair of an asset will also determine the life of an asset. Many of the assets covered by this plan are “natural” or “living” assets that have a finite life expectancy, the council through its appropriate design standards and specifications endeavour to provide the most appropriate asset which is supported through its day to day operational and maintenance activities to ensure that these assets support the services of the council. The disposal of these asset is also important and the council is able to compost most of the material which is then returned to the soil.

For other man made or built assets the council has appropriate standards and specifications that influence and guide the design of assets. The Council has operational and maintenance contracts in place that endeavours to ensure that these assets deliver services over their expected useful lives. The successful lifecycle management of assets endeavours to minimise the total cost of ownership, balancing the initial capital cost with that of the ongoing operational and maintenance expenditure.

The major renewals programmes being planned by Council are the following:

- Upgrade its sports grounds to meet the changing expectations of the community.
- Toilet renewals
- Playgrounds and play space renewals
- Aquatic Facilities plant and equipment renewals
- Community Facilities plant and equipment renewals
- Roads and Carpark located with reserves

The balance of renewals are undertaken on a programmed basis with individual capital expenditure being less significant:

- Play/safety equipment as required
- Reserve landscapes
- Street trees/gardens
- Hardcourts

1.10 Risk Management Assumptions

The Council through the variety of services it provides recognizes that it is important that the risks associated with the provision of the service are understood so that plans, investment and decisions can be made that help to either reduce the risks or eliminate it all together. The provision of services covered by this Plan are largely supported or delivered by the provision and operation of a wide variety of assets. It is important that the council is able to understand what contribution those assets make and should they fail what are the consequences.

The Council assess risk at three levels

- At an organization level
- At an activity or service level
- At an individual asset level

A risk assessment for the Green Space Activity was undertaken in November 2017 and the key risks which may affect the activity are described below:

- Over the longer period changes in climatic conditions could have a major impact on greenspace assets. If as predicted weather patterns are likely to become warmer and drier, many existing species of trees and plants may deteriorate quicker than anticipated leading to an accelerated renewals program. This will also mean that many of the existing species will no longer be practical option to replant and the current look and feel of many open spaces and parks is likely to change over time.
- Climate change and associated sea level rise is also likely to change the coastal landscape of the District, this could lead to the loss of coastal margins enjoyed by both the local community and visitors.
- The Council has experienced a recent period of significant growth particularly in the towns of Rangiora, Woodend and Kaiapoi. This increase in population has changed what were small rural townships into a more urban environment and this can place different expectations on the provision of open spaces.

- The expected increasing age profile of the District will also bring about changing needs of the local communities, this in particular may impact on future sports fields and sports facilities, whereby the current level of provision will in due course need to be reviewed.
- Future seismic events are also likely to have a serious impact on the District with many assets vulnerable to damage, experience of the earthquake events in 2010 and 2011 should be used to forecast the likely impact.
- Local community expectations also change over time for instance the council has sufficient capacity with regard to sports parks and facilities however there is increasing expectations that these facilities should provide better or improved levels of service, this can be difficult to manage as many of the assets have relatively long life-cycles. It will be important that community expectations can be anticipated.

The risk register will be updated within the next financial year.

1.11 Asset Management Systems, Practices and Sustainability

The Council manages its assets in line with national and international guidelines and standards, it has also invested in systems and processes that enables it to gather and record asset data. The councils TechnologyOne system is multi-functional and has a number of modules to handle asset data, including descriptions, condition, and location as well as customer enquiries, financial information and is able to record operational and maintenance data. Having the system and processes to manage evaluate and report on assets is important to support sound, accurate and timely decisions on investment and levels of intervention. Council has made great strides in building its asset data sets and is committed to increasing both the level and accuracy of information it holds.

The Council has identified that sustainability is a key issue going forward and in particular for the Green Space department. Key issues relating to sustainability that have been identified are as follows (these principles should be included in our specifications or documentation for works):

- Products and services use less resources to achieve the required outcomes, that services are energy, water and material efficient.
- Goods and services take into account social procurement methodology including sourcing locally where this is an option.
- That materials and substances are reduced, reused and recycled, organic material is returned to the earth and planting matches climatic conditions
- That renewable energy sources are used first and foremost, reducing emissions and supporting a carbon neutral community

- That discharges or releases to the environment are safe, and indigenous biodiversity is encouraged and protected
- That the community has all of its needs both now and in the future, they feel secure, are free to make choices, have a sense of belonging and able to enjoy life

The following are examples identified within this plan by Greenspace as to how sustainability can be managed both at a management and operational levels. These are as follows:

- Use of mulch created from tree or tree matter removed as part of the Tree Maintenance Contract for use within the Park and Reserves Maintenance Contract.
- Specified sprays and herbicides applied under a spraying policy as part of the Park and Reserves Maintenance Contract to ensure that the correct product is being used and to minimise its impact on the surrounding environment.
- The process of implementing recycling bins alongside rubbish bins in some urban areas has begun.
- Inclusion within the tendering process for Green Space contracts to consider and give weighting to where appropriate, the contractors environmental practices and initiatives.

1.12 Improvement Plan

The Activity Management Plan process has identified areas where improvements are possible to the current systems and processes within Greenspace and Aquatics. These improvements have been evaluated and priority assigned to ensure that these are included in the work programmes over the next several years. The key improvements identified within this document for Green Space and Aquatics to address are as follows:

- Demand monitoring for community facilities to provide additional information to assist with planning and decision making.
- Ongoing information capture is required on the construction and condition of the Community Facilities buildings to create a detailed building register to allow more accurate forecasting for renewals budgeting. This process is currently underway.
- To move towards demand and usage levels of service rather than provision based measures where appropriate to more accurately respond to growth.

2 Introduction

2.1 Purpose of plan

The assets covered by this activity management plan represent significant investment by the community and are important to the quality of life of the Waimakariri District's residents. These assets represent a wide range of asset types and must be managed and maintained in order to ensure that they continue to provide service and benefits for the community now and for future generations.

It is intended that this plan will be a continuously improved and updated document that will guide and influence decision making and form the basis of future financial programmes. The key purposes of this plan is to:

- Demonstrate responsible management of the assets covered by this Plan on behalf of the community
- Comply with Council's statutory obligations
- Inform the Council's Long Term Plan
- Demonstrating its support in achieving community outcomes
- Ensure the provision of open space, streetscapes and other parks and reserve at a level and quality that meets the identified needs of the community.
- Describe how the strategies, policies and plans of the Council come together in order to deliver the agreed levels of service (LOS)

2.2 Plan structure and layout

This plan is divided into ten chapters as follows:

Section	Subject Area	Description of Contents
One	Executive Summary	A high-level summary of the Plan that forms supporting information to that is included in the Councils Long-Term Plan
Two	Introduction	This chapter provides an overview of the Plan, summarising the key issues and how the plan influences and supports other documents and relationships across the Council and with external stakeholders.
Three	Current demand and levels of service	This chapter reviews how the current levels of service are managed and achieved identifying the key challengers in meeting those targets and the initiatives or actions needed to maintain them.
Four	Future demand and growth	This chapter outlines the key trends that are likely to influence demand for assets and services covered by this Plan to ensure that the agreed levels of service can

Section	Subject Area	Description of Contents
		be maintained and in some cases, where agreed with the community, can be improved or enhanced.
Five	Asset Description	This chapter contains an explanation as to what assets are managed within Greenspace and Aquatics
Six	Lifecycle Management	This chapter covers how the lifecycle of assets is managed within Greenspace and Aquatics
Seven	Financial Management	This chapter covers the framework within which the assets covered by the Plan are funded through capital investment, how the financial strategies and policies support the maintenance and operational lives and how the funding provides for the ultimate disposal.
Eight	Risk Management and Assumptions	This chapter provides and analysis of the risk identified associated with the provision of services covered by the plan and how those risks are to managed or mitigated
Nine	Asset Management systems and practices and sustainability	This chapter provides details of the assets used to provide the services covered by this Plan, how they are managed and who is responsible within the council. The chapter also describes the systems and processes used to ensure that the asset information is managed to industry recognised standards, particular ensuring that the practices are sustainable both now and for the future
Ten	Improvement Plan & Monitoring	This chapter is a key part of the plan as it pulls together all the actions, identified in different parts of the plan, that need to be considered to ensure the plan meets its objectives both now and in the future
Eleven	Appendices	Appendices relevant to the Plan to provide detailed information or background data and information

2.3 Scope of the activity (high level description of what we have and what we do)

This Plan covers the following assets which are covered in more detail in Chapter 4.

- All assets on Reserve, Parks and Sports Fields
- All assets within Civic Spaces and Streetscapes
- All assets making up the range of Community Facilities
- All assets within Aquatic Facilities
- Rangiora Airfield
- Cemeteries
- Other Structures and Surfaces

These assets are discussed in more detail in Chapter 5, Asset Description

2.4 Section 17A review

The Council has an obligation under section 17A of the Local Government Act 2002 (amended 2017) to review the cost effectiveness of its arrangements for meeting the needs of its communities for delivering quality infrastructure, local public services and performance of regulatory functions.

Section 17A of the Local Government Act makes it mandatory for Councils to periodically review the 'cost effectiveness of current arrangements' for service delivery including 'the governance, funding and delivery of any infrastructure, service or regulatory function'.

A review must be undertaken

- (a) in conjunction with consideration of any significant change to relevant service levels;
and
- (b) within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and
- (c) at such other times, as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).

For the activities and associated infrastructure included under this Plan the following reviews and actions have been undertaken.

2.4.1 Greenspace and Tree Maintenance Contracts:

A review of the delivery of parks maintenance services including tree maintenance was undertaken in July 2016. The review recommended that the Council's parks and services maintenance, and tree maintenance contracts continue to be provided by two District wide contracts. One contract covering all parks and reserves (including cemeteries), maintenance and renewal activities and the second contract covering street and reserve tree maintenance and renewal.

Both contracts are to be in a form that encourages innovation in a collaborative working environment, using a quality based contractor selection process. This model is consistent with what most other local authorities are using for their parks and reserves and tree maintenance.

The length of these contracts is for seven years which will expire in 2023. When these contracts are due for renewal staff will look at completing a S17A review for the delivery of these services.

2.4.2 Aquatic Facilities

A review of the provision and delivery of Aquatic facilities was undertaken prior to the last Long Term Plan. The review covered the Council operations of three 25 metre pools (two indoor and one outdoor), three learn to swim pools (two indoor and one outdoor), a leisure pool and spa pool at the Dudley Aquatic Centre and the seasonal paddling pool at Waikuku. Programs to facilitate learn to swim and pool usage are also run.

The review concluded that the Aquatic Facilities provides a public good but is not financially viable for other organisations to provide the service. This means there are limited options for alternative service delivery. The review also suggested that a further review should be undertaken after a period of 6 years which will be due before the next AMP is developed.

2.4.3 Community Facilities

No S17A review has been undertaken for the Community Facilities as the exterior maintenance and cleaning contracts are not considered sufficiently significant to warrant a review at this time.

2.4.4 Planned reviews:

No S17A review has been undertaken for the Rangiora Airfield. A review is intended to be undertaken on the operation of the Airfield now that the designation process for this asset has been completed. Staff will begin planning for the future of the Airfield including the development of a master plan that is included within this Long Term Plan.

2.5 Organisational structure / context

The Council's operations are divided into six key areas; Community and Recreation, Strategy and Engagement, Utilities and Roading, Regulation, Finance and Business Support and Organisational Development.

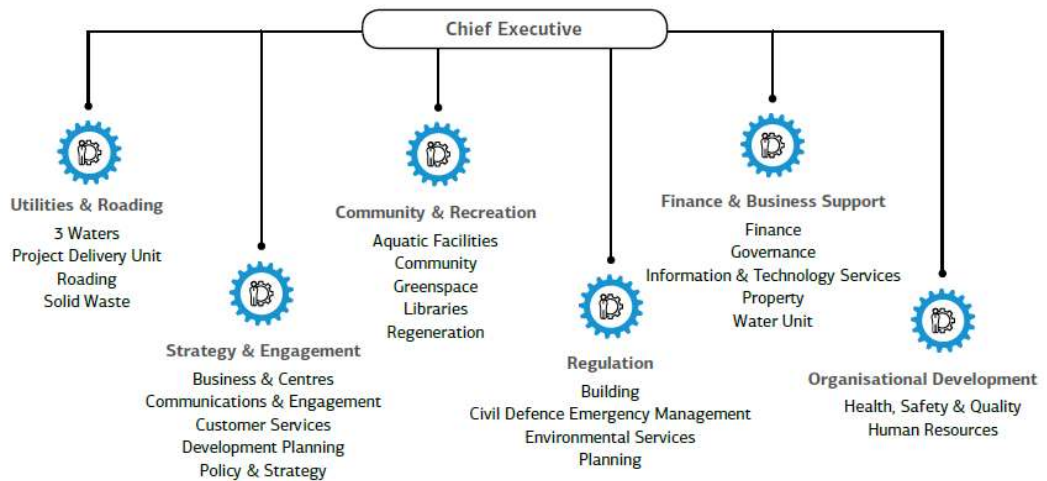
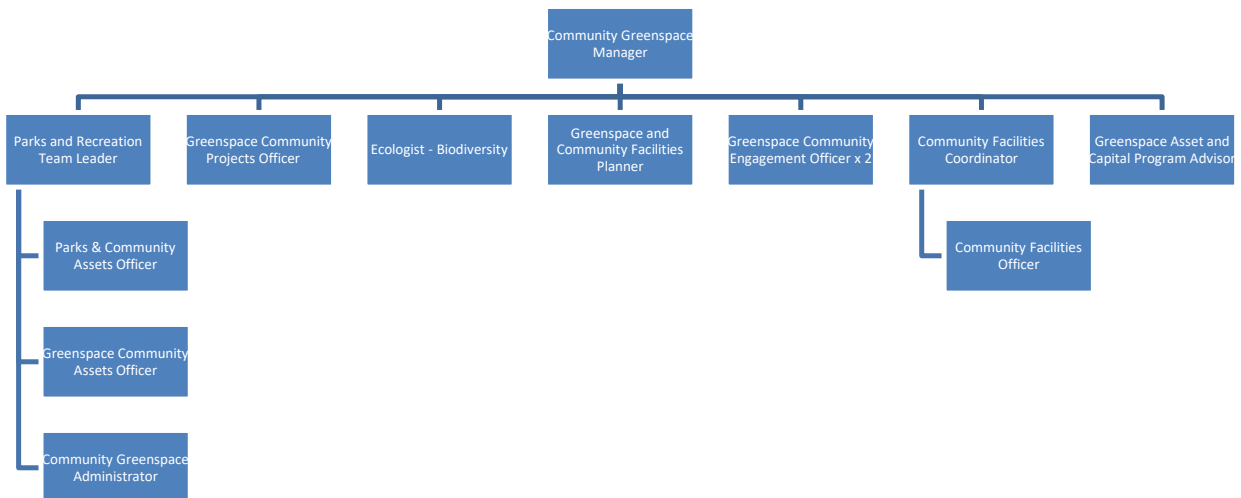


Figure 2-1 Waimakariri District Council Organisational Structure

The senior management level is responsible for integrated and consistent delivery of services across all activities. The structure for Parks and Recreation as well as Aquatic Facilities is shown below:

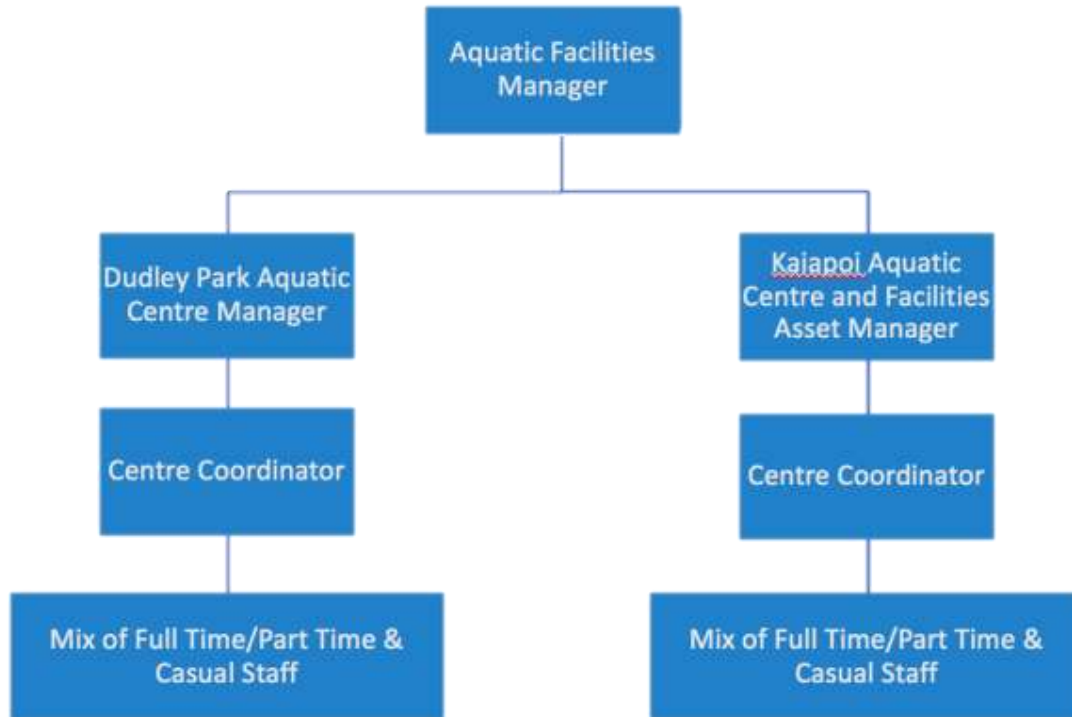
The Greenspace staff structure is shown below:

Figure 2-2 Community Greenspace Organisational Structure



The Aquatics Facilities staff structure is shown below:

Figure 2-3 Aquatic Facilities Organisational Structure



The Manager Community and Recreation has overall responsibility for managing the services covered by this Plan. The inter-relationships across the Council are shown in the table below:

Table 2-1 Inter-Relationships across Council

Department	Relationships
Community & Recreation	<ul style="list-style-type: none"> The Aquatic Facilities team manages the paddling pools/splash pads located on Council reserves The Community Green Space team provides design and project management support for aquatic landscaping projects. The Regeneration team develop and implement the strategy for the red-zone recovery areas including greenspace assets. The Greenspace Operations team manage the maintenance of some of the drainage assets located on reserves within the Greenspace contracts.
Regulation	<ul style="list-style-type: none"> The Community and Recreation Department provide support as required to inform, process and respond and advise on planning issues as they arise.

Department	Relationships
Utilities & Roading	<ul style="list-style-type: none"> The two departments have internal agreements for the ongoing development and maintenance of assets, whereby the department with the most appropriate skills and expertise takes the lead role and where existing maintenance contracts provide the best value for money The Project Delivery Unit provides technical assistance, project managers for capital works projects and assists with the development of assets associated with this activity. The Asset Information Management (AIM) Team manages on behalf of the Community and Recreation Department.
Finance & Business Support	<ul style="list-style-type: none"> The Finance and Business Department provides financial systems and regular reporting across the community and Recreation Department activities.
Strategy & Engagement	<ul style="list-style-type: none"> The Policy and Strategy Unit prepares policy documents on behalf of the Community and Recreation Department. The Policy and Strategy Unit carries out customer satisfaction surveys The Policy and Strategy Unit analyses census data and prepares demographic profiles that assist the Community and Recreation Department with its forward planning. The Customer Services Unit runs a service request system for the Community and Recreation Department, they also handle community facility and reserve bookings and manages the plots and burial records.
Organisational Development	<ul style="list-style-type: none"> The Health & Safety team are responsible for the overall H&S for Council and coordinate with Community and Recreation as required to address issues. Human Resources are responsible for the organisational requirements around staffing and resourcing.

2.6 Relationships with other organisations and alternate providers

The following table lists the main organisations and associations that the Community and Recreation team work with to ensure the effective management and operation of the assets covered within the plan.

Table 2-2 Organisations the Council works with

Type of organisation	Organisation
Central Government Departments & Organisations/Agencies	<ul style="list-style-type: none"> Department of Conservation New Zealand Police
Regional Organisations	<ul style="list-style-type: none"> Environment Canterbury
Local government Organisations	<ul style="list-style-type: none"> Local authorities neighbouring the Waimakariri District; <ul style="list-style-type: none"> Hurunui District Council Selwyn District Council Christchurch City Council
Treaty Partners	<ul style="list-style-type: none"> Te Ngai Tuahuriri Runanga

	<ul style="list-style-type: none"> • Te Kohaka o Tuhaitara Trust
Non-Government Organisations	<ul style="list-style-type: none"> • NZ Forest & Bird • NZ Fish & Game Council • NZ Historic Places Trust • Dune Restoration Trust of NZ • NZ Sports Turf Institute • NZ Recreation Association • Sport NZ • North Canterbury Sports and Recreation Trust • Sport Canterbury
The Private Sector	<ul style="list-style-type: none"> • Contractors/Consultants • Alternative facility/open space providers

There are also a number of other providers of open space and recreation facilities within the District whose role has been taken into account when setting service levels for Council. The following table shows the other significant providers of recreation facilities in the District.

Table 2-3 Alternative Recreation Facility Providers within the District

Name of Organisation	Facility Provided
North Canterbury Sport & Recreation Trust	McAlpines Mitre 10 Mega Stadium
Northern A & P Association	Sports Fields
Oxford A & P Association	Sports Fields
Kaiapoi Park Trustees	Kaiapoi Park (sportsgrounds)
Te Kohaka o Tuhaitara Trust	Tuhaitara Coastal Reserve
Environment Canterbury	Ashley/Rakahuri Regional Park, Waimakariri River Regional Park (Kaiapoi Island)
Department of Conservation	Conservation Estate
Ministry of Education	Kaiapoi High School Auditorium
Religious Organisations	Various meeting rooms and halls throughout the district.

Most of the opportunities not provided within the district are available in nearby Christchurch or adjacent districts. Consideration needs to be given as part of the overall development of infrastructure across the district with how it links with provision of similar or identical services in Christchurch or neighbouring districts. This has been considered as part of the review of the strategies developed by several sporting codes and other activities as part of the master plan for these activities within the Canterbury region.

2.7 Significant negative effects of the activity

The Local Government Act 2002 (Amended 2017) requires every local authority to outline any significant negative effects that any activity may have on the social, economic, environmental or cultural well-being of the local community.

In general terms, the effects generated by the Community and Recreation activities are likely to have limited negative impact and are not considered to have a high degree of significance in terms of the Council's Significance Policy.

A table outlining the possible negative effects of the activities included in this plan and ways of monitoring and mitigating these has been included at the back of this document in Appendix 1A (Negative Effects of the Activity).

2.8 Significance of the activity

It is widely recognised that recreation, sport, and other community activities contribute to the well-being of the community and offers great spaces to relax and exercise or to just meet and enjoy each other's company. Council has developed a number of strategies to guide the development of key asset types. These describe the benefits as being:

Sports Facilities	The provision of sports facilities allows both active and passive recreation, which promotes health and wellbeing and community cohesion.
Play Spaces	Play spaces are important for quality of life. They have a positive influence on health and wellbeing, developmental learning and social development. They allow social interaction and community participation that leads to a sense of community ownership and pride.
Community Facilities	The provision of community facilities provides spaces and places for residents (and visitors to the district) to come together to meet, recreate, perform and spectate.
Aquatic Facilities	Provision of quality aquatic facilities and programmes to provide and allow participation in an active lifestyle, recovery, social and personal well being.
Cemeteries	Cemeteries play an important role in our society supporting our sense of community and reflecting not only the history of local people and cultures that founded and influenced our District but also the different cultures of today's residents.
Public Toilets	The provision of public toilet facilities at parks and open spaces optimises the benefits of open space for a range of recreational pursuits including active sports and children's play. Public toilets attract more families to use parks and encourage longer visits.

The Local Government Act 2002 (Amended 2017) identifies under section 11A the core services council must consider in performing its role and requires local authorities to identify how they will achieve this purpose. Community outcomes are established by the Council to show how the activities it undertakes contribute to performing its role. Section 11A of the LGA states: - In performing its role, a local authority must have particular regard to the contribution that the following core services make to the community:

- (a) network infrastructure
- (b) public transport
- (c) solid waste collection and disposal
- (d) the avoidance and mitigation of hazards
- (e) libraries, museums, reserves and other recreational facilities and community amenities

Some well documented benefits of carrying out physical activity, both at an individual and community level, are listed below:

Table 2-4 Benefits of Recreational Activities

Individual	Community
Psychological benefits	Social/cultural benefits
<ul style="list-style-type: none"> • Better mental health • Personal development and growth • Personal appreciation and satisfaction 	<ul style="list-style-type: none"> • Community satisfaction • Pride in community • Strengthen sense of place/identity • Increasing social interaction • Community cohesion/bonding/involvement • Shared celebration
Physiological benefits	Economic benefits
<ul style="list-style-type: none"> • Better physical health • Reduced incidence of sedentary lifestyle disease • Maintenance of mobility and flexibility 	<ul style="list-style-type: none"> • Reduced health costs • Increased productivity • Increased economic activity and growth
	Environmental benefits
	<ul style="list-style-type: none"> • Protection and preservation of natural places • Water quality protection • Provision and protection of green space in urban settings

The benefits identified above were recognised in the Waimakariri District Recreation Plan – Strategic Directions for Recreation document, adopted by the Council in 2003, which stated that recreation activities, facilities and open spaces contribute to the health and vitality of the District by:

- Enhancing individual health and wellbeing, including personal development and quality of life.
- Increasing social cohesion and people's sense of belonging and healthy communities.
- Attracting visitors and therefore providing economic benefits to the District.
- Enhancing the District's environment.

To contribute to a healthy district through the provision and support of a co-ordinated network of recreation opportunities that:

- *Meet the needs and preferences of Waimakariri District residents*
- *Contribute to a sense of community*
- *Promote the district as a visitor destination*
- *Maintain and enhance the quality of the environment*
- *Are efficiently used and economically sustainable*

In summary, the Council owns and manages green space assets because of the degree of public benefit derived from their provision and the need to ensure continued free or affordable public access.

The Council's significance policy outlines the Council's general approach to determining the significance of proposals and decisions, and includes procedures, criteria and some thresholds the Council will use in assessing which issues, proposals, decisions and other matters are significant.

2.9 WDC guiding principles, strategies, policies and plans

2.9.1 Te Mātou Mauri:

In 2016 the Council focused on business improvement and the organisation began a strategic Organisational Development with its key focus being leadership and culture. All levels of staff within the organisation have been engaged in helping to shape this strategy and tell the story. The strategy – Te Mātou Mauri provides clear direction to outline the council's areas of focus and priorities for investment. The principles incorporated in Te Mātou Mauri are:

Table 2-5 Ta Mātou Mauri Principles

Our purpose	To make Waimakariri a great place to be, in partnership with our communities.
Our vision	We are a respectful, progressive team delivering value for our customers.
Our values	We will...

	<ul style="list-style-type: none"> • Act with integrity, honesty and trust • Keep you informed • Do better every day • Take responsibility • Work with you and each other
Our customer promise	We will be professional, approachable and solutions-focused

Within Te Mātou Mauri the following organisational objectives have been set:

- We have a values-driven culture.
- It is fair and easy for customers to do business with us
- Systems and management processes are integrated, effective and reflect best practice.
- We demonstrate value to today's customers and tomorrow's communities.
- We have empowered and valued people and teams.
- We are known as a trusted partner

An activity management plan is a tactical plan that enables alignment of operational delivery with the Council's strategic objectives (as defined in strategic plans). It also shows how the delivery of services will contribute to meeting the community outcomes and delivering the agreed levels of service identified in the Long Term Plan.

Activity management plans both shape and are shaped by the Long Term Plan. Every three years, the Council's ten-year spending programme is reviewed and the activity management plans have a key role to play in this process. The strategic direction set in each Long Term Plan provides the context for activity management plans when they are reviewed.

Service levels, strategies and information requirements that are contained in activity management plans are translated into contract specifications and reporting requirements.

Policies and standards are tools that provide guidance for the service standards to be delivered and bylaws are needed to support asset management tactics.

The following diagram depicts the relationship between the various processes and levels of planning within the Council required to support the achievement of identified community outcomes.

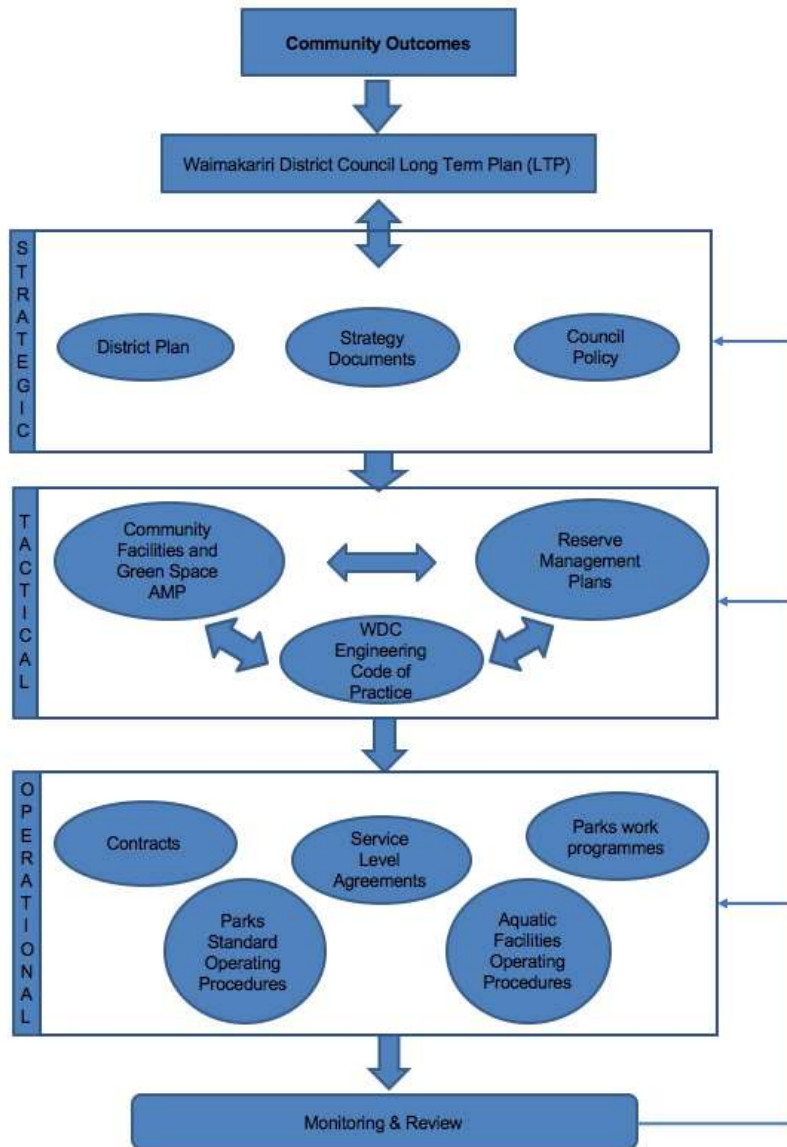


Figure 2-4: Planning within Council to achieve the Community Outcomes

Levels of service within this Activity Management Plan have been developed with the objective of assisting the Council to achieve the agreed community outcomes. Below is a list of some of the non-financial performance measure and also some of the more significant internal levels of service:

- 8 hectares per 1000 residents of open space will be provided across the District for recreation purposes
- 1 hectare per 1000 residents of neighbourhood reserve

- 90% satisfaction rates of survey respondents that use the Sports facilities
- 90% satisfaction of survey respondents that use Community Facilities
- Full compliance with reserve management plans
- Full compliance with general aviation requirements
- Providing berm capacity for at least three years
- Full compliance with annual Pool Safe accreditation
- 90% satisfaction rates of survey respondents for Aquatic Facility users

2.9.2 Organisational objectives 2021-2031:

The following objectives have been identified by Council as been key to the development of the district and are key in how the Greenspace and Aquatics activitiress are managed:

- Providing appropriately for a fast growing district
- Responding nimbly to a changing operating environment
- Meeting levels of service and community expectations
- Planning for natural hazards and climate change
- Transitioning to a sustainable future
- Renewing infrastructure in a timely manner.

2.9.3 Approach to sustainability:

Sustainability remains an ongoing part of how Greenspace and Aquatics are delivered both now and into the future. Sustainability has been considered as part of existing contracts such as measures put in place to ensure sustainable practises such as using mulch from the Tree Maintenance Contract as part of the Parks & Reserves Maintenance Contract and the development of infrastrucure located at the Aquatic Facilities to allow the creation of bleach onsite rather than importing this.

The development of a targeted sustainability strategy has also begun to further guide sustainable practices within both Council and the Community & Recreation department.

2.9.4 District Plan:

The Council's District Plan is one of the overarching documents that dictates how the district is adminstered including Community and Recreation assets. The District Plan is currently under

review and Community and Recreation staff are contributing to this review around zoning and management of Greenspace areas within this plan.

As part of this the proposed District Plan sets out how Greenspace zones (Natural, Open Space and Sports and Recreation) are managed. These zones dictate at a high level what is able to be developed within these spaces and needs to be considered alongside levels of service and reserve management plans. It is expected that this will go for public consultation in 2021.

If adopted this will formalise the management of these spaces and provide additional guidance on what activities are permitted within these spaces.

2.9.5 Procurement Policy:

The Council has a policy in place to ensure that all procurement and tendering undertaken follows a strict process. This policy, S-CP-4160 Procurement and Contract Management Policy, ensures that when a contract is required to undertake operational or maintenance works, such as a new project or the Reserves Maintenance Contract there is a system in place to manage the tendering and contract process. This policy outlines the process and obligations that must be met throughout the procurement process including at what level multiple prices must be obtained and the delegation for this work.

2.10 Linkages to external documents

The activities covered by this Plan are impacted or influenced to a lesser or greater to a number of external documents and policies, a summary of these documents are provided as part of Appendix 1B.

2.11 Relevant legislation

The Activities covered by this Plan are subject to a greater or lesser degree to a number of Legislative, Statutory or External Policies, the most important of these are listed and discussed in Appendix 1B.

2.12 Asset management planning objectives, benefits and process

Asset management is an essential part of effective business planning for Local Authorities. Local Authorities manage significant infrastructure and community assets that deliver critical quality-of-life services to communities. Asset management is important for a number of reasons:

- The Council relies on assets to support its service delivery. Unless the assets are well managed, the services they support will suffer.
- The assets represent a significant investment by ratepayers that needs to be protected.
- Assets are often taken for granted until they fail. A failed asset can have both social and economic effects on the District. To avoid this, assets need to be actively managed.
- The condition of the assets has a direct bearing on meeting agreed levels of service

An activity management plan links together the Council's objectives with the levels of service needed to deliver them, the work required on the assets to sustain those levels of service (for example, long term capital works, renewals and maintenance programmes) and the finances needed to support the work.

An asset management plan supported by its systems and processes is useful for identifying and quantifying assets, gathering information on their age and condition, defining the level of service a community wants those assets to provide and forecasting both operational and renewal costs. Strategies can be put in place to reduce the on-going maintenance of the assets and prolong their life.

Activity management plans are also useful for examining how growth will impact on future demand for use of the assets. The plans can assess how the capacity of current infrastructure can meet future growth and/or the capital expenditure required to maintain current levels of service and where there will be constraints.

The Council has adopted the New Zealand Treasury Asset Management Assessment. This is based on the 2011 IIMM Asset Management System. The International Infrastructure Management Manual (IIMM) 2011 introduced a maturity index which enables various aspects of asset management to be ranked on a continuum from minimum (legislative requirements) to advanced levels.

- Developing a business case for asset management
- Guidelines to develop asset management policies and strategies
- Setting of asset management objectives
- Guidance of risk management
- Asset management leadership and communication
- Operational strategies
- Guidance on asset management systems

- Information management
- Asset management maturity
- Asset management performance
- Assessing infrastructure resilience

Organisations with little experience of managing assets will start at a simple level and develop to a more advanced level, more experienced organisations will have more mature practices and systems that allow them to sustain a more advanced level. The Council initially concentrated its thinking around Asset Management Maturity on its key utility activity areas but has undertaken assessments for the activities within this plan and this is detailed in **Error! Reference source not found.** which is included later in the document.

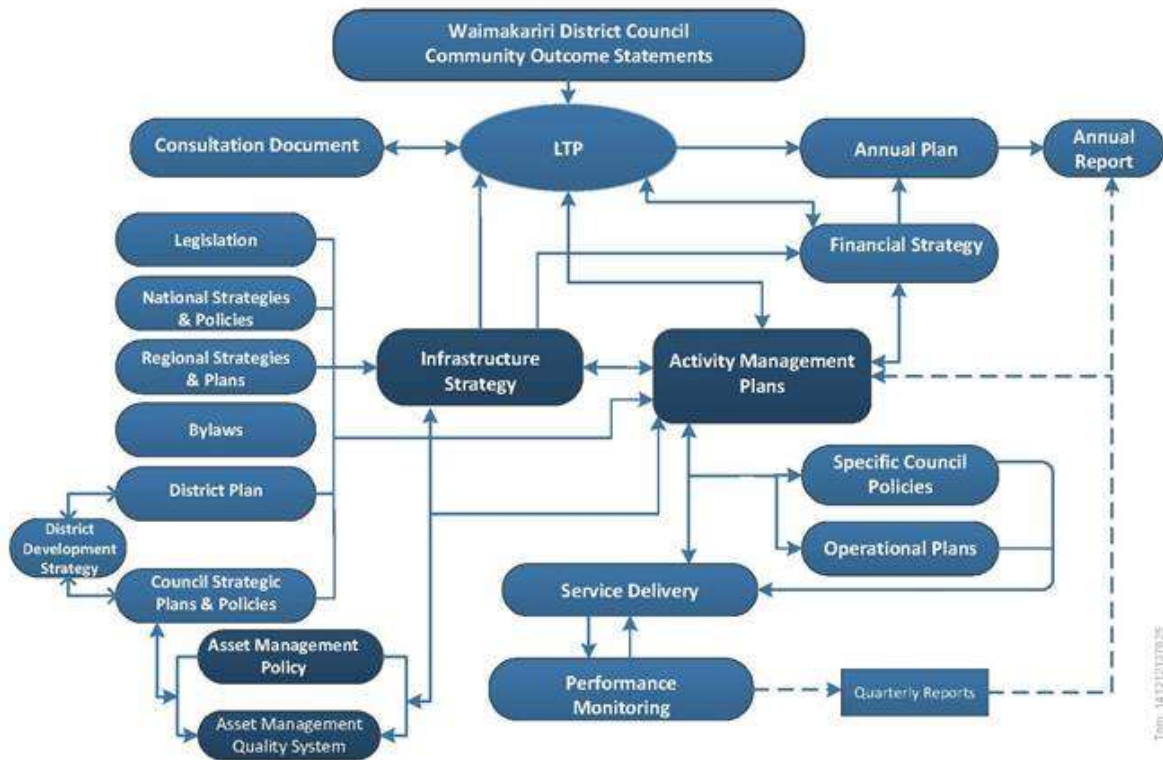
The characteristics of the various levels of asset management have been included as an appendix to this section. Refer to appendix 2C (Activity Management Planning).

2.13 WDC asset management policy

The Council has a current Asset Management Policy which was reviewed in 2016 and sets out the high-level direction that the Council wishes to take and where in the organisation the responsibility lies for achieving the desired outcomes.

The figure below shows how the Asset Management Policy links to other key documents and processes within the Council.

Figure 2-5 Relationship between key documents and processes



2.14 Description of asset management maturity index system

The New Zealand Treasury Asset Management Maturity Assessment is used by the Council to identify the current levels of asset management present within Greenspace. As noted above, this assessment is based on the IIMM 2011 document.

This process allows gaps between current and desired levels of practice to be identified. Some improvements are systems based and can be made as new or improved systems are implemented. The process based improvements that have been identified can be implemented when the process is next reviewed. Some improvements are simply obtaining better information about assets or requiring people with appropriate skills.

The table below identifies some of the key criteria that should be considered when assessing asset maturity:

Table 2-6 Asset Maturity Assessment Criteria

Criteria	Explanation	Criteria	Explanation
Asset Management Policy and Strategy	That the organisation recognises where it currently sits with regard to its asset management practices and is able to identify the level of expertise it wishes to achieve and how they plan to make the improvements	Ability to Predict Failure Modes of the Assets	There are several ways an asset can fail to provide its required level of service or reach the end of its effective life. Organisations should assess and understand the various ways in which an asset may fail and when that failure may occur
Knowledge of Levels of Service	That they match customers' expectations and willingness to pay	Ability to Analyse Alternative Treatment Options	To mitigate the predicted failure. Strategies considered should include options such as changed operating procedures, maintenance, renewal, creating new assets, asset disposal and demand management
Ability to Predict Future Demand from Customers	So that the impact on the asset and future investment requirements can be predicted with confidence	Ability to Rank Works Based on Economic Analysis	AM projects should be able to be prioritized to suit available budgets so that projects with the greatest benefit/cost are undertaken first. The prioritization should include lifecycle costs and benefit analysis. This will enable financial resources to be prioritized when budgets are constrained.
Knowledge of Location and Physical Condition of Assets	To enable prediction of future maintenance and renewal requirements, costs, liabilities and risks	Ability to optimise Operations and Maintenance Activities	To minimise operations and maintenance costs through an optimal blend of planned and unplanned maintenance activities,

			cost-effective asset operations strategies
Knowledge of Performance of Assets (Reliability)	To be able to assess the effectiveness of operational, maintenance and capital works programmes. This requires information to be available on the types of failure, number of customers affected, and the ability to predict when performance will drop to an unacceptable level	Have systems and processes that support decision making	Enables quick and easy access to raw data that then can be adapted and manipulated to provide information.
Knowledge of Current Utilisation and Ultimate Capacity	To identify when to upgrade or augment existing assets. Lack of understanding of capacity and utilisation can lead to over-investment in infrastructure, and inefficient use of scarce funds	Ability to understand risks	This helps to develop forward planning and ensure that investment is able to mitigate or reduce risks to levels of service

This matrix helps to develop forward planning and ensure that investment is able to mitigate or reduce risks to levels of service. The table below summarises the current Maturity Assessment which shows where Council currently considers it to be placed and to what level over time it is planning to improve its performance.

Table 2-7 Summarised Asset Management Maturity Assessment

Section	Current Business Practice	Desired Business Practice	Improvement Project/Strategy
AM Policy Development	Core (50)	Intermediate (75)	Asset Management Group – creation of a defined Council policy aligned throughout Council
Levels of Service and Performance Management	Intermediate (75)	Advanced (90)	Consultation on Levels of Service. Customer Communication Plan
Demand Forecasting	Intermediate (70)	Intermediate (70)	With new strategies for key assets completed believe that demand forecasting is at sufficient level

Asset Register Data	Intermediate (70)	Advanced (90)	Integration of Technology One System to include greater financial detail in allocation and tracking
Asset Condition	Advanced (85)	Advanced (90)	Continuation of the current asset validation programme. To also include the community buildings in the asset validation programme
Risk Management	Intermediate (65)	Intermediate (70)	Note that the Greenspace Assets have a limited number of high risk assets.
Decision Making	Intermediate (75)	Intermediate (75)	Greenspace Strategies (including Park and Asset Specific Strategies)
Operational Planning and Reporting	Intermediate (65)	Intermediate (75)	Business Mapping Process
Maintenance Planning	Core (55)	Advanced (85)	To use the asset validation process to increase forward planning accuracy for maintenance.
Capital Investment Strategies	Intermediate (70)	Intermediate (75)	Undertake predictive renewal modelling for buildings
Financial and Funding Strategies	Core (50)	Intermediate (70)	To continue with asset validation and assessment to ensure data is up to date and accurate to allow for modelling.
Asset Management Teams	Core (50)	Core (50)	To become fully intermediate would require significant engagement on LOS. Due to the number of assets within Greenspace this is not practical.
Asset Management Plans	Intermediate (70)	Intermediate (80)	Continued development and refining of asset management plans by Green Space
Information Systems	Core (60)	Advanced (90)	Integration of Technology One system to include all of the Asset Management modules available.
Service Delivery Models	Intermediate (70)	Intermediate (80)	Continued review of the tendering/contract process for Council

Quality Management	Core (60)	Intermediate (75)	Continued review of the quality management processes included within the service contracts.
Improvements Planning	Core (45)	Intermediate (75)	Review of the AMP suggested improvements to create a set improvement plan. Once this has been identified to set up appropriate timeframes and reporting schedule.

2.15 Approval process

The Council processes require that the following approval process is followed in the adoption of this updated Plan:

- Sign off by Activity Manager
- Consideration and recommendation to Council by the Community and Recreation Committee
- Approval by Council

3 Current Demand and Levels of Service

3.1 Introduction to the section

Council maintains a number of outcomes that it seeks for the community. Activities that are managed by Community and Recreation are an integral part of Council achieving these outcomes. Council responds to these outcomes by providing services. It sets levels of service expectations and monitors itself against those expectations in a transparent manner.

Council reviews its performance against the levels of service expectations, considers any discrepancy between the targeted and actual. It looks for opportunity to improve into the future.

3.2 Community Outcomes and benefits

The Local Government Act 2002 provides extensive powers to councils to decide which activities they undertake and the manner in which they will undertake them. Activities undertaken by the council must be included in its Long-term Plan (LTP) document that is the formal process for consultation with its community. The LTP is the key planning tool for council and one of its purposes is to describe the activities and the community outcomes it aims to achieve. A key focus as part of the adopted Community Outcomes is the focus on the four wellbeing's in the present as well as the future. These are:

- Social Wellbeing
- Economic Wellbeing
- Environmental Wellbeing
- Cultural Wellbeing

The key areas for Community and Recreation are Social, Environmental and Cultural with the following being key outcomes:

- Public spaces and facilities are plentiful, accessible and high quality
- There are areas of significant indigenous vegetation and habitats that support indigenous fauna
- The community's cultures, arts and heritage are conserved and celebrated
- There is a healthy and sustainable environment for all
- There is a safe environment for all

For a full list of the community outcomes and the measure for each that Council seeks to meet see TRIM # 201015138437.

3.3 Identifying customers and stakeholders

Community and Recreation has both internal and external customers and stakeholders. Internal stakeholders are where Green Space provides services on behalf of another area within Council, when it is more efficient to do so. Where it provides such services, there are internal recoveries so that the costs settle appropriately within the financial accounts. The Green Space maintenance contractor is used:

- By Roading – for street cleaning activities
- By Drainage – for maintenance of urban storm water open drains and storm water retention areas.

Going forward the usage of the landscape architects within Greenspace will be charged at a cost recovery model similar to the Project Delivery Unit engineers for consultant work that is undertaken by Greenspace staff for other departments within Council.

The Community and Recreation has a diverse range of external customers and stakeholders because they offer a wide range of services. Some examples of the services with corresponding customers and stakeholders includes but is not limited to the following:

Table 3-1: Facility User Groups

Facility	Customer and Stakeholders
Sport & Recreation	Sports teams, social sport, public community events, Sporting Bodies
Neighbourhood Parks	Local community for play, walking and general recreation
Public Gardens	Students, Community Groups, Families and Small Businesses
Nature reserves	Wider community for walking and cycling. Special Interest Groups
Outdoor Adventure	Currently Airfield is identified as Outdoor Adventure Park (see below)
Recreation and Ecological Linkages	Links for Walking and cycling. Ecological interest groups (e.g. Forest & Bird)
Civic Spaces	Local businesses that serve shoppers and workers
Streetscapes	Local Community, Businesses
Cemeteries	Wider community
Community Halls & Buildings	Local community groups and business, Educational use for training purposes, Clubs and Churches.
Aquatic Centres	General Community, Businesses (swimming lessons), other Councils, Sporting Bodies
Kaiapoi Marine Precinct	Local community, Businesses
Airfield	Businesses, Recreational Flying

3.4 Understanding customer needs/expectations

Community Green Space utilises a number of methods to understand stakeholder and customer needs and expectations as outlined in the table below:

Table 3-2: Methods to Determine Customer Expectations

TechnologyOne system	Feedback is provided by the community through the central call centre and recorded in the Tech1 system. This feedback is used for corrective action requests as well as providing positive suggestions.
Advisory Groups	Council has a number of special advisory groups that provide feedback for certain types of reserve.
Surveys	Council conducts annual surveys for a number of its facilities and undertakes a three yearly customer satisfaction survey. Specific surveys are also undertaken as part of the development of asset specific strategies. The last customer satisfaction survey was completed by Council in 2019.
Long Term Planning Process	Council seeks feedback from the community during the long terms and Annual Planning process after draft documents are released.
Development Consultation	Targeted consultation is carried out on all new developments or significant replacements

3.5 Current demand

Historically, the primary measure of demand used by Community and Recreation is tied to level of service is population size. This remains the case today but more recently, Green Space has started to move towards more sophisticated measures such as asset carrying capacity, so that it better understands where its requirements are. This becomes more critical due to the earthquakes and as the wider Council asset base puts increasing pressure on the funding envelope.

Council uses New Zealand Recreation Association Yardstick measures to assist with determining its provision targets for some park categories. Council can then compare its performance against those targets. The targets are included in the tables in Section **Error! Reference source not found.** below.

There are some key external influences which are currently affecting demand of most facilities covered by this plan. These include a growing population, increasing expectations for high

quality facilities, urbanisation and trends towards less structured pay for play and shorter forms of organised sports.

Community and Recreation is developing strategies for a number of its larger key asset types. Strategies have recently been developed for Community Facilities, Sports Facilities and Aquatic Facilities. The strategies each hold extensive demand, performance and utilisation data, which is summarised in this plan. For full details please refer to the relevant strategies.

3.5.1 Sports Facilities

Demand is measured using the number of hours use per week during the winter. Capacity is a measure of both sports ground size and quality because higher quality facilities can be used more regularly without detrimental impacts. Current demand for sports fields has recently been measured using sports club membership throughout the district and considering the usage requirements for playing and training hours.

Table 3-3 Sport Facility Demand

Facility	Club(s)	Sport	Demand	Capacity	Surplus Deficit
Ashgrove Park (Rangiora)	No Clubs - general training		0	4	4
Dudley Park (Rangiora)	Waimakariri Football Club	Football	6	14	8
Southbrook Park (Rangiora)	Saracens Rugby Club	Rugby	20	21	1
Maria Andrews Park (Rangiora)	Waimakariri Football Club	Football	21	16	-5
Rangiora A&P Showgrounds (Rangiora)	Waimakariri Football Club	Football	23	27	4
Kaiapoi Park	Kaiapoi Rugby Club	Rugby	19	31.5	12.5
Wylie Park	overflow park adjacent to Kaiapoi Rugby Club	Rugby		6	6
Kendall Park (Grass)	Waimakariri Football Club	Football	35	32	-3
Kendall Park (Artificial)	Waimakariri Football Club	Football	35	40	5
Murphy Park	Northern Bulldogs Rugby League Club	Rugby League	18	17.5	-0.5

Gladstone Park (Woodend)	Woodend Rugby Football Club	Rugby	14	49	35
Loburn Domain (Loburn/Ashley)	Ashley Rugby Club (Loburn Domain)	Rugby	22	29.25	7.25
Sefton Domain (Loburn/Ashley)	Ashley Rugby overflow	Rugby	2	9.75	7.75
Mandeville Domain (Ohoka/Oxford)	Ohoka Rugby Club	Rugby	27	45	18
Pearson Park (Ohoka/Oxford)	Oxford Football Club	Football	20	16.25	-3.75
Pearson Park (Ohoka/Oxford)	Oxford Rugby Club	Rugby	17	19.5	2.5

In order to determine demand for sports facilities a survey of all sports facility users was undertaken as part of the preparation of the Sports Facilities Strategy 2020. This follows the survey included as part of the 2017 version of this strategy.

The updated survey results show that there has been a 16% increase in club membership in the last five years. This is slightly misleading as the traditional sports have either had small increases or decreases with their membership. The significant increase is related to users of Trampolining who use the club not necessarily members. The table is shown below:

Table 3-4 Sport Clubs Membership

Sports Code	2018	2019	2020	Net Change	Percent Change
Rugby	1453	1549	1435	-18	-1%
Cricket	533	532	555	22	4%
Football	711	687	715	4	1%
Bowls/Croquet Clubs	433	453	467	34	8%
Rugby League	186	205	246	60	32%
Softball	183	201	196	13	7%
Hockey	474	490	460	-14	3%
Athletics	31	31	31	-	0%
Netball	1330	1340	1285	-45	-3%
Basketball	n/r	n/r	n/r	-	-
Trampolining	1500	2000	2500	1000	67%
Sailing / Rowing / Dragon Boating	228	200	202	-26	-11%
Table Tennis, Squash and Golf	718	734	756	38	5%
Total Reported Sports Club Membership	6,916	7,486	7,998	1,082	16%

As well as the above demand information, the strategy has also identified the need for additional indoor court space to cater for increased participation rates in indoor-based sports and the trend towards more high quality assets that need to cater for less structured pay for play and shorter forms of organised sports. This has been addressed in the short term with the construction of the Mainpower Stadium with four indoor courts, however feedback from sports groups has indicated that this is likely only sufficient in the short term.

3.5.2 Play Spaces

Play Space demand is established using population and distance guidelines. Local play spaces should be within 500m or 10 minutes walking distance of most residential properties while larger community play spaces within 1km or 15 minutes walking distance. A minimum of 1 hectare provided per 1000 residents.

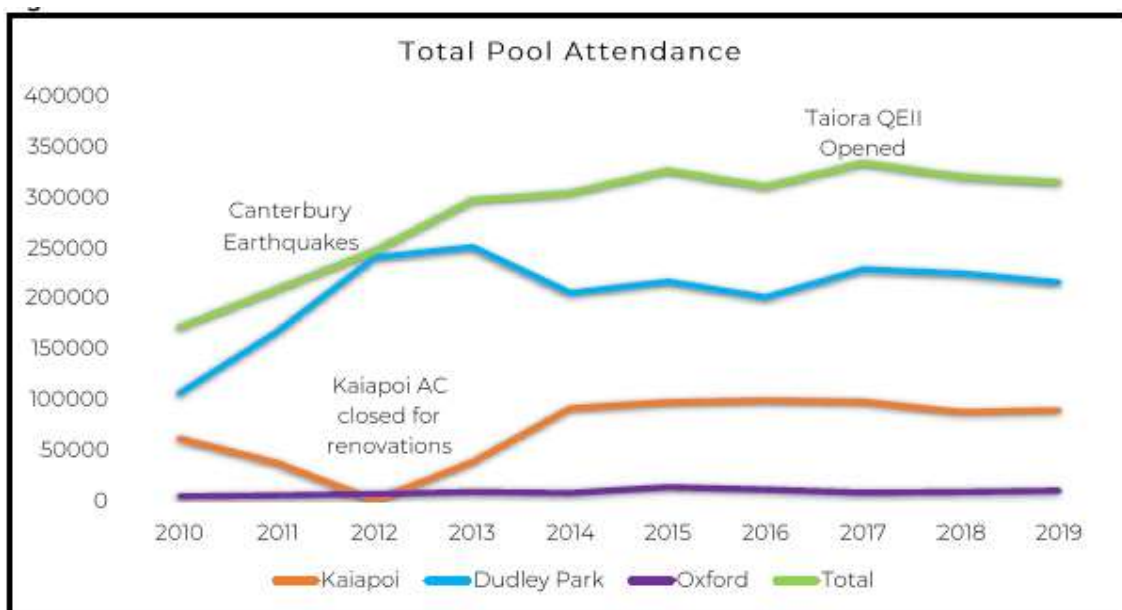
Current play spaces demand is driven by the growing population and the increasing number of subdivisions throughout the district. As part of the subdivision process, Council work with the developers to either provide play spaces as part of the development or Council purchases land for development as per the outlined population and distances guidelines. The Council currently provides 2.14 ha of play spaces per 1000 residents, which is more than the minimum targets set by Council.

The Council identified target of having local play spaces within 500m or 10minutes walk and community play spaces within 1km or 15 minute walk is generally met throughout the district and ties in with the population provision target above.

3.5.3 Aquatic Facilities

The recently completed Aquatic Facilities strategy has identified the current demand and future demand projections for this activity. This has highlighted that usage of the existing major facilities (Rangiora, Oxford and Kaiapoi) has remained steady over the last several years without the expected increase associated with population over this time period. There has also been a small decrease in usage following the opening of new aquatic facilities within the Christchurch area such as QEII which provides alternative opportunities for residents. The below table shows the number of users across the 3 pools over the last 10 years.

Figure 3-1 Total Pool Attendance



Aquatics staff have identified that approximately 225,000 paying customers used these facilities last year. This has been significantly impacted by Covid-19 which saw the pools close for 2 months and restricted use for a further two months. Staff would normally expect approximately 300,000 customers annually and have also identified that since Taiora QEII has reopened numbers have been reducing annually with users returning to this facility. However, there is still capacity within the existing facilities to cater for additional customers.

3.5.4 Community Facilities

A new Community Facilities strategy has been developed in order to plan for demand in the future. Community Facility demand is established using population and distance guidelines. The below table identifies the guidelines set out within the strategy for the provision of community facilities. Applying these guidelines suggests that there will be need for a community facility in the Pegasus, Woodend, Ravenswood area in the next ten years.

Table 3-5 Community Facilities Provision Guidelines

Community Centres	Local - small	Local – Large
Function	Community development activities including small meetings, co-located working spaces, clubs and social gatherings with activated programming and services.	Community development activities including small and large meetings, social gatherings, recreation, local arts and culture, health and wellbeing with activated programming and services.

Provision approach	Located in local neighbourhoods, walking catchment of up to 15 minutes or 30 minute drive of rural and coastal villages	Serves a catchment of up to 15 minute driving time. Located in metropolitan or town centres and satellite towns. Desirably located within the centre of town.
Identifying gaps	<ul style="list-style-type: none"> •Within 15 minute walk from local or town centres •Target population threshold 5000-10,000 	<ul style="list-style-type: none"> •Within 15 minute drive from metropolitan areas, key town centres •Target population of 20,000 plus
Rural	<ul style="list-style-type: none"> •Within 30 minute drive of rural centres •Target population threshold 5000-10,000 	<ul style="list-style-type: none"> •Within 15 minute drive from satellite towns •Target population of 20,000 plus

Green Spaces staff are able to monitor the communities demand for the Community Facilities through the online booking system. In general the current provision of community facilities exceeds the demand for them based on the bookings for these spaces. However, based on staff experience it can be seen that in some areas the community facilities provided are being used at or near capacity, for example Woodend Community Centre, highlighting the need for additional community facility space in this area. This is important given the projected population growth in the Pegasus/Ravenswood/Woodend area over the next 20 years will continue to put additional pressure on the existing community facilities provided in this area which are already at or near capacity.

In addition to this, the Council has identified that provision of bare land for community groups to build their own facility is appropriate. This recognises the need of these smaller community groups such as drama groups to have a venue that they are able to use regularly without increasing the load on existing facilities.

Council has already provided this with the Northbrook Studios development and it has been identified within the Community Facilities Strategy that this area used for these community groups has reached capacity and that providing additional Council land for this type of development is something that should be considered further. This is being progressed further as part of the projects included in the Redzone in Kaiapoi with three community groups expressing interest to be involved with the development of this space.

3.5.5 Cemeteries

Currently demand is able to be met through the provisions available at the existing cemeteries throughout the district. Currently staff are continuing to ensure that 3 years' worth of burials are available through the ongoing development of these spaces.

3.6 Current customer levels of service

The current customer levels of service have been developed for a number of areas of the Greenspace and Aquatic activities. These levels of service have been set based on several different approaches:

3.6.1 Legal or Health and Safety requirements

Where there is a set legal of health and safety requirements in place that must be met to ensure community and users remain safe. This includes the following:

- 100% compliance with Pool safe Accreditation
- 100% compliance with general aviation requirements

3.6.2 Industry Standards

A number of these have been set based on industry standards across New Zealand through Yardstick. These provide a baseline target that should be achieved for items such as provision of neighbourhood land. Council has taken these targets and adjusted these for our district and in some cases set the target above the guide from Yardstick:

- 8 hectares of parkland per 1000 residents
- 1 hectare of neighbourhood reserve per 1000 residents

3.6.3 Council Targets

Where staff have identified that satisfaction of users is an appropriate LOS to measure for these activities the level has been set based on internal discussions. These levels identify that achieving 100% satisfaction is extremely difficult to maintain given the active nature of the assets maintained and managed by Aquatics, Community Facilities and Reserves. These include:

- 90% satisfaction with Community Facilities
- 90% satisfaction with Aquatic Facilities
- 90% satisfaction with Sports Facilities

3.6.4 External Levels of Service

The below table sets out the current external Levels of Service identified by Greenspace. As part of the review of Green Space activities the current Levels of Service are reviewed to ensure that they remain relevant.

Table 3-6 External Levels of Service

Recreation				
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Community Outcomes	Council Response	What Council Provides	Measuring Performance	Target
That this activity contributes to	How this activity contributes to outcomes	Major Levels of service		
Parks & reserves				
<p>Public Spaces and facilities are plentiful, accessible and high quality</p> <p>There are wide ranging opportunities for people of different ages to participate in community and recreational activities.</p> <p>The particular recreational needs of children and young people are met.</p>	<p>There are wide ranging opportunities for people to enjoy the outdoors</p>	<p>Providing sports grounds, neighbourhood reserves and natural reserves for the community to use.</p>	<p>The number of hectares of parkland per 1000 residents.</p>	<p>8 hectares per 1000 residents.</p>
			<p>The number of hectares of neighbourhood reserve land per 1000 residents.</p>	<p>1 hectare per 1000 residents.</p>
			<p>Customer Satisfaction with sports grounds as measured by an annual survey of users</p>	<p>At least 90%</p>
<p>Conservation of significant areas of indigenous vegetation and/or habitats is encouraged.</p> <p>There is a safe environment for all.</p>	<p>Reserves protect and enhance areas of indigenous vegetation</p>	<p>Areas of significant indigenous vegetation and habitats for indigenous fauna will be maintained in accordance with reserve management plans</p>	<p>Meeting the objects of the reserve management plan.</p>	<p>100% compliance with reserve management plans.</p>
Community Buildings and Facilities				

<p>There are wide ranging opportunities for people of different ages to participate in community and recreational activities.</p> <p>Businesses in the District are diverse, adaptable and growing.</p> <p>The communities needs for health and social services are met.</p>	<p>There is a wide variety of public places and spaces to meeting people's needs and the accessibility of community and recreational facilities meets the changing needs of our community.</p>	<p>Provision of two town halls, 19 community facilities that comprise meeting spaces and indoor court facilities across the district for the community to use.</p>	<p>Customer satisfaction with meeting and performance spaces as measured by an annual survey of facility users.</p>	<p>90% of survey respondents being satisfied with the facilities.</p>
Airfield				
<p>Businesses in the District are diverse, adaptable and growing.</p>	<p>Maintaining and developing the Rangiora Airfield enabling additional recreation as well as business opportunities.</p>	<p>Maintaining and developing Rangiora Airfield to provide greater opportunities for recreation and general aviation.</p>	<p>Compliance with general aviation requirements.</p> <p>Designation of land</p>	<p>100% compliance with general aviation requirements.</p>
Cemeteries				
<p>The community's need for health and social services are met.</p>	<p>Providing and maintaining cemeteries to provide for community health.</p>	<p>Cemetery provision will meet the interment needs of District residents for accessible and appropriate sites.</p>	<p>Amount of berm development undertaken and forecasting that against the anticipated future requirement.</p>	<p>Providing berm capacity for at least 3 years.</p>
Aquatic Facilities				
<p>Public spaces and facilities are plentiful, accessible and high quality.</p> <p>There is a safe environment for all.</p>	<p>Providing public swimming facilities</p> <ul style="list-style-type: none"> to improve public safety by encouraging involvement in learn to swim programmes. 	<p>Providing 2 indoor year-round aquatic centres and an outdoor pool at Oxford as well as a paddling pool/ splash pad at Waikuku.</p>	<p>Meeting quality management criteria and standards as set by the NZ Recreation Association under the Pool Safe Accreditation Scheme.</p>	<p>100% compliance with annual Pool Safe Accreditation.</p>

	• to assist public health by enabling injury rehabilitation access and mobility enhancement		Customer Satisfaction with Aquatic facilities, as measured by a biannual survey of facility users.	At least 90%
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3.6.5 Internal Performance Measures

The Green Space Unit has also developed a number of internal performance measures. These are not specific to any particular asset but rather manage internal operational performance.

Table 3-7 Internal Performance Measures

Community Outcome	Level of Service	Performance Measure	Target	Current Performance Results
Public Spaces and facilities are plentiful, accessible and high quality	Failures and service requests are responded to promptly.	Response to WDC Service Request System; Urgent SR's (health & safety) 1 to 2 days Normal (day to day maintenance) up to 5 days Non urgent (programmed maintenance & improvement suggestions) within 14 days.	80 % compliance with agreed timeframes.	77.89% over last calendar year. While this is slightly below the target of 80% this is a significant improvement over the report 55.8% in the last AMP. This is over 2166 service requests for the period 1 January 2020 to 31 December 2020.
	Council reserves are managed consistently and in a way that meets community expectations and statutory requirements.	Reserves are managed in accordance with the Reserves Act 1977, any Reserve Management Plans, and the Activity Management Plan.	No issues arising from non-compliance with the Reserves Act.	No non-compliance issues have been identified.

Community Outcome	Level of Service	Performance Measure	Target	Current Performance Results
There are wide ranging opportunities for people of different ages to participate in community and recreational activities.	Council parks are well used by district residents.	WDC Customer Satisfaction Survey results (3 yearly).	No less than 50 % of respondents use parks.	Results from the 2019 Customer Satisfaction Survey show that 74.7% of respondents are using the parks.
There is a safe environment for all.	Reserves are safe to use.	CPTED guidelines are applied to reserves.	CPTED audits are completed for all reserve development proposals and landscape plans as part of the approval process.	Undertaken for new reserve developments.
		Compliance with the NZ Playground Safety Standards 5828.	Playgrounds meet the NZ Standard 5828 as assessed by monthly inspection.	Currently complying.

3.6.6 Levels of service and Performance Measures for Reserve and Community Facility Provision

The following table sets out the identified Levels of Service and Performance measures for Green Space and Community Facilities maintained by Green Space.

Table 3-8 Levels of Service and Performance Measures for Reserves and Community Facilities

Asset Type	Level of Service	Recommended Provision	Performance Measure	Target	Current Performance Results
Civic Spaces	Provision of open space within business/retail areas. These spaces have a high level of amenity development and maintenance designed to attract and cater for periodic high levels of use.	Provision in existing CBD's will be largely dependent on historic design but consideration should be given to the creation of civic spaces in all new business/retail centre developments.	Yet to be determined.	Yet to be determined.	Redeveloped civic space
Public Gardens	Provision of high quality public gardens in key locations which provide the opportunity for horticultural displays, education and contemplative leisure experiences.	NZRA yardstick benchmark of 0.1 to 0.2 hectares per 1,000 residents.	Number of hectares maintained.	No less than 0.03 hectares of public gardens per 1,000 residents is maintained across the District.	0.044 hectares currently available per 1000 residents.
Neighbourhood Parks	Provision of neighbourhood parks within easy reach of home, providing open space, amenity value and play opportunities for all ages.	NZRA Yardstick benchmark of 1.0 to 1.75 hectares neighbourhood reserve provision per 1,000 residents.	Number of hectares maintained.	No less than 1.0 hectares of neighbourhood reserve per 1000 residents is maintained across the district.	2.03 hectares currently available per 1000 residents.

Asset Type	Level of Service	Recommended Provision	Performance Measure	Target	Current Performance Results
	Neighbourhood parks are large enough to cater for a wide cross section of users living within specified catchment areas.	WDC Parks Categories & Levels of Service Guidelines – ideally neighbourhood parks (local) to be no smaller than 5000m ² , (community) no smaller than 1.5 hectares.	Percentage of neighbourhood parks smaller than 5,000m ² .	No more than 51% of neighbourhood parks are smaller than 5000m ² .	48% of neighbourhood parks are currently smaller than 5000m ² . (34 out of 71 neighbourhood reserves)
Sports & Recreation Parks	Provide and maintain sports field capacity to meet reasonable demand. Recreation facilities will be managed to meet the recreation needs of the community or sports code.	NZRA Yardstick benchmark of 1.5 to 3.0 hectares per 1,000 residents	Number of hectares.	No less than 2.51 hectares of sport and recreation park per 1,000 residents is maintained across the District.	4.71 hectares currently available per 1000 residents.
Natural Parks	Provision and protection of natural environments to provide opportunities for people to experience nature through recreation activities appropriate to the particular park.	NZRA yardstick benchmark of 5.0 to 15.0 hectares per 1,000 residents.	Number of hectares.	No less than 2 hectares of natural parks per 1,000 residents is maintained across the District.	2.69 hectares currently available per 1,000 residents. (Figure excludes coastal land managed by Te Kohaka o Tuhaitara Trust which is approximately 700 hectares).

Asset Type	Level of Service	Recommended Provision	Performance Measure	Target	Current Performance Results
Cemeteries	Provision of cemeteries will meet the future interment needs of the community to provide accessible and appropriate sites for burial.	Provision is population dependent so no yard stick figure is available.	Amount of berm development undertaken.	Providing berm capacity for at least three years.	Currently meeting target.
Community Facilities (Neighbourhood)	Provision of Community Facilities to provide meeting space for the community in	Within 10-15 minute walk from local centre, or 5-10 minute drive	Number of meeting spaces available	Provision of a meeting space approximately 260-330m ² for every 2500 population	It has been identified that the forecast populations in Ravenswood and Pegasus will require community facility space. This has been planned for the period of the 2021 – 2031 Long Term Plan.
Community Facilities (Town Centre)	Provision of larger and more developed Community Facilities to cater for the needs of the Community	Within 10-15 minute drive from anywhere in the catchment population Within 30 minute drive from rural dwellings	Yet to be determined.	Yet to be determined.	

The Level of Service identified above are guidelines for provision and development. Some significant assets require more comprehensive Levels of Service which reflect the needs of the community. These have been developed for; Play Spaces and Public Toilets. The detailed Level of Service for these assets can be found in the corresponding strategies which have been developed for each. These are as follows:

- Play Spaces Strategy (Trim # 171114123637)

- Public Toilets Strategy (Trim # 171114123588)
- Community Facilities Strategy (Trim # 210210022061)
- Sports Facilities Strategy (Trim # 210210022057)

3.6.7 Reserve Management Plans

All reserves vested under the Reserves Act 1977 are required to have a management plan in place. The Council has chosen to develop composite Reserve Management Plans for each reserve category including:

- Neighbourhood Parks
- Sports & Recreation Parks
- Recreation and Ecological Linkages
- Natural Parks
- Outdoor Adventure Parks
- Cultural Heritage Parks and Features
- Public Gardens
- Civic Spaces
- Streetscapes

These Reserve Management Plans identify what activities can and cannot be undertaken on the corresponding reserve type. To date the Neighbourhood Parks and the Sport and Recreation Reserve Management Plans have been completed. They can be located below:

- Neighbourhood Parks Reserve Management Plan (Trim # 150204016546)
- Sport and Recreation Reserve Management Plan (Trim # 150204016346)

The Greenspace unit have identified the need to develop the remaining Reserve Management Plans as well as update the existing plans and this has been included in the improvement plan for this section. The management plans contain information about what can and cannot be developed and activities which are restricted or prohibited.

1.1.1.1 *Neighbourhood Parks*

A benchmark that can be applied to the assessment of levels of provision is the WDC Levels of Service Guideline of 1 hectares per 1,000 residents. The Council's level of provision at 2.03

(December 2020) hectares per 1,000 residents is above this nationally recognised Yardstick standard.

The WDC Parks Categories and Levels of Service Guidelines 2011 state that neighbourhood parks with a local catchment should be a minimum size of 3000m² with a preferred size of 5,000m² of usable flat or gently undulating land. Currently 52% of neighbourhood reserves are larger than 5,000m².

Land in addition to this may be taken if planning to include junior/small scale sports field provision, community buildings, storm water treatment areas, or areas of steep topography. The above facilities are generally found on neighbourhood parks with a community catchment, which should be approximately 1.5 hectares.

The recommended sizes are intended to provide for a reasonable mix of activities such as ball play, basketball half court, junior and senior playgrounds, gardens and 'quiet' spaces. It also allows a wide range of activity to be carried out, active pursuits to be separated from quieter activities, a buffer zone to be provided between the reserve and adjoining properties and space for amenity purposes and substantial trees to be grown.

Table 3-9 Neighbourhood Parks Levels of Service Guidelines

Facilities	LOS Guideline
Topography	Regular shape that promotes visibility into and throughout the reserve and that provides maximum usable space for a wide range of uses, including sufficient flat, free draining, open land for ball games to be played
Visibility	These parks should be highly visible to maximise visual amenity, safety and open space benefits for the surrounding community. This is generally achieved through the provision of at least one wide, open park frontage facing onto a through road rather than a cul-de-sac and encouraging neighbouring properties to maintain views into the reserve
Accessibility & Connection to Surrounding Environment	Reserves should be centrally located within their intended catchment area, with access to more than one road, so as to maximise linkages to as many parts of the neighbourhood as possible. Consideration should also be given to how the reserve will link to the surrounding landscape, including existing areas of open space, walkways and other public areas such as schools, town centres, community facilities or public transport routes. Connecting a neighbourhood park to walkways will add value to accessibility and the goal of a linked system of parks.
Orientation	The site should be orientated to a north-facing position to maximise sunlight hours and developed to reduce drafts, winter shading and cold.

Facilities	LOS Guideline
Safety	Parks should be safe and inviting to the local community otherwise they will not be well used. Hazards generally arise from the development of the site/physical features or improper use of the reserve or they occur outside of the site, for example, a user may have to cross a busy road to visit a reserve. CPTED assessments, particularly when they are carried out with input from residents, allow any potential hazards to be identified. Action can then be taken to eliminate, isolate or minimise the hazard.
Standard & Appropriateness of Development	Well designed and developed reserves are more likely to attract higher levels of use.
Maintenance Standards	Well maintained parks look cared for which can help to promote community pride, increase levels of use and decrease vandalism. The maintenance standards set by the Council for neighbourhood reserves recognise that this type of reserve is generally expected by the community to have high amenity value. They are also consistent with NZ industry standards.

1.1.1.2 *Sport and Recreation Parks*

A benchmark that can be applied to the assessment of levels of provision is the WDC Levels of Service Guideline of 1.5 to 3.0 hectares per 1,000 residents. The Council's level of provision at 4.71 hectares per 1,000 residents falls at the high end of this nationally recognised Yardstick standard. This is due to the large sports parks that have been developed previously such as Pearson Park, Mandeville Domain and Gladstone Park.

Sports & recreation park provision is intended to meet specific and local needs (subject to purpose, community size, and predicted levels of use). It is recommended that the minimum future provision for sports and recreation parks containing playing fields be of a size that accommodates three full size winter fields (approximately 130 x 80 metres each; or approximately one hectare per field), with suitable additional space for on-site car parking, facility development and off-field training areas.

Usable flat land to meet the above requirement will equate to a minimum land parcel of five hectares and ideally up to 20 hectares to cater for multi-use activities and the sharing of facilities. The relatively large areas of land required for future parks will enable the land, if demand requires, to accommodate a number of sports and facilitate the creation of a centralised 'sports hub'.

Sports and recreation parks may also be designed and located to meet local neighbourhood needs, with additional space of at least 1,000m² if this multi-use intention is intended.

Alternatively, parcels of land from 5,000m² upwards may be appropriate for sports and recreation activities such as tennis, bowls, indoor facilities, etc.

Table 3-10 Sports and Recreation Levels of Service Guidelines

Facilities	LOS Guideline
Playing surface	<p>Level, even, no deformations, free draining and predominantly weed and stone free with a continuous turf cover.</p> <p>Premier, high, medium or low standards could be specified depending on catchment hierarchy and intended grade of use.</p>
Transport provision	<p>Developed off-street car parking where possible. Parks with a Regional or District catchment will aim to provide some level of sealed on site car parking. Size of car park will be dependent on site usage (or as determined by District Plan requirements). Paved access to clubrooms for use and maintenance purposes, etc.</p>
Public toilets	<p>Standard quality toilets to be provided on site - either stand alone or as part of clubrooms or changing facilities. Some may only be accessible during times of sports play. May be combined with changing rooms.</p>
Changing rooms	<p>Provision for changing rooms to be provided as part of clubrooms and pavilions where required.</p>
Tracks and paths	<p>Provided for access to all buildings. Tracks and paths may also be provided around the perimeter of the park to provide all-weather walking opportunities or linkage routes. Paths will be designed to cater for accessible use.</p> <p>Paving type will depend on usage level and/or park character.</p>
Furniture & structures	<p>Standard quality furniture, fencing and structures provided. Litter bins may be provided for general public use.</p> <p>Lighting may be provided around car park/clubroom areas.</p>
Floodlighting	<p>Provision of floodlighting by sports clubs permitted (subject to resource consent requirements).</p> <p>Council may be responsible for provision of floodlighting at parks with a Regional or District catchment.</p>
Visitor information	<p>Standard name and control signage.</p> <p>Sports field layout and location maps may be provided for parks of Regional or District significance.</p>
Tree planting	<p>Opportunities to establish specimen trees as appropriate to the site and location will be maximised to provide shelter and shade. Typically these will be on the boundary, to create a sense of enclosure and shelter while minimising constraints on sports field provision.</p>
Gardens	<p>Generally limited garden development, except where more extensive planting contributes significantly to amenity e.g. parks serving a wider local/community recreation function, premier grounds of high status and/or natural character.</p>

Facilities	LOS Guideline
Recreation facilities	Other recreation facilities such as playgrounds, youth facilities and fitness trails may be provided, particularly if the park serves a wider local or community recreation function. Dog parks could be provided at suitable sites where there is significant demand.
Buildings	Provision for the development of buildings (e.g. clubrooms) to be minimised through joint ventures and shared use. However, some specific sites may be intensively utilised to meet demand for recreation facility buildings.
Drainage & irrigation	Field drainage and irrigation will be provided on sports fields where conditions and intensity of use require this. Generally Regional or District wide parks will include these assets, to ensure a high standard of turf quality is maintained.
Artificial surfaces	Artificial playing surfaces may be provided to meet specific sports code demand and/or cater for intensive levels of use. Priority provision for approved parks with a Regional or District wide catchment.

1.1.1.3 Recreation and Ecological Linkages

There is no nationally recognised benchmark available for the provision of recreation and ecological linkages. Current Council provides 133.79ha of land designated as recreation and ecological linkages.

Recreation and Ecological Linkages can be areas that might not be fully accessible, but which may provide community benefit through the visual amenity provided, such as incorporating a stand of trees, or protecting biodiversity. Land need not be flat, but the cost-benefit of maintaining difficult gullies, steep sites, or other non-developable land, should be carefully considered prior to any land acquisitions.

Minimum land parcel size is not a critical factor, although in terms of general planning, a minimum of 3,000m² should be seen as an effective area which will provide visual impact.

Location of green space will generally be related to geographic features and dispersed throughout the district, providing corridors of “green” which possibly link parks or open spaces via walkway systems. They may often be based on, or take advantage of, water or drainage courses.

Table 3-11 Recreation and Ecological Linkages Levels of Service Guidelines

Facilities	LOS Guideline
Roads & car parking	Not likely to be required.

Toilets	Not generally required. Toilets may be provided at gathering points on significant cycle or walkway systems
Tracks and paths	Formed paths and tracks provided to enhance walking/cycling opportunities for recreation and transport purposes. NZS HB 8630:2004 category system should be utilised.
Furniture & structures	Seating and picnic tables may be supplied where appropriate. Standard quality furniture, fencing and structures provided.
Visitor information	Directional signage as appropriate, particularly if part of a walkway/linked park system.
Trees and other planting	Planting objectives will utilise appropriate plants to achieve desired outcomes. Use of specific plant types may be required e.g. N.Z. native species to enhance biodiversity.

1.1.1.4 *Natural Parks*

The common Yardstick benchmark result for overall provision of Natural Heritage Parks is very wide, ranging from 5.0 - 15.0 hectares per 1,000 residents. Current Waimakariri District Council provision is 2.69 hectares per 1,000 residents. While this is below the national standard it doesn't include the extensive network of land managed by both Te Kohaka o Tuhaitara Trust and the Department of Conservation throughout the district which are available for the public to use.

Natural parks will generally be large scale. For planning purposes no minimum size is identified, although it is expected natural sites will be no smaller than 1 hectare. All of the Council's natural parks are larger than the minimum standard.

Natural parks are likely to contain natural features that are being restored or conserved. Typically they will be adjacent to water bodies such as coastal areas, estuaries, and river margins, or will be areas of native bush or other native ecological habitat. They can significantly add to visual and open space landscape values.

Some sites may be acquired and managed as natural parks that do not have existing strong values, but where their management as natural areas is considered the most appropriate land use. These are typically gully areas adjoining waterways or around urban areas where secondary values including access to the water and walking tracks will provide additional benefits.

Other natural parks may be highly modified and managed.

Table 3-12 Natural Parks Levels of Service Guidelines

Facilities	LOS Guideline
Transport provision	Off street car parking provided at high use sites only. Metalled surface most likely provided, with sealed car parks and roads at high use areas.
Public Toilets	Standard toilets to be provided at entrance/car park area, or other gathering points throughout the park for high use sites, or where user stays of over 1 hour are envisaged.
Tracks and paths	Walking and mountain bike tracks provided as appropriate. Higher use walking tracks metalled and graded appropriate to usage. Apply NZS HB 8630:2004 category system.
Furniture & structures	Limited furniture such as picnic tables provided at car parks/picnic areas. Seats provided at key viewing or rest points. Where it is appropriate to provide litter bins, they should ideally be recycling bins. Shelters, etc. for higher use sites.
Visitor information	Signage to be provided to identify the park and provide directional/control information. Additional signage and visitor information as appropriate. For large sites with multiple tracks: map sign provided at entrance and directional signage/ markers at path junctions (preferably with times/distances). Visitor Centres for high use Regional or District wide parks
Revegetation	If revegetation is required, a native planting and weed control programme will be undertaken. This will aim to re-create ecosystems characteristic of original ecology. Eco-sourcing of all plant materials used.

1.1.1.5 *Outdoor Adventure Parks*

Provision will usually be based on utilising existing public land which may have been acquired for reasons other than nature based recreation e.g. water catchment, coastal or river protection areas, erosion control, quarries, open space protection; or where direct acquisition of land for the primary purpose of nature based recreation is justified.

Sites will generally be large (20 hectares plus) and located either on the outskirts of urban areas or further afield.

Outdoor adventure parks are developed in a way that is compatible with the management and use of the park for active outdoor recreation. This means the levels of service for outdoor adventure parks can vary widely depending on the type of park provided and level of use it receives. The level of service may also vary from one area of the park to another, e.g. entry

points may be developed to a high standard with extensive facilities, while more remote areas may have minimal services.

The Council has adopted the following level of service guidelines for facility development within outdoor adventure parks.

Table 3-13 Outdoor Adventure Parks Levels of Service Guidelines

Facilities	LOS Guideline
Transport provision	Sealed entry road and car parks at high use sites. Metalled secondary roads and car parks at low use sites.
Tracks and paths	Metalled or natural walking paths dependent on category and level of use. MTB tracks to be graded to a standard dependent on intended use. Apply NZS HB 8630:2004 category system. Apply recognised MTB grading system e.g. Kennett Brothers.
Public toilets	Standard toilets to be provided at entranceway/car park area and at gathering points throughout the park as required
Furniture & structures	Seats provided at key viewing or rest points on walking tracks. Vehicle barriers along roads to control vehicle access as required. Shelters, picnic facilities.
Recreation facilities	Dependent on intended purpose and use. Development of recreation facilities such as adventure playgrounds, rope challenge courses, climbing walls, etc.
Visitor information	High quality signage at entrance to identify the park. Interpretation & map signs provided at major entry areas. Control and safety signage provided as required. Directional signage at path entries/junctions.
Amenity grass and landscaping	Mown amenity grass and landscaping may be provided at picnic areas and site entrances.
Biodiversity	If additional re-vegetation is required, a native planting and weed/pest control programme will be undertaken to protect and add to existing values. Emphasis will be given to walking tracks or existing areas with high biodiversity values e.g. wetlands, river margins and forest remnants.
Exotic forestry	Managed primarily for soil/river protection, or production forestry with recreation use.
Farm park	Managed primarily for recreation use and/or restoration of natural ecosystem with farming secondary.
Buildings	Buildings provided for maintenance and services.

1.1.1.6 *Civic Spaces*

The size of civic spaces can vary widely from a few hundred square metres up to a hectare or more for large squares and plazas. Provision in existing business districts will largely be dependent on historic design, but consideration should be given to the creation of civic spaces in all new business/retail centre developments.

Civic spaces must be placed in central locations that are easily accessible, or where a natural point of congregation will occur.

Table 3-14 Civic Spaces Levels of Service Guidelines

Facilities	LOS Guideline
Paving	High quality paved surfaces that are both functional and decorative.
Toilets	High quality toilets provided on site or nearby.
Furniture & structures	High quality furniture, fencing, lighting and structures provided. Seats, bins, tables, lights etc. to be of a consistent brand, style or theme. Quality is likely to exceed the standard level of service normally provided at other parks.
Tree planting	Opportunities to establish specimen trees for shelter, shade and amenity will be maximised as appropriate to the site. Use of raised tree plots if required.
Gardens and landscaping	Dependent on size and design, development of high quality gardens and grassed areas will be included. May include raised planting plots and annual beds.
Services	Outlets for power, water, etc. for civic and other events.
Staging	Provision of a performance stage/setting and viewing area for events.

1.1.1.7 *Streetscapes*

Urban centres, rural towns, residential suburbs, semi-rural settlements and rural areas all receive varying levels of streetscape service provision due to their differing physical characteristics, population densities, community needs and patterns of use.

