

Waimakariri District Council

Agenda

Tuesday 30 September 2025

9.00am

Council Chamber
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams



WAIMAKARIRI
DISTRICT COUNCIL

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An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 30 September 2025** commencing at 9am.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 2 September 2025**

RECOMMENDATION

13 – 23

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 2 September 2025.

MATTERS ARISING (from Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1 Proposed Amendments to Roding and Stockwater Bylaw and Policies for Consistency with District Plan Decisions – Joanne McBride (Roding and Transport Manager), Jason Recker (Stormwater and Waterways Manager), Sylvia Docherty (Policy and Corporate Planning Team Leader) and Janet Fraser (Infrastructure Planner)

RECOMMENDATION

24 – 66

THAT the Council:

- (a) **Receives** Report No. 250514084695.
- (b) **Amends** the Stockwater Race Bylaw to add a new clause 3.4.23 “*Resource consent may also be required for the activities described in Section 3.4.9 and 3.4.13 under District Plan Rule EI-R49*”.
- (c) **Amends** the Stockwater Race Bylaw to add a new clause 6.2 to read “*Resource consent may also be required for the diversion described in Section 6.1 under District Plan Rule EI-R49*”.
- (d) **Amends** clause 2 of the Stockwater Race Pond Policy to clarify that resource consent may be required to establish a stockwater race pond under Rule EI-R49 of the Waimakariri District Plan.
- (e) **Delete** and replace clause 9.1.2 of the Road Reserve Management Policy with the following updated wording: “Construction of a stock underpass is subject to approval from the General Manager, Utilities and Roding and will require a resource consent in accordance with the District Plan Rule TRAN-R22 (restricted discretionary activity). Note the underpass construction would also need to meet earthworks rules within the District Plan.”
- (f) **Amends** clause 9.1.4 of the Road Reserve Management Policy to clarify that “Prior to applying for a resource consent for construction of an underpass, ~~in granting permission the applicant will apply to the General Manager, Utilities and Roding for approval to install the underpass. The General Manager, Utilities & Roding shall ensure that the following conditions are imposed...~~”
- (g) **Amends** the final bullet point of clause 9.1.4 of the Road Reserve Management Policy to clarify that “Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, may be subject to District Plan requirements or conditions of an existing resource consent, and must also be authorised by the General Manager, Utilities and Roding when requested to do so by the grantee, before any physical removal works commence. Alternatively, should the General Manager, Utilities and Roding recommend the closure of an underpass against the wishes of the grantee, such approval is reserved for the Utilities and Roding Committee, and any removal works undertaken must be consistent with requirements of the District Plan or resource consent.”
- (h) **Confirms** other minor changes to zone terminology, officer job titles, document numbering and general formatting adjustments as shown within the attached document track changes to ensure consistency and accuracy.
- (i) **Notes** a full review of the Stockwater Race Bylaw will be completed no later than 1 February 2027 in accordance with Local Government Act 2002 Section 158.
- (j) **Notes** there are no direct cost implications for the Council activity management from the changes proposed in this report and they are in line with the budget allocations in the Long Term Plan.
- (k) **Circulates** the report and attachments to the community boards for their information.

7.2 **Annual Report on Dog Control 2024/25** – Billy Charlton (Environmental Services Manager)

RECOMMENDATION

67 – 76

THAT the Council:

- (a) **Receives** Report No. 250804142684.
- (b) **Approves** the 2024/2025 Annual Report Letter to be submitted to the Department of Internal Affairs on Waimakariri District Council Dog Control (Trim No. 250806144849) as required by the Dog Control Act 1996.
- (c) **Notes** that there has been a 14.73% increase in overall dog related Service Requests in 2024/25.
- (d) **Notes** that there was an overall increase in registered dog numbers of 0.24% in 2024/25.
- (e) **Notes** that of the 31 established complaints regarding “Dog attacks on people” 28 were responded to within the non-financial KPI of one hour, which equates to 90.32%.

7.3 **Council Submissions to Central Government Consultations for August and September 2025** – Sylvia Docherty (Policy and Corporate Planning Team Leader)

RECOMMENDATION

77 – 113

THAT the Council:

- (a) **Receives** Report No. EXT-39/250909171318.
- (b) **Endorses** the attached submission made on 15 August 2025 to the Government's Ministry for Housing and Urban Development regarding Going for Housing Growth as part of the Resource Management reform (attachment i / 250806144413).
- (c) **Endorses** the attached submission made on 27 August 2025 to the Government's Governance and Administration Committee regarding the Local Government (System Improvements) Bill (attachment ii / 250731140967).
- (d) **Endorses** the attached submission made on 9 September to the Government's New Zealand Transport Agency Waka Kotahi on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass (attachment iii / 250813149337).
- (e) **Endorses** the attached submission made on 12 September 2025 to the Government's National Emergency Management Agency on the review of Section 33 of the Guide to the National Civil Defence Emergency Management Plan (attachment iv / 250829161640).
- (f) **Notes** staff are currently preparing Council submissions related to the draft standardised Code of Conduct related to the Local Government (System Improvements) Bill and the Anti-social Road Use Legislation Amendment Bill. The final submissions will be reported to the new Council at the first available meeting.
- (g) **Circulates** the report and attached submissions to the Community Boards for their information.

7.4 **Wolffs Road Footbridge Society Incorporated Memorandum of Understanding** – Grant MacLeod (Greenspace Manager) and Jill Borland (Greenspace Strategy and Partnerships Team Leader)

RECOMMENDATION

114 – 126

THAT the Council:

- (a) **Receives** Report No. RES-01-12: TRIM/250814150274.

- (b) **Approves** the attached memorandum of understanding (Attachment i 250916175901) for staff to enter into agreement with the Wolffs Road Footbridge Society Incorporated.
- (c) **Approves** a timeframe of three years for the memorandum of understanding from the date it is signed by the two parties. That a renewal to this is presented to Council within six months of the expiration of the memorandum of understanding should it be required.
- (d) **Notes** that the memorandum of understanding contains but is not limited to the following themes:
 - Council retains overall decision-making authority as asset owner and guarantor of project continuity.
 - WRFSI to prepare and submit a comprehensive Project Plan (timeframes, deliverables, implementation details) at project outset.
 - After Council approval of the Project Plan, WRFSI proceeds autonomously, while Council applies case management and a high-risk review lens.
 - Council staff approval is required before heavy machinery is used on site
 - Fundraising for the restoration of the footbridge will be the responsibility of WRFSI.
 - Council will be responsible for the ongoing maintenance and safety of the footbridge structure after restoration is completed.
 - Both parties will indemnify each other against liabilities as outlined in this MOU.
- (e) **Notes** that Council is allocating resource only through staff time. No capital contribution is budgeted for this project.
- (f) **Notes** that once the restoration plan has been supplied to Council, staff will be required to create an ongoing operational plan and submit this to a future draft Long-Term Plan.
- (g) **Notes** that staff should circulate this report to the Oxford Ohoka Community Board and Community and Recreation Committee.