Features provided range from a roadside grassed verge in rural areas, to sites with trees, landscape planting, paved surfaces, street furniture and other structures in urban town centres.

Traditional streetscape elements such as street trees and garden beds are not normally provided in rural locations. Rural areas are less intensively developed and already contain natural surroundings associated with farmland and country living.

Grassed berms remain part of the formed road network and are generally maintained by adjacent landowners.

Primary street assets such as roads, footpaths, cycle lanes, traffic signs, utility services and public transport facilities and are not covered by the Green Space Unit streetscape levels of service.

The following table shows the likely distribution of streetscape assets within the various geographical catchment areas.

Table 3-15 Distribution of Streetscapes

Streetscape Asset Type	Catchment Area						
	Urban Centres**	Town	Rural Centres/Main Streets	Town	Urban & Suburban Residential	Rural Residential	Rural
Street Trees							
Landscape Planting/Gardens							
Annual Garden Beds							
Street Furniture							
Paved Social Spaces							
Public Toilets							
Unique Features (monuments, art works, fountains, ornamental walls etc.)							
Feature Lighting							
Litter Bins							
Recycling Bins							
Key:							
	May be provided						
	Not generally provided except for a defined unmet community need						
	Not provided unless exceptional circumstances apply						

** Rangiora, Kaiapoi, Oxford, Woodend, Pegasus

There is some variation in the level of provision between different areas within the towns. Historically only street trees were provided in the streetscape and most older areas of the towns have few street gardens. A number, particularly in Kaiapoi, also have no street trees. Exception to this are where the roading or utility network in the older streets has been upgraded and new

street gardens/trees have been incorporated as part of this redevelopment. Seddon Street in Rangiora is a good example of this.

Street gardens became more common within the streetscape as more subdivision occurred and the increased visual amenity of these new areas started to be seen by developers as a selling point.

Rules relating to the mandatory provision of street trees were included in the Waimakariri District Plan which became operative in 2005 and led to an increase in the number of street trees provided in the streetscape.

Some of the more recent subdivisions catering for the high end of the housing market, such as the Oakwood subdivision in Rangiora have been landscaped with numerous street gardens and street trees, ornamental walls etc. The Moorcroft subdivision included a fountain at the entrance to the subdivision. These subdivisions represented a marked increase in the levels of service previously associated with the streetscape asset.

Concern about the rapidly rising maintenance and renewal costs associated with the large number of street gardens coming into Council ownership led the Council to reduce its levels of service when the 2007 Activity Management Plan was prepared.

At this time the Council adopted the following level of service for street gardens;

- The Council will only approve new street gardens in subdivisions as entrance features and on internal roundabouts and limit the development of new gardens in other places to reduce costs.
- Street gardens on corners of road intersections, traffic islands, outside residential or commercial properties on road reserves, cul-de-sac car parks or as part of off road car parks will not be approved.

Negative feedback from developers about the loss of visual amenity in the increasingly built up urban environment promoted a rethink on levels of service for street gardens during the preparation of this Activity Management Plan. As a result levels of provision have been increased from the basic level adopted by the Council in 2007 but is now much more targeted towards achieving a desired outcome for a particular type of environment.

The level of provision for street trees in Pegasus Town is above the standard level accepted by the Council and a special rating area for the maintenance of these has been adopted by the Council as a result.

Table 3-16 Streetscapes Levels of Service Guidelines

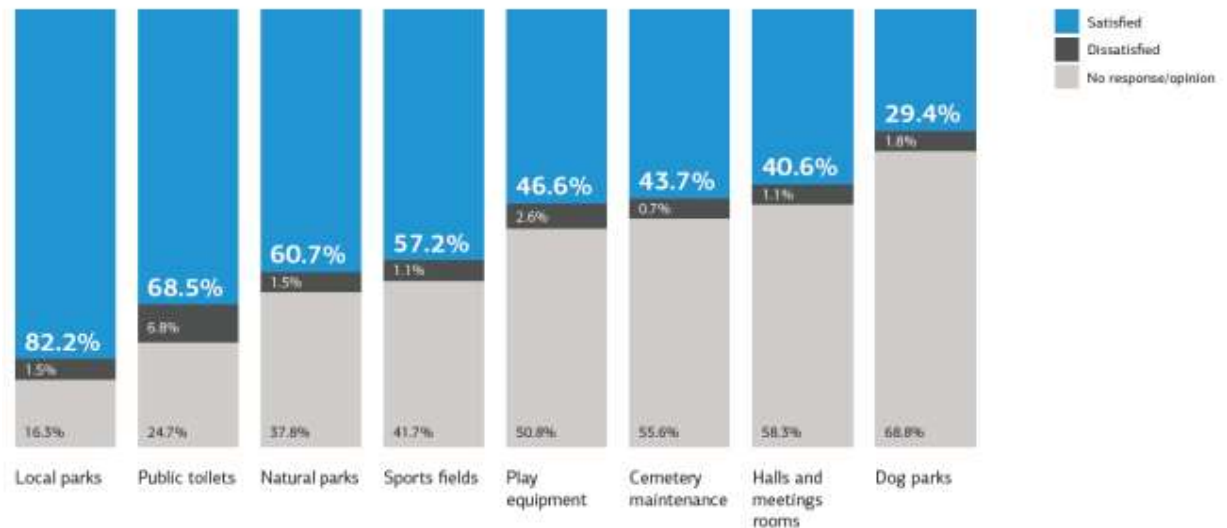
Facilities	LOS Guideline
Street trees	<p>Street tree provision is driven by site suitability (the ability to accommodate healthy, long-lived trees), street hierarchy (town centres/main streets, character streets and collector roads), street redevelopments and amenity enhancement needs. Council will also consider requests from residents for the planting of street trees.</p> <p>Specimen trees are acceptable in urban town centres, primarily to provide visual impact, shelter, shade and amenity. Purpose-built tree pits may be provided along with tree grates and guards. These trees may also be planted at other focal sites within built-up areas.</p> <p>Amenity street trees are generally provided within urban centres, rural town centres/main streets and suitable urban or suburban residential areas. They are commonly sited within a roadside grassed verge. New residential developments may have trees sited at subdivision entrances, collector roads and/or approved character streets. Levels of provision (numbers and placement) may vary.</p> <p>Tree planting in association with road intersections, median strips or traffic islands is not always approved, due to road safety requirements affecting use and maintenance.</p> <p>Street trees are not generally provided within rural residential areas, but may be considered where intensity of development and site characteristics require tree provision in excess of that provided by landowners. Provision will only be considered at key locations, such as subdivision entrances and sites where extra trees can be shown to add significant value. Tree species used will be appropriate to the setting and its rural character.</p> <p>Street trees will not be provided in rural areas; unless associated with a site of exceptional significance e.g. cultural, historical.</p> <p>Street trees will not be planted under overhead power lines</p> <p>Street trees are selected from a Council approved list of suitable tree species, or from nominated species meeting the same requirements. This helps promote successful tree establishment, health and longevity.</p>
Street Gardens / Planting	<p>Street garden and other streetscape planting is developed to enhance the urban environment and reinstate natural elements and attractiveness. These features will generally be provided in town centres, main streets and other high profile sites in need of amenity enhancement.</p> <p>Annual beds are not generally provided within the streetscape due to the high levels of service required. Exceptions may be high profile sites of civic importance, such as town centres, main streets and town entrance locations.</p> <p>Streetscape planting may be provided in urban and suburban residential areas. New subdivisions may have planting areas or street gardens sited at subdivision entrances and key locations along collector roads and/or approved character streets. Due to high maintenance requirements, planting beds will be site-specific and limited in number, rather than continuous and extensive. Levels of provision may vary.</p> <p>Planting associated with road intersections, median strips or traffic islands may not always be approved, due to road safety requirements affecting use and ongoing maintenance.</p>

Facilities	LOS Guideline
	<p>Street gardens are not generally provided in rural residential areas. Simple, low maintenance landscape planting may be considered where intensity of development and site characteristics require roadside planting provision in excess of that supplied by property owner frontages. Planting will only be considered at key locations such as subdivision entrances, and at specific sites (nodes) where amenity value will be significantly increased. Plant combinations used will be appropriate to the setting and its rural character.</p> <p>Street gardens or informal planting will not be provided in rural areas; unless associated with a roadside feature of exceptional significance (e.g. cultural, historical).</p>
Furniture and Structures	<p>High quality furniture, fencing, lighting and other structures of a consistent style are generally provided in urban town centres; and possibly rural towns, or other built-up areas where specific sites have special amenity value or significance. Assets may include seats, litter bins, planter boxes, fencing, feature lighting, bicycle parking facilities and information panels or shelters.</p> <p>Standard quality seats and/or other assets may also be provided in established residential areas or new subdivisions, where there is a proven community need or benefit.</p> <p>Provision of unique features, such as monuments, art works, ornamental walls, water and drinking fountains, is generally only considered for urban town centres. Other sites of special significance could be exceptions.</p>
Paving	<p>High quality paved surfaces may be provided for functional and decorative purposes within urban centres; and possibly rural town centres or main streets.</p>
Public toilets	<p>Public toilets will not generally be provided, unless there is no provision (or scope for provision) at other sites within an area of high demand.</p>
Information signs	<p>Information or interpretation signs may be provided where appropriate to a setting and its intended use.</p>

3.7 Past and current performance

Performance of the Green Space and Aquatics groups is trending positively using the level of service indicators. Customer satisfaction results for Greenspace's facilities are shown in Figure 3-2 Greenspace Customer Satisfaction below. Feedback from customers and stakeholders that was obtained using surveys has been positive with suggestions on improvements that could be considered to improve the assets.

Figure 3-2 Greenspace Customer Satisfaction



The results from this survey also show for some categories such as Dog Parks even though satisfaction is 29.4%, dissatisfaction is only 1.8% due to no response/opinion being 68.8% for this questions. Overall the category with the highest level of dissatisfaction was public toilets with 6.8% dissatisfied.

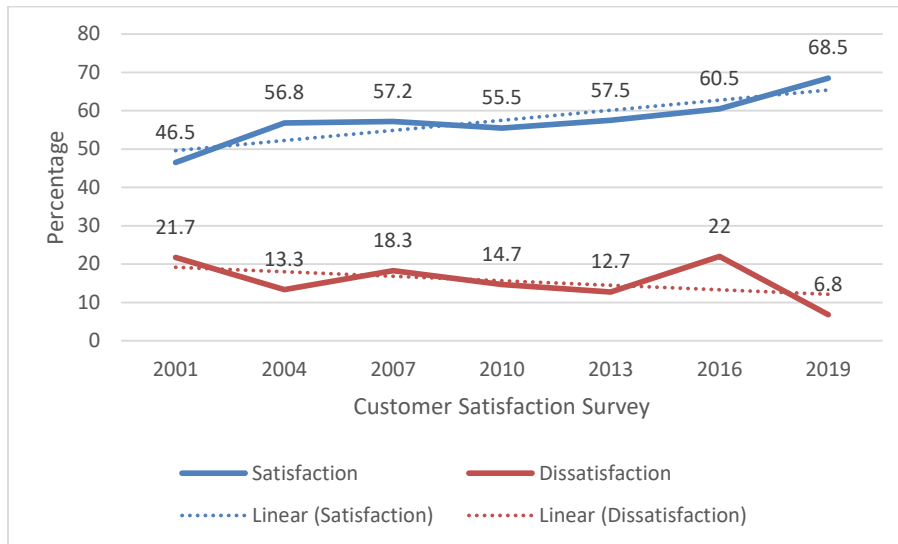
3.7.1 Sportsgrounds

Sportsgrounds have excess capacity compared with demand but their associated quality standards across the district is generally ranked Low/Medium (6.5 hours). Capacity is highlighted in **Error! Reference source not found.**, which is included in Section **Error! Reference source not found.**1 above. From the table it can be seen that 75% of sports grounds have excess capacity. This number can be further increased by improving the quality of these facilities.

3.7.2 Public Toilets

Public toilet satisfaction feedback has improved substantially over the last 15 years, rising from 46.5% in 2001 to 68.5% in 2019 as shown in **Error! Reference source not found.** below. Aquatic facilities continue to receive positive feedback generally but there are a range of minor complaints with regard to the changing facilities and areas of availability when school groups are using the facilities.

Figure 3-3 Public Toilet Satisfaction



3.7.3 Aquatic Facilities

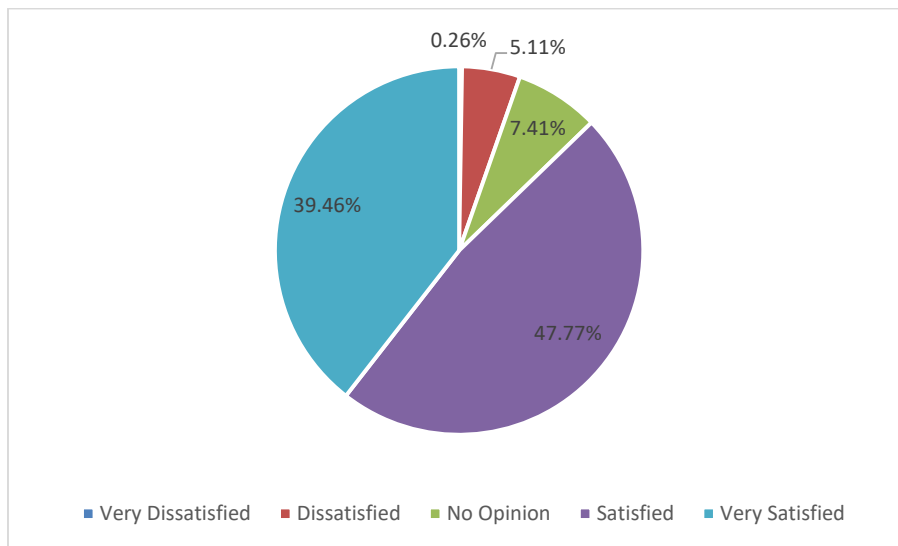
Aquatic facilities continue to receive positive feedback generally but there are a range of minor complaints with regard to the changing facilities and areas of availability when school groups are using the facilities.

Performance data for aquatic facilities has been gathered through a number of customer satisfaction surveys. These are carried out by staff biannually with the target of 90% satisfaction. These surveys often identify issues with the facilities that can be addressed including

3.7.4 Community Facilities

Community facility performance is measured using customer satisfaction surveys. This survey now covers all users off community facilities now that the online booking portal is online rather than just restricted to the three main facilities (Rangiora Town Hall, Oxford Town Hall and Woodend Community Facilities). The overall results from the most recent survey are shown below:

Figure 3-4 User Satisfaction of Community Halls



3.7.5 Past and Current Performance (Contracts)

As part of the contract process Council staff undertake monthly audits to ensure that contractor performance is being maintained to contract specifications. These are completed for the following contracts:

- Contract 17/22 Street, Reserve and Cemetery Trees Maintenance Contract
- Contract 16/51 Parks and Reserves Maintenance Contract

3.8.1.1 *Contract 17/22 Street, Reserve and Cemetery Trees Maintenance Contract*

The Greenspace Operations team undertake an audit on a monthly basis based on the work that the contractor, Asplundh, have completed in the last month (including service requests). Asplundh have consistently scored at or close to 100% on each of the audits undertaken over the duration of the contract.

3.8.1.2 *Contract 16/51 Parks and Reserves Maintenance Contract*

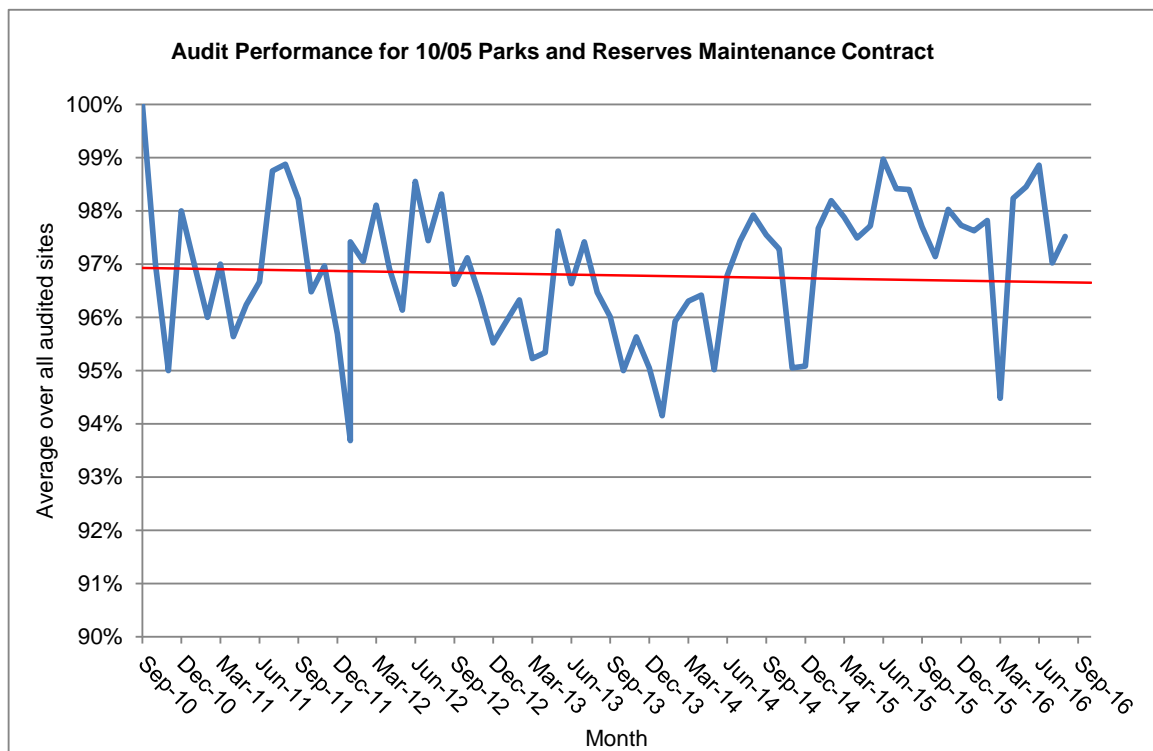
The Greenspace Operations team undertake an audit of 25 random parks and reserves throughout the District. As part of this audit, each park is assessed on each service item that the contractor provides within that reserve, such as mowing, against the specified service level. Once this assessment is completed for each service type within the reserves an overall audit grade is calculated for that month with a grade of 95% or higher considered a pass. Any parks

that require corrective action are brought to the contractors' attention and will be randomly re-audited to ensure compliance.

Additional internal site audits are undertaken by Delta (4 per month, 2 per fortnight) as set out within the contract. These are reported back to the operations team as part of the monthly meetings.

The following tables shows the performance of the Contractor over the previous several years.

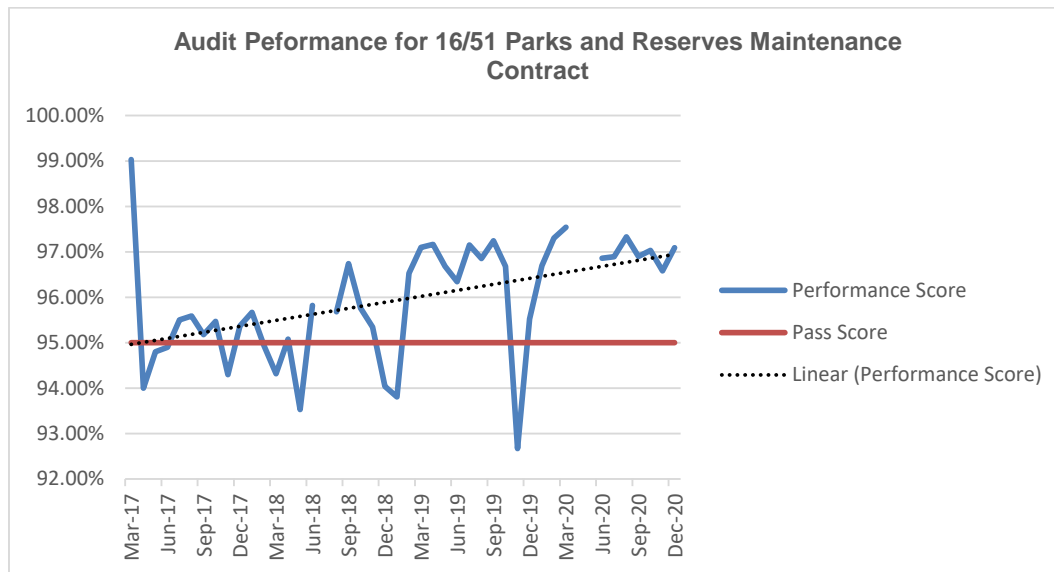
Figure 3-5 Previous Parks and Reserves Maintenance Contract Performance



The first table shows the contractor, Delta, performance over the duration of the previous contract, with the redline indicating the trend over the contract.

The new 16/51 Parks and Reserves Maintenance Contract was awarded to Delta and commenced 1 March 2017. Delta audited performance to date is shown below in **Error! Reference source not found..**

Figure 3-6 Audit Performance for Parks and Reserves Maintenance Contract



It can be seen that when they have fallen below the expected 95% performance target appropriate corrective action has been undertaken within expected timeframes. Overall the trend is for Delta to be performing above the required 95% target set out in the contract.

3.8 Gap analysis between current demand, levels of service and performance

Green Space and Aquatics are performing well against the levels of service that have been set as shown in the table below.

The two satisfaction surveys for Greenspace, Sports Fields and Community Facilities are both slightly below the set target. However, with both of these surveys there are number of respondents who either had no opinion or no response to the question which brings the level below what is targeted.

There is an excess in the amount on total land held when compared to the level of service requirement however as identified later in this document the district is expected to grow considerably over the coming 30 years. There has been a significant increase in most types of park and reserve per capita since 2012, showing a level of improvement against the area based levels of service requirements. The oversupply of land is due to a number of reasons including:

- Land purchased in new subdivision where development potential and therefore population increase has not yet been realised

- The purchase of Coldstream Road as a Sport and Recreation Reserve. This land replaces the need for Lehmans Road and was purchased due to its better location and size. Lehmans Road is still however Council owned.
- Significant amount of undeveloped recreation land especially at Mandeville, Loburn Domain and Gladstone Park. This land will be required in the long term future.

Aquatic centres exceed the base level of service requirements and score favourably through the client feedback surveys.

Service request response rates fall just short of the performance expectations set in the Green Space group. This however is a significant improvement since the last time this was reported (77.89% compared to 55.8%, over 2166 service requests for the 2020 calendar year), with the improvements noted from the last AMP being implemented.

Table 3-17: Gap Analysis against performance requirements

Measuring Performance	Target	
Parks & Reserves		
The number of hectares of parkland per 1000 residents.	8 hectares per 1000 residents.	Exceeds 9.78 hectares per 1000 residents
The number of hectares of neighbourhood reserve land per 1000 residents.	1 hectare per 1000 residents.	Exceeds 2.03 hectares per 1000 residents
Customer Satisfaction with sports grounds as measured by an annual survey of users	At least 90%	Needs Improvement 84.36% were either very satisfied or satisfied with only 4.73% dissatisfied or very dissatisfied. The remaining 10.91% either had no opinion or no response on this question.
Service Requests are completed within the given timeframes	At least 80% of service requests are completed within allocated timeframes	Needs Improvement 77.89% over last financial year
Community Buildings		
Customer satisfaction with meeting and performance spaces as measured by an annual survey of facility users.	90% of survey respondents being satisfied with the facilities.	Needs Improvement Latest survey has a combined 87.23% either very satisfied or satisfied with only 5.37% dissatisfied or very dissatisfied. The remaining

		7.41% either had no opinion or no response to this question.
Airfield		
Compliance with general aviation requirements. Designation of land	100% compliance	Achieves Target
Cemeteries		
Amount of berm development undertaken and forecasting that against the anticipated future requirement.	Providing berm capacity for at least 3 years.	Achieves Target
Aquatic Facilities		
Meeting quality management criteria and standards as set by the NZ Recreation Association under the Pool Safe Accreditation Scheme.	100% compliance with annual Pool Safe Accreditation.	Achieves Target
Customer Satisfaction with Aquatic facilities, as measured by a biannual survey of facility users.	At least 90%	Exceeds 90% Satisfied following September 2020 survey

In considering the gap between the current demand, levels of service and provision, Green Space have identified that there are two aspects that need to be considered:

- Existing provision of services that do not meet levels of service or the demand placed on it by the surrounding community; and
- Areas where that service has previously not been provided

3.8.1 Public Toilets

The Public Toilets strategy has considered the current provision of toilets throughout the district. As part of this process an audit of existing facilities was completed based on a set of criteria. This audit has identified where improvement of existing toilets is considered appropriate and where new toilets are needed. This information has reinforced comments and feedback received from members of the public and elected officials around the supply and quality of the toilets provided by Green Space throughout the district.

In considering these results, staff have then used this information to identify a toilet improvement / replacement programme. The following areas have been identified as priority for the period of the Long Term Plan (2021 - 2031) either through new toilet facilities or improvement of existing:

- Millton Memorial Reserve
 - Planned for 2024/25 as part of the overall development of the master plan for Millton Memorial Reserve
- West Oxford Reserve
 - Opportunity exists to access Tourism Infrastructure Fund (TIF) funding to bring this project forward. This is now planned for 2021/22 financial year if funding is able to be sourced from TIF.

For further detail please refer to the Public Toilet Strategy.

3.8.2 Play Spaces

The Play Spaces strategy has identified areas in the district where there is insufficient provision of play spaces or where existing play spaces need to be improved to reach the outlined levels of service. These areas have been identified as priority over the next 10 year period to improve the coverage of play spaces as per the guidelines outlined above for the provision of play spaces for the community. These are as follows:

- North East Rangiora Playground
- Elm Green / Kippenberger linkage
- East Eyreton Domain
- Skate Park in Woodend/Pegasus Area

3.8.3 Community Facilities

The Community Facilities Strategy has identified that in general the district is currently well serviced for meeting spaces and performance venues with current provision likely to be sufficient to cater for the projected population growth in the coming years. It has however identified that with the development of Pegasus over the last several years and the continued development of the Ravenswood subdivision this area of the district lacks a community facility providing meeting space.

This deficit in provision has been considered as part of this strategy and identified that based on current projected population growth for the district the level of service trigger will be hit for

Pegasus/Ravenswood over the coming 20 years. From this staff have included within the budgets for the LTP for both the purchase of land and development of these facilities in Pegasus/Ravenswood. The building in Pegasus is intended to replace the current leased community facility while the Ravenswood facility is to service the new population in this area.

For further information with this please refer to the Community Facilities Strategy (Trim # 210210022061)

3.8.4 Sports Facilities

The Sports Facilities strategy considered the current provision of sports facilities against the level of usage that the associated sports clubs required to ascertain if there was a surplus or deficit of “hours” currently being provided. This survey highlighted that there was currently a deficit in usable “hours” for a large number of sports facilities throughout the district due to issues around drainage.

As such it was identified in the strategy that Council should continue to upgrade its current soil based fields before investing in a further artificial turf. This is significant as this is a change to the previous strategy by improving the quality of existing playing surfaces rather than looking at developing additional spaces/facilities. For more information please refer to the Sports Facilities Strategy.

The sports strategy has also identified that there is a deficiency in regards to indoor court space which is increasing with the growing numbers of participants. The provision of a four court indoor centre would alleviate this in the short term. Council does not have specific Level of Service relating to the provision of indoor court space however the sports strategy identifies the increasing shortfall in provision of this type of recreation facility based on feedback from sporting groups that utilise these spaces. Staff have identified within the strategy that a review of the indoor court space in 2024/25 to further determine what is required in the district should be undertaken. Staff have also included a budget outside of the 10 years of the LTP for improvements to indoor court space in the district.

3.8.5 Aquatics

The Aquatics Facilities within the district see approximately 225,000 users per year (excluding spectators and the unmanned Waikuku Beach paddling pool). At this time this level of use does not exceed the capacity of the pools and Aquatics staff believe that the current provision of Aquatic Facilities is sufficient to meet the projected population growth over the next Long Term Plan period within the existing areas.

The Aquatics strategy has however identified two key items to address. The first is the increasing population in the northeast of the district in Woodend/Pegasus/Ravenswood over the next 10 years. This population increase will likely trigger population requirements for multiple new assets in this area including the provision of an aquatics facility. This is currently not planned for the 10 years of this Long Term Plan, however staff will need to be doing the planning for this including purchase of sufficient land over the coming 10 year period.

The strategy also identified there are gaps between the current provision at the three main aquatic facilities for a number of activities/facilities that users are viewing as important as part of the user experience in these facilities. These options have begun to be explored by staff are considered as part of this Long Term Plan. These are shown on the below table:

Figure 3-7 Recreation Activities at Aquatic Facilities

Pool	Lanes	Learn to Swim	Zero Depth/ Splash pad/ Toddlers	Leisure	Spa/ Sauna	Hydro Slide	Hydrotherapy and warm water	Other Services	Deep water and dive boards
Dudley	Mostly meets need	Mostly meets need	Mostly meets need	Mostly meets need	Partially meets need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	Specialist area - Metro
Kaiapoi	Mostly meets need	Mostly meets need	Partially meets need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	
Oxford	Mostly meets need	Mostly meets need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	Mostly does not meet need	

Key

- Mostly meets need
- Partially meets need
- Mostly does not meet need

Staff have considered and recommended that budget is allocated outside of the 10 years of the Long Term Plan towards improvements and development of both Dudley Park and Kaiapoi Aquatic Centres to accommodate users based on the gap in provision identified above.

3.9 Section improvement plan

Council uses a land area metric that is related to population size as its level of service for Reserves. Population is not generally a good measure of usage when compared to other services, such as water and waste water as it does not represent how much use its facilities are actually getting. Green Space has some internal levels of service in its strategy documents and contracts that provide additional metrics and some further recommendations are included in the Improvements section later in this document.

Complete the remaining Reserve Management Plans required under the Reserves Act as well as an Environmental Strategy that covers the following areas:

- Esplanade Reserves
- Urban Forests
- Biodiversity

4 Future Demand and Growth

4.1 Introduction to the section

Green space demand is influenced by a range of variables. The four most critical of these variables are, population size, demographic characteristics (particularly age cohorts and ethnicity), population distribution and activity trends. Other variables also play a role but generally with much lower levels of influence.

Increasing population and the way these populations are dispersed impacts on Green Space because Councils current levels of service are based on population size and the distance of residents from green space facilities. Population projections provide important planning data for Council because they provide the basis for demand expectations over the AMP planning horizon.

However, population projections and how residents are dispersed across the district are only part of the picture. Of equal importance are factors such as age (population cohorts), ethnicity and activity trends (what sports and recreation activities are undertaken or are projected to be undertaken). These variables assist in informing future green space demand more fully.

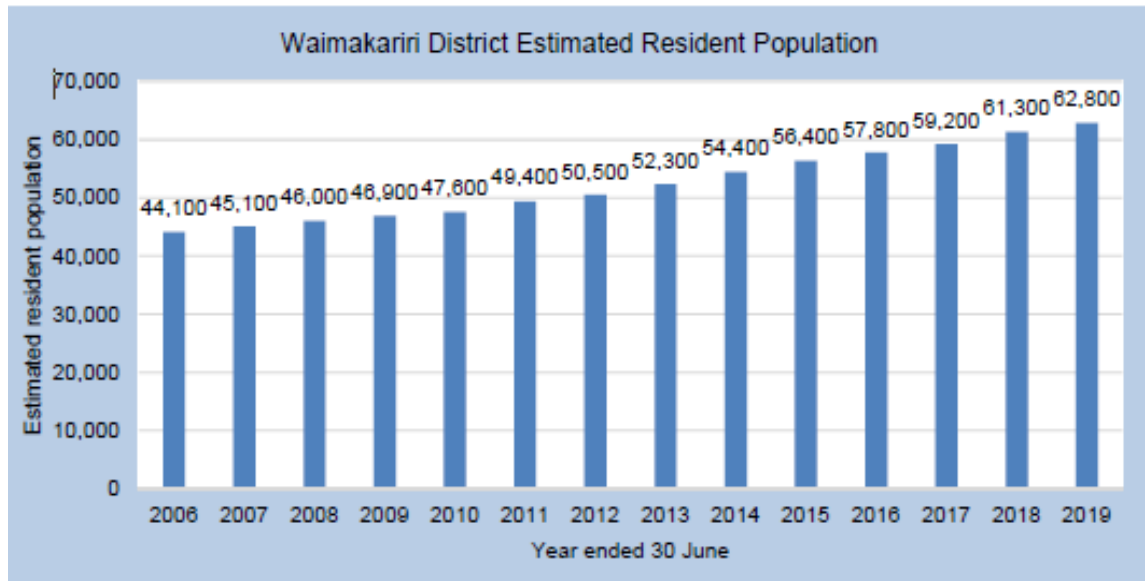
4.2 Population trends

Population projections are derived from an assessment of historical, current, and likely future trends in births, deaths, and migration – the three components of population change. Assumptions about future fertility (births), mortality (deaths), and migration are formulated after analysis of short-term and long-term historical trends, government policy, the information provided by local planners and other relevant information.

4.2.1 Population growth:

The population of Waimakariri grew by 2.4% between 30 June 2018 and 30 June 2019, which is well down from its peak in 2014 (4.0%) and below the 3.5% growth experienced between 2017 and 2018. Over the last 13 years the Waimakariri District has grown steadily with the following table showing the estimated resident population counts as at 30 June, with the estimated district population in 2019 being 62,800:

Figure 4-1 Waimakariri District Estimated Resident Population



The population increase is influenced by both natural increase/decreases and migration to the district. The following table shows the change in population for the Waimakariri District to the year ended 30 June 2019:

Table 4-1 Population Change in Waimakariri District 2019

Waimakariri District component changes and median age at 30 June 2019				
Year	Natural increase	Net migration	Population	Median age
2019	200	1,300	62,800	43.7

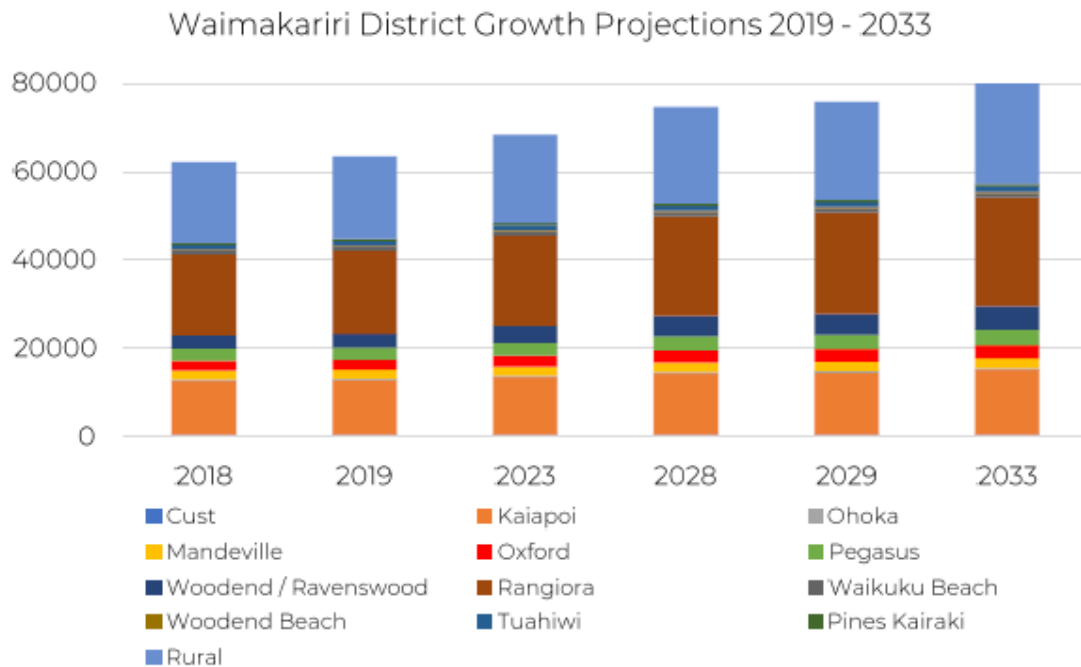
4.2.2 Population distribution:

Over the 20 years 1996 – 2016, growth across the district was largely due to internal migration. Natural growth, caused by births outnumbering deaths, contributed to approximately 20% of the growth. International migration reduced the population by 4%, which is believed to be 20 – 24 age cohorts leaving the district to travel abroad. In the last three years, there has been a net increase in population due to international migration, which links to the national trends. More than twice the growth in the district has been in the urban (67%) environment when compared to the rural (29%) environment. Rural residential property makes up 4% of the growth.

Rangiora is the largest urban centre in the district. Growth in Kaiapoi is likely to be high due to development of Silverstream subdivision and its proximity to Christchurch making it a desirable

location for development while recovering from the Canterbury earthquakes. Pegasus is a new development within Waimakariri and the Woodend area has also seen the development of the Ravenswood subdivision. Other centres have seen what is considered to be more organic growth over the period.

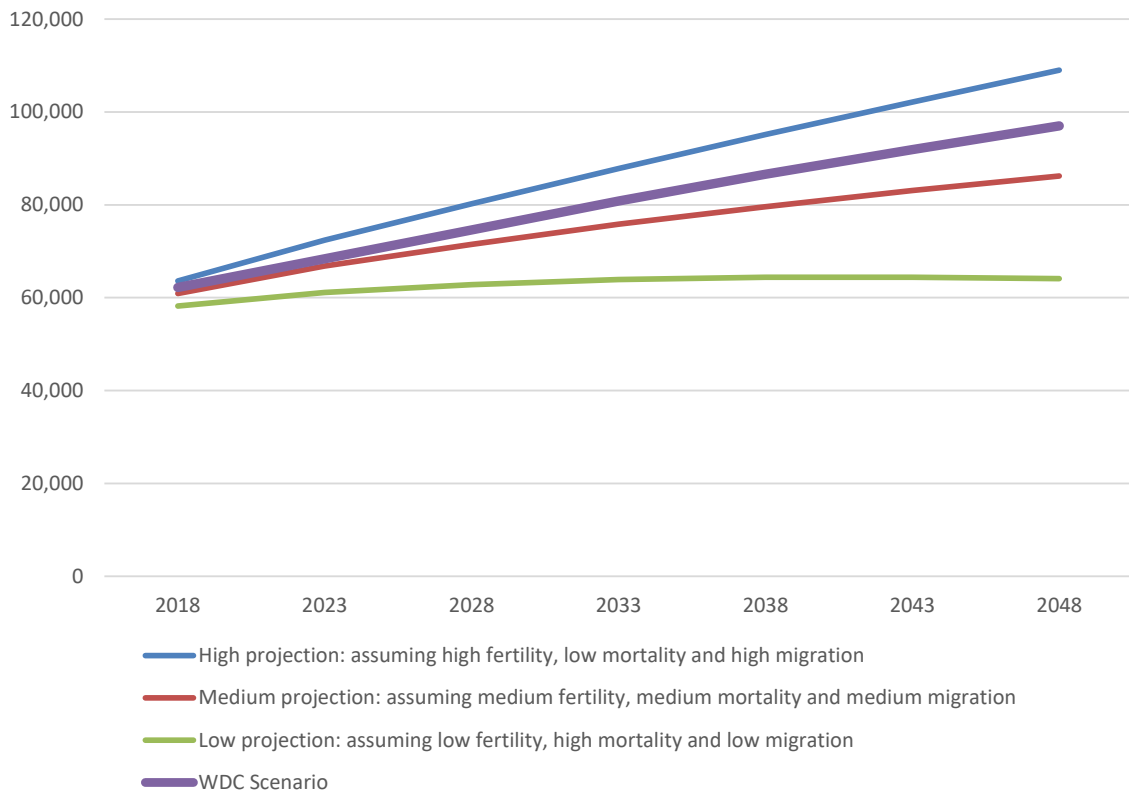
Figure 4-2 Population Growth Projections 2019 - 2033



Waimakariri is expected to continue its pattern of growth through the planning horizon. The high, medium and low growth scenarios are included in **Error! Reference source not found.** below. Waimakariri has also developed a growth scenario that was developed by extrapolating out its historical building consent information. This results currently in a scenario that rests between the Statistics New Zealand medium and high projections. Waimakariri District Council will be using the building consent based scenario for planning.

Using the WDC scenario by 2048 the districts population is projected to be just under 100,000 residents. Over the next ten years, by 2031 the number of residents is projected to be approximately 77,000.

Figure 4-3 Population Forecasts



4.2.3 Demographic profile:

Over time the Waimakariri population is expected to move towards an older population. Life expectancy is increasing for both men and women. The proportion of older people will increase with the proportion of youth decreasing. In real numbers, this means the long-term growth primarily results from a greater number of people over 65 cohorts. As an example, this equates to a population of 1,000 residents aged over 85 years in 2013 increasing to approximately 6,000 in 2048. The following two graphs show the changing demographics in the district as well as comparing the demographics against national averages.

Figure 4-4 Age Group Breakdown of Waimakariri District

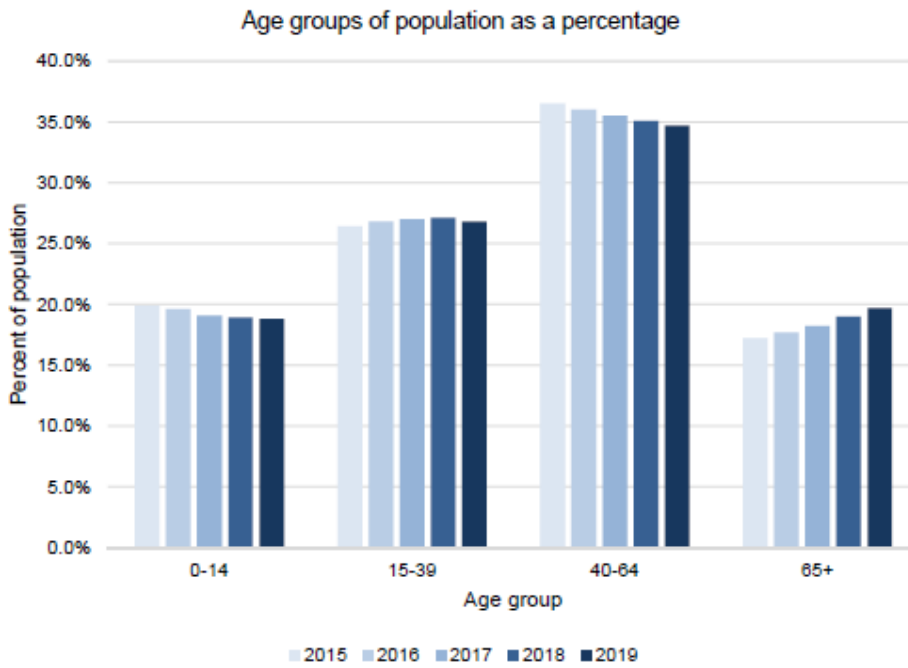
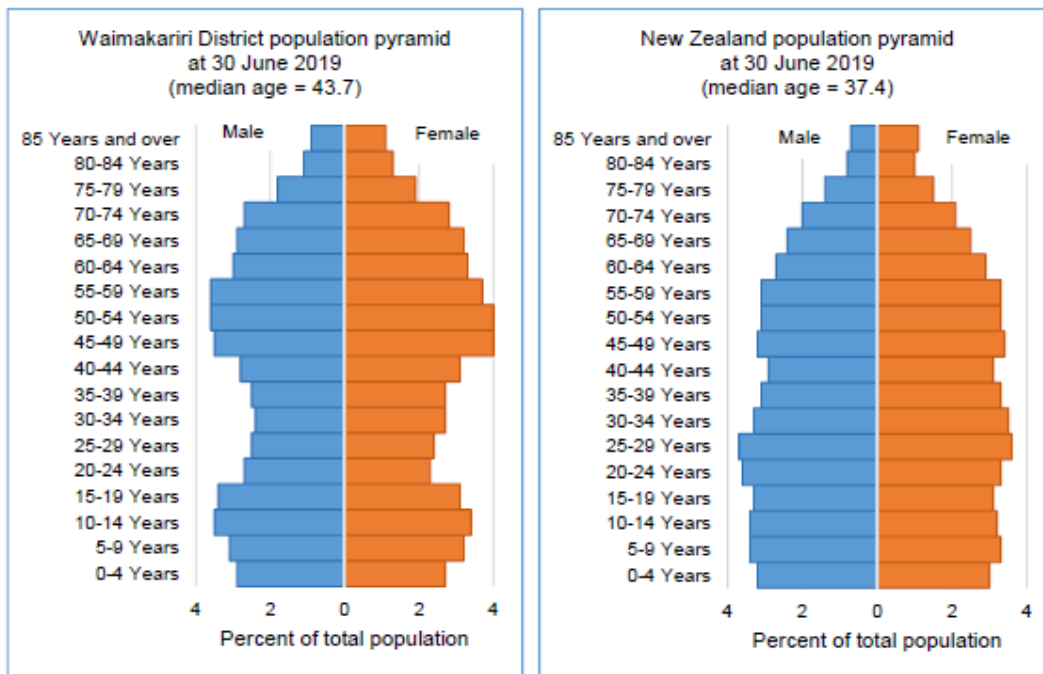


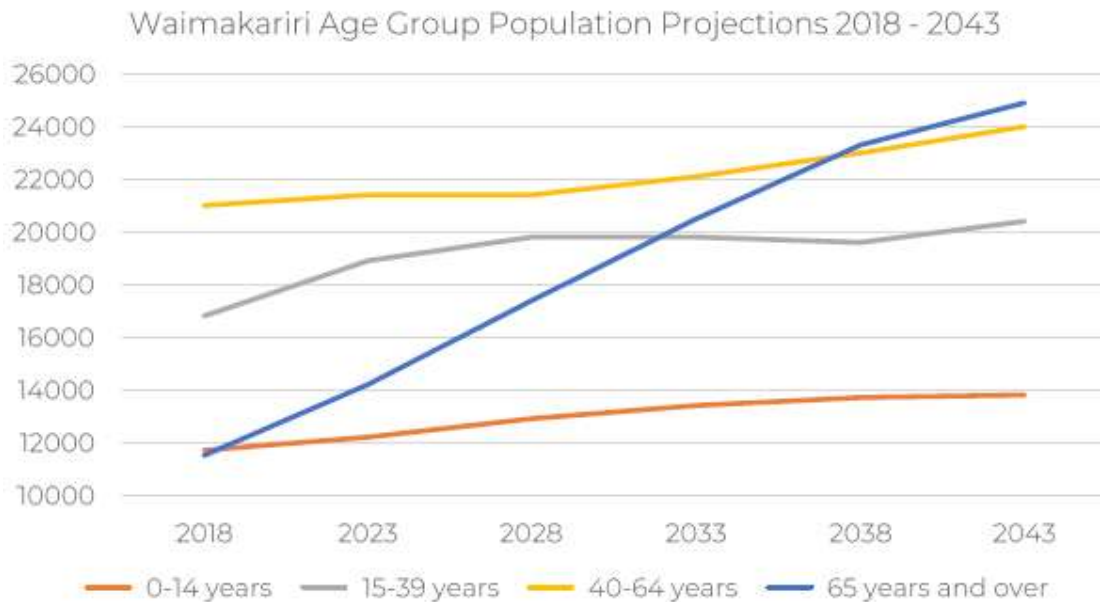
Figure 4-5 Comparison of Age Groups New Zealand and Waimakariri District



Although the 65+ age cohort is projected to change the most dramatically other cohorts are also projected to have increases over the planning horizon. This is illustrated by examining the cohort projections for the Waimakariri customised higher projection (**Error! Reference source not**

found.). Green space facilities will need to accommodate the needs of this changing demographic.

Figure 4-6 Age Group Population Projections 2018 - 2043



As part of the planning for the Long Term Plan staff have identified the need for budget to be allocated for the activation of existing spaces across the district for both elderly and youth. These improvements can range from improvements to paths and seating to coordination and consultation with youth to improve usability and access to activities.

For greater detail on the subjects summarised in this section the reader should consult the following data sources:

1. Population – Waimakariri 2048, Background Report on the Population in the Waimakariri District
2. Waimakariri Sports Fields Strategy, 2020.
3. Waimakariri Public Toilets Strategy 2017.
4. Waimakariri District Council Play Spaces Strategy
5. Waimakariri District Council Community Facilities Strategy

4.3 External influences on activity demand

Growth driven by net migration is the key external influence which has impacts far greater than just population gain. Over recent years the pressure on local housing stock has resulted in several new subdivisions. New green spaces have been created as part of the subdivisions by the developers with funding contributions by Council. Developers have therefore had a

substantial input into new green spaces, influencing the quality, location and type of space provided. However, Council still retains the final say on what is done.

New residents, including those in rural areas, can also have expectations of standards commensurate with the larger town or city from which they came. The demand for improved standards has implications for future provision, design, quality and maintenance of assets.

Growth in the district is also making it progressively more urbanized, which in turn attracts residents seeking an urban lifestyle. This leads to the separation of the communities reducing as individual boundaries approach one another. Increasingly new residents from areas such as Christchurch also travel back to larger centralised recreation facilities and spaces that they are familiar with or offer higher specification or specialised assets. For example, Christchurch City Council is currently underway with the development of a major indoor sports and aquatic facility this will provide for some of the more specialist needs of Waimakariri residents.

The significant development occurring to the east of the district around Woodend may result in a change in focus for the location of centralised facilities.

4.3.1 Land use changes:

The district has seen a change in land use with movement from rural and agricultural purposes for land around the boundaries of the urban centres to further development of these spaces for additional housing. These changes has seen an move towards larger urban areas and reduction or shifting of the rural environment around these centres. Over time as the urban areas are developed the rural zones will be significantly reduced or removed altogether.

4.3.2 Sporting Trends / Participation

Trends in sport and recreation are also constantly changing. The most pronounced trends over recent years have been the move away from organised structured sports towards pay for play team sports and less structured social and individual recreational activities. These trends need to be considered when planning for recreation and sports.

Another technology which is advancing throughout the country is all weather turf facilities. These facilities are in the case of football and rugby are demand for lower level games and training primarily. Hockey turfs by comparison are used for higher level play. However, such assets need to be carefully considered at a network level (see Waimakariri Sports Facilities Strategy, 2020).

As part of the Sports Facility Strategy update participation of sporting codes was surveyed and saw trends in how the district is choosing to be involved in sports. This has seen a move away

from the more traditional sporting codes (membership relatively stable) towards more informal sports as noted above such as basketball and futsal.

4.3.3 New technologies and systems:

Sport New Zealand has been active over recent years promoting effective sports and leisure planning practices nationally. These practices are starting to be reflected in practice with approaches such as facility hubbing (multi-sport), multi-use courts, active open space designs and holistic asset plans at regional and sub-regional level. These influences are likely to accelerate.

Walking and cycling facilities have gained a lot of attention over recent years. Waimakariri has developed a walking and cycling strategy to provide a framework for development. Within the strategy there is a focus on providing connectivity in the region. Feedback about the developments have been positive with suggestions to enhance the routes with landscaping, seating facilities and rubbish bins. This is particularly pertinent given the impact of recent technologies such as e-bikes. Virtual reality games are another example of new technology impacting on the way open space is utilised.

New technologies emerge every decade that bring significant changes in recreation patterns. The most recent of these is e-bikes. These bikes are finding rapid uptake on and off road amongst all age cohorts. Older adults have been quick to embrace this technology, especially as the price of e-bikes is declining. This has seen a rapid spike in use of open space and cycling trails across New Zealand, a pattern likely to be replicated in Waimakariri.

4.3.4 Climate change:

Climate change is likely to impact on our open space areas, particularly over summer periods when dry conditions will impact on the quality of grass cover (requiring greater irrigation to maintain grass cover). Coastal areas will also experience sea level rise which in time will impact on coastal reserve areas. The impact of climate change will increasingly need to be taken into consideration in our planning for these spaces including type and location of new plantings to ensure survivability.

4.3.5 Biodiversity / Environmental protection:

A need for better care of the environment and more sustainable management practices has a growing emphasis in the community. For green space, there is a lot of opportunity to provide best practice in this area through the utilisation and provision of recycling facilities and selection

of equipment and materials for maintenance (by its contractors). Council recognises that it manages a number of ecosystems within its asset base and seeks to maintain and improve such areas for future generations.

4.3.6 Economic indicators:

Economic indicators suggest that New Zealand's current GDP is largely being driven through net migration. In Waimakariri, the growth trend has been exasperated as a result of the earthquakes and migration into its community from Christchurch. This trend has slowed recently and is expected to largely taper off in the next five years. Moreover, public debt has increased in this timeframe and increased pressure is anticipated on how and where money is spent by Council. It is expected that greater scrutiny will be placed on green space to ensure its ongoing maintenance and capital expenditure is justified.

4.3.7 Sustainability:

Sustainability has become an important aspect of how Council delivers the services it provides. The focus on sustainability from both a local and global perspective has ensured that Council considers sustainability in how it delivers the services covered by this plan.

These improvements can take the form of ensuring local goods or services, specific products used to minimise impact on the environment and contractors environmental practices and initiatives.

4.3.8 Alternative service providers

In considering the overall network of provision for Greenspace, Aquatic and Community Facilities consideration is given to the provision of district wide facilities within the Canterbury area and how the facilities being developed by Council also fall within the master plans of sporting codes.

This allows Council to identify where the gaps in provision and demand are to allow future planning of these such as indoor court facilities within the district and region. This allows targeted development within the district to support and sit alongside the provision of these facilities in other districts or through private investment.

In considering alternative providers within the Waimakariri District there is external provision of sporting or community facilities as opposed to aquatic facilities. These facilities are provided through the likes of A&P associations, trusts, schools and religious institutions.

4.3.9 Global Impacts

The current Covid-19 pandemic has impacted on the ability of staff to source overseas products for new or replacement projects. This has led to staff considering more local or New Zealand based suppliers for projects or equipment where possible to minimise the risk of delay or issues with replacement parts etc. Consideration must be given to the quality of these items as the overseas products are high quality and chosen specifically for this reason such as playground equipment.

4.3.10 Other:

For greater detail on the subjects summarised in this section the reader should consult the following data sources:

- 1) Population – Waimakariri 2048, Background Report on the Population in the Waimakariri District
- 2) Waimakariri Sports Fields Strategy, 2017.
- 3) Walking and Cycling Strategy
- 4) Playground strategy
- 5) Community Facilities Strategy
- 6) Toilet strategy

4.4 Future community expectations and demand

4.4.1 Parks and Reserves

New Green spaces that have been created by developers have been of high quality. There has been anecdotal evidence that these developments have raised the expectations of the local community. While demand increased substantially (4% annually) after the earthquakes and continues to increase but at around the national average. For Green Space reserves and parks demand is measured by population size, however, this will need to be reviewed as the needs of the community changes with time. The quality of space rather than the quantity is likely to become increasingly important.

Incremental rural residential development that occurs outside of the framework of Outline Development Plans makes it difficult to estimate the scale and density of future populations in these areas. There is a risk a piecemeal approach to development could result in short falls in green space provision over the longer term.

The creation of smaller rural-residential lots (5000m²) in areas like Mandeville, may result in increased demand from residents for reserve provision, for example, community gathering/play space and walking/equestrian trails. There may be a need for the levels of service and associated financial contributions for rural residential areas to be reviewed to ensure appropriate provision is made at the time of subdivision. Moreover, the connectivity of these new developments to the main urban centres will be considered from the perspective of walking and cycling.

Consideration needs to be given to designing and delivering green spaces and infrastructure to cater to those 65 years and over. This does not necessarily mean planning for infirmity or disability; rather making the District liveable and attractive to an ageing lifestyle. In addition to facilities and infrastructure to enhance ageing lifestyles, opportunities need to be provided that enable older people to actively participate in community life. For example, shared use paths can be developed such that e-bikes, mobility scooters can use them as a transport and recreational route.

With the aging population, it is inevitable that there will be increasing demand for cemetery space. Off-setting this demand to some extent is the increasing popularity of cremation. A recently completed Cemeteries strategy has been completed that updates the expectations and drivers around the provision of cemeteries throughout the district and identifies what is required to keep in line with provision.

Different age groups within the community can have different expectations for how green space is used and managed. Council needs to cater for all members of the community, and manage green space so that it is flexible and responsive to changing needs. To achieve an equitable investment of resources in terms of age and gender the development of a broad recreation strategy for the District should be considered. This would ideally align with a regional spaces and places plan.

A growth emphasis on sustainability is changing expectations in the community generally. Council will be expected to take a lead on its resource consumption and waste reduction. This will see further integration of service expectations; e.g. walking and cycling facilities being both for transport and health benefits, and consideration of sustainability in procurement practices.

4.4.2 Community Facilities

The Community Facilities Strategy refresh has identified that the population growth across the district will leave a gap in service in the Pegasus/Ravenswood centres. When combined with

Woodend, these centres are expected to reach a population of 10,000 within the next 20 years. This population will trigger the provision of community facility spaces in this area.

Based on this recommendation, staff have begun the planning for land purchase and development of these community facilities over the coming 10 years. The Pegasus Community Facility will replace the existing leased facility and be a similar size and purpose. The proposed Ravenswood Facility will provide the larger facility for this area and may include provision for library services or could possibly be developed in conjunction with development of an aquatic centre in this space.

For further details on the identified projects for Community Facilities please refer to the Pegasus Ravenswood Community Facility Report (TRIM 210210022061)

4.4.3 Aquatic Facilities

The Aquatics Facility strategy has identified that based on the population growth in the district, a gap will exist in provision in the North-east of the district in the Pegasus/Ravenswood/Woodend area. This is based on expected population in this area reaching approximately 10,000 residents and triggering a number of service provisions including the community facilities discussed above.

This space has been identified as being required in approximately 2031/32 which falls outside the time period covered by this Long Term Plan, however staff have identified that an opportunity exists to purchase land within the Ravenswood subdivision in the coming years to ensure that land is available to develop this space.

The strategy has also identified that current provision remains suitable for capacity, however with the changes in aquatic facilities design nationally alongside the growing desire from the community for other forms of aquatic recreation in these spaces such as hydrotherapy pools, hydrosides, leisure pools and spa/sauna spaces. Redevelopment of the existing Dudley Park and Kaiapoi Aquatic Centres has been included within the budgets outside of the current 10 years of the Long Term Plan.

These considerations have been considered as part of the overall development of Aquatics for the district over the period of the Long Term Plan and beyond.

For further details on the community expectations and demand for Aquatics can be found in the Aquatics Facilities Strategy.

4.4.4 Cemeteries

The increase in population expected across the district over the coming 30 years is expected to put increased pressure on the provision of cemetery spaces across the district. The population trends is also signalling that the districts population is becoming increasingly elderly and it is expected that this demographic will shift from the smallest to largest over this time period.

As part of this staff are signalling that additional cemetery space is likely required to ensure that Council remains compliant with its obligations in providing sufficient burial space to the community. The development of a Cemeteries strategy will guide the development of cemeteries across the district.

4.4.5 Airfield

The process for designating the Rangiora Airfield as an airfield through the district plan has now been completed in December 2020. With this process complete and the future of the airfield secured within the district focus has now turned to the development of the overall master plan for the airfield.

Currently the existing developments at the airfield are at full capacity for leased sites to locate a hanger on. Staff continue to receive frequent enquiries into leasing sites for hangers showing the ongoing interest in the airfield from users. The master plan development is planned to include the development of the southern side of the airfield which will include a number of additional hanger sites being made available.

4.5 Summary of key trends and implications for the service

There are a series of key trends that will influence the green space decisions:

- 1) An increasingly urbanised and growing population. As urban areas develop the rural space between them will likely diminish. Southern areas of Waimakariri District will be more closely developed in line with Christchurch. Such changes will likely see a greater expectation for more urban open space experiences with services levels that more closely align to larger cities such as Christchurch.
- 2) An aging population with greater numbers of people aged over 65 years will place different demands on services. More passive types of recreation are likely to grow in demand, such as walking and cycling. These trends are likely to be accentuated with technological advances such as e-bikes. This is likely to translate into a greater demand for connections between open space areas with quality cycling tracks.

- 3) Community expectations regarding green space quality will need to be monitored and managed. Nationally we are slowly seeing an increased trend in communities seeking a greater quality of assets rather than more assets of lower quality. This underscores the need to factor more than just provision ratios when planning.
- 4) Over time the type of asset mix in each category will also need to adjust given the factors outlined above.

4.6 Demand management plan

In terms of demand for land to accommodate sufficient open space and recreation opportunities for the growing population Green Space has a number of provision based levels of Service that align to different Park Categories. In addition to these m2 vs population based demand levels of service a number of strategies for key assets including community facilities, sports facilities, toilets and playgrounds have been developed which identify how demand for these assets will be managed into the future.

Currently there is no formal demand management plan for the Aquatic Facilities. Current user data vs available capacity suggests that taking account of population increase and demographic changes demand will be sufficient for the short to medium term when considered alongside the proposed new aquatic facility located in Ravenswood.

4.7 Section improvement plan

- Additional user information statistics are required for certain assets to allow more detailed demand monitoring.
- Quality of assets needs to be a greater focus in the future (quality over quantity).
- Aquatics demand management strategy will require development over the next 5-10 years.

5 Asset Description

5.1 Introduction to the section

The Council has set one of its objectives for the period 2017/20 to ensure that systems and management processes are integrated, effective and reflect best practice. In developing and supporting the delivery of this objective, Council began a business improvement initiative in 2013. TechnologyOne was the system selected and saw all key disciplines (finance, rating, asset management, regulatory functions and customer services) integrated and delivered through a common platform. This initiated a catalyst for change within the organisation and a desire to adopt continuous improvement principles towards ways of doing business.

Council uses TechnologyOne as its asset register including recording maintenance history, condition inspections, asset lives and valuation and financial records, in addition spatial information is provided by the Council's GIS geo-media system. Council also has a service request system which enables feedback on performance of some assets covered by the Plan. These systems are well integrated and support management reporting that enables both routine periodic reporting and bespoke specialist reports.

5.2 Overview of asset network

This Activity Management Plan covers the asset categories as outlined in table below:

Table 5-1 Asset Categories

Category	Number	Category	Number
Neighbourhood Parks	71	Sport & Recreation Reserves	25
Recreation & Ecological Linkages	236	Natural Parks	15
Outdoor Adventure Parks	1	Cultural Heritage Parks and Features	18
Public Gardens	3	Civic Space	8
Streetscapes	276	Rangiora Airfield	1
Community Facilities	26	Public Toilets	64
Aquatic Facilities	4	Trees	20995

The first eight categories are park categories, the remaining categories cover asset groups significant enough to warrant their own category. Some of these assets are located on reserves and some are located on roading assets. The Rangiora Airfield and Aquatic Facilities are reported on separately because of their specialised nature.

5.3 Summary of each asset type (description and quantity)

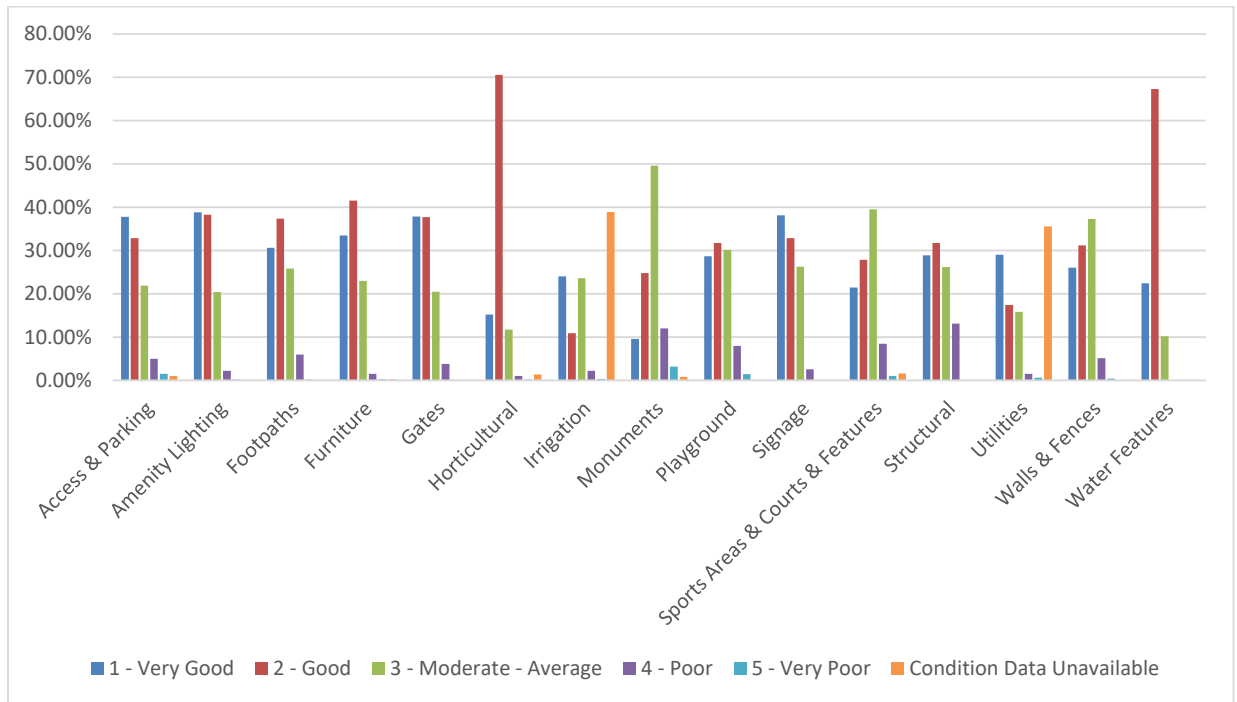
The Technology One asset data base has a comprehensive list of assets that are included in this Plan. Included in this data base are key attributes including the age of the asset or the date the asset was created. The age of an asset is one of the cohorts that can determine the renewal of an asset and provides important information to manage the range of assets.

5.3.1 Age

Council has a comprehensive understanding of the life span of its assets that is used to calculate the level of depreciation and the residual book value of an asset overtime. This is stored within the TechnologyOne asset database. For a full list of the asset lives used refer to the Greenspace Asset Valuation 2019 (TRIM # 190730106192)

The chart below provides a summary of the average remaining life of the Greenspace asset types. The chart shows that a number of asset types have a remaining life expectancy of less than 20 years and these assets will form the bulk of the renewals for the 2021/31 period, providing the condition assessment concurs with replacement. Green Space staff have observed as part of this process that in general assets managed by Green Space are lasting approximately 20% longer than their useful life would suggest, in that the condition rating of the asset has not deteriorated to the point where replacement is required when the useful life has been reached. Furthermore, there will be renewals across all asset types where the age, condition and performance clearly identify the need.

Figure 5-1 Greenspace Assets Remaining Useful Lives



The information available for the remaining asset lives for other assets is held in the Tech One fixed assets register.

The average remaining life for the Public Toilets is estimated to be 40 years for the structures and 22 years for the roofs, there is currently no information available of the remaining assets lives for the interior and services of the facilities (this is currently programmed to be completed as part of the in process asset capture for community facilities).

The Community Facilities are estimated to have an average remaining life of 39 years for the structural element of the buildings, with an average useful life of 12 years for the roof components. This is shown on the following Figure 5-2 Useful Lives of Community Facility and Figure 5-3 Useful Lives of Community Facility Rooves. Note that there is no separate roof item listed for the Rangiora Toy Library building.

Figure 5-2 Useful Lives of Community Facility

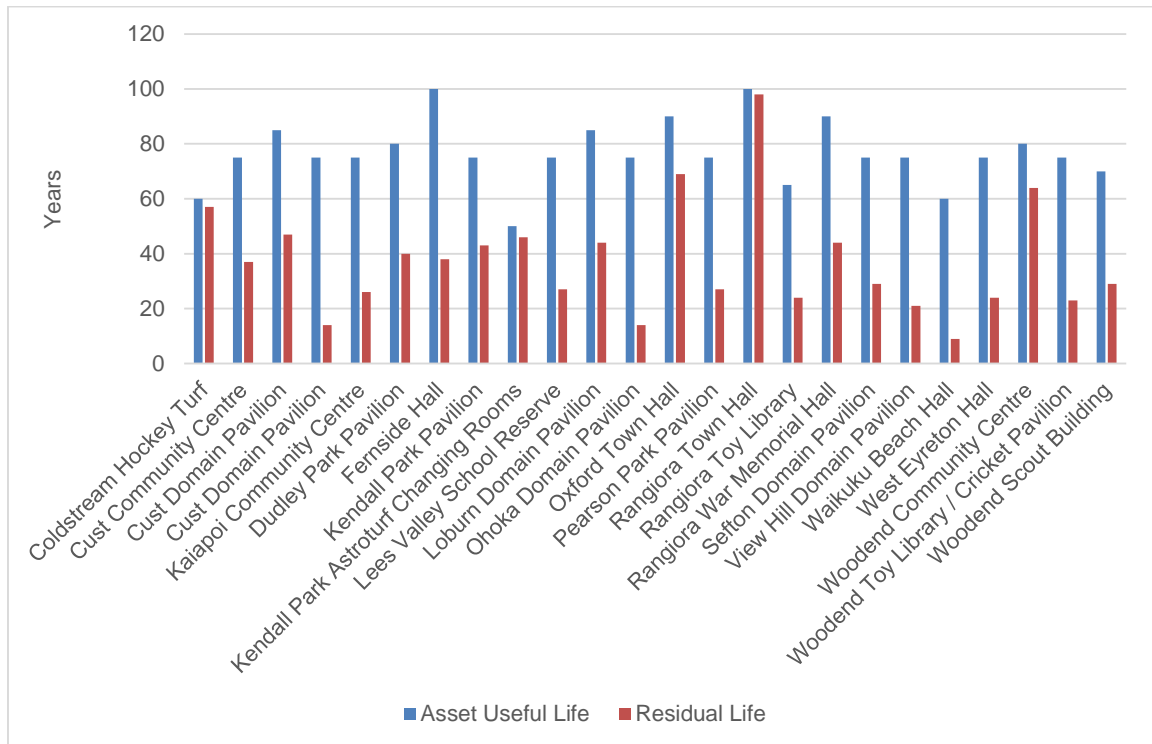
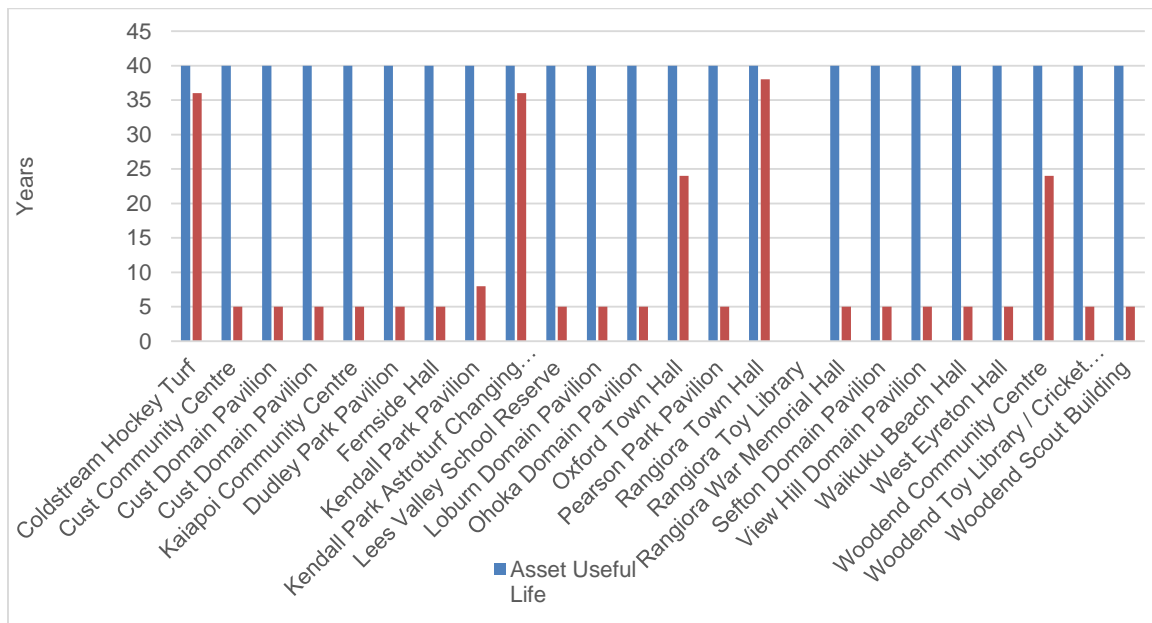


Figure 5-3 Useful Lives of Community Facility Rooves



The information relating to the Aquatic Facilities also shows that the average remaining useful life of the buildings is 55 years for the structures and over 22 years for the rooves. Note that each of the Pools have several building components and these have been displayed separately due to different remaining lives.

Figure 5-4 Useful Lives of Aquatic Facilities Buildings

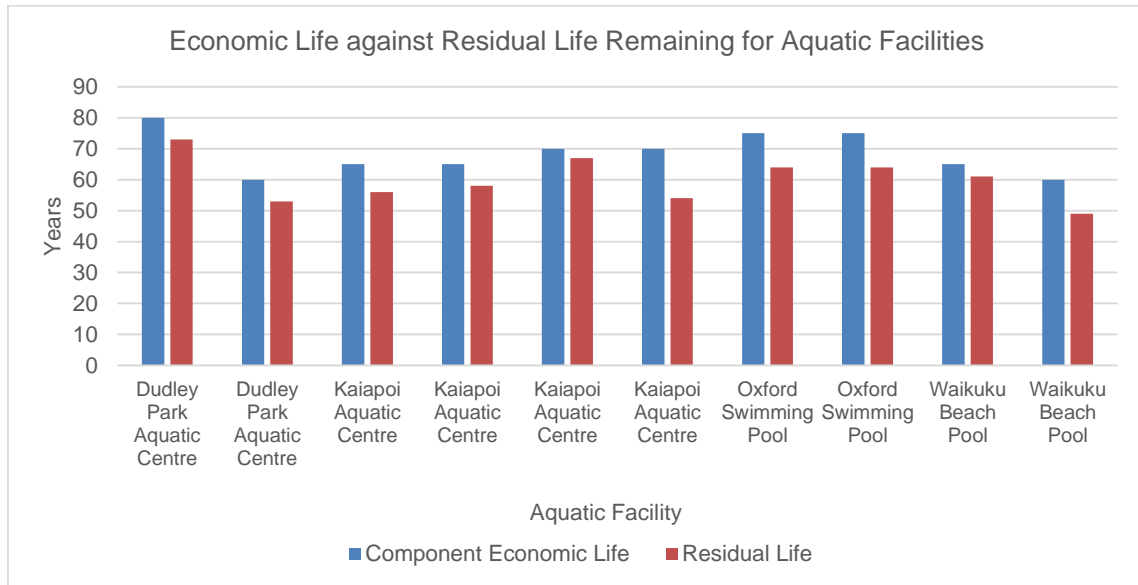
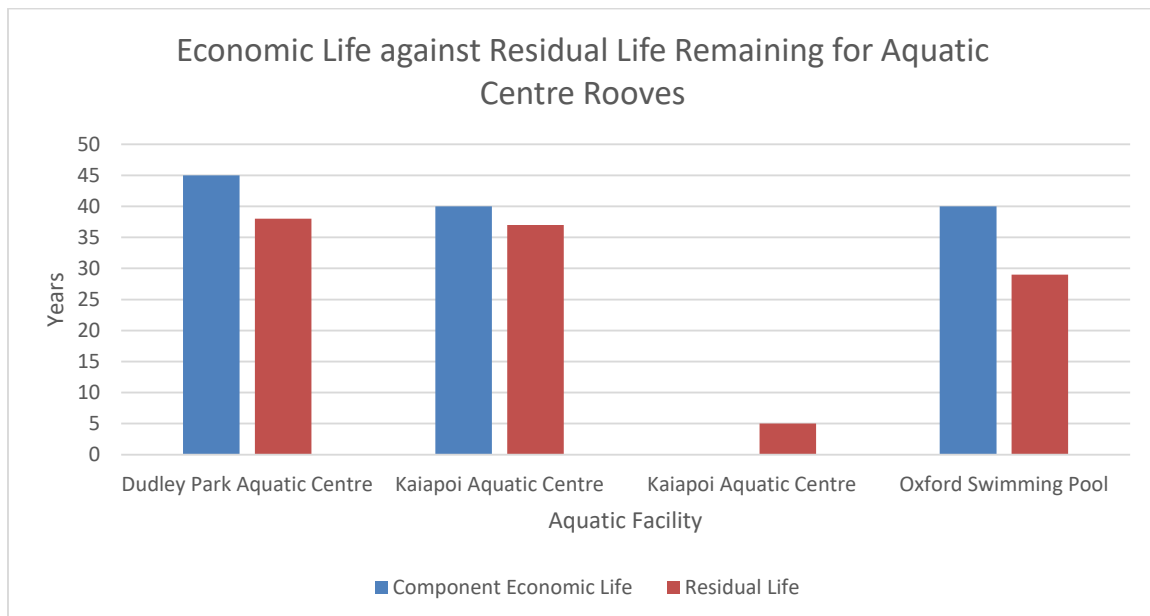
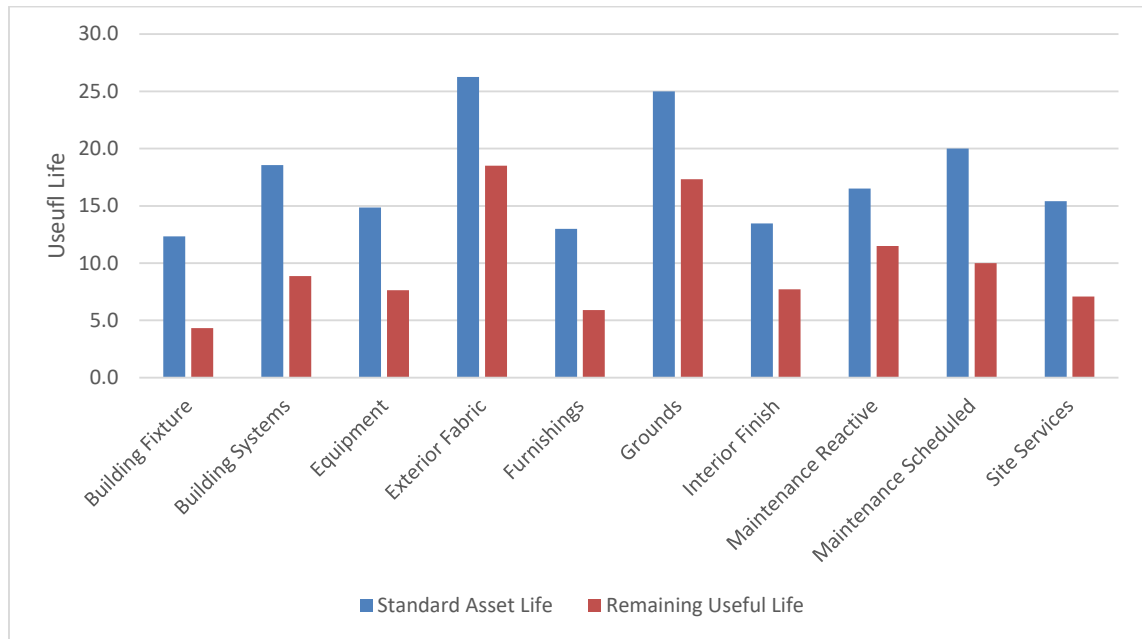


Figure 5-5 Useful Lives of Aquatic Facilities Rooves



Following the development of the asset capture process for Aquatic and Community Facilities the process has begun to capture the assets located within these structures. All assets have been captured for Aquatic Facilities and the process is ongoing for Community Facilities. The below graph shows the remaining useful lives for the assets categories in Aquatic Facilities:

Figure 5-6 Asset Lives for Aquatic Facilities Assets



5.3.2 Capacity

5.3.2.1 Parks and Reserves

Parks and Reserves Management Plans provide the detailed analysis on the size, capacity and facilities that should be included. Council also develop concept plans to support the planning of new parks. The Waimakariri District recreation plan – strategic directions for recreation 2003 also provides useful background information. The capacity of parks is largely managed through the appropriate levels of service agreed with the community supported periodically through the review and development of high level Strategies. Parks by their nature are open for everyone to enjoy and the majority have no capacity or utilisation issues.

The performance of the parks are largely influenced by the level an appropriateness of the maintenance programmes, the performance of the maintenance contractor is audited and customer complaints also provides feedback on performance. Sports and recreation parks however, do have limited capacity and the council in association with clubs and other users utilise a booking system approach to manage and control the demand.

The performance of the activity is also reviewed and feedback provided by the wider community as part of the annual Customer satisfaction surveys. A Sports Facilities Strategy has been created in 2017 which explores trends and participation rates as well as the carrying capacity of the sports fields. This strategy identify areas where there is limited capacity due to quality issues and suggests ways of improving capacity.

5.3.2.2 *Cemeteries*

The capacity and utilisation of the district cemeteries is managed through the Customer Services team. Customer Services monitor the number of plots available within the cemeteries and aim to ensure that there is at least three years provision available at all times. This provision is based on the burials in the previous year to project the number plots required. This information is passed onto the Green Space operations team to work with the Parks and Reserves Maintenance Contractor to maintain this level of provision and availability.

The provision of cemetery space is currently sufficient, however staff have identified that the combination of population increase and the age of the existing cemeteries will result in the need for the development of an additional cemetery in the coming years.

5.3.2.3 *Sports Facilities*

The Sports Facilities Strategy recently completed has identified that there is a deficit in the provision sports fields throughout the district based on a survey completed by the main users of these sports fields. This has highlighted that even though there is sufficient number of sports fields available within the district the quality of these fields often means that during inclement weather they are unable to be used. As such this strategy has identified that rather than providing additional sports fields, the Council would be better served by improving the quality of the existing fields to ensure that they are available for use.

5.3.2.4 *Play Spaces*

In regards to capacity and utilisation of the district's Play Spaces, there is no formal booking or usage system in place. Green Space staff manage these areas by ensuring that they have been appropriately designed as per best practice to suit both the area and the intended audience. This is assisted by the Service Request system, where issues with the play spaces can be reported back to staff and rectified ensuring that these spaces are available for use as much as possible.

5.3.2.5 *Community Facilities*

The Community facilities capacity and utilisation are generally managed through a booking system so that members of the community or community organisations are able to access the facilities provided. The performance of the facilities is managed to some degree by the maintenance undertaken and is supported by a customer service request system, the

performance of the activity is also reviewed and feedback provided by the wider community as part of the annual Customer satisfaction surveys.

The latest update of the Community Facilities Strategy has documented the key issues and themes relating to the capacity, utilisation and performance of the current facilities and buildings and has been used to inform the 2021/31 Long-term Plan. The key recommendation from the strategy is the development of community facility space in both Pegasus and Ravenswood over the coming 10 year period.

5.3.2.6 *Public Toilets*

Detailed information relating to the capacity, the utilisation and performance of the Public Toilets is provided in the latest update of the Public Toilets Strategy document produced in October 2017. The Strategy pulls together information on the current and future trends in provision, analyses feedback from customer surveys and has also extracted information from the Councils service request data base. The performance of the activity is also reviewed and feedback provided by the wider community as part of the annual Customer satisfaction surveys

The 2017 update of the Public Toilets Strategy has documented the key issues and themes relating to the capacity, utilisation and performance of the current facilities and has been used to inform the 2021/31 Long-term Plan.

5.3.2.7 *Rangiora Airfield*

The airfield in terms of hanger space has almost reached current capacity. The Council has now completed the designation process and as part of the Long Term Plan has identified budget for the development of the master plan for this space. In terms of the airfields capacity to accommodate landing and take-off this is considered not to be an issue based in current usage rates. The Council has invested in a radio frequency based identification system (AIMM) which allows all aircraft to be monitored. This has allowed Council to determine the amount of people using the airfield accurately. While it has identified a significantly higher amount of users as previously thought capacity is still not considered an issue.

There remains significant demand for additional hanger space to be made available at the airfield. With the completion of the designation process in December 2020, Council is now able to develop a master plan for the airfield including the development of the other side of the airfield which will include provision for hanger spaces.

5.3.2.8 Aquatic Facilities

User information is collected at Dudley, Kaiapoi and Oxford swimming pools to determine usage of these facilities. Currently usage of these facilities is down from previous years due to the impact of Covid-19 on the ability of users to utilise these facilities for a large portion of the year. The Aquatic Facilities Strategy has identified that with the continued population increase in the north east of the district (Woodend, Pegasus and Ravenswood), a new facility should be developed in this area to ensure that residents continue to be able to easily access aquatic recreation opportunities.

5.3.3 Condition

A visual assessment of the condition of all assets has been undertaken as part of the Asset Validation Project. These inspections remain ongoing as part of the data validation and auditing process relating to the Parks and Reserves Maintenance Contract.

This visual inspection was undertaken utilising the standards provided in the NAMs International Infrastructure Management Manual which divides condition into the categories for a core asset management approach included in the table below.

Table 5-2: Condition Ratings

Condition Grade	Condition Description
1	Very Good Condition Only normal maintenance required
2	Minor Defects Only Minor Maintenance required (5%)
3	Maintenance Required to Return to Accepted Level of Service Significant maintenance required (10-20%)
4	Requires Renewal Significant renewal/upgrade required (20-40%)
5	Asset Unserviceable Over 50% of asset requires replacement

The NZ Water Visual Assessment of Utility Assets Manual has also been referenced in judging the condition of the assets as it provides examples of deterioration in different material types that are also utilised in green space assets.

The condition assessments are stored and updated in the Council asset data bases. This allows for a record to be kept of how the condition of the asset changes with time. Any assets that are identified during the Asset Validation Project as being condition 5 are raised with the Contract Manager for immediate renewal if budget constraints allow. If not, an allowance is made for the renewal of the asset in the renewal schedule.

5.3.2.9 *Greenspace Assets*

The table below summarises the greenspace asset condition as abstracted from the Council's asset data base, the table provides a summary at the asset group level and shows a summary at the Greenspace asset level. Assets that have a condition rating of 4 or 5 indicates that these assets required renewal within the next LTP period. The key change from this table from the last AMP is that the number of assets that either had condition unavailable or other information lacking on condition has now considerably reduced with the two main assets where this is still a concern are irrigation and utilities which are generally underground assets.

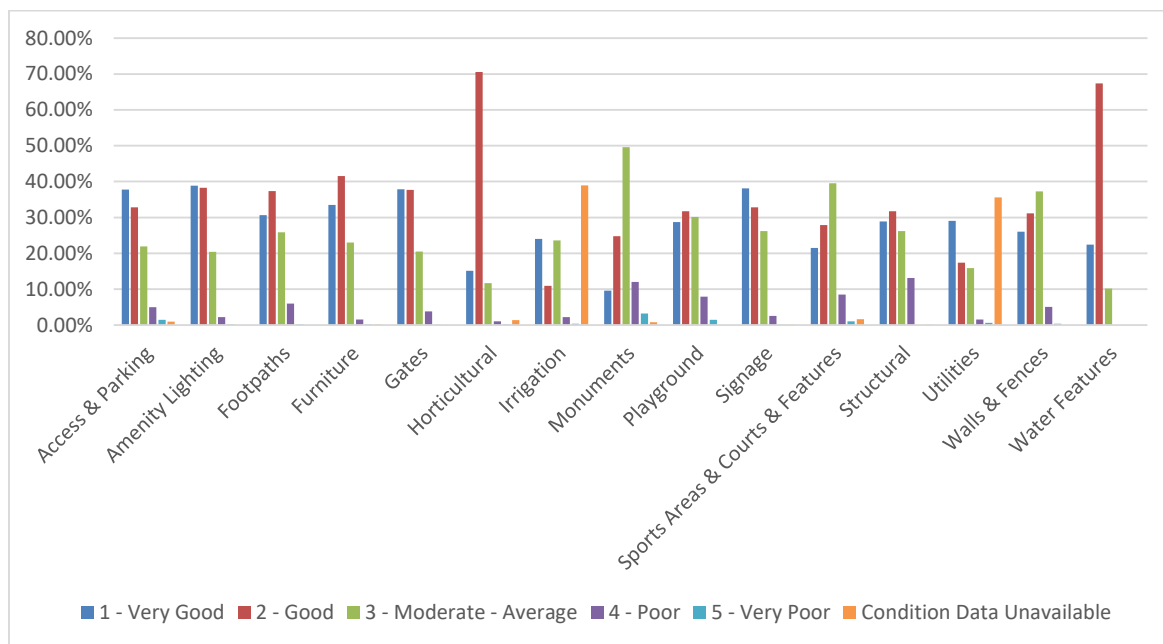
The charts below provide simple illustrations of the condition rating across the Greenspace assets as taken from the asset data base.

Table 5-3: Greenspace Asset Condition Summary

Asset Group	1 - Very Good	2 - Good	3 - Moderate - Average	4 - Poor	5 - Very Poor	Condition Data Unavailable
Access & Parking	37.81%	32.84%	21.89%	4.98%	1.49%	1.00%
Amenity Lighting	38.85%	38.29%	20.45%	2.23%	0.19%	0.00%
Footpaths	30.62%	37.38%	25.84%	5.96%	0.20%	0.00%
Furniture	33.46%	41.56%	22.98%	1.54%	0.23%	0.23%
Gates	37.86%	37.71%	20.46%	3.82%	0.15%	0.00%
Horticultural	15.17%	70.57%	11.71%	1.00%	0.19%	1.36%
Irrigation	24.00%	10.91%	23.64%	2.18%	0.36%	38.91%
Monuments	9.60%	24.80%	49.60%	12.00%	3.20%	0.80%
Playground	28.70%	31.77%	30.14%	7.94%	1.44%	0.00%
Signage	38.15%	32.82%	26.23%	2.52%	0.14%	0.14%
Sports Areas & Courts & Features	21.49%	27.85%	39.52%	8.49%	1.06%	1.59%
Structural	28.89%	31.74%	26.17%	13.08%	0.00%	0.13%
Utilities	29.01%	17.41%	15.86%	1.55%	0.58%	35.59%
Walls & Fences	26.07%	31.16%	37.27%	5.09%	0.41%	0.00%
Water Features	22.45%	67.35%	10.20%	0.00%	0.00%	0.00%

The graph below shows the asset condition rating across the asset group.

Figure 5-7 Greenspace Asset Condition Rating



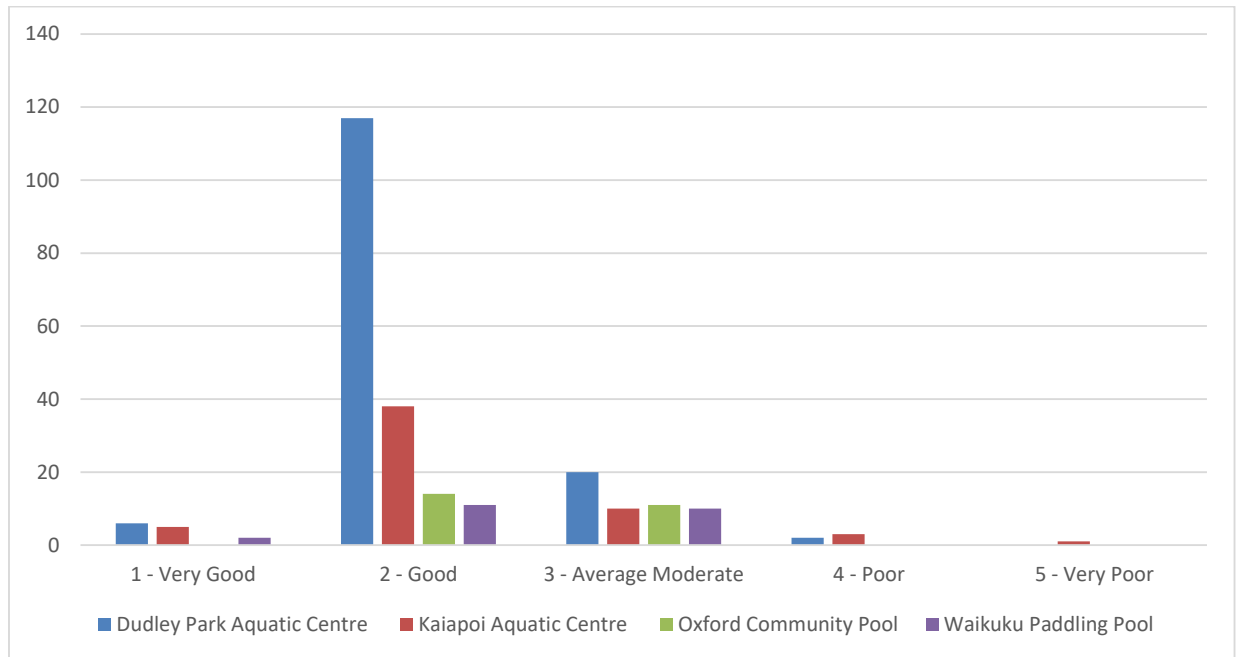
5.3.2.10 *Community Facilities, Rangiora Airfield, Aquatic Facilities and Public Toilets*

Following the development of the last AMP, capture of the asset information including condition data was identified as a significant improvement item for Community Facilities, Aquatic Facilities and Public Toilets. Following this a process was implemented to capture this information and load into the TechOne system alongside the other asset information held.

This process has been completed for Aquatic Facilities (with information to be loaded into TechOne), is partially completed for Community Facilities and Public Toilets have not started.

The following shows the breakdown of the condition rating of assets located within each of the Aquatic Facilities across the district:

Figure 5-8 Condition of Aquatic Facilities Assets



5.3.2.11 Trees

Below is a summary of the condition data taken from the TechOne asset system. The data shows that the percentage of trees assigned a condition rating of poor or very poor accounts for 11.17% of the tree stock (down from 13.2% in the last AMP). It is estimated that those trees identified in a very poor condition will need replacing over the 2021/31 period. It is estimated that maintenance interventions to a proportion of the poor condition rated trees will enable these to remain over the 10-year period. For planning purposes, it is estimated that 50% of the trees with a poor condition rating will need to be replaced over the 2021/31 timeframe, the remaining will survive into the 2031/41 period.

There are a number of trees that have been captured since the new contract with Asplundh that are currently recorded as unassigned condition. Staff are working with Asplundh to rectify this and improve the asset information held for these trees.

The following graphs show the breakdown of tree assets condition (by number and percentage):

Figure 5-9 Tree Condition (Number)

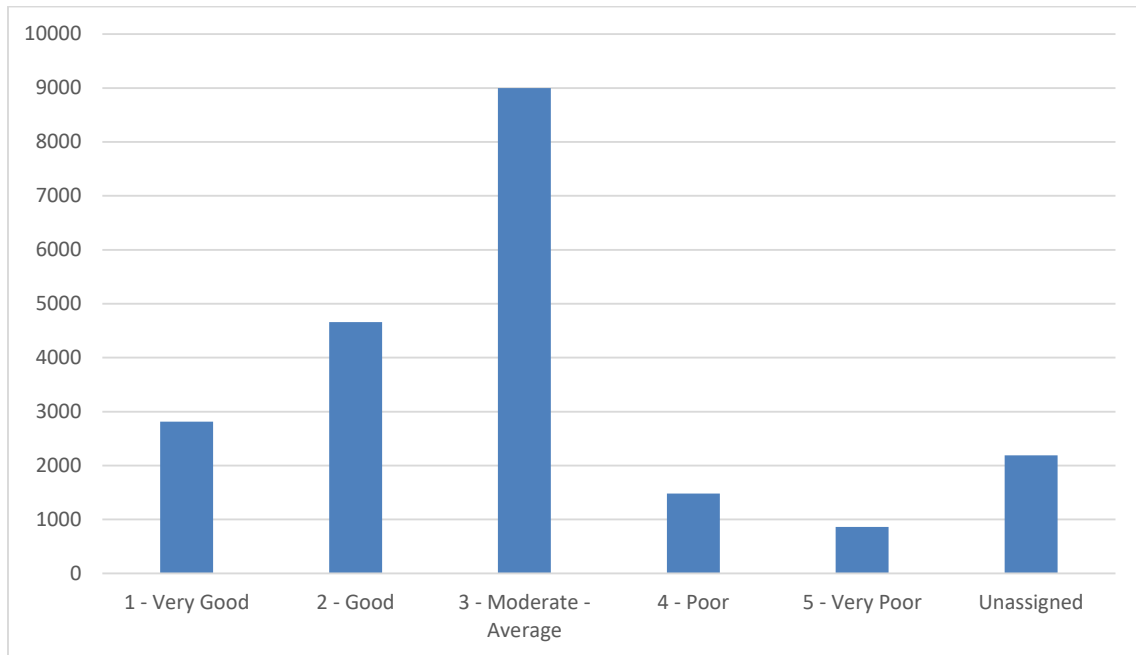
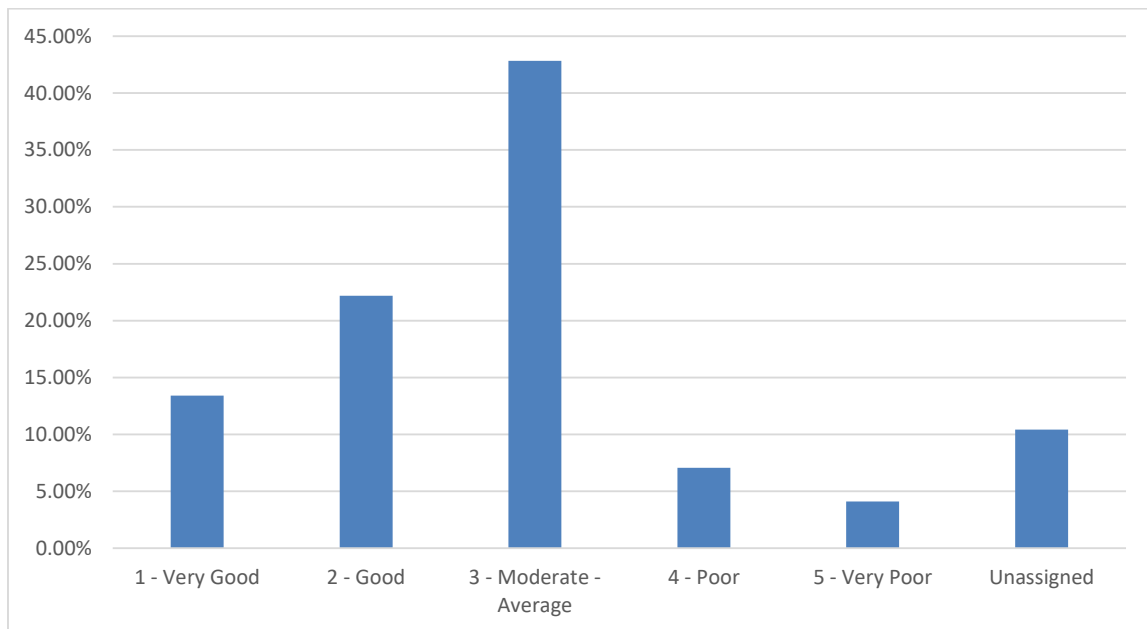


Figure 5-10 Tree Condition (Percentage)



5.3.4 Greenspace Assets Summary

The following table summarises the key characteristics and values associated with the park categories.

Table 5-4: Parks Characteristics Summary

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
Sport & Recreation Reserves	Sport and recreation activity, recreation facilities and buildings, often multiple use.	<ul style="list-style-type: none"> Sport facilities such as grass fields and hard courts. Buildings such as changing rooms, clubrooms and community centres. Recreation facilities such as playgrounds, skate parks, half courts, picnic areas, bike tracks and dog parks. Seating. Landscaping. Usually large size. 	<ul style="list-style-type: none"> Organised sport Social sports Active recreation Informal sport & recreation Walking Amenity & open space Events 	<p>A sports and recreation reserve is designed and used for sport and recreation, and is often multi use, providing for a range of community activities and facilities.</p> <p>There is likely to be a mixture of winter and summer sport use. The sports turf areas are maintained to an appropriate standard for the sports code use. A sport and recreation reserve may accommodate hard court and built recreation facilities.</p> <p>Toilets, changing facilities and car parking are likely to be available and some reserves may have resident club facilities.</p> <p>Bookable sports play facilities are the primary purpose of sport and recreation reserves. Some reserves may have recreation facilities such as playgrounds and other facilities serving a local neighbourhood or community function.</p>	<ul style="list-style-type: none"> To provide and maintain sports field capacity to meet reasonable demand. Recreation facilities will be managed to meet the recreation needs of the community or sports code. 	<ul style="list-style-type: none"> Recreation Parts possibly classified as Local Purpose
Neighbourhood Parks	Local, informal recreation, play and amenity open space.	<ul style="list-style-type: none"> Usually small areas (up to 2 ha) located in close proximity to residential areas or serving the needs of outlying communities. May have recreation facilities, e.g. 	<ul style="list-style-type: none"> Play Relaxation Recreation Amenity/open space 	Smaller sites, of local or community significance, which add to the attractiveness of neighbourhoods and provide space for informal recreation, social interaction and play.	<ul style="list-style-type: none"> Accessible, safe and flexible open space that caters for some of the recreation, social, relaxation and informal sporting needs of a wide cross 	<ul style="list-style-type: none"> Recreation Local Purpose

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
		<p>playgrounds, skate parks, half courts, picnic areas, bike tracks.</p> <ul style="list-style-type: none"> • Seating. • Landscaping. • May have sports field for junior or informal use (community catchment level). • May have buildings such as toilets, community centre, crèche, kindergartens etc. (generally at community catchment level). 			<p>section of people living within a neighbourhood or group of neighbourhoods.</p> <ul style="list-style-type: none"> • Well designed and landscaped environments that reflect the character of the neighbourhood and are an attractive asset to built-up areas. • A variety of play opportunities for people of different ages which are safe, creative and continuously appealing. • Parks located in rural areas provide a focal point for the community. 	
Public Gardens	Horticultural collections and displays for relaxation, contemplation, education and/or amenity.	<ul style="list-style-type: none"> • Horticultural/botanical display plantings. • Display houses. • High quality landscaping. • Interpretation, e.g. plant names, historic or horticultural information, visitor centre. 	<ul style="list-style-type: none"> • Relaxation/contemplation • Education • Amenity • Weddings & photography • Picnics • Event/function venue • Visitor centre • Conservation • Recreation 	<p>Public gardens include parks that are of significance to the district, with an emphasis on horticultural displays.</p> <p>The primary focus for public gardens is to create a place of beauty and tranquillity through high quality horticultural design and maintenance and other features appropriate to the park's character. They may</p>	<p>Provision of high quality public gardens in key locations which provide the opportunity for horticultural displays, education and contemplative leisure experiences.</p>	<ul style="list-style-type: none"> • Recreation

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
			<ul style="list-style-type: none"> Cafes/restaurants 	<p>often also contain historic heritage values.</p> <p>They may include, but are not limited to, botanic gardens.</p> <p>They will generally exhibit one or more of the following values and attributes:</p> <ul style="list-style-type: none"> Peace & tranquillity Horticultural excellence and diversity Be at tourist destination Have a particular unique feature or character Historic, artistic or cultural values Horticultural and/or environmental education values <p>Public gardens will be developed and maintained to the highest standard. They may also have a "Friends" organisation which supports the public gardens, including fundraising for capital development and running volunteer programmes</p>		
Natural Parks	Experience and/or protection of the natural environment.	<ul style="list-style-type: none"> Native bush, coastal, forestry, farm parks, wetlands and water bodies. Developments providing for walking, biking, horse riding, 	<ul style="list-style-type: none"> Conservation Ecological restoration/enhancement Access to the coast/ rivers/ natural environment Walking/cycling 	<p>The definition of nature and natural is widely defined to include native bush areas, wetlands, coastal and lake margins, forestry, farm parks, esplanade reserves and restoration areas or other natural landscapes.</p> <p>Natural parks may exhibit one or more of the following values and attributes:</p>	The provision and protection of natural environments to provide opportunities for people to experience nature through recreation activities appropriate to the particular park.	<ul style="list-style-type: none"> Recreation Scenic Nature Scientific

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
		picnicking and visitor information.	<ul style="list-style-type: none"> Information/ education/ interpretation Open space Ecosystem management Low impact recreation Picnicking 	<ul style="list-style-type: none"> Large scale sites Low impact recreation activity Intact or restorable natural ecosystems Unique or threatened NZ native flora and fauna Park land adjoining the coast Natural wetland areas Water bodies such as lakes, ponds, streams and/or riparian features Outstanding natural landscape or geological features <p>Access to the coast and other waterways</p>		
Cultural Heritage Parks	Protection of built cultural and historic environment for commemoration, mourning and remembrance	<ul style="list-style-type: none"> Cultural heritage features such as pa sites. Historic buildings or structures. Memorial sites. Cemeteries. 	<ul style="list-style-type: none"> Protection, restoration, and enhancement Historical information and education Commemoration Burials/ mourning/ remembrance 	<p>Cemeteries are provided as a location for interments and remembrance. The primary objective is to create a respectful environment that is attractive, restful and suitable for reflection and grieving. Cemeteries will require a high level of development to meet their purpose and visitor needs. They are included within the park network to reflect the wide range of uses and values cemeteries provide.</p> <p>Cultural Heritage parks will generally exhibit one or more of the following values and attributes:</p> <ul style="list-style-type: none"> Historic sites Historic buildings and structures Monuments and plaques Cemeteries, including both open and closed 	The protection of specific cultural heritage sites and features and opportunities to experience and learn about our history.	<ul style="list-style-type: none"> Historic Recreation

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
				<ul style="list-style-type: none"> Other sites of cultural or heritage significance 		
Outdoor Adventure Park	Recreation activities and built facilities requiring a large scale non-urban environment.	<ul style="list-style-type: none"> Peri urban setting Large scale Multiple range of activities Nature/ environment based recreation activities 	<ul style="list-style-type: none"> Managed nature such as forestry or farm parks Walking/cycling Picnics Equestrian Motor sports Camping Other recreation activities not suited to urban park environment 	<p>The Outdoor adventure park enable visitors to experience a variety of recreation activities in a wide range of open space environments.</p> <p>The Outdoor adventure park will generally be large sites, usually located on the outskirts of urban areas. The character and management of the parks varies widely and can include exotic forestry, farm parks, native bush, coastal and river areas.</p> <p>Recreation activities include those that require space and separation from urban locations and/or require particular natural features. Examples include mountain biking, equestrian, rock climbing, windsports, motorised recreation, camping, walking/tramping, picnicking, hunting, canoeing/kayaking etc.</p>	Provision of opportunities for outdoor adventure-based recreation activities that require large areas of land.	<ul style="list-style-type: none"> Recreation Local Purpose

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
Civic Space	Social and community open space and events.	<ul style="list-style-type: none"> • Business/retail area location • Hard paving • Soft landscaping • Seating areas 	<ul style="list-style-type: none"> • Lunch/ meetings for workers/ shoppers • Open space in town centre, business or industrial area • Social and community gatherings • Entertainment • Events 	<p>Open spaces within central business districts or other retail business areas which provide space for casual gatherings, meetings, and relaxation. They may also provide for large public gatherings, events and entertainment.</p> <p>Civic spaces also provide landscape/amenity enhancement and visual open space relief in a built up environment.</p>	<ul style="list-style-type: none"> • Provision of open space within business/retail areas • High level of amenity development and associated maintenance • Designed to attract and cater for periodic high levels of use 	<ul style="list-style-type: none"> • Recreation • Local Purpose
Recreation and Ecological Linkages	Open space, linkages and corridors	<ul style="list-style-type: none"> • Grass/tree planting • Paths/tracks • Possibly linear in nature • Generally low level of development 	<ul style="list-style-type: none"> • Amenity/ open space • Walking/ cycling/ commuting • Conservation and ecological enhancement 	<p>Recreation and Ecological Linkages have a variety of characteristics; ranging from undeveloped green areas, to developed areas with mown grass, trees and other low-key facilities.</p> <p>They can play an important role in meeting sustainability objectives through the protection and enhancement of biodiversity, and by providing linked ecological corridors within the built environment.</p> <p>They enhance urban form and landscape values, and provide opportunities for linked walking and cycling networks.</p> <p>They also perform a wide range of functions; from largely unused or inaccessible areas, through to simple amenity spaces for passive use, and areas used actively for picnics, walking, biking and other recreation.</p>	<p>Provision of open space that enhances the urban environment and provides ecological and recreation linkages</p>	<ul style="list-style-type: none"> • Recreation • Local Purpose

Park Category	Primary Purpose	Typical Characteristics	Type of Use/Value	Definition	Desired Outcomes	Likely Reserves Act 1977 Class
				<p>They often provide walkway/transport Linkages from one neighbourhood to another, or may link park areas together.</p> <p>They may be based on geographic features within the urban environment where building development is not feasible e.g. stream gullies, drainage areas, steep hillsides or awkwardly shaped sites.</p> <p>Generally Recreation and Ecological Linkages will have a low level of development, except where usage and demand warrants it. This may include tracks, park furniture and signage.</p>		
Streetscapes	<p>Street related public open space.</p> <p>Open space amenity & natural elements within built-up areas.</p>	<ul style="list-style-type: none"> • Street trees • Street gardens • Amenity landscape planting • Street furniture 	<ul style="list-style-type: none"> • Amenity (walking, cycling, driving) • Social interaction • Relaxation • Civic pride • Botanical/wildlife 	<p>Street related public open space designed to enhance amenity values, accessibility and safety along road corridors and pedestrian avenues.</p>	<p>Enhancement of the street environment to provide opportunities for people to experience and enjoy open space corridors and natural elements within built-up areas.</p>	<ul style="list-style-type: none"> • Limited recreation • Parts possibly classified as Local Purpose • Road reserve

5.4 Utilisation and performance

During 2017 four strategies were developed to guide decision making around key asset types. These include Play Spaces, Public Toilets, Community Facilities and Sports Grounds. In 2020 the Community Facilities and Sports Grounds strategies were refreshed and updated based on new priorities and information. In addition to this an Aquatic Facility Strategy was also developed in 2020.

Each of these categories identified information about current utilisation and performance of the relative asset. The strategies also provide recommendations to ensure that capacity is managed to cater for future utilisation. Please refer to the strategies for further information.

The Aquatic facilities have good data collected around utilisation and performance of the pools. This is collected by bookings data for learn to swim programmes and numbers of people through the door. Performance of the pool assets is primarily focused on the water quality which is checked and reported to Council on an on-going basis.

5.5 Catchment Hierarchy for parks

Catchments are used to organise parks into subcategories, and generally indicate their significance and/ or community of interest. Different levels of service may apply to different catchments.

Table 5-5: Park catchment hierarchy

Catchment Level	Name	Description
1	Local	Serves immediate local area. Generally can be accessed by walking.
2	Community/Suburban	Serves local community or town. Access by walking, bike or car.
3	City/District wide	Serves the whole city or district. Access by driving or public transport.
4	Region	Serves the entire region comprising several cities or districts. Access by driving or public transport

The following matrix shows the typical catchment areas for different park categories.

Table 5-6: Typical park category catchments

Category	Catchment			
	Local	Community/Suburban	City/District wide	Region
Sport & Recreation				
Neighbourhood				

Public Gardens				
Nature Parks				
Cultural Heritage				
Outdoor Adventure				
Civic Space				
Recreation and Ecological Linkages				

5.5.1 Assets Located on Green Spaces

The green spaces contain a wide range of assets. The table below provides a summary of the different types of assets.

Table 5-7: Summary of assets located on reserves

Asset Type	Units
Access and parking	212
Structural	799
Footpaths	517
Monuments	129
Furniture	1331
Walls and fences	1024
Water features	55
Gates	677
Lighting	554
Signage	727
Playground equipment	555
Sports areas, courts and features	437
Utilities	546
Irrigation	293
Horticultural	3139
TOTAL	10995

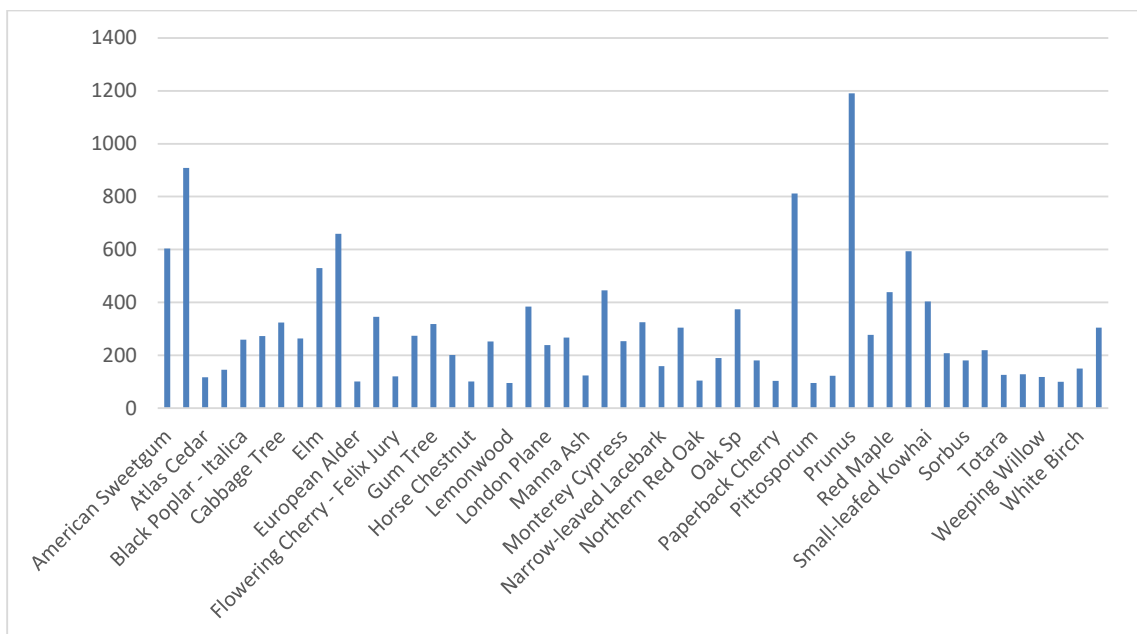
5.5.2 Tree assets

Council owned trees provide an important visual and environmental enhancement to the landscape, reserve and street trees are managed as detailed in the Councils Tree Policy document. The Tree Policy was reviewed as part of the update to the Tree Maintenance contract

to align the work completed on trees across the different categories of parks and reserves with the policy.

The Tech One asset data base shows that the Council has over 400 different species of trees, and a total number of trees being 20,995 as at January 2021. The chart below shows the 50 most common species across the range of trees owned and managed by Council with the top three being Prunus, Ash and Pin Oaks.

Figure 5-11 Tree Types



5.5.3 Community Facilities

The Council provides a range of community facilities which are categorised into three groups,

- District Wide Facilities are typically high quality large multi-purpose town hall, performing arts venues or indoor sports venues that cater for a wide range of activities and are capable of drawing visitors from across or outside of the District.
- Community Meeting Facilities are typically venues with some multi-purpose potential, some with main halls available for hire, and others with various room configurations used by either regular groups or available for casual bookings. They are used by social support network groups as office space or for passive recreation.
- Sports Facilities are buildings used for the purposes of active recreation. They are attached to sports grounds and used by sports ground users. Competition level sports grounds are often able to cater for multiuse by various sporting codes and are attached to premier sports grounds. Local sporting pavilions usually cater to one sporting code.

The table below shows the category that each building has been assigned in the Council's Community Facilities Policy.

Table 5-8: Community facilities categories

District Wide Facilities	Community Facilities	Sports Facilities
Cust Community Centre	Baker Park (Toy Library)	Mainpower Stadium
Oxford Town Hall	Cust Domain Pavilion	Carleton Domain Pavilion
Rangiora Town Hall	Dudley Park Pavilion	Cust Domain Pavilion
West Eyreton Hall	Fernside Memorial Hall	Kendall Park Pavilion and Changing Rooms
Woodend Community Centre	Kaiapoi Community Centre	Loburn Domain Pavilion
	Lees Valley School Reserve (Old school room)	Ohoka Domain Pavilion
	Oxford Centennial Building (now community leased)	Oxford (Pearson Park) Pavilion
	Oxford Jaycee Hall	Sefton Domain Pavilion
	Rangiora War Memorial Hall and offices	View Hill Domain
	Salt Water Creek Hall (storage facility only)	Coldstream Rd Hockey Changing Rooms
	Waikuku Beach Hall	
	Woodend Recreation Ground	
	Pegasus Community Centre (leased by Council)	
Woodend Lions Building		
Rangiora Airfield		
Aquatic Facilities <ul style="list-style-type: none"> • Kaiapoi Aquatic Centre • Dudley Park Aquatic Centre • Oxford Pool • Waikuku Beach Paddling Pool 		
Kaiapoi Marine Precinct		

The majority of these facilities are provided in the main townships of Rangiora, Oxford, Kaiapoi and Woodend. Other key Council owned community facilities, such as the Rangiora Library and Ruataniwha Kaiapoi Service Centre are not managed as Green Space assets and are not covered by this Plan. There are also a number of other community buildings and sports pavilions located on Council reserves which are not Council assets. These buildings and pavilions are owned by community or sporting organisations and are located on reserves via a lease or licence to occupy. In allowing sports or community groups access to these spaces it ensures that these users are able to have the required provision of facilities available to them.

Community buildings and the land surrounding the buildings are located on reserves categorised as neighbourhood parks, sport and recreation reserves and civic space in this Plan. The park category on which the community building is located is reflective of the primary purpose of the building and its typical usage.

The table below lists the community facilities covered by this Plan. After the earthquakes the Council adopted a policy of ensuring that all community facilities were brought up to at least 67% of New Building Standard (NBS). This table sets out the facilities, as well as the percentage of the NBS that the building is rated to. The two facilities listed with an asterisk have not yet had the strengthening work completed, once this work has been done the building will be at the listed NBS rating. Once these buildings have been strengthened all community facilities will be rated to at least 67% NBS with the exception of the Woodend Lions Building, which due to the significant cost involved and low level of use it was agreed to keep this building at 50% NBS.

Figure 5-12 Community Facility NBS%

Building Name	% NBS	Building Name	% NBS
Cust Community Centre	>67%	Pearson Park Pavilion	75%
Cust Domain Pavilion	>100%	Rangiora Town Hall	70%
Cust Museum	80%	Rangiora Toy Library	>67%
Dudley Park Pavilion	70%	Rangiora War Memorial Building	90%
Fernside Hall	72%	Sefton Domain Pavilion	68%
Kaiapoi Aquatic Centre	>100%	Toilets - Pines Beach	>100%
Kaiapoi Community Centre	>67%	Trousselot Park new toilets	>100%
Kendal Park Pavilion	>100%	View Hill Pavilion	76%
Loburn Domain Pavilion	67%	Waikuku Beach Hall	>67%
Ohoka Domain Pavilion	67%	West Eyreton Hall	>100%
Oxford Centennial Building	>67%	Woodend Community Centre	67%
Oxford Jaycees Rooms and Museum	67%	Woodend Toy Library & Pavilion	100%
Oxford Pool	>67%	Woodend Lions Building	50%
Oxford Town Hall	67%		

5.5.4 Rangiora Airfield

The Airfield has no scheduled flight services, but does provide opportunities for recreation and general aviation activities involving light aircraft and helicopters. The Airfield provides for airfield activities as defined under the Airport Authorities Act 1966 and specifically provides for the on-going growth and expansion of aviation activities. The Airfield has sufficient capacity to cater for general aviation, training and recreational aircraft.

The predominant use is recreational, agricultural and training operations with up to 1000 aircraft movements per week. The Airfield occupies a site of 50.7 hectares with the original site acquired early in 1960. It is situated three kilometres northwest of the Rangiora Township and is bounded by reserve land adjoining the Ashley/Rakahuri River to the north, Merton Road to the east and rural farmland to the south and west.

Significant facilities at the airfield are as follows:

- Three grass run ways
- 95 private hangers that are currently leased
- Ancillary building such as Aero Club Clubrooms and Air Cadet Training Corp Building
- Fuel pumps – Jet A1 and Avgas

In December 2020 the Council completed the designation process for the Airfield. This process ensures the future of the airfield as part of the district and its inclusion in the District Plan. In completing this process it will now allow the development of the overall master plan for the Airfield including the development plan for the other side of the airfield which will free up additional hanger and airfield space on existing land owned by Council.

5.5.5 Aquatic Facilities

The Council owns and operates two year-round Aquatic Facilities - the Dudley Park Aquatic Centre in Rangiora, and the Kaiapoi Aquatic Centre in Kaiapoi. During the summer season, the Council also operates the Oxford Community Pool, and the Waikuku Beach Paddling Pool. There is a range of facilities at these locations and these are summarised below:

Dudley Park Aquatics Centre	8-lane 25 metre lane pool,	Kaipoi Aquatic Centre	6-lane 25m pool
	19.5 metre long learners pool,		Learn to swim pool
	Children's leisure pool including toddler area		Toddlers Pool
	Spa pool.		Mechanical / electrical plant
	Mechanical / electrical plant		Changing rooms
	Changing rooms	Waikuku Beach Paddling Pool	Shallow pool
Oxford Community Pool	4-lane 25 metre pool		Splash pad
	Learners pool with toddlers stand		

	Mechanical / electrical plant		
	Changing rooms		

5.5.6 Public Toilets

Public toilets are defined as toilets that are open for use to the general public. The number of toilets provided also varies according to the anticipated level of use. In low use areas (e.g. rural parks) a single unisex cubical will be sufficient. In high use areas (e.g. a town centre) up to four cubical may be required. These may be male/female separate or unisex.

The style of the toilets varies according to when they were built and their location. For example, most of the earlier toilet blocks are concrete block and utilitarian (practical and functional) in nature. More recent toilets seek to take cues from the environment in which they are located and include design features to improve their amenity (while retaining their functionality). The size of a toilet block generally relates to its location. Most toilets located on community or neighbourhood parks are one or two cubicles while those located along the coast at entry points to the beach tend to be larger and may incorporate changing facilities.

Previously the Council has also financially contributed to the development of two public toilet facilities in privately owned buildings. These are the redevelopment of the public toilet facilities in the North Canterbury Cricket Association pavilion at Mainpower Oval and the provision of toilet facilities in the Rangiora New World Supermarket. The toilet facilities at the New World Supermarket replaced the Council's two cubicle concrete slab toilet block that was demolished when the car park was reconstructed. The Council provides the Canterbury Country Cricket Association with an annual operational grant to pay for the external doors to the public toilets to be locked and unlocked each day.

Council also provides effluent dump sites at Kaiapoi, Rangiora, and Oxford for motor caravans. The following table provides a location list of the 64 public toilet facilities located throughout the district.

Table 5-9: Public Toilets Locations

Location	Number of Public Toilets
Neighbourhood parks	21
Sports Parks	20
Natural Parks	9
Civic Spaces	7
Town Centres	4

Libraries or Service Centres	3
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For further information about Public Toilets please refer to the Public Toilet Strategy (Trim # 171114123588)

5.5.7 Kaiapoi Marine Precinct

As part of the Redzone and Regeneration for Kaiapoi, the existing Kaiapoi pontoons/marina was redeveloped to allow better use for the private and commercial activities in this space. This space was developed as part of the overall redevelopment of this area of Kaiapoi and provides opportunities for private users through available berthing both short and long term as well as commercial through the area designated for the River Queen.

5.5.8 Structures

Structures are built assets which either enhance the functionality or amenity of green spaces or provide opportunities for participation in recreation activities. The use of the structure depends on the type of structure it is and the site it is located on. The following table shows the numbers of assets within each asset type.

Table 5-10: General structure asset types

Asset type	Number of assets
Archway	13
Artwork	16
Boat Ramp	5
Bridge - pedestrian	45
Bridge - vehicular	7
Cemetery Berm	358
Deck	17
Dispenser - Doggie Bag	12
Fees/Comments Boxes	6
Flag Pole	16
Information Kiosk	7
Jetty	4
Pergola	21
Planter Box	95
Rotunda	2
Steps	39

Structure -miscellaneous	58
Tree Grate	76
Wave and river protection	1
Wharf	1

5.6 Asset Data Confidence

Opus' independent review found that the valuation undertaken by Council in 2019 was based on accurate and substantially complete asset registers and on appropriate replacement costs and realistic lives. Opus rated the valuation based on the International Infrastructure Management Manual (2011) to be a class B rating: Reliable $\pm 15\%$. The description of a B rating is: "Large portion of data based on sound records but has minor shortcomings (e.g. old data, some missing documentation, reliance placed on unconfirmed reports and extrapolations).

5.7 Section Improvement Plan

The following improvements have been identified within this section:

- The Public Toilet asset data and condition needs to be updated and loaded into the asset management system
- The Community Facilities asset data and condition should be collected and loaded into the asset management system
- The Aquatic Facilities asset data and condition should be loaded into the asset management system

In addition the creation of a standardised sign policy throughout Council would assist with clarity and uniformity of Council signs throughout the district.

6 Lifecycle Management

6.1 Introduction to the section

The assets included in this Plan that support the services to the community are diverse and varied, but for all of them it is important that the assets provided:

- are fit for purpose
- are able to deliver the performance expected over their life time
- have the capacity to provide the service expected both now and in the future.

It is also important that once the asset reaches the end of its useful life, it is disposed in a safe and environmentally sustainable way. Making the right choice at the initial provision or design stage is very important and will greatly influence the life expectancy of an asset. In addition, the level and frequency of maintenance and repair of an asset will also determine the life of an asset. Many of the assets covered by this plan are “natural” or “living” assets that have a finite life expectancy, the council through its appropriate design standards and specifications endeavour to provide the most appropriate asset which is supported through its day to day operational and maintenance activities to ensure that these assets support the services of the council. The disposal of these asset is also important and the council is able to compost most of the material which is then returned to the soil.

For other man made or built assets the council has appropriate standards and specifications that influence and guide the design of assets. The council has operational and maintenance contracts in place that endeavours to ensure that these assets deliver services over their expected useful lives. The successful lifecycle management of assets endeavours to minimise the total cost of ownership, balancing the initial capital cost with that of the ongoing operational and maintenance expenditure.

6.2 Management

6.2.1 Internal

The Council has dedicated teams in Greenspace and Aquatics that manage the services provided by this Activity Management Plan. For the detailed breakdown of the internal staff structure please refer to section 2.5 Organisational Structure.

6.2.2 External

The Council has four principal maintenance contracts covered by this plan which are described in more detail in section 6.3.1 below.

- Contract 17/22 Street, Reserve and Cemetery Trees Maintenance Contract
- Contract 14/53 Community Facilities Cleaning Contract
- Contract 15/42 Facilities Exterior Maintenance Contract
- Contract 16/51 Parks and Reserves Maintenance Contract

6.3 Operations

6.3.1 Maintaining existing LOS

There are four significant contracts for the maintenance of green space assets. These contracts are as follows:

- Contract 17/22 Street, Reserve and Cemetery Trees Maintenance Contract
- Contract 14/53 Community Facilities Cleaning Contract
- Contract 15/42 Facilities Exterior Maintenance Contract
- Contract 16/51 Parks and Reserves Maintenance Contract

As part of the Parks and Reserves procurement process for operational and maintenance contracts, a full competitive tender process is undertaken to ensure the most appropriate contractor is appointed.

The Street, Reserve and Cemetery Maintenance Contract involves the maintenance and operational activities, such as tree removal and planting, involved with street, reserve and cemetery trees. This contract was let to Asplundh in September 2018 for a period of four years plus two further optional extensions of two years and one year respectively (total of seven years).

As part of the contract, Asplundh the contractor for the Street, Reserve and Cemetery Tree Maintenance Contract, all works completed on trees are managed and recorded via the contractor's mobile management system. At the close of each month the data captured during the month is updated into the asset system. The Council has a complete register, including spatial, of all trees. Greenspace staff undertake a monthly audit of Asplundh against the contract specifications to ensure that they are meeting their obligations and that levels of service provision are being maintained.

The Parks and Reserves Maintenance Contract involves the maintenance and upkeep of parks and reserves. This work covers programmed maintenance, reactive maintenance and dayworks which covers one off work required generally in response to service requests. This contract was let to Delta Utility Services Ltd on 1 March 2017 for an initial period of three years plus two further optional extensions of two years. Staff have exercised the first of the optional extensions in 2020.

This contract is performance based for all operational works. Greenspace assets have been identified on a schedule as to the grade that the contractor is required to maintain them to. In order to manage the performance of the contractor against the contract specifications monthly audits are undertaken by a Greenspace Officer. Audit reports are prepared based on the inspections completed and a report is issued to the contractor outlining their performance for the previous month as well as any remedial action if required.

As part of this contract, the Contractor is required to assist the Council in updating its asset data information. To do this, the Contractor is required to provide a report detailing all assets that have been added or removed, including a drawn location plan of the asset, detailed description and a photograph of the asset.

The two final contracts, Facilities Exterior Maintenance and Community Facilities Cleaning contract are contracts that provide for multiple departments within Council (Greenspace, Property, Libraries and Aquatic Facilities). As part of these contracts there is no capturing of asset changes or maintenance history into the TechOne system. Greenspace have identified the need for these contracts to provide feedback/information on the status and condition of assets within the community facilities.

Aside from planned maintenance, which is planned and managed between the Contractor and Council, the contractors are also informed of any reactive maintenance, such as fallen branches or assets requiring attention, via the corporate request for service system.

In addition to the four major contracts described above Greenspace also have a number of smaller contracts specific to community facilities or other areas. These are identified and described below:

- Security Monitoring and Response Contracts
 - As an organisation the Council has an ongoing contract with Code 9 for the monitoring of the alarm systems located within the Council owned buildings and facilities. In addition to this there is a contract between Council and Armourguard to

cover services such as alarm responses, locking up of community facilities and parks and other security services.

- Pest Control Services
 - Greenspace have an agreement with Target Pest for the control and monitoring of pests at all Community Facilities, as well as targeted pest control at some reserves.
- Waikuku Beach Hall Cleaning
 - This contract has been in place for the cleaning of the Waikuku Beach Hall since 2002 and continues to be completed by the Waikuku Beach Campground Manager.
- Ashley Gorge Reserve Maintenance
 - This contract was let in 2015 for the maintenance of the Ashley Gorge Reserve for a period of two years, with a further two options of twelve months each. This continues to be undertaken by the Ashley Gorge Campground Managers.
 - This contract only includes; mowing of the reserve, vegetation control, cleaning of one toilet block, collection of loose litter and emptying of the rubbish drums and reserve inspections. It does not include work required on the road frontage or embankment shrub gardens, inspection and maintenance of the playground located within the reserve and any tree work required.
- Graffiti Rapid Response Service
 - The Council has a service level agreement with the Kaiapoi Community Care and Employment Trust for the delivery of a rapid response graffiti removal service and provides an annual grant to the Trust.
- Direct Employment of Cleaners
 - The Council also directly employs cleaners for the West Eyreton Hall and Loburn Domain Pavilion which is overseen by the Greenspace Operations Team.
- Minor System and Asset Monitoring Contracts
 - There are a number of contracts Greenspace have as part of the management of community facilities that are required to have regular maintenance or inspections to ensure operational effectiveness as well as safety and maintenance. These are as follows:
 - Lift inspections
 - HVAC system maintenance
 - Fall arrest systems
 - Fire systems
 - Accessible doors
 - Backflow Preventer

- Hearing Aid Loop
- Cable Tagging
- Theatre Systems (Ropes and Rigging)
- Waste Management
- Cinema Projection Equipment

6.3.2 LOS enhancements

Any change in Levels of Service requires consultation as part of the Long Term Plan. If approved by Council the new Levels of Service may generate new assets. Any new assets developed or added to support enhanced levels of service are incorporated into the asset data base system, this enables day to day operational and maintenance activities to be updated to ensure that these additional assets form part of the appropriate maintenance contracts.

6.3.3 Growth

Growth related development is guided by the levels of service which prescribe what and where development of open space and associated assets will be. Growth related development is funded from Reserves Development Contributions. Any new assets developed or added to support growth are incorporated into the asset data base system, this enables day to day operational and maintenance activities to be updated to ensure that these additional assets form part of the appropriate maintenance contracts.

6.4 Maintenance

Operations and maintenance strategies set out how reserves will be operated and maintained on a day-to-day basis to consistently achieve the optimum use of assets. Operations and maintenance activities fall into the following categories, each having distinct objectives and triggering mechanisms:

Operations - Activities designed to ensure efficient utilisation of the assets, and therefore the assets achieve their service potential. Operational strategies cover activities such as mowing of grass, maintenance of edges by spraying, garden maintenance, replanting of gardens and irrigation work, inspections, and tree maintenance.

Maintenance - Maintenance strategies are designed to enable existing assets to operate to their service potential over their useful life. This is necessary to meet service standards, achieve target standards and prevent premature asset failure or deterioration. There are three types of maintenance:

- Programmed maintenance - A base level of maintenance carried out to a predetermined schedule. Its objective is to maintain the service potential of the asset system.
- Condition maintenance - Maintenance is implemented as a result of condition or performance evaluations of parks and reserves components. Its objective is to avoid primary system failure.
- Reactive maintenance - Maintenance is carried out in response to reported problems or system defects. Its objective is to maintain day-to-day levels of service.

Currently there is no process for optimising the operations and maintenance spend on green space assets other than what is done informally by Council staff during day to day work. Efficiency and value for money are considered when making expenditure decisions.

6.5 Renewals

6.5.1 Maintaining existing LOS

6.5.1.1 *Greenspace*

Renewals of green space assets occur when they are no longer able to meet level of service requirements. The rate of asset renewal is intended to maintain the overall condition of the asset system at a standard, which reflects its age profile and ensures the community's investment in the green space asset is maintained.

The level of expenditure on asset renewals varies from year to year, reflecting:

- The age profile of the assets
- The condition profile of the assets
- The on-going maintenance demands
- Customer service issues and demands
- The differing economic lives of individual assets comprising the overall asset

Green Space renewals have been based on a combination of asset useful lives and condition. Staff have identified that when assets reach the end of their allocated useful lives, the condition has often not deteriorated sufficiently to justify a complete replacement of that specific asset. This can be linked back to the work undertaken by the Operations team to ensure that assets are continually maintained at an operational level and that this work may in effect increase the useful lifespan of these assets.

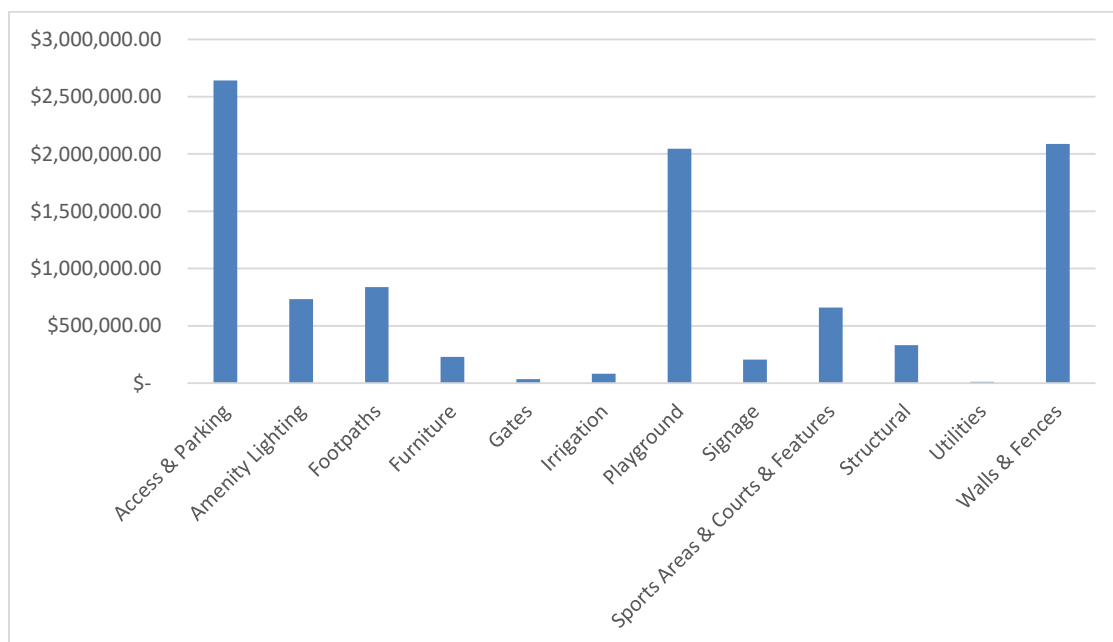
As part of the improvement process, Green Space have identified the need to capture these changes to asset lifespan to allow accurate renewal and replacement forecasting. This will be linked in with the current asset validation programme in which staff are also including an asset operational life review during this process.

This has been considered when forming the renewals schedules and budgets in that based on observations by Green Space staff assets have been performing / lasting for approximately 20% longer than the recorded financial life. This is reinforced by the low criticality of the assets managed by Green Space in that if an asset is not replaced immediately when it the asset has reached its end of its useful the impact is generally no more than minor.

As such when the renewals budget is planned it must take into account the assets due for renewal in each of the financial years while also balancing this against the current condition of the assets, customer expectations and staff experience of level of failure of the specific asset type.

The chart below summarises the estimated renewals expenditure by greenspace Asset Group over the 2021/31 period for assets that have been identified as having a condition rating of 3, 4 or 5 where the asset is due for replacement in the 10 year period of the Long Term Plan as its useful life has been reached. The data indicates that for the Green Space assets the total estimated cost of renewing these assets is approximately \$9,897,366.20 or an average of \$989,736 per annum over the period of the Long Term Plan.

Figure 6-1: Profile of Predicted Renewals Expenditure for Greenspace Assets



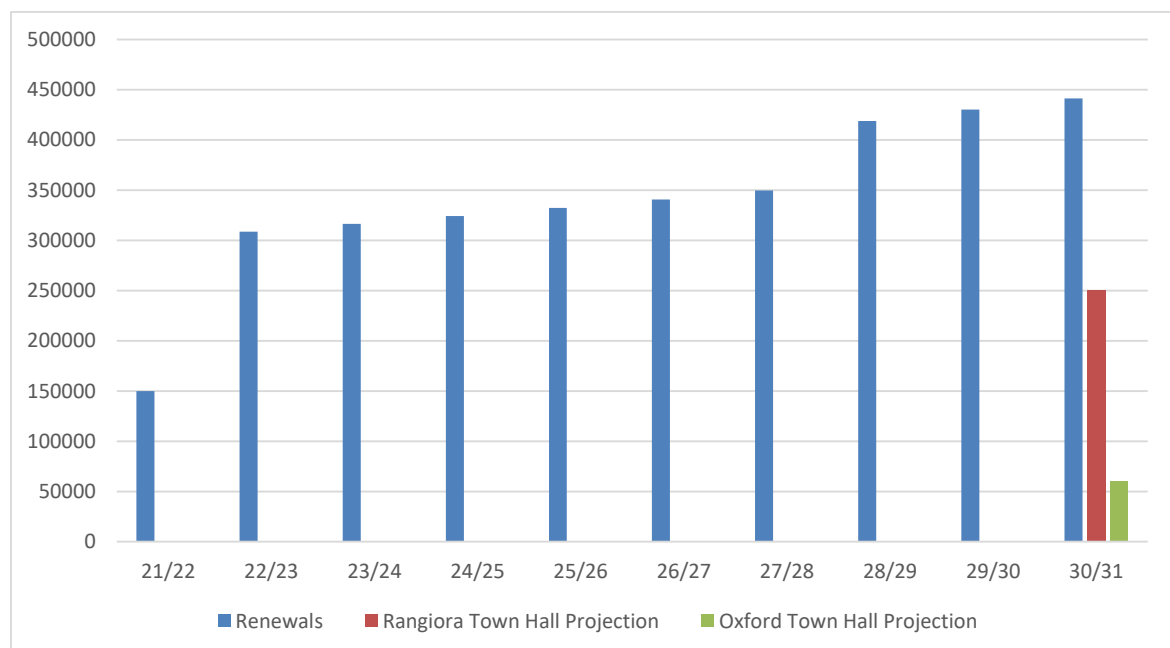
6.5.1.2 Community Facilities

As part of the assets that Green Space manage, the Community Facilities currently have a depreciated replacement value of approximately \$37,161,000. Previously the only information for community facilities related to useful lives and costs for the structure and roof (some additional limited information is available for Rangiora and Oxford Town Halls).

Since the last Activity Management Plan, staff have undertaken an asset capture process for the assets located within the community facilities such as heat pumps, carpet and other asset types. This process has captured the range of assets within these facilities and has been used as the basis for the updated renewal programme identified for community facilities. This programme has seen the required renewals for these facilities increase from approximately \$45,000 per annum to \$350,000 per annum by the end of the 10 year period. A total of \$3million over the 10 years has been budgeted to undertake renewal of community facilities. In addition to this renewal programme, budget has also been allocated for the renewal of the projection equipment in Rangiora and Oxford Town Halls

The following table shows the budget for the Long Term Plan for Community Facility Renewals:

Figure 6-2 Community Facilities Renewals



6.5.1.3 *Hardcourt renewals*

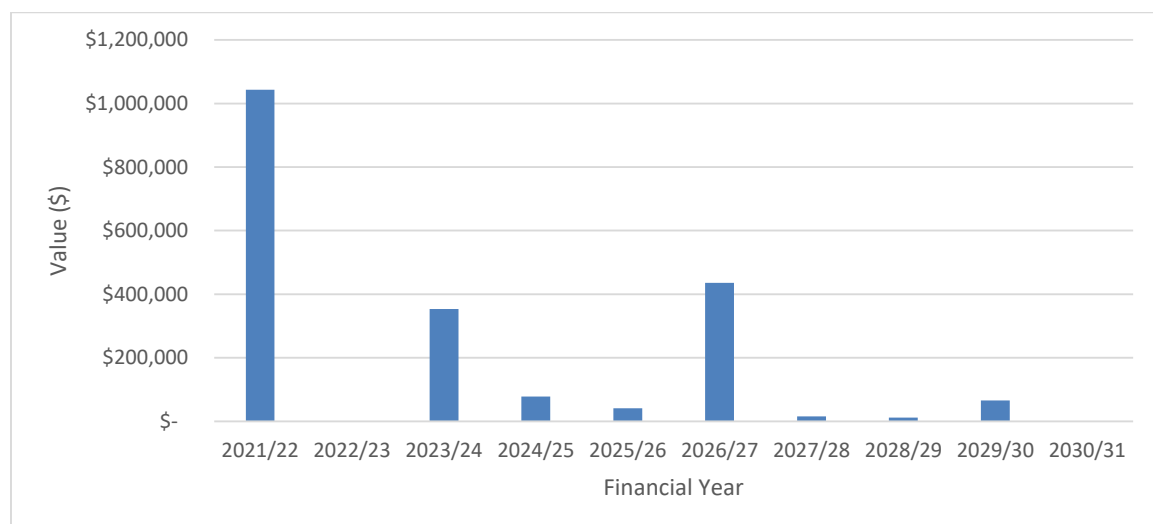
Council manage and maintain a number of hardcourt surfaces throughout the District including tennis courts, half courts and other sporting hardcourt areas. As part of Green Space operations, a schedule has been put together based on the condition of tennis and netball courts throughout the District. The operations team has been undertaking this renewal work over the last several years with the majority of these courts have now been completed. This budget is now focused on renewing the playing surfaces of the two artificial surfaces located at Coldstream and Kendall Park. These are currently planned for 2027/28 and 2029/30 at a cost of approximately \$750,000 each.

6.5.1.4 *Play Spaces*

As part of this Activity Management Plan, Green Space have identified the need to split the Play Safety Surfaces budget into two distinct codes, Play Space and General Reserve Renewals as previously this budget covered both of these types of renewals.

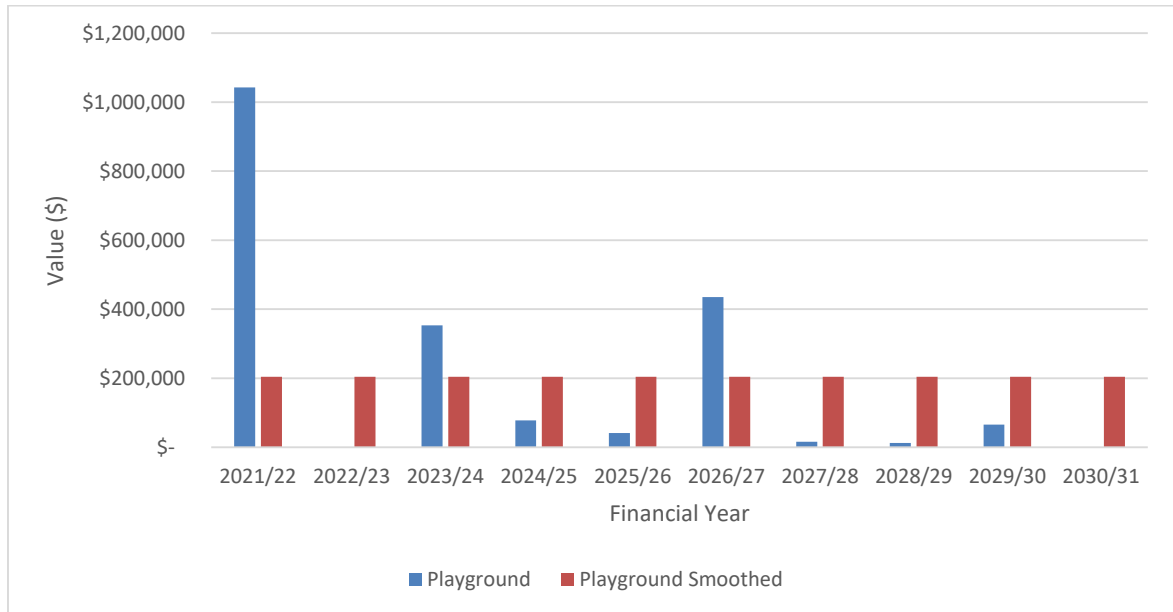
By splitting this budget it allows Green Space to more accurately identify the costs associated with the renewals of Play Spaces. The below table shows the estimated replacement cost of Play Spaces asset throughout the district over the period of the Long Term Plan.

Figure 6-3 Estimated Play Spaces Replacement



In considering the estimated replacement of Play Spaces assets as identified in the above figure, it can be seen that there are peaks where the replacement needed is higher than the other years of the Long Term Plan period. As noted above Green Space have considered that smoothing the replacement of these assets over the period of the Long Term Plan is appropriate and this is shown below:

Figure 6-4 Comparison of Replacement Cost against Smoothed Replacement Cost



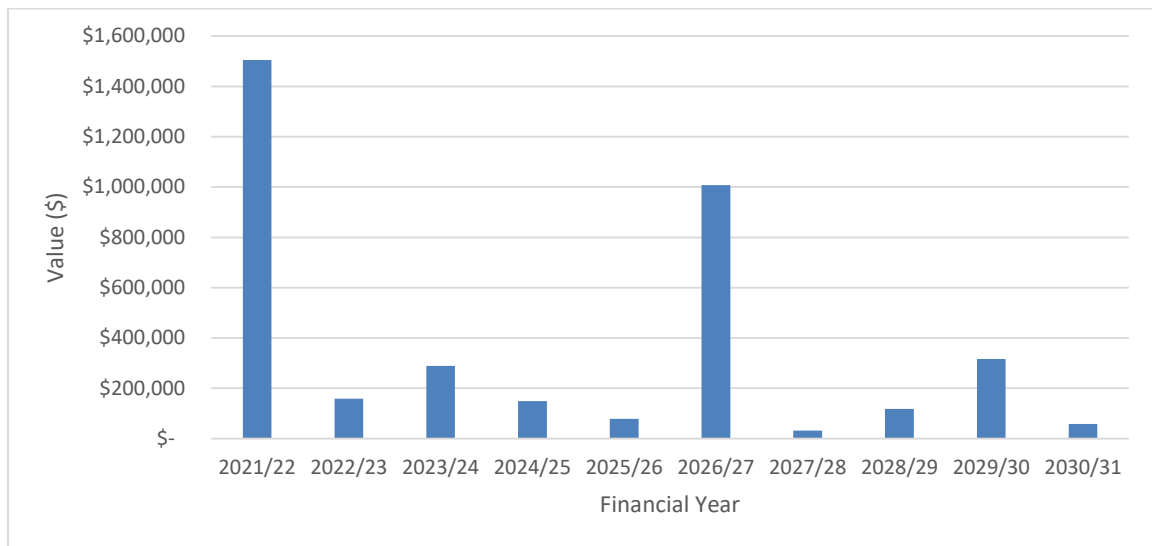
This shows that with a smoothed replacement schedule, Green Space will require approximately \$204,478 per year to undertake the required replacement work.

6.5.1.5 General Reserve Renewals

As noted above, Green Space have identified the need to split the Play Safety Surfaces budget into two distinct codes, Play Space and General Reserve Renewals. This is due to the need to separately identify and track specific projects against these codes. The General Reserve Renewals includes asset items that do not fit within the other identified budget lines such as; signs, amenity lighting and fences.

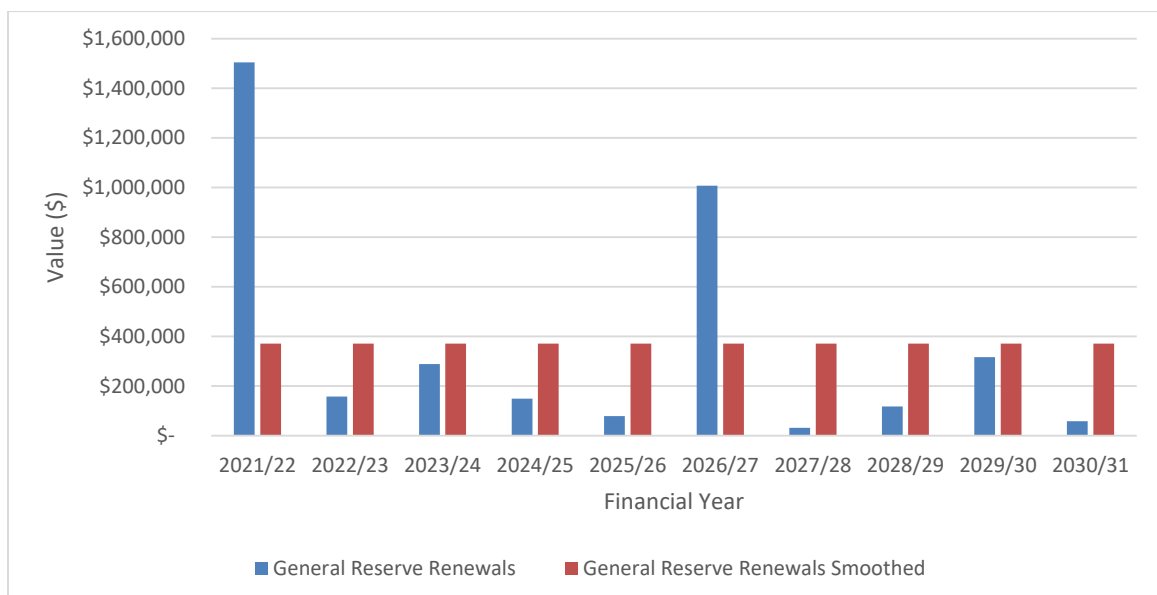
The below figure shows the estimated replacement cost per financial year based on the useful life of each asset.

Figure 6-5 Estimated General Reserve Renewals



This figure shows that there are two significant spikes in renewals required in the 21/22 and 26/27 financial years with a total required replacement value of \$3,713,649 over the ten year period of the Long Term Plan. As outlined above in order to manage the overall renewal programme Green Space have identified smoothing the replacement schedule and cost over the full ten year period. This is shown below in Figure 6-6 Comparison of Replacement Cost against Smoothed Replacement Cost.

Figure 6-6 Comparison of Replacement Cost against Smoothed Replacement Cost



This figure shows that with a smoothed replacement schedule it requires approximately \$371,365 per year to undertake the required replacement work. This ensures that Green Space

staff are able to appropriately manage the entire programme of replacement work given the number of assets requiring replacement during this period over all asset replacement budgets.

6.5.1.6 Roads and Carparks

For Roads and Carparks, Green Space have identified that based on age and condition of these assets, \$3,480,348 is required over the next ten years to undertake the required renewals.

The following table Figure 6-7 Roads and Carparks Replacement, shows the identified renewals required over the 10 year period of the Long Term Plan for assets whose useful life has been reached and the condition of such assets is either a 3, 4 or 5 as identified in the above condition rating scale.

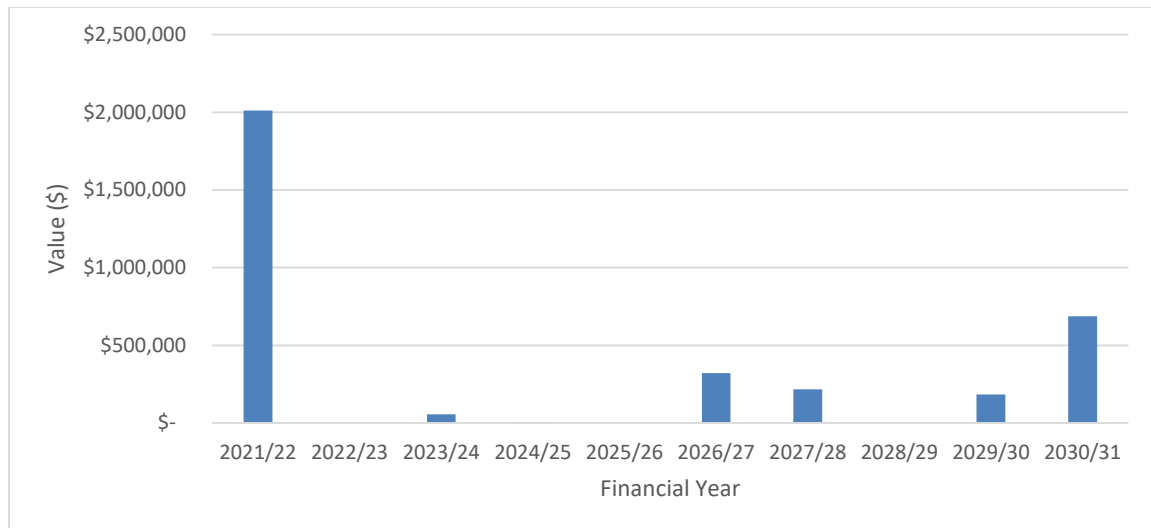
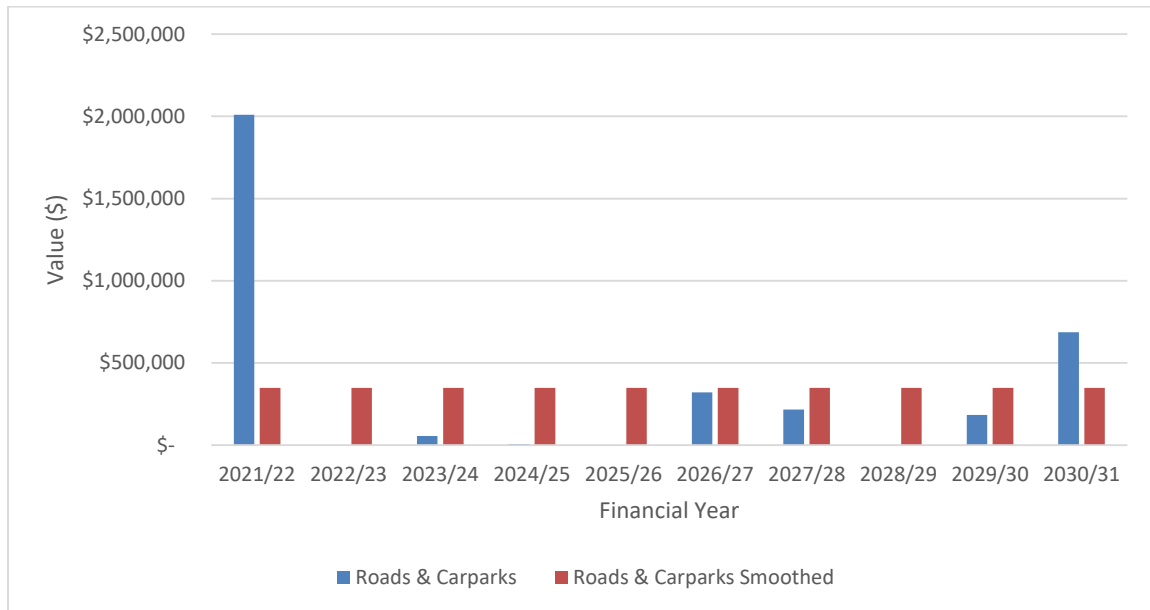


Figure 6-7 Roads and Carparks Replacement

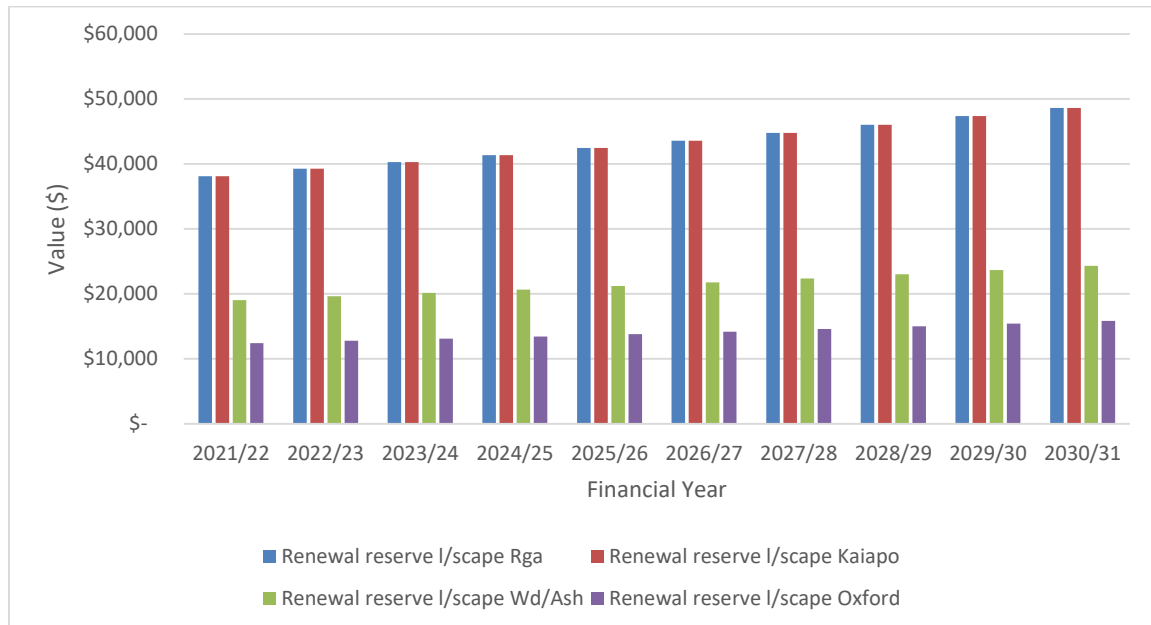
This shows that there is significant expenditure required in the first year, \$2,010,311, as well as spikes in years 2026/27, 2027/28 and 2030/31 with little or no expenditure in other years. As such it has been identified that due to the low criticality and current condition of some of the roads and carparks, the replacement work is spread over the 10 years of the Long Term Plan. **Error! Reference source not found.** shows renewals as identified by asset useful lives against spreading the work over the entire 10 year period with a yearly budget amount of \$348,035 required.



6.5.1.7 *Renewal Reserve Landscape*

As part of the assets maintained by Green Space there are a number of landscape areas located within reserves or streetscapes. In order to maintain these at the levels of service identified within each of the park categories the Green Space operations team undertake annual renewals on these areas. Over the last several years the operations team has identified an appropriate amount per year that is required to maintain the identified levels of service. This equates to approximately \$110,000 over the four areas (Rangiora, Kaiapoi, Woodend/Ashley and Oxford) per annum.

Figure 6-8 Reserve Landscape Renewal



6.5.1.8 Public Toilets

As part of the Green Spaces portfolio, Green Space manage and maintain the majority of the public toilets available throughout the district (95% or 60 toilets). The recently completed Public Toilet Strategy 2017 has investigated and identified key issues around Public Toilet renewals, and these are as follows:

- With the growth in the district over the last 20 years an additional 25 toilets have been constructed
- A number of improvements or maintenance work undertaken as a result of recommendations from the 2000 and 2005 Public Toilet strategies has resulted in 42 (68%) of the toilets being less than 20 years old.
- The “Assessment Guidelines for Public Toilet Infrastructure” included within the Public Toilet Strategy assists with identifying if a toilet should be refurbished or replaced. This attempts to prioritise refurbishment of existing toilets over replacing provided the cost benefit analysis recommends this.

As a result of this strategy a 100 year renewals schedule has been created that shows that there is an expected peak occurring in 40 years and will last for a further 19 years. As a result of this staff have identified the following being required to keep the toilets throughout the district in a good condition and meeting the levels of service over the duration of the renewals schedule:

- For the first 20 years of the programme, allowance for one toilet to be upgraded / renewed every two years at a cost of approximately \$250,000 per toilet.
- After the first 20 years, allowance for one toilet to be upgraded / renewed each year at a cost of approximately \$250,000 per toilet.

The reasoning for the increase in the allowance required per year is the need to ensure that new toilets that are being constructed as part of developments and levels of service provisions are captured within the renewal schedule as well as allowance for a second renewal of toilets that have been renewed at the beginning of this process.

As part of this process staff have begun identifying what toilets are needing to be replaced in the upcoming years. A major part of this is the Xyst audit results which has identified toilets that need work undertaken to bring them to the appropriate defined levels of service. This is significant as it has identified a number of toilets that require renewal sooner than their useful life would indicate. The list of Public Toilets Renewals proposed for the period of the Long Term Plan shown on the following Table 6-1 Toilet Renewal Schedule.

Table 6-1 Toilet Renewal Schedule

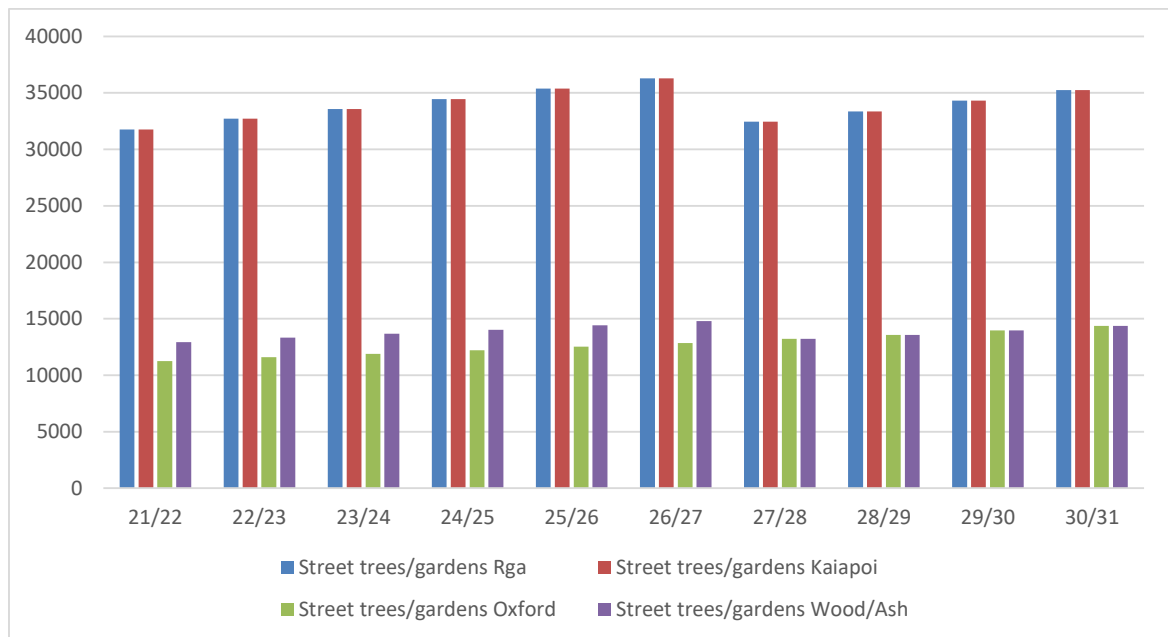
Toilet block to be replaced/ upgraded	Year due for replacement & condition	Year & budget
Ashley Picnic Grounds	RY-2029 80% condition 58% overall performance	2023/24 \$250,000 4 cubicle
Woodend Beach Domain	RY-2053 66% condition 54% overall performance	2025/26 \$250,000 4 cubicle
Maria Andrews Park	RY-2045 80% condition 51% overall performance	2027/28 \$250,000 4 cubicle
Total		\$750,000

This table shows that these toilets are not due for replacement for a number of years such as Woodend Beach Domain in 2053, however the current levels of service for the reserves that these toilets are located in have necessitated work is completed on these toilets over the next ten years.

6.5.1.9 *Trees*

The condition information from the asset data base shows that 864 trees have a condition rating of very poor, in addition it shows that there are 1482 trees that are rated as in poor condition. In calculating the level of renewals, it is estimated that those trees in very poor condition will be replaced in the 2021/31 period in addition 50 % of the trees identified as in poor condition will also be replaced whilst the other 50% will survive the ten-year period through on-going maintenance interventions. The total level of renewals is therefore estimated at 1605 over the ten-year period or 160 per annum

Figure 6-9 Street Tree Renewal



As part of the Council's response to the Covid-19 pandemic for the 20/21 financial year a number of Greenspace budgets were reduced or removed for the 20/21 year. As a result no renewals of street trees/gardens were renewed during this financial year.

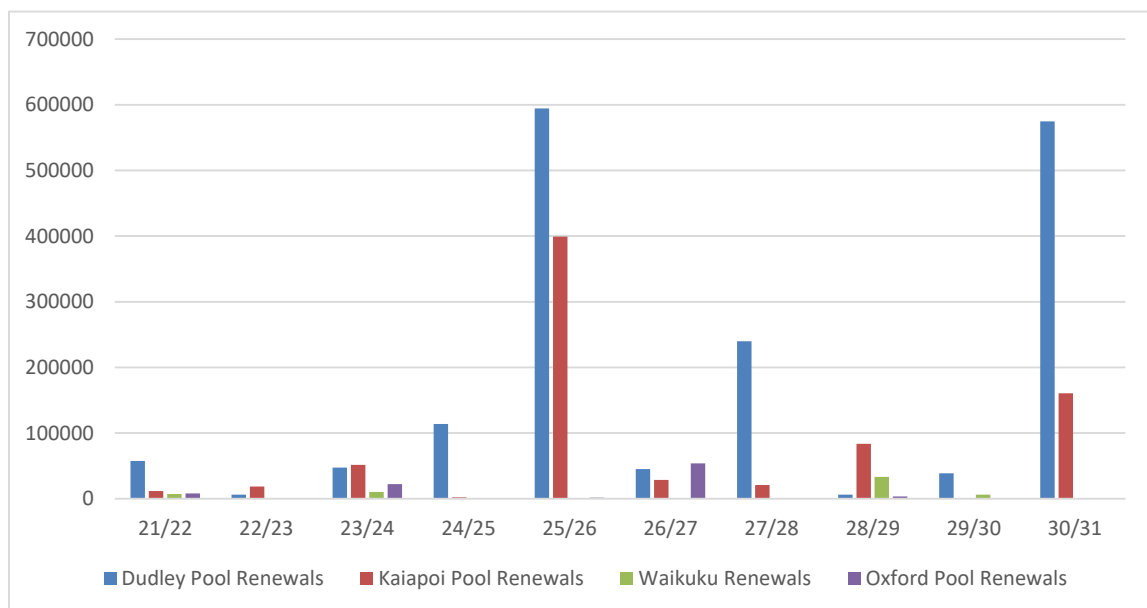
Staff have increased the renewal budgets by 15% each year for the first 6 years of the Long Term Plan for Rangiora, Kaiapoi and Woodend to allow the backlog of trees that were planned for renewal in 2020/21 to be replaced while still renewing the trees planned in those financial years.

6.5.1.10 Aquatic Facilities

The total replacement value of the aquatic facilities assets is estimated at \$20,834,933 with an average asset life of just over 67 years. Based on the expected asset lives of the various facilities the expected annual expenditure on renewals could amount to \$307,753 per annum. However, many of the assets still have significant remaining useful lives and therefore it is expected that this level of expenditure will not be required over the 2021/31 period.

Following the capture of asset information for the assets within the facilities an update renewal programme has been designed to ensure that renewal of critical assets such as water heating and HVAC equipment. This updated renewal programme is seen below:

Figure 6-10 Estimated Aquatic Facility Asset Renewals



The renewals budget for the Aquatic facilities has not been smoothed over the period of the LTP due to the need to replace specific assets in certain years such as the HVAC and water treatment assets to ensure that the assets remain operational and that maintenance costs are minimised where possible.

6.5.1.11 Rangiora Airfield

The hanger and building facilities on the airfield are owned and maintained by other parties and therefore no renewals allowance has been made in this Plan for the 2021/31 period. The grass run way and toilet blocks are the only assets owned on the site that council maintains, runway

works are covered under maintenance activities whilst the public toilets are covered under the cleaning contract.

6.6 New works

Planned new capital development is based on the need to meet increased demand for capacity driven by growth and the ability of the asset to meet the required levels of service. The following process has been followed when developing the capital projects identified in the Plan:

- Staff assessment of all parks within the district. Parks are assessed against the Councils levels of service. The projects are given a priority based on health and safety or security considerations, further deterioration of asset if work is not carried out and community expectation that work is carried out.
- Advisory groups and sporting clubs as key stakeholders provide input from regular park users.
- Where a service provision shortfall or a community need is established preliminary cost estimates are produced.
- Workshops with appropriate Boards to obtain further ideas and rationalize some of those already suggested.

6.6.1 Maintaining existing LOS

There are a number of capital projects planned for the 10 years of the LTP. These include new toilet blocks, new playgrounds or other assets that are being developed to ensure that the levels of service identified for the district are achieved.

Table 6-2 Proposed New Toilet Developments

Project	Year	Budget
Millton Memorial Reserve Toilet	24/25	\$170,000
West Oxford Reserve Toilet	21/22	\$250,000 (note \$125,000 contribution from TIF fund)
East Eyreton Domain Development	27/28	\$155,000
Kowhai Stree Reserve	2022/23	\$64,000

6.6.2 LOS enhancements

Any new assets developed or added to support enhanced levels of service are incorporated into the asset data base system, this enables day to day operational and maintenance activities to

be updated to ensure that these additional assets form part of the appropriate maintenance contracts.

The following projects are all providing increased LOS through either upgrades of existing assets or development of new assets:

Table 6-3 Proposed New Capital Projects - Levels of Service

Project	Year	Budget
Kaiapoi Stopbank Recreational Walkway	2029/30	\$255,000
East Mixed Used Business Development	2026/27	\$500,000
Support for MUBA (area directly adjacent to KTC)	2021/22, 2022/23, 2023/24 and 2024/25	\$1,5000 total over the four years
Kaiapoi Railway Heritage Precinct	2024/25 and 2025/26	\$400,000 total
Pegasus and Waikuku Beach Accessibility Viewing Platform	2022/23 and 2023/24	\$100,000 total
Skateboard Facility (Pegasus/Woodend)	2021/22	\$160,000
Milton Reserve Development	2021/22, 2022/23	\$100,000 total

6.6.3 Growth

As noted above in Section 4, Future Demand and Growth, the Waimakariri District has experienced significant growth over the past several years and it is expected that the population in the district will continue to grow. As such new assets are required to meet the increase in population throughout the district. The following are key projects identified to meet the growth in the district over the coming years:

Table 6-4 Proposed New Capital Projects - Growth

Project	Year	Budget
Future Sports Ground Development	All Years	\$1,805,000 total over the 10 years
Land Purchase Community Centre Pegasus	2021/22	\$1,800,000
Land Purchase Community Centre Ravenswood	2021/22	\$1,800,000
Ravenswood Community Centre Construction	2029/30	\$4,800,000
Pegasus Community Centre Construction	2023/24 and 2024/25	\$2,700,000

Any new assets developed or added to support growth are incorporated into the asset data base system, this enables day to day operational and maintenance activities to be updated to ensure that these additional assets form part of the appropriate maintenance contracts.