7.5 **Riskpool Trust Deed Amendments** – Jeff Millward (Chief Executive)

RECOMMENDATION

127 – 157

THAT the Council:

- (a) **Receives** Report No. 250909170978.
- (b) **Notes** the purpose and effect of the proposed amendments as outlined in this report and the attached papers.
- (c) **Approves** the Council consenting to the amendments to the Riskpool Trust Deed, as set out in the letter dated 21 August 2025.
- (d) **Retrospectively authorises** the Chief Executive to sign and return the attached consent form on behalf of Council.
- (e) **Notes** calls for payment made by Riskpool in the past twelve months.

7.6 **Short-Term Appointment of Mr Al Blackie as a Trustee of Te Kohaka o Tuhaitara Trust**
– Chris Brown (General Manager Community and Recreation)

RECOMMENDATION

158 – 171

THAT the Council:

- (a) **Receives** Report No. 250911173030.
- (b) **Approve** the short-term appointment of Mr Al Blackie as a trustee of the Te Kōhaka o Tūhaitara Trust board from 11 October 2025 to 31 March 2026.
- Or**
- (c) **Approves** Mr Al Blackie remaining as a council appointed trustee on the Te Kōhaka o Tūhaitara Trust until 30 September 2027.
- (d) **Thanks**, Al Blackie for his continued contributions to the Trust during the period of his standing.

7.7 **Governance Arrangements for Waimakariri Water Services Unit Recommendation to the Incoming Council** – Gerard Cleary (General Manager Utilities and Rooding), Kalley Simpson (3 Waters Manager) and Harlette Davies (Special Projects Team Leader)

RECOMMENDATION

172 – 177

THAT the Council:

RECOMMENDS that the incoming Council:

- (a) **Receives** Report No. 250723135093.
- (b) **Approves** the establishment of a dedicated Water Services section (Part B) within the Council agenda to provide strategic governance and oversight of the new Waimakariri Water Services Unit (WWSU).
- (c) **Notes** that Report No. 250909171402 outlines a list of matters for the current Council's consideration, with recommendations to be made to the incoming Council. This includes the proposal to structure and appoint the Water Services section (Part B) within the Council agenda.
- (d) **Notes** that Water Services matters will be considered within a sectionalised portion of the full Council agenda (Part B), with full Council delegations applying to these matters. It is proposed that Part B may also consider matters outside of Water Services when presented within a combined report that includes both Water Services and non-Water Services content, to avoid duplication.
- (e) **Notes** that the Water Services section (Part B) will be implemented from the start of the new Council term. While the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment and allows time to identify and resolve any minor operational issues.
- (f) **Notes** that the Council's in-house water services delivery model is backed by strong community support and delivers excellent value through lower overheads and low cost loans, when compared to other models such as a CCO. With the third lowest average water rate in New Zealand, the model enables affordable infrastructure investment for ratepayers. Of the three entities (four Councils) approved by the Department of Internal Affairs to date, Council was the second overall and the first to be approved as an in-house water services business unit, providing internal synergies with both explicit and implicit benefits to the community.

RECOMMENDATION

178 – 183

THAT the Council:

- (a) **Receives** Report No. 250909171402.
- (b) **Authorises** the Chief Executive, Mr Jeff Millward, subject to the limitations set out in clause 32(1) of Schedule 7 of the Local Government Act 2002, to make decisions on behalf of the Council and Community Boards during the period between the declaration of election results and elected members being sworn into office, in respect of urgent matters and, where the Mayor-elect is known, in consultation with the Mayor-elect;
- (c) **Resolves**, under clause 30(7) of Schedule 7 of the Local Government Act 2002 that the following Joint Committees are not discharged on the coming into office of the members of the Council elected or appointed at, or following, the October 2025 triennial local body elections, and they continue to exercise the delegations made to them:
 - (i) Canterbury Waste Joint Committee
 - (ii) Canterbury Regional Landfill Joint Committee
 - (iii) Canterbury Civil Defence and Emergency Management Joint Committee
 - (iv) Greater Christchurch Partnership Committee
 - (v) Greater Christchurch Public Transport Joint Committee
 - (vi) District Licensing Committee

THAT the Council recommends to the incoming Council that it:

- (d) **Retains** the following Councillor Portfolios as per the 2025-2028 term:
 - **Council:**
 - (i) Iwi Relationships
 - (ii) Greater Christchurch Partnership
 - (iii) Water Services (*new*)
 - (iv) Climate Change, Sustainability and Biodiversity
 - (v) Government Reforms
 - (vi) International Relationships
 - **Audit and Risk Committee:**
 - (vii) Audit, Risk, Annual and Long Term Plans
 - (viii) Customer Services and Communications
 - **Community and Recreation Committee:**
 - (ix) Greenspace (Parks, Reserves and Sports Grounds)
 - (x) Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums)
 - (xi) Community Development and Wellbeing
 - (xii) Natural, Coastal and Marine Areas
 - (xiii) Property and Housing
 - (xiv) Waimakariri Arts and Culture
 - **District Planning and Regulations Committee**
 - (xv) District Planning Development
 - (xvi) Regulation and Civil Defence
 - (xvii) Business, Promotion and Town Centres
 - **Utilities and Roding Committee**
 - (xviii) Drainage and 3 Waters (Water, Sewer, Stockwater)
 - (xix) Roding
 - (xx) Transport
 - (xxi) Solid Waste
- (e) **Notes** that further discussion and decision will occur with the incoming Council as to the final portfolio titles and arrangements to be considered in early December 2025, following Mayoral discussions on Councillors interests and strengths/skills.

- (f) **Establishes** the following Committees:
 - (i) Audit and Risk (Standing Committee)
 - (ii) Community and Recreation (Standing Committee)
 - (iii) District Planning and Regulation (Standing Committee)
 - (iv) Utilities and Roading (Standing Committee)
 - (v) District Licensing Committee
 - (vi) Hearings Committee
 - (vii) Code of Conduct Committee
 - (viii) Chief Executive Review Committee
- (g) **Notes** the incoming Council would determine the membership of each committee and its member rotation.
- (h) **Retains** the rotation of Chairperson for the Audit and Risk, Community and Recreation, District Planning and Regulation, and the Utilities and Roading Committees on a twelve month basis.
- (i) **Develops** a customised development plan for the Mayor and Councillors for the 2025-28 term.