6.6.4 New Assets Identified from Strategies

As a result of the strategies, a number of new assets have been identified as being required, either in response to growth or level of service enhancements. These can be broken down based on the strategies that they were identified in as follows:

6.6.4.1 Public Toilets

The Public Toilet Strategy has identified a number of areas where new toilets are required throughout the district. These new toilets are the result of Level of Service requirements or to provide for growth.

New toilets not provided in conjunction with a subdivision are rates funded either through individual project budgets or the Green Space Unit's district toilet capital works budget. New toilet blocks proposed by Green Space staff to be provided within the next ten years from the latter budget are identified in the following table.

It is recommended that \$150,000 be provided in the district toilets capital works budget in the 2023/24 financial year for toilets at Millton Memorial Park. Another \$125,000 was identified in 2027/28 for new toilets at West Oxford Reserve providing the feasibility and desirability of locating a block there is clearly established. A funding opportunity has been identified in the Tourism Infrastructure Fund (TIF) and a funding application is planned to be submitted for \$125,000 to match Council contribution.

Table 6-5 Proposed New Toilet Blocks 2018 - 2028

Possible new toilet blocks 2021/31	Year & budget
Funding source-district toilet capital works budget	
Millton Memorial Park	2023/24 \$150,000
West Oxford Reserve	2021/22 \$250,000
Total	\$400,000

The above programme would require an additional \$386,000 to be provided in the district toilet capital works budget between 2021/22 and 2030/31.

The Green Space Unit has identified the probable need for toilet provision in new subdivision areas over the next ten years. Toilets in new reserves provided to cater for growth are funded from reserve development contributions and the Strategy assumes the existing neighbourhood reserve development budget provision of approximately \$350,000 pa is sufficient to build the number of toilets shown in the next table.

Table 6-6 New Toilets for Subdivisions

Subdivision area	Type of reserve	No of toilets & cost
Confirmed development		
Townsend Fields-Pentecost Road (Rangiora)	Neighbourhood Reserve (local) Exception to be made because of size of catchment	1 unit 1 pan \$120,000
Windsor Park-Brick Kiln Road (Rangiora)	Neighbourhood Reserve (local) Exception to be made because of size of catchment	1 unit 1 pan \$120,000
Ravenswood (Woodend)	Neighbourhood Reserve (local) Exception to be made because located in business centre	3 units 1 pan x 2 2 pan x 1 \$390,000
Unconfirmed development		
East Rangiora (Highgate, Elm Green, Kippenberger)	Neighbourhood Reserve (com)	1 unit 1 pan \$120,000
East Woodend	Neighbourhood Reserve (local) Exception to be made because of size of catchment	1 unit 1 pan \$120,000
Total		10 Units \$1,260,000

6.6.4.2 Sports Facilities

The Sports Facility Strategy considered the current provision throughout the district as well as the estimated level of growth expected not just within the district but also at a sport level. This strategy identified the need for an indoor court facility to cater for the increase in growth of certain sports with the development of Mainpower Stadium due to be completed late in the 2020/21 financial year.

The strategy has also identified a number of improvements that can be made to existing surfaces throughout the district to improve the availability of fields through options such as increased lighting, sand carpet fields or other improvements to drainage options. These improvements require a budget of \$1,805,000 over the 10 year period, with the budget available every two years starting in 2022/23

For a full list of the improvements recommended refer to the Sports Facilities Strategy 2020.

6.6.4.3 Playgrounds

This strategy has identified three key areas within existing urban residential zones that have a significant number of residents living outside the travel distance considered acceptable under play space access guidelines (distance to a play area). In each of these areas, Council has an existing reserve suitable for the development of a play space. These are identified below in Table 6-7 Proposed New Playgrounds.

Table 6-7 Proposed New Playgrounds

Site	Area	Estimated Cost (\$)
North Eastern Rangiora Playground	North East Rangiora	120,000
Kippenberger / Elm Green Linkage	East Rangiora	70,000

The proposed level of service for premium play assets such as skate parks, aims to ensure their equitable distribution across the District's key activity centres. The north-east area of the District currently lacks a high standard skate park of a size and scale appropriate to the population catchment of the Woodend-Pegasus area. The selection of an appropriate site will need to be investigated and approved through a community consultation process.

The estimated capital funding required for a skate park in the Woodend-Pegasus area is \$150,000

Table 6-8 Proposed Skate Park Facility

Facility	Area	Estimated Cost (\$)	Priority
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Community Skate Park	Woodend- Pegasus	150,000	1
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6.6.4.4 *Community Facilities*

The Community Facilities strategy has outlined the levels of service for the provision of community meeting spaces throughout the district. This has identified that there is currently a need for further meeting space within the Woodend / Pegasus area.

The community facilities strategy update identified that provision of these spaces will be required during the 10 years of the Long Term Plan and as such budget has been included for land purchase and development of facilities in both Ravenswood and Pegasus.

6.7 Asset disposal plan

Disposal of assets is considered where these assets are not required to meet the levels of service identified in the plan. In all cases disposal processes must comply with Council's legal obligations under the Local Government Act 2002 (Amended 2017) and the Reserves Act 1977 and meet requirements to involve the public in significant decisions.

The sale of surplus assets can be beneficial to Council either by using proceeds to pay debt and hence reducing loan servicing costs or by improving service and facilities by investing the proceeds in new projects, which are of direct benefit to the community. Any proposals for the disposal of significant assets are referred to Council and the community for their consideration and comment and comply with the council's Significance Policy.

There are a number of assets covered by this plan are deemed "Strategic Assets" in the Significance Policy. As such, under Section 97 of the Local Government Act 2002, any decisions to transfer the ownership or control of these assets or a decision to construct, replace or abandon these assets, can only be taken if the decision is provided for in the Long-Term.

Based on current provision of reserves throughout the District the Council currently exceeds the identified Levels of Service, in some cases the land provision is above the target range. Council has identified that this land will be required to service future population growth throughout the District and that there is no intent to dispose of any of the current reserves maintained by Green Space.

6.8 Level of optimisation

Optimisation can be undertaken at an activity level, through a sub activity and down to a discreet asset level. The level of optimisation can be influenced by the importance of a service or asset and the consequences of that service or asset being disrupted or failing.

The following criteria can support and help an organisation develop and better understand its required level of optimisation.

- What is not measured cannot normally be improved, need to have robust and integrated systems and processes
- Measuring performance is a key component of continuous improvement
- Simple or visual performance outputs help to clearly identify trends in performance which can be easily understood
- Important to track performance over time, including the normal budgeting process but also looking at operational and maintenance performance
- Reporting can help focus on performance gaps which provide opportunities for improvement

The activities and assets covered by this Plan are very diverse and many would not warrant detailed optimisation reporting particularly down to an asset level. Council has robust and integrated reporting systems that offer flexibility to provide regular reporting on financial, operational and maintenance performance and customer feedback. Council also undertakes customer surveys to monitor trends in performance. Some activities would benefit from some optimisation analysis and reporting including:

- Electrical and mechanical equipment at the aquatic facilities where the consequence of breakdown or failure can disrupt the service provided
- the heating and utility systems associated with community facilities where again failures or breakdowns may close these buildings
- use of various children's play equipment to identify underutilisation
- the non-availability of the runway at the airport

6.9 Lifecycle analysis

Life cycle asset management is an integrated approach that optimises the life cycle of an asset. The process begins at the conceptual design, continuing through the creation, maintenance of the asset and the final decommissioning. Robust and accurate asset analysis is key to optimising the life of an asset and is influenced by:

- Design standards
- Procurement strategies
- Construction standards and specifications
- Operating and maintenance strategies
- Planned maintenance regimes
- Operator training
- Decommissioning plans
- Operating environment
- Investment

Effective lifecycle asset management relies on a holistic approach that not only considers the asset itself but also requires that the supporting resources, business processes, data and enabling technologies are all designed and used to the best effect to achieve the desired success.

This approach enables asset data to be effectively managed and supports the required level of business / organisational reporting to achieve success it is important that asset management is incorporated into daily organisational routines so that the best outcomes are achieved, that optimum performance is realised.

Three key elements must be in place to support lifecycle asset management, asset management strategy, organisation structure and commitment and long-term asset planning.

6.9.1 Asset Management Strategy

The Council document, S-CP-0400 Asset Management Policy, has been created to provide clear direction as to the focus and level of asset management practice expected. This document sets out that Asset management is an integrated approach for informed investment decisions and effective stewardship of infrastructure assets. The objective of asset management is 'to meet a required level of service, in the most cost effective manner, through the management of assets for present and future customers'.

This creates the vision and the context in which assets are designed, delivered and managed and the levels of service they are expected to deliver. The policy also identifies the key skills and resources needed to fully manage assets.

6.9.2 Organisational Structure and Commitment

For lifecycle asset management to succeed it is important that an organisation commits to this process at all levels - from senior management down to the staff working with the assets on a day to day basis. As such all job processes relating to lifecycle asset management have been identified and clear lines of responsibility have been put in place for the continued management of these assets including specific roles created for the management of specific asset types such as buildings.

This has been undertaken within the Green Space department with the identification and allocation of roles to staff managing specific asset types such as Community Facilities.

6.9.3 Long Term Asset Management

It is important that an organization is able to forecast where and when asset investment should occur and to what design or specification standards that asset should meet. It is also critical that knowledge of the cost of ownership over the life of the asset is known as this can have a material impact on the procurement decisions. It is also vital that the appropriate levels of service are considered and agreed and that knowledge of future growth or capacity needs is available as many assets have long asset lives and poor investment decisions can have a significantly adverse impact. Good asset management practices enable capital projects to be effectively prioritized over extended periods of time that feed into Long Term Plan review and longer-term Infrastructure Strategies.

6.10 Section improvement plan

The following improvements have been identified through this chapter:

- The Public Toilet asset condition needs to be loaded into the asset management system
- The Community Facilities asset condition should be collected and loaded into the asset management system
- The Aquatic Facilities asset condition should be collected and loaded into the asset management system
- Review and update replacement values of assets
- Continue ongoing asset validation programme

7 Financial management

7.1 Introduction to the section

Part 6, Subpart 3 of the Local Government Act 2002 (Amended 2017) sets out the obligations of local authorities in relation to financial management. Financial management includes planning and management of revenue streams, operational expenses, asset development, liabilities, investments and other financial matters that need to be considered in the ongoing servicing of the community. It is important to provide forecasts on the long-term projects of revenue and expenditure (both operational and capital) to provide certainty and manage expectation within the community.

Green space and Aquatics use a number of instruments to finance its operations and development to provide value for money services that are attainable and as equitable as possible for the community as a whole. It is important for Green Space and Aquatics to take this approach because its assets and activities provide a unique mix of individual and community benefits.

7.2 Financial management systems

Council has replaced its financial system with TechnologyOne, which is an enterprise resource planning software. TechnologyOne is a modular system that can be tailored to suit an organisation's needs. Council has a range of modules including the following:

- Finance
- Property
- Rating
- Asset Management
- Property
- Regulatory

General ledger (GL) account codes are used to allow payments being received through various payment options to settle to the appropriate account. For example, fees collected by customer services on behalf of Green Space for Astroturf rental is collected into its own GL account. Alternatively, charges can be invoiced using the TechnologyOne finance module.

7.3 Funding strategy

Councils funding strategy is aimed at responding to the immediate needs of the community in an affordable way. Funding of long term asset development projects that benefit future generations will be funded so that future generations pay their share. Increasing population and higher requirements of national standards increase pressure of levels of service. The key components of Council's strategic direction are:

- Reinststate Council's community assets to pre-earthquake condition while bringing these assets up to appropriate levels of seismic strengthening as required by the building code.
- Restrict operating expenditure movements to the rate of Local Government Cost Inflation, excluding catering for population growth and improved levels of service
- Maintain debt within policy limits, while maintaining headroom for significant natural disasters long term
- Maintain the current prudent financial management resulting from the impacts of the Covid-19 global pandemic while still providing high quality levels of service to both current and future generations.

7.4 Finance policy

The Revenue and Financial Policy provides the framework for funding of Green Space and Aquatic activities. Council fund Green Space and Aquatic activities to provide agreed levels of service as documented elsewhere in this plan and consider activities which are broad in nature and provide a range of benefits to subsections of the community. For example, assets and facilities that provide a district wide benefit are funded in a different manner to assets that provide a localised benefit. The following is a list of the instruments that Council utilises for funding its Green Space and Aquatic activities:

- General Rates (based on Capital Value)
- General Rates (Uniform Annual General Charges)
- Targeted Rates
- Fees and Charges
- Development Contributions

Council has adopted a number of categories for targeted rates to distinguish both between residential and commercial units, and to account for level of service differences through the region. For example, Category 1 is Town Residential and includes rating units located in the

towns of Rangiora, Kaiapoi, Woodend, Oxford and Pegasus that are used for residential purposes.

Three levels of charge have also been set for reserves. Level 1 meets the cost to provide neighbourhood parks and is set on all rating units in the town vacant category. Level 2 is to meet the cost of providing community services activities and is set on Rural rating units. The level 3 rate equates to the combined cost of Level 1 and 2 and is set on non-vacant urban rating units.

Council believes that the rates for such Community Services should be more transparent; therefore, the following targeted rates have been established for Green Space and Aquatic activities and facilities:

- Reserves
- Pegasus
- Swimming Pools
- Community Buildings
- Central Business Areas
- Community Grants

7.5 Investment and funding options

Investment in Green Space activities considers changing Community needs over time. Consideration is given to population size and demographics, and also considers community feedback to determine appropriate investment options. Funding options are determined based on the anticipated user groups to determine whether the usage is:

- local or District-wide
- commercial or otherwise

Council recovers revenue from a number of its users of buildings and facilities. When setting the level of recovery from its assets, council considers the user groups ability to pay as outlined in section **Error! Reference source not found..**

Council invests in the Community through Green Space using its grants schemes, which are available for sports clubs and other Community based organisations. Provision have been made over the coming ten-year period, with the adjustments being inflationary only. Council will also consider one-off grants to be made to the community as the need arises. These grants are considered on an annual basis by Council.

7.6 Fees and charges

Council uses fees and charges to recover costs for use of its facilities. The charges and fees are set with consideration of the user groups' function and ability to pay. These charges are reviewed by Council annually and are published on the Council web site. Fees are payable for use of the following Green Space facilities:

- Airfield
- Aquatic Facilities
- Cemeteries
- Community Halls
- Reserves
- Sports Facilities (Astroturf)

7.6.1 Airfield

Following the previous LTP, staff undertook a review of the existing fees and charges relating to the airfield. These fees are made up of landing fees and ground rental for hangers.

This review identified that the existing fees were significantly below the level that Council would expect to charge given the provided level of service and assets at the airfield.

The review saw the following changes:

- A staged increase of ground rental from the existing \$2.55m2 (inc GST) to \$9.42m2 (inc GST) over a period of 6 years depending on when leases were reviewed.
- Removal of existing fee agreements for landing fees and replacing this with a standard \$10 per day charge.

These changes were implemented to reduce the general rates required to manage and maintain the airfield. With these changes there is some general rates contribution to this activity, however it has reduced from the previous LTP.

7.6.2 Aquatic Facilities

Aquatic fees and charges were assessed as part of the District Aquatic Strategy development. While it identified that majority of these charges were in line with other facilities and Districts, there were some recommendations for changes. Most notable is a slight increase to the adult entry rate and the flow on effect which comes from this.

As per standard operating practise Aquatics have applied a small percentage increase of 2% to all other charges, to ensure that any price increases remain incremental to lessen the overall

impact to facility users. As the majority of our fees and charges are small one off amounts, the rounding has tended to vary the individual effect between 1.5-3%.

While this increase will balance any increase in costs, there is significant ongoing uncertainty around the impact Covid-19 will have on both the national economy and employment within our District. If families are forced to prioritise spending there is potential for activities like swimming lessons and recreational swimming to take a hit. We continue to promote our facilities and services as important for both the physical and mental wellbeing of our residents.

Barring further delay, Christchurch City Council will be opening three new pools including Metro sports facility which includes Pools, Hydrosides and other Leisure services. While this facility is unlikely to be drawing from a similar customer area as us, the opening of such a drawcard facility will undoubtedly have some limited impact when users want the opportunity to try out new experiences. As noted due to the distance between this and our sites, while there will be some impact it is not forecast to be significant.

7.6.3 Cemetery

Following the update to the Council's cemetery policy in 2020, an update to the fees and charges has been completed to better reflect the costs associated with the provision of this service. The fees for plot purchases and internments are set by resolution of the Council and are reviewed annually.

7.6.4 Community Facilities

Staff have implemented a staged increase to the fees charged for all community facilities following a review of the previous fees and charges structure. This review and subsequent policy update sets out the basis for establishing consistent and equitable charging for the use of Council owned and leased community facilities. This applies to the public buildings, and parks and reserves managed by Community and Recreation.

Fees and charges for these facilities are levied to recover a portion of the operating costs of Council facilities. These operating costs include rates, depreciation, costs of general maintenance, power and heating. Council has identified that though the usage of Council facilities are substantially subsidised by ratepayers, the significant community benefit the provision of these spaces provides to the community through the well beings and community outcomes.

As part of this review, a process was established to consider any applications for fee waivers or reductions. Waiving of fees is intended to provide affordable and equitable access to community

facilities and is designed to help community groups and organisations whose goals are aligned with Council's Community Outcomes.

7.7 Development contributions

Council maintains a development contributions policy that is updated every three years in line with Long Term Planning. The policy covers the development contributions instrument used to fund capital development of Reserves associated with growth in the District in the following ways:

- District-wide reserves - applicable to all residential developments throughout the District
- Neighbourhood reserves - only applicable to residential developments in urban areas

7.8 Overview of funding and financing mechanisms used

7.8.1 Funding of operating expenditure

Operational expenditure is funded according to the Revenue and Financing Policy through the collection of rates (both general and targeted) as explained in **Error! Reference source not found.** and through user pays methods; i.e. fees and charges see Section **Error! Reference source not found.** Interest required to service load is an Operational expense. Debt is not used by Council to fund its operational activities.

7.8.2 Funding of capital expenditure

Capital works are undertaken to replace assets, achieve agreed levels of service and to service growth. Most projects have elements of each of these drivers and will be funded appropriately. Capital expenditure is funded in accordance with the Revenue and Financing Policy through two main mechanisms: debt and development contributions. Debt is used because Council recognises that the benefit of the asset is experienced over extended periods. Development contributions are only used to aid funding of growth related projects.

As per Council policy Green Space and Aquatic assets (property, plant and equipment excluding land) are depreciated using straight-line basis to their estimated residual value over the specified useful life of that asset. The Council recovers the necessary funds required to fund the depreciation over the life of the assets through rating for depreciation.

Further to this, Council has modified the Depreciation funding policy from 1 July 2015 to take both inflationary and investment factors into consideration when setting the amount required to be recovered in respect of depreciation. Any funding provision is held in an interest earning special fund account and made available for asset renewals when required.

7.9 Asset disposal

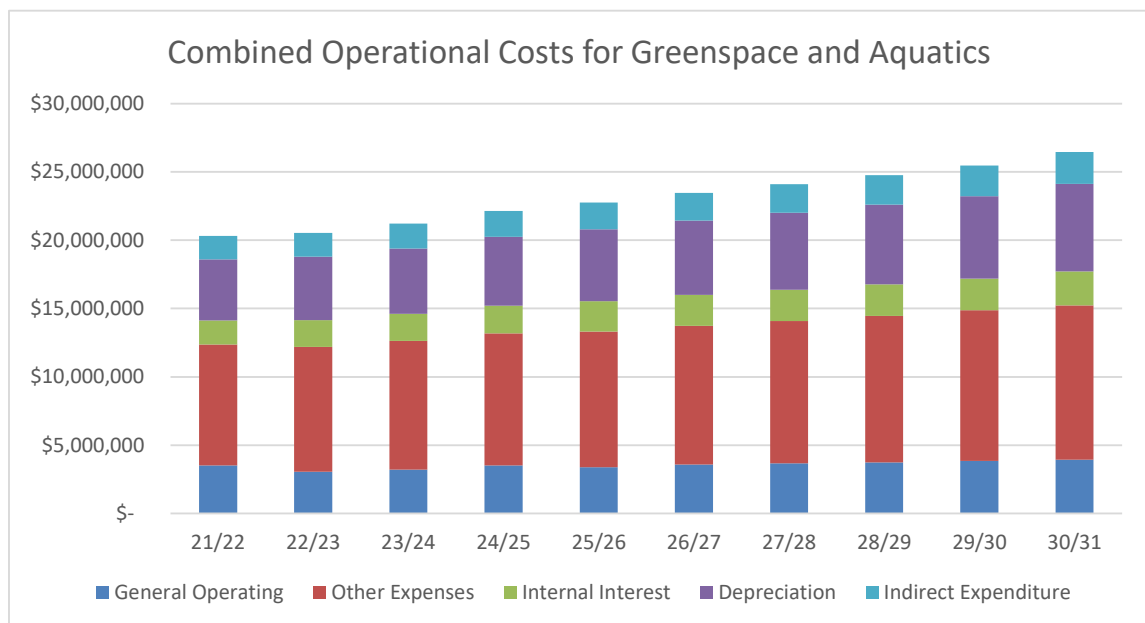
Green Space and Aquatics are not forecasting any disposals in the long term forecasts, which is in line with Council Policy to fully depreciate assets over their life. If any disposal was planned Green Space and Aquatic staff are required to follow Council and Local Government Policy on disposal of assets.

7.10 Overview of financial forecasts (10 years) that form Council’s proposed LTP budget for this activity

7.10.1 Operational

Forecasts of projected operational costs for Aquatics, Community Facilities and Greenspace as well as the overall operational forecast for the 10 years are shown below.

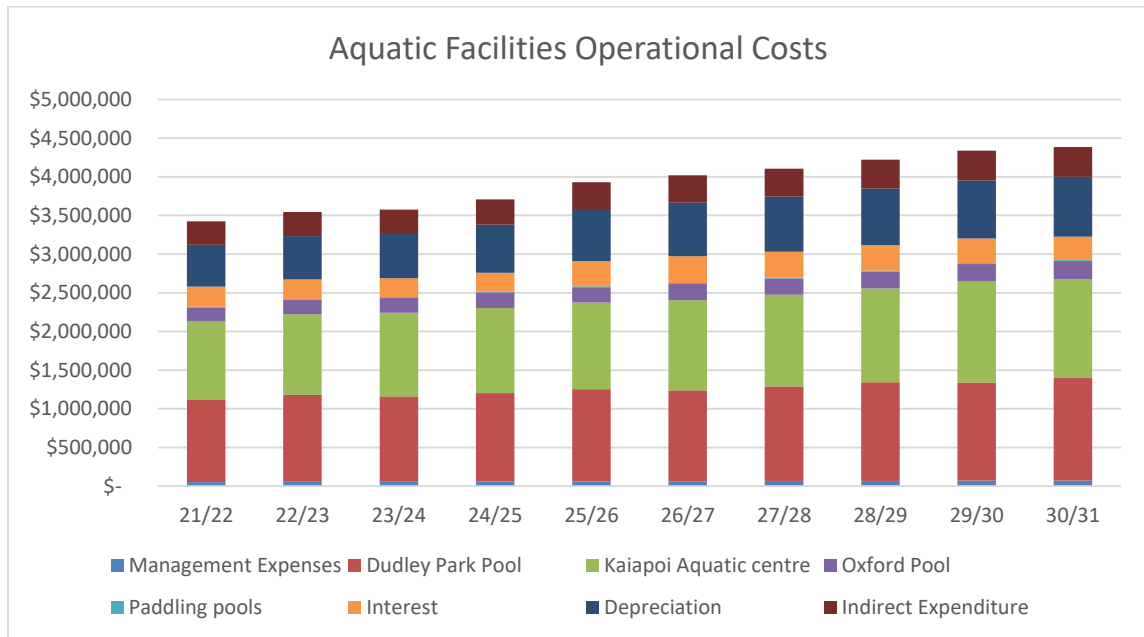
Table 7-1 Combined Operational Costs



7.10.1.1 Aquatics

The below graph shows the operational costs associated with the operation of Aquatic Facilities including the specific costs for the four aquatic facilities. The purchase of land for a new aquatic facility in Ravenswood in 24/25 has an impact on the operational budgets through increased interest charges.

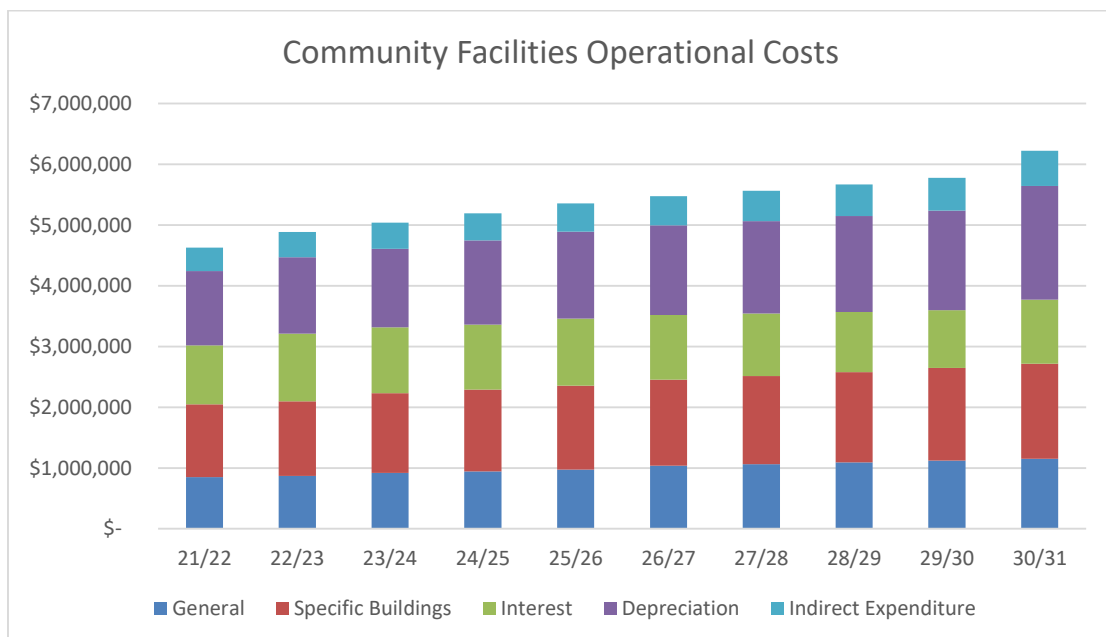
Table 7-2 Aquatic Facilities Operational Costs



7.10.1.2 Community Facilities

The below graph shows the operating costs associated with Community Facilities. The general increase year to year is the general CPI adjustment of budgets however the impacts of land purchase and development of the community facilities in Pegasus and Ravenswood increase the costs for interest and depreciation more than CPI.

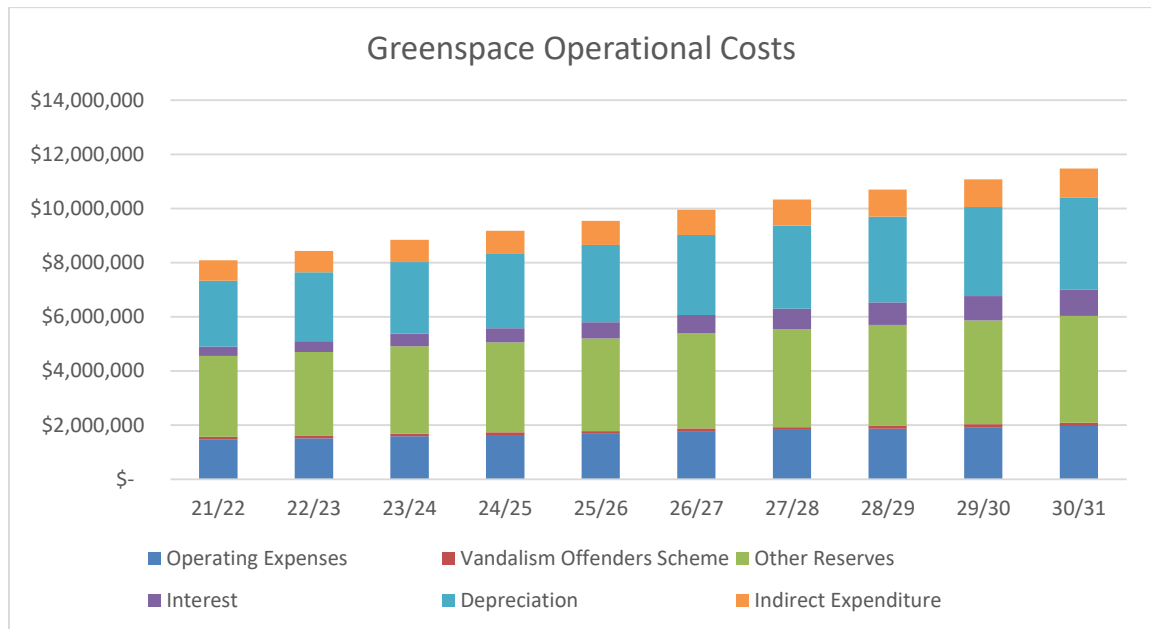
Table 7-3 Community Facilities Operational Costs



7.10.1.3 Greenspace

The below graph shows the operational costs associated with the Parks and Reserves Activity. The general increase in costs from year to year is the general CPI adjustment of budgets. Depreciation of assets will increase as new assets are developed or vested as part of the ongoing development of the district.

Table 7-4 Greenspace Operational Costs



7.10.2 Capital

The following table has been created to show the projected capital costs (New Works and Renewals) associated with Community and Recreation for the next ten years. This graph includes provision for the following:

- Public Toilet provisions (renewals and new) from the Public Toilet Strategy
- Provision of new playgrounds from the Play Spaces Strategy
- Upgrades to sportsfields throughout the district instead of provision of an additional astroturf.
- Additional capital projects identified by Greenspace operational staff.
- Land Purchase for both Aquatic and Community Facilities
- Development of Community Facilities in Pegasus and Ravenswood

Table 7-5 Overall Capital Budget

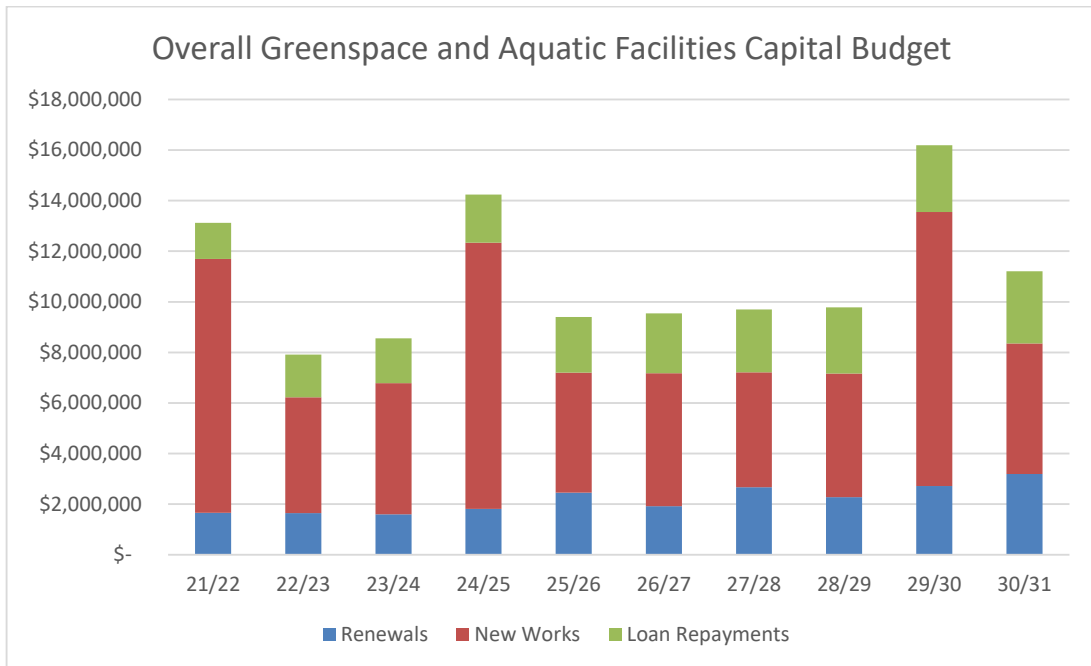
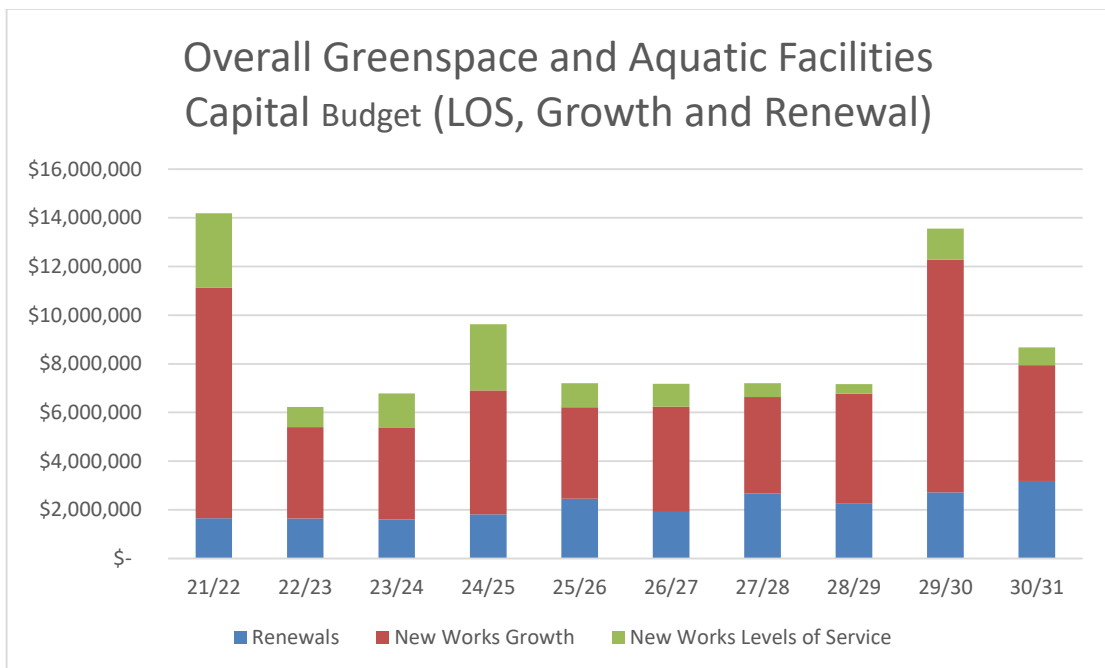


Table 7-6 Overall Capital Budget (Growth, LOS and Renewal)



The large spike in expenditure in the years 21/22, 24/25 and 29/30 relate to the land purchase for a aquatic facility in Ravenswood, land purchase and development of community facilities in Pegasus and Ravenswood.

The following show the capital breakdown for the following activities – Aquatics, Community Facilities, Public Toilets and Reserves

7.10.3.1 *Aquatics*

The below graph shows both the increase in renewals following development of the updated renewal programme as well as the purchase of land in 2024/25 for a new aquatic facility in Ravenswood. The development of this facility currently sits outside of the 10 years of the Long Term Plan.

The renewals budget for Aquatics is currently loan funded rather than through depreciation funds like other Community and Recreation assets.

Table 7-7 Aquatic Facilities Capital Projects

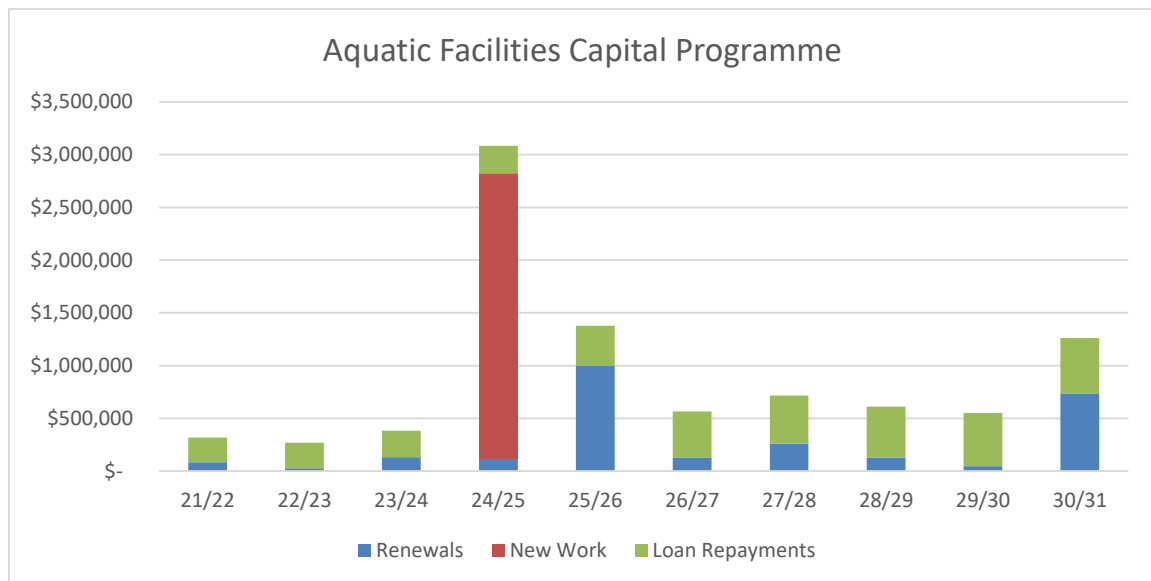
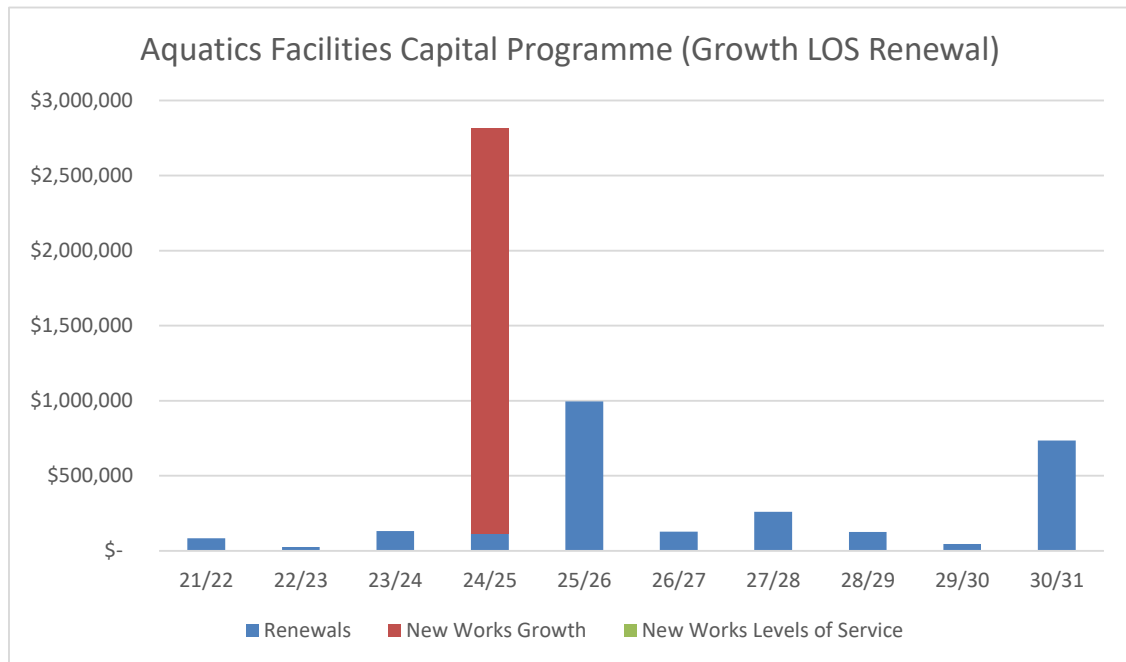


Table 7-8 Aquatic Facilities LOS Growth Renewal



7.10.3.2 Community Facilities

The spikes in the below graph relate to the purchase of land in Pegasus and Ravenswood (2021/22), construction of Pegasus Community Facility (2023/24 and 2024/25) and the construction of Ravenswood Community Facility (2029/30). Renewals remain consistent over the 10 years based on the identified renewal programme for Community Facilities.

Table 7-9 Community Facilities Capital Projects

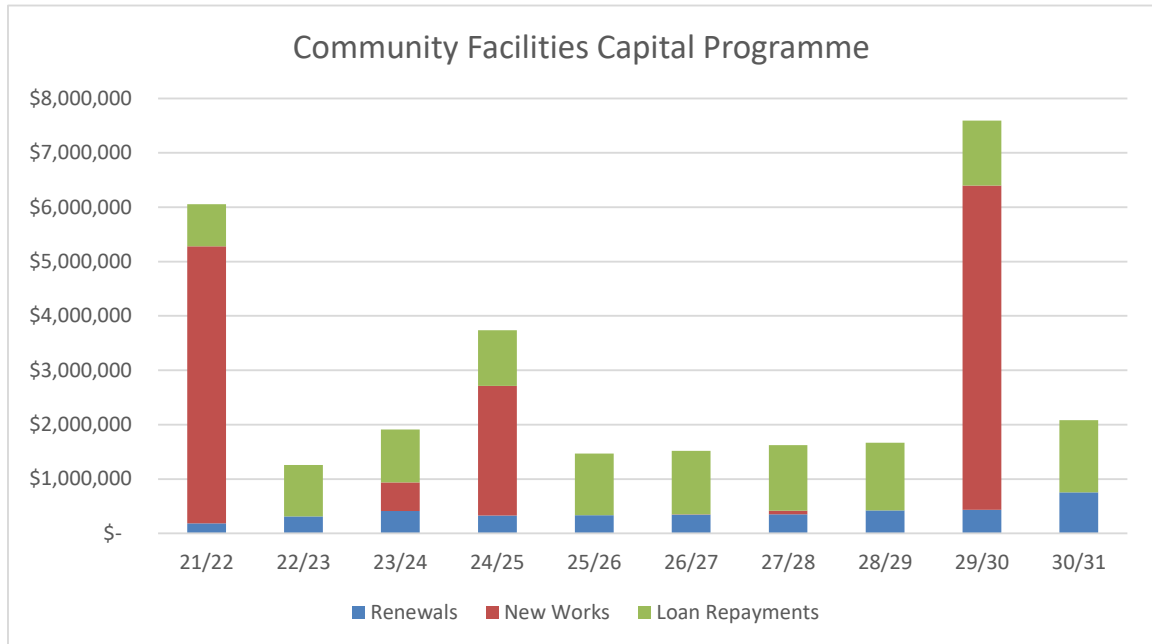
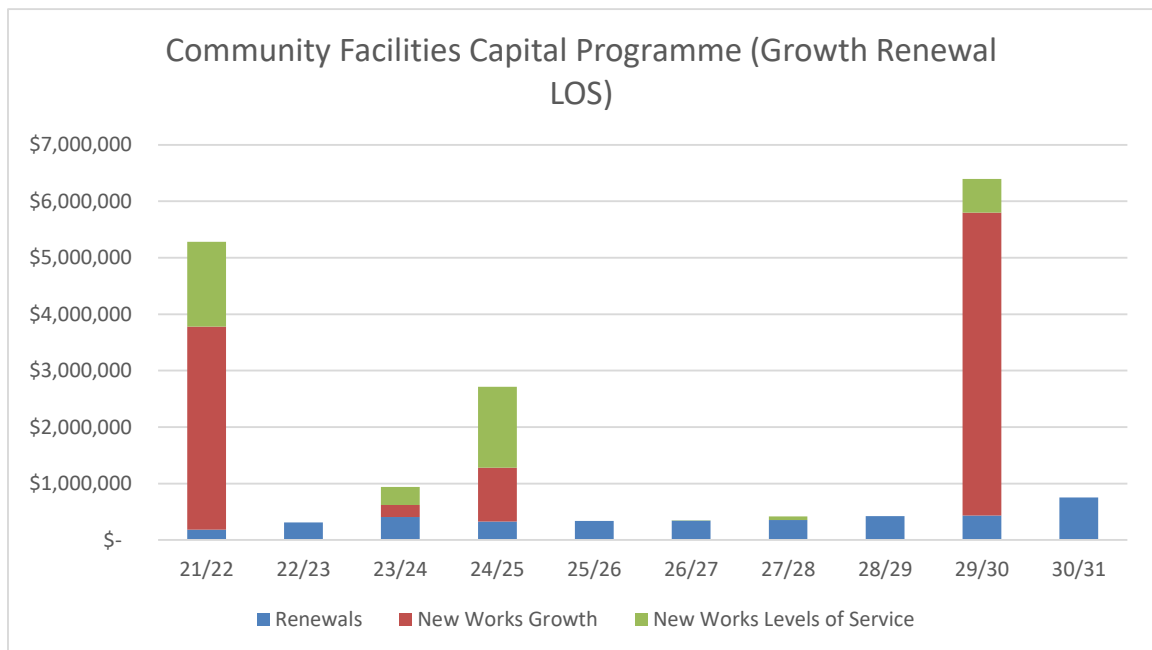


Table 7-10 Community Facilities LOS Growth Renewal



7.10.3.3 Public Toilets

The below graph shows the spikes in the renewal programme with budget planned for every second years as per the Public Toilet Strategy. The new toilets identified are for West Oxford Reserve (2021/22) and Milton Reserve (2024/25)

Table 7-11 Public Toilets Capital Projects

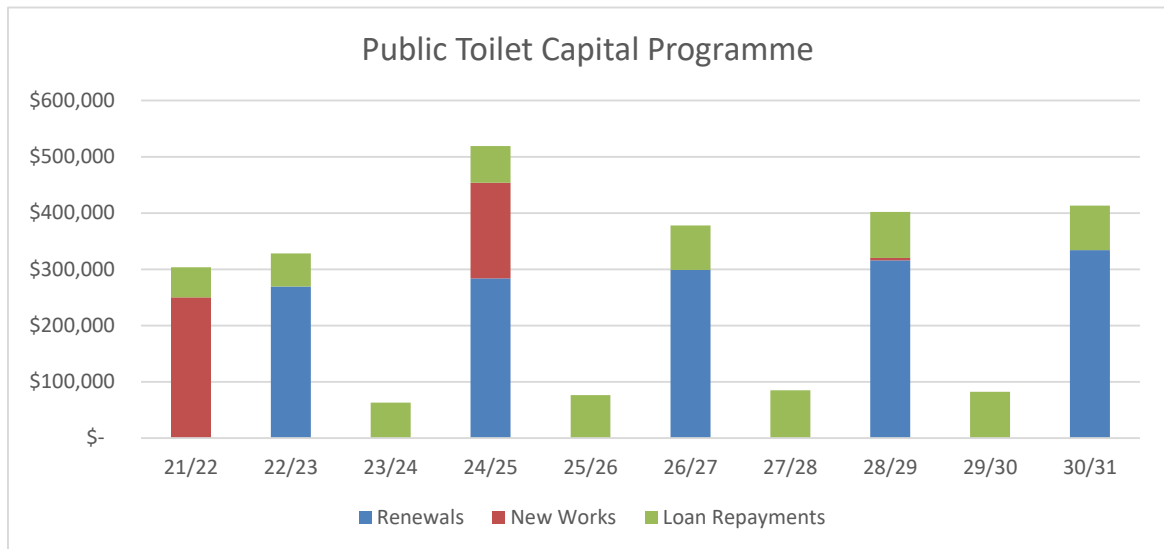
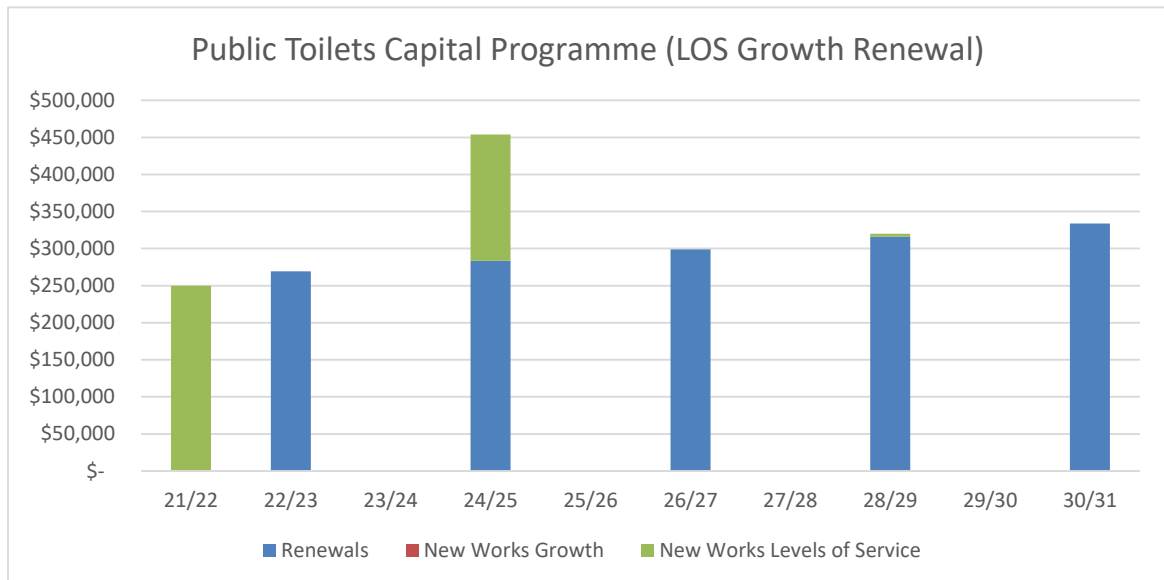


Table 7-12 Public Toilet Capital Projects Renewal LOS Growth



7.10.3.4 Reserves

The overall general reserves capital programme is generally consistent from year to year over the Long Term Plan. Staff have based the capital programme based on ability to deliver the project and spreading the programme over the 10 years where possible.

Table 7-13 Greenspace Capital Projects

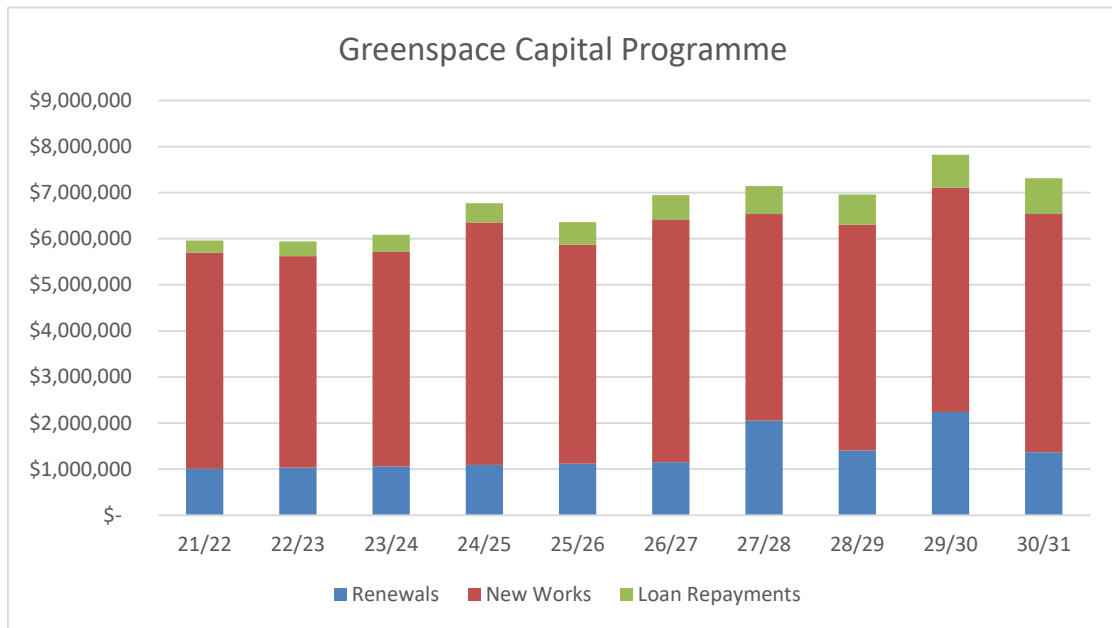
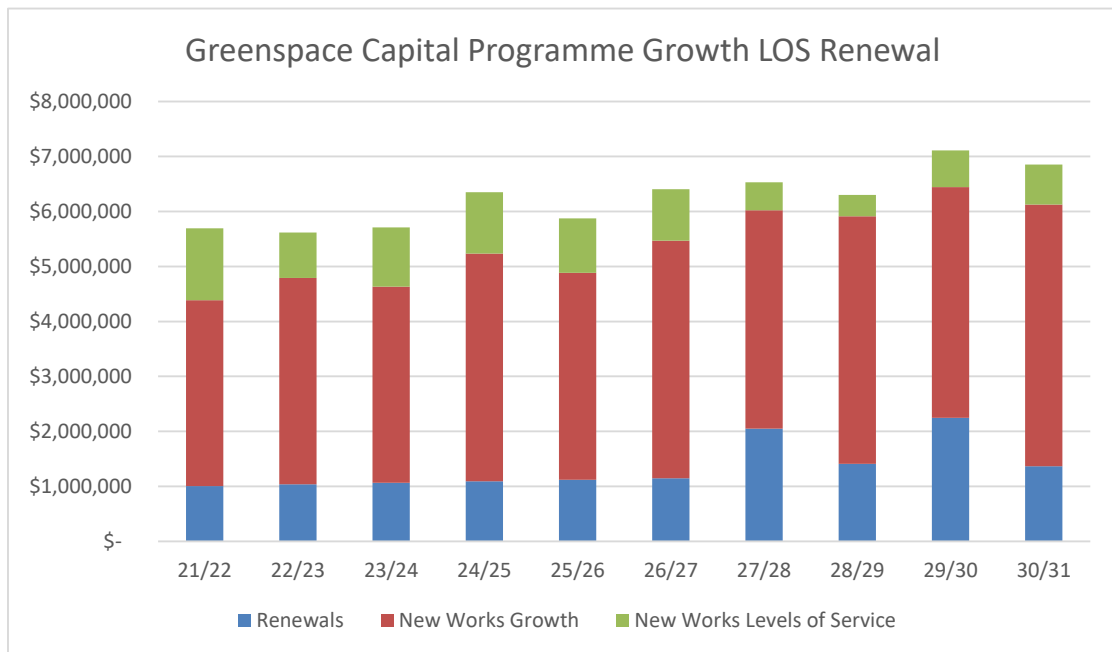


Table 7-14 Greenspace Capital Programme Growth LOS Renewal



7.10.3 Land Purchase

As part of the provision of reserve space as part of the agreed levels of service for Greenspace Council needs to complete the purchase of new land for neighbourhood reserves. To determine the cost of land purchase the following methodology has been used:

Current Council Levels of Service prescribes provision of neighbourhood reserves as being aligned to population. A ratio of 1 Hectare per 1000 residents has been determined as an acceptable quantity. The ratio is based on Yardstick which is an international benchmarking tool which suggests that Councils should provide between 1-1.75Ha per 1000 residents. This is described in further detail in the Play Space Strategy 2017. The population over the Long Term Plan period is expected to increase by 12,500 residents. Using the above ratio this means that 12.5 hectares of neighbourhood land will be required over the next ten years.

This is for neighbourhood land only and does not include all other categories of park. In some cases Council will enter into an agreement with a developer of a large scale comprehensive development. The agreement will be that land will be provided and improvements to that land done in lieu of reserve development contributions being paid. It is expected that over the next ten years approximately 2.6 hectares of land will be acquired in this way. This reduces the amount of neighbourhood reserve land that requires purchasing to 9.9 Hectares.

Using a cost of \$190/m², \$1,881,000 per annum will be required to fund the neighbourhood land purchase.

In addition to land being required for the development of neighbourhood reserves to meet the needs of a growing population, there is also a need to purchase additional recreation and ecological linkages. Currently there is no level of service guideline or population ratio to determine the exact amount of land required and this does change depending on the opportunities within a new development. Looking at current provision Council owns slightly more recreation and ecological linkages than it does Neighbourhood Reserves.

In December 2020, Council owned 127.62Ha of Neighbourhood Reserves and 132.4Ha of Recreation and Ecological Linkage. Using this ratio the Council could expect to purchase an additional 12.9Ha of Recreation and Ecological Linkage over the next 10 year period. The cost of this land is much lower than Neighbourhood Reserve land. An average land cost for this land is \$70/m². This means an additional \$907,773 is required per annum.

In total based on the calculations above Council will require \$2,788,773 per annum for the purchase of land to cater for growth. (Note that land for sports grounds, natural reserves and cultural and heritage reserves is not required).

This calculation for land purchase is not linked to the proposed purchase of land in Pegasus and Ravenswood for the development of an Aquatics Facility / Community Facility in these areas.

7.11 Overview of financial forecasts (100 years) that form Council's proposed Infrastructure Strategy budget for this activity

7.11.1 Operational

The operational costs associated with the Green Space activity will mirror the Levels of Service that has been adopted by Council. As the population and demographic changes throughout the district over the next 100 years the Levels of Service will evolve to meet the needs of the community as well as environmental and technological changes.

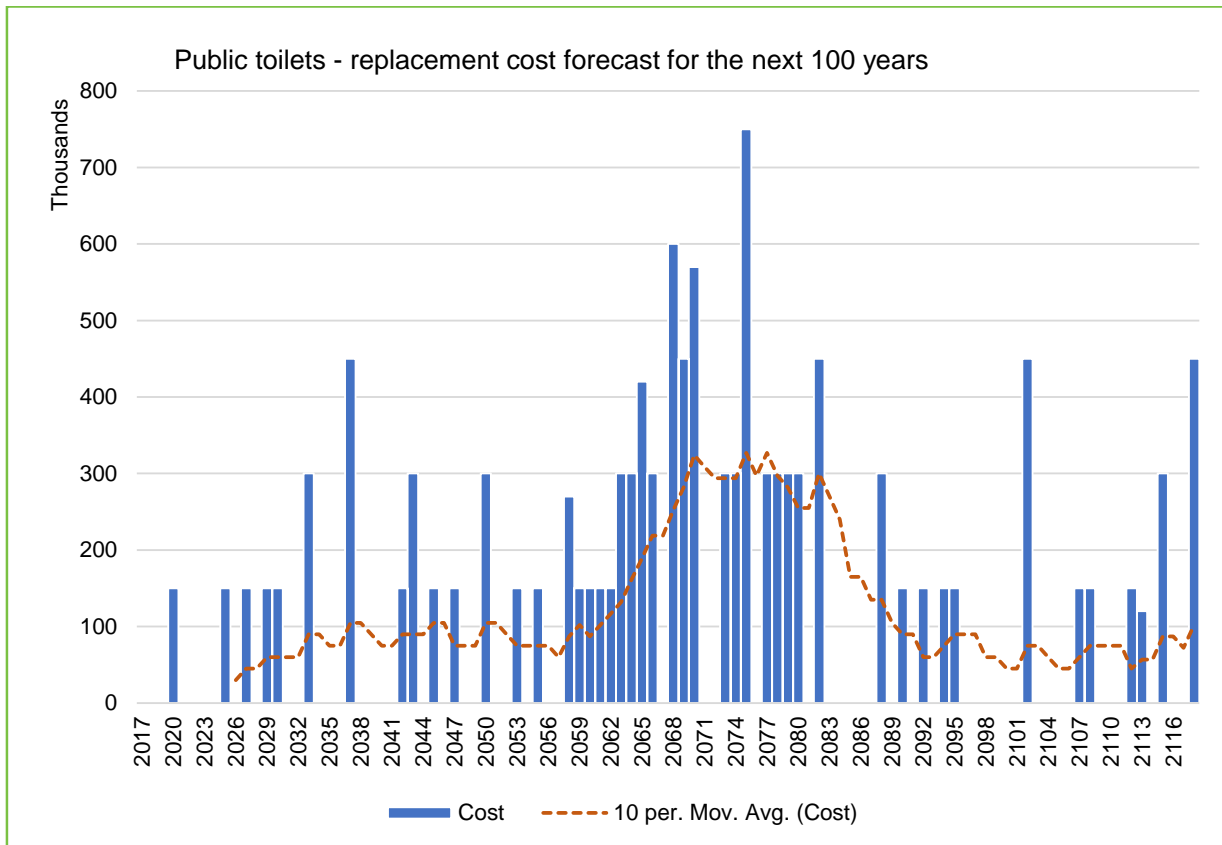
As such Green Space are unable to provide an accurate forecast of expected operational expenditure for the next 100 years. Refer to the expected forecast for the ten years of the Long Term Plan above in 7.11.1 for expected operational expenditure.

7.11.2 Capital

7.10.3.5 *Public Toilets*

As part of the Public Toilet Strategy recently developed, it includes a 100 year plan for the renewals required to the districts toilets. This is shown below in

Figure 7-1 100 Year Replacement Schedule for Public Toilets



7.10.3.6 General Green Space Assets

Green Space have identified that as part of the renewals process an estimated renewal schedule is required that captures the lifespan of all assets. This has been created based on the lifespan of the longest asset held by Greenspace. As such this has been developed to cover a 100 year period showing the expected renewals of assets within Green Space, including assets being replaced multiple times if required over this period.

The below tables identifies the estimated replacement cost for Green Space assets for the next 100 years including an averaged replacement cost which spreads the cost of replacement over two years.

Figure 7-2 Estimated Green Space Asset Replacement Cost (excluding Horticultural and Monuments)

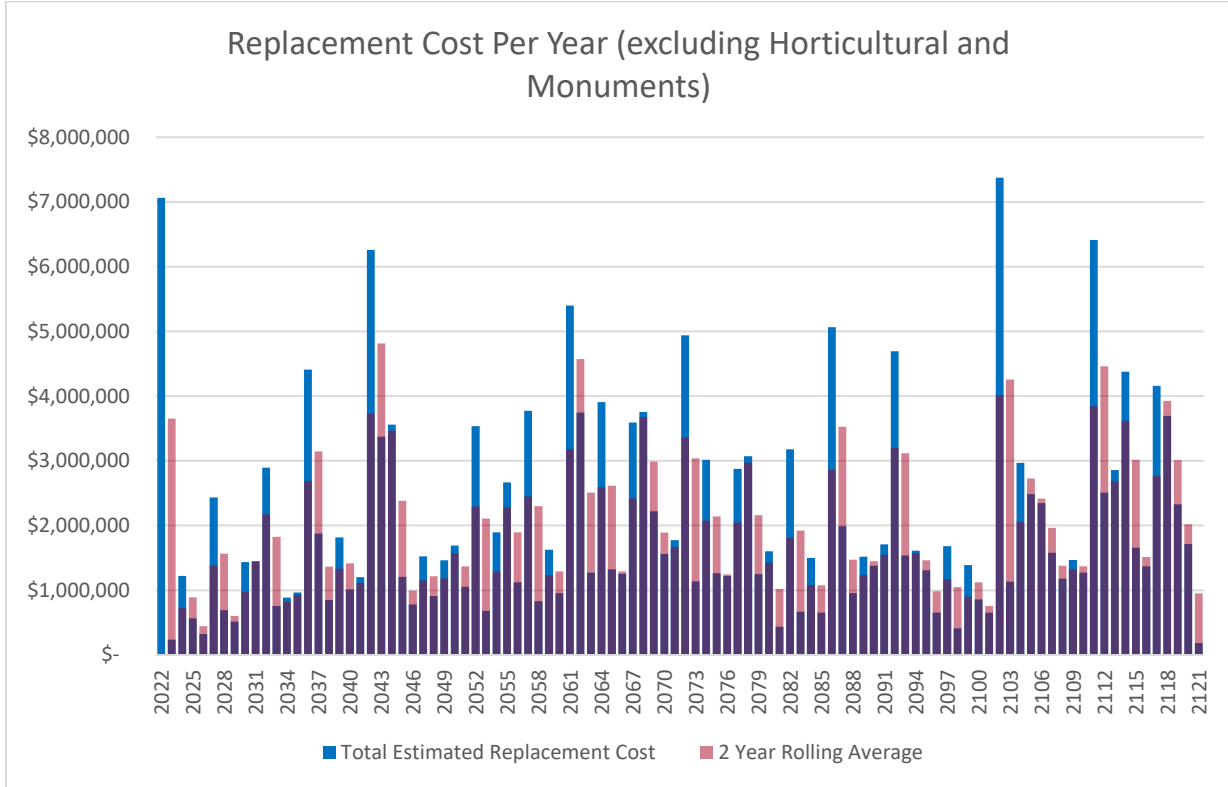
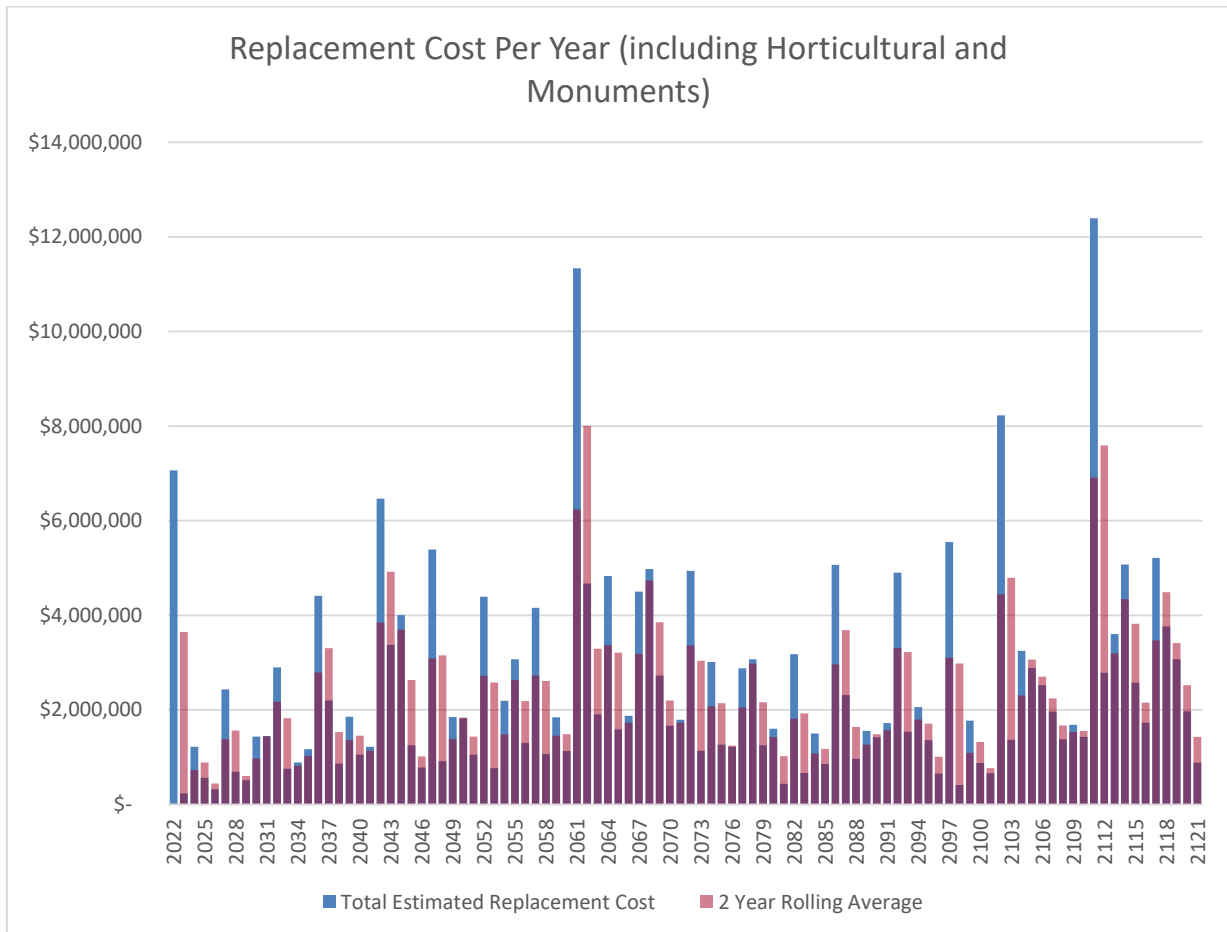


Figure 7-3 Estimated Green Space Replacement Cost (including Horticultural and Monuments)



For a full list of the asset types covered by these graphs, please refer to Section 5 Asset Description.

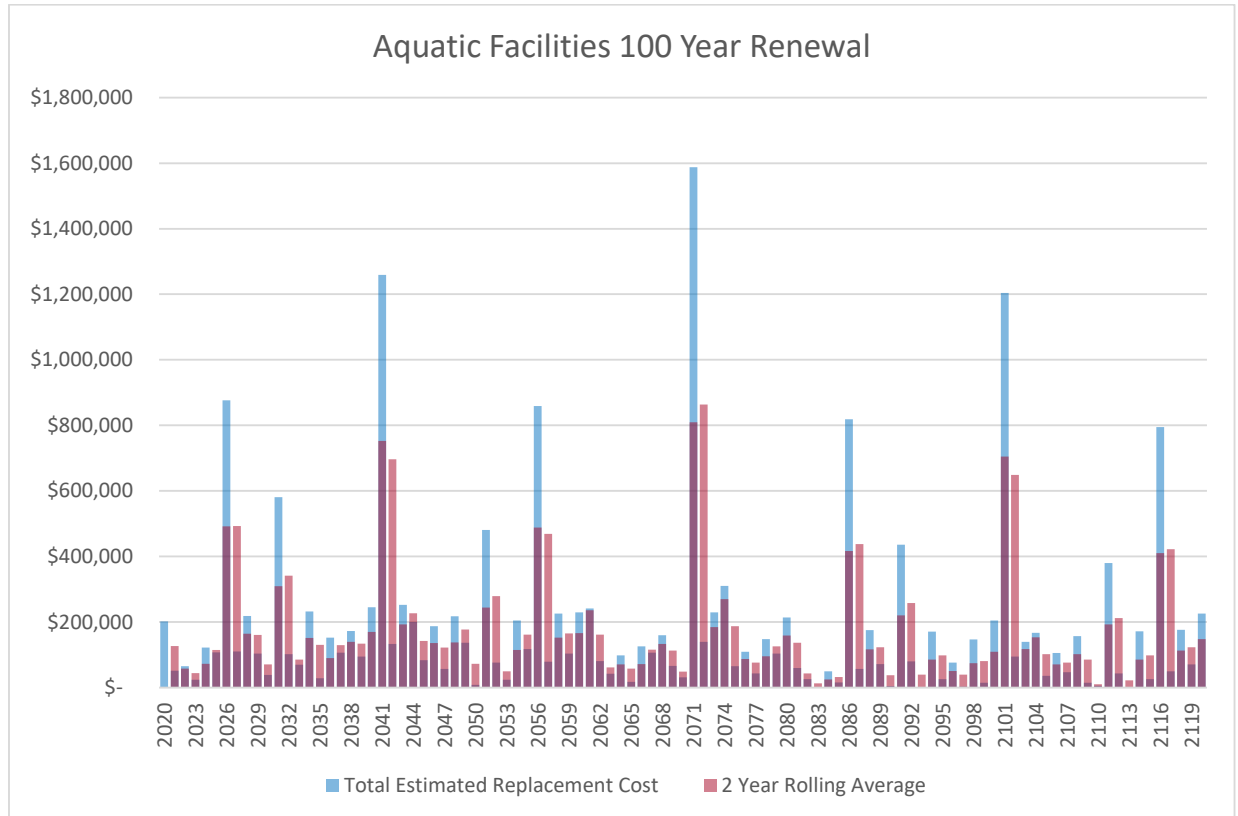
7.10.3.7 Community Facilities

Greenspace have undertaken the capture of asset information for community facilities since the last LTP. Based on this information, a renewal programme has been developed for all community facilities. The renewal budget has increased from approximately \$45,000 per annum (\$450,000 over the 10 years) to an average of \$300,000 per annum (\$3,000,000 over the 10 years).

7.10.3.8 Aquatic Facilities

Aquatics have completed the capture of asset information for all assets located within the Aquatic Facilities. The below graph shows the 100 year renewal programme over the four aquatic facilities:

Figure 7-4 Aquatic Facilities 100 Year Renewal



7.10.3.9 Play Spaces

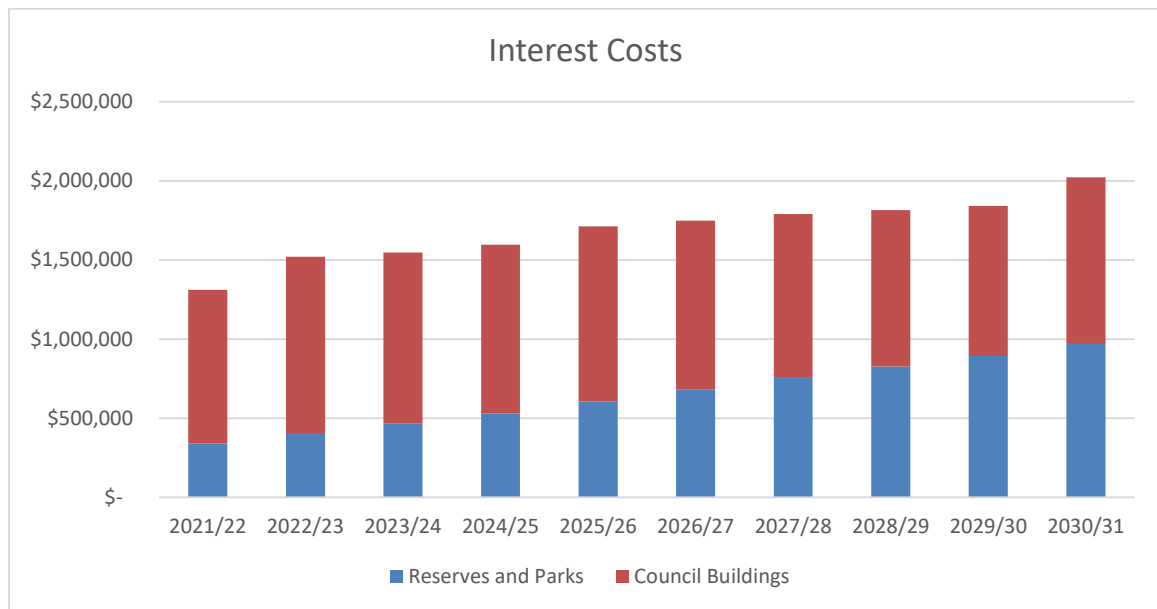
There is currently no 100 year replacement schedule for Play Spaces. The assets located within the Play Spaces have been identified separately within the overarching General Green Space Assets for replacement, rather than the playground as a whole. Where possible staff will consolidate the renewal of these assets into overall play space renewals.

Please refer to the Play Space Strategy for the identified renewal programme which considers both condition and function of the play space.

7.12 Debt and annual loan servicing

Councils debt forecast is shown in for the period of the Long Term Plan is shown in Figure 7-6 Total Recreation Debt. The spike in the debt shown relates to the proposed new indoor court facility and other capital projects. This is reinforced with the corresponding spike in the construction of the additional facilities in the district (Ravenswood and Pegasus).

Figure 7-5 Interest Costs



The two following graphs show the total estimated cost including repayment of the debt.

Figure 7-6 Total Recreation Debt

Figure 7-7 Reserves Debt

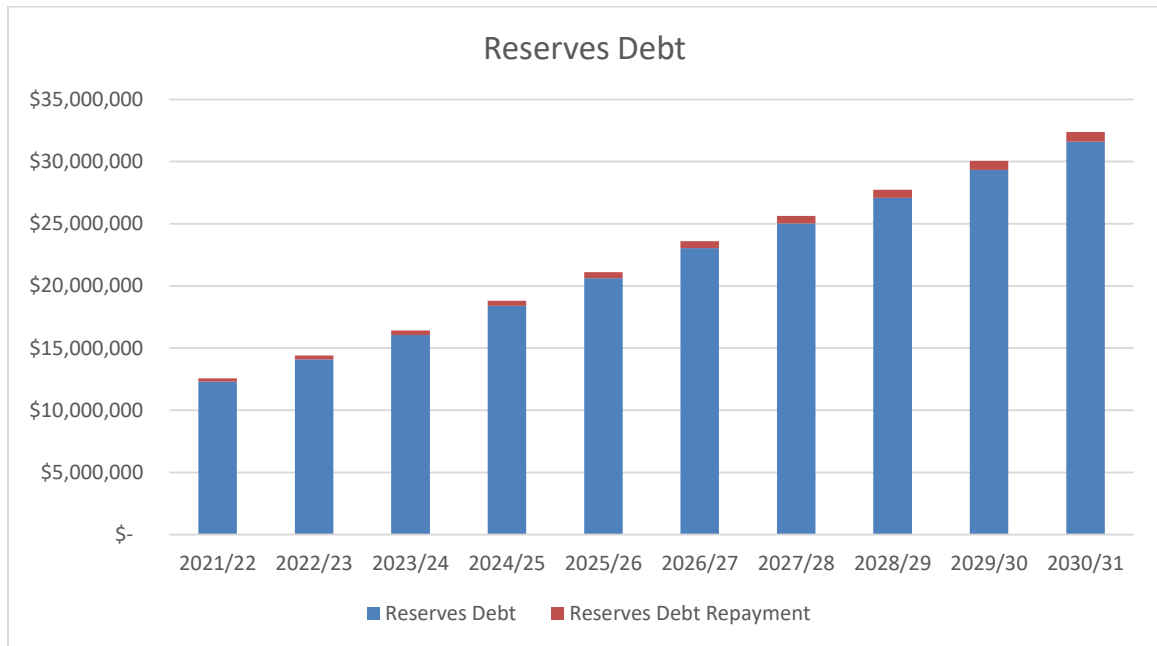


Figure 7-8 Building Debt

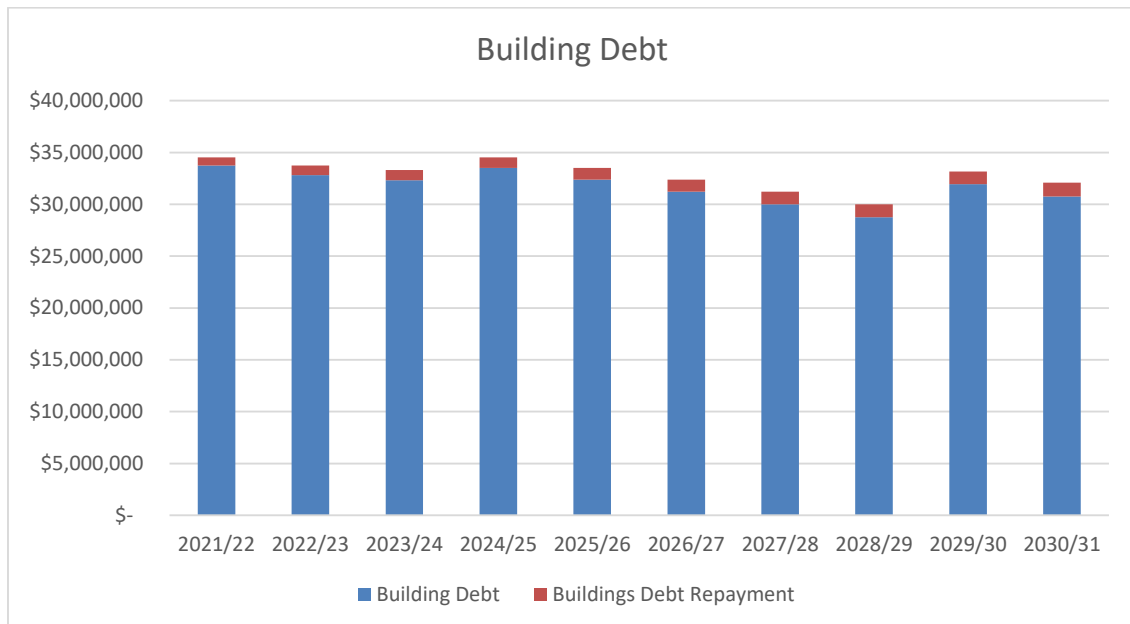
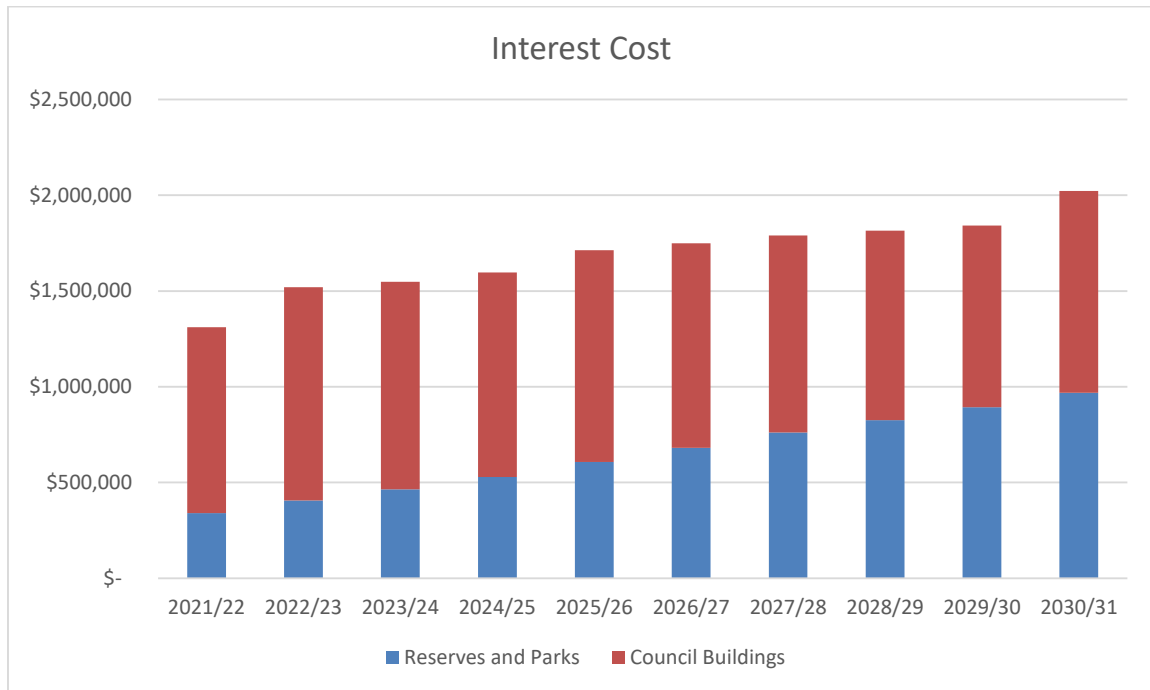


Figure 7-9 Interest Cost shows the estimated interest costs incurred over the period of the Long Term Plan for both Reserves and Parks as well as the Community Facilities.

Figure 7-9 Interest Cost



7.13 Projected rates

As discussed earlier in Section 7, Council has identified the way that Green Space and Aquatic operations are funded. The impact of this funding method is that any changes in the projected projects or levels of service will impact on the rates required to fund these activities, as such Community and Recreation consider the impact of this when considering changes to budgets and additional projects. The projects and levels of service identified within this document mean that overall the rates required to fund the recreation activities covered within the plan are required to increase by an average of 5.2% per year over the period of the Long Term Plan.

7.14 Valuation and depreciation

Community and Recreation completed a revaluation of all Greenspace assets (excluding Aquatic and Community Facilities). The information provided in this plan provides some summary information from the revaluation report. This valuation was independently reviewed by Opus Consultants. The scope of the asset valuation included:

- Access and parking,
- Amenity lighting
- Footpaths
- Furniture
- Gates

- Horticultural (including trees)
- Irrigation systems
- Monuments
- Playgrounds
- Reticulation
- Signage
- Sports
- Structures
- Utilities
- Walls and fences
- Water features

A separate valuation on all Council owned buildings was completed during 2019 which included all Community Facilities and Aquatic Centres. This valuation was undertaken by QV, registered valuers.

7.14.1 Methodology

The valuation uses the asset data that is stored in TechnologyOne. The data was verified through discussions with staff and a review to confirm that new assets had been loaded into the database. The valuation then considers the cost to replace assets based on current day unit rates and uses statistics New Zealand indices to confirm a rate of escalation.

7.14.2 Forecasts

7.16.2.1 Replacement

As part of the management of Green Space assets, assets will require replacement as they suffer wear and tear and reach the end of their useful lives. To assist with this Community and Recreation have created forecasts for the replacement of all assets currently maintained based on asset useful lives – this covers assets within reserves as well as aquatic and community facilities. The replacement schedule for the 100 year period is shown above. The averaged replacement cost is the running average over two years.

In creating this schedule it allows Green Space to forecast the necessary replacements over the coming years and identify several years in advance when assets are to be replaced.

7.16.2.2 New Assets

In considering the provision of assets throughout the district Council is required to forecast what assets are required to meet factors such as population growth and demographic changes. Council generally takes a proactive approach in provision of new assets and undertake

forecasting to identify locations or assets where new assets or changes to existing assets are required.

This can be seen in the Public Toilet, Community Facilities, Aquatic Facilities, Play Spaces and Sports Facilities strategies where the forecast of the needs or demand of the public through levels of service have been made and subsequently identifying what new assets such as new playgrounds and toilets in new subdivisions are required to meet levels of service. The key projects identified from this are the new community facilities in Pegasus and Ravenswood, new Aquatic Facility in Ravenswood and redevelopment of Dudley and Kaiapoi Aquatic Centres.

7.14.3 Summary of valuation

The 2019 valuation is included below. This valuation was completed in 2019 by Greenspace staff and was peer reviewed by OPUS.

Figure 7-10 Greenspace Valuation Summary

Asset Group	Replacement Cost	Depreciated Replacement Cost	Annual Depreciation
Access & Parking	\$ 9,374,989	\$ 5,096,632	\$ 368,373.09
Amenity Lighting	\$ 3,238,880	\$ 1,730,710	\$ 120,993.50
Footpaths	\$ 13,516,479	\$ 9,091,245	\$ 369,266.45
Furniture	\$ 2,361,606	\$ 1,439,367	\$ 92,758.51
Gates	\$ 574,161	\$ 450,410	\$ 13,804.04
Headworks	\$ 30,000	\$ 29,876	\$ 600.00
Horticultural	\$ 27,522,384	\$ 27,522,384	\$ -
Irrigation	\$ 878,289	\$ 527,983	\$ 44,633.98
Monuments	\$ 2,481,000	\$ 1,844,908	\$ 12,405.00
Placeholder Asset	\$ 137,085	\$ 137,085	\$ -
Playground	\$ 8,260,381	\$ 4,346,566	\$ 305,651.62
Reticulation	\$ 3,965	\$ 3,708	\$ 43.90
Signage	\$ 662,900	\$ 301,049	\$ 37,991.05
Sports Areas & Courts & Features	\$ 6,755,851	\$ 4,689,528	\$ 150,818.68
Structural	\$ 6,043,705	\$ 4,774,513	\$ 162,371.92
Utilities	\$ 2,866,856	\$ 2,131,807	\$ 68,094.56
Walls & Fences	\$ 11,776,621	\$ 7,745,478	\$ 374,498.28
Water Features	\$ 106,100	\$ 83,071	\$ 3,536.67
Grand Total	\$ 96,591,252	\$ 71,946,320	\$ 2,125,841

Note that the replacement costs identified below for the asset types does not total the amount shown in the above graphs showing total estimated replacement cost over 100 years. This is due to the allocated lifespans for some assets being less than 100 years and as such require replacement multiple times over the 100 year period.

7.14.4 Confidence in valuation

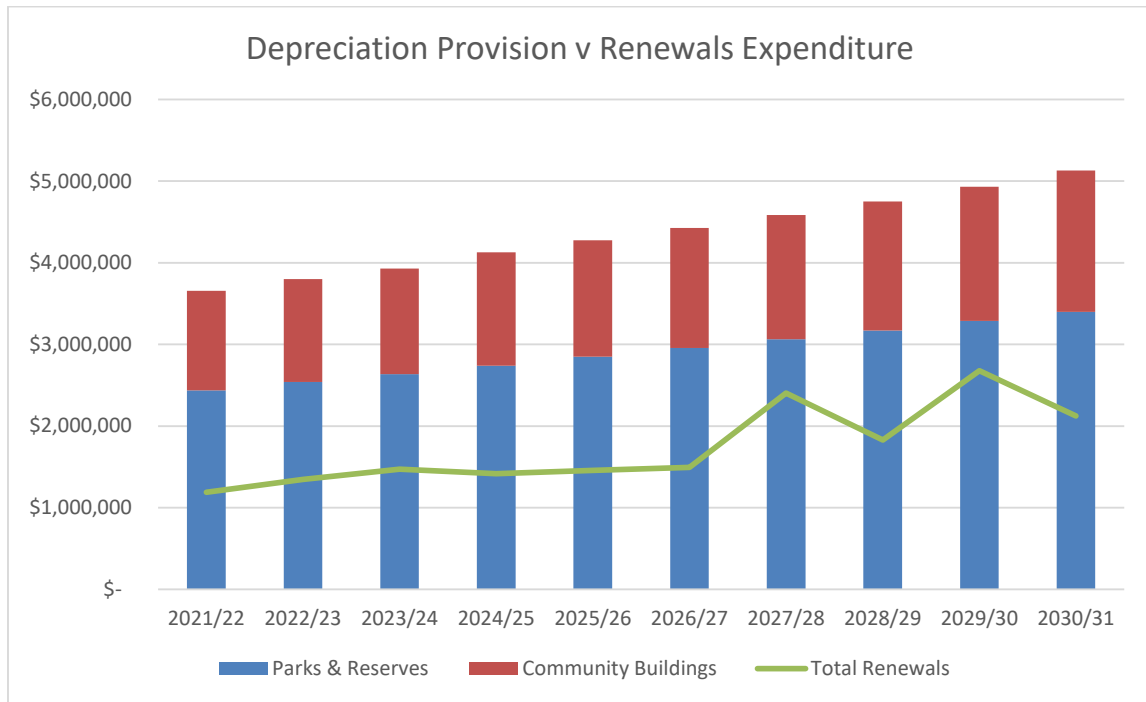
Opus' independent review found that the valuation undertaken by Council was based on accurate and substantially complete asset registers and on appropriate replacement costs and realistic lives. Opus rated the valuation based on the International Infrastructure Management Manual (2011) to be a class B rating: Reliable $\pm 15\%$. The description of a B rating is: "Large portion of data based on sound records but has minor shortcomings (e.g. old data, some missing documentation, reliance placed on unconfirmed reports and extrapolations).

7.14.5 Asset depreciation

As per Council policy Green Space and Aquatic assets (property, plant and equipment excluding land) are depreciated using straight-line basis to their estimated residual value over the specified useful life of that asset. As such Council recovers the necessary funds required to fund the depreciation over the life of the assets through rating for depreciation.

Further to this, Council has modified the Depreciation funding policy from 1 July 2015 to take both inflationary and investment factors into consideration when setting the amount required to be recovered in respect of depreciation. Any funding provision is held in an interest earning special fund account and made available for asset renewals. This revised approach taken by Council ensures that sufficient funds are available to fund the renewal of assets as they fall due. Below is the estimated level of depreciation over the period of the Long Term Plan along with the expected renewals expenditure.

Figure 7-11 Depreciation and Renewals Provision



7.15 Overall forecasting assumptions, sensitivity analysis and data confidence

7.16.2.3 Forecasting Assumptions

The most significant assumption adopted by Council for the purposes of forecasting is the projected population growth throughout the district over the next 30 years. As outlined in Section 4.2 Population Trends, the Council has developed and adopted a population forecast based on historical data. In comparing this forecast against Statistics New Zealand growth projections it can be seen that this projection falls in between the high and medium population forecasts for the district.

In considering this population forecast the impact on all aspects of Green Space and Aquatic activity has been considered in the planning and forecast of capital and operational activities.

The rates of salary increases, CPI increases and capital cost increases used by Council are outlined in the table below:

Table 7-15: Average rates used in planning

Item	Average Increase per Annum
Salaries	2.20%

CPI	2.61%
CAPEX	2.74%

7.16.2.4 *Sensitivity Analysis*

As part of the overall Council forecasting consideration is given to the possibility that the assumptions made when planning do not eventuate. As such Council will consider scenarios where assumptions such as population growth not continuing at the same level as expected for the period identified and how this will affect the forward planning of Green Space and Aquatic activities, both at an operational and capital level as well as the flow on effect of necessary funding.

7.16.2.5 *Data Confidence*

The revaluation of Green Space assets completed in 2019 by the Asset Information Management Team for Green Space was independently reviewed by Opus. Opus rated the valuation based on the International Infrastructure Management Manual (2011) to be a class B rating: Reliable $\pm 15\%$. The description of a B rating is: "Large portion of data based on sound records but has minor shortcomings (e.g. old data, some missing documentation, reliance placed on unconfirmed reports and extrapolations). Since this has been completed Green Space have continued with the asset validation programme outlined earlier in this document to improve the accuracy of the information held on Green Space assets.

7.16 Section Improvement plan

The continued improvements made to the amount of information that Green Space has on record for its assets, including Community Facilities, will allow more accurate forecasting and replacement schedules to be developed. The use of more accurate information will ensure that Green Space is delivering the most cost effective and appropriate replacement and new assets for ratepayers. This requires the following to be undertaken:

- Complete the asset validation process including Community Facilities
- Develop more accurate replacement and renewal modelling for these assets

8 Risk management and assumptions

8.1 Introduction to the section

Risk analysis involves consideration of the sources of risk, their consequences and the likelihood that those consequences may occur. The objective of a Risk Management Strategy and the consequential risk analysis is to separate the low impact risks from the major risks and to provide information and data to assist in the evaluation, mitigation and response to those risks.

For activities covered by this Plan, overall risks associated with asset failure are considered to be low with the exceptions of the Rangiora Airfield, other Community Buildings and Facilities, playgrounds, public toilets and cemeteries which have the potential to have a greater impact on public health and safety if they fail or are not available. There are essentially three levels of risk assessment that are considered for each activity within Council:

- Level 1 - Organisational Risk Assessment
- Level 2 - Activity Management Risk Assessment
- Level 3 - Critical Asset Risk Assessment.

8.1.1 Level 1 - Organisational Risk Assessment

Organisational Risk Assessment focuses on identification and management of significant operational risks that will have an impact beyond the activity itself and will affect the organisation as a whole. This approach allows the Integrated Risk Management framework to address risks at the organisational level, as well as at both the senior management and operational levels within the particular Council activities. The decision to implement the treatment measures identified will be at an organisational level, not activity level. For the activities covered by this Plan the level of risk is lower than for some other activities of council, however, failure or the unavailability of an aquatic facility or community building can impact on the council's reputation, similarly a failure of a playground element whilst in use could lead to injury.

8.1.2 Level 2 - Activity Management Risk Assessment

Activity Management Risk Assessment uses the same principal and consequence tables but the focus is at a more detailed level. During this process, specific risk events will be identified which would affect the operational ability or management of the activities covered by this Plan as a whole. If an individual system within the activity was identified as being at a greater risk or would need to be managed in a different way to the rest of the systems, then it would be highlighted for separate consideration.

A risk summary table is generated which identifies risk management strategies to minimise risks associated with the provision of the Community Facilities and Green space services. The risk management plan will be designed to ensure that:

- All significant operational and organisational risks are understood and identified
- The highest risks that should be addressed within a 10-year planning horizon are identified
- Risk reduction treatments which best meet business needs are identified and applied

8.1.3 Level 3 - Critical Asset Risk Assessment

Critical assets are considered to be those assets in which failure or their unavailability would result in a major disruption to the levels of service. The criticality of an asset reflects the consequence of the asset failing (not the probability). High criticality assets are best defined as assets which have a high consequence of failure (not necessarily a high probability of failure). Critical assets covered by this plan are varied and include:

- Structures, plant and equipment operating at the Aquatic centres, where a failure could result in facility closure or water quality issues
- Playground elements where a failure could cause injury or harm
- Some structures on parks where a failure could cause injury or harm
- The runway at Rangiora Airfield, which if out of action closes the airfield

8.2 Assumptions and context

Risk management strategies and studies are carried out in accordance with AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines which covers the following items in the management of risk:

- Establishment of the context of the risk
- Identification of risks
- Evaluation of risks
- Management of risks
- Continual monitoring and review

The assessment of risks is incorporated into the decision-making processes relating to the activities covered by this Plan. Prioritisation of expenditure includes balancing expenditure on new and existing assets according to the level of risk of asset failure following the development

of the Risk Management Plan. Expenditure may be in the form of operations, maintenance, renewals or new capital.

8.3 Asset criticality

As discussed earlier critical assets are considered to be those assets in which failure or their unavailability would result in a major disruption to the levels of service or have an adverse impact on the community.

The criticality of an asset reflects the consequence of the asset failing (not the probability). High criticality assets are best defined as assets which have a high consequence of failure (not necessarily a high probability of failure). Through the risk framework approach those critical assets can firstly be identified, so enabling mitigation measures to be developed that may reduce the likelihood of a failure arising and reducing the impact or consequence should such a failure occur.

8.3.1 Succession Planning

Succession planning within any business is considered necessary to reduce the risk associated with staff leaving the organisation and forms part of the business continuity process. Succession planning allows institutional knowledge to be passed on, and assists in ensuring continuity of organisational culture. The improvement in systems and processes around the Councils asset management planning has been a high priority for a number of years to ensure all relevant documents and information required for appropriate decision making are recorded and knowledge transfer can occur even in the absence of key staff. The Council is investigating a process of process mapping and will be looking to purchase software to assist. This will assist in ensuring that processes around key activities are documented.

8.3.2 Health and Safety

As an organisation the Council has made a commitment to health and safety to protect its workers, contractors, volunteers, visitors, public and property from harm or damage, by ensuring that the work environment is safe and people remain healthy. This is intended to ensure that a culture of health and safety is implemented within the Council at all levels and departments.

The Waimakariri District Council Health and Safety Policy is detailed within the Health and Safety System. This policy reflects the Health and Safety at Work Act 2015 (including Regulations and Codes of Practice), ACC Workplace Safety Management Practices (ACC WSMP), and the Canterbury Rebuild Safety Charter (CRSC).

8.3.2.1 *Hazard Identification, Assessment and Management*

The Council has identified the need to create and maintain a hazard identification and risk assessment system. This system allows the Council to identify, assess and manage risks either through elimination or minimisation.

As an organisation, the Council has created a Health and Safety Risk Register (Trim # 151223167626). This document is reviewed and updated regularly to ensure that the register remains relevant to the risks that may be present at an organisational level. This register identifies the following information in relation to each risk:

- Type of assessment
- Hazard & Risk Description (as it relates to WDC workers on worksites)
- Department/s
- Mitigation/Controls (what has been/is being done to reduce risk)
- Suggested future control measures
- Control Type
- Impact/Consequence
- Rating (based on impact/consequence and probability/likelihood)
- Compliance

Site Hazard Registers have also been created for the Council buildings (including the Aquatics Facilities) which are on display in each building and are reviewed and updated yearly. These are also available on the Council intranet system.

The Greenspace team also maintains site hazard registers for the Community Facilities. This allows the register to be discussed with contractors working at these facilities to make them aware of possible risks that may be present.

8.3.2.2 *Asbestos Register*

The Council has identified that in order to meet its legislative obligations, the creation of an asbestos register for all buildings owned and managed by Council is required. This will involve the inspection of all buildings and once completed either cataloguing, isolating or removing the asbestos identified.

This means that for Greenspace Space and Aquatic Facilities, all Community Facilities and buildings located on reserves (including toilets and sheds) are required to be included within this register. When this has been completed any contractors working on the Greenspace buildings

will be provided with the asbestos register to ensure that they are aware of and have planned for any asbestos within the building as part of their site safety plan.

8.3.2.3 *Health and Safety Plans*

As part of the management of the Community Facilities and Reserve space, the Greenspace operations team have implemented the requirement for users of these spaces to submit a health and safety plan as part of their booking. This plan is then reviewed by the Greenspace operations team to ensure that the user has considered the risks and issues involved and provided sufficient consideration to managing these.

8.3.2.4 *Permit to Work System*

The Council has implemented a Permit to Work (PTW) process that protects people, assets, environment and business continuity from harm that has been identified with high risk work. This allows the Council to monitor and control specific activities against an agreed upon set of safety procedures. The PTW system documents the authorization given to certain people to carry out specific work within a specified time frame. It also sets out the precautions required to complete the work safely based on a risk assessment.

The following designated (High Risk) Work must have a Permit to Work:

- Confined Space Entry
- Any work at heights where a worker must use a fall arrest system
- Any hot works

While the above restricted activities are not completed by Greenspace or Aquatic staff, contractors that are employed as part of operational or capital works for these teams may be required to undertake work that may fall under these categories. As part of the management of these contractors, Greenspace and Aquatic staff ensure that when contractors are engaged to undertake work that involves any of the High Risk work identified above, the correct procedures and systems are in place and followed.

For further details on the Permit to Work System refer to the following document:

- QP-C630 Permit to Work System – Procedure (Trim #16071406269)

8.3.2.5 *Training/Supervision*

As noted above, the Council has identified the importance of Health and Safety within the Organisation. To assist with this there have been a number of initiatives implemented to ensure that all staff can be provided the appropriate knowledge and training. This includes provision of the following available to all staff:

- Health and Safety Induction
- First Aid Training
- Occupational Overuse Syndrome (OOS) prevention and management

In addition to this, further specialised training is available to staff working in specific areas where a risk has been identified such as driver training and conflict resolution.

As part of the commitment to Health and Safety the Council has also identified the need for Health and Safety Representatives. These are nominated for each department within the Council and are responsible for the following:

- Be familiar with their work areas
- Be aware of the Council's health and safety systems and policies, including the arrangements for making sure that those policies are put into effect.
- Act as a conduit for health and safety information from workers to management, and vice versa.
- Undergo specific health and safety training.
- Be aware of the legal requirements relating to health and safety.
- Carry out workplace audits and workplace walk-around checks as required.
- Take a lead role in actively promoting health and safety within their represented areas.
- If required, sit on the Waimakariri District Council Health and Safety Committee.

A Health and Safety committee meets quarterly to further discuss health and safety issues throughout the Council. The agenda for this meeting is circulated prior to the meeting and allows for any staff member to raise any concerns for discussion at the meeting. This ensures that any possible issues or solutions that have arisen within other departments within the Council can be discussed and brought back to their departments. This ensures that any issues that may be relevant to Greenspace and Aquatics are brought back to their respective teams for implementation or discussion.

8.3.2.6 *Accident/Incident Reporting, Recording and Investigation*

As part of the Council Health and Safety Policy, Council will investigate accidents/incidents to discover the cause and to prevent the possibility of similar events from occurring in the future. Incidents that involve no injury or property damage, but which could have potentially caused harm (near misses) will also be reported to determine any risks that should be controlled.

Community and Recreation staff ensures that this obligation is met by reporting and investigating these as they arise whether it is an internal staff member, contractor or member of the public. As part of the major maintenance contracts that the Greenspace Team manage, each contractor is required to submit a monthly contractors report. As part of this report the contractors raise any health and safety issues that have arisen during the previous month. Staff will discuss with the contractors these issues and ensure that they are meeting their obligations under the Health and Safety at Work Act.

8.3.2.7 *Contractors*

The Council has recognised that it has a legal responsibility to ensure its workers are not harmed as a result of work undertaken in the workplace by contractors, and that the workers employed by contractors are not harmed as a result of work which is directed by Council. To do this, the Council aims to maintain and develop effective working relationships with contractors to ensure the effective management of the health and safety of those working on, and in the vicinity of council management sites. This has been included in the Council's approach to the tendering process which takes into consideration the Health and Safety processes and systems as well as the contractors Health and Safety record.

To assist with this the Council operates a health and safety pre-qualified contractor list. All contractors that wish to work for the Council are required to complete the approval process and will need to be assessed either through SiteWise or a similar contractor health and safety pre-qualification system which is externally verified and audited. This system allows the Council to review a contractor's health and safety processes and systems for it to be satisfied when employing them to undertake work on behalf of Council.

In addition to this system, all contractors engaging in work for Council are required to complete a site induction prior to commencing work. This ensures that contractor is aware of the risks and hazards associated with the specific site before commencing work.

As part of the operational and capital work undertaken by, staff manage a range of contract types from large maintenance contracts, capital work projects and one off jobs in response to issues raised from service requests. This means that there is a wide range of contractors involved and staff are required to ensure that the health and safety systems and processes are being followed for all contractors.

8.3.2.8 *Volunteers*

The Greenspace team works with volunteers on a regular basis. The Council's Health and Safety obligations require that in effect the volunteers are treated as employees for all intents and purposes. As such this means that the following are required:

- Appropriate PPE is worn by volunteers
- If the volunteers are managed by Council, a Health and Safety plan will be developed by Council for the event. If this is a volunteer run event on a Council reserve, staff will work with the volunteers to implement a Health and Safety Plan.

It is also Greenspace practise to have more than one staff member present when there are large groups of volunteers to assist with the event and ensure that correct Health and Safety practises are followed.

8.3.2.9 *Vulnerable Children Act*

Under the Council's obligations under this Act, the Council has identified the need to ensure that staff who either work with children or may come in contact with them as part of their employment are appropriately vetted. As such, a Police background check may be undertaken on relevant staff before employment.

8.3.2.10 *Related Documents*

The Contract Health and Safety Management documents can be found in TRIM in the following folder:

- EXC-34-17 Executive Management - Health and Safety - OSH - Occupational Safety & Health Procedures

8.4 Risk identification

Risk identification can be undertaken using a Risk Framework approach as described in section 8.5 below. The framework approach enables a top down approach to be undertaken, firstly the activity as a whole and then breaking it down into its component parts.

8.5 Risk analysis and evaluation

Risk analysis and evaluation assessments can be carried out based on a simple qualitative assessment that involves rating the probability of failure in terms of the likelihood of occurrence and categorising the consequences in terms of their severity.

Table 8-1: Likelihood Scale

Likelihood Ranking	Description
Rare	May occur only in exceptional circumstance (once in 1000 years)
Unlikely	Could occur (once in 100 years)
Possible	Might occur at some time (once in 10 years)
Likely	Will probably occur (once in 1 or 2 years)
Almost certain	Is expected to occur in most circumstances

Table 8-2: Consequences Scale

Consequence Ranking	Description
Insignificant	Insignificant
Minor	Minor impact for small population and / or minor disruption to services
Moderate	Minor impact for big population and / or moderate disruption of services
Major	Major impact for small population and /or major impact on service provision
Catastrophic	Major impact for big population and /or loss of service

Table 8-3: Risk Estimate

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

8.6 Risk treatment

Having identified and established a risk then the treatment of that risk is through identifying the appropriate mitigation measures that can either prevent or minimise the risk both in terms of its impact or consequence and its likelihood.

Each risk can be documented in the table below and can first be scored as an overall risk, then as a residual risk using the risk methodology above. The residual risks are usually highlighted and refer to the risk calculated having taken into account the preventative and/or mitigating measures already in place.

Table 8.4- Risk Assessment Template

Activity						
Potential Cause	Overall Risk	Preventative/Mitigating Measures	Residual Risk	Indicators & Checks	Immediate Corrective Actions	Future Preventative Measures/Improvements to be made

A risk assessment for the Greenspace Activity was completed in November 2017. The risks, which are the most critical for the Green Space activity, are as follows:

- Over the longer period changes in climatic conditions could have a major impact on greenspace assets. If as predicted weather patterns are likely to become warmer and drier, many existing species of trees and plants may deteriorate quicker than anticipated leading to an accelerated renewals program. This will also mean that many of the existing species will no longer be practical option to replant and the current look and feel of many open spaces and parks is likely to change over time. In managing this risk consideration of appropriate

species needs to be considered as part of both new projects and existing renewals which will have a financial implication.

- Climate change and associated sea level rise is also likely to change the coastal landscape of the District, this could lead to the loss of coastal margins enjoyed by both the local community and visitors.
- The council has experienced a recent period of significant growth particularly in the towns of Rangiora, Woodend and Kaiapoi. This increase in population has changed what were small rural townships into a more urban environment and this can place different expectations on the provision of open spaces.
- The expected increasing age profile of the District will also bring about changing needs of the local communities, this in particular may impact on future sports fields and sports facilities, whereby the current level of provision will in due course need to be reviewed.
- Future seismic events are also likely to have a serious impact on the District with many assets vulnerable to damage, experience of the earthquake events in 2010 and 2011 should be used to forecast the likely impact.
- Local community expectations also change over time for instance the council has sufficient capacity with regard to sports parks and facilities however there is increasing expectations that these facilities should provide better or improved levels of service, this can be difficult to manage as many of the assets have relatively long life-cycles. It will be important that community expectations can be anticipated.

These risks continued to be reviewed and updated by staff as part of the risk assessment process put in place across Council. These risks are now being captured in the Promapp system to ensure that these risks are appropriately recorded and monitored. A planned review of the existing risks and update to the register is planned to be completed during the next financial year (2021/22). This review will further develop the how these risks are managed, treated, priorities, timelines and the costs necessary to address these risks.

The below table highlights the key risks noted above and the steps taken by Community and Recreation to address these.

Activity						
Potential Cause	Overall Risk	Preventative/Mitigating Measures	Residual Risk	Indicators & Checks	Immediate Corrective Actions	Future Preventative Measures/Improvements to be made
Risks to reserve or facility users	High	All reserves will be maintained in a safe and healthy condition and all identified risks and hazards mitigated as far as is practical	Extreme	Contractor and staff monitoring, reports from various sources	Ensure all issues and incidents reported and acted on if necessary	Ensure contractors maintain high levels or safety maintenance and are proactive in providing safe reserves
Pandemic: Closure of some or all of Community and Greenspace facilities	Extreme	Follow all procedures recommended by health authorities. Produce signage as required to close reserves or facilities. Ensure closed facilities are locked. Provide appropriate PPE to staff who may be at risk of exposure. Ensure facilities are decontaminated if required. Ensure contractor is able to dispose of contaminated material and staff are trained to deal with it.	Extreme	Public announcements by authorities. Observations and reports from various sources	Ensure procedures are in place and contractor briefed and ready to act if required	Ongoing monitoring and checking or preparedness of staff and contractor
Climate risk - sportsfields: rising sea levels or water table and more frequent high level rain events may result in inundation of fields or inability to provide adequate drainage. Fields may become unplayable	High	New sportsfields to be built at a level to ensure sufficient drainage can be installed to maintain a safe and suitable playing surface. Additional drainage methods to be explored for existing fields as appropriate	High	Reported field flooding	Identify at risk reserves	Assess playing fields for risk and viability of installation or maintenance of infrastructure
Climate risk - community buildings" Increased adverse	High	Ensure building remain weather tight and are checked after high level adverse weather	High	Check buildings when appropriate	Identify at risk buildings	Ongoing

weather events may damage buildings and make them unsafe or unavailable for use		events. Buildings to be checked by suitably experienced people if required. New buildings to be constructed to the appropriate standard.				
Climate risk - vegetation: Higher temperatures, decreased rain or increased wind events may put some plant species in decline	High	Ensure strategy is in place to provide sufficient water for existing plantings. Provide irrigation or watering if required. Plant drought and wind resistant species if appropriate	High	Plant dieback to be monitored and good reporting by maintenance contractors. Professional advice to be obtained where necessary.	Discussions to be held with contractors	Ensure appropriate strategies in place to deal with climate change
Climate risk - vegetation: Lower temperatures and increased rain may put some plant species in decline	High	Cold and water tolerant plants to be planted where appropriate. Climate trends to be monitored. Expert advice on plant species to be used as appropriate	High	Plant dieback to be monitored and good reporting by maintenance contractors. Professional advice to be obtained where necessary.	Discussions to be held with contractors	Ensure appropriate strategies in place to deal with climate change
Climate risk - infrastructure: rising sea levels may cause inundation of reserves and damage to infrastructure. May result in infrastructure not being available for future use.	High	Infrastructure to be installed at a level which accounts for future sea level rises. At risk reserves to be identified and this information included in future reserve planning	High	Monitor sea level rises	Identify reserves and infrastructure that may be at risk	Possible relocation of recreation reserves. All future designs to accommodate predicted sea level rises.
Climate risk - recreation: Inundation of reserves may restrict type and amount of play equipment or recreation opportunities	High	At risk reserves to be identified. Possible alternate reserves that will maintain levels of service to be identified. At risk reserves to be assessed prior to infrastructure installation or	High	Monitor sea level rises	Identify at risk reserves	Assess reserves for risk and viability of installation or maintenance of infrastructure

s that are available for use. Reserves may need to be abandoned		replacement for suitability.				
Population Growth	Moderate	Monitor projected population levels including demographics and geographical spread to ensure forward planning matched any changes in forecasts	Moderate	Base decisions on the latest accurate information available from several sources	Ensure current information is available and up to date	Monitor trends and inform relevant operational staff
Growth Distribution	Moderate	Unexpected rapid growth in a particular demographic or geographic area which results in a change to greenspace provision of recreational facilities	Moderate	Based decisions on the latest accurate information available from several sources	Ensure current information is available and up to date	Monitor trends and inform relevant operational staff

8.7 Disaster resilience assessment

1.1.1 Business Continuity

Business continuity is a progression of disaster recovery, aimed at allowing an organisation to continue functioning after (and ideally, during) a disaster, rather than simply being able to recover after a disaster. The business continuity of the Council was tested during the 2010-2011 Earthquake events. Overall there was little impact on the continuity of the provision of the Community and Recreation activity other than in Kaiapoi where there were facilities that posed a risk to health and safety and this was mitigated by prompt removal of these facilities. The Community Facilities, the Rangiora Airfield and the Aquatic centres were more impacted by the earthquake events. Since the earthquake events the Council in August 2017 has developed a Community and Recreation Business Continuity plan that covers all activities covered by this Plan.

1.1.2 Emergency Management

The Waimakariri District is subject to a wide range of natural hazards of varying degrees. Traditionally these hazards vary from floods, snow storms and rural fire with the most significant now being earthquakes which has highlighted the importance of adequate emergency planning.

The Civil Defence Emergency Management (CDEM) Act 2002 requires Local Authorities to coordinate plans, programmes and activities related to CDEM across the areas of risk reduction, readiness, response and recovery. It also encourages cooperation and joint action within regional groups. Management systems for civil defence emergencies are detailed in the Council's CDEM Plan.

The Council has a Recovery Plan for the District and is also part of the wider Canterbury Civil Defence Emergency Management Group. This is a partnership of ten Canterbury local authorities which aims to provide effective and comprehensive management of major hazards and their consequences anywhere in Canterbury.

The District Recovery Plan considers recovery priorities, management, co-ordination and transition from response to recovery.

1.1.3 Insurance

The Council has insurance cover for the Community and Recreation assets which is reviewed and updated regularly following revaluation to ensure the insurance cover is appropriate for purpose. Insurance schedule is updated annually to ensure that significant new assets are captured and insured. Senior staff continue to observe the sector and re-assess risks and benefits to the council over future years.

8.8 Section improvement plan

Complete capture of risks for Greenspace into the Promapp Risk System

9 Asset management systems and practices and sustainability

9.1 Introduction to the section

The Council's Asset Management Policy set out the framework the Council adopts for managing its asset base. Audit NZ undertake regular reviews of the Council's systems and processes as part of the Long-Term Plan development and sign off. It is critical that the Council is managing its assets appropriately so that they can support the delivery of services at the required level that the community expects. With the range of assets that the council owns and manages it is important that it has appropriate systems and processes in place to support decision making that will seek to maintain the condition of the asset base, to provide information on performance and utilisation and support forward planning decisions.

9.2 Description of management systems

9.2.1 Asset register (financial/technical)

The Council uses the Tech One information system as its asset register including recording maintenance history, condition inspections and valuation records. This system has been in place since 2014. In January 2011, a full asset validation and condition assessment project commenced to verify all green space assets owned or maintained by the Council. Each site was spatially captured using a GPS and a photo was taken of each asset.

This data has been imported into the corporate geospatial system which is an ESRI ArcGIS Enterprise system which operates on site and through the iCloud. The assets attached to the GIS are linked to the asset through the TechnologyOne data base. The full on-site data validation was completed by the end of 2012 with an ongoing validation of assets continuing as part of an operational process by staff for all Greenspace assets.

The Council has since this date commissioned in 2019, Opus International Consultants (Opus) to undertake an independent review of Council's Parks & Reserves Infrastructure Assets Valuation. The valuation schedules have been prepared by the Council using the data from the TechnologyOne asset management system. The peer review was undertaken using an interactive approach throughout the valuation process, by reviewing the key inputs and outputs supplied by the Council.

The valuation has been prepared for financial reporting purposes. The effective date of the valuation is 30 June 2019.

The objective of the independent review was to verify that the methodology and supporting data used to prepare the valuations is in accordance with accounting standard PBE IPSAS 17, Property, Plant and Equipment, relevant Valuation and Property Standards and with NZ local authority asset valuation practices (NZ Infrastructure Valuation and Depreciation Guidelines). The review provided a statement on accuracy, correctness and compliance with the Office of the Auditor General's guidelines for infrastructure accounting. No inspections have been carried out to independently verify asset inventories or assumptions regarding condition and remaining lives.

The review of the Green Space Infrastructure covers the following classes of assets.

- Access and Parking
- Amenity Lighting
- Footpaths
- Furniture
- Gates
- Horticultural (including Trees)
- Irrigation
- Monuments
- Playground
- Reticulation
- Signage
- Sports
- Structural
- Utilities
- Walls and Fences
- Water Features

(Land and buildings were excluded from the valuation)

A formal workflow to manage the addition and disposal (capitalisation) of assets from the asset register was developed in early 2012 to ensure that the accuracy of the asset register is maintained. The asset validation project which allows remote access to data and information has improved the process for updating and recording changes to assets with the use of the Collector App allowing mobile asset validation.

The Greenspace asset records in Tech One are supported and maintained by the Council's Asset Information Management Team (AIM). As part of the tree maintenance contract the contractor has responsibilities to maintain and update the asset information held on the councils systems this is largely but not exclusively done utilising the remote access technology that was developed as part of the asset validation project.

Following the development of the last Activity Management Plan staff have begun the process of capturing detailed asset information for both Aquatic and Community Facilities. This is intended to capture the details of the assets contained within the overall building shell. This process has been fully completed for Aquatic Facilities, while Community Facilities is nearing completion (majority of information has been captured). This information will be stored within the TechOne asset database and ensure that appropriate asset planning is put in place for the assets within these facilities outside of the overall building shell.

9.2.2 Spatial (GIS) System

As described in the section above the spatial (GIS) system now utilised by the Council is the ESRI's ArcGIS Enterprise system. The WAIMAP is a collection of web applications that are built using ESRI's Web AppBuilder technology. These apps provide integration between the GIS, the TechnologyOne system GIS and Trim.

9.2.3 Condition assessment

The following is an overview of the Asset Validation process, whereby the Asset Validation Project allows access to the asset register via the web based internal mapping system, WAIMAP and iCloud mapping system vis mobile WAIMAP.

Table 9-1: Condition Ratings

Condition Grade	Condition Description
1	Very Good Condition Only normal maintenance required
2	Minor Defects Only Minor Maintenance required (5%)
3	Maintenance Required to Return to Accepted Level of Service Significant maintenance required (10-20%)
4	Requires Renewal Significant renewal/upgrade required (20-40%)
5	Asset Unserviceable Over 50% of asset requires replacement

The NZ Water Visual Assessment of Utility Assets Manual has also been referenced in judging the condition of the assets as it provides examples of deterioration in different material types that are also utilised in green space assets. The condition assessments are stored in the

TechnologyOne asset management system. This allows for a record to be kept of how the condition of the asset changes with time. It is intended that all further condition assessments will be scored as per the grading's above and recorded in the asset system.

Any assets that are identified during the Asset Validation Project as being condition 5 are raised with the Contract Manager for immediate renewal if budget constraints allow. If not, an allowance is made for the renewal of the asset in the renewal schedule.

A formalised condition inspection strategy and programme has been developed that considers the following items when prioritising condition assessment frequency and standard:

- Legislative requirement to demonstrate condition, such as Building Act or Health and Safety in Employment Act
- Risk to public safety
- Criticality of the asset
- Size of investment
- How far the asset is through it's expected life
- Appropriate method of condition assessment per asset type

Improvements since the last review of the Plan include the ongoing use of the mobility project for the Council, which allows the capability to validate assets in-field using a mobile hand device in the form of a Samsung Tablet.

The Collector app has been downloaded onto the tablet and this allows the operator to view all of the council's captured assets. Linked with the AIM and GIS Team's work, council officers are now able to attend a site and have a visual reference of what assets should be at that location on the tablet.

For the parks and reserves assets covered by this Plan the operator can physically check that the respective asset is present. These range from soft landscaping features such as grass and garden beds to hard landscaping and fixed assets such as benches, paths and ornamental lights etc. The presence of the asset is confirmed, its construction material is noted and a condition score ranging from Very Good (1) to Very Poor (5) is given.

On confirming the inspection is complete a yellow tick box appears on the asset. These assets are subsequently downloaded overnight and the yellow box turns into a purple triangle which indicates that the asset has been validated within the last 6 months.

The above process is systematically being carried out throughout all of the District's Greenspace areas as part of the monthly Greenspace auditing for the Parks & Reserves Maintenance Contract.

For assets that are no longer present, the field operator has the ability to note the asset as being non-existent. This in turn is a prompt for the asset to be removed from the register so that the asset system is updated and functional. Any notes which will aid the AIM team to understand why the asset is no longer present can be added at the time.

For new assets that the field operator comes across which aren't already captured on the system, the operator has the ability to capture the asset. The same process as above is followed, with an additional photo being taken which can also be uploaded overnight and linked into TechnologyOne by the Asset Information Management team (AIM). Any notes which will aid the AIM team to understand what type of asset is present can be added at the time.

All this information can now be viewed by the Greenspace/AIM/GIS team through the link with TechnologyOne. Monthly meetings take place between the Greenspace and AIM Team and this is an opportunity for any new or removed assets to be highlighted and updated accordingly. With an accurate understanding of what records are included in the Greenspace layer of assets and an up to date assessment of the asset condition, the system has the capability to run condition score reports highlighting what is effectively at the end of its useful life expectancy, needs replacing or perhaps repair.

9.2.4 Customer service request and complaint system

The corporate TechnologyOne financial and administration system is employed for holding records of customer service requests and complaints in the RFS (request for service) module. This is maintained by the Customer Services Unit and the system is used by all Council Departments for tracking customer requests.

9.2.5 Performance monitoring

The process around performance monitoring of the major Green Space contracts is outlined in section 3.7.1 of Chapter 3.

9.2.6 Reporting

The corporate systems are highly integrated that enables reporting across the council activities. These systems are able to provide routine monthly reports that are required by managers and

supervisors responsible for delivering the services and also able to provide bespoke specialist reports on request.

9.3 Description of management processes

The management structure and the processes used to deliver the activities included in this Plan is outlined in section 1.5 of Chapter 1.

9.4 People management

9.4.1 Competencies, capabilities and skills required to implement processes and systems

The activities covered by this Plan are diverse, varied and have immediate and influential impact on the lives of the local community. Because of this, it is important that the Council staff and its contractors are knowledgeable of the activities they are delivering so that the service provided meets the communities' expectations. The Council has formal systems that assess personal performance and encourages personal development. The operations and maintenance contracts have performance measures that are monitored and reviewed to ensure that the services provided are undertaken well and support the delivery of the agreed levels of service.

Within all Green Space positions either a relevant qualifications or sufficient experience is required and this is stipulated at the time of recruitment.

As part of the tender processes for the Parks and Reserve Maintenance Contract and the Street, Parks and Cemetery Tree Maintenance Contract staff evaluated attributes in relation to the qualification of potential contract staff to ensure that services will be delivered by well trained professionals. Both of these contracts also require a quality plan is produced and updated to identify all relevant qualifications and experience of staff undertaking work in the district.

9.5 Description of operations and maintenance systems and procurement

As previously outlined in Section **Error! Reference source not found.** Maintaining Levels of Service. Operations, the Council Greenspace unit operates a number of contracts for the maintenance and operation of the Greenspace Assets. These contracts are often a combination of operational and maintenance requirements such as with dayworks, reactive maintenance and programmed maintenance.

9.5.1 Procurement

The Council has a policy in place to ensure that all procurement and tendering undertaken follows a strict process for both capital and operational expenditure. This policy, S-CP-4160 Purchasing Including Tendering Policy, ensures that when a contract is required to undertake operational or maintenance works, such as a new project or the Reserves Maintenance Contract there is a system in place to manage the tendering and contract process.

This policy outlines the process and obligations that must be met throughout the procurement process to ensure that the Council's obligations to rate payers are met as defined under the Local Government Act 2002 as being "to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses."

Improvements have been made to the procurement of minor operational and capital work through the development of a trades panel which covers the following areas:

- Building (less than \$20,000)
- Building (between \$20,000 and \$250,000)
- Electrical
- Plumbing
- Fencing
- Asbestos Removal

This panel has been established to improve the process around procuring this type of work and ensures that there is appropriate contractors that are being appointed through this process. The contractors on the trades panel have been assessed on a number of criteria including experience, local contractors and social outcomes.

It is planned for further improvements in this area including the development of a prequalified contractor list for civil works and a professional services panel.

For further details on this policy please refer to S-CP 4160 Procurement and Contract Management (TRIM 190121005949)

9.5.2 Operations and Maintenance Systems

As part of the Maintenance Contracts that the Greenspace team manage, in particular the Street, Reserve and Cemetery Tree and the Parks and Reserves Maintenance Contracts, there

are a number of processes and systems that are in place to ensure that these maintenance contracts are managed appropriately.

9.5.2.1 Auditing

Monthly auditing is undertaken on the Maintenance Contracts managed by the Green Space Operations team. These audits ensure that the contractor is meeting the specified standards as per the contract document.

9.5.2.2 Monthly contractor report

As part of the major Green Space contractors, the contractors are required to provide to Green Space a monthly contractors report. These reports focus on areas of importance such as:

- General operations
- Health and Safety
- Significant issues
- Service Requests / After Hours Callouts

By requiring the contractors to provide monthly reports it allow the Green Space staff managing the contract to be kept up to date with any issues that arise. This ensures that staff are able to manage both expectations from within the community and issues raised by the contractor.

9.5.2.3 Monthly meeting

As part of these contracts a monthly meeting is held between the contractor and the Green Space operations team members to discuss the previous month and any issues that may have arisen. This meeting covers the audit results and the monthly contractors report. By having this meeting it ensures that there is continued communication between the two parties and ensures that issues can be resolved in a timely manner and that levels of service are being met.

9.5.2.4 Quality plan

As part of all tendered contracts that Green Space manage, the contractor is required to submit to staff a quality plan. These plans set out what procedures that the contractor will undertake to ensure that the quality expectations are met. This can include:

- How the contractor plans on meeting the specified levels of service targets within contract specifications
- cost effectiveness of solutions

By requiring this documentation, it ensures that the contractor has considered the work required under the contracts to meet the contract specifications and what systems and processes will be implemented.

9.5.2.5 Asset information updates

The Green Space team has committed to ensuring that the asset information kept in the Technology One system is continually updated. To do this staff undertake validation of the parks and reserves throughout the district on a monthly basis tied in with the auditing of the Parks and Reserves Maintenance Contract.

In addition to this, the Tree Maintenance contractor provides updated validation data as part of their monthly report to Council. This information is then passed to the Asset Information Management Team to upload and update on the Technology One database.

Now that information has been captured for both Aquatic and Community Facilities staff will ensure that this information remains up to date and relevant to ensure appropriate decisions are able to be made on these assets.

9.6 Sustainable practice

9.6.1 Current practice

For a local authority organisation to be recognised and acknowledged as acting sustainably it is necessary for sustainable practices to be embedded within the actions and the services provided by the Council and is actively supported by the local community. Sustainability can impact on everything the Council does:

- That sustainability is considered when Council are making decisions
- That sustainability is considered when services are delivered to the community
- That sustainability is considered when new projects are being proposed
- That the council as an organization operates sustainably
- That the council encourages and supports its community to be sustainable

Sustainability can mean many things to many people, but for Council it is important that the four well-beings, social, cultural, economic and environmental are properly considered and integrated as part of its sustainability approach.

Sustainability is a mind-set and a vital part of the culture of an organisation. There are no instance fixes to deliver sustainability it is a continuous journey or pathway with no final destination. A sustainable organisation follows its principals and utilises systems and processes to help them identify, adapt and respond to changes or opportunities as they occur over time through a recognised process of continual improvement.

The activities covered by this Plan can have a significant impact on the well-being of the community and it is important that these services are delivered in ways that promote and support sustainability and improve the quality of life for its community.

- Greenspace – clearly linked closely to the environment it is important that these spaces are well managed and that maintenance practices are sustainable; however, the spaces also provide a vital role in people’s wellbeing as places to relax and enjoy or to exercise and meet.
- Community Facilities – provide formal and informal places for the community to meet, that helps foster a feeling of belonging
- Trees – provide a vital role in the sustainability of the planet, they also create and contribute to the landscape, make places and the environment enjoyable

When considering sustainability, this Plan has recognised that the activities it provides to the community which it supports should be efficient, cyclic, solar, safe and social.

Table 9-2 Sustainability Framework

Criteria	Meaning	Examples	Impact for Greenspace	Current Green Space Progress / Actions
Efficient	Do more or the same with less	Products and services use less resources to achieve the desired outcomes, that services are energy, water and material efficient, choose locally	Irrigation control, efficient maintenance techniques for grass and shrubs, prudent asset management, by locally sourced play equipment and plants	<ul style="list-style-type: none"> • Use of timers on sprinklers to ensure efficient watering • Quality plan submitted as part of the Parks and Reserves Maintenance Contract for grass and shrub maintenance.
Cyclic	That the environment is protected and waste is minimized	That materials and substances are reduced, reused and recycled, organic material is returned to the earth and planting matches climatic conditions	Re-use mulch, green material to be recycled into compost, only plant local plants that are tolerant to changing conditions (dryer)	<ul style="list-style-type: none"> • Use of mulch created from tree material removed as part of the Tree Maintenance Contract and reused to suppress weed growth in shrub beds.

				<ul style="list-style-type: none"> As part of new or replacement plantings using plants that suit not just the current conditions but also into the future and are locally sourced where possible. Moving towards provision of recycling bins in some high traffic areas alongside rubbish bins.
Solar	Minimize impact on the climate	That renewable energy sources are used first and foremost, reducing emissions and supporting a carbon neutral community	Ensure contractors are using energy efficient vehicles.	<ul style="list-style-type: none"> Not currently actioned
Safe	That people and the environment considered	That discharges or releases to the environment are safe, and indigenous biodiversity is encouraged and protected	Continue to develop and protect natural reserves. Limit the use of chemicals where possible	<ul style="list-style-type: none"> Use of specified chemicals as part of the maintenance contracts that have been identified as having the least impact on the environment
Social	Decisions taken now support future generations	That the community has all of its needs both now and in the future, they feel secure, are free to make choices, have a sense of belonging and able to enjoy life	Continuously update strategies and management plans and consult with users of greenspace assets to ensure that assets are evolving with the changing communities.	<ul style="list-style-type: none"> Continuing the process of updating strategies and management plans for Green Space.

9.6.2 Desired practice (changes needed to processes, systems, data, management & people to create a more sustainable activity)

As outlined above, the activities that covered by this plan have a significant impact on the well being of the community. As such the following items have been identified as possible improvements to the current approach taken by Green Space:

- Continued consideration during replacement and design of new assets as to the type of plants and other horticultural assets to be planted throughout the district, including focus on plants that can survive lack of water and changes in temperature.

- Continue the use of mulch created from trees removed / trimmed as part of the Tree Maintenance contract. To attempt to minimise the amount of additional mulch that is required to be purchased.
- Ensure that as part of any new contracts tendered by Green Space using the Price Quality Method that sustainability is one of the criteria that a prospective contractor is assessed on.
- Creation of a register for all sprays and herbicides used within reserves. To explore options to reduce usage or alternative methods of control.

9.7 Section improvement plan

The following areas have been identified for improvement:

- Council to develop an overarching Sustainability Policy that can then be used across the organization to inform all activities
- Consider improvements to the complaints and enquiries system so that these can be more easily linked to locations and assets
- Update to the Standard Operating Procedures (Process Mapping) for Green Space.
- Resource Consent register allowing easy referencing of current Resource Consents held by Green Space and Aquatics.
- Creation of a heritage register to ensure that all heritage assets (including trees and buildings) throughout the district are captured.

10 Improvement plan and monitoring

10.1 Introduction to the section

The Council's values statement includes a commitment to service through doing better every day, thus continuous improvement is a fundamental component of Council's day to-day business. An improvement programme is required to be included in every Activity Management Plan to ensure the effective management of assets. This will reduce incidents of asset failure and deterioration of the services the assets support.

There are a number of industry guidelines around best practice for asset management. The Council will determine through the asset management procedural guide which elements it will adopt.

The aim of the organisation's asset management improvement plan, contained within the procedural guide, is to raise the standard of Council Activity Management Plans to an appropriate level, as measured by the NZ Treasury Asset Management Maturity Assessment Tool.

Achieving a consistent standard of asset management planning is essential in delivering continuous improvement of asset management practice across the Council. Standard Council templates will be developed for asset managers to use as appropriate, bearing in mind that the assets managed are diverse and do not always have the same components and imperatives.

Unit managers responsible for the development and review of Activity Management Plans are required to continually look for better ways of doing things, and ensure they are not just managing an asset solely inside their field of influence, keeping corporate asset management in mind to see where there are opportunities for synergies, cooperation, and integration across Council departments.

The Management Team will ensure staff responsible for managing assets are provided with ongoing training opportunities for improving asset management practice

10.2 Description of the process

The improvement process for the management of activities covered by this plan operates at two different levels. These are as follows:

- The improvements needed to the overall management of the Community Facilities and Green space activity.

- The improvements needed to the Activity Management Plan to increase the reliability and effectiveness of the Plan.

The improvements needed for the overall management of the community and green space activity tend to be either the requirement for more strategic plans, policy or research to guide decision making at a strategic level or the further development of asset management systems and processes, together with improving the knowledge and information of the assets.

Improvements made at the strategic level have a flow on effect in terms of improving the quality of the Activity Management Plan. For example, the completion of supporting Strategy Documents allows for more accurate predictive modelling in the Managing Growth and Responding to Key Trends.

The improvements to the Activity Management Plan primarily relate to the need to collect additional asset data or data that is more specific or accurate. Examples of this are the need to complete the condition assessment exercise, include asset valuation information and complete the asset descriptions for toilets, facilitates and other structures. There is also a need to improve the plan's level of sophistication over time in key areas such as risk management and forward financial planning.

10.3 Maturity index assessment

The council in making its assessment on its asset maturity uses the NZ Treasury Asset Maturity Assessment Tool – which is a modified version of the 2011 IMM Maturity Assessment (which was updated in 2015). The assessment endeavours to provide a framework whereby an organisation can determine its current maturity position and also enable it to project to what level it wishes to improve its performance, the table below is a summary of Greenspaces latest assessment. This was completed internally by Greenspace staff.

Table 10-1: Summary of Maturity Index Assessment

Section	Current Business Practice	Desired Business Practice	Improvement Project/Strategy
AM Policy Development	Core (50)	Intermediate (75)	Asset Management Group – creation of a defined Council policy aligned throughout Council
Levels of Service and Performance Management	Intermediate (75)	Advanced (90)	Consultation on Levels of Service. Customer Communication Plan
Demand Forecasting	Intermediate (70)	Intermediate (70)	With new strategies for key assets completed believe that demand forecasting is at sufficient level

Asset Register Data	Intermediate (70)	Advanced (90)	Integration of Technology One System to include greater financial detail in allocation and tracking
Asset Condition	Advanced (85)	Advanced (90)	Continuation of the current asset validation programme
Risk Management	Intermediate (65)	Intermediate (70)	Note that the Greenspace Assets have a limited number of high risk assets.
Decision Making	Intermediate (75)	Intermediate (75)	Greenspace Strategies (including Park and Asset Specific Strategies)
Operational Planning and Reporting	Intermediate (65)	Intermediate (75)	Business Mapping Process
Maintenance Planning	Core (55)	Advanced (85)	To use the asset validation process to increase forward planning accuracy for maintenance.
Capital Investment Strategies	Intermediate (70)	Intermediate (75)	Undertake predictive renewal modelling for buildings
Financial and Funding Strategies	Core (50)	Intermediate (70)	To continue with asset validation and assessment to ensure data is up to date and accurate to allow for modelling.
Asset Management Teams	Core (50)	Core (50)	To become fully intermediate would require significant engagement on LOS. Due to the number of assets within Greenspace this is not practical.
Asset Management Plans	Intermediate (70)	Intermediate (80)	Continued development and refining of asset management plans by Green Space
Information Systems	Core (60)	Advanced (90)	Integration of Technology One system to include all of the Asset Management modules available.
Service Delivery Models	Intermediate (70)	Intermediate (80)	Continued review of the tendering/contract process for Council

Quality Management	Core (60)	Intermediate (75)	Continued review of the quality management processes included within the service contracts.
Improvements Planning	Core (45)	Intermediate (75)	Review of the AMP suggested improvements to create a set improvement plan. Once this has been identified to set up appropriate timeframes and reporting schedule.

10.4 Improvement plan methodology

The International Infrastructure Management Manual 2011 introduced a maturity index which enabled aspects of asset management to be ranked on a continuum from minimum to advanced levels. The council utilizes the NZ Treasury Asset Maturity Assessment Tool – which is a modified version of the 2011 IMM Maturity Assessment.

Gaps between current and desired levels of practice can be identified. Some improvements are systems based and can be made as new or improved systems are implemented. The process based improvements that have been identified can be implemented when the process is next reviewed. Some improvements are simply obtaining better or improving information about assets or requiring people with appropriate skills.

The improvements identified through the chapters of this Plan have been summarised in **Error! Reference source not found.** The Community and Recreation Manager will review the improvement recommendations and will then develop with his team an overall improvement plan that will:

- Identify the improvements to be actioned
- Identify the persons responsible for the delivery of the improvements, who will undertake to report progress on a regular basis
- That the desired outcomes are well documented
- Provide an assessment of the resources and costs required to deliver the improvements
- Provide a timeframe for the delivery of the improvements with key milestones if appropriate

Once the actions have been completed or initiated checks or assessments will be made to ensure that the improvements delivered achieve the desired results envisaged.

10.5 Monitoring and review

This Plan is a living document which is integral to daily asset management activity. The Plan will be subject to on-going updating, monitoring and review to improve the quality of asset management planning and accuracy of the financial projections. To ensure the Plan remains useful and relevant the following on-going process of monitoring and review will be undertaken:

- On-going input of operations, maintenance and renewal data to the TechnologyOne database as works are carried out.
- Annual review of the Plan to:
 - Update financial information and forecasting for operations.
 - Update capital project financial information as projects are amended and estimates are revised.
 - Update asset information relating to new land and asset acquisition.
 - Update improvement plan to reflect tasks completed, amend timeframes and record any new improvements identified.

Formal review and adoption of the Activity Management Plan by the Council every three years in line with the Long Term Plan and financial policies review. This will include a review of the community outcomes pertaining to the Community Facilities and Green space activities and the community demand for recreation spaces and facilities to ensure the activity management plan reflects community needs.

The Council may consider undertaking an external review of the Plan every three years. An external review can be a good source of ideas for improving asset management planning as it brings an alternative perspective. It can also provide assurance about the quality of the planning and the information that underlies it. The performance of the asset management system for the Community Facilities and Green Space activities will be measured by the following indicators:

- Increasing the asset data that is held electronically in the TechnologyOne system
- Accuracy and completeness of age, condition, performance data for all assets and their key components

Increase the use of asset management software by staff to plan renewals and identify maintenance requirements

The Activity Management Plan will be considered to be effective when:

- That the asset renewals are planned and delivered according to projections from the asset system and described in the Activity Management Plan;
- Expenditures are within the annual budget;
- There are no surprises;
- That risks are well understood able to be anticipated or mitigated
- Specified performance measures and targets are achieved;
- Progress is made with the Improvement Plan;
- Improvements are consistent with Audit New Zealand feedback.

10.6 Section improvement plan

The following table lists proposed initiatives for improving the management of the Community and Green Space assets as well as the usefulness of the Activity Management Plan.

The development of the Future Work and Improvement Plan is based on existing levels of service, the need to respond to growth issues and identified key trends, the best available current information, results of the staff survey and the knowledge of Council staff. An analysis of current business practice against desired business practice has also been carried out to identify AMP improvement requirements (refer to 11.2 Detailed Improvement Schedule) and those considered to be a priority have been included in the following table.

Table 10-2 Priority Scale for Future Improvements

Priority	Description
1	Should be addressed within 1 year
2	Should be addressed within 2 years
3	Should be addressed within 3 years or before the next LTP is prepared
4	Should be addressed within the next 5 years
5	A good idea for some time in the future

Identified Projects		Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
Chapter 3.0 Current Demand and Levels of Service						
3.1	Reflect on current levels of provision and look to improve and optimise existing assets	2	Review current usage patterns for facilities and understand where utilisation is below the optimum level	Understanding how, for what and how much the facilities are used for will support future planning decisions and may reduce the need for new facilities if existing sites can be adapted to increase usage levels	Staff have begun exploring options to utilise gate counters and intern programmes to measure utilisation of these spaces across the district.	Implement programme to begin measuring the utilisation of existing assets.
3.2	Levels of service and Performance Monitoring	2	Develop improved understanding around community expectations and the levels of service expected	Consultation on Levels of Service. Customer Communication Plan and customer surveys	Regular surveys such as the Council Customer Satisfaction Survey (last completed in 2019) and regular surveys with Aquatic and Community Facilities users provide feedback on levels of service and performance.	Ongoing
3.3	Complete the remaining Reserve Management Plans required under the Reserves Act	1	Development of Reserve Management Plans as required under Reserves Act	Development of these Reserve Management Plans will allow guide the management and provision of specific parks	Not complete	Complete the remaining reserve management plans.

Identified Projects		Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
3.4	Environmental Strategy	2	Development of an overarching Environmental Strategy that covers esplanade reserves, urban forests and biodiversity.	Development of this plan will guide the management and provision of assets within esplanade and urban forests. Inclusion of biodiversity will ensure that consideration is given to how new and existing assets are able to be adapted to improve biodiversity across the district.	Individual strategies have not been completed. Now planned for one overarching environmental strategy.	Complete environmental strategy.
Chapter 4.0 Future Demand and Growth						
4.1	Demand Monitoring	1	There is limited demand monitoring in place to understand utilization of facilities.	Greater understanding of the facilities being used will enable to allow Council to make better informed decisions.	As part of the Aquatics, Community and Sports Facilities strategies this is included as part of the scope of the strategy updates.	Complete. Ongoing as part of strategy refreshes.
Chapter 5.0 Asset Description						
5.1	The Public Toilet assets and their asset condition needs to be loaded into the asset management system	1	Improve asset condition information	Improved data will enable future renewals programmes to be developed more accurately and budget requests can be substantiated	Information has been captured and needs to be loaded into TechOne system.	Load asset information into TechOne asset database.

Identified Projects		Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
5.2	The Community Facilities asset condition should be collected and loaded into the asset management system	1	Improve asset condition information	Improved data will enable future renewals programmes to be developed more accurately and budget requests can be substantiated	Asset capture of information including condition is underway with majority of facilities captured. Once completed information to be loaded into TechOne	Finish capture of remaining community facilities and load into TechOne asset database.
5.3	The Aquatic Facilities asset condition needs to be loaded into the asset management system	1	Improve asset condition information	Improved data will enable future renewals programmes to be developed more accurately and budget requests can be substantiated	All Aquatic Facilities have been captured. Information needs to be loaded into TechOne.	Load asset information into TechOne asset database.
5.4	Creation of a sign policy	3	Unified sign policy throughout the district.	Creation of a sign policy will ensure that any new or replacement signs meet standards set out under the policy such as visibility.	General sign design has been developed and incorporated into the corporate communications and engagement strategy.	Complete.
Chapter 6.0 Lifecycle Management						
6.1	Review and update replacement values of assets	3	Undertake a review of the asset replacement values currently available in the TechOne system and update to the agreed standards.	Utilising and extracting reports from the asset system to develop renewal programmes and budgets relies on good quality data that is well understood and fit for use	This was done as part of the asset revaluation done for Greenspace assets. This was last done in 2019.	Complete. Ongoing on a 3 year cycle.

Identified Projects		Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
			This is done as part of the asset revaluation done every three years.			
Chapter 7.0 Financial Management						
7.1	Develop more accurate replacement and renewal modelling for these assets	3	Improved asset management planning	Utilising the information collected as part of the asset validation process will allow more accurate understanding and identification of replacement and renewal schedules.	This is underway with more accurate modelling of the Aquatic and Community Facilities allowing more accurate renewal programmes to be developed.	Complete asset capture for community facilities and continue to regularly reassess ongoing renewal programmes for assets.
Chapter 8.0 Risk Management & Assumptions						
8.1	Complete activity level risk assessment using the processes outlined above to document and understand the risks associated and the mitigation measures that can be adopted	2	Undertake risk analysis using the risk framework assessment to identify key or important risks to activities and document results	Understanding the key risks associated with an activity will enable improved and informed forward planning to be carried out that can mitigate or reduce the risks of failure or disruption to services	Ongoing as part of the assessment of risks for the Greenspace and Aquatics activity.	Continue to review and update risks for the Greenspace and Aquatics activity.
8.2	Commence asset criticality assessment to identify key assets so that mitigation plans can be developed	3	Subsequent to the risk assessment at an activity level undertake further risk assessment at	Understanding the importance and vulnerability of an asset	Not complete	Complete asset criticality assessment.

Identified Projects		Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
			an asset level using the same risk framework and document results			
Chapter 9.0 Asset Management Systems and Practices and Sustainability						
9.1	Council to develop an overarching Sustainability Policy that can then be used across the organization to inform all activities	2	The Council has identified the need to create an overarching sustainability strategy for Council	Understanding the options and issues around sustainability will allow forward planning and management taking into account sustainable practices.	This policy has been developed and is now in place.	Complete.
9.2	Consider improvements to the complaints and enquiries system so that these can be more easily linked to locations and assets	2	Identification of tracking / linking service requests to specific assets to allow greater reporting options	Continued improvements to the service request system will allow operational staff to identify issues or concerns with specific assets.	Council has begun implementation of the AMIS system. This has first been rolled out in 3 Water. A post implementation review will be undertaken to determine further implementation for Greenspace. Council wide review of the service request process has been undertaken and tracking of service requests in Greenspace is now easily recorded and monitored.	Review AMIS implementation and determine if appropriate to implement for Greenspace and Aquatics.

Identified Projects		Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
9.3	Resource Consent register allowing easy referencing of current Resource Consents held by Green Space and Aquatics.	2	Creation of register identifying current Resource Consents.	Creation of this register will allow easy access to information on Resource Consents currently held by Green Space	Initial discussion around a central consents register for Greenspace and Aquatics was completed however no progress made on implementing this.	Development of a resource consent conditions database still required.
9.4	Creation of a heritage register to ensure that all heritage assets (including trees and buildings) throughout the district are captured.	4	Creation of a heritage register to capture all heritage registered assets throughout the district. Consideration may be given to review heritage status of additional assets for inclusion.	Creation of a heritage register to capture assets such as buildings and trees will ensure that these assets are recognised and properly maintained.	This has been completed as part of the district plan review.	Complete
9.5	Update Standard Operating Procedures (Business Process Mapping)	2	Update the Standard Operating Procedures that are currently in use by Green Space and Aquatics. To capture any new procedures that	Updating the Standard Operating Procedures through the Business Process Mapping will ensure that	Council has implemented Promapp council wide. Greenspace and Community Facilities Phase 1 has been completed with Aquatics identified for 2021.	Ongoing

Identified Projects	Priority	Area of Application	AMP Improvement Area	Progress since last LTP	Action Required
		have been adopted.			

11 Appendices

11.1 3 Year capital programme

Project	2021/22	2022/23	2023/24
Support for Mixed Used Business Area in Kaiapoi	\$125,000	\$375,000	\$500,000
Land Purchase – Neighbourhood	\$2,774,000	\$2,774,000	\$2,774,000
Land Development – Neighbourhood	\$374,000	\$374,000	\$374,000
Arohataia te Awa	\$200,000	\$150,000	\$125,000
Kaiapoi Community Hub (Greenspace contribution alongside Regeneration)	\$171,000		
Good St Redevelopment (Greenspace contribution alongside Regeneration)	\$231,000		
Multi-use Sports Facility Construction	\$1,500,000		
Future Sports Ground Development Programme		\$265,000	
Non-Specified Reserve Enhancement Programme	\$229,000	\$229,000	\$229,000
Reserve Roads & Carpark Renewals Programme	\$308,000	\$308,000	\$308,000
General Reserve Renewals Programme	\$276,000	\$276,000	\$276,000
Playground Renewals Programme	\$189,000	\$189,000	\$189,000
Toilet Renewals Programme		\$269,000	
West Oxford Toilet	\$250,000		
Land Purchase Pegasus for Community Facility	\$1,800,000		
Land Purchase Ravenswood for Community Facility	\$1,800,000		
Pegasus Community Centre Construction			\$528,000
Community Facilities Renewals Programme	\$150,000	\$300,000	\$300,000

11.2 Latest valuation

The following valuations have recently been completed:

- Land and Buildings (including Aquatic Facilities)
 - Revalued by QV, a registered valuation company, in June 2019
- Greenspace Assets
 - Revalued internally by Council in 2019 with peer review completed by OPUS

11.3 Glossary and acronyms

What is the Purpose of Generic Definitions?

The Council's Asset Management Steering Group (AMSG) has developed a set of generic definitions commonly used in activity management plans to describe asset management practices. This is in accordance with policy 4.1.4 of Council's Asset Management Policy (Trim no: 160525048429) which states 'A consistent set of definitions for asset management will be included in the asset management procedural guide'

- One of the principles adopted in the Council's asset management policy is that '*effective asset management requires an organisation-wide approach*'. The AMSG is developing a number of tools, such as this advice note which forms part of the Council's Asset Management Procedural Guide, to assist all Council departments to work together in a co-ordinated and consistent way;
- A requirement of the Council's asset management policy 4.1.7 is that '*Activity Management Plans will comply with Council's asset management policy, the procedural guide, including the organisation's improvement plan, as well as any associated asset management standards. Agreed Council asset management templates will be used as appropriate to ensure consistency across Council departments.*'
- As an asset manager, asset management policy 4.2.4 requires you to '*ensure your asset management practice reflects Council's asset management policy and is consistent with the procedural guide.*'
- Using the same terms to describe the same things helps to eliminate confusion and misunderstandings and therefore promote best practice;
- The Council's specific circumstances and requirements, such as the desire to use plain language wherever possible, have been taken into account by the AMSG when developing the generic definitions.

How were the Generic Definitions Developed?

The AMSG carried out a review of the definitions currently included in Waimakariri District Council activity management plans and chose the definitions it considered the most appropriate to use as a base. New definitions were also created from combining elements of others. These definitions were compared with the definitions used in the International Infrastructure Management Manual (IIMM) 2015 and the most user-friendly and appropriate definitions (or a mix of these) were chosen. Additional definitions in the IIMM not currently included in WDC activity management plans were also added to the list as considered necessary. The completed draft definitions were sent to all Council asset managers for comment prior to adoption as Council best practice by the AMSG.

Glossary of Generic Asset Management Planning Definitions

(Acronyms are defined at the end of this section)

Activity	As defined in the <i>Local Government Act 2002</i> : 'Goods or services provided by, or on behalf of a local authority or council-controlled organisation and includes: a) The provision of facilities and amenities; b) The making of grants; and c) The performance of regulatory and other governmental functions.
Activity Management Plan (AM Plan)	Activity Management Plans are key strategic documents that describe all aspects of the management of assets and services for an activity (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to provide a specified level of service. The documents are an information source for the Council's LTP and IS, and place an emphasis on long term financial planning, community consultation, and a clear definition of service levels and performance standards.
Asset Condition	This describes an asset's structural integrity or ability to deliver the service required from it. The condition can deteriorate slowly over the life of an asset or rapidly if it is damaged.
Annual Plan	The Annual Plan has the meaning given to it in the <i>Local Government Act 2002</i> .
Asset	A physical item that enables provision of services and has an economic life of greater than 12 months, has value of at least \$250 and is recorded in the asset register.
Asset Management (AM)	The combination of management, financial, economic, engineering and other practices applied systematically to physical assets with the objective of providing the required level of service in the most cost-effective and sustainable manner.
Asset Management System (AMS) (also known as asset register)	A system (usually computerised) for collecting analysing and reporting data on the utilisation, performance, lifecycle management and funding of existing assets.
Asset Management Plan (AMP)	In the Waimakariri District Council's context, this is referred to as an activity management plan.
Asset Management Planning	A set of interrelated or interacting elements of an organisation, including the AM policy, AM objectives, AM Strategy, AM Plans, and the processes to achieve these objectives
Asset Management Procedural Guide (commonly referred to as an asset management strategy)	The procedural guide outlines a strategy for asset management covering the development and implementation of plans, processes and techniques for asset creation, operation, maintenance, renewal, disposal, risk management and performance monitoring to ensure that the desired levels of service and other operational objectives are achieved at optimum cost.
Benefit Cost Ratio (B/C)	The sum of the present values of all benefits (including residual value, if any) over a specified period, or the life cycle of the asset or facility, divided by the sum of the present value of all costs.
Brownfields	Previously developed land with potential for new development.
Capital Expenditure (CAPEX)	Expenditure used to create new assets, renew assets, expand or upgrade assets or to increase the capacity of existing assets beyond their original design capacity or service potential. CAPEX increases the value of an asset.
Condition Monitoring	The inspection, assessment, measurement and interpretation of the resultant data, to indicate the condition of a specific component so as to determine the need for some preventive or remedial action
Critical Assets	Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify prioritisation for inspection, rehabilitation or replacement ahead of other assets.
Current Replacement Cost	The cost of replacing an existing asset with an appropriate modern equivalent asset to deliver the same level of service.
Customer	A customer is an individual or business that creates the demand for and is the recipient of goods or services. Customers can be internal or external.
Deferred Maintenance	The shortfall in maintenance or rehabilitation work required to maintain the service potential of an asset.

Demand Management	The active intervention to influence demand for services and assets with forecast consequences, usually to avoid or defer CAPEX expenditure. Demand management may be 'SUPPLY-SIDE' demand management (for example minimising wastage through pipe leak detection) or customer DEMAND-SIDE management, to reduce demand for over-utilised assets or vice versa (for example, through pricing, regulation, education and incentives).
Depreciated Replacement Cost (DRC)	The replacement cost of an existing asset after deducting an allowance for wear or consumption to reflect the remaining economic life of the existing asset.
Depreciation	The annual sum budgeted to enable the assets to be replaced at the end of their economic life. It is generally based on the value of the asset divided by its remaining life at that point in time.
Disposal	Activities necessary to decommission and dispose of assets that are no longer required.
Economic life	The period from the acquisition of the asset to the time when the asset, while physically able to provide a service, ceases to be the lowest cost alternative to satisfy a particular level of service. The economic life is at the maximum when equal to physical life, however obsolescence will often ensure that the economic life is less than the physical life.
Facility	A complex comprising many assets (e.g. swimming pool complex, sewage treatment plant etc.) which represents a single management unit for financial, operational, maintenance or other purposes.
Geographic Information System (GIS)	Software which provides a means of spatially viewing, searching, manipulating, and analysing an electronic data-base.
Greenfield Development Area	Existing undeveloped land with potential for development or newly rezoned land that has yet to be developed with the appropriate infrastructure to support a residential or commercial land use.
Infrastructure Assets	Stationary systems forming a network and serving whole communities, where the system as a whole is intended to be maintained indefinitely at a particular level of service potential by the continuing replacement and refurbishment of its components.
Key Performance Indicator (KPI)	A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Key performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction. Some of these may be mandatory performance measures as prescribed by central government. Also referred to as performance indicators (PI) or performance measures (PM).
Level of Service (LOS)	A measure of the standard of service that the Council intends to provide. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.
Life	A measure of the anticipated life of an asset or component; such as time, number of cycles, distance intervals etc.
Life Cycle	The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset i.e. from planning and design to decommissioning or disposal.
Life Cycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
Life Cycle Maintenance	All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.
Long Term Plan (LTP)	The Long Term Plan (LTP) has the meaning given to it in the Local Government Act 2002.
Maintenance Plan	Details the specific planned or reactive maintenance actions for the optimum maintenance of an asset, or group of assets.
NZ Treasury Asset Management Maturity Assessment Tool (AMMA)	A tool (in spreadsheet format) that allows organisations to assess the maturity of their current Asset Management Plans, and to define a target maturity to which future Asset management Plans can aspire to, that is appropriate to the activity under consideration.
Optimised Renewal Decision Making (ORDM)	An optimisation process for considering and prioritising all options to rectify performance failures of assets. The process encompasses NPV analysis and risk assessment.
Performance Monitoring	Quantitative and qualitative assessments of the actual performance compared with specific objectives, measures, targets or standards.

Renewal	Works to upgrade, refurbish, rehabilitate or replace existing assets with ones of equivalent capacity or performance capability.
Replacement	The complete replacement of an asset that has reached the end of its life, so as to provide a similar, or agreed alternative, level of service.
Remaining Economic Life	The time remaining until an asset ceases to provide service level or economic usefulness.
Risk assessment	The process of looking at all possible events that might cause the failure of a given asset or component. The risk assessment considers both the probability and consequences of an event occurring. Risks are assessed and prioritised, and appropriate reduction or mitigation measures are implemented.
Risk Cost	The assessed annual cost or benefit relating to the consequence of an event. Risk cost equals the costs relating to the event multiplied by the probability of the event occurring.
Risk Management	Risk management is the identification, assessment, and prioritisation of risks (defined in ISO 31000 as <i>the effect of uncertainty on objectives</i>) followed by coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of unfortunate events ^[1]
Planned Maintenance	Day to day operational activities to keep the asset operating (fixing potholes, clearing drains, repairing leaks, mowing etc.) and which form part of the annual operating budget. These may be cyclic, e.g. on specific timeframe, or needs-based, i.e. where a fault is monitored until it reaches a point at which some action must be taken to ensure continued performance/life of asset.
Service Potential	The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset.
Unplanned Maintenance (or Repair)	Corrective work required in the short term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.
Upgrade	The addition or replacement of an asset, or component of that asset, that materially improves its original service potential.
Valuation	The process of determining the worth of an asset or liability. Assessed asset value, which may depend on the purpose for which the valuation is required, i.e. replacement value for determining maintenance levels, market value for life cycle costing or replacement plus a percentage for insurance purposes.

The following acronyms may also appear in Council activity management plans.

AM	Asset management
AMMA	NZ Treasury asset management maturity assessment
CAPEX	Capital expenditure
CE	Chief Executive
GIS	Geographic Information System
IIMM	International Infrastructure Management Manual
KPI	Key performance indicator
LGA	<i>Local Government Act</i>

11.4 References

Appendix 1A: Negative Effects of the Activities included in the Plan

Negative Effect	Description	Activity	Impact Area	Significance Assessment	Mitigation and Monitoring
Physical effects of vegetation	Shading neighbouring properties Loss of views Dropping leaf litter Interfering with utility services Creating unsafe environments Root system intrusion	Reserves Civic Spaces Streetscapes Cultural Heritage	Environmental Social Economic	Low	Tree pruning or removal Appropriate tree location & species selection Incorporate safe design principles (CPTED) into landscape and planting plans Monitoring and addressing complaints Compliance with the Electricity (Hazards From Trees) Regulations 2003 Install root barriers
Anti-social behaviour on Council properties	Graffiti Vandalism Disturbance to neighbours such as excessive noise, rubbish being thrown over fences and loss of privacy Damage to private properties Loss of enjoyment of the use of the reserve and health hazards arising from dog faeces being left on the ground	Reserves Civic Spaces Streetscapes Cultural Heritage Community Facilities Toilets	Environmental Social Economic	Low	Incorporate CPTED principles into designs Design reserves in a way that minimises public nuisance arising from their use Provide appropriate fencing to keep cars/motorbikes out of reserves Provide ball nets and restrict the use of hard balls where problems arise Install activity signs informing users of permitted and non-permitted uses Provide lighting in appropriate locations Use robust designs and construction materials Use graffiti resistant materials Carry out regular safety audits and rectify problems Remove graffiti immediately Encourage casual surveillance and reporting from the public Encourage community ownership and pride in green space asset Provide crime cameras at problematic sites Provide additional security where continuing problems are evident Lock access to facilities outside daylight hours Enforce bylaws such as the dog control bylaw

Negative Effect	Description	Activity	Impact Area	Significance Assessment	Mitigation and Monitoring
					Record and monitor incident levels
Noise effects (general)	Noise generated by legitimate activities occurring on Council properties can disturb neighbouring property owners	Reserves Civic Spaces Streetscapes Community Facilities Rangiora Airfield	Environmental Social	Low	Applying District Plan rules Lease/license conditions Bylaws enforcement Monitoring compliance and incident levels Education
Traffic congestion (general)	Peak use of some assets can generate high vehicular traffic numbers. This may create traffic congestion and safety issues, noise disturbance, and reduce on street parking opportunities for neighbouring residents and businesses	Sports Parks Cemeteries Performing Arts Venues	Environmental Social	Low	Compliance with District Plan rules Enforcing traffic regulations Providing sufficient off-street parking where required Monitoring incident levels Bylaws enforcement
Contamination from cleaning buildings	Adverse environmental effects on soil and water and public health issues resulting from the use of cleaning chemicals	Community Facilities Public Toilets	Environmental	Low	Covering storm water drains to prevent contamination by chemical contaminated waste. Selecting environmentally friendly products. Using cleaning products suitable for using with septic tanks where applicable. Selecting and preparing cleaning solutions in accordance with manufacturers' recommendations. Removing chemical contaminated waste from the area and disposing of it in accordance with legislative requirements.
Contamination from car park storm water run-off	Storm water run-off from car parks contains contaminants that can infiltrate the storm water system and discharge into streams, water courses and ground water	Reserves Civic Spaces Community Facilities	Environmental	Low	Installing appropriate contamination treatment as part of car park designs including oil traps, swales and rain gardens. Providing filtration devices in storm water systems prior to discharge points. Complying with NRRP rules on discharge to ground.

Negative Effect	Description	Activity	Impact Area	Significance Assessment	Mitigation and Monitoring
					Applying and monitoring consent conditions for car park installation.
Contamination from grounds maintenance activities	Use of chemicals to control plant pests has the potential to contaminate soil and water and is culturally unacceptable to some people	Reserves Civic Spaces Cultural Heritage Rangiora Airfield	Environmental Cultural	Low	Minimise herbicide application where practicable and/or substitute with organic or mechanical measures Ensure agrichemicals are applied by qualified contractors, in accordance with product requirements and in compliance with NZS 8409 – Code of Practice for the Management of Agrichemicals Insure spray notification notices are used
Contamination from building effluent disposal systems	Some facilities utilise septic tank systems to manage waste water where no reticulated system is available. If these are not designed with sufficient capacity and operated and maintained properly there is potential for localised contamination of soil, ground water, water bodies and water supply systems as well as possible public health risks	Community facilities Public toilet	Environmental Social	Low	Complying with and monitoring resource consents/discharge permit conditions Compliance with waste water treatment standards Implementing system upgrades on a priority basis Implementing regular cleaning, pumping and maintenance programmes Timely and effective response to system blockages and failures Monitoring adjacent water bodies and water supplies for contamination
Contamination from cemetery operations	Potential environmental risks including disease and bacteria/virus transfer through soils and ground water and pollution of groundwater from embalming fluids, radioactivity and organic decomposition	Cemeteries	Environmental	Low	Human remains should not be in direct contact with groundwater at any time therefore adequate separation distance above the highest seasonal groundwater level is required A hydro-geological assessment needs to be undertaken when planning new cemeteries to determine depth to groundwater, direction of groundwater flow and the suitability of local ground conditions. All cemeteries should be surrounded by an adequate buffer zone, and planted with deep rooting trees Interments should be spread across a cemetery in space and time

Negative Effect	Description	Activity	Impact Area	Significance Assessment	Mitigation and Monitoring
					Adequate separation of burials from waterways and drains Obtain resource consents for new cemetery sites and monitor compliance with conditions
Disturbance of significant cultural, archaeological or heritage sites/features	Council properties may include sites of significance to Maori. Cultural and spiritual values may be adversely affected by works or activities. Heritage features and/or archaeological sites may be lost through development or damaged by inappropriate maintenance practices.	Reserves Civic Spaces Cultural Heritage Community Facilities Structures Notable Trees	Cultural Environmental	Low	Consultation with local Iwi prior to work starting Compliance with District Plan rules related to heritage structures and sites, and notable trees Follow protocols for accidental discovery of archaeological sites Comply with the Historic Places Act 1993 and obtain prior authority of the New Zealand Historic Places Trust for work on archaeological sites Monitor resource consent conditions Prepare conservation plans where required Ensure suitably qualified contractors are engaged to carry out maintenance work on historic buildings and structures and that any work carried out ensures their preservation
Increased built environment and resource consumption	Development of new facilities particularly in 'Greenfields' situations will consume land and increase the area of built environment.	Reserves Civic Spaces Streetscapes Community Facilities	Environmental	Low	Areas consumed are generally not large and in some cases land use is enhanced through the provision of reserves and protection of natural features Soften urban areas by appropriate landscaping and tree planting District Plan controls & monitoring Compliance with adopted urban design standards and Engineering Code of Practice Re-use existing assets where viable

Appendix 1B: Relevant Legislation

Key Acts of Parliament			
Document	Purpose/Key Provision	Requirement/Impact on level of service	Area of Application
National Level			
Local Government Act 2002	<p>Provides the power of general competence for a local authority to undertake any business or activity provided that the activity is consistent with the object of the Act, the community has been consulted in a meaningful way and the activity is legal.</p> <p>Provides a focus on social, economic, environmental and cultural community well-being.</p> <p>Schedule 10 requires local authorities to develop levels of service for all assets and define how those levels of service will be provided, as part of setting community outcomes and the preparation of the Long-Term Plan.</p> <p>Requires sanitary services assessments to be prepared for cemeteries and public toilets, covering protection of public health and identification of future capacity needs.</p> <p>Allows by-laws to be set.</p>	<p>Meaningful community consultation is achieved.</p> <p>Community outcomes are developed.</p> <p>AMP's are developed for key assets.</p> <p>Sanitary services assessments are developed.</p> <p>By-laws are developed as required.</p>	All activities included in the Plan.
Resource Management Act 1991	<p>Establishes a planning framework covering land designation processes and resource consents for activities which affect the environment.</p> <p>Requires sustainable management of physical and natural resources; consideration of alternatives; assessment of benefits and costs; and determining best practicable options.</p> <p>Requires that the principles of the Treaty of Waitangi be taken into account in exercising functions and powers under the Act relating to the use, development and protection of natural and physical resources.</p> <p>Requires compliance with Regional and District Plans</p>	<p>All consent conditions are fulfilled and any monitoring is carried out.</p> <p>No notices are received for non-compliance with resource consent conditions.</p> <p>Response to non-compliance incidents is carried out in accordance with agreed procedures.</p> <p>Compliance with agreed Treaty of Waitangi and Ngai Tahu consultative process for all project and policy initiatives.</p> <p>Compliance with provisions of Regional and District Plans.</p>	All activities included in the Plan.

Key Acts of Parliament			
Document	Purpose/Key Provision	Requirement/Impact on level of service	Area of Application
National Level			
Reserves Act 1977	Requires reserves vested under the Act to be managed in accordance with their classification. This includes a requirement for community consultation to be carried out during the preparation of a management plan that outlines the Council's general intentions for the use, development, maintenance, protection and preservation of the reserve. Sets requirements for classification and, use of land, application of funds, management and administration. Governs the Council's ability to grant leases or licenses over particular activities or buildings within reserves.	Management plans are prepared in accordance with the Act. Where required leases are put in place and administered in accordance with the Act.	Reserves vested and classified under the Act
Historic Places Act 1993	Protects sites and features which have been associated with human activity for more than 100 years.	Assessment of archaeological sites prior to works being carried out.	Kaiapoi Band Rotunda Kaiapoi Lakes
Biosecurity Act 1993	Requires compliance with national or regional pest management strategies.	Removal of specified noxious weeds on reserves.	All greenspace activities included in the Plan.
Health and Safety in Employment Act 1993	Aims to prevent harm to employees and sets out the Council's responsibilities in relation to people who work within Council owned or administered property. Creates an obligation on building owners for health and safety. Requires the identification of hazards and disclosure to persons entering the building. Requires an audit trail to demonstrate compliance.	Processes are in place for regular identification of hazards, their isolation or mitigation and the provision of appropriate equipment, training and systems. Persons working on a building submit a health and safety plan in advance. No notices are received for non-compliance with the Act.	All activities included in the Plan.
Burial and Cremations Act 1964	Every local authority is required to establish and maintain a suitable cemetery for the burial of persons dying within its district, where sufficient provision is not made otherwise. Requires burial grounds to be set aside for religious denominations and defence force personnel. Requires establishment of bylaws to regulate burial practices and to control the erection of monuments.	Ensure all interments and disinterments are carried out according to the requirements of the BCA 1964. Provide accurate records of interments.	Cemeteries

Key Acts of Parliament			
Document	Purpose/Key Provision	Requirement/Impact on level of service	Area of Application
National Level			
Fire Service Act 1975	Requires approved evacuation schemes. Applies generally to public buildings used by more than 100 people or buildings used for childcare, accommodation for more than 5 people and other users.		Council community facilities
Building Act 2004	Sets out the building standards and requirements to obtain consents for specific works such as building construction, alteration, or demolition Code compliance certificate (CCC) to be issued on completion of works for new or upgraded buildings Requires that buildings are safe and sanitary Requires toilets to be provided for persons with disabilities Provides standard for provision of personal hygiene facilities in buildings	Full compliance with building consent conditions CCC obtained on completion of new or upgraded building Current Warrant of Fitness	All activities included in the Plan.
Health Act 1956	This is the principal legislation relating to public health. Charges local authorities with ensuring identified health risks are managed within acceptable limits. Requires the Council to provide cemeteries and other sanitary services such as toilets for the benefit of the District. Empowers the council to ensure the sanitation of the facilities, especially changing rooms, toilets, showers etc.	Changing rooms, showers, toilets to be consistently maintained in a hygienic and tidy state.	All activities included in the Plan.
Construction Contracts Act, 2002	This Act now affects the parks industry in relation to claims for work carried out on buildings and structures including maintenance and renewal works.		Administration of contracts included in the Plan
Fencing Act, 1978	Details the Council's obligations and requirements with regard to the fencing of private properties bordering Council land.		All activities included in the Plan.
Public Works Act 1981	Provides for acquisition of land for Council activities and disposal of surplus.	Defined procedures are followed in all cases.	All activities included in the Plan
Civil Aviation Act, 1990	Sets out the requirements and responsibilities for operating and participating within the civil aviation system.		Rangiora airfield
Civil Defence Emergency Management Act, 2002	Duty of the local authority to plan and provide for civil defence emergency management and ensure it can function to the fullest possible extent during and after an emergency.		Key assets required for civil defence functions.

Key Acts of Parliament			
Document	Purpose/Key Provision	Requirement/Impact on level of service	Area of Application
National Level			
Hazardous Substances and New Organisms Act, 1996	Managing the adverse effects of hazardous substances and new organisms.		Use of chemicals on all activities included in the Plan.