8. HEALTH, SAFETY AND WELLBEING

8.1 Health, Safety and Wellbeing Report August 2025 to Current - Jeff Millward (Chief Executive)

RECOMMENDATION

184 – 196

THAT the Council:

- (a) **Receives** Report No 250916176286.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

9. MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD

9.1 Pounamu Place Elm / Tuka Road Tree Request – Ken Howat (Parks and Facilities Team Leader)

(Refer to the attached copy of report Trim no. 250603098166 to the Woodend-Sefton Community Board Meeting of 8 September 2025).

RECOMMENDATION

197 – 248

THAT the Council

- (a) **Approves** to fund up to \$7,500.00 for the removal of 12 elm trees (Trim: 250617109542) on Pounamu Place in the current financial year.
- (b) **Approves** to fund up to \$3,750.00 for the removal of six elm trees (Trim: 250817151533) on Tuka Place in the current financial year.
- (c) **Approves** 17 trees be replanted in Pounamu Place as identified in Trim: 250617109542 with a further three additional trees as space permits within Stewart Reserve. This cost would be met by the Street trees and gardens Woodend/Sefton (100305.000.5224) of up to \$2,500 for replacement trees.

- (d) **Approves** six trees to be replanted in Tuka Road with input from immediate residents and report the replanting plan back to the Woodend Sefton Community Board. This would cost up to \$1,250.00 and is to be met by the Street trees and gardens Woodend/Sefton (100305.000.5224).
- (e) **Approves** staff to decommission tree pits following tree removal in Pounamu Place and Tuka Road where they are no longer required.
- (f) **Notes** that the proposed removal is consistent with Council Street and Reserves Trees Policy Standard Operating Procedures 3.3.1.
- (g) **Notes** that roading team is due to commence infrastructure repairs on Pounamu Place and Tuka Road. Tree removal would be coordinated to align with this work programme to minimise disruption to residents.
- (h) **Notes** that 29 out of 30 homeowners on Pounamu Place support the removal of the elm trees.
- (i) **Notes** that the arborist Tree Risk Assessment Reports have identified that the elm trees are the wrong species for both locations and the narrow berms and small tree pits, and the vigorous roots systems will continue to cause damage to Council infrastructure and private property.

10. **COMMITTEE MINUTES FOR INFORMATION**

- 10.1 Minutes of the Utilities and Roading Committee meeting 19 August 2025
- 10.2 Minutes of the District Planning and Regulation Committee meeting 19 August 2025
- 10.3 Minutes of the Community and Recreation Committee meeting 26 August 2025
- 10.4 Minutes of the Audit and Risk Committee meeting 9 September 2025
- 10.5 Minutes of the Utilities and Roading Committee meeting 16 September 2025

RECOMMENDATION

249 – 299

- (a) **THAT** Items 10.1 to 10.5 be received for information.

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- 11.1 Minutes of the Oxford-Ohoka Community Board meeting 6 August 2025
- 11.2 Minutes of the Woodend-Sefton Community Board meeting of 11 August 2025
- 11.3 Minutes of the Rangiora-Ashley Community Board meeting of 13 August 2025
- 11.4 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 18 August 2025
- 11.5 Minutes of the Oxford-Ohoka Community Board meeting 3 September 2025
- 11.6 Minutes of the Woodend-Sefton Community Board meeting of 8 September 2025

RECOMMENDATION

300 – 369

- (a) **THAT** Items 11.1 to 11.6 be received for information.

12. **COUNCIL PORTFOLIO UPDATES**

- 12.1 **Iwi Relationships** – Mayor Dan Gordon
- 12.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 12.3 **Government Reforms** – Mayor Dan Gordon
- 12.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 12.5 **Climate Change and Sustainability** – Councillor Niki Mealings

12.6 **International Relationships** – Deputy Mayor Neville Atkinson

12.7 **Property and Housing** – Deputy Mayor Neville Atkinson

13. **QUESTIONS**

(under Standing Orders)

14. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

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

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

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

- 15.1 Confirmation of Public Excluded Minutes of Council meeting of 2 September 2025
- 15.2 Contract 25/49 Pegasus Community Centre – Construction Tender evaluation and Contract Award Report
- 15.3 Contract 24/19 District Rooding Maintenance 2025-2028 Tender Evaluation and Contract Award Report
- 15.4 Partial Property Purchase on Tram Road
- 15.5 District Plan Appeals – Proposed Framework
- 15.6 Local Government Funding Agency (LGFA) Annual Meeting November 2025
- 15.7 Funding Oxford-Ohoka Community Board to be a Party to the Appeal Lodged by Rolleston Industrial Development Ltd in the Environment Court

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
MINUTES			
15.1	Confirmation of Public Excluded Minutes of Council meeting of 2 September 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
15.2	Contract 25/49 Pegasus Community Centre - Construction Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.3	Contract 24/19 District Rooding Maintenance 2025-2028 Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
15.4	Tram Road – Partial Property Purchase	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiation and maintain legal privilege. LGOIMA Section 7 (2)(a), (g), and (i).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
15.5	District Plan Appeals – Proposed Framework	Good reason to withhold exists under section 7	To enable the Council to maintain legal professional privilege and to enable the Council to preserve its position on appeal without prejudice or disadvantage. LGOIMA Sections 7(g) and (h).
15.6	Local Government Funding Agency (LGFA) Annual Meeting November 2025	Good reason to withhold exists under section 7	To protect the privacy of natural persons. LGOIMA Section 7 (2)(a).
15.7	Funding Oxford-Ohoka Community Board to be a Party to the Appeal Lodged by Rolleston Industrial Development Ltd in the Environment Court	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment, and to maintain legal professional privilege. LGOIMA Section 7(2)(f)(ii) and (g)

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

16. NEXT MEETING

The next ordinary meeting of the Council to adopt the Annual Report is scheduled for Tuesday 7 October 2025, commencing at 1pm to be held in the Council Chamber, 215 High Street, Rangiora.

The new Council will be sworn into office late October 2025, with ordinary Council meetings resuming from early November 2025. Further information will be advertised and listed on the Council's website.

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, COMMENCING AT 9AM ON TUESDAY, 2 SEPTEMBER 2025.

PRESENT:

Mayor D Gordon, Deputy Mayor Atkinson, Councillors A Blackie, R Brine, B Cairns, T Fulton, J Goldsworthy, N Mealings, P Redmond, J Ward and P Williams.

IN ATTENDANCE:

J Milward (Chief Executive), C Brown (General Manager Community and Recreation), K LaValley (General Manager), S Nichols (Governance Manager), A Haymes (Building Unit Manager), T Kunkel (Governance Team Leader), S Docherty (Policy and Corporate Planning Team Leader), L Mealings (Graduate Policy Analyst) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. ACKNOWLEDGEMENTS

Mayor Gordon acknowledged the passing of John Harris and his service to the Waimakariri District over many years. He was a big supporter of the Woodend Rugby Club, scouting, and other initiatives around Woodend. J Harris was also a renowned historian and author on the history of the Woodend area.

The Council observed a moment of silence.

Mayor Gordon acknowledged Emeritus Professor Murray Tilyard, who, through his work and commitment, had seen the Health Hub become a reality.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 5 August 2025

Moved: Councillor Ward

Seconded: Councillor Redmond

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 5 August 2025.

CARRIED

MATTERS ARISING (from Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. **REPORTS**

7.1 **Muscle Car Madness Event 2026 – Resource Consent** – J Millward (Chief Executive)

J Millward took the report as read, noting that approval was being sought to provide funding of up to \$15,000 for preparation of reports required to support the Resource Consent application for Muscle Car Madness event. As part of the partially Operative District Plan, provision was made for various events to be held at the Rangiora A&P Showgrounds, including Muscle Car Madness. The activity was provided for as a controlled activity, meaning consent must be granted. However, the event would also trigger noise rules in the partially Operative District Plan. The event owners were seeking assistance with noise control and planning advice to contribute towards the cost of the resource consent, noting that they would cover the other costs related to the consent. The event had become quite iconic over the last 34 years, bringing many benefits to the Waimakariri District.

Councillor Goldsworthy asked if there was an estimate of how much economic benefit Muscle Car Madness brought into the Waimakariri District. J Millward noted that exact figures were not available; however, considering the number of people attending the event and the activity it generated, the impact was substantial. It had also put Rangiora on the Muscle Car map.

Responding to Councillor Redmond's concern, J Millward confirmed that this would be a one-off financial assistance and that the resource consent would last indefinitely.

Councillor Fulton questioned whether the Council would still be measuring noise levels and conducting inspections at the Muscle Car Madness as part of its day-to-day business. J Millward advised that the report required to support the Resource Consent application would be an independent report highlighting the impacts of noise from the event on the surrounding properties.

Councillor Williams wondered why the Council was requiring Muscle Car Madness to obtain a noise consent. J Millward explained that all good District Plans included noise control measures, so the surrounding residents were protected from possible adverse effects of any event.

Moved: Mayor Gordon

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 250815151202.
- (b) **Approves** funding up to \$15,000 on production of GST Invoices, to include planning advice and consenting requirements that support a Resource Consent application for Muscle Car Madness.
- (c) **Notes** that the amount will be reimbursed from the General Rates Account.
- (d) **Notes** that the event will require several other reports, plans, and applications, including an event management plan, temporary traffic management plan, special alcohol license, etc., that the event organisers will fund.

CARRIED

Mayor Gordon noted that during the District Plan review, the Council was informed that Muscle Car Madness would more than likely need to go through a consent process. It was indicated that the consent process would not be complicated, as it was an existing event. However, it was found that the event would require an acoustic report and would also necessitate expert planning advice. Mayor Gordon observed that Muscle Car Madness was an iconic event that had been hosted for 34 years and had brought considerable benefits to the district. The event owners had demonstrated their commitment to mitigating the effects of the event over the years, including collaboration with the New Zealand Police, Council Roading staff, and the A&P Association to improve their operational practices. Mayor Gordon, therefore, supported the motion.

Councillor Cairns also supported the motion, commenting that the event was one of the largest Muscle Car shows in the Southern Hemisphere. The event had triggered noise rules in the partially Operative District Plan, which was an unintended consequence of the District Plan review process. Taking into consideration the economic benefit of the event for the Waimakariri District, he believed that the Council should assist the event owners. Furthermore, he could not recall any instance where Muscle Car Madness had applied for Council funding in the past; this cost was minimal to keep this iconic event in the district.

Councillor Williams summarily supported the motion because the need for a consent use had resulted from the District Plan review initiated by the Council. Muscle Car Madness was an iconic event that brought people from all over New Zealand and even Australia to the Waimakariri District. He noted that some of the fundraising they did benefited several charities in the Waimakariri District.

Deputy Mayor Atkinson noted that it was good that the partially Operative District Plan included noise control measures, so the surrounding residents were protected from the possible adverse effects of any event. Most councils had similar conditions in their District Plans to protect their communities. He acknowledged that Muscle Car Madness had been an iconic event that had been hosted for 34 years and had brought considerable benefits to the district. However, the nature of the event was such that it could cause a nuisance to the neighbouring residents, hence the requirement for consent. Nonetheless, Deputy Mayor Atkinson supported the motion.

Councillor Redmond commented that the Council needed to be an enabling Council that permitted and encouraged events such as Muscle Car Madness. He was therefore in support of the motion.

Councillor Mealings observed that the provisions in the partially Operative District Plan were to protect the ability of the A&P Association to hold events such as these. The Noise Chapter was a component of all new District Plans and established a national standard. She supported the motion because of the economic benefits that Muscle Car Madness brought to the Waimakariri District.

Councillor Fulton believed that the Council's support would provide some surety to the event owners. It would also assist in ratifying the existing operator for the event, who had done a good job working with the community.

In his right of reply, Mayor Gordon noted that the Deputy Mayor was correct; the Council was informed during the District Plan review that Muscle Car Madness would most likely need consent. The pathway for consent was indicated in the partially Operative District Plan; however, the requirements, potential costs and impact on the event owners became clearer throughout the process. He acknowledged that various organisations Muscle Car Madness had supported, and the number of groups in the Waimakariri District to which they provided financial support.

7.2 **Minor Amendments to the Northern Pegasus Bay Bylaw** – S Docherty (Policy and Corporate Planning Team Leader)

S Docherty spoke to the report, noting staff provided an operational update to the Community and Recreation Committee on the Northern Pegasus Bay Bylaw. The Committee approved a New User Agreement for aircraft landing at the Ashley Rakahuri Estuary. Approval was therefore being sought to make minor amendments to the Northern Pegasus Bay Bylaw. The proposed changes were intended to enable more straightforward interpretation and enforcement of the Bylaw concerning the Ashley Rakahuri Estuary.

Councillor Redmond noted that at the time of the Northern Pegasus Bay Bylaw review, the Hearing Panel had requested staff to engage with the Civil Aviation Authority (CAA) about the airspace above the Ashley Rakahuri Estuary. He queried if those talks were ongoing. S Docherty explained that the estuary currently did not have any status, so the Council committed in the Implementation Plan to examine its status as a separate entity. The expectation was that it would be much easier to have a conversation with the CAA once the estuary status had been established.