Strategic and Regulatory Plans - These plans set the strategic direction for Council			
Document	Purpose/Key Provisions	Requirement/Impact on level of service	Area of Application
REGIONAL LEVEL			
Canterbury Regional Policy Statement	Sets the framework for resource management in Canterbury. Provides an overview of the significant resource management issues facing the region, and sets out objectives, policies and methods to address these. Those of most relevance include: Freshwater Coastal environment Ecosystems and indigenous biodiversity Beds of lakes and rivers and riparian zones Natural hazards Landscape Historic heritage Air quality Soil Hazardous substances Recovery and rebuilding of Greater Christchurch		All greenspace activities included in the Plan.

Strategic and Regulatory Plans - These plans set the strategic direction for Council			
Document	Purpose/Key Provisions	Requirement/Impact on level of service	Area of Application
Environment Canterbury's Natural Resources Regional Plan (NRRP)	Regulates the sustainable management of natural resources in Canterbury. Contains objectives, policies and rules relating to: Ngai Tahu and the management of natural resources Air quality Water quality Water quantity Beds of lakes and rivers Wetlands Soil conservation		All activities included in the Plan.
Proposed Land and Water Regional Plan	Provides clear direction on how land and water are to be managed including: Competing demands for water in Canterbury. The need for integrated and consistent management of water and land uses. Issues arising from interconnected water and land resources. Soil conservation, gravel resources and biodiversity. Natural hazards. Managing new and existing activities.		All greenspace activities included in the Plan.
A Biodiversity Strategy for the Canterbury Region	Region wide collaborative vision for maintaining and enhancing Canterbury's natural heritage. Non-statutory document that establishes a framework of goals and priorities for undertaking biodiversity initiatives.		All greenspace activities included in the Plan.
Land Use Recovery Plan (LURP) 2013	Establishes policies and rules assist rebuilding and recovery of communities disrupted by the earthquakes. Sets out a policy and planning framework necessary to: Rebuild existing communities Develop new communities Meet the land use needs of businesses Rebuild and develop the infrastructure needed to support these activities Take account of natural hazards and environmental constraints that may affect rebuilding and recovery. Directs Council to make amendments to the Waimakariri District Plan.		

Strategic and Regulatory Plans - These plans set the strategic direction for Council			
Document	Purpose/Key Provisions	Requirement/Impact on level of service	Area of Application
Greater Christchurch Urban Development Strategy 2007 (UDS)	High level strategy produced as a partnership by Ecan, CCC, SDC, WDC and Transit NZ. Implemented through the Canterbury Regional Policy Statement and sets out land use distribution in greater Christchurch, particularly the areas available for urban development, the household densities for various areas and land which is to remain rural.		Could influence activities within the Plan
DISTRICT LEVEL			
Waimakariri District Council District Plan	The Waimakariri District Plan identifies important issues in relation to sustainable management of the environment. The district plan contains relevant provisions relating to: Maori Water Land and water margins Indigenous vegetation, fauna and habitats Coastal environment Natural hazards Heritage Notable plants Subdivision Esplanades Resource consents		All Community Green Space Unit assets.
Community Outcomes	Statements defining how the community wants the District to be, to make it a better place to live, work and play.	Quarterly reporting on achievement against outcomes	All Community Green Space Unit assets.
Waimakariri District Council Ten Year Plan	The Ten Year Plan is a comprehensive statement of the Council's plans for the next ten years. The plan contains key information about the Council's activities, assets, levels of service and cost of providing services. It sets out the Council's funding and financial policies and also a financial forecast for the years covered by the plan.		All Community Green Space Unit assets.
Annual Plans	The Annual Plan complements the LTP in the years between updates by reporting on variances. This is a detailed plan outlining the Council's key projects and finances for the next financial year.		All Community Green Space Unit assets.
Annual Report	The Annual report is an accountability document reporting on the Council's performance over the past year.		All Community Green Space Unit assets.

Strategic and Regulatory Plans - These plans set the strategic direction for Council			
Document	Purpose/Key Provisions	Requirement/Impact on level of service	Area of Application
Waimakariri District Green Space and Facilities Master Plan, 2011	This master plan looks at the recreation needs of the District and identifies gaps in the provision of green space and facilities.	Securing 71 hectares of active green space (sports fields) for existing and future growth. Establishing a two court indoor court facility. Development of an artificial turf.	Sport and recreation reserves.
Walking & Cycling Strategy, 2017	Provides a basis for identifying and prioritising demand for new or improved walking and cycling opportunities.	Integrated approach to the ongoing planning for recreational opportunities around the District including the development of new walking and cycling routes.	All Community Green Space Unit assets.
Waimakariri Disability Strategy 2011	Seeks to make the local environment inclusive for all and reduce barriers to participation. One of the strategy's key goals is to enable people with impairments to have access to public services, facilities and spaces.	Reserves and Council community facilities should be accessible by all.	All Community Green Space Unit assets.
Youth Development Strategy, 2010	Outlines how the Waimakariri District Council and community can invest in the development of our young people so they feel valued and encouraged to stay and make positive contributions to the continued growth of the district.	More young people are engaged with and participate in recreational activities. Youth are invited and guided to participate in council and community discussions and decision making.	All Community Green Space Unit assets.

Strategic and Regulatory Plans - These plans set the strategic direction for Council			
Document	Purpose/Key Provisions	Requirement/Impact on level of service	Area of Application
Waimakariri District Recreation Plan, 2003	Sets the vision for recreation in the Waimakariri District, and outlines strategies, policies and actions for achieving this vision.	The allocation of recreation resources shall give effect to this vision.	All Community Green Space Unit assets.
Waimakariri Physical Recreation Action Plan – Working Document, 2006	Identifies strategic aims for the most effective and efficient delivery of physical activity, in order to maximise uptake by the community.		Recreation Strategy
Public Toilet Strategy 2017	Sets out the strategic aims for the provision and maintenance as well as levels of service for Public Toilets throughout the district. This strategy also identifies the appropriate levels of service for Public Toilets based on the location of the toilet within the park hierarchy system.	Identification of key areas where improvements are necessary to meet the identified levels of service.	Recreation Strategy
Play Spaces Strategy 2017	This strategy sets out the strategic aims for the provision and maintenance of Play Spaces throughout the district. This strategy also identifies appropriate levels of service for Play Spaces based on park hierarchy	This strategy guides the current provision and future development of play spaces.	Recreation Strategy
Sports Facilities Strategy 2017	This strategy was developed to identify and review the current provision of sports facilities throughout the district and provide recommendations based on current provision.	The strategy identified areas where improvements can be made to the current sports facilities maintained by Green Space	Recreation Strategy
Community Facilities Strategy 2017	Identifies the strategic aims for the provision of Community Facilities throughout the district.	This strategy has created levels of service for the provision of community facilities. This will guide a review of current provision and future development.	Recreation Strategy

Key Policies			
Document	Key Provisions	Requirement/Impact on level of service	Area of Application
Funding Policies	Funding Policies. These policies state how future expenditure needs will be funded. Key policies are summarised in the LTP.		
Waimakariri District Council Policy Manual	<p>Contains the policies that set out the basis for Council decisions and procedures. Those most applicable include:</p> <ul style="list-style-type: none"> • Earthquake Prone Buildings (S-CP 0425) • Dangerous Buildings (S-CP 0430) • Funding assistance of locally owned Sports Grounds and Community Halls (S-CP 0705) • Naming and Sponsorship (S-CP 0720) • Council's Role in the Provision of Community Facilities (S-CP 0725) • Charges for Council-owned Facilities (S-CP 0730) • Dog Control Policy (S-CP 1205) • Smoke Free Green Spaces (S-CP 2110) • Naming of Parks and Reserves (S-CP 4405) • Street Tree Planting (S-CP 4535) 		All Community Green Space Unit assets.

Key NZ Standards			
Document	Key Provisions	Requirement/Impact on level of service	Area of Application
NZ Building Code 2002	Sets out building performance criteria in the following areas – structural stability, fire safety, access, moisture control, durability, services and facilities and energy efficiency.		All Community Green Space Unit assets.
NZS 4121:2001 Design for access and mobility: Buildings and associated facilities	Gives requirements for making buildings and facilities accessible to and useable by people with physical disabilities. Provides a means of compliance with the New Zealand Building Code.		All Community Green Space Unit assets.
NZ Standard NZS 4241:1999 'public toilets'	Provides guidance on appropriate standards for design, quality, care and maintenance of public toilet facilities.		Public toilets

NZ Standard NZS 5828:2004 'Playground Equipment & Surfacing'	Sets standards for construction and design of play equipment.	All new playground equipment and safety surfacing to comply with standards	Council owned playgrounds
NZ Standard NZS 4242:1995 'Headstones and Cemetery Monument'	Sets standards for construction and securing of cemetery monuments.		Cemeteries
NZ Standard NZS 8409: 2004 Management of Agrichemicals			All Community Green Space Unit assets.

Bylaws			
Document	Key Provisions	Requirement/Impact on level of service	Area of Application
Waimakariri District Council Bylaws	<p>A range of prescriptive policies to protect people's rights and the environment. They moderate specific activities often in defined locations. Those most applicable to the Community Green Space include:</p> <ul style="list-style-type: none"> Stormwater Bylaw, 2011 Northern Pegasus Bay Bylaw, 2010 Dog Control Bylaw, 2009 Fire Control Bylaw, 2009 Liquor Ban Bylaw, 2007 Parking Bylaw, 2007 Skates & Skateboards Bylaw, 2007 	Ensure activities in reserves, streetscapes and Council owned facilities comply with the bylaws as required.	All Community Green Space Unit assets.

Key Operating Guidelines			
Documents	Key Provisions	Requirement/Impact on level of service	Area of Application
Engineering Code of Practice	This Code sets minimum requirements for planning and design, and provides scope for developers to propose alternative solutions. The Code supports the Council's Asset Management Plans to achieve appropriate engineering standards for utilities and other services, and is aligned with the District Plan.	Green space infrastructure shall meet the Code.	All Community Green Space Unit assets.
Crime Prevention Through Environmental Design (CPTED) Guidelines, 2005	Design of public space to improve safety and reduce opportunity for crime.	Compliance with the relevant guidelines.	All Community Green Space Unit assets.
Transit NZ Code of Practice for Temporary Traffic Management	These guidelines are a recognised standard for maintenance and construction work on legal roads.		Street tree/garden planting and maintenance.

Appendix 1C: Base Asset Lives

Type	Asset Group	Asset Type	Construction Material	Adjusted Useful Life
Standard	Access & Parking	Carpark	ASPHALT	20
Standard	Access & Parking	Carpark	CHIP SEAL	20
Standard	Access & Parking	Carpark	EARTH	25
Standard	Access & Parking	Carpark	GRAVEL	25
Standard	Access & Parking	Carpark	UNKNOWN	25
Standard	Access & Parking	Courtyard	BARK	15
Standard	Access & Parking	Courtyard	COBBLESTONE	20
Standard	Access & Parking	Courtyard	CONCRETE	50
Standard	Access & Parking	Courtyard	GRAVEL	25
Standard	Access & Parking	Courtyard	Sand	50
Standard	Access & Parking	Courtyard	STONE	50
Standard	Access & Parking	Courtyard	TIMBER	25
Standard	Access & Parking	Courtyard	UNKNOWN	25
Standard	Access & Parking	Driveway	ASPHALT	20
Standard	Access & Parking	Driveway	CHIP SEAL	20
Standard	Access & Parking	Driveway	CONCRETE	50
Standard	Access & Parking	Driveway	GRAVEL	25
Standard	Access & Parking	Kerb & Channel	CONCRETE	80
Standard	Access & Parking	Kerb & Channel	RUBBER	80
Standard	Access & Parking	Kerb & Channel	STEEL	80
Standard	Access & Parking	Kerb & Channel	TIMBER	20
Standard	Access & Parking	Kerb & Channel	UNKNOWN	80
Standard	Amenity Lighting	Flood Lighting	STEEL GALVANISED	25
Standard	Amenity Lighting	Flood Lighting	UNKNOWN	25
Standard	Amenity Lighting	Path Lighting	UNKNOWN	25
Standard	Amenity Lighting	Path Lighting	UNKNOWN	25
Standard	Amenity Lighting	Path Lighting	STEEL	25
Standard	Amenity Lighting	Path Lighting	GLASS/STEEL	25
Standard	Amenity Lighting	Security Lighting	UNKNOWN	25
Standard	Amenity Lighting	Specialist Style	UNKNOWN	25
Standard	Amenity Lighting	Specialist Style	UNKNOWN	25
Standard	Amenity Lighting	Specialist Style	UNKNOWN	25
Standard	Amenity Lighting	Standard Streetlight	ALUMINIMUM	25
Standard	Amenity Lighting	Standard Streetlight	STEEL	25

Standard	Amenity Lighting	Standard Streetlight	UNKNOWN	25
Standard	Building			100
Standard	Footpaths	Mixed Use	ASPHALT	50
Standard	Footpaths	Mixed Use	CHIP SEAL	25
Standard	Footpaths	Mixed Use	COBBLESTONE	25
Standard	Footpaths	Mixed Use	CONCRETE	50
Standard	Footpaths	Mixed Use	CRUSHER DUST	25
Standard	Footpaths	Mixed Use	EARTH	25
Standard	Footpaths	Mixed Use	GRAVEL	25
Standard	Footpaths	Mixed Use	STONE	25
Standard	Footpaths	Mixed Use	UNKNOWN	25
Standard	Footpaths	Mixed Use	VARIOUS	25
Standard	Footpaths	Pedestrian Only	ASPHALT	50
Standard	Footpaths	Pedestrian Only	BARK	25
Standard	Footpaths	Pedestrian Only	BRICK	25
Standard	Footpaths	Pedestrian Only	CHIP SEAL	25
Standard	Footpaths	Pedestrian Only	COBBLESTONE	25
Standard	Footpaths	Pedestrian Only	CONCRETE	50
Standard	Footpaths	Pedestrian Only	CONCRETE/STEEL	25
Standard	Footpaths	Pedestrian Only	CRUSHER DUST	25
Standard	Footpaths	Pedestrian Only	EARTH	25
Standard	Footpaths	Pedestrian Only	GRAVEL	25
Standard	Footpaths	Pedestrian Only	STONE	25
Standard	Footpaths	Pedestrian Only	UNKNOWN	25
Standard	Furniture	Barbeque	STEEL	40
Standard	Furniture	Bike Stand	STEEL	25
Standard	Furniture	Rubbish Bins	STEEL	15
Standard	Furniture	Rubbish Bins	STEEL/TIMBER	15
Standard	Furniture	Rubbish Bins	UNKNOWN	15
Standard	Furniture	Rubbish Bins	STAINLESS STEEL	15
Standard	Furniture	Rubbish Bins	STEEL	15
Standard	Furniture	Rubbish Bins	STEEL/TIMBER	15
Standard	Furniture	Rubbish Bins	STEEL	15
Standard	Furniture	Rubbish Bins	BRICK	15
Standard	Furniture	Rubbish Bins	CONCRETE	20
Standard	Furniture	Rubbish Bins	CONCRETE/STEEL	20
Standard	Furniture	Rubbish Bins	NOT YET DEFINED	15
Standard	Furniture	Rubbish Bins	POLYETHYLENE	15
Standard	Furniture	Rubbish Bins	STAINLESS STEEL	15
Standard	Furniture	Rubbish Bins	STEEL	15

Standard	Furniture	Rubbish Bins	STEEL GALVANISED	15
Standard	Furniture	Rubbish Bins	STEEL/TIMBER	15
Standard	Furniture	Rubbish Bins	TIMBER	15
Standard	Furniture	Rubbish Bins	UNKNOWN	15
Standard	Furniture	Rubbish Bins	VARIOUS	15
Standard	Furniture	Seating	CONCRETE	20
Standard	Furniture	Seating	CONCRETE/TIMBER	20
Standard	Furniture	Seating	STEEL	20
Standard	Furniture	Seating	STEEL	20
Standard	Furniture	Seating	STEEL/TIMBER	20
Standard	Furniture	Seating	STEEL/TIMBER	20
Standard	Furniture	Seating	STONE	20
Standard	Furniture	Seating	TIMBER	20
Standard	Furniture	Seating	TIMBER	20
Standard	Furniture	Seating	TIMBER	20
Standard	Furniture	Seating	UNKNOWN	20
Standard	Furniture	Seating	VARIOUS	20
Standard	Furniture	Seating	STEEL/TIMBER	30
Standard	Furniture	Seating	TIMBER	30
Standard	Furniture	Seating	CONCRETE	30
Standard	Furniture	Seating	CONCRETE/TIMBER	30
Standard	Furniture	Seating	CONCRETE/TIMBER	30
Standard	Furniture	Seating	STEEL	30
Standard	Furniture	Seating	STEEL/TIMBER	30
Standard	Furniture	Seating	STEEL/TIMBER	30
Standard	Furniture	Seating	STEEL/TIMBER	30
Standard	Furniture	Seating	STONE	30
Standard	Furniture	Seating	TIMBER	30
Standard	Furniture	Seating	TIMBER	30
Standard	Furniture	Seating	TIMBER	30
Standard	Furniture	Seating	UNKNOWN	30
Standard	Furniture	Seating	STEEL	30
Standard	Furniture	Table	STEEL	20
Standard	Furniture	Table	STEEL/TIMBER	20
Standard	Furniture	Table	STEEL/TIMBER	20
Standard	Furniture	Table	TIMBER	20
Standard	Furniture	Table	UNKNOWN	20
Standard	Furniture	Table	TIMBER	25
Standard	Furniture	Table	TIMBER	25
Standard	Furniture	Table	CONCRETE	30

Standard	Furniture	Table	CONCRETE/TIMBER	30
Standard	Furniture	Table	STEEL	30
Standard	Furniture	Table	STEEL/TIMBER	30
Standard	Furniture	Table	STEEL/TIMBER	30
Standard	Furniture	Table	TIMBER	30
Standard	Furniture	Table	TIMBER	30
Standard	Furniture	Table	UNKNOWN	30
Standard	Gates	Bollard - Single	CONCRETE	50
Standard	Gates	Bollard - Single	STAINLESS STEEL	50
Standard	Gates	Bollard - Single	STEEL	50
Standard	Gates	Bollard - Single	STEEL/PLASIC	50
Standard	Gates	Bollard - Single	STEEL/TIMBER	50
Standard	Gates	Bollard - Single	TIMBER	20
Standard	Gates	Cattlestop	STEEL	30
Standard	Gates	Ornamental Post	TIMBER	30
Standard	Gates	Pedestrian	CABLE/TIMBER	30
Standard	Gates	Pedestrian	STEEL	30
Standard	Gates	Pedestrian	STEEL/TIMBER	30
Standard	Gates	Pedestrian	STEEL/WIRE	30
Standard	Gates	Pedestrian	STEEL/WIRE MESH	30
Standard	Gates	Pedestrian	TIMBER	30
Standard	Gates	Pedestrian	TIMBER/WIRE MESH	30
Standard	Gates	Pedestrian	UNKNOWN	30
Standard	Gates	Stile	IRON	30
Standard	Gates	Stile	STEEL	30
Standard	Gates	Stile	STEEL/WIRE MESH	30
Standard	Gates	Stile	TIMBER	30
Standard	Gates	Stile	UNKNOWN	30
Standard	Gates	Vehicular	CABLE/STEEL	30
Standard	Gates	Vehicular	CABLE/TIMBER	30
Standard	Gates	Vehicular	CONCRETE/TIMBER	30
Standard	Gates	Vehicular	STEEL	30
Standard	Gates	Vehicular	STEEL/TIMBER	30
Standard	Gates	Vehicular	STEEL/WIRE	30
Standard	Gates	Vehicular	STEEL/WIRE MESH	30
Standard	Gates	Vehicular	TIMBER	30
Standard	Gates	Vehicular	TIMBER/WIRE	30
Standard	Gates	Vehicular	TIMBER/WIRE MESH	30
Standard	Gates	Vehicular	UNKNOWN	30
Standard	Gates	Vehicular	VARIOUS	30

Standard	Horticultural	Gardens		50
Standard	Horticultural	Gardens		150
Standard	Horticultural	Gardens		50
Standard	Horticultural	Gardens		50
Standard	Horticultural	Gardens		50
Standard	Horticultural	Grassland		200
Standard	Horticultural	Grassland		200
Standard	Horticultural	Grassland		200
Standard	Horticultural	Grassland		200
Standard	Horticultural	Hedges		50
Standard	Horticultural	Hedges		50
Standard	Horticultural	Hedges		50
Standard	Horticultural	Trees		200
Standard	Irrigation	Fittings		50
Standard	Irrigation	Fittings		50
Standard	Irrigation	Fittings		40
Standard	Irrigation	Fittings		50
Standard	Irrigation	Fittings		80
Standard	Irrigation	Pipelines	ALKATHENE	40
Standard	Irrigation	Pipelines	ALKATHENE	40
Standard	Irrigation	Pipelines	ALKATHENE	40
Standard	Irrigation	Pipelines	Not Applicable	50
Standard	Irrigation	Pipelines	PE - HIGH DENSITY	40
Standard	Irrigation	Pipelines	PE - HIGH DENSITY	40
Standard	Irrigation	Pipelines	PE - HIGH DENSITY	40
Standard	Irrigation	Pipelines	PVC-U	50
Standard	Irrigation	Pipelines	PVC-U	50
Standard	Irrigation	Pipelines	PVC-U	50
Standard	Irrigation	Tank		50
Standard	Irrigation	Travelling Irrigator		10
Standard	Monuments	Large Monument	CONCRETE	200
Standard	Monuments	Large Monument	CONCRETE BLOCK	200
Standard	Monuments	Large Monument	STEEL	200
Standard	Monuments	Large Monument	STONE	200
Standard	Monuments	Large Monument	UNKNOWN	200
Standard	Monuments	Large Monument	VARIOUS	200
Standard	Monuments	Medium Monument	BRICK	200
Standard	Monuments	Medium Monument	CONCRETE	200

Standard	Monuments	Medium Monument	CONCRETE/STEEL	200
Standard	Monuments	Medium Monument	CONCRETE/TIMBER	200
Standard	Monuments	Medium Monument	IRON	200
Standard	Monuments	Medium Monument	STEEL	200
Standard	Monuments	Medium Monument	STONE	200
Standard	Monuments	Medium Monument	TIMBER	200
Standard	Monuments	Medium Monument	VARIOUS	200
Standard	Monuments	Small Monument	CONCRETE	200
Standard	Monuments	Small Monument	CONCRETE BLOCK	200
Standard	Monuments	Small Monument	CONCRETE/IRON	200
Standard	Monuments	Small Monument	CONCRETE/STEEL	200
Standard	Monuments	Small Monument	IRON	200
Standard	Monuments	Small Monument	STEEL	200
Standard	Monuments	Small Monument	STEEL/TIMBER	200
Standard	Monuments	Small Monument	STONE	200
Standard	Monuments	Small Monument	TIMBER	200
Standard	Monuments	Small Monument	UNKNOWN	200
Standard	Monuments	Small Monument	VARIOUS	200
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STONE	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	UNKNOWN	30

Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	CONCRETE	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30

Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STONE	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/PLASIC	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	UNKNOWN	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	TIMBER	30
Standard	Playground	Play Equipment	STEEL/TIMBER	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	STEEL	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Play Equipment	CONCRETE	30
Standard	Playground	Play Equipment	VARIOUS	30
Standard	Playground	Skate Facility	ASPHALT	25
Standard	Playground	Skate Facility	CONCRETE	25
Standard	Playground	Under-Surfacing	BARK	15
Standard	Playground	Under-Surfacing	CONCRETE	25
Standard	Playground	Under-Surfacing	CRUSHER DUST	25

Standard	Playground	Under-Surfacing	EARTH	25
Standard	Playground	Under-Surfacing	GRAVEL	25
Standard	Playground	Under-Surfacing	RUBBER	25
Standard	Playground	Under-Surfacing	UNKNOWN	25
Standard	Playground	Under-Surfacing	VARIOUS	25
Standard	Reticulation	Inlet	CONCRETE - REINFORCE	100
Standard	Reticulation	Manhole	CONCRETE - REINFORCE	80
Standard	Signage	Activity - Primary		15
Standard	Signage	Activity - Secondary		15
Standard	Signage	Information		15
Standard	Signage	Interpretative Panel		15
Standard	Signage	Ornamental		20
Standard	Signage	Park Name		20
Standard	Sports Areas & Courts & Features	Equipment	STEEL	25
Standard	Sports Areas & Courts & Features	Equipment	STEEL/PLASIC	25
Standard	Sports Areas & Courts & Features	Equipment	VARIOUS	25
Standard	Sports Areas & Courts & Features	Equipment	STEEL	25
Standard	Sports Areas & Courts & Features	Equipment	STEEL/TIMBER	25
Standard	Sports Areas & Courts & Features	Equipment	TIMBER	25
Standard	Sports Areas & Courts & Features	Equipment	STEEL	30
Standard	Sports Areas & Courts & Features	Equipment	STEEL/TIMBER	30
Standard	Sports Areas & Courts & Features	Equipment	BRICK	70
Standard	Sports Areas & Courts & Features	Equipment	CONCRETE	70
Standard	Sports Areas & Courts & Features	Equipment	CONCRETE BLOCK	70
Standard	Sports Areas & Courts & Features	Equipment	UNKNOWN	70
Standard	Sports Areas & Courts & Features	Equipment	STEEL	25
Standard	Sports Areas & Courts & Features	Equipment	STEEL/TIMBER	25

Standard	Sports Areas & Courts & Features	Goal Posts	ALUMINIMUM	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL/TIMBER	25
Standard	Sports Areas & Courts & Features	Goal Posts	TIMBER - PLYWOOD	25
Standard	Sports Areas & Courts & Features	Goal Posts	UNKNOWN	25
Standard	Sports Areas & Courts & Features	Goal Posts	VARIOUS	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL/TIMBER	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL/WIRE MESH	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL/TIMBER	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL	25
Standard	Sports Areas & Courts & Features	Goal Posts	TIMBER	25
Standard	Sports Areas & Courts & Features	Goal Posts	VARIOUS	25
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL	25
Standard	Sports Areas & Courts & Features	Goal Posts	Not Applicable	10
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL	10
Standard	Sports Areas & Courts & Features	Goal Posts	UNKNOWN	10
Standard	Sports Areas & Courts & Features	Goal Posts	VARIOUS	10
Standard	Sports Areas & Courts & Features	Goal Posts	STEEL	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	CONCRETE	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	GRAVEL	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	RUBBER	25

Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	UNKNOWN	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	VARIOUS	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	CRUSHER DUST	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	EARTH	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	VARIOUS	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	ASPHALT	50
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	CONCRETE	50
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	CRUSHER DUST	50
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	UNKNOWN	50
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	VARIOUS	50
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	STEEL/TIMBER	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	TIMBER	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	UNKNOWN	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	GRAVEL	25
Standard	Sports Areas & Courts & Features	Types (Specialist Areas)	NOT YET DEFINED	25
Standard	Structural	Archway	CONCRETE BLOCK	75
Standard	Structural	Archway	CONCRETE/STEEL	75
Standard	Structural	Archway	IRON/STONE	75
Standard	Structural	Archway	STEEL	75
Standard	Structural	Archway	STEEL/TIMBER	75
Standard	Structural	Archway	STONE	70
Standard	Structural	Archway	TIMBER	75
Standard	Structural	Artwork	CONCRETE	65
Standard	Structural	Artwork	STAINLESS STEEL	65
Standard	Structural	Artwork	STEEL	65
Standard	Structural	Artwork	STEEL/TIMBER	65
Standard	Structural	Artwork	STONE	70
Standard	Structural	Artwork	TIMBER	65

Standard	Structural	Artwork	VARIOUS	65
Standard	Structural	Boat Ramp	CONCRETE	100
Standard	Structural	Bridge	CONCRETE - REINFORCE	100
Standard	Structural	Bridge	CONCRETE/TIMBER	50
Standard	Structural	Bridge	STEEL/TIMBER	50
Standard	Structural	Bridge	TIMBER	50
Standard	Structural	Bridge	TIMBER/WIRE MESH	50
Standard	Structural	Bridge	VARIOUS	50
Standard	Structural	Bridge	CONCRETE	100
Standard	Structural	Bridge	CONCRETE - REINFORCE	100
Standard	Structural	Bridge	UNKNOWN	100
Standard	Structural	Cemetery Berm	CONCRETE	50
Standard	Structural	Cemetery Berm	GRAVEL	50
Standard	Structural	Decking	TIMBER	30
Standard	Structural	Dispenser - Doggie Bags	STEEL	20
Standard	Structural	Fees/Comments Box	STEEL	20
Standard	Structural	Fees/Comments Box	TIMBER	20
Standard	Structural	Fees/Comments Box	UNKNOWN	20
Standard	Structural	Flag Pole	ALUMINIMUM	60
Standard	Structural	Flag Pole	STEEL	60
Standard	Structural	Flag Pole	STEEL/TIMBER	60
Standard	Structural	Flag Pole	TIMBER	30
Standard	Structural	Jetty	TIMBER	60
Standard	Structural	Kiosk	VARIOUS	25
Standard	Structural	Miscellaneous	BRICK	25
Standard	Structural	Miscellaneous	CONCRETE	25
Standard	Structural	Miscellaneous	RUBBER	25
Standard	Structural	Miscellaneous	STEEL	25
Standard	Structural	Miscellaneous	STEEL/PLASIC	25
Standard	Structural	Miscellaneous	STEEL/TIMBER	25
Standard	Structural	Miscellaneous	STONE	25
Standard	Structural	Miscellaneous	TIMBER	25
Standard	Structural	Miscellaneous	UNKNOWN	25
Standard	Structural	Miscellaneous	VARIOUS	25
Standard	Structural	Pergola	CONCRETE/STEEL	70
Standard	Structural	Pergola	STEEL	70
Standard	Structural	Pergola	STEEL/TIMBER	70
Standard	Structural	Pergola	TIMBER	70
Standard	Structural	Pergola	VARIOUS	70

Standard	Structural	Planter Box	BRICK	25
Standard	Structural	Planter Box	CONCRETE	25
Standard	Structural	Planter Box	CONCRETE BLOCK	25
Standard	Structural	Planter Box	STAINLESS STEEL	25
Standard	Structural	Planter Box	STONE	25
Standard	Structural	Planter Box	TIMBER	25
Standard	Structural	Planter Box	UNKNOWN	25
Standard	Structural	Rotunda	VARIOUS	50
Standard	Structural	Steps	BRICK	25
Standard	Structural	Steps	CONCRETE	25
Standard	Structural	Steps	CONCRETE/STEEL	25
Standard	Structural	Steps	GRAVEL	25
Standard	Structural	Steps	STEEL	25
Standard	Structural	Steps	STONE	25
Standard	Structural	Steps	TIMBER	25
Standard	Structural	Steps	VARIOUS	25
Standard	Structural	Tree Grate	STEEL	20
Standard	Structural	Tree Grate	TIMBER	20
Standard	Structural	Wharf	GRAVEL	60
Standard	Structural	Wharf	TIMBER	60
Standard	Utilities	Asset Type to be confirmed	CONCRETE	25
Standard	Utilities	Asset Type to be confirmed	CONCRETE/STEEL	25
Standard	Utilities	Asset Type to be confirmed	STEEL/TIMBER	25
Standard	Utilities	Asset Type to be confirmed	PVC-M	25
Standard	Utilities	Asset Type to be confirmed	RUBBER	25
Standard	Utilities	Asset Type to be confirmed	STEEL	25
Standard	Utilities	Asset Type to be confirmed	UNKNOWN	25
Standard	Utilities	Asset Type to be confirmed	VARIOUS	25
Standard	Utilities	Electrical	ALUMINIMUM	25
Standard	Utilities	Electrical	STEEL	25
Standard	Utilities	Electrical	UNKNOWN	25
Standard	Utilities	Electrical	VARIOUS	25
Standard	Utilities	Electrical	TIMBER	25
Standard	Utilities	Electrical	VARIOUS	25
Standard	Utilities	Electrical	UNKNOWN	25
Standard	Utilities	Services Lid	CONCRETE/STEEL	25
Standard	Utilities	Services Lid	NOT YET DEFINED	25
Standard	Utilities	Services Lid	STEEL	25

Standard	Utilities	Services Lid	UNKNOWN	25
Standard	Utilities	Sewer	CONCRETE/STEEL	60
Standard	Utilities	Sewer	UNKNOWN	60
Standard	Utilities	Sewer	UNKNOWN	25
Standard	Utilities	Sewer	CONCRETE	100
Standard	Utilities	Sewer	STEEL	100
Standard	Utilities	Sewer	UNKNOWN	100
Standard	Utilities	Sewer	VARIOUS	100
Standard	Utilities	Stormwater Services	CONCRETE/STEEL	50
Standard	Utilities	Stormwater Services	CONCRETE	75
Standard	Utilities	Stormwater Services	STEEL	25
Standard	Utilities	Stormwater Services	CONCRETE	60
Standard	Utilities	Stormwater Services	CONCRETE	80
Standard	Utilities	Stormwater Services	CONCRETE - REINFORCE	80
Standard	Utilities	Stormwater Services	Not Applicable	80
Standard	Utilities	Stormwater Services	PVC-M	100
Standard	Utilities	Stormwater Services	PVC-U	100
Standard	Utilities	Stormwater Services	STEEL	80
Standard	Utilities	Stormwater Services	UNKNOWN	50
Standard	Utilities	Stormwater Services	CONCRETE/STEEL	50
Standard	Utilities	Stormwater Services	STONE	60
Standard	Utilities	Stormwater Services	UNKNOWN	60
Standard	Utilities	Stormwater Services	UNKNOWN	35
Standard	Utilities	Stormwater Services	UNKNOWN	35
Standard	Utilities	Stormwater Services	VARIOUS	35
Standard	Utilities	Water Services	ALKATHENE	60
Standard	Utilities	Water Services	PE - MEDIUM DENSITY	60
Standard	Utilities	Water Services	CONCRETE	100
Standard	Utilities	Water Services	CONCRETE/STEEL	100
Standard	Utilities	Water Services	POLYETHYLENE	100
Standard	Utilities	Water Services	VARIOUS	100
Standard	Utilities	Water Services	Not Applicable	100
Standard	Walls & Fences	Fence - Bollards	STEEL	25
Standard	Walls & Fences	Fence - Bollards	STEEL/TIMBER	25
Standard	Walls & Fences	Fence - Bollards	TIMBER	25
Standard	Walls & Fences	Fence - Bollards	TIMBER/WIRE	25

Standard	Walls & Fences	Fence - Bollards	UNKNOWN	25
Standard	Walls & Fences	Fence - High Amenity	CONCRETE/STEEL	30
Standard	Walls & Fences	Fence - High Amenity	STEEL	25
Standard	Walls & Fences	Fence - High Amenity	STEEL/TIMBER	25
Standard	Walls & Fences	Fence - High Amenity	STEEL/WIRE MESH	25
Standard	Walls & Fences	Fence - High Amenity	STONE	60
Standard	Walls & Fences	Fence - High Amenity	TIMBER	25
Standard	Walls & Fences	Fence - Post/Line	CABLE/STEEL	25
Standard	Walls & Fences	Fence - Post/Line	CABLE/TIMBER	25
Standard	Walls & Fences	Fence - Post/Line	CONCRETE/STEEL	30
Standard	Walls & Fences	Fence - Post/Line	STEEL	25
Standard	Walls & Fences	Fence - Post/Line	STEEL/TIMBER	25
Standard	Walls & Fences	Fence - Post/Line	TIMBER	25
Standard	Walls & Fences	Fence - Post/Line	TIMBER/WIRE	25
Standard	Walls & Fences	Fence - Post/Line	TIMBER/WIRE MESH	25
Standard	Walls & Fences	Fence - Post/Line	UNKNOWN	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	CABLE/STEEL	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	CABLE/TIMBER	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	CONCRETE/WIRE	30
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	STEEL	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	STEEL/TIMBER	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	STEEL/WIRE	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	TIMBER	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	TIMBER/WIRE	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	TIMBER/WIRE MESH	25
Standard	Walls & Fences	Fence - Post/Line (High Amenity)	UNKNOWN	25
Standard	Walls & Fences	Fence - Shared Boundary	CABLE/TIMBER	25
Standard	Walls & Fences	Fence - Shared Boundary	CORRUGATED IRON	25

Standard	Walls & Fences	Fence - Shared Boundary	STEEL	25
Standard	Walls & Fences	Fence - Shared Boundary	STEEL/WIRE	25
Standard	Walls & Fences	Fence - Shared Boundary	STEEL/WIRE MESH	25
Standard	Walls & Fences	Fence - Shared Boundary	TIMBER	25
Standard	Walls & Fences	Fence - Shared Boundary	TIMBER/WIRE	25
Standard	Walls & Fences	Fence - Shared Boundary	TIMBER/WIRE MESH	25
Standard	Walls & Fences	Fence - Shared Boundary	UNKNOWN	25
Standard	Walls & Fences	Fence - Shared Boundary	VARIOUS	25
Standard	Walls & Fences	Fence - Solid	CONCRETE	60
Standard	Walls & Fences	Fence - Solid	CONCRETE BLOCK	60
Standard	Walls & Fences	Fence - Solid	CONCRETE/STEEL	25
Standard	Walls & Fences	Fence - Solid	CORRUGATED IRON	25
Standard	Walls & Fences	Fence - Solid	SHADECLOTH	10
Standard	Walls & Fences	Fence - Solid	STEEL	25
Standard	Walls & Fences	Fence - Solid	STEEL/TIMBER	25
Standard	Walls & Fences	Fence - Solid	STEEL/WIRE MESH	25
Standard	Walls & Fences	Fence - Solid	STONE	60
Standard	Walls & Fences	Fence - Solid	TIMBER	25
Standard	Walls & Fences	Fence - Solid	TIMBER/WIRE	25
Standard	Walls & Fences	Fence - Solid	TIMBER/WIRE MESH	25
Standard	Walls & Fences	Fence - Solid	UNKNOWN	25
Standard	Walls & Fences	Fence - Solid	VARIOUS	25
Standard	Walls & Fences	Wall - Ornamental	BRICK	70
Standard	Walls & Fences	Wall - Ornamental	CONCRETE	70
Standard	Walls & Fences	Wall - Ornamental	CONCRETE BLOCK	70
Standard	Walls & Fences	Wall - Ornamental	STONE	70
Standard	Walls & Fences	Wall - Ornamental	UNKNOWN	70
Standard	Walls & Fences	Wall - Retaining	CONCRETE	50
Standard	Walls & Fences	Wall - Retaining	CONCRETE BLOCK	50
Standard	Walls & Fences	Wall - Retaining	STONE	50
Standard	Walls & Fences	Wall - Retaining	TIMBER	50
Standard	Walls & Fences	Wall - Retaining	UNKNOWN	50
Standard	Walls & Fences	Wall - Retaining	VARIOUS	50
Standard	Water Features	Drinking Fountain	CONCRETE	30
Standard	Water Features	Drinking Fountain	STEEL	30
Standard	Water Features	Drinking Fountain	STEEL/TIMBER	30

Standard	Water Features	Drinking Fountain	UNKNOWN	30
Standard	Water Features	Drinking Fountain	VARIOUS	30
Standard	Water Features	Pond	UNKNOWN	30
Standard	Water Features		UNKNOWN	30
Standard	Water Features	Paddling Pool	CONCRETE	30
Standard	Water Features	Paddling Pool	VARIOUS	30
Standard	Water Features	Waterway - Drain/Stream	NATURAL FORM	25
Standard	Water Features	Waterway - Drain/Stream	GRAVEL	25
Standard	Water Features	Waterway - Drain/Stream	STONE	25

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CON201817-05 / 210128013175

REPORT TO: Solid & Hazardous Waste Working Party

DATE OF MEETING: 23 February 2021

FROM: Kitty Waghorn, Solid Waste Asset Manager
Monese Ball, Solid Waste Officer

SUBJECT: Kerbside Recycling Bin Audits: Update and Extension of Audit Variation

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



Department Manager

Chief Executive

1. **SUMMARY**

- 1.1 This report is to inform the Solid & Hazardous Waste Working Party (SHWWP) about the improvements made to the quality of kerbside recycling within audited areas, and to request the SHWWP recommend that Council approves:
- An extension to the contract variation for Waste Management NZ to carry out kerbside recycling bin audits for 24 weeks, from 15 March until 27 August, in order to ensure all collected recycling will meet acceptance standards at Eco Central;
 - Part funding \$64,250 of the auditing costs out of other budgets in the Kerbside Collection and Waste Minimisation Accounts; and
 - Increasing the operational budgets for the Contract Payments Recycling ledger code in the Kerbside Collection Account by \$22,588, from \$510,692 up to \$533,550.
- 1.2 On 21 July the Management Team approved staff issuing a \$28,000 Variation to Contract 18/17, for Waste Management NZ (WMNZ) to undertake 6 weeks of kerbside recycling bin audits. The audits commenced in early October and there was only limited improvement in the quality of the recycling over the first 4 weeks of the audits. On 21 October the Management approved the staff's recommendation that the Variation be extended for a further 6 weeks at an estimated additional cost of \$30,000.
- 1.3 The bin audits were paused over the Christmas/New Year period and recommenced on 18 January 2021 with the last audits from the second extension undertaken on 29 January 2021. The costs of these two audit cycles are estimated to result in the total expenditure against the "Contract Payments Recycling" ledger code being approximately 1.4% over budget, which is within acceptable variances.
- 1.4 In the first 3 months of this financial year an average of 3% of kerbside recycling was sent for processing, with 97% sent to landfill owing to the level of contamination. In the second quarter this had increased to 25% processed, with landfilled quantities reducing to 75%, primarily because of the improvement achieved within the audited areas. There has not, however, been an observed improvement in recycling quality outside the audited areas

and the bulk of the recycling from these areas is generally too contaminated to send to the processing plant.

- 1.5 Christchurch City Council has been carrying out kerbside recycling bin audits for one year, although the audits intensified considerably in May 2020, after COVID-19 Alert Level 4 ended. In June 48% of the collected loads of recycling were processed for recycling. This has improved substantially, with around 84% of their loads of recycling being processed in December. Ashburton District Council undertook an auditing process, and their contamination levels have reduced to 4%, meaning all of their kerbside recycling is now being processed.
- 1.6 Staff therefore recommend that the recycling bin audits in Waimakariri be continued for another 24 weeks months until 27 August, in order to audit bins from all of the properties within the collection areas and ensure that changes made in already audited areas are 'bedded in'.
- 1.7 The estimated cost for an additional 24 weeks extension to Variation 6, for the collection contractor to undertake bin audits, is \$120,000. This proposed extension takes the total value of Variation 6 to \$178,000, of which \$132,800 would be incurred in 20/21 and \$45,200 in 22/23.
- 1.8 The Council's Procurement Policy requires approval by the Management Team to engage a sole-source provider for goods or services valued over \$100,000.
- 1.9 The additional costs for the proposed extension to Variation 6 would increase the collection contract costs to more than 10% over the budget figure of \$510,962.
- 1.10 Staff are therefore seeking a recommendation from the Solid & Hazardous Waste Working for Council to approve increasing the \$510,692 budget for "Contract Payments Recycling" by \$22,588 up to \$533,550, and to utilise \$58,250 of unspent budgets from the Kerbside Collection and Waste Minimisation accounts, in order to fund to fund the costs of the audits undertaken to date plus an additional 15 weeks and three days of audits from 15 March through to 30 June 2021.
- 1.11 Staff propose to take a submission to the Council to increase the Contracts Payment Recycling budget allowance in year 1 of the LTP by \$50,000 from \$558,399 to \$608,399 in order to complete the audits by the end of August. This figure is additional to the \$50,000 allocated for "maintenance" audits for the remainder of the year within the "Kerbside Collection management & promotions" ledger code.
- 1.12 Staff estimate that this year there will be a nett cost to the Council of \$285,800 owing to the landfilling of contaminated recycling and the work needed to rectify this issue.
- 1.13 Staff forecast that undertaking the audits for the remainder of the year would result in a gradual improvement in the quality of recycling, a decrease in landfilled materials and an increase in processed recycling, with a cost-saving estimated at \$12,670. This will only partially offset an estimated \$192,300 of audit-related costs which includes the initial mail-out of information packs, printing of collateral, the audits, and advertising/publicity costs.
- 1.14 Better financial gains are expected in the 21/22 year with lower auditing costs being needed to maintain standards once the intensive audits are completed in August, and the majority of kerbside recycling being processed at a lower cost than for landfilling these materials. Staff estimate that undertaking another 24 weeks of audits is likely to save the Council over \$200,000 in the 21/22 year by continuing with auditing in 20/21 and 21/22, compared to ceasing audits in 20/21 and not auditing recycling bins in 21/22.

- 1.15 If the Council were to cease undertaking recycling bin audits as from January 2021, the weight of recycling going to landfill – and not processed for recycling – could start to increase, and disposal costs would increase accordingly. This would likely increase costs to all ratepayers from 2021/22, with the proposed increases to the landfill levy also being an additional cost in future years.
- 1.16 If contamination levels were to increase to previous levels, which is likely to happen if the audits were to cease, Council would fail to meet the diversion targets that were adopted in the Waste Management & Minimisation Plan (WMMP). Ultimately, if the contamination issue is not resolved, it may not be economic or sustainable to provide a separate recycling collection service in the longer term.
- 1.17 WMNZ has provided Council with comprehensive reports on the types of contamination found, and the auditors have undertaken the work in a professional manner. WMNZ are charging for the actual costs related to staff time, vehicle usage and materials provided for the audits, rather than a lump-sum rate, and are providing the Council a good value service.

Attachments:

- i. Kerbside Collection Audit Maps: Areas Audited (210203017148)
- ii. Statistics from Bin Audits (210203017143)

2. **RECOMMENDATION**

THAT the Solid & Hazardous Waste Working Party:

Recommends that Council:

- (a) **Receives** report No. 210128013175.
- (b) **Notes** that a total of \$54,232.34 for 12 weeks of auditing by the collection contractor were charged under Variation 6 up to 31 January 2021.
- (c) **Notes** that there has been a substantial improvement in recycling quality within the audited areas, but no observable improvement in recycling quality in as-yet unaudited collection areas.
- (d) **Approves** extending Contract Variation 6 for the collection contractor to undertake kerbside recycling bin audits until 27 August at an estimated additional cost of \$120,000, which will be funded out of the Kerbside Collection and Waste Minimisation Accounts.
- (e) **Approves** funding a proportion of the 2020/21 kerbside recycling bin audit costs out of the following budgets:
 - i. \$15,150 from 10.400.240.2502 “Monitoring Waste Stream” in the Kerbside Collection Account;
 - ii. \$33,100 from 10.400.241.2502 Kerbside Collections & Promotions in the Kerbside Collection Account;
 - iii. \$8,000 from 10.402.265.2465 Waste Audits and Monitoring in the Waste Minimisation Account; and
 - iv. \$8,000 in 10.402.261.2502 Waste Management Implementation in the Waste Minimisation Account.

- (f) **Approves** an additional \$22,588 of funding for operational expenditure in the Contract Payments Recycling ledger code 10.400.245.2502, increasing the 20/21 budget from \$510,962 to \$536,050.
- (g) **Notes** that there is sufficient balance available in the Kerbside Collection Account to fund the additional expenditure without impacting on the proposed rates in the 21/22 year.
- (h) **Notes** that additional costs will continue to be incurred by the Council for the provision of supporting educational materials, advertising and staff time in coordinating the audits, contacting residents with repeated contamination, and managing the bin removal and return process all of which can be accommodated within existing budgets.
- (i) **Notes** that if sufficient improvement to recycling quality is made prior to 27 August 2021 the audits can be scaled back to monitor only those areas where there is a known issue with compliance, which would be a cost-saving to the Council.
- (j) **Circulates** report No. 210128013175 to the Community Boards for their information.

3. **BACKGROUND**

- 3.1 On 21 July the Management Team considered Memo 200721091587 and approved staff issuing a Variation to Contract 18/17 for Waste Management to undertake 6 weeks of kerbside recycling bin audits, at an estimated cost of \$28,000. The audits commenced in early October 2020, in the streets reported to have the highest contamination levels.
- 3.2 There was a reasonable improvement in the quality of the recycling over the first 4 weeks of the audits, however this improvement was only observed within the audited areas. On 21 October staff brought a second memo to the Management Team (20106139003) to request that the Variation be extended for a further 6 weeks at an estimated cost of \$30,000, which would allow the audits to be extended into more streets.
- 3.3 The bin audits were paused over the Christmas period: they ceased from 21 December 2020 and recommenced on 18 January 2021, so that the final 2 week cycle can be completed.
- 3.4 It should be noted that the audit teams are aware that they are representing the Council, have undertaken the audit work in a professional manner and interact well with members of the public that approach them. They report any difficult interactions with residents to WMNZ, and refer residents with further questions or complaints to the Council for follow-up.
- 3.5 Council staff receive maps of the streets to be audited in the upcoming week. They are sent daily reports are provided listing the address of the bins tagged as contaminated and the bin serial number, plus notes on what was in the bins, and photos of the items and materials found. Using this information, Council staff generate letters to warn residents that their bin has been contaminated twice and a third contamination will result in the removal of the bin.
- 3.6 **Table 1** shows a summary of the number of streets with contaminated bins, the number of bins tagged as contaminated and the number of bins presented for collection in these streets, each week for both Audit Cycle 1 and Audit Cycle 2. This only shows data from the streets where audited bins were badly contaminated, and does not show data from streets where auditors found no contamination or only a small number of incorrect items (e.g. lids on a few bottles, items too small, incorrect plastics).

Audit Cycle	First Audit	Second Audit	Third Audit
Cycle 1	Week 1: 45 streets	Week 3: 44 streets	Week 5: 30 streets
	24% (184 / 774)	16% (130 / 811)	8% (63 / 710)
	Week 2: 58 streets	Week 4: 42 streets	Week 6: 37 streets
	23% (300 / 1,296)	9% (110 / 1,195)	8% (90 / 1,119)
Total Cycle 1	23% (484 / 1,586)	12% (240 / 2,066)	8% (153 / 1,892)
Cycle 2	Week 1: 57 streets	Week 3: 47 streets	Week 5: 42 streets
	17% (199 / 1,190)	13% (137 / 1,028)	14% (115 / 802)
	Week 2: 51 streets	Week 4: 55 streets	Week 6: 50 streets
	12% (136 / 1,170)	7% (156 / 2,288)	10% (101 / 1,014)
Total Cycle 2	14% (335 / 2,025)	9% (293 / 2,425)	12% (216 / 1,816)

Table 1: Percentage of contaminated bins in audited streets where contamination was recorded

- 3.7 Audit Cycle 1 included the areas with the reported worst levels of contamination. The initial audits found 23% of the bins presented for collection were badly contaminated, however the second audit found a marked improvement in the number of bins that were 'contaminated' with this dropping 12% overall, and on the third set of audits this had dropped to 8%.
- 3.8 A total of 11 addresses are on the 'third contamination' list from this audit cycle, but only 3 of the bins have been physically removed. A few bins have been found to be acceptable on re-inspection prior to their removal and have therefore been left on the property. The remainder have not been presented on the street since their third 'contamination event' and cannot be uplifted from inside the property.
- 3.9 Audit Cycle 2 started with a slightly better level of contamination but there was not a marked improvement in the percentage of contaminated bins put out for collection in the second audit. The results from the 3rd group of audits indicate that while there has been more improvement in some areas, there has been a drop in compliance in others which has resulted in an overall decline in recycling quality. This is most likely to have been caused by the gaps between the second and third audit rounds. A total of 6 addresses are on the 'third contamination' list from this second audit cycle, and are being monitored for compliance by Council staff.
- 3.10 **Figure 1** shows the monthly weights of kerbside recycling collected in Waimakariri and processed by Eco Central, of contaminated recycling sent to landfill, and total weights of collected kerbside recycling from July to January 2021. Note the upward trends in processed recycling since residents receiving the information packs then after commencement of the audits, and the drop over the Christmas/New Year period when the second cycle of audits was paused.

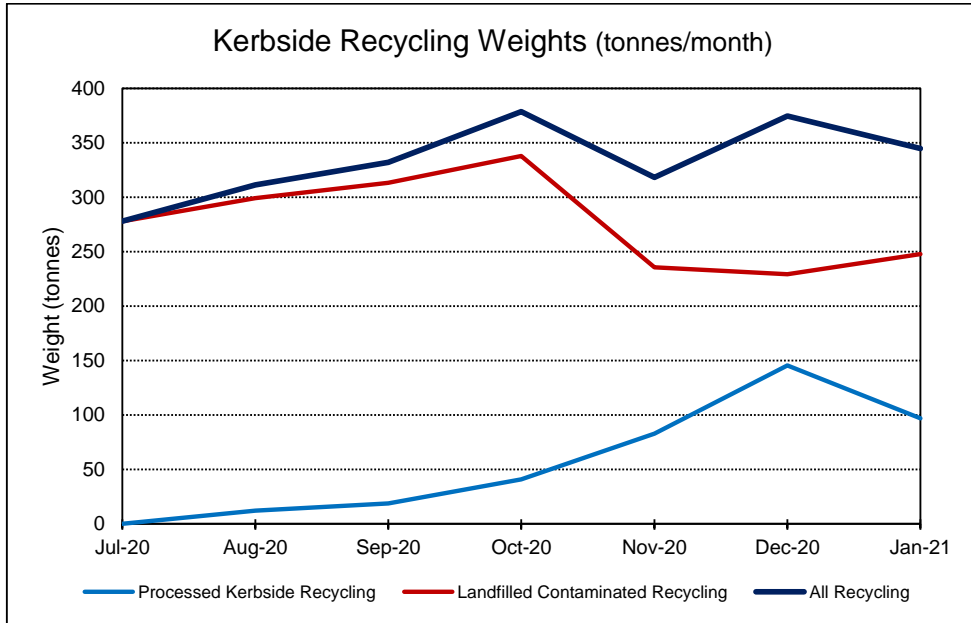


Figure 1: Kerbside Recycling Weights July 2020-January 2021

3.11 **Figure 2** shows the percentages of recycling that were processed and landfilled owing to contamination, out of the total amount of recycling collected at kerbside.

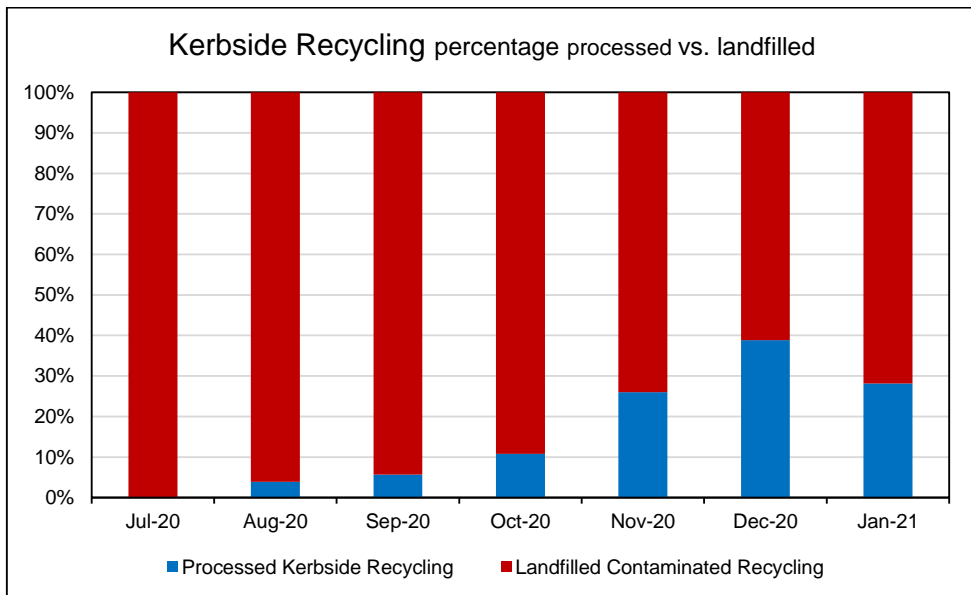


Figure 2: Percentage of Processed and Landfilled Recycling (of Total Recycling Collected at kerbside)

3.12 In the first 3 months of this financial year, an average of 3% of collected recycling was sent to be processed & recycled owing to the level of contamination (i.e. 97% of kerbside recycling was sent to landfill). Note that in July no kerbside recycling was judged to be acceptable enough to be sent to Eco Central, however this improved to 3.9% in August and 5.7% in September with the ongoing media messaging about the need to clean up recycling and when the information packs were sent to residents over this period.

- 3.13 In the second quarter, the amount of recycling sent to be processed increased to an average of 25% – i.e. landfilled contaminated recycling reduced to 75% – which is because of the improvement achieved within the audited areas. In October the total percentage of processed recycling doubled to 11%, in November the percentage more than doubled to 26%, and the percentage increase to 39% in December indicates some ‘slippage’ in improvement as the audits were paused from 21 December to 18 January.
- 3.14 The effects of that four week pause show clearly in the drop to a total of 27% of collected recycling being processed over January.

Other Councils’ Audit Progress

- 3.15 Christchurch City Council has been carrying out kerbside recycling bin audits for one year, although the audits intensified considerably in May 2020, after COVID-19 Alert Level 4 ended. The audits have been undertaken by their collection contractor, Waste Management, and our audit processes follow the same pattern as the City’s audits.
- 3.16 In June 52% of the collected loads of kerbside recycling in Christchurch were landfilled. This has improved substantially, with around 16% of their loads of recycling being landfilled in December. During December there were two collection days where no loads went to landfill and three days where only one load of recycling was landfilled.
- 3.17 This is a considerable improvement, however it has only come after 8 months of intensive bin audits. They still need to continue audits into the areas where contamination levels are still high, and to ensure residents of other areas are continuing to comply with acceptance standards.
- 3.18 Ashburton District Council undertook a more interactive and even more intensive approach to auditing, engaging Eco Educate, their education contractor, to audit all of their residents recycling bins over an eight week period from mid-August to October 2020. Their kerbside recycling contamination levels fell from 40% (well above the 10% threshold), i.e. no recycling was being set to Eco Central for processing prior to the audits commencing, to under 4%.
- 3.19 Overall costs for these educator-run audits were of the same magnitude as our contractor-provided audits. The intensive audits have been supported by follow up audits, and this quality has been maintained over the holiday period.

4. ISSUES AND OPTIONS

- 4.1. **Attachment i** shows the streets and areas that have been audited in the past 11 weeks. The streets in Cycle 1 are those reported to have the ‘worst’ contamination levels, and those in Cycle 2 were where contamination levels are assessed to be higher than acceptable.
- 4.2. Another two or three audit cycles would be needed to complete Rangiora, Kaiapoi and Kairaki, however more cycles would be necessary to audit all bins in the Monday collection areas which range from Oxford and Cust, through Woodend and Pegasus, and out to Sefton.
- 4.3. While the data provided only shows the streets where contaminated bins have been tagged, the remainder of the properties that have bins out to be audited receive a letter or card letting them know how well they are recycling and what they need to do to improve. This feedback is as valuable as the ‘contamination tagging’ as it will improve the quality of recycling presented in a much greater number of bins.

- 4.4. **Figure 1** and **Figure 2** above show that 5.7% of collected recycling from Waimakariri was processed in September. This increased to 11% in October, to 26% in November and 39% in December. If a 10% decrease in contaminated loads was to be made each month by undertaking audits over a 5 month period from March 2021, the overall level of contamination would fall below the 10% “contamination threshold” at Eco Central in August 2021 and very few loads would be rejected after then.
- 4.5. There does not seem to have been a marked change in recycling quality outside the audited areas and the bulk of the recycling from these areas has been judged to be too contaminated to send to the processing plant. The quality of kerbside recycling may well improve more over time in unaudited areas as word spreads more about the audits, the need for residents to comply with standards and about our removal of bins if they are tagged three times.
- 4.6. The most gains will be made when all kerbside bins are audited and residents have received direct feedback about the acceptability of their recycling. The City Council’s intensive audits started in May 2020, and 8 months of auditing has seen a considerable improvement overall, but some areas still need to be followed up on to ensure contamination levels fall even further.
- 4.7. Based on the Christchurch City and Ashburton District Councils’ experiences, our auditors will have to cover properties in all streets to ensure every resident has received feedback about their recycling, and to make a record of the properties with poor recyclers for ongoing follow-up checks to be made.
- 4.8. **Table 2** shows the costs Council has incurred as a result of contamination and for the management of contamination to the end of December 2020. This includes additional disposal costs, printing and delivery of information packs to all residents prior to commencing audits, bin audits, plus collateral and advertising that is specifically about the audits. This does not include collateral and advertising that is related to normal activities i.e. seasonal advertising about recycling at Christmas.

	Quarter 1	Quarter 2	FY to 31 December 2020
Processing costs	\$5,250	\$45,718	\$50,968
Disposal costs	\$203,907	\$180,072	\$383,979
<i>Extra-over costs for landfilled materials: landfill disposal less recycling processing for same weight of materials</i>	\$55,247	\$43,611	\$98,858
Audit costs		\$44,709	\$44,709
Information pack costs	\$29,778		\$29,778
Collateral & Advert costs		\$6,882	\$6,882
Audit-related costs	\$29,778	\$51,591	\$81,368

Table 2: Costs to Dispose of and Manage Contaminated Recycling

- 4.9. Note that the total extra-over costs for landfilling contaminated recycling from July to December 2020 exceeded the costs for sending out the information packs and undertaking

the audits. As the audits continue, the extra-over costs for landfill disposal will continue to decrease as more recycling is able to be processed.

- 4.10. The contract audit costs claimed are lower than was initially estimated, as WMNZ are only charging for actual staff-hours worked, vehicle usage and material costs, and not on a lump-sum basis.
- 4.11. Staff estimate that this year there will be a nett cost to the Council of \$285,800 owing to the landfilling of contaminated recycling and the work needed to rectify this issue.
- 4.12. Staff forecast that undertaking the audits for the remainder of the year would result in a gradual improvement in the quality of recycling, a decrease in landfilled materials and an increase in processed recycling, with a cost-saving estimated at \$12,670. This will only partially offset an estimated \$192,300 of audit-related costs which includes the initial mail-out of information packs, printing of collateral, the audits, and advertising/publicity costs.
- 4.13. The following options have been considered in relation to ongoing management of the quality of kerbside recycling:

4.13.1. **Option 1: do not continue with bin audits.** There is still a high level of contamination coming through in kerbside recycling bins, and the direct education residents are receiving appears to be the only way that any noticeable difference will be made. Any gains made to date may well be lost as already-audited areas will very likely 'slip' back into poor recycling habits and uncommitted recyclers will continue to use their recycling bins as extra rubbish bins.

4.13.2. **Option 2: extend Contract Variation 6 for another 6 week period.** The two 6-week audit timeframes to date have proven insufficient to retain trained audit-staff, and this has resulted in some inconsistency between audit teams and confusion for residents.

The contractor would be responsible for engaging, managing and training staff, and for coordination between the audit team and collection vehicles to ensure collection vehicles delay entering the proposed audit areas before the audits are completed.

Another 6-week audit period would provide a low level of certainty for the contractor and the staff being engaged that this work will be ongoing. Similarly a short time extension will be insufficient to ensure all residents bins get audited, as a longer timeframe will be necessary for the auditing process to be completed in all streets.

Further short term extensions to the variation would increase costs to a point where staff would need to seek additional budget from the Council to proceed any further.

4.13.3. **Option 3: extend Contract Variation 6 until 23 April 2021.** Staff consider that this would be the minimum period needed to ensure the majority of properties inside the collection get audited. This 12 week extension to the variation would increase contract costs to a point where staff need to seek additional budget from the Council before they proceed any further with procuring more auditing work.

The audits would be carried out in different portions of the collection areas over another 12 weeks (6 collection cycles), in addition to the 4 portions that have already been audited over the past 12 weeks. This Option would not allow audit staff time to undertake follow-up audits in the areas that have been initially audited.

The contractor will be responsible for engaging, managing and training staff, and for coordination between the audit team and collection vehicles to ensure

collection vehicles delay entering the proposed audit areas before the audits are completed.

This longer-term Option will allow the contractor to assure employment for the audit team members for 3 months (12 weeks), and will reduce the need to seek replacement staff and to train new staff members. It will provide the Council and residents with more consistency during the audits and is likely to be more cost-effective than Option 2.

- 4.13.4. **Option 4: extend Contract Variation 6 for 24 weeks. This is the recommended option.** However staff will need to seek additional budget from the Council before they proceed any further with procuring more auditing work, which will delay further auditing until mid-March. There is a risk that quality levels will slip slightly during the unaudited period, however staff will endeavour to visit and audit known areas of 'poor recyclers' to manage this risk.

The audits would be carried out in different portions of the collection areas over another 24 weeks (12 collection cycles), in addition to the 4 portions that have already been audited over the past 12 weeks. This would ensure all of the properties inside the collection are audited, and allows time for follow-up audits to be made in previously audited areas to ensure the residents continue to meet quality standards.

The contractor would be responsible for engaging, managing and training staff, and for coordination between the audit team and collection vehicles to ensure collection vehicles delay entering the proposed audit areas before the audits are completed.

This longer-term Option will allow the contractor to assure employment for the audit team members for 5.5 months (24 weeks), and will reduce the need to seek replacement staff and to train new staff members. It will provide the Council and residents with more consistency during the audits and is likely to be more cost-effective than both Options 2 and 3.

- 4.13.5. **Option 5: contract an independent company or organisation to undertake recycling bin audits.** This would require staff to undertake a separate procurement process in addition to seeking additional budget from the Council. It would take at least a month to undertake a procurement process for this option, which would cause a 4 to 6 week delay in restarting the bin audits. This is unlikely to be a lower-cost solution than extending the existing contract variation, and would require considerably more management by Council staff. Costs for disposal of contaminated recycling would be higher under this option than for Option 2, and similar to those for Options 3 and 4 owing to the delay in recommencing the audits.

While the audit contractor would be responsible for engaging, managing and training audit staff, Council staff would most likely have to oversee the training to ensure audit staff are aware of the differences between providing 'education' about minor recycling infringements and 'tagging' of badly contaminated bins. The council would be responsible for coordination of two separate contracts, and for coordination between the audit contractor and the collection contractor to ensure collection vehicles delay entering the proposed audit areas before the audits are completed.

- 4.13.6. **Option 6: employ staff directly to undertake the audits.** This would require the Council to undertake a separate employment process in addition to seeking additional budget from the Council. This would most likely take longer than a month, which would cause a considerable delay in restarting the bin audits. Costs for disposal of contaminated recycling would be higher under this option than for Option 2, and similar to those for Options 3 and 4 owing to the delay in

recommencing the audits. This is not likely to be a lower-cost solution than extending the contract variation.

Council would be responsible for engaging and managing the staff, which would include covering all H&S requirements, etc. Council's operations staff would have to oversee staff training to ensure the auditors are aware of the differences between providing 'education' about minor recycling infringements and 'tagging' of badly contaminated bins. Operations staff would also have to coordinate with the collection contractor to ensure the collection vehicles delay entering the proposed audit areas before audits are completed.

- 4.14. All options that extend Contract Variation 6 will require additional budget for the costs of the audits to be approved by the Council. Staff recommend Option 4, to extend Contract Variation 6 for a further 24 weeks (approximately 5.5 months).
- 4.15. The estimated cost for an additional 24 weeks extension to Variation 6, for the collection contractor to undertake bin audits, is \$120,000. The proposed extension takes the total value of Variation 6 to \$178,000. Of this, \$132,800 expenditure will be incurred during the current year, and \$45,200 in the 21/22 financial year.
- 4.16. Staff propose to take a submission to the Council to increase the Contracts Payment Recycling budget allowance in year 1 of the LTP by \$50,000 from \$558,399 to \$608,399 in order to complete the audits by the end of August. This is additional to the \$50,000 allocated for "maintenance" audits for the remainder of the year which sits within the "Kerbside Collection management & promotions" ledger code.
- 4.17. Staff propose to fully explore various options, in collaboration with the collection contractor, for longer-term management of recycling bin contaminations. A report will be taken to the Solid & Hazardous Waste Working Party before the end of April 2021, with recommendations as to the preferred pathway forward to ensure recycling bin contents meet our acceptance criteria on an ongoing basis, as from 30 August 2021.
- 4.18. The Council's Procurement Policy requires approval by the Management Team to engage a sole-source provider for goods or services valued over \$100,000.
- 4.19. The Procurement Manager and Management Team have reviewed this report and supports the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

No specific consultation has been made to groups and organisations.

5.2. Wider Community

All properties within the collection areas received a letter, updated recycling pamphlet and recycling bin lid sticker in September 2020. The letter advised them that recycling bins were going to be audited in the coming months.

There has been considerable feedback on social media with a number of residents expressing their unhappiness at receiving 'education' about minor infringements after they have been audited. A number thought the 'sticker dot' meant their bins had been rejected, although the dots were only being used for identification purposes to let the audit team members and collection drivers know when bins had been audited.

The majority of those who have had their bins rejected (tagged and uncollected) for major contamination have taken the message on board and made efforts to do the right thing after one or two rejections. Of the 9 bins that have been flagged for removal after being rejected on three occasions during the first audit cycle, 3 have been retrieved and the remaining 6 have not been re-presented at kerbside so have not been removed.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

Auditing is estimated to cost up to \$30,000 for a 6-week audit cycle. This includes contractor staff time, administration and vehicle costs, and supply of materials such as sticker-dots for auditors to advise the collection truck drivers that a bin has been audited.

The Council sent information packs (letters, pamphlets and recycling bin lid stickers) to all properties inside the collection areas, at a cost of \$29,778. The letter informed residents of the change in acceptance criteria and the upcoming bin audits.

An additional \$6,882 of direct costs has been incurred by the Council for providing pre-printed letters and cards, rejection tags, and additional bin lid stickers, which the auditors leave to 'educate' residents.

Table 3 shows the costs Council has incurred as a result of contamination and for the management of contamination to the end of December 2020. This includes additional disposal costs, printing and delivery of information packs prior to commencing audits, bin audits, collateral and advertising that is specifically about the audits. This does not include collateral and advertising that is related to normal activities i.e. seasonal advertising about recycling at Christmas.

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Table 3: Costs to Dispose of and Manage Contaminated Recycling

Note that the total extra-over costs for landfilling contaminated recycling from July to December 2020 exceeded the costs for sending out the information packs and undertaking the audits. As the audits continue, the extra-over costs for landfill disposal will continue to decrease as more recycling is able to be processed.

The contract audit costs claimed to date are lower than was initially estimated, as WMNZ are only charging for actual staff-hours worked, vehicle usage and material costs, and not on a lump-sum basis.

There is also a cost-saving to the Council owing to a recent \$20/tonne drop in recycling processing charges, which applied as from 1 January 2021. This has been taken into account when calculating full-year costs.

Table 4 shows the budgets and projected costs for kerbside recycling collections, processing and disposal of recycling, and management / promotions of kerbside services.

	Costs to end Dec 2020	FY Budget	Projected FY Costs	Saving/ Overspend
<i>Audit related costs</i>	36,660		60,000	
<i>Other costs</i>	5,735		20,000	
Kerbside Management / Promotions	42,395	113,110	80,000	33,110 29% Saving
<i>Refuse ops</i>	1,220	6,900	4,000	
<i>Processing Kerb recycling</i>	50,968	755,180	200,668	
<i>Processing other recycling (journal out)</i>	27,593		0	
<i>Disposal to landfill</i>	383,979		648,016	
Total Disposal/ Processing costs kerbside recycling	444,517	755,180	848,683	
Collection Operations	473,329	762,080	852,683	90,603 12% Overspend
<i>Collection</i>	230,279	510,962	467,500	
<i>Auditing</i>	44,709	0	132,300	
Recycling Contract (collection, bin deliveries, etc.)	274,988	510,962	599,300	88,838 17% Overspend
Totals	790,712	1,386,152	1,532,483	146,331 11% Overspend
Other Available Budget (Kerbside Collection)		15,150	0	15,150
Other Funding Sources (Waste Minimisation)		138,080	122,080	16,000
Total overspend Kerbside Collection				113,181 8% Overspend

Table 4: Kerbside Recycling Management and Collection Budgets and Costs

The end-year costs have been based on the following assumptions:

- That the audits will continue until beyond 30 June 2021.
- There will not be an increase in contamination levels over February 2021.
- There will be a 10% reduction in the weight of recycling going to landfill each month from March over a 5 month period, and a 5% reduction in the final 2 weeks of the final audit cycle.
- The weight of recycling sent to be processed will generally increase in proportion to the decrease in contamination

The recycling contract ledger code is expected to be overspent by \$88,838 owing to the additional audit expenditure. Utilising \$48,250 of forecast unspent budgets from the kerbside account and \$16,000 from the waste minimisation account to part-fund auditing costs would reduce the overspend on the kerbside collection ledger code to \$22,558.

Staff estimate that this year there will be a nett cost to the Council of \$285,000 owing to the landfilling of contaminated recycling and the work needed to rectify this issue.

Staff forecast that undertaking the audits for the remainder of the year would result in a gradual improvement in the quality of recycling, a decrease in landfilled materials and an increase in processed recycling, with a cost-saving estimated at \$12,670. This will only partially offset an estimated \$192,300 of audit-related costs which includes the initial mail-out of information packs, printing of collateral, the audits, and advertising/publicity costs.

There is a \$15,150 budget allocated to kerbside rubbish and organics bin audits (10.400.240.2502), which will not be utilised this year, and which could be used to offset some of the auditing costs. Additionally staff forecast that Kerbside Collections & Promotions (10.400.241.2502) is forecast to be underspent by approximately \$33,100.

Staff also propose to utilise some of the waste levy funding in the waste minimisation account to part-fund the kerbside recycling audits. A second transfer station waste audit was completed in November, however staff expect there to be approximately \$8,000 of funds available in 10.402.265.2465. There is also likely to be another \$8,000 in 10.402.261.2502 (Waste Management Implementation). This would reduce the call on the Collection Account by an estimated \$16,000.

The kerbside collection account had a starting surplus of \$659,823 in the 20/21 financial year, and a projected operating surplus of \$143,433.

If Council were to cease auditing as at the end of January, we could save approximately \$101,400 in additional audit-related expenses. There would likely be an additional \$12,700 in disposal costs as contamination levels would not decrease but would very likely increase. Therefore, ceasing the audits could result in a cost-saving this year of \$88,700.

However the gains made would gradually be eroded, and disposal costs would continue to increase in future. Staff estimate that in the 21/22 year it could cost \$1,010,830 to process & dispose of collected recycling (\$908,250 to landfill an estimated 85% of all kerbside recycling and \$102,585 for processing the acceptable materials). In comparison, it could cost \$805,200 to continue the intensive audits into the 21/22 year, undertake a lower level of auditing to maintain recycling quality levels for the remainder of the year, process approximately 93% of collected recycling and dispose of the remainder at landfill.

Therefore the Council could save over \$200,000 in the 21/22 year by continuing with auditing in 20/21 and 21/22, compared to ceasing audits in 20/21 and not auditing recycling

bins in 21/22. The projected cost-savings would likely increase in following years as the level of auditing could be reduced and per-tonne landfill charges will increase.

6.2. **Community Implication**

If the quality of kerbside recycling is not improved to meet acceptance standards at the Eco Central operated Materials Recovery Facility, this Council will continue to have to send collected recycling to landfill. This comes at a greater cost to the ratepayers, and would require an increase in the recycling rate at a time when the Council is seeking to limit rate rises.

6.3. **Risk Management**

There is a risk that, if the audits were to cease at the end of January 2021, the gains achieved to date will be lost. The weight of recycling going to landfill – and not processed for recycling – could start to increase, and disposal costs would increase accordingly. This would likely increase costs to all ratepayers from 2021/22, with the proposed increases to the landfill levy also being an additional cost in future years.

If contamination levels were to increase to previous levels, which is likely to happen if the audits were to cease, Council would fail to meet the diversion targets that were adopted in the Waste Management & Minimisation Plan (WMMP). Ultimately, if the contamination issue is not resolved it may not be economic or sustainable to provide a separate recycling collection service in the longer term.

There is a risk that some residents will ask for their bins to be removed, as they consider it too difficult to comply with Council's acceptance criteria. The majority change their mind when informed that the rate will still be applied to their property. The remainder who insist that their bins be removed would have kept putting out unacceptable materials that would contaminate the other recycling and these residents would be at risk of having their bins confiscated through continuing audits.

6.4. **Health and Safety**

Waste Management (WMNZ), the collection contractor, is responsible for the H&S of their employees, and provide all necessary PPE and training to manage the H&S risks from undertaking bin audits.

Audits are undertaken in pairs, to ensure all staff have backup should residents approach them to engage in conversation, in case the residents become threatening.

Council provides WMNZ with advice about the properties that are flagged in the H&S layer in WAIMAP to ensure the risks around approaching these properties are appropriately managed i.e. the contract manager will accompany the auditors into specific locations.

7. **CONTEXT**

7.1. **Policy**

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

The Council's Solid Waste and Waste Handling Licensing Bylaw 2016 specifies the permitted materials for recycling bins and sets out the actions the Council will take in dealing with persons that do not comply with the terms and conditions.

The Council's Procurement Policy requires approval by the Management Team to engage a sole-source provider for goods or services valued over \$100,000.

7.2. Legislation

Local Government Act

Waste Minimisation Act 2008

S42 Territorial authorities to encourage effective and efficient waste management and minimisation. *A territorial authority must promote effective and efficient waste management and minimisation within its district.*

S56 Bylaws. S56(1) states that *A territorial authority may make bylaws for 1 or more of the following purposes: (a) prohibiting or regulating the deposit of waste...*

7.3. Community Outcomes

Core utility services are provided in a timely and sustainable manner:

- Harm to the environment from sewage and stormwater discharges is minimised;
- Waste recycling and re-use of solid waste is encouraged and residues are managed so that they minimise harm to the environment.

7.4. Delegations

- 7.4.1. The Management Team has the delegated authority to approve engagement of a sole-source provider for goods or services valued over \$100,000.
- 7.4.2. The Solid & Hazardous Waste Working Party is responsible for considering issues relating to Solid and Hazardous Waste. Delegated authority is given to the Working Party to decide on all matters relating to Solid and Hazardous Waste that do not have an effect on the Annual Plan and Budget.
- 7.4.3. The Council has delegated authority to approve additional budgets and transfer of budgets between different accounts.