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 250722133691.
- (b) **Adopts** the Northern Pegasus Bay Bylaw 2025 (Trim: 250724136344).
- (c) **Notes** the Northern Pegasus Bay Bylaw 2025 (Trim: 250724136344) provides further clarification on restrictions to aircraft activity in the Ashley Rakahuri Estuary.
- (d) **Notes** the Northern Pegasus Bay Bylaw 2025 (Trim 250724136344) adds the Dog Control Act 1996 to the Bylaw, identifying legislation that enables the Bylaw.
- (e) **Notes** the Community and Recreation Committee approved the Ashley Rakahuri Estuary Aircraft User Agreement (Trim:250409062043) at the meeting on 26 August 2025.
- (f) **Notes** the Community and Recreation Committee received an update on progress of the Northern Pegasus Bay Bylaw Implementation Plan at the meeting on 26 August 2025 (Trim: 250806144978).
- (g) **Circulates** this report to Community Boards for information.

CARRIED

Councillor Blackie thanked staff for their work over the last 18 months. He believed that the Northern Pegasus Bay Bylaw 2025 was an excellent result.

7.3 **Addition to Building Act Delegations – Section 91** – A Haymes (Building Unit Manager)

A Haymes spoke to the report, noting that in June 2025, Internal Accreditation Assessment New Zealand undertook the Council's routine Building Consent Authority Accreditation Assessment. During that assessment, it was found that the delegation for Section 91 of the Building Act, 2004 (the Act), was not included in staff delegations. Section 91 of the Act allowed the Council to issue a Code of Compliance certificate where another Building Consent Authority issued a building consent. He noted this section of the Act was very rarely relied upon by the Council.

Councillor Fulton questioned whether the Section 91 delegation was an emergency power. A Haymes noted a conceivable situation where the delegation would be relied on was where another authority disagreed with an applicant about a Code of Compliance Certificate and refused to supply a certificate. He noted that private Building Consent Authorities were entering the market, and there was the potential for that to occur.

Councillor Redmond sought clarity on the Council's liability if it were to issue a Code of Compliance Certificate, where another Building Consent Authority issued a building consent. A Haymes explained the liability would be similar to if the Council had issued a building consent. The process of managing that application would involve a thorough review of the original building consent, ensuring that staff were satisfied that the building work was completed in accordance with it.

Councillor Redmond enquired if the Council would be compensated for the extra staff time for review of the original building consent. A Haymes advised that the Council had a standard application fee, and once the Code of Compliance processing was complete, it was charged at the cost the Council incurred for processing it.

Councillor Mealings enquired that even if the Council had this delegation, it was still the Council's choice to decline the application. A Haymes confirmed that the Council always had the option to refuse to issue the Code of Compliance Certificate.

Councillor Mealings asked if there had been any instances in the past where the Council had to use Section 91 delegations. A Haymes noted that it had not occurred in the past. Typically, when a dispute arose between the applicant and the Building Consent Authority, other processes were available for mediation, which involved submitting the matter to the Ministry of Business, Innovation and Employment for determination.

Moved: Councillor Goldsworthy

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 250822155594
- (b) **Notes** that the assessment by International Accreditation New Zealand identified the absence of the delegation of section 91 of the Building Act 2004 and acknowledges that the delegation is required to close out the IANZ assessment item to ensure ongoing Building Consent Authority accreditation.
- (c) **Notes** that the functions under Building Act Section 91 have not been required or performed by the BCA in the past, and the powers are rarely required, if ever.
- (d) **Approves** delegation of its powers under Section 91 of the Building Act 2004 to the General Manager Planning and Regulation and Environment by inserting the following section to the existing delegations:

Section	Delegation
91	Issuing Code Compliance Certificates, including where a building consent was issued by another Building Consent Authority

CARRIED

Councillor Goldsworthy supported the motion, noting that this was pre-emptively delegating to Council staff to deal with a situation that may crop up with the ever-changing landscape of the building regulation area. However, for the best part of 20 years, the Council had not had to deal with anything of this nature.

Councillor Redmond thought it was important that the Council's Building Unit retained its accreditation. The delegation of section 91 of the Building Act 2004 was a minor delegation that was rarely, if ever, likely to be used. He had confidence in the Building Unit to ensure that the Council was adequately protected. Councillor Redmond, therefore, supported the motion.

Mayor Gordon also supported the motion, as it made sense for staff to have the delegation if needed. He acknowledged the importance of the Council retaining its Building Consent Authority accreditation.

Councillor Fulton commented that the delegation of section 91 of the Building Act 2004 was minor; however, it was essential as it ensured the Council's Building Consent Authority accreditation, which was of value to the Council and community.

7.4 **Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels** – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, noting staff held a workshop session with the Council on 22 July 2025 to discuss some minor amendments to the Standing Orders. The input of the Councillors had been included in the amendments as contained in the agenda.

Councillor Fulton asked if the revised Standing Orders would change the way a Community Board could interact with the public. T Kunkel advised that the amended Standing Orders would not change the way the Community Boards conducted their meetings.

Councillor Mealings noted that a mover and seconder may reserve speech. She queried how that could be used. T Kunkel explained that a seconder had the right to defer their right to speak in terms of the current Standing Orders. It was proposed that the mover may listen to some debate before speaking; however, it was expected to happen rarely.

Councillor Redmond sought clarification on whether the proposed change to Item 4.6 in the Standing Orders would change the Council's current practice. S Nichols explained that overall, there were no substantive changes to Council practices. The minor amendments and additions were primarily proposed to make the Standing Orders more user-friendly and to ensure legislative alignment.

Councillor Redmond requested confirmation that the time allocated to deputations was changing from the current Standing Orders, which provided for ten minutes to a five-minute slot. S Nichols noted that the undated Standing Orders provided for speakers to speak for up to five minutes (excluding questions). However, the time allocated to deputations was a Council decision and was also at the discretion of the chairperson at a meeting.

The Council indicated a preference to retain the current 10minute timeframe for deputations.

Moved: Councillor Fulton

Seconded: Mayor Gordon

THAT the Council:

- (a) **Receives** report No. 250818151779.
- (b) **Adopts** the updated Waimakariri District Council, Committees and Sub-Committees, Joint Committees and Hearing Panels Standing Orders May 2023 (Trim 250818151937), effective from 4 September 2025.
- (c) **Recommends** that any proposed Standing Orders for Community Boards should be consistent with the Council, Committees, Sub-Committees, Joint Committees and Hearing Panels Standing Orders, except for those areas which relate specifically to Community Boards.
- (d) **Notes** that the Community Board's current Standing Orders (Trim 230314034912) remain active until they consider and adopt the proposed amendments to the Council's current Standing Orders at their inaugural meeting in late October 2025.
- (e) **Notes** that as part of the Council's induction process, new elected members and staff members will receive training in meeting protocol, including the Standing Orders.
- (f) **Circulate** this report to the Community Boards for information.

CARRIED

Mayor Gordon supported the motion as it made sense to update the Standing Orders to make them more user-friendly. He thanked staff for the work they did to make sure the Standing Orders were legislatively compliant. Mayor Gordon noted that Standing Orders were a living document and a guide for a meeting, to be used at the discretion of the Chairperson.

Councillor Redmond also supported the motion. He noted that he and Community Board Member Jim Gerard had reviewed the Standing Orders at the beginning of the term, which had been an interesting process. As part of the Local Government (Systems Improvements) Amendment Bill, the Government was proposing to issue standardised Codes of Conduct and Standing Orders which would apply to all councils; the current Standing Orders may therefore be short-lived. It was essential to have Standing Orders, as they encouraged the efficiency of a meeting, which was important.

In his right of reply, Councillor Fulton suggested that the intent behind Standing Orders was that the Council should have a safe, welcoming, and orderly operating environment where people who were not routinely attending Council meetings and speaking did not feel they were being demeaned or given an inadequate opportunity to speak.

8. HEALTH, SAFETY AND WELLBEING

8.1 Health, Safety and Wellbeing Report July 2025 to Current - J Millward (Chief Executive)

J Millward took the report as read, noting that there had been a spike in incidents for June/July 2025, but they appeared to be more weather-related rather than a particular problem that was occurring.

Responding to Councillor Cairns' question, J Millward advised that there was signage at the Rangiora Airfield urging users of the Rangiora Airfield to take into account aircraft coming in to land.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Report No 250819152916.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

9. COMMITTEE MINUTES FOR INFORMATION

9.1 Minutes of the Audit and Risk Committee meeting 12 August 2025

Moved: Deputy Mayor Atkinson

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Item 9.1 for information.

CARRIED

10. COMMUNITY BOARD MINUTES FOR INFORMATION

10.1 Minutes of the Oxford-Ohoka Community Board meeting 6 August 2025

10.2 Minutes of the Woodend-Sefton Community Board meeting of 11 August 2025

THAT the Council:

- (a) **Resolved** that Items 10.1 and 10.2 be left on the table.

11. COUNCIL PORTFOLIO UPDATES

11.1 Iwi Relationships – Mayor Dan Gordon

The Council were working with Mana Whenua and the Community Board Chairpersons on a joint submission about the proposed tolling of the Woodend Bypass.

11.2 Greater Christchurch Partnership Update – Mayor Dan Gordon

The Partnership Review Document was discussed, with the intention that the Greater Christchurch Partnership would consider it in the next term. Given the number of years the partnership had been operating, a review was undertaken, but it was inconclusive due to a range of opinions. There was also a presentation on the possibility of a private operator operating rail transport from Rangiora and Rolleston, particularly for significant events.

11.3 **Government Reforms** – Mayor Dan Gordon

Many reforms were continuing. The Council were still awaiting the details on the proposed Resource Management Reform. There had been some appeals to the District Plan; however, there was a process in place for how the Council would consider that.

11.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

Councillor Fulton met with Environment Canterbury (ECan) staff to reiterate the Water Zone Committees' position that they did not want changes to the zone boundary. He got the sense that ECan staff understood the Committee's position. There had been some media commentary about nitrate levels in Central Canterbury water supplies, particularly Selwyn. Selwyn was considering sourcing future piped water from in and around the Waimakariri District to deal with some of its water supply problems.

11.5 **Climate Change and Sustainability** – Councillor Niki Mealings

Councillor Mealings highlighted the following:

- The Canterbury Climate Partnership Plan had been realigned to clarify who was leading what actions for the Plan, with some changes to the project leads.
- In the Canterbury Climate Working Group, there had been a clarification of roles and a renewed commitment from the councils, who had stepped up with their input for this. All the actions that had been initiated were on track. In terms of embedding climate resilience into the Council's operations, a climate resilience road map was included in its 2024/25 Annual Report.
- Tower Insurance was moving to expand its risk ratings and risk-based pricing to include landslide and sea surge risks. That would impact Tower customers who lived in areas subject to those risks nationwide. That decision brought some focus back from Local and Central Government onto those issues.
- She attended the last Christchurch City Council Coastal Hazards Working Group Meeting for the triennium. They were considering their next steps, one of which was to broaden their focus from just coastal hazards to include climate hazards.
- There had been a lot of significant biodiversity enhancement in the natural reserves. There were several PhD and Master's students doing projects in the Waimakariri District. The Council were the beneficiary of that research, which was one less thing the Council had to fund.
- With the Natural Environment Strategy, the Council were planning all actions for 2025 and making sure they had 100% started and had completed everything that could be done for the year. One of the Council's new ecologists was about to start work on the land disposals project, working with the Council's Property Team to do a desktop study of all areas to identify opportunities for biodiversity and recreation.
- The final draft of the Canterbury Biodiversity Strategy had been put out to participants in the workshop forums over the last year.

11.6 **International Relationships** – Deputy Mayor Neville Atkinson

Attended VJ Day in Kaiapoi, which had good attendance and was very successful. A presentation was made to Neill Price's family. The new Kaiapoi RSA President was Alan West, and Russell Keetley was now the vice president of the Kaiapoi RSA.

11.7 **Property and Housing – Deputy Mayor Neville Atkinson**

Deputy Mayor Atkinson did not have an update.

12. **QUESTIONS**

(under Standing Orders)

Nil.

13. **URGENT GENERAL BUSINESS**

Nil.

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

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

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

Moved: Mayor Gordon

Seconded: Councillor Ward

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

- 14.1 Confirmation of Public Excluded Minutes of Council meeting of 5 August 2025
- 14.2 Contract 25/60 – Street, Reserve, And Cemetery Tree Maintenance Tender Evaluation and Contract Award Report
- 14.3 Disposal of Property Townsend Road, Rangiora.
- 14.4 Partial Acquisition – Property Upper Sefton Road, Sefton.
- 14.5 Contract 25/40 – Roading Professional Services 2025-2028 – Tender Evaluation and Contract Award Report
- 14.6 Insurance Renewal Report

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
MINUTES			
14.1	Confirmation of Public Excluded Minutes of Council meeting of 5 August 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
14.2	Contract 25/60 – Street, Reserve, And Cemetery Tree Maintenance Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. LGOIMA Section 7(h).
14.3	Disposal of Property on Townsend Road, Rangiora –	Good reason to withhold exists under section 7	To carry out, without prejudice or disadvantage, commercial activities and enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7(2)(h) and (i).
14.4	Partial Acquisition – of Property on Upper Sefton Road, Sefton	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
14.5	Contract 25/40 – Roading Professional Services 2025-2028 – Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2) (i).

REPORT REFERRED FROM THE AUDIT AND RISK COMMITTEE			
14.6	Insurance Renewal Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Section 7 (2) (i).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 10:26am to 12:12pm.