Cust: Monday

Date: 21/01/2021

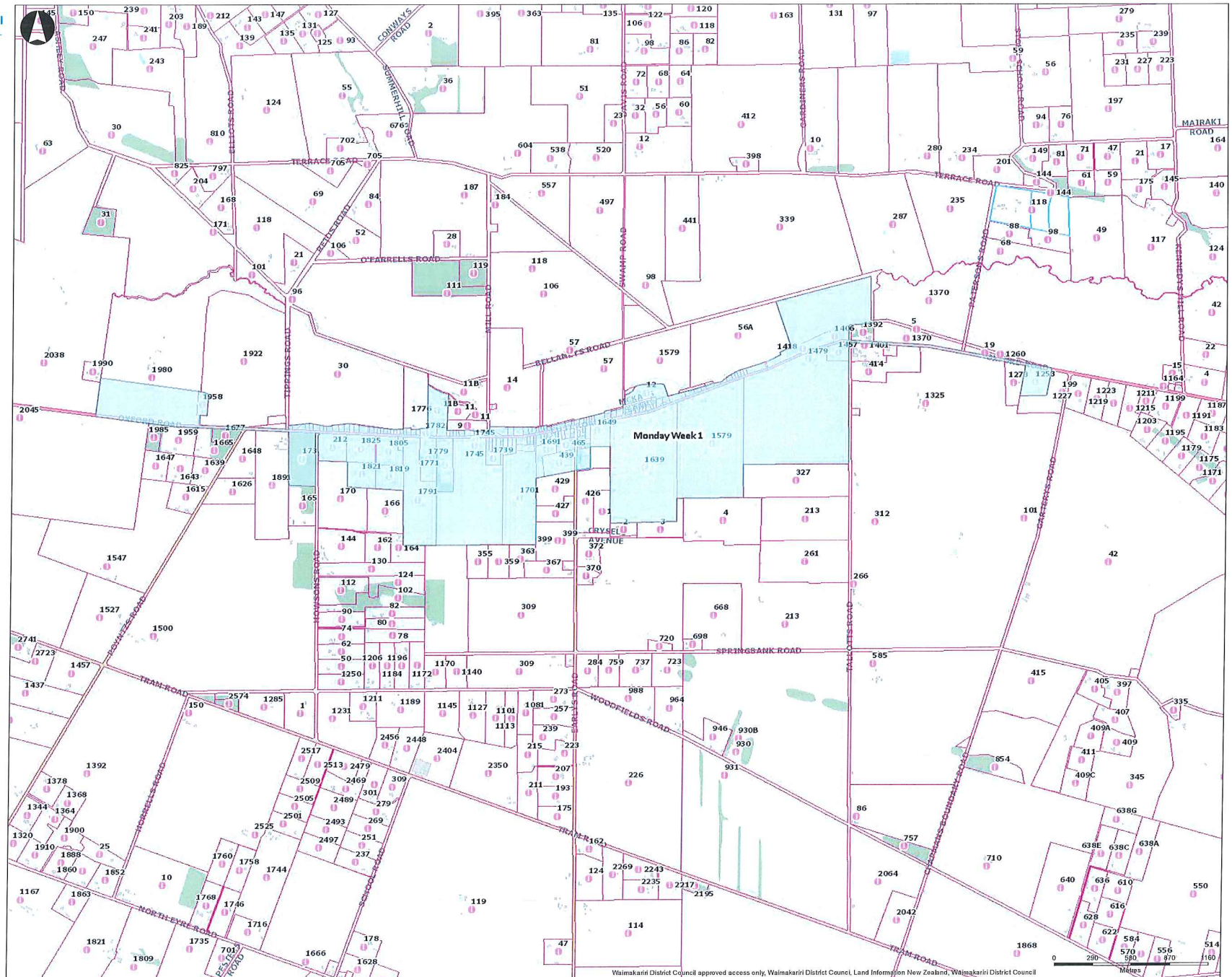
Author: kitty@WMK

Original Size - A2

Scale 1:18,381

Legend

- My drawing
- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries



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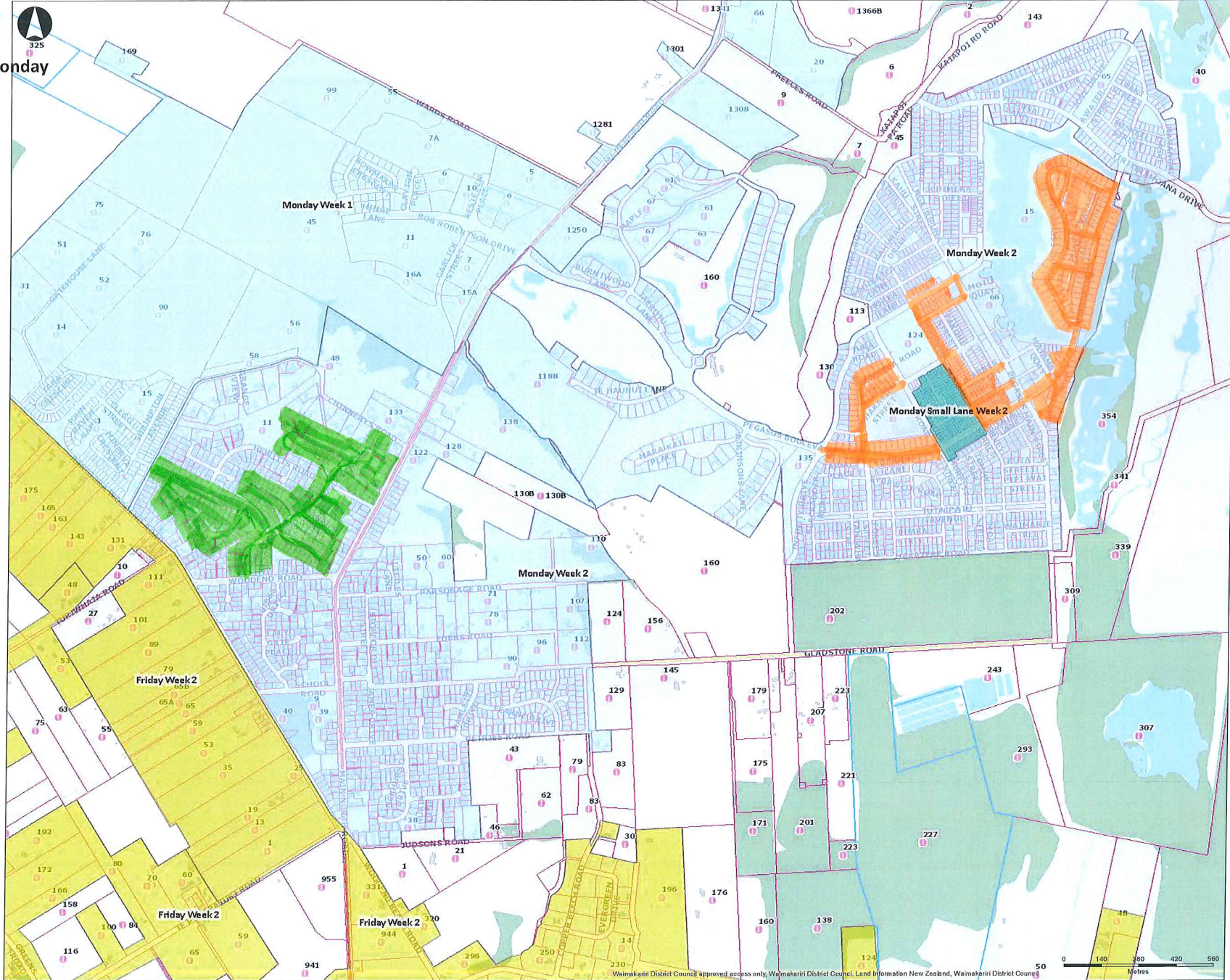
Woodend Pegasus: Monday

Date: 22/01/2021
Author: kitty@WMK
Original Size - A2
Scale 1:9,191

Legend

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- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

Cycle 1 wk1
 Cycle 2 wk2



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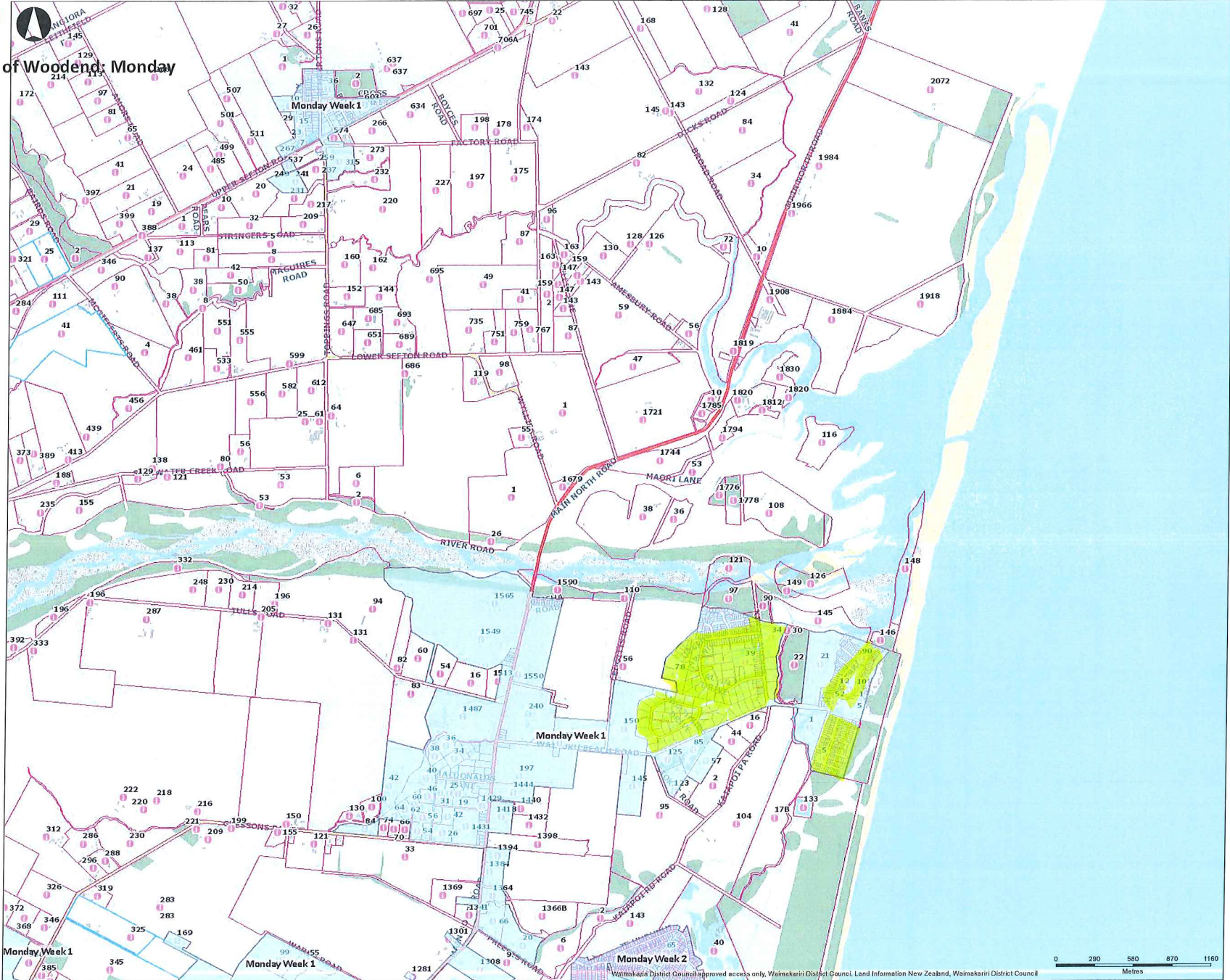
Waikuku, Rural North of Woodend: Monday

Date: 21/01/2021
Author: kitty@WMK
Original Size - A2
Scale 1:18,381

Legend

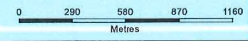
- My drawing
- Monday, Week 1
- Monday, Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
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- Property Boundaries

Cycle 2 wk 2



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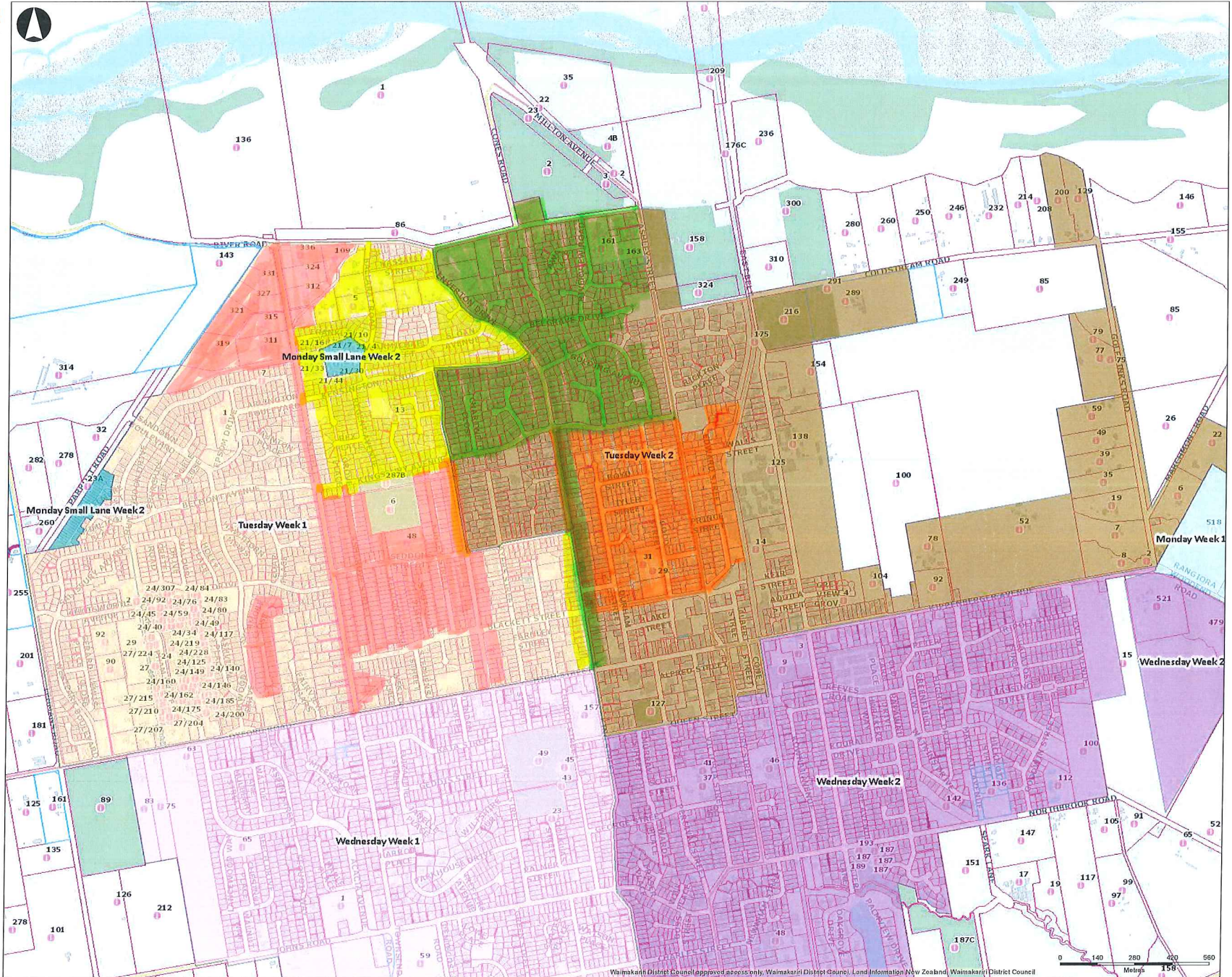
Rangiora: Tuesday

Date: 22/01/2021
 Author: kitty@WMK
 Original Size - A2
 Scale 1:9,191

Legend

- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

Cycle 1 wk1
 Cycle 1 wk2
 Cycle 2 wk1
 Cycle 2 wk2



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Rangiora: Wednesday

Date: 22/01/2021

Author: kitty@WMK

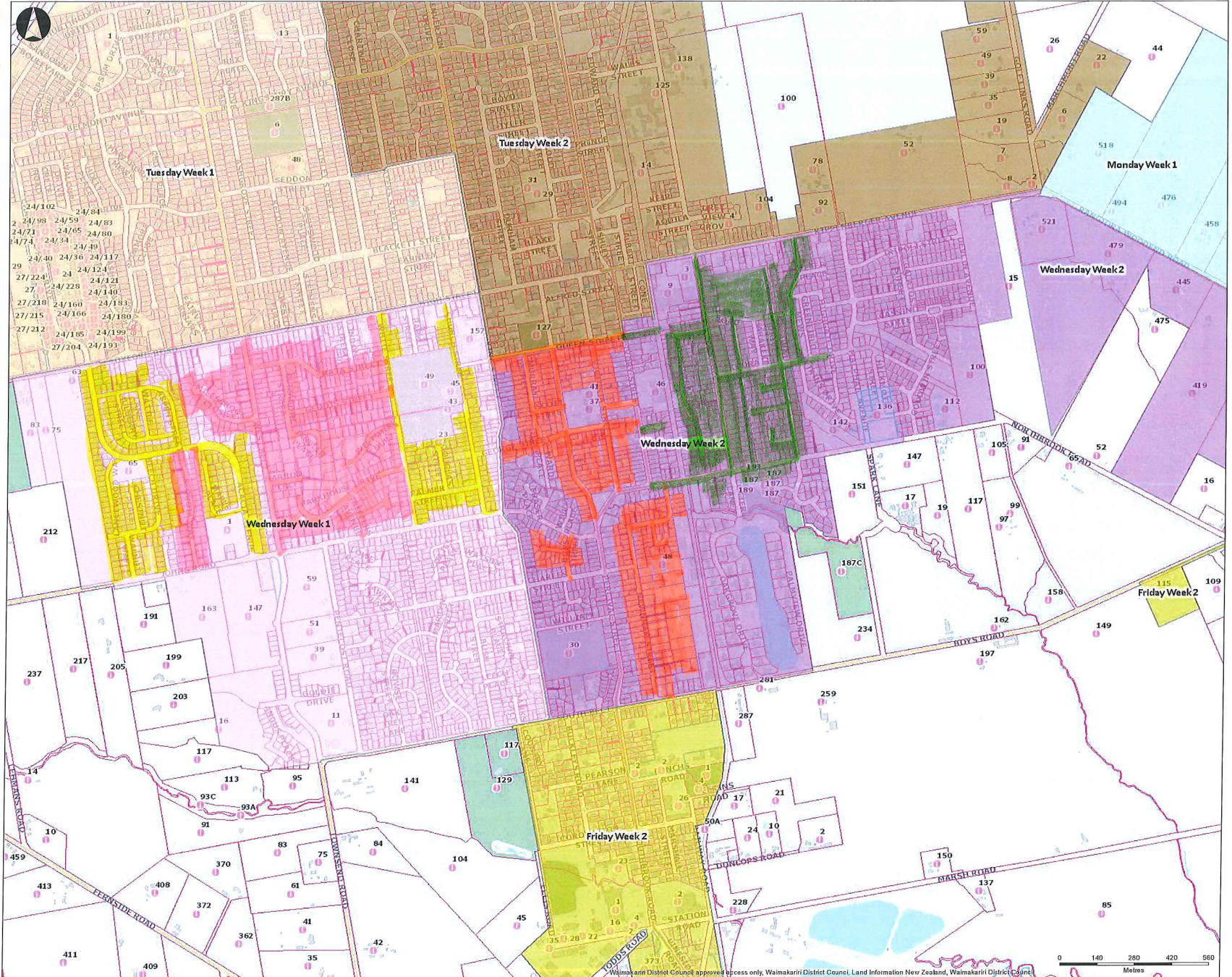
Original Size - A2

Scale 1:9,191

Legend

- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

- Cycle 1 wk1
- Cycle 1 wk2
- Cycle 2 wk1
- Cycle 2 wk2



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Rangiora: Friday

Date: 22/01/2021

Author: kitty@WMK

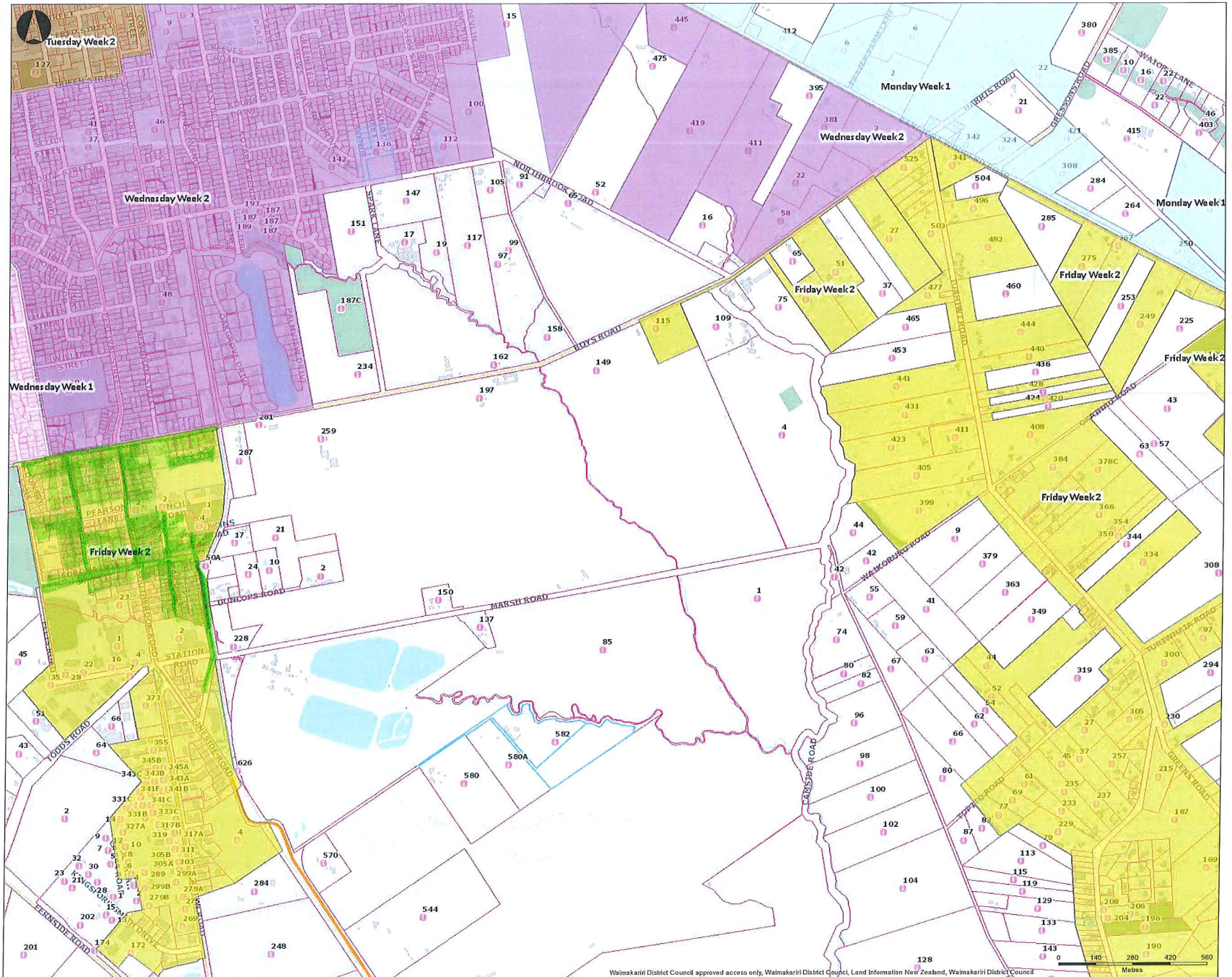
Original Size - A2

Scale 1:9,191

Legend

- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

Cycle 2 wk 1



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Mandeville, Swannanoa & Ohoka: Thursday

Date: 21/01/2021

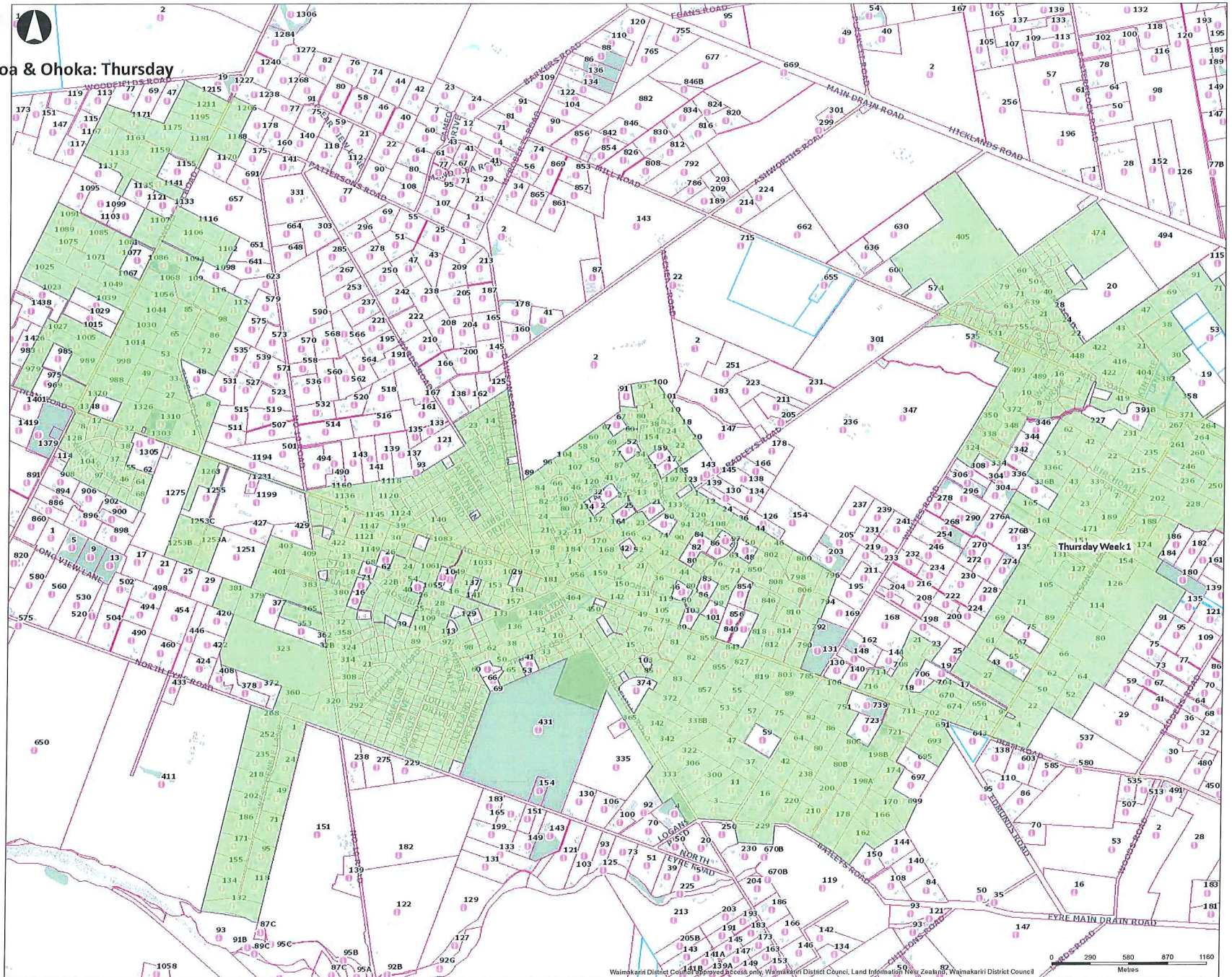
Author: kitty@WMK

Original Size - A2

Scale 1:18,381

Legend

- My drawing
- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries



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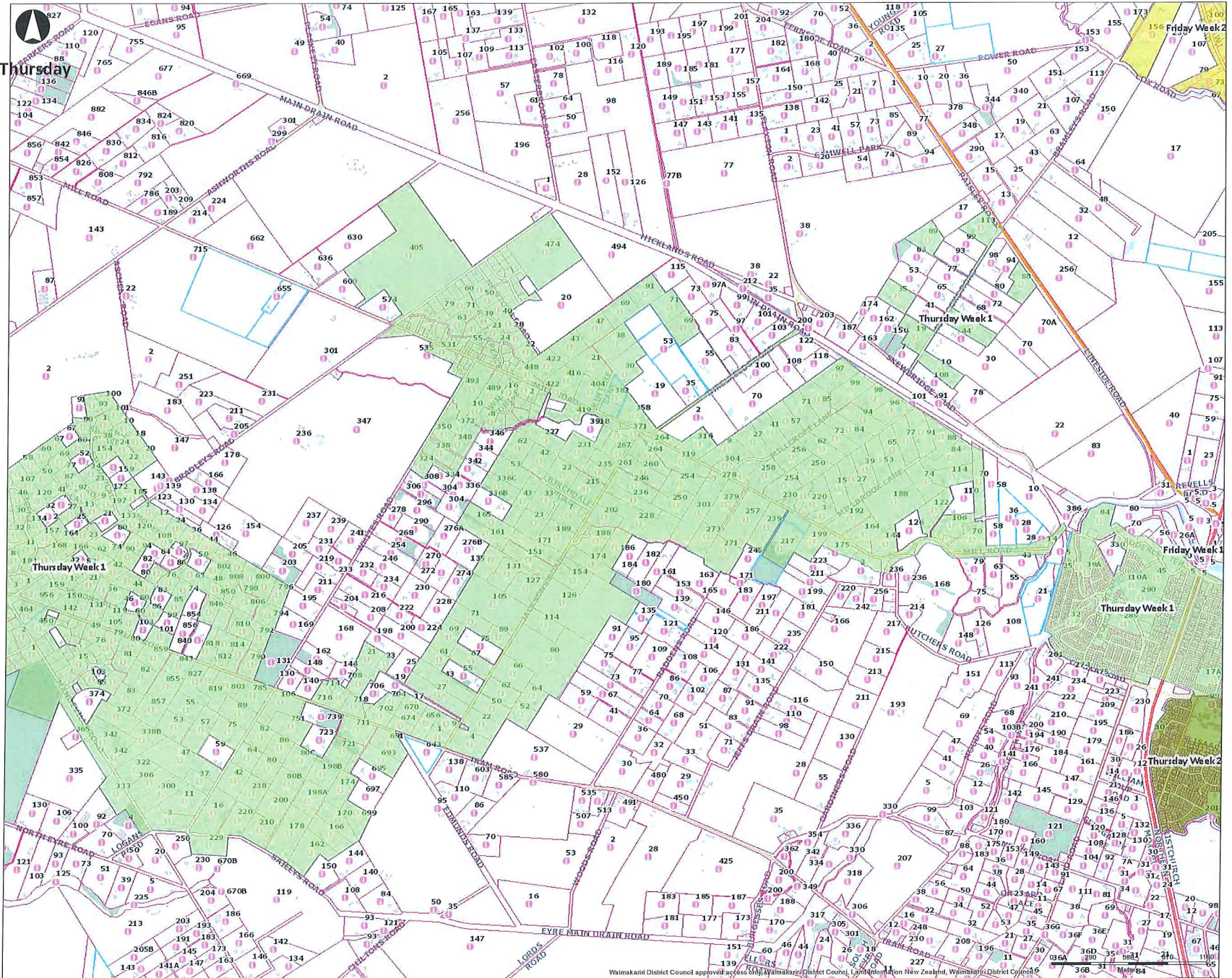


Mandeville & Ohoka: Thursday

Date: 21/01/2021
Author: kitty@WMK
Original Size - A2
Scale 1:18,381

Legend

- My drawing
- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries



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Kaiapoi: Thursday

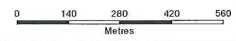
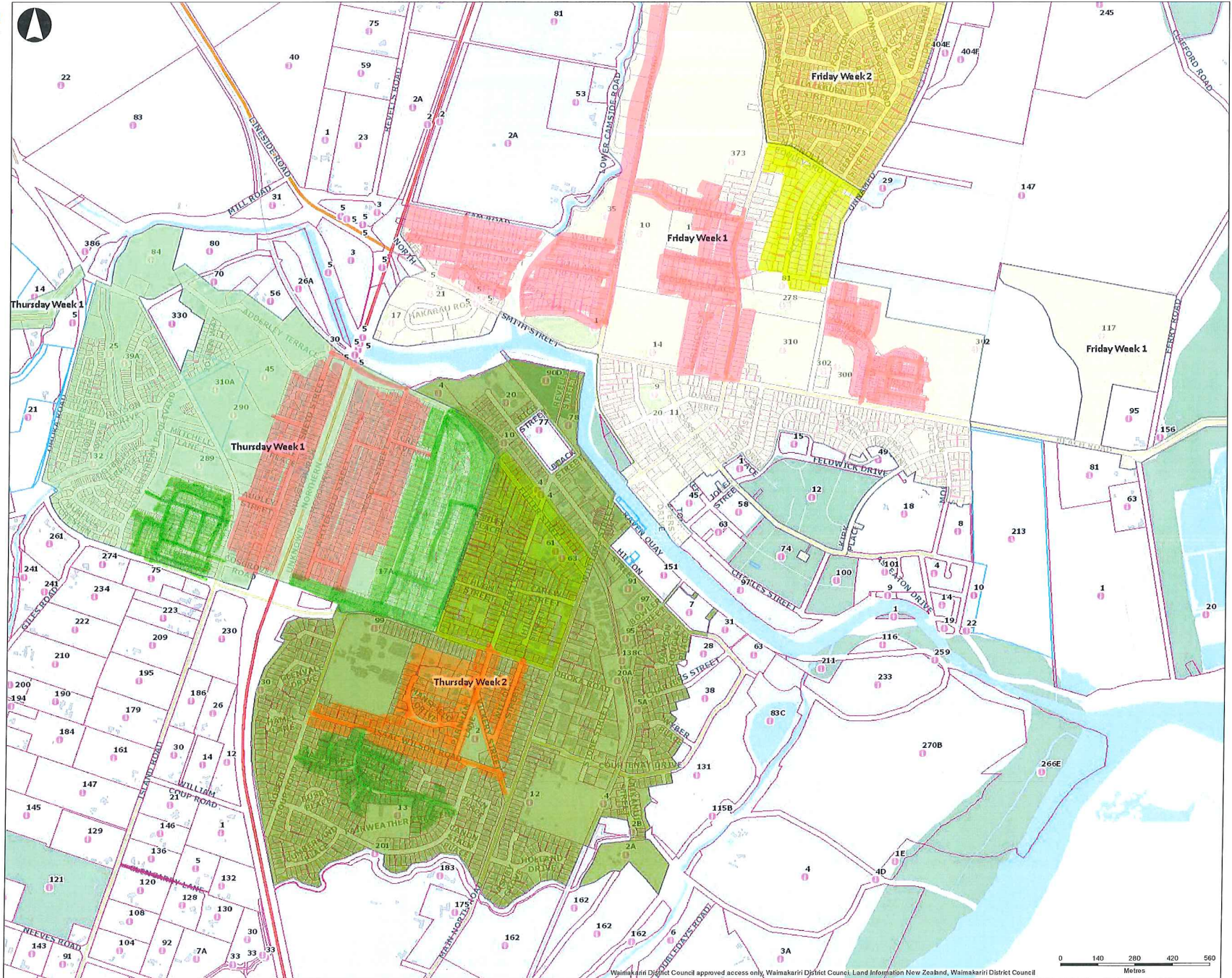
Date: 22/01/2021
 Author: kitty@WMK
 Original Size - A2
 Scale 1:9,191

Legend

- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

- Cycle 1 WK1
- Cycle 1 WK2
- Cycle 2 WK1
- Cycle 2 WK2

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Kaipoi: Friday

Date: 22/01/2021
 Author: kitty@WMK
 Original Size - A2
 Scale 1:9,191

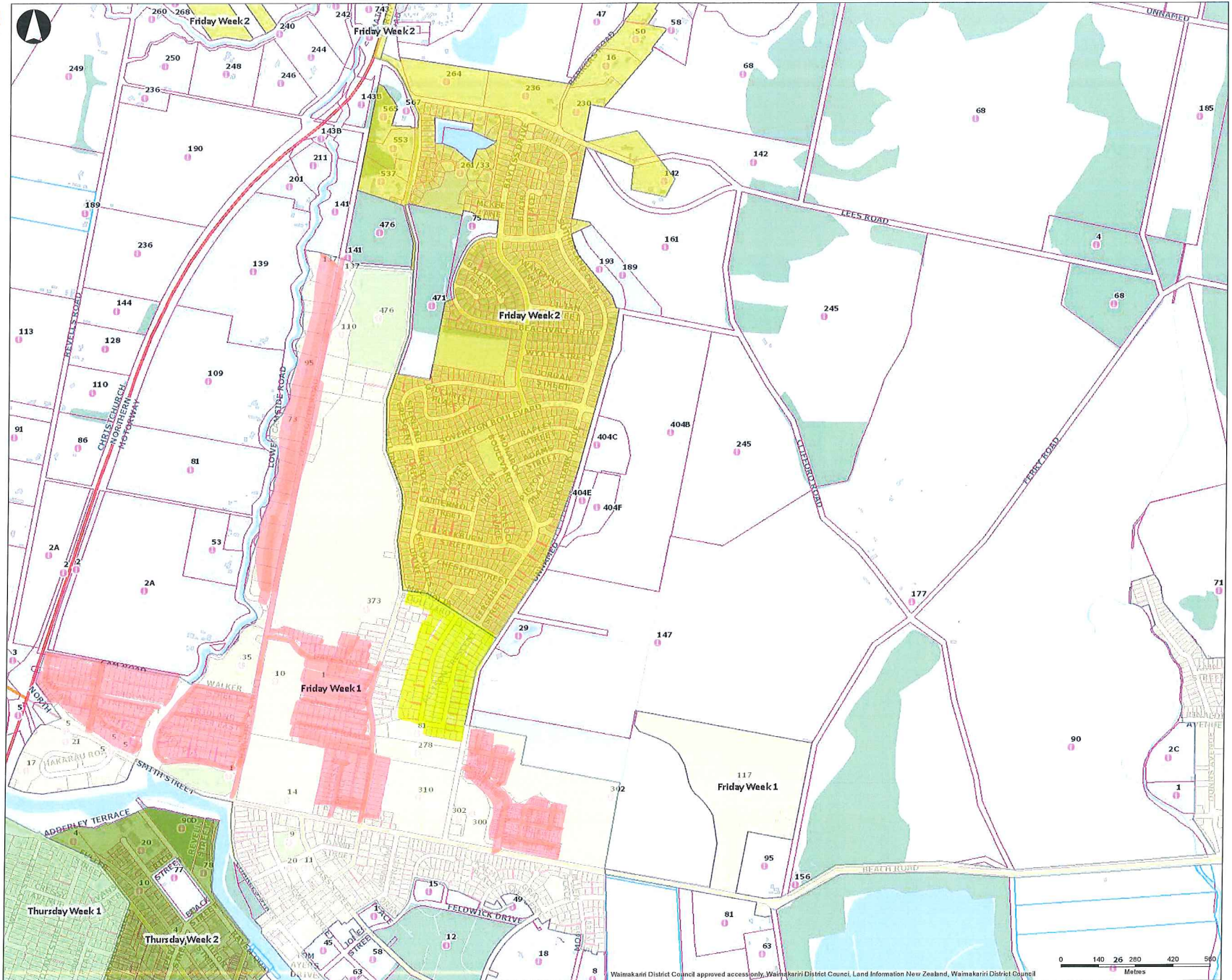
Legend

- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

Cycle 1 wk2

Cycle 2 wk2

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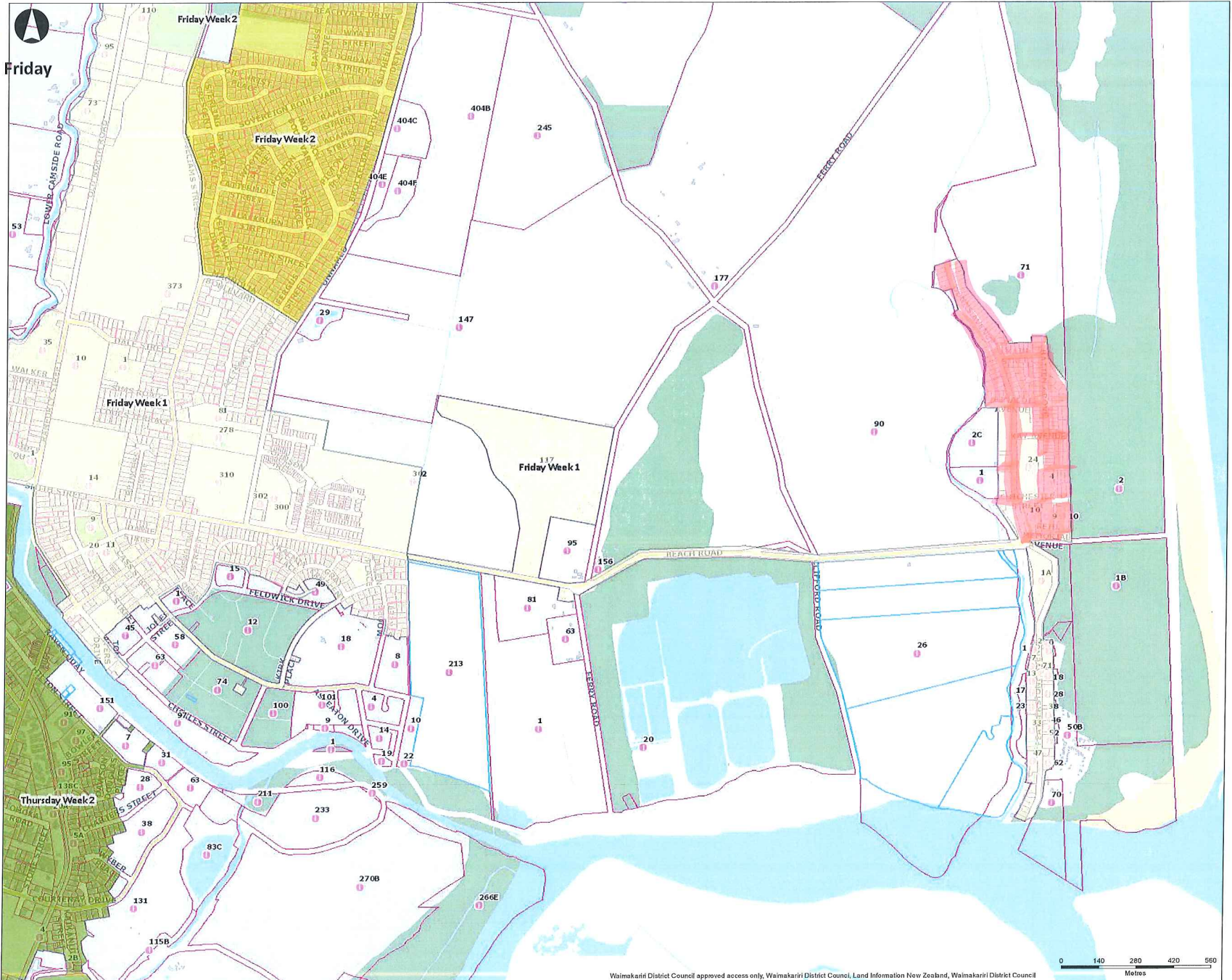
The Pines and Kairaki: Friday

Date: 22/01/2021
 Author: kitty@WMK
 Original Size - A2
 Scale 1:9,191

Legend

- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
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Cycle 1 Wk 2



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Tuahiwi, Woodend Beach

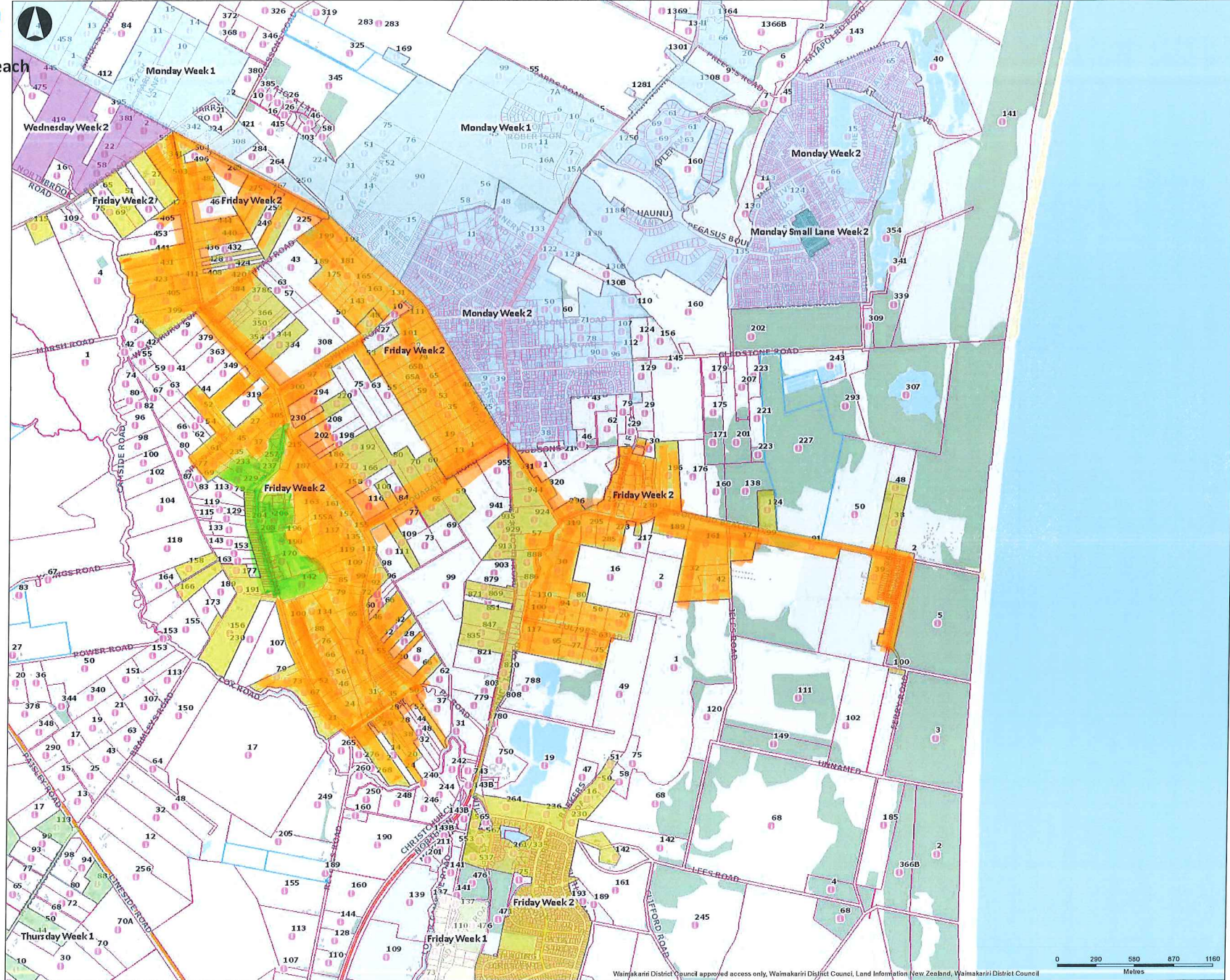
Date: 21/01/2021
Author: kitty@WMK
Original Size - A2
Scale 1:18,381

Legend

- My drawing
- Monday, Week 1
- Monday Small Lane, Week 2
- Monday, Week 2
- Tuesday, Week 1
- Tuesday, Week 2
- Wednesday, Week 1
- Wednesday, Week 2
- Thursday, Week 1
- Thursday, Week 2
- Friday, Week 1
- Friday, Week 2
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries

Cycle 1 wk 1

Cycle 2 wk 1



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Numbers of Streets audited, bins contaminated, bins collected

Streets audited: No. bins contaminated, No. bins collected																		
Cycle 1: 12/10 to 20/11/2020																		
Streets audited	Mon			Tue			Wed			Thu			Fri			Streets audited	No. Bins tagged	No. bins collected
	No. Bins tagged	No. bins collected	No. Bins tagged	No. bins collected	No. Bins tagged	No. bins collected	No. Bins tagged	No. bins collected	No. Bins tagged	No. bins collected	No. Bins tagged	No. bins collected	No. Bins tagged	No. bins collected				
Week 1, 3, 5	12-Oct			13-Oct			14-Oct			15-Oct			16-Oct			Total for week 1		
Awarua Road	2	18	Ashley St	13	44	East Belt (1 house)	1	1	Issac Wilson Rd	7	10	Church Bush Road	3	7				
Barnes St	1	2	Duke St	2	4	George St	2	11	Mansfield Dr	4	9	Copper Beech Rd	1	2				
Hodgkinson Rd	2	17	Durham St	9	35	Hegan Place	2	8	Parnham Lane	2	1	Ferry Road	3	11				
Infinity Drive (part only)	2	4	Good Street	12	46	Murray St	1	8	Vickery St	4	17	Greens Road	5	15				
Mary Ellen st	6	7	Goodall Lane	1	2	Newnham St	17	33	Williams St	5	22	Stalkers Road	1	15				
Pegasus Blvd	5	10	Jennings Place	1	12	Percival St	6	21	Willlock St	6	18	Te poupatiki Rd	2	6				
Rapaki St	1	5	McAlpine Place	3	8	Queen St	5	4				Topito Rd	2	6				
Tahuna St	2	8	Tyler St	1	12	Victoria St	8	20				Tuahiwi Rd	13	41				
Te Kohanga Dr	4	25	Wales St	1	4							Woodend Beach Rd	3	12				
Te Waihora St	1	2																
The Esplanade	6	18																
Whakatipu St	3	5																
Winslow St	3	4																
		23%	77%		20%	80%		28%	72%		27%	73%		22%	78%		24%	76%
Daily stats	13	38	125	9	43	167	8	42	106	6	28	77	9	33	115	45	184	590
Re-Audted			163			210			148			105				0		774
Audited once																45		
Week 2, 4, 6	19-Oct			20-Oct			21-Oct			22-Oct			23-Oct			Total for week 2		
Bay Rd	3	15	Ashgrove St	8	34	Douglas St	1	13	Aldersgate St	3	7	Bridge	1	2				
Church St	10	30	Grove Place	1	4	Elizabeth St	3	13	audley	3	7	Cam Leigh Close	1	16				
Dohrmans Rd	3	5	Keldon Ave	5	23	Geddis St	7	27	Chapman	2	7	Cam Rd	3	18				
High St	4	6	Kinley St	9	23	Fowler Lane	1	5	Cressy	3	18	Coups Toe	4	21				
Main St	23	10	McKenzie Place	1	0	Janelle place	2	7	Epworth	2	5	Cridland	9	23				
Russell St	1	4	Sycamore Close	6	22	lindon st	1	0	Eyre Place	3	7	Dale St	4	11				
Wilson Rd	2	4	West Belt	19	56	Milesbrook close	2	23	Kynnersley St	2	6	Princess Place	7	15				
Woodside Rd	1	13	White Street	7	12	Palmer st	2	11	Sneyd St	15	57	Ranfurly St	7	9				
						Rata st	6	26	Wesley St	21	37	Sidey Quay	12	20				
						Sequoia way	2	38	Whitefield St	9	52	Sims Rd	3	8				
						West Belt (Johns to Oxford)	12	51				Tunas St	1	5				
						White Street (Johns to High)	7	44				Walker St	1	6				
												Williams St	14	40				
												Bishop St	5	9				
												Johnson St	2	29				
												Ranginui Dr	1	3				
												Tapauta	1	3				
												Toa St	2	11				
												Tuhoe St	2	9				
												Waiotahi St	8	16				
		35%	65%		24%	76%		15%	85%		24%	76%		24%	76%		23%	77%
Daily stats	8	47	87	8	56	174	12	46	258	10	63	203	20	88	274	58	300	996
Re-Audted			134			230			304			266				0		1296
Audited once																58		
Total Cycle 1	21	85	212	17	99	341	20	88	364	16	91	280	29	121	389	103	484	1586
			297			440			452			371			510			2070

Numbers of Streets audited, bins contaminated, bins collected

Streets audited: No. bins contaminated, No. bins collected																				
Cycle 2: 23/11/2020-29/01/2021																				
Streets audited	Mon			Tue			Wed			Thu			Fri			Streets audited	No. Bins tagged	No. bins collected		
	No. Bins tagged	No. bins collected		No. Bins tagged	No. bins collected		No. Bins tagged	No. bins collected		No. Bins tagged	No. bins collected		No. Bins tagged	No. bins collected						
Week 1, 3, 5:	23-Nov			24-Nov			25-Nov			26-Nov			27-Nov			Total for week 1				
Bowie Drive	5	8		Awa Pl	2	16	Doggett Pl	2	5	Akaroa Street	9	24	Buckleys Road	5	16					
Hewitts Road	1	34		Belgrave Dr	2	28	East Belt	9	16	Belcher St	8	31	Coronation St	5	13					
Manahi Pl	2	11		Berkley Clouse	2	7	High Street	1	1	Blakeley Pl	2	5	Marshall St	4	27					
Paget Place	4	33		Chesterfield Pl	2	14	Ivory Street	6	19	Carew St	5	8	Railway Rd	2	18					
The Stables	2	13		Enverton Dr	1	22	Koura Drive	1	7	Clemett Pl	1	6	South Belt	4	18					
Taranaki Dr	4	6		Golding Pl	1	41	Kowhai Ave	15	32	Fuller St	17	24	Torlesse St	1	6					
Thornley Pl	1	14		Goodwood Cl	2	22	Manchester Pl	2	5	Hills St	1	20	Tuahiwi Road	2	57					
Welsford St	1	20		Hampstead Cl	2	9	Northbrook Rd	2	8	Hugh St	4	11								
Woodend Rd	1	36		Kensington Ave	2	13	Papawai Dr	3	59	Jenkins St	1	10								
Woodglen Dr	2	20		Kingsbury Ave	8	11	Pukeko Pl	3	15	Matthews St	1	15								
Woodfield Pl	1	5		Ron Brooking Cl	1	4	Reeves Rd	7	5	Ohoka Rd	2	16								
				Riverview Rd	4	13	Taiwhena St	5	23	Peraki St	11	36								
				White St	1	10	Thorne	2	6											
							Watkins Dr	2	19											
Daily stats	11	24	89%	13	30	88%	14	60	21%	79%	12	62	23%	77%	7	23	155	57	199	83%
Re-Audted																		0		1190
Audited once																				
Week 2, 4, 6	30-Nov			1-Dec			2-Dec			3-Dec			4-Dec			Total for week 2				
Allin Drive	3	28		Camana Gardens	3	21	Acacia Ave	10	54	Akaroa Street	2	28	Allison Crescent	24	70					
Collins Drive	1	7		Carmichael St	1	30	Aspen St	4	21	Barnard St	1	21	Ansel Place	2	4					
Cross St	1	0		Enverton Drive	1	34	Beech Dr	6	22	Batchelor Pl	2	0	Forest Lane	2	5					
Ensors Place	1	8		Hassall St	1	17	Maple Pl	1	23	Broom St	2	14	Magnolia Blvd	1	6					
Kings Ave	2	25		Kensington Ave	1	61				Cleland Cres	5	29	Princess Place	4	19					
McKenzie Pl	1	12		Kingsbury Ave	5	28				Corich Lane	1	2	Williams St	1	0					
Northside Drive	5	23		Regent Ave	1	25				Hewlings St	1	18	Bishop St	2	15					
Park Terrace	6	31		Rex Pl	1	8				Lock Cres	2	30	Johnson St	2	27					
Pine Avenue	1	10		West Belt	1	0				Ohoka Rd	5	17	Waitohi St	1	20					
Queens Avenue	2	35		White St (135)	1					Otaki St	4	76	Toa St	1	11					
Reserve Road	3	10								Rahme Cres	1	24	Chichester St	2	2					
Rotten Row	1	14										24	Dunns Ave	2	36					
													Monks Parade	1	5					
													Rinaldi Ave	1	8					
Daily stats	12	27	88%	10	16	93%	4	21	15%	85%	11	26	9%	91%	14	46	228	51	136	88%
Re-Audted																		0		1170
Audited once																				
Total Cycle 2	23	51	89%	23	46	90%	18	81	19%	81%	23	88	16%	84%	21	69	383	108	335	86%
																				2360

Numbers of Streets audited, bins contaminated, bins collected

Streets audited: No. bins conta																		
Cycle 2: 23/11/2020-29/01/2021																		
	Mon			Tue			Wed			Thu			Fri			Streets audited	No. Bins tagged	No. bins collected
	Streets audited	No. Bins tagged	No. bins collected	Streets audited	No. Bins tagged	No. bins collected	Streets audited	No. Bins tagged	No. bins collected	Streets audited	No. Bins tagged	No. bins collected	Streets audited	No. Bins tagged	No. bins collected			
Week 1, 3, 5:	7-Dec			8-Dec			9-Dec			10-Dec			11-Dec			Total for week 3		
	Bowie Drive	2	14	Awa Place	1	21	East Belt	10	41	Akaroa Street	10	28	Buckleys Rd	3	27			
	Cassidy Place	0	0	Belgrave Drive	2	26	Ivory St	1	38	Belcher St	1	36	Clearbrook Lane	2	1			
	Hewitts Road	4	30	Berkley Close	2	7	Kowhai Ave	4	39	Blakeley St	1	7	Coronation St	3	14			
	Manahl Place	1	9	Goodwood Close	2	28	Manchester Pl	1	7	Carew St	6	6	Marshall St	9	20			
	Paget Drive	5	32	Hampstead Close	2	11	Old Farm Rd	1	14	Fairweather Cres	1	6	Railway Rd	2	14			
	The Stables	1	14	Kensington Avenue	1	15	Papawai Dr	1	49	Fuller St	6	33	South Belt	3	21			
	Welsford St	1	28	Kingsbury Ave	3	19	Pukeko Pl	1	18	Hills St	2	15	Southbrook Rd	18	23			
	Woodglen Dr	1	23	Melford Close	1	16	Reeves Rd	1	5	Hugh Street	4	11	Torlesse St	3	6			
				Riverview Road	1	17	Taiwhenua St	2	22	Isaac Wilson Road	1	0						
							Wairepo Close	1	20	Jenkins St	2	10						
										Mathias Place	2	17						
										Peraki St	5	39						
Daily stats		9%	91%		9%	91%		8%	92%		17%	83%		25%	75%		13%	87%
Re-Audted	8	15	150	9	15	160	10	23	253	12	41	202	8	43	126	47	137	891
Audited once	7		165	8		175	8		276	9		243	6		169	38		1028
																9		
	Streets audited			Streets audited			Streets audited			Streets audited			Streets audited			Streets audited	No. Bins tagged	No. bins collected
	14-Dec	No. Bins tagged	No. bins collected	15-Dec	No. Bins tagged	No. bins collected	16-Dec	No. Bins tagged	No. bins collected	17-Dec	No. Bins tagged	No. bins collected	18-Dec	No. Bins tagged	No. bins collected			
Week 2, 4, 6	14-Dec			15-Dec			16-Dec			17-Dec			18-Dec			Total for week 4		
	Allin Drive	1	34	Camana Gardens	1	25	Acacia Ave	6	96	Akaroa Street	3	20	Allison Crescent	4	77			
	Beach Cres	1	0	Enverton Drive	2	17	Aspen St	2	34	Alpine Lane	1	8	Ansel Place	2	6			
	Bridge St	1	2	Hassall St	3	19	Beech Dr	2	35	Barnard St	2	19	Magnolia Blvd	2	7			
	Broadway Ave	4	14	Kensington Ave	2	67	Chestnut Pl	2	24	Batchelor St	4	19	Batten Grove	4	10			
	Collins Dr	1	6	Kingsbury St	2	33	Johns Rd	2	10	Broom St	2	13	Chichester Street	4	2			
	Cross St	1	8	Pippin Lane	1	3	Lancewood Way	1	32	Cleland Cres	8	38	Dunns Avenue	9	36			
	Ensors Pl	1	8	Sloan Ave	1	10	Mulberry St	1	42	Hewlings St	2	18	Kain St	3	7			
	Kings Ave	1	27	Windsor Court	1	19	White Street	7	44	Lock Cres	4	44	Monks Parade	1	6			
	Kiwi Ave	2	12				Wisteria Lane	1	17	Ohoka Rd	4	19	Rinaldi Ave	1	8			
	McKenzie Pl	2	12							Otaki St	4	73						
	Northside Drive	5	20							Porter Pl	1	12						
	Park Tce	14	30							Rahme Cres	2	19						
	Pine Ave	3	11							Winterbourn St	1	17						
	Queens Ave	5	35															
	Reserve Rd	4	7															
	Rotton Row	5	10															
Daily stats		18%	82%		6%	94%		7%	93%		11%	89%		16%	84%		11%	89%
Re-Audted	16	51	236	8	13	193	9	24	334	13	38	319	9	30	159	55	156	1241
Audited once			287			206			358			357			189			1397
Total Cycle 2	24	15%	85%	17	7%	93%	19	7%	93%	25	13%	87%	17	20%	80%	102	12%	88%
			452			381			634			600			358			2425

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-34-20/210218027907

REPORT TO: Council

DATE OF MEETING: 2 March 2021

FROM: Jim Palmer, Chief Executive

SUBJECT: Health and Safety Report to Council March 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 update the Council on Health and Safety matters for the month of February 2021. This report is trending from February 2020 to February 2021.
- 1.2. The overall safety management of the Refurbishment Project is going well and communication between contractors and WDC staff is good. No incidents to report this month.
- 1.3. Health and Safety Registers are currently being reviewed to ensure controls are still appropriate for the risk identified.
- 1.4. Discussions continue with the Business and Technology Solutions team for CiAnywhere to ensure we are able to capture the right data and leading indicators to understand and strengthen our safety performance.
- 1.5. Review of processes for the increase in levels has been completed. Appropriate actions have been carried out to ensure staff are well informed.
- 1.6. 26 work related events occurred during February which were well managed and learnings shared where necessary.

Attachments:

- i. Discharging Officer Health and Safety Duties
- ii. February 2021 Health and Safety Dashboard Report

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No 210218027907.
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that 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.
- (c) **Notes** that health and safety compliance of phase 2 of the Rangiora Service Centre upgrade is progressing well.

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. There were 26 new work-related incidents during February. This included one motor vehicle incident with a member of the public, minor events across the aquatic centres, two strained backs from manual handling of tools and two events where a member of the public has either made a threat or an openly racist comment.

Date	Occurrence	Event description	Response
13/01/2021	Adverse Interaction	A customer made an unpleasant openly racist comment towards a staff member when they were managing his query.	Refresher training in situation awareness and managing difficult conversations is to be schedule.
17/01/2021	Near Miss	While a member of the public was depositing items at the Southbrook Resource Recovery Park, the car caught fire due to a possible electrical fault.	Staff at site responded in the appropriate way ensuring people were safe and the fire was extinguished. The site shop was closed until new extinguishers were available onsite.
02/02/2021	Adverse Interaction	Following a vehicle incident, a member of the public made a threat against a Council member. He claimed that his car was tamped with by a member of the Council and this has occurred before.	A security review was undertaken of the Council member's home. Additional safety measures were put in place to monitor appointments and meetings. A discussion was held with the Police, who believe the individual was low risk. We were able to obtain the name of the person involved which has been shared with Customer Services staff for safety reasons.
02/02/2021	Injury	While pulling a box which weighed approximately 25kgs from the back of the work vehicle the individual felt a twinge in their lower back.	The individual did not require any time off work. This will be discussed in the next team meeting and the need to store items appropriately and/or buddy lift will be reiterated.

Further Updates

4.2. Corporate Accommodation project

Phase 2 is nearing completion with significant progress being made on the ground floor. Most teams have relocated into their new spaces. The Information Management team moved to the first floor in February to a temporary location.

4.3 No significant health and safety issues have arisen from the refurbishment work.

4.4 The Health and Safety Coordinator is working with the refurbishment team and contractor Safety Manager to ensure that best safety practices are implemented. This includes activities such as site meetings, regular communication and ad hoc inspections.

4.5 Health and Safety Risk Register Update

A review has commenced to ensure our Risk Registers accurately reflect the controls that are in place to reduce the likelihood of injury occurring. The controls are reviewed regularly based on the severity of consequence of the risk. A project plan is being developed to ensure all the remaining Risk Registers for the Departments are entered, monitored and reviewed in Promapp.

4.6 CiAnywhere Software

Unfortunately the meeting that was scheduled in early February to further understand the upgrade of the Health and Safety reporting system into the new TechOne 'CiAnywhere' interface was postpone. A new meeting has been scheduled for early March where discussions will continue with the Business Technology Team to ensure consideration is given to capturing the right information to allow us to look at trends, future potential risks and learning from incidents that occur.

4.7 Covid 19 Update

With the recent notification that we are returning to level 2 for Covid 19, WDC has reviewed the existing processes and have agreed that they are still appropriate. Communication has gone out to staff reiterating the need to continue using QR codes, social distancing and keeping hygiene standards high. Sick employees or those with vulnerable family members have been requested to stay at home during this period. Meeting rooms have had signs placed on doors detailing how many people can safely be in the room with regards to distancing. Hygiene supplies such as masks and sanitiser have been checked to ensure the quantity is appropriate. Preliminary planning for what may be needed to be in place should the alert level status be raised to Level 3 as commenced.

COMMUNITY VIEWS

4.8.1 Groups and Organisations

4.2.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.

4.3. **Wider Community**

4.3.1. The community has not been consulted with in regard to this matter, as this is internal compliance reporting relating to Health and Safety at Work.

5. IMPLICATIONS AND RISKS

5.1. **Financial Implications**

5.1.1. All financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs (such as Promapp implementation), or via departmental budgets already allocated to health and safety.

5.2. Community Implications

5.2.1. Community implications have not been included in this report as this is internal compliance reporting, relating to Health and Safety at Work.

5.3. Risk Management

5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register is submitted to Management Team and the Audit and Risk Committee on a 6-monthly basis.

5.4. Health and Safety

5.4.1. 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.

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

6.2.1. The key legislation is the Health and Safety at Work Act 2015.

6.2.2. The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

6.2.3. The Council has an obligation under the Local Government Act to be a good employer.

6.3. Community Outcomes

6.3.1. There is a safe environment for all

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.

6.4. Delegations

6.4.1. 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

OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES	FREQUENCY
<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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>

Progress against 2020/21 Workplan (*as at 15 January 2021)			
Objectives	2020/21 Projects	Current Progress	Comment
<p>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.</p>	<p>Action 1: Embed the use of the Promapp Risk and Compliance Module for the identification, assessment and monitoring of health and safety risks.</p> <p>Action 2: Review of Top 10 Health and Safety risks to determine gaps in current control measures, and prioritise actions going forward.</p>		Next Risk Register review is scheduled for March with the Management Team and Council.
	<p>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:</p> <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 safety and wellbeing issues when they are raised as teams relocate seating areas.
<p>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.</p> <p>Objective 3: To ensure that Workers have clear understanding and</p>	<p>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.</p>		No update for January/February - Project has commenced. The Health and Safety Coordinator has completed an audit of field worker protocols to initiate the project. Results of the audit were presented to Audit and Risk in September. Results have also been presented and circulated to the associated Unit Managers for completion of actions and consideration of recommendations.

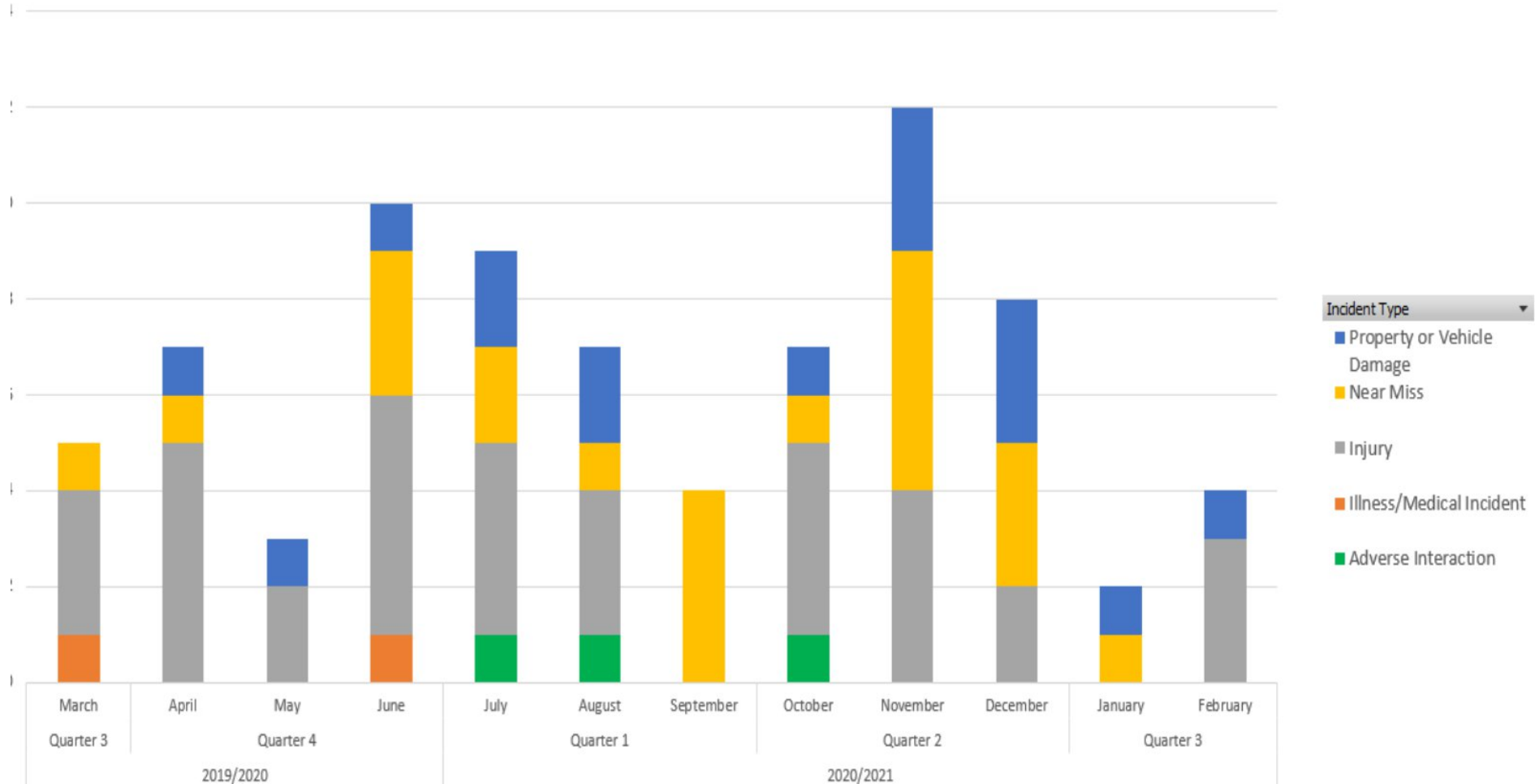
awareness of health and safety requirements (including policies, processes and safe systems of work) that are relevant to their role.			
Objective 4: To develop and implement effective methods to consult and engage with Workers (and where appropriate, the relevant Unions) regarding health and safety matters in the workplace.	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. Action 6: Monitor and analyse progress against Wellbeing Strategy and determine future actions.		Wellbeing activity has been focused on Covid impacts and Line Managers have been encouraged to work with individuals to support them through these times. Not yet commenced. This is scheduled for March 2021
Objective 5: To ensure that incidents (including workplace injuries, illness, property damage, and near misses) are reported, investigated and analysed, and that appropriate measures are put in place to prevent recurrence of harm. Objective 6: To facilitate the safe return to work of Workers who have been injured in the workplace.	Action 7: Develop and implement CiAnywhere hazard and incident management software systems to improve corrective action workflows, corporate reporting and staff communication of health and safety hazards and incidents.		The meeting which was scheduled for February with the Business Analysis Team to review the scope of implementation of CiAnywhere was postponed. This has been rescheduled for early March.
Objective 7: To put in place methods to assess and continually improve the systems for implementing all of the above.	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.		Not yet commenced. This will now occur in April, with a gap analysis report being available in May

Legend

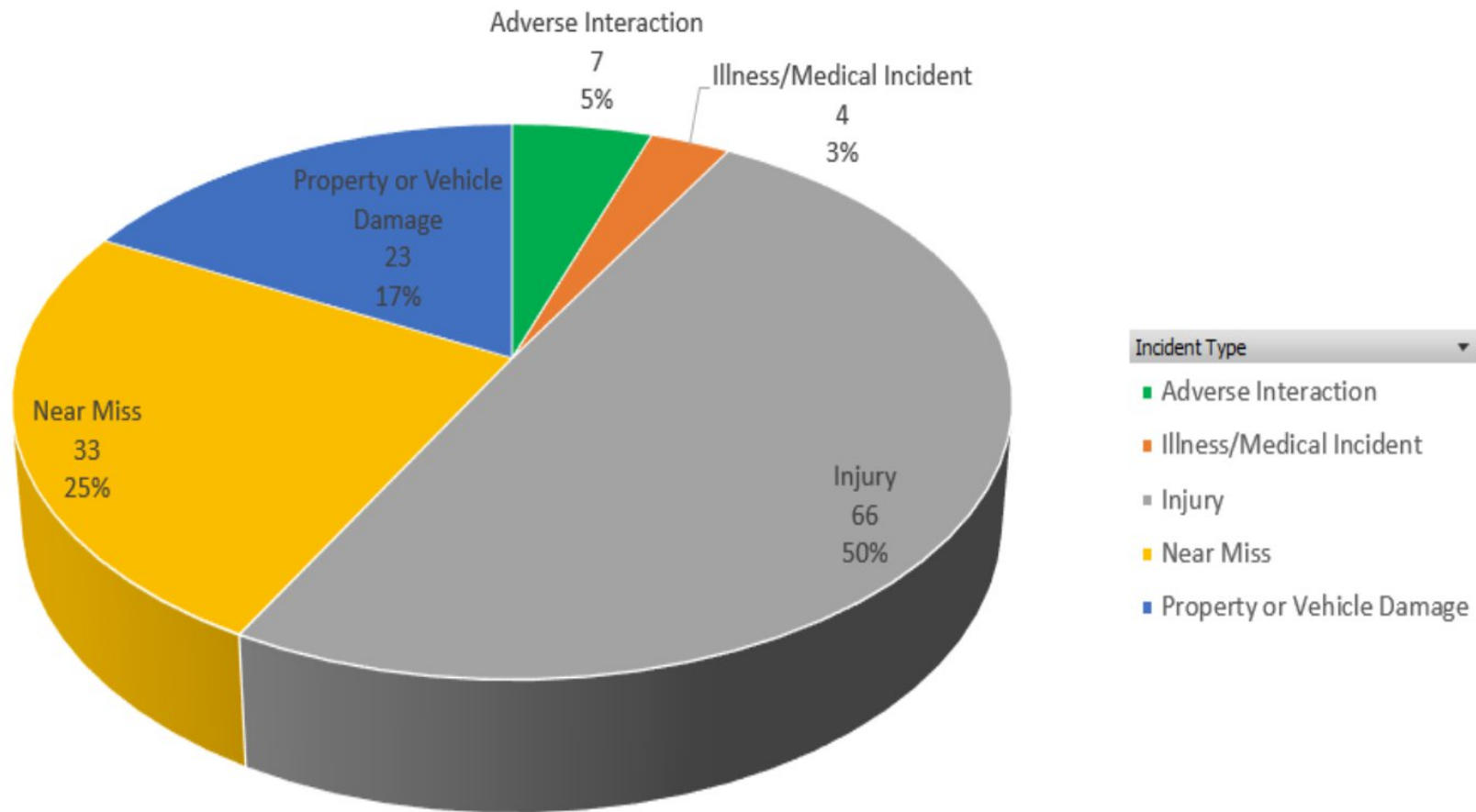
	On track
	Slightly behind schedule (less than one month)
	Behind schedule (greater than one month)

Incidents/Injuries – February 2021 (as at 17 February 2021)

March 2020 to Current: Worker/Volunteer Incident Reporting



March 2020 to Current: Worker/Volunteer Incident Reporting



Contractor Database (drawn from SiteWise Database)

CONTRACTOR PIPELINE

Health and Safety ▾

ALERTS



CONTRACTOR ASSESSMENT SCORES

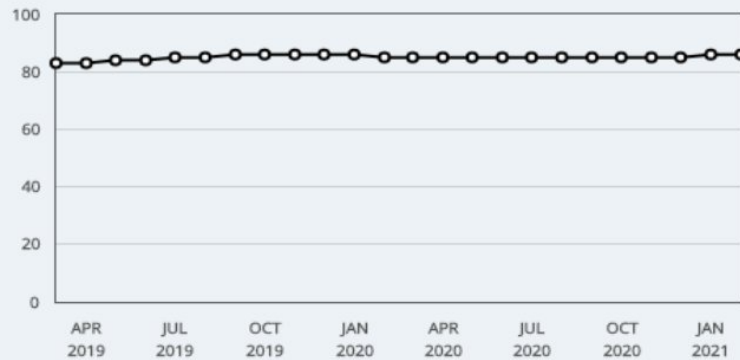
YOUR CONTRACTORS

NUMBER OF YOUR PREFERRED CONTRACTORS AT EACH STAGE



YOUR PREFERRED CONTRACTORS AVG. SCORE

86%



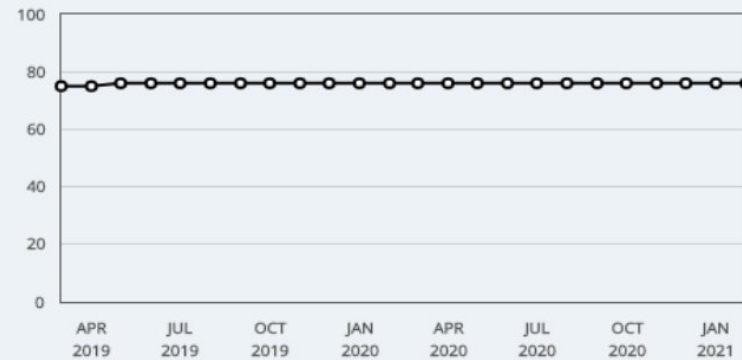
ALL CONTRACTORS

NUMBER OF CONTRACTORS AT EACH STAGE IN SITEWISE



ALL CONTRACTORS AVG. SCORE

76%



Lost Time Injuries:	2017/18	4 Injuries - total 340.5 hours
	2018/19	3 Injuries - total 2232 hours (to date)
	2019/20	2 Injuries – total of 18 hours
	2020/21	1 Injury – total of 16 hours

LEAD INDICATORS

Safety Inspections Completed (Workplace Walkarounds)	Q4 2021	Next round of Workplace Walkarounds due in June 2021
Training Delivered	2018/19	People Trained: 467
Training Delivered	2019/20	People Trained: 32
Training Delivered	2020/21	People Trained: 16

Canterbury Mayoral Forum

Draft Minutes

Date:	27 November 2020, 9.00am – 12.30pm
Venue:	The George Hotel, 50 Park Terrace, Christchurch
Attendance:	<p>Mayors/Chair: Sam Broughton (Selwyn, Chair), Neil Brown (Ashburton), Lianne Dalziel (Christchurch), Marie Black (Hurunui), Craig Mackle (Kaikōura), Craig Rowley (Waimate), Graham Smith (Mackenzie), Nigel Bowen (Timaru), Dan Gordon (Waimakariri), Gary Kircher (Waitaki), Peter Scott for Jenny Hughey (Environment Canterbury)</p> <p>Chief Executives: Jim Palmer (Waimakariri, CEs Forum Chair), Hamish Riach (Ashburton), Dawn Baxendale (Christchurch), Hamish Dobbie (Hurunui), Angela Oosthuizen (Kaikōura), Suzette van Aswegen (Mackenzie), David Ward (Selwyn), Bede Carran (Timaru), Fergus Power (Waitaki), Stuart Duncan (Waimate), Nadeine Dommissie for Stefanie Rixecker (Environment Canterbury).</p> <p>In attendance: Maree McNeilly, Amanda Wall, Rosa Wakefield (Secretariat), Sean Tully (Selwyn – Advisor to the Chair)</p>
Apologies:	Jenny Hughey (Environment Canterbury), Stefanie Rixecker (Environment Canterbury), Arihia Bennett (CE, Te Rūnanga o Ngāi Tahu).

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
1	<p>Welcome, introductions and apologies</p> <p>All were welcomed to the meeting and apologies were noted.</p> <p>Chair Sam Broughton welcomed Councillor Peter Scott, who is here in place of Jenny Hughey, and Nadeine Dommissie, standing in for Stefanie Rixecker.</p> <p>Chair Sam Broughton congratulated Hamish Riach on being elected Chair of the Chief Executives Forum at their meeting on 2 November.</p> <p>Chair Sam Broughton welcomed Amanda Wall, new Senior Advisor in the Secretariat.</p>	
2	<p>Confirmation of agenda</p> <p>The agenda was confirmed. One item of general business was added:</p> <ul style="list-style-type: none"> Discuss what statement the Forum might be able to make to acknowledge Ngāi Tahu's claim against the Crown for rangatiratanga over freshwater. 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
3	<p>Confirmation of minutes of meeting held on 4 September 2020</p> <p>The minutes were confirmed as an accurate record of the meeting. All actions from the September meeting are complete or on this agenda.</p> <p>Loren Heaphy from ChristchurchNZ was invited to this meeting to speak on how Canterbury RTOs have been working together on post-COVID tourism, but this has been postponed to the February meeting.</p> <p>Work is underway to organise a meeting with rūnanga chairs. Suggested date for meeting is 5 February at Selwyn District Council. This will be an opportunity for Mayors to share values and priorities for Canterbury, hear from papatipu rūnanga chairs on their priorities, then discuss how the group could work together to further their collective priorities.</p>	
4	<p>Three Waters</p> <p>Te Maire Tau and Rob Kerr joined the meeting for this item.</p> <p>Sam Broughton and Hamish Dobbie spoke to the paper.</p> <p>This piece of work will inform evaluations of what will work for Canterbury, establish what will be best for our people.</p> <p>A very robust tender process has been followed. The evaluation panel has made a recommendation. Work has been done to ensure this work builds on, rather than duplicates, the data gathering being done by DIA.</p> <p>Rob Kerr spoke to the Tender Evaluation Report, which was circulated to members as a supplementary paper on Tuesday 24 November.</p> <p>The first stage of work is high level and management level data gathering, looking at commonality and issues across councils. The second stage looks at options around structure, transitions, funding and financials etc.</p> <p>Great response from the market, 8 strong tenders. The evaluation panel recommend PwC, supported by Aurecon. A reference for PwC was sought from DIA; this was positive and confirmed they will be able to provide independent advice. The proposal is also within budget and made real reference to the Ngai Tahu Settlement Act 1998.</p> <p>There is still work to be done to confirm the timeline for the work to be completed. DIA's request for information (RfI) is due out in March so final delivery should be mid-March. It was noted that there will be monthly reports on progress, so information will be coming in throughout the project.</p>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>DIA have no reservations with us doing this work. Timing is key, particularly if opt-in becomes opt-out.</p> <p>The Forum acknowledged the work which has gone into getting to this point.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note that eight tenders have been received from consultants to undertake the Three Waters service delivery review on behalf of the Canterbury Mayoral Forum prior to the closing date of 2 November 2020 2. note that the Tender Evaluation Panel are finalising their recommendations and will provide a Tender Evaluation Report for consideration at the Mayoral Forum by 27 November 2020 3. subject to Mayoral Forum approval of the preferred tenderer, delegate authority to the Chairs of the Three Waters Steering and Advisory Groups to confirm the final terms of the commission prior to Environment Canterbury entering into contract with the successful consultant 4. note that consideration is being given on how to integrate this work with the DIA request for information to avoid duplication but without delaying progress on the review. <p>The Forum also agreed to:</p> <ol style="list-style-type: none"> 1. receive this report, being a record of the Evaluation of Tenders received to undertake the Three Waters service delivery review for the Canterbury Mayoral Forum in partnership with Ngāi Tahu 2. approve the PricewaterhouseCoopers (PwC) tender to undertake the Three Waters service delivery review on behalf of the Canterbury Mayoral Forum and Ngāi Tahu for a tendered price of \$460,000 plus GST 3. note that the tender price includes a provisional sum of \$100,000 for undertaking a detailed stocktake, which may be superseded by the work managed by the Department of Internal Affairs (DIA) and \$60,000 for additional and ongoing advice to the Canterbury Mayoral Forum and Ngāi Tahu 4. note that the tendered price is within the budget allowance for this work out of the total budget of \$600,000 for the project. 	<p>Rob Kerr: Confirm PWC delivery timing can be altered to align with expected DIA RfI output in March.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
5	<p>Regional response to the Essential Freshwater package</p> <p>Peter Scott spoke to the paper.</p> <p>This paper was developed following discussion at the November Chief Executives Forum on the potential repercussions of the Government's Freshwater NPS and the importance for Canterbury to retain its strong unified voice, consistent with the Canterbury Water Management Strategy.</p> <p>Peter acknowledged Nadeine's great work in the Canterbury region; she is moving to Wellington to take a role with MfE.</p> <p>Key discussion points were:</p> <ul style="list-style-type: none"> • CWMS has been building a strong foundation for water issues for over 10 years • This issue will challenge Canterbury; it has the potential to polarise communities, who often look to their Mayors to represent them on this type of issue • It's important for the Forum to continue to work together and with our papatipu rūnanga partners on concerns about the fundamentals of the NPS, try to stay on same page, speak with one voice, and collaboratively work out how to address issues, whether with Government or in messaging back to communities • Although the current focus is on rural impacts, the reforms also have urban impacts • Ashburton has had an economics effect paper done, this has just been finished and will be presented to council next week • Waimakariri, Selwyn and Mackenzie have all done reports on water issues over the past few years • Concern around timeframes for implementation; these were well consulted with communities and are potentially the most challenging aspect. Dan Gordon made a personal submission to PC7 on this • Environment Canterbury is trying to get agreement with West Coast, Otago, Southland, Ngāi Tahu, via a working group of Chairs and CE to align on approach for essential freshwater. In a practical sense this may mean sharing approaches, information and resources to respond in a co-ordinated South Island manner • There are 33k consents across the country, capability will be depleted in the short term while capacity is built • Wellington isn't worried about Canterbury because they've seen Canterbury do such a good job with the CWMS 	<p>Neil Brown: Share Ashburton report on economic impacts of Essential Freshwater NPS with the group once it has been released on 9 December.</p> <p>Secretariat: Share reports on water issues and nitrates from various councils with the group.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> • Environment Canterbury was not expecting the extent to which they now need to relook at planning framework. Te Mana o Te Wai was always intended through the CWMS • Environment Canterbury has been quiet up to now because it is trying to fully understand the NPS and NES provisions, in the hopes of making these as straightforward as possible • In the new year ECan will start actively communicating and showing leadership so communities understand what is coming and can find a path forward. It would be good to be able to do this with the Forum to provide a Canterbury-wide lead • Tensions that exist across Canterbury are the same within Ngāi Tahu – Wellington thinking is considered quite rigid and directive • Environment Canterbury is required to make regulatory changes to implement the NPS and NES. The most particular is Te Mana o Te Wai, both in terms of process and outcome. The process must be done with iwi at the table. Need to look at plans, do gap analysis, review every catchment plan, then make changes to planning framework. Have until 2024 to have plans notified. Looking to do this as efficiently as possible; because Canterbury has land and water regional plan we can take a more targeted approach. A lot of value in aligning with other South Island councils. Idea of community based, more joined up forum in new year to explain process. These requirements are in place now for new consent applications • Financial cost could be \$40m • Consents being issued now are very short term, for farmers the cost of getting a consent for only five years along with the cost of capital to do the work will have a chilling effect • A lot of the public concern is not knowing the impacts, what it means for people • Environment Canterbury's work on public meetings was noted • Environment Canterbury had hoped that their process for developing the planning framework to date would have met the new requirements under the NPS 2020 and thus allow for an exemption on having to implement some of the new rules but unfortunately this is not the case. Now have to consider the national instruments alongside regional instruments. Conversations are still ongoing with Ministers and senior staff. Really leveraging the regional voice to speak with confidence and authority so unity of this forum is really valuable. Still really need to work through with Ngai Tahu, papatipu rūnanga, communities around how to get engagement right • In the new year we need to exercise leadership to be out there speaking, listening, consulting 	<p>CEs: Advise secretariat if willing to be part of the essential freshwater group.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> • A challenge for leadership will be in the area of advocacy for change. One of the challenges of a collective group like the Mayoral Forum is how to keep this consistently together. The group will need to consider the need to advocate for change rather than just for more time • Christchurch has a particular interest, with two rivers, and an aquifer which is exposed to nitrate infiltration, need these issues to be represented • There is a very strong community view that change is needed and long overdue, but other parts of the community view it differently, these views seem unreconcilable, largely along rural and urban lines • Nitrates are part of the problem, but it renders current land use impossible. Selwyn, Waimakariri, Ashburton are the tricky ones with nitrates • If communities want to rally round we need to help them do so • Re-valuation is underway in Timaru district and a number of rural properties are dropping in value significantly. The valuer-general has advised this is happening in a number of areas and prices are dropping by more than 10% in some areas <p>Agreed to set up an Essential Freshwater Steering group to oversee a regional response. The group agreed that an alternate representative from Christchurch City (not Mayor/CE) can sit on the group.</p> <p>Dan Gordon, Neil Brown, Marie Black, Nigel Bowen, Craig Mackle, Craig Rowley, Graham Smith, CCC representative (TBC), Jenny Hughey, Stefanie Rixecker, Ngāi Tahu representative.</p> <p>It would be good for some more CE representation in this group.</p> <p>Te Maire Tau spoke briefly about the Ngāi Tahu claim for rangatiratanga over water. He will go into this in more detail at the February meeting. In the statement of claim, Ngāi Tahu has bypassed common law, customary law, and have gone straight to the Ngāi Tahu Settlement Act 1998, as this observes Ngāi Tahu's rangatiratanga over the water. They are not seeking ownership / property rights, have avoided this because think the Crown is claiming ownership through sovereignty. To give rangatiratanga this needs to be institutionally defined, Ngāi Tahu is looking to be confirmed as a regulatory authority.</p> <p>When the case is presented it needs to understand the economy, but also needs to show the switching costs for Canterbury of alternatives.</p>	<p>Secretariat: Invite Ngāi Tahu to speak at the February CMF meeting on their claim for rangatiratanga over water.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>Chair Sam Broughton noted that in February the Forum may move to support Ngai Tahu's work to clarify rangatiratanga.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. establish an Essential Freshwater Steering Group to oversee a regional response to the Essential Freshwater package, with a focus on community engagement and the development of a Communications Plan. 2. invite a representative of Te Rūnanga o Ngāi Tahu to be a member of the Essential Freshwater Steering Group 3. request the Chair of the Mayoral Forum to recommend the membership of the Steering Group to the next meeting of the Mayoral Forum. 	
6	<p>CWMS Zone Committee Terms of Reference</p> <p>Peter Scott spoke to the paper. He acknowledged the conversation around Essential Freshwater. CWMS has been focused on catchment previously.</p> <p>Each zone committee will look and operate differently.</p> <p>The regional committee is currently being reviewed, looking at a smaller more proactive form for this. This will perform a better function.</p> <p>The Forum agreed to confirm the revised Terms of Reference and the introduction of the Letter of Shared Priorities and Zone Committee Action Plans for the Canterbury Water Management Strategy zone committees.</p>	
7	<p>Canterbury Mayoral Forum Draft Communications Strategy</p> <p>Maree McNeilly spoke to the paper. This was requested at the September meeting following the launch of the Mayoral Forum's Plan for Canterbury.</p> <p>The strategy has been reviewed by Environment Canterbury's Comms team and the CEs Forum. The CEs noted that not all releases require all members to agree; in some circumstances it can be noted that some members hold dissenting views.</p> <p>The strategy covers CREDS and Plan for Canterbury work, as well as Canterbury-wide issues as they come up.</p> <p>Once releases have been made councils and Mayors can share via their own channels.</p>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>Individual items of note, e.g. Three Waters and Essential Freshwater will have Comms plans.</p> <p>The Forum agreed to approve the Communications Strategy 2020-2022.</p>	
8	<p>Engagement with the new Government</p> <p>Jim Palmer spoke to the paper. Engagement will start with the MP lunch following this meeting. The paper is more focused on engagement with Ministers.</p> <p>MPs coming for lunch today, want to acknowledge that we are all elected by the same people, need to work together to get best outcomes for people and districts.</p> <p>It would be helpful if members take a lead in portfolio areas.</p> <p>The secretariat has mapped key issues to key ministers and portfolios. Plan is to target comms to those key ministers.</p> <p>An appropriate strategy needs to be considered for the Mayoral Forum visit to Wellington, think about the best way to get Canterbury's voice in front of key ministers in liaison with portfolio leads.</p> <p>Concern was noted around the structure of some portfolios, e.g. LINZ and conservation. Eugenie Sage held these previously, now split between Damian O'Connor and Kiri Allen. Need LINZ staff on the ground.</p> <p>Urban development was held by the same minister who held transport previously, not sure where it sits now. Think this is now with Minister of Housing, which may be a better fit with RMA reforms.</p> <p>RMA reform is an emerging issue for the Forum, this will require advocacy from this group, may have its own workstream. Ahead of the next meeting we need to think about the strategy for the Mayoral Forum for engaging in RMA conversation, including urban development. The first draft of legislation is due by June 2021.</p> <p>MfE is preparing for the Natural and Built Environments Act. This is being led by Minister Parker and the pace will be significant. MfE are putting on 70-odd staff to accelerate. This group should think about how to strategically influence this in the new year.</p> <p>The Planning Managers Group meet next week, and Amelia Linzey who was on the Randerson review panel is presenting. A paper on the Randerson review will come to the next Mayoral Forum meeting in February.</p> <p>The matrix of portfolio options is grouped to show alignment with Plan for Canterbury priority areas. RMA reform should be added as a portfolio.</p>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>Chair Sam Broughton proposed for the next meeting to be combined with a freight tour. The Regional Transport Committee would facilitate this, across Thursday and Friday, and would involve visits to Christchurch airport and Lyttelton port, an overview of the rail network to Rolleston, Temuka, Timaru, then a visit to Timaru port. Could also invite MPs to attend.</p> <p>19 February is challenging because commemoration events for the 10th anniversary of the Christchurch earthquake start on that day, so Lianne Dalziel wouldn't be able to attend. However, the following week clashes with LGNZ regional meeting.</p> <p>Members were asked to add themselves to portfolios they have a particular interest in. These are attached to the minutes as an appendix.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note the letters of congratulations, along with an invitation to join the Mayoral Forum for lunch on 27 November, that were sent to all Canterbury MPs on 3 November 2020 2. write to incoming Ministers responsible for each of the five priority areas of the Mayoral Forum's Plan for Canterbury 2020-2022 3. authorise the secretariat to commence arranging a Mayoral Forum visit to Wellington to meet with relevant Ministers 4. appoint mayors as portfolio leads or co-leads to support implementation of the Plan for Canterbury at its first meeting in 2021 	<p>Secretariat: Work with RTC to organise freight tour for 18/19 February 2021.</p> <p>Secretariat: Invite Canterbury MPs to join freight tour.</p> <p>Secretariat: Correct Craig Mackle's phone number on draft letters to Ministers.</p>
	<p>Farewell to Angela Oosthuizen</p> <p>This is Angela's last forum; she has been with us almost five years.</p> <p>Craig Mackle spoke about the outstanding job Angela has done and noted that Kaikōura is in very good condition due to her direction.</p> <p>Jim Palmer acknowledged Angela's contribution to the CEs Forum and the huge workload she has carried due to the Kaikōura earthquake.</p>	
9	<p>Climate Change Steering Group update</p> <p>Dan Gordon spoke to the paper.</p> <p>A facilitated workshop is proposed for invited representatives from councils and papatipu rūnanga. A number of councils have climate change leads, thought it would be helpful to bring them</p>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>together. Councils are welcome to attend regardless of whether they have a formal climate change lead. This is a very important topic for our region.</p> <p>There may a case to extend the steering group to include these reps but start with workshop.</p> <p>Since the report was prepared Tim Davie shared an email noting that ECan have finalised the procurement of a detailed risk assessment. A consortium led by Tonkin & Taylor and including NIWA, Cawthron Institute, Manaaki Whenua-Landcare Research and The AgriBusiness Group was awarded the contract. Work commences December for completion June 2021.</p> <p>Dan acknowledged Mayor Lianne, Mayor Marie, Chair Jenny for their support.</p> <p>It was noted that the Government plans to declare a climate emergency, but this will not have statutory effect, and is instead a show of intention and leadership.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. agree that the Climate Change Steering Group hold a facilitated workshop in early 2021 with invited representatives from Canterbury councils and papatipu rūnanga 2. note the Climate Change Steering Group has requested a briefing be prepared for the Mayoral Forum on the recently published New Directions for Resource Management in New Zealand (Randerson report) for the Mayoral Forum's consideration and discussion at its first meeting in 2021 3. note the other updates on the work of the Steering Group provided in this paper. 	<p>Secretariat: Arrange workshop for February</p>
10	<p>Leftfield Innovation</p> <p>Craig Rowley spoke to the paper.</p> <p>This follows the presentation by Leftfield at Selwyn District Council on 18 September. Leftfield has contracts with Champion flour and wheat growers. This fits well within the remit of the FFIP and will benefit farmers and the economy.</p> <p>Some caution was noted around proposed outcomes, but members were in support of the initial funding for the first stage of the work.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. approve the re-allocation of \$60,000 from the Food, Fibre and Innovation Programme budget to Leftfield Innovation Limited to develop the Fresh and Processed Vegetables Action Plan 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>2. direct the Secretariat to work with Leftfield Innovation Limited in order for the Mayoral Forum to take a leadership role and to seek funds from Central Government to support Leftfield Innovation Limited's land use change programme</p>	
11	<p>Canterbury COVID-19 Oversight Group Jim Palmer gave a verbal update. The group met yesterday. The effect of COVID has been much less than what was anticipated six months ago. There are a number of pinch points. From an economic perspective the freight backlog at the border is becoming a real issue. In an employment sense the issues are around getting appropriately skilled people, particularly for agricultural and horticultural roles. Youth, Maori are well over-represented in the unemployment and underemployment stats. Women are also underutilised. In terms of social and broader wellbeing, people are in a better space. It takes a while to recover but we've been fortunate not to have a major resurgence. There is work being done by CCC and ChristchurchNZ to look at issues and opportunities we've discovered due to COVID-19 and implement in BAU. Public service reform is looking to change the way it engages with regions. Regional leads are expected to engage with local delivery partners. Starting to get data providing a good snapshot of the region broken down to TLA level, hope to have this ready to share in the next month or two.</p>	
12	<p>Food, Fibre and Innovation The paper was taken as read. Craig Rowley advised that The State of the Canterbury Food and Fibre Sector, 2020 report has been published and is available on the Mayoral Forum website. The Forum agreed to receive the progress report on the Food, Fibre and Innovation Programme.</p>	
13	<p>Canterbury Gravel Management Nadeine Dommissie spoke to the paper. The report is high level because details are very variable depending on what part of the region members are in. Environment Canterbury is interested in challenges for Mackenzie and some of our rural districts, particularly about maintaining local roads.</p>	<p>Nadeine Dommissie: Set up conversation with Mackenzie to better understand their issues with gravel in maintaining local roads.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>Dan Gordon queried paragraph 29 – Waimakariri have a quarry application in currently, notes it is difficult to extract gravel from the river.</p> <p>Nadeine noted that there is a challenge with rivers, in some areas there is too much gravel, in other areas not enough, and Environment Canterbury needs to ensure that allocation of resource is within sustainable context.</p> <p>Noted that Waitaki was missed from the report. The big issue in Waitaki is the number of rivers discharging into lakes which are getting choked with gravel. Have done some work with NZTA and possibly Environment Canterbury to clear under bridges, prevent flooding.</p> <p>Kaikōura District Council has grave concerns for the Kōwhai River, which is rising, especially around top ford. Concern that Environment Canterbury's Natural Hazards don't have direction regarding management of that river, which is a huge risk for Kaikōura. Environment Canterbury is very aware of the situation in Kaikōura, particularly since the earthquake. Can't force people to take from certain places; sometimes have to pay for removal. Kaikōura is also concerned about mitigation of banks etc.</p> <p>The Forum noted the information provided on Canterbury river gravel management and land-based quarries in Canterbury.</p>	<p>Nadeine Dommissse / Dan Gordon: Discuss Waimakariri quarry application and issues around extracting gravel from the river.</p>
14	<p>Chief Executives Forum report</p> <p>Jim Palmer spoke to the report. Noted that this includes an updated 3-year work programme. Handover to new Chair yet to be confirmed.</p> <p>The CEs forum is currently evaluating whether the groups that sit under it are fit for purpose, ensuring there is no duplication. It's not yet clear if there will be a reduction in the number of groups but in some cases clarification of purpose is required. Some of these groups are doing amazing work, and some are less visible.</p> <p>Dawn Baxendale would like to support the education and training group going forward, picking up from Jim Palmer when he departs.</p> <p>Chair Sam Broughton thanked Maree for the smooth transition with changes in secretariat staff.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. receive the quarterly report from the Chief Executives Forum 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	2. note updates to the three-year work programme	
15	<p>Meeting arrangements for 2021 Jim Palmer spoke to his report. The calendar is based on the draft LGNZ calendar, which may have minor changes, but these won't affect us. Generally, the CEs Forum is set for three weeks prior to the Mayoral Forum. The Environment Canterbury Council chamber has been booked as a placeholder, but members' input on location was sought. General preference for a hotel so that everything is in one place. Parking needs to be considered; this was difficult at The George for the dinner. Costs of other hotels are similar to what we paid at the Commodore, so budget is available for this.</p> <p>The Forum approved the proposed regional forums meeting schedule for 2021.</p>	<p>Secretariat: Seek a hotel to host 2021 meetings.</p>
16	<p>General business Query around whether Otago University was invited to attend the Mayoral Forum dinner, given their presence in Christchurch. We haven't to date included out of town education providers. Dawn Baxendale advised that Christchurch City Council have had the second water safety plan in Canterbury approved, for Akaroa. It was confirmed that Dawn Baxendale would now take over from Jim Palmer on leading education and training matters as part of CREDS. Chair Sam Broughton wished everyone a happy Christmas and that all travel safely over the holidays.</p>	<p>Dawn Baxendale / Dan Gordon: Reflect on ways to include tertiary education providers who are headquartered outside of Canterbury in future education and training discussions.</p>
	The meeting closed at 11.38pm.	