OPEN MEETING

- 14.2 **Contract 25/60 – Street, Reserve, and Cemetery Tree Maintenance Tender Evaluation and Contract Award Report** – C Brown (General Manager Community and Recreation) and G MacLeod (Greenspace Manager)

Moved: Councillor Fulton

Seconded: Councillor Brine

THAT the Council:

- (a) **Receives** Report No. 250820153814
- (b) **Authorises** Council staff to award Contract 25/60 – Street, Reserve, and Cemetery Tree Maintenance Contract to Delta Utility Services Limited for a sum of \$2,436,239.12
- (c) **Notes** that this project is funded from the PJ code 10.533.100.2570 (Operations and Maintenance) and the Pegasus tree maintenance codes (10.539.809.2514, 10.539.809.2513 and 10.539.809.2507), which have a total budget of \$3,259,750.00 (including GST) over the five-year period of the contract. The tender price is within the available budget.
- (d) **Notes** approval of the Street, Reserve and Cemetery Tree Maintenance Contract to Delta Utility Services is dependent on them obtaining Master Arborist Certification prior to the contract start date.
- (e) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and price of the successful tenderer, and the range and number of tenders received. This information will be made available to the public if requested.
- (f) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7(h) of the Local Government Official Information and Meetings Act; “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.
- (g) **Circulates** this report to the Utilities and Roading Committee “Public Excluded” for their information.

15. NEXT MEETING

The next ordinary meeting of the Council was scheduled for Tuesday, 30 September 2025, commencing at 9am and to be held in the Council Chamber, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 12.12PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

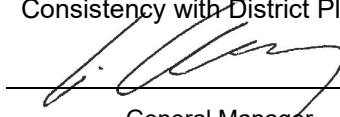
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WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BYL-65 /TRIM 250514084695**REPORT TO:** COUNCIL**DATE OF MEETING:** 30 September 2025

AUTHOR(S): Janet Fraser, Infrastructure Planner
 Joanne McBride, Roding & Transport Manager
 Jason Recker, Stormwater and Waterways Manager
 Sylvia Docherty, Policy and Corporate Planning Team Leader

SUBJECT: Proposed Amendments to Roding and Stockwater Bylaw and Policies for Consistency with District Plan Decisions

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


 General Manager


 pp Chief Executive

1. SUMMARY

- 1.1. This report proposes several minor amendments to the Stockwater Race Bylaw, Stockwater Race Pond Policy and the Road Reserve Management Policy to ensure consistency of these documents with notified decisions on the District Plan.
- 1.2. The report proposes to add new clauses to the Stockwater Race Bylaw (refer attachment i TRIM 250717131286) to ensure alignment with the notified District Plan. This is to clarify that resource consent for specified activities may be required under District Plan Rule EI-R49. The activities include any extension of or diversion of water from or into a stockwater race.
- 1.3. The report proposes changes to the Stockwater Race Pond Policy (refer attachment ii TRIM 250717131242) which are to clarify that resource consent may be required to establish any new stock-water race pond under Rule EI-R49 of the District Plan. This Policy has also been reformatted within the new Policy format template.
- 1.4. The report also proposes changes to the Road Reserve Management Policy (refer attachment iii TRIM 250717130970) to clarify that resource consent is required to construct a stock underpass beneath a road under Rule TRAN-R22 of the District Plan.
- 1.5. The report also proposes other minor changes to align with new District Plan zone terminology, updated officer job titles, document renumbering and general formatting adjustments where relevant, for approval.
- 1.6. The proposals outlined in this report are minor administrative changes that will ensure these Council Bylaws and Policies are consistent with District Plan notified decisions. The changes to the Bylaw and Policies have no substantive impact on requirements that affect the public because those requirements have already been widely consulted and mandated through the District Plan review. Therefore, specific further public consultation on these proposed changes is not required.

Attachments:

- i. Track Changes Version of the Stockwater Race Bylaw 2025 (TRIM 250717131286).
- ii. Track Changes Version of the Stockwater Race Pond Policy (TRIM 250717131242).
- iii. Track Changes Version of the Road Reserve Management Policy (TRIM 250717130970).

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 250514084695.
- (b) **Amends** the Stockwater Race Bylaw to add a new clause 3.4.23 “*Resource consent may also be required for the activities described in Section 3.4.9 and 3.4.13 under District Plan Rule EI-R49*”.
- (c) **Amends** the Stockwater Race Bylaw to add a new clause 6.2 to read “*Resource consent may also be required for the diversion described in Section 6.1 under District Plan Rule EI-R49*”.
- (d) **Amends** clause 2 of the Stockwater Race Pond Policy to clarify that resource consent may be required to establish a stockwater race pond under Rule EI-R49 of the Waimakariri District Plan.
- (e) **Delete** and replace clause 9.1.2 of the Road Reserve Management Policy with the following updated wording: “*Construction of a stock underpass is subject to approval from the General Manager, Utilities and Roding and will require a resource consent in accordance with the District Plan Rule TRAN-R22 (restricted discretionary activity). Note the underpass construction would also need to meet earthworks rules within the District Plan.*”
- (f) **Amends** clause 9.1.4 of the Road Reserve Management Policy to clarify that “*Prior to applying for a resource consent for construction of an underpass, In-granting permission the applicant will apply to the General Manager, Utilities and Roding for approval to install the underpass. The General Manager, Utilities & Roding shall ensure that the following conditions are imposed:...*”
- (g) **Amends** the final bullet point of clause 9.1.4 of the Road Reserve Management Policy to clarify that “Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, *may be subject to District Plan requirements or conditions of an existing resource consent, and* must also be authorised by the General Manager, Utilities and Roding when requested to do so by the grantee, *before any physical removal works commence*. Alternatively, should the General Manager, Utilities and Roding recommend the closure of an underpass against the wishes of the grantee, such approval is reserved for the Utilities and Roding Committee *and any removal works undertaken must be consistent with requirements of the District Plan or resource consent.*”
- (h) **Confirms** other minor changes to zone terminology, officer job titles, document numbering and general formatting adjustments as shown within the attached document track changes to ensure consistency and accuracy.
- (i) **Notes** a full review of the Stockwater Race Bylaw will be completed no later than 1 February 2027 in accordance with Local Government Act 2002 Section 158.
- (j) **Notes** there are no direct cost implications for the Council activity management from the changes proposed in this report and they are in line with the budget allocations in the Long Term Plan.
- (k) **Circulates** the report and attachments to the community boards for their information.

3. **BACKGROUND**

- 3.1. The Stockwater Race Bylaw 2021 provides a legal basis for the Council management of the stockwater race network. It specifies activities that are permitted and activities that require specific Council approval. The Bylaw enables the Council to manage all public and private activities which impact on water race function to protect network conveyance, capacity and stock drinking water quality and availability.