**MINUTES OF THE MEETING OF THE CANTERBURY WATER MANAGEMENT STRATEGY
WAIMAKARIRI ZONE COMMITTEE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA
KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 1 FEBRUARY
2021 AT 3:30PM.**

PRESENT

Michael Blackwell (Chairperson), Cameron Henderson (Deputy Chairperson), Dave Ashby, Erin Harvie, Carolyn Latham, Judith Roper-Lindsay, Arapata Reuben (Te Ngāi Tūāhuriri Rūnanga representative), John Cooke (Te Ngāi Tūāhuriri Rūnanga representative), Councillor Sandra Stewart (WDC Councillor) and Councillor Megan Hands (ECan Councillor).

IN ATTENDANCE

M Bate (Kaiapoi Resident), J Ensor (Mandeville Residents Association), T Wells (Waimakariri Irrigation Ltd.), B Walton and (Waimakariri Irrigation Ltd.) M Mckeown WGA Environmental Consultants.

S Allen (WDC Water Environment Advisor), K Simpson (3 Waters Manager), A Arps (ECan Zone Manager), A Meredith (ECan Principal Water Quality and Ecology Scientist), M Cataloni, (ECan Northern Zone Delivery Lead), Z Ploeg (ECan Biodiversity Officer), A Veltman (ECan Land Management Advisor), M Rupene (ECan Poū Matai Kō), M Griffin (ECan CWMS Facilitator) and T Kunkel (WDC Governance Team Leader).

KARAKIA

Arapata Reuben provided the karakia to open the meeting.

1 BUSINESS

1.1 Apologies

Moved: J Cooke

Seconded: A Reuben

An apology was received and sustained from Wendy Main and Councillor Megan Hands (ECan Councillor) for absence. Apologies were also received and sustained from Erin Harvie and Councillor Sandra Stewart (WDC Councillor) for late arrival.

CARRIED

1.2 Welcome and Introductions

The Chairperson welcomed all the members present. He requested the CWMS Waimakariri Zone Committee members, and attendees to introduce themselves to the members of the public in attendance.

1.3 Register of Interests

No discussion emanated from this point.

2. COMMITTEE APPOINTMENTS FOR 2021

M Blackwell stepped down as Chairperson, with the CWMS Facilitator, M Griffin, temporarily facilitating meeting.

M Griffin reminded the CWMS Waimakariri Zone Committee that a Chairperson and Deputy Chairperson needed to be appointed at the first meeting of each year. He noted that it might be sensible for M Blackwell and C Henderson to remain as Chairperson and Deputy Chair respectively until the scheduled CWMS Zone Committee Refresh was concluded in May 2021. With the 10 December 2020 decision by ECan to reduce the size of the CMWS

Regional Committee, there was no longer a need for the Committee to appoint a CWMS Regional Committee representative for 2021.

Both M Blackwell and C Henderson confirmed that they would be willing to continue in these roles until after the CWMS Zone Committee Refresh.

Moved: Judith Roper-Lindsay

Seconded: D Ashby

THAT the CWMS Waimakariri Zone Committee:

- (a) **Extend** the 2020 appointments of Chairperson and Deputy Chair until the 2021 CWMS Zone Committee Refresh is conducted.

CARRIED

The CWMS Facilitator, M Griffin, then vacated the Chair in favour of the Chairperson, M Blackwell.

3 OPPORTUNITY FOR THE PUBLIC TO SPEAK

3.1 M Bate – Kaiapoi Resident

M Bate also showed photos and video taken of the Ashburton River over December 2020, he expressed a concern regarding the spraying of chemicals along the river, over the nesting areas of indigenous birds. He also expressed his concern about the lack of aquatic life in the Ararira-LII and Ashburton Rivers, as well as the surrounding wetlands, especially the lack of weeds and indigenous species. He stated that from his investigation it appears that the spraying was done by ECan. A Arps requested M Bate to provide ECan with the exact information on where the chemical spraying had occurred to enable them to investigate the matter.

M Bate also showed photos a willow tree killed at Silversteam and raised a concern regarding the tree being drilled and poisoned. A Arps advised that the willow tree was being removed at the request of the landowner. Unfortunately, the willow tree had to be poisoned prior to removal to prevent them from growing back. A Arps noted that the willow trees were considered weeds in this area.

M Bate stated that there seemed to be an improvement in the health of the Taranaki Stream with oxygen weeds in the middle of the stream, however, there was an animal carcass in the stream, just below the Kaiapoi Pa. There seemed to be no aquatic weeds in Pegasus Lake, but some aquatic life was observed at the outflow of the lake into the wetlands. There also seemed to be more weed in the wetlands than in previous years.

J Roper-Lindsay enquired if M Bates showed the photos of the Ashburton and Ararira-LII Rivers to the CWMS Selwyn Zone Committee. M Bates confirmed that the matter had not been raised with the CWMS Selwyn Zone Committee, but ECan had been advised.

Councillor S Stewart joined the meeting at 16:23.

3.2 T Wells – Waimakariri Irrigation Ltd (WIL).

T Wells elaborated on the drain in Bennett's Diversion Enhancement Project that WIL, wished to launch in collaboration the Next Generation Farmers Trust and local landowners in the Oxford area. It highlighted the proposed waterway along which the project would be undertaken, which included the urban stormwater drain that ran from Oxford Town, through farmland and into Coopers Creek. It was also known as the Bennett's Diversion which ultimately flowed into the Eyre River. The Eyre River was dry for most of the year, but this waterway flowed more regularly. Currently the waterway was overgrown, it therefore envisaged to enhance the flow of this waterway by removing the overgrown willows and doing riparian planting.

T Wells explained that one of the local landowner's had already started the habitation of the waterway by doing some doing riparian planting. WIL believed that this would be a

good project to invest in as it was not only a rural waterway and its close location to Oxford meant that it could be developed for recreational purposes. He noted that currently WIL was soliciting support for the project from various interest groups, landowners and the CWMS Waimakariri Zone Committee.

T Wells advised that WIL wished to apply for funding from the Freshwater Improvement Fund, thus the urgent support of the CWMS Waimakariri Zone Committee was being sought as the funding applications closed on 10 February 2021. WIL believed that the proposed project meets most of the criteria of the Freshwater Improvement Fund and was therefore requesting a letter of support from the CWMS Waimakariri Zone Committee.

J Roper-Lindsay noted that preference would be given to projects requesting less than 50 percent of the project's total costs, she asked who would be providing the co-funding. T Wells noted that WIL would be looking at other shareholder and landowners to contribute. It was also envisaged that some of the funding could be provided as "services in kind".

C Latham sought clarity on the length of the waterway to be included in the proposed project. T Wells noted that it would be approximately one kilometre, but the project may be extended towards Oxford in future.

C Henderson enquired what recreational activities were proposed on the property owned by ECan. T Wells noted that it was hoped to develop mountain bike and tramping trails, incorporating the natural features.

Moved: C Henderson

Seconded: C Latham

THAT the CWMS Waimakariri Zone Committee:

- (a) **Provides** a letter of support to Waimakariri Irrigation Ltd to submit with their application for funding from the Freshwater Improvement Fund for the Bennett's Diversion Enhancement Project.

CARRIED

A Reuben Against

M Blackwell noted that WILL should not only concentrate on the removal of overgrown willows and doing riparian planting needed to ensure that the quality of the water improved.

4. **REPORTS**

4.1 **Immediate Steps Biodiversity – Update – Z Ploeg (Ecan Biodiversity Officer)**

Z Ploeg advised that the Richon Wetland project would involve erecting stock proof deer fencing around this wetland located in the Lees Valley to protect it from livestock and deer. The new fence would include the wetland areas that were not previously protected by fencing. The area to be fenced consisted of 0.9 hectare of swamp dominated by indigenous vegetation which includes the Canterbury Pink Broom which was Nationally Critical. It was envisaged that by fencing the area, the native vegetation would be able to recover. She highlighted the various wildlife that was observed in the area

Z Ploeg further explained that the Sladdens Bush Road Fencing and Weed Control project would entail the fencing and woody weed control to protect a gully stream and a small wetlands. The 0.8 hectare site consisted of a small gully stream with a regenerating broadleaf forest area. She highlighted the various wildlife and indigenous vegetation that was observed in the area.

C Henderson enquired if the drain located to at the top of the Richon Wetland, was draining the wetland. Z Ploeg confirmed that the drain did not have an impact on the wetness of the wetland.

A Reuben asked if it was envisaged to expand the project in the future. Z Ploeg advised that the land owner had a number of areas where he was trying to encourage natural regeneration on. A Reuben suggested that that the land owner should be encouraged to also fence the areas that have potential for future projects.

Moved: J Roper-Lindsay

Seconded: C Latham

THAT the CWMS Waimakariri Zone Committee:

- (a) **Supports** an allocation of \$14,800 of IMS funding for the Richon Wetland project.
- (b) **Supports** an Allocation of \$14,700 of IMS funding for the Sladdens Bush Road Fencing and Weed Control project.

CARRIED

J Roper-Lindsay noted that the two funding applications were presented to the Biodiversity Working Group and the Group was in support of the projects.

4.2 **Zone Delivery Quarterly Report – October to December 2020 – M Cataloni (Ecan, Northern Zone Lead)**

M Cataloni provided an update of the ECan's Zone Delivery in the Waimakariri for the second quarter of the 2020/21 financial year. He highlighted the following:

- Pegasus Lake – Concerns had been raised about the further outbreaks of algae bloom at the Lake. Ecan needed to reinitiate the compliance work process with the new owners of the lake. Ecan was, however, working closely with the Council and the new owners to resolve the matter.
- Daikin - Concerns had also been raised regarding the emission for the Daikin factory in Sefton, and it seems that an overhaul might be needed.
- Faxton/ Lineside Road area - An Ecologist had scoped the site and had mapped it out, in a bid provide Ecan with a plan for this area.

M Blackwell acknowledged that this would be a long process, but expressed his concern regarding the quality of water from the Lineside Drain. He therefore urged Ecan to resolve the matter as soon as possible. Councillor S Stewart concurred and stated that the problem had been persisting for at least the last five years.

J Roper-Lindsay questioned who set the milestones for the Waimakariri - Work Programme Progress. M Cataloni explained the process of setting the "internal" milestones set by Ecan.

Moved: D Ashby

Seconded: C Henderson

THAT the CWMS Waimakariri Zone Committee:

- (a) **Receive** the Zone Delivery Quarterly Report for October 2020 to December 2020 for its information.

CARRIED

4.3 **Mahinga Kai – Update – M Rupene (Ecan, Poū Matai Kō)**

M Rupene provided a brief overview of the ECan's current Mahinga Kai priorities in the Waimakariri Water Zone and the work he had been doing as Poū Matai Kō. In his role as Poū Matai Kō he aim to cultivate an understanding of Mahinga Kai on farms, he therefore leads talks with landowners, farmers and interest groups on Mahinga Kai. He stressed that Mahinga Kai was not only about the food, but rather about the connection to the natural environment.

M Rupene explained that due to an unfortunate drowning in the Waimakariri River, between the State Highway 1 Bridge and the Old Waimakariri Bridge, two days ago, the Rūnanga would place a rāhui on that part of the river. A rāhui would safeguard the area for people, so that they do not collect kai or swim in this area, as there was still someone missing in this area. He would be meeting with Ecan, the Council, the Department of Conservation and the New Zealand Police to discuss the Rūnanga's tikanga and kawa with regard to certain events, to safeguard the public.

J Roper-Lindsay enquired who farmers responded to the concept of Mahinga Kai. M Rupene advised that in the beginning he encountered a lot of negativity from landowners, until they start seeing the benefits from restoration work and Mahinga Kai. A Arps noted that due to the previous work done by M Rupene farmers was now reaching out to Ecan to restoration work and Mahinga Kai on their farms.

Moved: D Ashby

Seconded: C Henderson

THAT the CWMS Waimakariri Zone Committee:

(a) **Receive** the Mahinga Kai Update report for its information.

CARRIED

E Harvie joined the meeting at 17:21.

5 COMMITTEE UPDATES – M GRIFFIN (ECAN)

5.1 Proposed Plan Change 7 (Waimakariri)

No discussion emanated from this point.

5.2 CWMS Regional Committee

No discussion emanated from this point.

5.3. Zone Committee Working Groups

No discussion emanated from this point.

5.4 Communications and Engagement

No discussion emanated from this point.

5.5 WDC Land and Water Committee.

Councillor Stewart noted that the Council's draft 2021/31 Long Term Plan would be approved for consultation at the end of February 2021.

C Latham enquired if the concerns from landowners of the Lineside Road - Bramley Road area that the wetland being mapped by ECan was due to the deferral of drain maintenance by the Council was justified. S Allen advised that the area was difficult to drain, but it was difficult to prove that the situation was made worst by delayed maintenance.

5.6 CWMS Zone Committee Review.

J Roper-Lindsay expressed a concern regarding the lack of communication with the CWMS Waimakariri Zone Committee regarding the proposed CWMS Regional Committee Review. Also, she requested that the CWMS Regional Committee's disappointment with the lack mechanisms for CWMS Zone Committees collaboration and interaction be recorded.

M Blackwell agreed that it was a lost opportunity if CWMS Zone Committees were not able to collaborate and work together.

C Henderson noted that the proposed purpose and function of the revised CWMS Regional Committee's was "*Facilitating community engagement and collaboration – continuing an active programme of engaging with communities on freshwater management matters.*" It was however unclear how this would be achieved, in light of the fact that there would be no CWMS Zone Committees representatives on the Regional Committee.

5.7 **Land Air Water Aotearoa (LAWA) Website – Waimakariri and Kaiapoi/Silverstream data**

A Meredith noted he was still waiting for the brief position paper from Climate, Freshwater and Ocean Science (NIWA) on this matter.

Councillor Stewart advised that she requested an update from the ECan Council on ECan's plans for increasing groundwater and stream and river monitoring in the light of the new requirements under the National Policy Statement on Fresh Water 2020, the National Environmental Standards for Freshwater and of course Plan Change 7. She also expressed the Council's frustration at the out-of-date information on the LAWA website that did not allow for an understanding of the state of the ecology and water quality in a particular waterway. As well as the inconsistency in the monitoring data being recorded at the various sample sites.

Councillor Stewart further also noted that the cultural assessment that Ngai Tuahuriri undertook in 2012 on the Ruataniwha-Cam River with Council funding seem to be missing from any monitoring across the district. She further noted that the information on the present LAWA website was totally inadequate to be able to benchmark the current state 2021 of the district's freshwater waterways and the results of improvement works that needed to be undertake.

Councillor Stewart suggested that all relevant parties in the district - ECan, the Council, WIL, Ngai Tuahuriri, Fish and Game, etc. should work together to outline their monitoring and measurement needs for ground and surface water in the Waimakariri and collaborate in a district-wide programme which published this information at least monthly on a dedicated public website. This collaboration would ensure resources were shared and that the district and the relevant parties were all benefiting.

C Henderson concurred that the only way to ensure holistic monitoring was through a collaborate approach.

5.8 **Ashley/Rakahuri River Vegetation Clearance.**

A Arps advised that the weed clearance in the upper Ashley/Rakahuri River was in the procurement faze, it was anticipated that the work would be done in April 2021. A Arps advised confirmed that feedback had been provided to the affected landowners.

5.9 **Action Points from 7 December meeting**

No discussion emanated from this point.

Moved: D Ashby

Seconded: J Roper-Lindsay

THAT the CWMS Waimakariri Zone Committee:

- (a) **Receives** these updates for its information, and with reference to the Committee's 2021 Work Programme and Community Engagement priorities.

CARRIED

6 CONFIRMATION OF MINUTES

6.1 Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting – 7 December 2020

Moved: D Ashby

Seconded: J Roper-Lindsay

THAT the CWMS Waimakariri Zone Committee:

- (a) **Confirms** the Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting, held on 7 December 2020, as a true and accurate record.

CARRIED

6.2 **Matters Arising**

None

7 **GENERAL BUSINESS**

7.1 CWMS Zone Committee Review

C Henderson requested that the CWMS Waimakariri Zone Committee be provided with a timeline for the proposed CWMS Zone Committee Review. Also more information on the proposed appointment of a youth representative to the Committee.

7.2 Expression of interest (EOI) to the Freshwater Improvement Fund

S Allen highlighted the noted that the Council submitted an EOI to the Freshwater Improvement Fund for the Arohatia Te Awa project and the Cam River. We would like to provide some further information about the Arohatia Te Awa project and the Ruataniwha-Cam River.

7.3 Expression of interest (EOI) to the Freshwater Improvement Fund

The CWMS Waimakariri Zone Committee had a general discussion on wetlands

KARAKIA

A Reuben provided the karakia to close the meeting.

NEXT MEETING

The next meeting of the CWMS Waimakariri Water Zone Committee was scheduled for the 1 March 2021 at 3:30pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.03 PM.

CONFIRMED

Chairperson

Date

Unconfirmed

MINUTES OF THE AUDIT AND RISK COMMITTEE HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA on TUESDAY 16 FEBRUARY 2021 at 9AM

PRESENT

Mayor D Gordon, Councillors S Stewart (Chairperson), N Atkinson (Deputy Mayor), K Barnett, J Ward and P Williams.

IN ATTENDANCE

J Millward (Manger Finance and Business Support), G Cleary (Manger Utilities and Roothing), P Christensen (Finance Manager), C Brown (Manager Community and Recreation), G Meadows (Policy Manager), D Young (Senior Engineering Advisor), H Street (Corporate Planner), M O'Connell (Senior Policy Analyst), G Byrnes (General Manager Te Kōhaka o Tūhaitara Trust) and K Rabe (Governance Advisor).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 17 November 2020

Moved: Councillor Stewart

Seconded: Councillor Barnett

Councillor Barnett noted that the name 'Petersen' had been spelt incorrectly on page 7 and requested that the Minutes be amended to reflect the correct spelling.

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of a meeting of the Audit and Risk Committee, held on 17 November 2020, subject to the correction to the spelling of 'Petersen'.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 PRESENTATION/DEPUTATION

There were no presentations or deputations.

5 REPORTS

5.1 Six Month Financial Statements for the Period Ended 31 December 2020 - Te Kōhaka o Tūhaitara Trust - J Millward (Manager Finance & Business Support)

J Millward (Manger Finance and Business) and G Byrnes (General Manager Te Kōhaka o Tūhaitara Trust) gave a brief overview of the financial position of the Trust, noting that it had been a productive year for the Trust.

Councillor Atkinson noted that there were outgoing expenses but no incoming income from the Pa maintenance line item. G Byrnes noted that this work was contracted and paid quarterly, and the Trust was expecting the payment to come in shortly.

Moved: Councillor Stewart

Seconded: Mayor Gordon

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 200305030925.
- (b) **Receives** the Six Month Report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2020.
- (c) **Notes** the operations for the six months to 31 December is progressing as planned as presented in the Statement of Intent.

CARRIED

Councillor Stewart commended the Trust on its strong financial position.

Mayor Gordon complimented G Byrnes on the work he had done and commended the difference he had made to the Trust. Mayor Gordon felt that the passion that G Byrnes brought to the Trust had been of huge benefit and had turned the Trust around especially in the surrounds of the Pa.

G Byrnes noted that the 200 year anniversary of the sacking of the Pa was scheduled to be commemorated later in the year.

5.2 Te Kōhaka o Tūhaitara Trust Statement of Intent for the Year ending 30 June 2022- J Millward (Manager Finance & Business Support)

G Byrnes (General Manager Te Kōhaka o Tūhaitara Trust) gave a brief overview of the changes in the Trust's Statement of Intent noting that most of the deletions from the document were projects expected to be completed by June 2021. The following were items of the upcoming work:

- A Future Needs Infrastructure Plan would be workshopped at the Trust's April meeting. G Byrnes noted that the Trust had outgrown the building it was currently operating from and consideration needed to be given to new premises.
- Brief overview of staffing matters with the two rangers leaving for improved employment opportunities and the Trust was proud of being able to assist two young women on their chosen career path.
- Working with Waimakariri Walking and Cycling Strategy and relevant maps almost completed.
- Lamb and Hayward's request for an education programme and work to be done in the Ōtukaikino Reserve.
- Applying for the Department of Conservation Jobs for Nature funding.

There was a discussion on the rāhui on gathering resources within boundaries of Tūhaitara Coastal Park, as well as historic occurrences of dry conditions which had impacted on the natural resources of the park.

Moved: Councillor Atkinson

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report N° 21020902370.
- (b) **Receives** the Statement of Intent for Te Kōhaka o Tūhaitara Trust for the year ending 30 June 2022 (TRIM 210209020397).

- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka o Tūhaitara Trust to make changes to the Statement of Intent. Te Kūhaka o Tōhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to the 30 June.

CARRIED

Councillor Williams noted that all the comments and observations regarding the Trust had been positive and commended the Trust for continuing to look forward to the future.

Councillor Stewart endorsed all the feedback given and thanked G Byrnes for his outstanding work over the last ten years.

5.3 Non-Financial Performance Measures 2nd Quarter Results as at 31 December 2020 – H Street (Corporate Planner)

H Street took the report as read and noted changes to some performance measures in the draft Long Term Plan 2021-2031.

In response to queries regarding the after hours service, H Street noted that a report would be presented to the Council for its consideration shortly.

Councillor Atkinson queried if timing was right for increasing performance measures given that the department was under resourced at present. It appeared that the Council was setting itself up to fail. H Street informed the Committee that these were statutory requirement which required the measures to be increased, however acknowledged that the Council was unlikely to achieve the target this year.

Moved: Councillor Atkinson

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210121008695.
- (b) **Notes** all measures have been reviewed and incorporated in the draft LTP.

CARRIED

Councillor Atkinson noted that it was impossible to get 100% in all the Council's targets however there needed to be good explanation/commentary on why the targets were not achieved. In his opinion he felt that more realistic targets should be set which would give even more incentive to achieve them.

Mayor Gordon agreed with Councillor Barnett that the after hours service was a priority. He acknowledged that the current system was not working well and was the cause for a number of complaints from the community.

Councillor Barnett noted that the information in this report was important and understanding the information contained within and was crucial for good decision making. She also agreed with Councillor Atkinson on the rating being more realistic.

Councillor Stewart noted that the commentary/explanations were key for the public to understand why certain measures had not been achieved.

5.4 Sustainability Strategy Implementation – First Quarter Report 2020/21– M O’Connell (Senior Policy Analyst)

M O’Connell gave a brief overview of the report, reminding Councillors that the first quarter started in October 2020 and did not correlate with the usual year quarter, which would have normally started in September.

Councillor Atkinson enquired why no mention of the effects of Covid-19 had been included in the reporting on fuel, electricity and flights, all of which showed far less than what would be normal. M O’Connell noted the comment.

Councillor Barnett enquired how the e-bike scheme was progressing and was told that some staff had taken up the offer. M O’Connell reminded members that they could apply to the scheme as well.

Councillor Stewart enquired when the profile report on emissions was likely to be presented and was told at the end of June 2021.

Moved: Councillor Barnett

Seconded: Councillor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210112002877.
- (b) **Notes** that this is the first of four strategy implementation update reports (for Stage 2), noting that the reporting period runs from September each year, and making the December quarter the first quarterly return.
- (c) **Notes** the Organisational Sustainability Strategy relates to the wider organisation and that the subsequent stage (2021/22 FY) will address community sustainability.
- (d) **Notes** that the standard report template is being updated and that will include specific reference to sustainability considerations.

CARRIED

Councillor Barnett thanked the staff for the report but cautioned against spending all the time reporting and less time in doing. She noted that she would like to see more work with staff at grassroots level.

Councillor Stewart concurred and commented she would like to see the eradication of all paper cups and reverting back to water glasses within the organisation.

5.5 Financial Report for the period ended 31 December 2020 – P Christensen (Finance Manager)

P Christensen took the report as read and gave a brief overview of the financial position or the third quarter.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report no. 210121008318.
- (b) **Notes** that the Council’s surplus is ahead of the year to date budget.
- (c) **Notes** that the Council net surplus consists of capital revenue (development contributions and subsidies) that is budgeted for and attributed to Capital expenditure.

CARRIED

Mayor Gordon commended the staff for the strong financial position the Waimakariri District Council enjoyed and stated that it made a difference to the Council's reputation and standing in the community.

Councillor Ward also commended the staff on the excellent performance and acknowledged that a conservative approach had served the Council well.

5.6 Capital Works Programme Quarterly Report, December 2020 – D Young (Senior Engineering Advisor), G Cleary (Manager Utilities and Roading), C Brown (Manager Community and Recreation)

D Young gave an overview of the report stating that he was pleased with the information provided. He noted that of the \$8 million identified as projects at risk, half of which was tagged for land purchases which the Council had little control of as it depended on price negotiations.

Councillor Barnett enquired regarding the level of risk to projects with the possibility of Covid levels dropping in the future. D Young noted that most of the projects would be unaffected if the district stayed at Level 2, however re-evaluation of the work programme would be required if the district went to Level 3 or lower.

Councillor Stewart raised concern regarding projects at risk which were part funded by NZTA and requested that staff keep monitoring this carefully. D Young replied that if NZTA removed funding staff would substitute another project for the one that was to be funded, this would not mean that the project was lost but may be deferred to a later date.

Moved: Councillor Atkinson Seconded: Mayor Gordon

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 210126012314.
- (b) **Notes** the predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$76.799mill total capital spend, \$76.216 is predicted for completion, but \$8.92mill is at risk of not being delivered.

CARRIED

Councillor Atkinson stated that he was pleased to support this recommendation and commended the work that had gone into revamping the process for reporting the capital programme. He acknowledged the work the managers had done in listening to concerns and then driving the changes.

Councillor Ward also thanked staff acknowledging the busy and challenging year which only got more complex with the addition of the shovel ready projects.

Councillor Stewart reiterated the comments made and agreed that the information was well presented and easy to read. However she still had concerns regarding the co-funded projects at risk.

6 PORTFOLIO UPDATES

6.1 Audit, Risk, Long Term Plan and Excellence Programme – Councillor Ward

- LTP finalised and ready for public consultation.
- Excellence Programme – discussion with Mr Feeley regarding the AA rating the WDC had received and possible development of a Council Governance Charter.
- Audit and Risk – do members feel that they would benefit from further training?
- The recommendations in the Excellence Programme report from Mr Feeley would be presented to the Council for consideration by the new CE in May 2021.

6.2 Customer Service – Councillor Barnett

- New phone system imminent
- Paperless direct debits almost ready to launch
- Data com platform for paying rates
- Dog registration going live this year.

6.3 Communications – Councillor Atkinson

- Communications quarterly report to be circulated
- LTP consultation coming together
- District Plan updates
- Community Notice Board
- Tsunami updates to go on the website
- Updating of internal website was proceeding
- New video on Mainpower Stadium to be shown on the website
- Investigation on how to report facts on the neighbourhood page – no comments but list all the relevant facts

Councillor Stewart raised the concern regarding public consultations that had been less than successful recently and requested that a review be carried out to achieve better communication with residents during consultation. Residents were saying they did not get the fliers which were delivered, people struggle to find relevant information on website, most do not receive or read the papers, so how should the Council communicate more effectively with the community. Committee members agreed that this needed further urgent attention.

J Millward noted that a briefing on communication had been scheduled for May but that he would ensure that this be brought forward.

Mayor Gordon noted that in relation to the Kaiapoi Hub consultation, he had undertaken to write a formal letter to residents informing them of the next steps.

7 QUESTIONS

Nil.

8 URGENT GENERAL BUSINESS

Nil.

9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Moved: Councillor Stewart

Seconded: Councillor Barnett

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°	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
9.1	Minutes of the Public Excluded portion of the Audit and Risk Committee meeting 17 November 2020	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
9.2	Maree Harris (Customer Services Manager)	Write off Statute Barred Rates	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
9.1 – 9.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

See In Committee Agenda (blue papers)

OPEN MEETING

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.58AM.

CHAIRPERSON

DATE

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON WEDNESDAY 3 FEBRUARY 2021 AT 7PM.

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, M Brown, W Doody, S Farrell, R Harpur and N Mealings.

IN ATTENDANCE

S Nichols (Governance Manager), G Stephens (Green Space Community Engagement Officer), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

1 APOLOGIES

No apologies were received.

2 PUBLIC FORUM

There were no members of the public in attendance for the public forum.

3 CONFLICTS OF INTEREST

Item 7.2 - T Robson was the current Chairperson of the Oxford Community Trust.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 2 December 2020

Moved: T Robson Seconded: W Doody

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting held on 2 December 2020, as a true and accurate record.

CARRIED

4.2 Matters Arising

Nil.

5 DEPUTATIONS AND PRESENTATIONS

Nil.

6 ADJOURNED BUSINESS

Nil.

7 **REPORTS**

7.1 **The Oaks Reserve Master Plan 2020 and Long Term Plan Submission – G Stephens (Greenspace Community Engagement Officer)**

G Stephens provided a brief overview of the history of this project before presenting the proposed The Oaks Reserve Master Plan for which included a rural township dog exercise area. He noted that there was currently no funding for a dog exercise area and the Plan had been drafted to support the Board should it choose to make a submission for funding to the Council's 2021-31 Long Term Plan. G Stephens outlined the improvements that could be made, within the wider reserve for which the Board had already allocated \$9,200 from its Landscaping Budget. This included the replacement of the fence along High Street with bollards to show it was a public place, the installation of a bin and poo pod bag dispenser, the replacement of the entrance sign and the installation of signage at the entrance to the cemetery. These improvements could be made irrespective of the future development of a dog exercise area.

G Stephens also noted that a ground penetrating radar investigation had been conducted to determine the locations of any unmarked graves/ The Council was however still awaiting the results. It was envisaged that the information would assist the Council and the Board in deciding the future use of the western areas of the reserve. Staff would bring the information gathered to the Board along with a proposal for how this area could be treated at a subsequent meeting.

S Farrell advised that the Board previously recommended that the two areas earmarked on the west side of The Oaks Reserve should be retained as part of the cemetery area until a future use could be determined by the Board, however it appeared that staff were anticipating these areas to be leased. G Stephens stated that leasing these areas until such time as the proposed dog exercise area was developed was an option, however the future of these areas would be ultimately determine by the Board.

W Doody enquired when the current lease on The Oaks Reserve would be expiring. G Stephens advised that the lease was terminated as of 1 January 2021, but the tenant was given until 31 March 2021 to return the land to an appropriate state with no stored machinery. If the tenant failed to comply, the Council would take the necessary steps to return the land to an appropriate state and bill the tenant for costs.

S Farrell raised a concern that the timing of the work to be done could be pushed out, if the tenant did not comply. She also asked if the project would include the tree stumps being removed and grassed over when the bollards were moved back. G Stephens explained that although the preparation work on site could not start until the machinery had been removed, there were other aspects of the work, such as signage that could commence. He also noted that the tree stumps would be removed and he would confirm if this could be funded from the Greenspace Maintenance Budget.

D Nicholl sought clarity on how many people might be using the proposed dog exercise area. G Stephens explained that it was difficult to predict potential use, as it would be based on the personal preference of dog owners. The Rangiora Dog Park was however very popular and had visitors from the whole district and even Christchurch.

S Farrell questioned whether the sign advising that no dogs were allowed in the cemetery reserve should not be funded from the cemetery budget rather than the Board's Landscaping Budget. G Stephens undertook to investigate the possibility. In response to questions, G Stephens noted that the sign for the dog exercise area was located further back from the bollards to reduce 'visual disturbance' and as a better marker to the exercise area. The sign could however be relocated if required.

Moved: S Farrell

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210122009908.
- (b) **Approves** The Oaks Reserve Master Plan 2020 (Trim: 210122009901) for inclusion in the Board's Submission to the 2021/31LTP for funding consideration towards the dog exercise area.
- (c) **Notes** the Board already had \$9,200 allocated from their General Landscaping Budget towards improvements within the wider reserve.
- (d) **Approves** the use of this budget to implement the items within the 2020 The Oaks Reserve Master Plan relating to the wider reserve with work starting onsite as soon as practical.
- (e) **Notes** that following approval of the plan, and if the Board wished to make a submission, responsibility would fall to the Board to make this application to the Long Term Plan.
- (f) **Notes** that staff were undertaking a ground surface penetration radar analysis of the area where there are believed to be unmarked graves and will return to the Board with this information and recommendations on how these areas could be treated in future.

CARRIED

M Brown against

W Doody noted that it was important that the public be made aware that the proposal was for a 'rural township' dog exercise area and not a dog park.

M Brown noted that he previously did not support a dog exercise area, but through the process he kept an open mind, and was supportive of the \$9,200 being spent to make The Oaks Reserve more accessible to the public. However, he would not support a submission for funding to the 2021/31 Long Term Plan, as he believed that the estimated \$95,000 could be better spent on infrastructure elsewhere in Oxford and the Ward.

7.2 **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/2021 – T Kunkel (Governance Team Leader)**

Having declared a conflict of interest T Robson sat back from the table and did not take part in the discussion.

T Kunkel briefly advised that the Oxford Community Trust sought funding towards the cost of hosting a Wellbeing Networking Retreat for social service providers, who had experienced an increased workload due to COVID-19. The Trust was working with Social Services Waimakariri to bring this event to service providers across the whole Canterbury Region and were therefore applying for funding from all four of the Community Boards. The Kaiapoi-Tuahiwi

Community Board had granted \$500 and similar applications would be presented to the remaining two Community Boards the following week.

S Farrell noted that the application referred to a previous funding application being declined by the Board, but she could not recall the Board declining an application from the Oxford Community Trust. T Kunkel clarified that an application was received from the Trust's OSCAR Programme towards the cost of entrance fees at the Community Aquatic Centre. The Trust was advised that the Board could not grant funding towards fees to Council-owned and/or operated facilities. The Trust was advised that the Board would consider funding any other part of the OSCAR Programme, but they elected to withdraw their application.

S Farrell sought clarity on the proposed budget for the Wellbeing Networking Retreat. T Kunkel noted that the matter was raised with the Trust, but the only response received was that the estimated cost of the retreat was approximately \$7,000 and that funding received from the Community Boards would be used directly for the event to cover costs such as venue hire, accommodation, catering and the guest speaker.

Moved: W Doody

Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210125011091.
- (b) **Approves** a grant of \$500 to the Oxford Community Trust towards the cost of hosting a Wellbeing Networking Retreat.

CARRIED

W Doody commented on the importance of acknowledging the work being done by social service providers and she commended the Oxford Community Trust for the initiative.

S Farrell agreed and stated that during the COVID-19 lockdown social service providers did a tremendous job. She therefore hoped that the Oxford Community Trust would be able to raise the required funding for the proposed Wellbeing Networking Retreat.

N Mealings noted she was a member of the local Welfare Committee during the COVID-19 lockdown and social service providers worked long hours in service of their communities. She therefore also supported the application.

7.3 **Conflict of Interests Register – S Nichols (Governance Manager)**

T Kunkel advised that last year the Board adopted the Council's Register of Interests Policy, which entailed the establishment of a Conflict of Interests Register. The Register was reviewed on an annual basis and was published on the Council's webpage. She requested members to advise the Governance Team if they wished to update any details contained in the current Register.

Moved: T Robson

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210111002045.
- (b) **Notes** the Council Register of Interests Policy 2018 (Trim 180419043038).

- (c) **Approves** a Register of Interests to be listed in the Oxford-Ohoka Community Board agenda of March 2021, and on the Council website, following updated information being received from elected members.
- (d) **Notes** the Register would be re-published in subsequent agendas and web page when an amendment has been recorded. The Register will be subsequently reviewed each year as a matter of best practice.

CARRIED

7.4 New Zealand Community Boards' Conference 2021 – T Kunkel (Governance Team Leader)

T Kunkel noted that this year's New Zealand Community Boards' Conference 2021 would be held in Gore from 22 to 24 April 2021 and the report was taken as read. N Mealings asked if the Board was required to send a representative. T Kunkel advised that the conference was not compulsory, hence it was the Board's prerogative to send a representative, based on the value of learning that may be gained.

T Robson stated that he found the opportunity to network and gathering ideas from other Community Boards at the Community Boards' Conferences he had previously attended invaluable. He therefore suggested that the Board consider sending a representative.

S Farrell concurred and suggested that first term Community Board members should consider attending

D Nicholl enquired if any Community Board members would be interested in attending the Community Boards' Conference. Both S Barkle and R Harpur indicated that they would be willing to attend.

In response to questions, S Nichols confirmed that sufficient funds were available to allow two members to attend. The Board needed to consider the professional development of the attendees, and how their attendance would also benefit the community.

Moved: N Mealings

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210118005953.
- (b) **Approves** that Board members S Barkle and R Harpur represent the Board at the 2021 New Zealand Community Boards' Conference to be held in Gore from 22 to 24 April 2021.
- (c) **Notes** that the attendees would be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the June 2021 meeting.
- (d) **Notes** that the total cost for each attendee would be approximately \$1,810 (including GST) funded from the Boards training budget.

CARRIED

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON'S REPORT**9.1 Chairperson's Report for January 2021**

D Nicholl noted that there were not many issues to deal with during January 2021. He did however assist in resolving a problem with hemlock infestation on Mill Road in Ohoka.

D Nicholl acknowledged the recent passing of Des Schumacher, who was a former Oxford County Councillor and also an Oxford Ward Councillor. D Schumacher also previously worked for the Council and his wife was currently a valued employee of the Council.

Moved: D Nicholl Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson for January 2021.

CARRIED

10 MATTERS FOR INFORMATION

- 10.1 **Woodend-Sefton Community Board meeting Minutes 7 December 2020 (Trim 201208167805).**
- 10.2 **Rangiora-Ashley Community Board meeting Minutes 9 December 2020 (Trim 201215171410).**
- 10.3 **Kaipoi-Tuahiwi Community Board meeting Minutes 14 December 2020 (Trim 201215171052).**
- 10.4 **Tuahiwi to Ashley River Speed Limit Review – Report to Council Meeting 1 December 2020 – Circulates to all Boards.**
- 10.5 **Results of Consultation on the Draft Climate Change Policy – Report to Council Meeting 1 December 2020 – Circulates to all Boards.**
- 10.6 **New Tsunami Modelling and proposed Evacuation Zones – Report to Council Meeting 1 December 2020 – Circulates to all Boards.**
- 10.7 **Report Seeking Endorsement of the PT Futures Foundations and Rest of Network Business Case – Report to Council 21 December 2020 – Circulates to all Boards.**
- 10.8 **Library Update to December 2 2020 – Report to Community and Recreation Committee Meeting 15 December 2020 – Circulates to all Boards.**
- 10.9 **Aquatic facilities Strategy and Long Term Plan Preparations – Report to Community and Recreation Committee 15 December 2020 – Circulates to all Boards.**
- 10.10 **Adopt Council Plan Change 29 (Summerset Retirement Villages Ltd) – Report to District Planning and Regulation Committee 15 December 2020 – Circulates to all Boards.**
- 10.11 **Environmental Programmes for the Draft Long Term Plan 2021/31 – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.**

- 10.12 Drainage Activities in Wetland Areas – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.
- 10.13 Proposed District Plan Provisions – MR 873 and other Maori Reserve areas – Report to Mahi Tahī Joint Development Committee Meeting 8 December 2020 – Circulates to all Boards.
- 10.14 Drinking Water Quality and Compliance Annual Report – Report to Utilities and Roothing Committee Meeting 18 December 2020 – Circulates to all Boards.
- 10.15 Utilities and Roothing Activity management Plans 2021 – Report to Utilities and Roothing Committee Meeting 18 December 2020 – Circulates to all Boards.
- 10.16 Significant and Engagement Policy Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 10.17 Town Centre Strategies Implementation Budget Recommendations for Long Term Plan – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 10.18 COVID-19 Recovery programme Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 10.19 Poyntz Road Contribution for Connection to West Eyreton and Summerhill Water Supplies – Report to Council Meeting 1 December 2020 – Circulates to OOCB and RACB.

Moved: M Brown

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1 to 10.19.

CARRIED

11 **MEMBERS' INFORMATION EXCHANGE**

S Barkle

- Noted that she received correspondence from the Council's Roothing Team regarding the Update on the Five Roads intersection in Mandeville, No 10, McHughs and North Eyre Roads and was hoping for the matter to be resolved.
- Attended
 - Waimakariri Health Advisory Group meeting
 - A Next Steps Facilitator role was being created.
 - The Advisory Group held a breakfast with Enterprise North Canterbury (ENC) and the Social Services Team to open pathways for co-operation.
 - A housing assessment was being undertaken.
 - Ministry Social Development provided funding for a Food Security Network, to ensure that communities were self-sustainable. Members were requested to contact Satisfy Food Rescue if they become aware of any surplus foods. Satisfy Food Rescue would collect the food for distribution to community members in need.
 - Noted the Christchurch Hospital taxi token service for people who were being discharged from hospital.

M Brown

- Mandeville Sports Club's Board had presented their Strategic Plan to members. Which was generally well received. Next step was a media release and moving into professional fundraising.

- Assisted with neighbour disputes around noise and drainage concerns.
- Noted he was not able to attend the Representation Review meetings and D Nicholl would attend future meetings to represent the Board on the Working Party.
- Noted the community's concern regarding the Horrellville Church on Poyntz Road. The hall dated from the 19th century and was a Category 2 Historic Place to which structural changes had been made without consent.
S Nichols advised that the Council were aware of various property matters and were working with the owner to resolve or find a way forward to the situation.
- Being discussed on social media was the possibility of constructing a second bridge over the Waimakariri River.
S Nichols noted that the Council had previously received requests for the construction of a second bridge over the Waimakariri River, through the Annual and Long Term Plans. Any community member or group were welcome to make a submission on this matter to the 2021/31 Long Term Plan process in March/April.

R Harpur

- Attended:
 - Greypower Meeting.
 - Concern was raised about the bus service confusion, due to the new Rapid Bus Services.
 - Noted the Christchurch Hospital taxi token service.
 - Sport Canterbury had presented the Live Stronger and Longer classes.

S Farrell

- Advised that there had been a large improvement at the Canterbury Landscape Supplies composting site. She sought Board members interest in a site visit during March 2021.
- Congratulated the Council on installation of street flags in Oxford.
- Raised a concern that the Council did not complete the Bay Road resealing prior to the schools reopening as scheduled. Staff undertook to follow up with the Roading Team and to report back to the Board.
- Attended:
 - Waimakariri Access Group meeting
 - Oxford Medical Centre's doors were heavy and older people were struggling to open them, she therefore asked if it were possible for the Board to assist in improving access to the Centre, as it was a Council-owned building. Staff would follow up with the Property Team.
 - A meeting at the Wolffs Road Suspension Bridge to discuss the future of this heritage structure.

T Robson

- Raised a concern regarding the impact of the Flaxton Road upgrade on businesses along Flaxton Road. He enquired what support ENC was providing to businesses to assist them during this time.
Staff advised that the Council had liaised with business owners prior to the work commencing, acknowledging disruption concerns, however, it had been acknowledged by property owners that the work was necessary.

- Attended:
 - Wheels and Wings event in Oxford which was a fundraiser hosted by the Oxford Lions Club and the Oxford Community Trust, there was a good turnout.

W Doody

- Tabled Councillors report (Trim 210204018247).
- Commented on the productive and well prepared 2021-31 Long Term Plan Budget meetings held on 26 and 27 January 2021. Thanked D Nicholl for his annual Chairperson's Report to the Council the previous day.
- Noted upcoming community engagement events to be held at the Swannanoa Fair, Ohoka Market, Oxford Fresh Choice and Oxford A and P Show, in relation to promoting the Long Term Plan.

N Mealings

- Walked in the Kaiapoi Christmas Parade on 5 December 2020 and the Oxford Lions Christmas Parade on 20 December 2020.
- Met with a constituent regarding the possible restoration of the Wolffs Road Suspension Bridge.
- Attended
 - Land and Water Committee meeting
 - Forestdale Wetland Reserve would be fenced and weed control would be undertaken. Also discussed clarification of setbacks for drainage activities in wetland areas - to be communicated more clearly to Drainage Advisory Groups.
 - The opening of the Christchurch Northern Corridor on 12 December 2020.
 - The Park and Ride Opening Day and travelled on the first day of the Express Bus Service
 - Representation Review Working Party meeting.
 - Waimakariri Youth Council
 - Discussed recruitment of four new members to replace departing members.

12 CONSULTATION PROJECTS

12.1 Draft Cemeteries Policy

<https://letstalk.waimakariri.govt.nz/cemeteries-policy>

Consultation closes on Monday 15 February 2021.

The Board noted the consultation, and having previously discussed this policy had decided not to submit comment.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 30 January 2021: \$8,636.

13.2 General Landscaping Fund

Balance as at 30 January 2021: \$3,403.

The Board noted the funding balances.

14 MEDIA ITEMS

The Board requested that the public be made aware that it was proposed to develop a 'rural township' dog exercise area at The Oaks Reserve in Oxford and not a dog park.

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8:28pm.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for Wednesday 3 March commencing at 7.00pm at the Ohoka Community Hall.

CONFIRMED

Chairperson

Date

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET,
RANGIORA ON WEDNESDAY 10 FEBRUARY 2021 AT 7PM.**

PRESENT

J Gerard QSP (Chairperson), D Lundy (Deputy Chairperson), R Brine, K Barnett, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

IN ATTENDANCE

Mayor D Gordon, L Smith (Manager People and Engagement), S Redman (Youth Facilitator), K Graham (Roading and Transport Journey Planner), K Rabe (Governance Adviser), C Fowler-Jenkins (Governance Support Officer) and E Tizzard (Youth Council Co-chair).

One member of the public attended.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 9 December 2020

Moved: J Goldsworthy Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 December 2020.

CARRIED

3.2 Matters Arising

J Gerard provided a brief update on the status of the Resource Consent application by Taggarts for quarrying at the Rangiora Racecourse.

4 DEPUTATIONS AND PRESENTATIONS

4.1 M Brown – BNZ Corner

M Brown spoke to the Board regarding the amenity of High Street in Rangiora and its floral extravaganza including all its plantings, trees and lighting. He explained that he wished to request the Council to reserve a small section for beautifying with a welcoming feature at the start of High Street, which developing the corner of Ashley and High Streets. He suggested possibly installing a water feature and some public seating.

M Harris enquired if M Brown would consider mirroring the plantings and seating on the opposite corner. M Brown noted that he envisioned something different, as the other corner had roses, which provided enough colour. He believed that decorative paving with a feature such as public art or water feature with a seat would off-set the other plantings in the area.

J Ward noted her appreciation for the affect that M Brown had achieved outside his premises and enquired if he would be interested in developing the BNZ corner in partnership with the Council. M Brown commented that he did not know the details of the proposed development, but acknowledged that the corner was an important piece of commercial land that would be bought and developed.

K Barnett noted that with the wind gusting through that area, and with the heavy traffic she did not believe it would be a pleasant area to sit and enjoy the view. She enquired if M Brown thought it may be more beneficial for the Council to invest in the proposed Civic Precinct around Victoria Park which could create a hub of amenity and relaxation. M Brown explained that he would like to see significant feature on the BNZ corner which said something about the town and the district.

The Chairperson thanked M Brown for his presentation and his interest in the community and the district.

4.2 **Dudley Park Redevelopment Project – Sam Redman**

S Redman, Youth Facilitator and E Tizzard, Co-chair of the Youth Council updated the Board on the public consultation for the proposed Dudley Park redevelopment. The Board had requested that a final draft plan be developed from the public consultation already received. The Youth Council intended to do final consultation prior to bringing the plan to the Board for approval. It was noted that Board member M Fleming had been involved with the development of the final draft plan.

The Chairperson thanked S Redman and E Tizzard for their update and for keeping the Board informed.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2020/21 – K Rabe**

K Rabe gave a brief overview of the applications, received from the Oxford Community Trust and North Canterbury Pride, requesting funding from the Board's Discretionary Grant Fund.

K Barnett enquired if the Oxford Community Trust's Wellbeing Retreat was due to the response provided by social services to Covid-19 in 2020. K Rabe noted that it was not specifically in response to the pandemic but after the long hours that the service people worked, they were feeling tired and vulnerable. This event was to assist in re-energising and learning from the experiences from 2020.

K Barnett noted that in the application the Trust mentioned seeking funding from Lottery grants, she enquired if the event would still go ahead if the Trust was unsuccessful in receiving funding from the Lottery. K Rabe confirmed that they intended the event to go ahead and may investigate other funding sources if required.

J Goldsworthy noted that the financial report indicated a surplus of \$24,000 for the last financial year and enquired if that money was already spoken for or if it was a surplus. J Gerard noted that the report indicated that it was the profit for the previous financial year.

The Board agreed to consider the applications separately.

Moved: D Lundy Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210111002024.
- (b) **Approves** a grant of \$500 to the Oxford Community Trust towards the cost of hosting a Wellbeing Networking Retreat.

D Lundy explained that he questioned why the Board was being asked to fund an Oxford based organisation, however he understood the intent of what the Trust was proposing and noted that the Trust clearly showed there would be a benefit to the Board's ward.

R Brine commented that he had reservations when he noted the \$24,000 surplus, but he was also well aware of the services that were provided across the district. Having worked through lockdown and the earthquakes, he noted that burnout was a real issue and this was an opportunity for the Boards to contribute in a small way to uplifting people who did a fantastic job in the community.

K Barnett noted that many of the service providers covered across the district and even as far as Hanmer so it was very difficult to prioritise which area benefited more or who should help fund this retreat. She noted that this application was made under the Oxford Community Trust umbrella and the funding for this event would be held separate from the Trust's financials as it was a separate entity involving all the service providers of the district.

J Gerard agreed that the Oxford Community Trust did a fantastic job in the district, however he did not support ratepayers contributing to a Wellness Retreat.

CARRIED

Against - J Goldsworthy

Moved: R Brine Seconded: M Fleming

- (c) **Approves** a grant of \$250 to North Canterbury Pride (NCP) towards hosting the LGBTIQ+ picnic in Victoria Park.

R Brine commented that over the last few this had become an important event in the district. He believed it was an advantage for Rangiora that it was held in Victoria Park.

K Barnett was also in favour of the grant and noted that this event was larger than just a picnic and provided real support to diversity.

CARRIED

6.2 **New Zealand Community Boards' Conference – K Rabe (Governance Advisor)**

K Rabe highlighted the information contained in the report, noting the members who had attended previous conferences.

Moved: J Gerard Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210118005953.
- (b) **Approves** that Board members J Goldsworthy and M Fleming represent the Board at the 2021 New Zealand Community Boards' Conference to be held in Gore from 22 to 24 April 2021.
- (c) **Notes** that the attendees will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the June 2021 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,810 (including GST) funded from the Boards training budget.

CARRIED

6.3 **Conflict of Interests Register – S Nichols (Governance Manager)**

K Rabe provided a brief overview of the process regarding the register, noting that the register needed to be reviewed annually.

Moved: D Lundy Seconded: M Clarke

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210111002034.
- (b) **Notes** the Council Register of Interests Policy 2018 (Trim 180419043038).
- (c) **Approves** a Register of Interests to be listed in the Rangiora-Ashley Community Board agenda of March 2021, and on the Council website, following updated information being received from elected members.
- (d) **Notes** the Register will be re-published in subsequent agendas and web page when an amendment has been recorded. The Register will be subsequently reviewed each year as a matter of best practice.

CARRIED

6.4 **Approval of the Rangiora-Ashley Community Board Plan 2020 – K Rabe (Governance Advisor)**

K Rabe provided members the opportunity to provide feedback on the Community Board Plan 2020-2022, which had been amended to reflect updates on projects and the current meeting schedules.

Moved: D Lundy Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210119006790.
- (b) **Approves** the updated Rangiora-Ashley Community Board Plan 2020-2022 (Trim 200122007748).
- (c) **Authorises** the Chairperson to approve the final version Rangiora-Ashley Community Board Plan 2020-2022, if any further minor editorial corrections are needed.

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT**8.1 Chair's Diary for December 2020**

Moved: J Gerard Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210126011585.

CARRIED

9 MATTERS FOR INFORMATION

- 9.1 **Woodend-Sefton Community Board meeting Minutes 7 December 2020 (Trim 201208167805).**
- 9.2 **Oxford-Ohoka Community Board meeting Minutes 2 December 2020 (Trim 201204165000).**
- 9.3 **Kaiapoi-Tuahiwi Community Board meeting Minutes 14 December 2020 (Trim 201215171052).**
- 9.4 **Tuahiwi to Ashley River Speed Limit Review – Report to Council Meeting 1 December 2020 – Circulates to All Boards.**
- 9.5 **Poyntzs Road Contribution for Connection to West Eyreton and Summerhill Water Supplies – Report to Council Meeting 1 December 2020 – Circulates to OOCB and RACB.**
- 9.6 **Results of Consultation on the Draft Climate Change Policy – Report to Council Meeting 1 December 2020 – Circulates to All Boards.**
- 9.7 **New Tsunami Modelling and proposed Evacuation Zones – Report to Council Meeting 1 December 2020 – Circulates to All Boards.**
- 9.8 **Report Seeking Endorsement of the PT Futures Foundations and Rest of Network Business Case – Report to Council 21 December 2020 – Circulates to all Boards.**
- 9.9 **Library Update to December 2 2020 – Report to Community and Recreation Committee Meeting 15 December 2020 – Circulates to all Boards.**
- 9.10 **Aquatic facilities Strategy and Long Term Plan Preparations – Report to Community and Recreation Committee 15 December 2020 – Circulates to all Boards.**
- 9.11 **Adopt Council Plan Change 29 (Summerset Retirement Villages Ltd) – Report to District Planning and Regulation Committee 15 December 2020 – Circulates to all Boards.**
- 9.12 **Environmental Programmes for the Draft Long Term Plan 2021/31 – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.**
- 9.13 **Drainage Activities in Wetland Areas – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.**
- 9.14 **Proposed District Plan Provisions – MR 873 and other Maori Reserve areas – Report to Mahi Tahī Joint Development Committee Meeting 8 December 2020 – Circulates to all Boards.**

- 9.15 **Drinking Water Quality and Compliance Annual Report – Report to Utilities and Roding Committee Meeting 18 December 2020 – Circulates to All Boards.**
- 9.16 **Utilities and Roding Activity management Plans 2021 – Report to Utilities and Roding Committee Meeting 18 December 2020 – Circulates to all Boards.**
- 9.17 **Significant and Engagement Policy Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.**
- 9.18 **Town Centre Strategies Implementation Budget Recommendations for Long Term Plan – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.**
- 9.19 **COVID-19 Recovery programme Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.**

Moved: D Lundy

Seconded: A Wells

THAT the Rangiora-Ashley Community Board receives the information in Items 9.1 to 9.19.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

K Barnett

- Long Term Plan Budget Meetings – went well which was attributed to the amount of briefings and work that staff had put in last year to provide relevant information.

S Lewis

- Attended Muscle Car Madness – Noticed that several businesses in Rangiora had commented that they were very quiet over that weekend and wondered if there was a way for this event to bring more business into the town.

J Ward

- Discussions have continued with regard to the Council office refurbishment.
- Long Term Plan Budget Meetings – two days instead of three – went very well.
- Researching possible names for the naming of a private road at the Rangiora Airfield.
- Council Briefing – Met with Adam Feeley who was the commissioner that gave the Council an AA rating, which was the top rating in New Zealand for Local Authorities.
- Attended Rangiora Promotions meeting.
- Attended the Waimakariri Access Group meeting – good discussion on business access.
- Been busy with expressions of interest for tenders.

R Brine

- Recycling update
 - Recycling processing was dropping \$20 a ton.
 - Paper processing was dropping \$55 a ton.
 - Bin audits – 17 had received three strikes, three bins had been removed and two bins had not been put out since they received their third notice.

P Williams

- Park and Ride – Live near one of the facilities and have noticed the car park getting full.
- Sicon had completed repairs to Mt Thomas Road – pleased that it was completed in a quarter of the estimated time.
- Attended the Waimakariri Road Safety meeting.
- Long Term Plan Budget meetings.

M Fleming

- Waimakariri Access Group – Accessibility for businesses was discussed. Created a list for businesses on how to be improve accessible in stores which will be distributed shortly.
- Protested against the proposed quarry.

J Goldsworthy

- Attended a community barbeque.

M Clarke

- Mobility scooters issues with accessing the footpath behind The Gables shopping centre to get to the footpath at the BNZ carpark because delivery drivers had been parking not only on the yellow lines but across the footpath as well.
- Been keeping an eye on the Rapid Transit at Southbrook and it was certainly very popular but there were a number of cars who had been parking in the park grounds.
- Attended a Grey Power meeting.
- Attended the Waimakariri Access meeting.

D Lundy

- Attended the Representation Review Meeting.
- Loburn Reserve – large number of water tanks installed to assist in watering playing fields.

11 CONSULTATION PROJECTS**11.1 Draft Cemeteries Policy**

<https://letstalk.waimakariri.govt.nz/cemeteries-policy>

Consultation closes on Monday 15 February 2021.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 January 2021: \$11,722.

12.2 General Landscaping Fund

Balance as at 31 January 2021: \$48,980

The Board noted the Funding balances.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

This concluded the formal section of the meeting at 7.49pm

Workshop

- *Southbrook Innovative Streets – K Graham (7.50pm – 8.07pm)*
- *Members Forum (8.07 – 8.25pm)*
 - Representation Review Update – D Lundy

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 March 2021 in the Function Room at the Rangiora Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.25PM.

Chairman

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE WAIKUKU BEACH HALL, WAIKUKU ON TUESDAY 9 FEBRUARY 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

Mayor D Gordon, S Markham (Manager Strategic Projects), K Rabe (Governance Advisor), C Fowler-Jenkins (Governance Support Officer).

One member of the public.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

Item 6.5 – P Redmond declared a possible conflict of interest in his role as a Councillor of the Waimakariri District Council who may be called on to make a decision on Plan Change 30 in the future.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 7 December 2020

Moved: A Thompson

Seconded: M Paterson

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 7 December 2020.

CARRIED

3.2 Matters Arising

Nil.

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 Waikuku Beach Volleyball Court – Mette Flaaten.

M Flaaten thanked the Board for the invitation to present to them her community initiative of installing a beach volleyball court at Waikuku. She explained that she had been a professional volleyball player in Sweden for a number of years and had lived in the Waimakariri for seven years. For several years, she had envisioned a fulltime beach volleyball court in Waikuku. The profile of the beach and the point of the high tides would however make it difficult to set up a beach volleyball court on the actual beach. She noted a small sand court to play beach volleyball could easily be developed in the large expanse of greenspace in Waikuku. She had spoken to other members of the community, including few business owners, who had indicated support including and assistance with the development of the court.

A Allen enquired if M Flaaten had ever developed a manmade court in Sweden or if she had utilised a flat sand court. M Flaaten noted that she had no personal experience in developing courts, as most courts in Sweden were indoor arenas due to the weather. She commented that in New Zealand it would be possible to play all year round if the site of the court was chosen with care. A Allen questioned the cost of maintaining a court, and M Flaaten felt that there would not be much maintenance required once the court had been constructed and she indicated that the community

could undertake any maintenance such as the cleaning and the replacement of the sand when required.

M Flaaten wished to set up a social volleyball club at Waikuku and members would have rostered duties which would include putting nets out and packing them away at night to deter vandalism, manage time slots and assisting with the maintenance and had been assured of community support in all these endeavours.

A Thompson supported the initiative including the proposal of having a club share responsibility rather than relying on the Council. He noted the discussions held with the Greenspace Team in regard to developing activities or amenities for young people in the area. K Rabe advised that she had already alerted G MacLeod, Greenspace Manager, about the proposed initiative. S Markhem stated that at present there was no budget for this initiative but suggested that a submission could be made to the Council's Long Term Plan. However, the first step would be for the Greenspace Team to investigate the viability of the project and a possible location.

P Redmond enquired if, as there was no funding required for the proposal, the Board could request a report from the Greenspace Team as to a suitable location for a volleyball court. S Markham explained that devoting Council-owned land to an activity included some costs, however it may be a good idea to request a report on the matter.

J Archer expressed his support for the proposal. S Powell explained that there was a process to be followed and S Markham was correct that there was always a cost attached which may not be financial.

A Allen noted that the Board was in support of the potential establishment of the Waikuku Beach Volleyball Club.

S Powell thanked M Flaaten for her presentation, commending her on her enthusiasm.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Conflict of Interest Register – S Nichols (Governance Manager)

K Rabe explained that it was a routine report, which fulfilled the requirement of the register being formally reviewed annually.

Moved: J Archer Seconded: A Allen

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210111002031.
- (b) **Notes** the Council Register of Interests Policy 2018 (Trim 180419043038).
- (c) **Approves** a Register of Interests to be listed in the Woodend-Sefton Community Board agenda of March 2021, and on the Council website, following updated information being received from elected members.
- (d) **Notes** the Register would be re-published in subsequent agendas and web page when an amendment has been recorded. The Register would be subsequently reviewed each year as a matter of best practice.

CARRIED

6.2 **New Zealand Community Boards' Conference 2021 – K Rabe (Governance Advisor)**

K Rabe noted that Board member J Archer and S Powell, A Allen, J Archer, A Thompson and R Mather had attended a previous conference. She also noted that the Board's conference budget was \$4,880.

P Redmond commented that he had attended the conference in Methven in 2017, which had been a worthwhile experience, especially the ability to network with other Councils.

P Redmond enquired if the training budget would be carried forward and available in the future if no Board members attended. K Rabe explained that the Board's budget was set annually and unspent funds would not be carried forward. She advised that there was other training scheduled for later in the year which the budget would also need to cover.

Moved: S Powell

A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210118005953.
- (b) **Notes** that the total cost for each attendee would be approximately \$1,810 (including GST) funded from the Boards training budget.
- (c) **Notes** that the Board declined to send a representative to the Community Boards' Conference 2021 to be held in Gore from 22 to 24 April 2021.

CARRIED

6.3 **Approval of the Woodend-Sefton Community Board Plan 2020 – K Rabe (Governance Advisor)**

K Rabe advised that the Board Plan was developed at the beginning of the term, and that there was an expectation that it would be reviewed on an annual basis. She explained that only a few projects had been able to move forward in 2020 due to the Covid lockdown with the result that many of the projects were still active. This meant that minimal amendments of the Plan may be required.

A Allen noted that under the 'Sense of Community' there was a real focus on Pegasus and Ravenswood, and requested that further information on the Sefton Public Hall be included.

Subsequent to discussion, it was agreed that members would have a further week to submit any additions or amendments to K Rabe prior to the Plan being signed off by the Chairperson.

Moved: S Powell

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210119006649.
- (b) **Approves** the updated Woodend-Sefton Community Board Plan 2020-2022 (Trim 200116004935) with the inclusion of additional information of the Sefton Public Hall.
- (c) **Authorises** the Chairperson to approve the final version Woodend-Sefton Community Board Plan 2020-2022, if any further minor editorial corrections are required.

CARRIED

6.4 **Application to the Woodend-Sefton Community Board's Discretionary Grant Fund 2020/21 – K Rabe (Governance Advisor)**

K Rabe highlighted that the Oxford Community Trust, as the umbrella organisation, had applied to all four Boards for funding to host a Wellbeing Retreat for all service workers in the district. The retreat was designed to assist in renewing and rejuvenating the passion of tired service workers and acknowledge the work that they had done during a very difficult 2020. The retreat would also offer the opportunity for members to network and share best practice ideas. S Powell raised the issue that the Board had previously discussed that Community Groups were seeing people who had never had to ask for help before and the impact of this on workload and on the community.

K Rabe also noted the application from the Woodend Gymnastics Club that applied for funding for a new dismount mat for its parallel and uneven bars.

P Redmond noted that, looking at the criteria for applications, he wondered if the Oxford Community Trust application met the necessary criteria as there did not seem to be a direct benefit for the Woodend-Sefton community. K Rabe explained that the project would be of direct benefit to the community and while it may not be a direct benefit having reinvigorated and rejuvenated service people would eventually have a roll on benefit and effect the community.

Moved: A Allen

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210111001998.
- (b) **Approves** a grant of \$340 to the Oxford Community Trust towards the cost of hosting a Wellbeing Networking Retreat.

A Allen noted that during Covid she had learned a lot about the holistic support offered by service providers to the community site therefore believes the support of the Board, for those workers/volunteers who had worked tirelessly to keep the mental well-being and support those who had never asked before, was important.

J Archer moved an amendment that the grant to the Oxford Community Trust be \$350. The motion lapsed for want of a seconder.

The Chair than put the substantive motion.

Moved: A Allen

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (c) **Receives** report No. 210111001998.
- (d) **Approves** a grant of \$340 to the Oxford Community Trust towards the cost of hosting a Wellbeing Networking Retreat.

CARRIED

Moved: M Paterson

Seconded: A Allen

THAT the Woodend-Sefton Community Board:

- (e) **Approves** a grant of \$500 to the Woodend Gymnastics Club towards the cost of purchasing a new mat for the uneven bars.

CARRIED

M Paterson noted that it the Woodend Gymnastics Club was a benefit to the youth and the district and was pleased that the Board was supporting the Club's good work.

P Redmond supported the grant, and noted that the Club operated with very limited financial resources. He noted that supporting community groups with limited resources was why the Discretionary Grant had been established in the first place.

6.5 **Ratification of the Board's Submission on the proposed Plan Change 030 Ravenswood Developments Limited – K Rabe (Governance Advisor)**

Moved: S Powell

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210112002356.
- (b) **Retrospectively ratifies** its submission on the Proposed Plan Change 030 Ravenswood Developments Limited (Trim Ref: 210112002373).

CARRIED

P Redmond and S Stewart abstained

7 **CORRESPONDENCE**

The Woodend-Sefton Community Board:

Notes the tabled letter sent to the Pegasus Residents Group's in support of its request for funding from the Rata Foundation.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for January 2021**

S Powell provided a verbal report, and highlighted the following:

- Good feedback from two Woodend residents, one from a resident in connection with improved accessibility to parks and reserves. The other resident was in appreciation of the pedestrian lights on SH1 in Woodend.
- Graffiti incident in Gladstone Park - The system worked very well, the graffiti was reported and flagged as a priority by the Council, with Contractors on site shortly afterwards for a successful clean up. Contractors were great and kept children away during the clean-up.

Moved: S Powell

Seconded: A Allen

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report form the Chairperson of the Woodend-Sefton Community Board.

CARRIED

9 **MATTERS FOR INFORMATION**

9.1 **Rangiora-Ashley Community Board meeting Minutes 9 December 2020 (Trim 201215171410).**

9.2 **Oxford-Ohoka Community Board meeting Minutes 2 December 2020 (Trim 201204165000).**

9.3 **Kaiapoi-Tuahiwi Community Board meeting Minutes 14 December 2020 (Trim 201215171052).**

- 9.4 **Implementing the Waimakariri Residential Red Zone Recovery Plan in relation to Kairaki Regeneration Area land vested by the Crown in the Te Kōhaka o Tūhaitara Trust – report to Council meeting 1 December 2020 – Circulates to WSCB and KTCB.**
- 9.5 **Tuahiwi to Ashley River Speed Limit Review – Report to Council Meeting 1 December 2020 – Circulates to All Boards.**
- 9.6 **Results of Consultation on the Draft Climate Change Policy – Report to Council Meeting 1 December 2020 – Circulates to All Boards.**
- 9.7 **New Tsunami Modelling and proposed Evacuation Zones – Report to Council Meeting 1 December 2020 – Circulates to All Boards.**
- 9.8 **Report Seeking Endorsement of the PT Futures Foundations and Rest of Network Business Case – Report to Council 21 December 2020 – Circulates to all Boards.**
- 9.9 **Library Update to December 2 2020 – Report to Community and Recreation Committee Meeting 15 December 2020 – Circulates to all Boards.**
- 9.10 **Aquatic facilities Strategy and Long Term Plan Preparations – Report to Community and Recreation Committee 15 December 2020 – Circulates to all Boards.**
- 9.11 **Report on the Pegasus Ravenswood Community Facilities Needs and Options Report for the 2021/2031 Long Term Plan – Report to Community and Recreation Committee meeting 15 December 2020 – Circulates to the WSCB.**
- 9.12 **Adopt Council Plan Change 29 (Summerset Retirement Villages Ltd) – Report to District Planning and Regulation Committee 15 December 2020 – Circulates to all Boards.**
- 9.13 **Environmental Programmes for the Draft Long Term Plan 2021/31 – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.**
- 9.14 **Drainage Activities in Wetland Areas – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.**
- 9.15 **Proposed District Plan Provisions – MR 873 and other Maori Reserve areas – Report to Mahi Tahī Joint Development Committee Meeting 8 December 2020 – Circulates to all Boards.**
- 9.16 **Drinking Water Quality and Compliance Annual Report – Report to Utilities and Rooding Committee Meeting 18 December 2020 – Circulates to All Boards.**
- 9.17 **Pegasus WTP Biological Filter Sand Replacement – Report to Utilities and Rooding Committee Meeting 18 December 2020 – Circulates to the WSCB.**
- 9.18 **Utilities and Rooding Activity management Plans 2021 – Report to Utilities and Rooding Committee Meeting 18 December 2020 – Circulates to all Boards.**
- 9.19 **Significant and Engagement Policy Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.**
- 9.20 **Town Centre Strategies Implementation Budget Recommendations for Long Term Plan – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.**
- 9.21 **COVID-19 Recovery programme Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.**

Moved: P Redmond

Seconded: A Thompson

THAT the Woodend-Sefton Community Board receives the information in Items 9.1 to 9.21.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

P Redmond

- P Redmond highlighted the opening of the new Christchurch Northern Corridor, and noted that he met the new Minister of Transport who was very engaging and seemed to be interested in concerns raised. He also noted that he had spoken to the Minister regarding the Woodend safety improvements and the Woodend Bypass.

S Markham commented that in relation to the Wooded Bypass, with the announcements from the Climate Change Commission, the bar on new major roading projects, had been lifted again. The strategy around bypasses and significant roading investments needed to be thought through carefully. There were long standing issues and concerns about safety and the Council had to potentially contemplate the scenario where a bypass may never eventuate.

J Archer

- Attended the Tūhaitara Trust Open Day.
- Assisted with judging gardens in Kaiapoi.

M Paterson

- The seats at the Woodend War Memorial would be installed in the next couple of weeks.
- Work was continuing on the sign-off for the 'Welcome to Woodend' signs.
- Dan Roswell had joined the Woodend Community Association.

S Stewart

- Plan Change 7 Ecan Officers Report – There were some challenging changes advocated by the Ecan staff. Encouragement to all elected members to attend the Hearings.
- Rural Drainage Advisory Groups – Meetings starting up soon – challenging issues with the definition on what is classified a wetland.
- Council supporting Arohatia Te Awa.
- Council staff have applied to the freshwater improvement fund for Ministry for the Environment.
- Biodiversity Champions of Canterbury meeting.

A Allen

- Facilitating applications for the new North Canterbury Neighbourhood Support Manager.

A Thompson

- Delighted to see Mette Flaaten, a Waikuku resident coming to speak to the Board at their meeting at Waikuku.

11 CONSULTATION PROJECTS

11.1 Draft Cemeteries Policy

<https://letstalk.waimakariri.govt.nz/cemeteries-policy>

Consultation closes on Monday 15 February 2021.

The Chairperson reminded the Board of the LTP public consultation opening shortly and that engagement sessions were being arranged for the Pegasus/Woodend area.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 January 2021: \$3,840.

12.2 General Landscaping Fund

Balance as at 31 January 2021: \$13,327.

The Board noted the funding balances.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

Workshop
(7.27pm- 8.13pm)

Members Forum

- LTP Workshop arranged for Tuesday 30 March 2021 at 5pm in the Todd Room, Pegasus Community Centre.
- Pegasus Lake and growing population of Canadian Geese.
- Evacuation zones.
- Ravenswood Plan Change – further submissions.
- Woodend Bypass discussion.

Briefing

Electric Vehicle Charging Stations

- Board discussion

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 8 March 2021 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.13pm.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: GOV-18 / 210224031164
REPORT TO: Council
DATE OF MEETING: 2 March 2021
FROM: Dan Gordon, Mayor
SUBJECT: Mayor's Diary
 Wednesday 27 January – Tuesday 23 February 2021

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 27 January	Meetings: Waitaha Primary Health Board Finance and Risk Committee; Council Long Term Plan Budget
Thursday 28 January	Meeting: Police, District Councillors, Community Board Chair, Business Owner and Council staff re Kaiapoi marine area
Friday 29 January	Interview: David Hill, North Canterbury News Workshop: Three Waters Steering Group Attended: Tour of Selwyn District's assets and projects, hosted by Mayor Sam Broughton
Monday 1 February	Meetings: Pre-Council; Environment Canterbury Chair, Councillor and staff, District Councillors, Community Board Chair, business owner and Council staff re Kaiapoi marine area Attended: Tour of Foothills Honey operation; Funeral of former District Councillor Des Schumacher
Tuesday 2 February	Interview: CompassFM Meetings: Briefing to Council; Roading and Transport Portfolio Holders, with staff; Council Attended: and opened new signalised crossing at Woodend
Wednesday 3 February	Meetings: Waitaha Primary Health Board; resident re roading issue; Oxford-Ohoka Community Board Attended: Mihi Whakatau at Loburn School
Thursday 4 February	Meetings: With residents re: 1) community facilities; 2) airfield; General Manager Tuahiwi Marae; Regional Transport Committee Attended: Canterbury Employers' Chamber of Commerce 'Back to Business' event

Friday 4 February	Meetings: Canterbury Mayoral Forum Climate Workshop agenda-setting; Canterbury Mayoral Forum and Chairs of Papatipu Rūnanga Attended: Information session with residents of Charles Upham Village
Saturday 6 February	Speeches: Waitangi Day celebrations, Kaiapoi; Opening of Kaiapoi Softball Club diamonds – threw first pitch Meeting: With resident re District Plan protection of trees
Sunday 7 February	Attended: Hinemoa-Kaiapoi Hockey Club games, and their 125 th Anniversary Function
Tuesday 9 February	Interview: Compass FM Meetings: Mahi Tahī Joint Development Committee; Council briefing; Woodend-Sefton Community Board Councillor Mealings attended a joint ECan/WDC visit to the start of flood protection works at McIntosh Bend
Wednesday 10 February	Meetings: With residents re road safety; Road Safety Co-ordinating Committee; Chaired Canterbury Mayoral Forum Climate Change Workshop; the conclusion of the Enterprise North Canterbury Strategy Day; Rangiora-Ashley Community Board Speech: To student leaders at Ashgrove School
Thursday 11 February	Interview: RadioNZ re District growth Meetings: With Councillor Williams and staff re Southbrook Road improvements; Representation Review Working Group; MainPower CEO (by phone) Hosted: Citizenship Ceremony Attended: Neighbourhood BBQ at Pegasus
Friday 12 February	Meetings: Greater Christchurch Partnership Committee and Sub-Group; with representatives of Sustainable Ōtautahi; with Chair of Kaiapoi East Residents' Association and Councillor Blackie Attended: Remembrance Service at Rangiora Borough School for the late Allan Sutton; Opening of Southern Heli-Lift Hangar at Rangiora Airfield Speech: Civil Defence Volunteers' Annual Function, and presented awards
Saturday 13 February	Meeting: With residents re boundary and privacy issues Attended: Youth Summer Festival
Sunday 14 February	Attended: Bellyful Waimakariri 3 rd Birthday; Woodend Country Music Club Festival Fundraiser Meeting: With Kaiapoi resident
Monday 15 February	Meetings: With resident re roading concerns; Principal New Life School; Kaiapoi-Tuahiwi Community Board; Kaiapoi Residents re Community Hub Participated in field shoot for informational videos on the Council's Long Term Plan
Tuesday 16 February	Interview: Compass FM Meetings: With Management Team re Covid Level 2 action; Audit and Risk Committee; Land and Water Committee; Utilities and Roothing Committee

Wednesday 17 February	Meetings: Regional Road Safety Working Group agenda setting; Roding and Transport Portfolio holders, with staff; representatives of Ngāi Tahu and Federated Farmers; with residents re: 1) Sunday market; 2) Muscle Car event; with business owner re business interruption
Thursday 18 February	Attended: Canterbury Mayoral Forum Regional Transport Committee Freight Tour; Mayoral Forum Working Dinner (held in Timaru)
Friday 19 February	Meeting: Canterbury Mayoral Forum (held in Timaru) Attended: Function to celebrate the centenary of Sutherland and Co. Ltd
Saturday 20 February	Attended: Gala Dinner for Sutherland and Co. Ltd centenary
Sunday 21 February	Speech: 1) and ribbon cutting at re-opening of Kaiapoi Gray Raven Scout Den; 2) Pegasus Residents' Group function to acknowledge local volunteers
Monday 22 February	Attended: Memorial Service for 10 th anniversary of Canterbury Earthquake and laid wreath; fundraising quiz for KidzCan Meetings: 1) with property developer and Council staff Presented: Awards to winners of the Kaiapoi Garden Competition
Tuesday 23 February	Interview: CompassFM Meetings: With resident re Council services; Council, to approve LTP for consultation; Security Awareness Briefing; Principal Southbrook School; Community and Recreation Committee; public meeting re proposed gravel extraction from Rangiora Racecourse Attended: Neighbourhood BBQ at Ohoka Domain

THAT the Council:

- a) **Receives** report N°. 210224031164

Dan Gordon
MAYOR