- 3.2 The Stockwater Race Pond Policy specifies rules and conditions for private landowner use of Council managed stockwater race water to form off-line ornamental garden ponds or other residential scale garden water features. The policy is not intended to cover off-line establishment of much larger farm irrigation ponds which are managed through separate *Resource Management Act 1991* processes. The Policy was last updated on 2 April 2019.
- 3.3 The Stockwater Race Pond Policy prescribes an approval process for the establishment of these off-line garden ponds. It provides specifications for the pond depth, sizing and ongoing management of water inflow and outflow.
- 3.4 The Road Reserve Management Policy specifies road reserve management and operating requirements through the District roading network. This includes the required approval process for establishment of stock underpasses.
- 3.5 The Bylaw and Policies generally address network management requirements which have a bearing on public or private activities which are not otherwise adequately managed through other legislation, regulation or operating manuals.

4 **ISSUES AND OPTIONS**

- 4.1 The Management Team requested amendments be identified and progressed to any Council Bylaw or Policy that is no longer consistent with the District Plan following the 14 July 2025 notification of decisions.
- 4.2 Several Policies and one Bylaw within the sphere of the Utilities and Roothing department are affected by the notified District Plan decisions. These are the Stockwater Race Bylaw, Stockwater Race Pond Policy and the Road Reserve Management Policy.
- 4.3 The Council has the option of amending these documents as soon as possible after the District Plan decisions are notified on 14 July. This will ensure these documents are revised to be consistent with the new District Plan provisions as quickly as possible. It will remove the possibility of public misinterpretation of the new requirements and confusion between conflicting requirements set out in the Bylaw, Policies and District Plan.
- 4.4 Alternatively, the Council has the option of delaying the proposed amendments to the Bylaw and Policies and bundling these changes together with any future reviews at a later date. This approach would reduce administrative costs of updating these documents at the present time. This option is not recommended as the proposed updates to the Bylaw and Policies are minor and can be quickly implemented with minimal additional cost and staff resource. The proposed changes are described in the following sections:

4.5 Proposed Changes to the Stockwater Race Bylaw (*insertion*):

- 4.5.1 It is proposed to amend the Stockwater Race Bylaw to add a new clause 3.4.23 stating: "Resource consent may also be required for the activities described in Section 3.4.9 and 3.4.13 under District Plan Rule EI-R49".
- 4.5.2 It is also recommended to amend the Stockwater Race Bylaw to add a new clause 6.2 to read "Resource consent may also be required for the diversion described in Section 6.1 under District Plan Rule EI-R49".

4.6 Proposed Changes to the Stockwater Race Pond Policy (~~deletion~~ and *insertion*):

- 4.6.1 It is proposed to amend clause 2 of the Stockwater Race Pond Policy to state:

Compliance with this policy and the Stockwater Race Bylaw 2025 does not necessarily imply compliance with the regional or District Plan rules. ~~of the Waimakariri River Regional Plan and the Canterbury Land and Water Regional Plan.~~ Resource consent may be required to divert a water race and establish a stockwater race pond under the Canterbury Land and Water Regional Plan and Rule EI-R49 of the Waimakariri District Plan.

This Policy has also been reformatted within the new Policy format template.

4.7 Proposed Changes to the Road Reserve Management Policy (~~deletion~~ and insertion):

- 4.7.1 It is proposed to delete and replace clause 9.1.2 of the Road Reserve Management Policy with the following updated clause: "Construction of a stock underpass is subject to approval from the General Manager, Utilities and Roding and will require a resource consent in accordance with the District Plan Rule TRAN-R22 (restricted discretionary activity). Note the underpass construction would also need to meet earthworks rules within the District Plan."
- 4.7.2 The report recommends amending clause 9.1.4 of the Road Reserve Management Policy to clarify that "Prior to applying for a resource consent for construction of an underpass, the applicant will apply to the General Manager, Utilities & Roding for approval to install the underpass. ~~In granting permission~~ The General Manager, Utilities and Roding shall ensure that the following conditions are imposed:..."
- 4.7.3 It is also proposed to amend the final bullet point of clause 9.1.4 of the Road Reserve Management Policy to clarify that "Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, may be subject to District Plan requirements or conditions of an existing resource consent, and must also be authorised by the General Manager, Utilities and Roding when requested to do so by the grantee, before any physical removal works commence. Alternatively, should the General Manager, Utilities and Roding recommend the closure of an underpass against the wishes of the grantee, such approval is reserved for the Utilities and Roding Committee and any removal works undertaken must be consistent with requirements of the District Plan or resource consent."
- 4.8 The report also proposes other minor changes to align with new District Plan zone terminology, updated officer job titles, document renumbering and general formatting adjustments where relevant, for approval.
- 4.9 The Stockwater Race Bylaw 2025 will undergo a full bylaw review as per Section 158 of the Local Government Act 2002 (LGA) including a Section 155 LGA assessment of whether a bylaw is the most appropriate way of addressing the perceived problem. The decisions contained in this report will not impact the S155 review which is due to be completed no later than 1 February 2027.

4.10 Implications for Community Wellbeing

There are implications on community wellbeing from the issues and options that are the subject matter of this report. A clear local legislation, local regulation and policy statement on requirements for diverting, extending or altering or forming ponds using water from stockwater races and establishing stock underpasses will improve the Council relationship with affected stakeholders and ensure clear messaging about requirements. The adoption of the recommendations of this report should avoid customer confusion about the new District Plan requirements.

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

5 COMMUNITY VIEWS

5.1 Mana whenua

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

5.2 Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The changes to the Bylaw and Policies will not affect existing customers and will only affect future activities involving the use of the stockwater race water or establishment of stock underpasses.

5.3 Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. Public consultation on the minor administrative changes proposed within this report is not separately required because the proposed changes have already been comprehensively consulted through the District Plan review.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

There are no financial implications for the decisions sought by this report. Private property owners may incur additional consenting costs to comply with the new District Plan requirements, but this will not impact on the Council management and operations undertaken under the Bylaw and Policies.

6.2 Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The effective use of the stockwater race water will support sustainable management of the provision of stockwater and enable the District to continue to respond to changes in supply or demand for stockwater due to climate change.

6.3 Risk Management

There are not risks arising from the adoption/implementation of the recommendations in this report. The proposals will provide greater certainty and reduce the risk of the public misinterpreting requirements for their activities.

6.4 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The requirement to obtain resource consent for activities specified in the Bylaw and Policies will improve health and safety management for users of the water race system and stock underpasses. The consent process includes requirements that will apply to changes to use of race water and ensure safe construction and use of stock underpasses.

7 CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Council policies are developed, reviewed, and amended to ensure they meet requirements of the *Local Government Act 2002*, Sections 78 and 82, which provide for the Council to determine the level of consultation required for a decision and give consideration to the views and preferences of persons likely to be affected by, or have an interest in the matter.

The Council decision making process must take account of the extent to which the current views and preferences of persons who will or may be affected by, or have an interest in, the decision or matter are known to the local authority.

The proposed amendments in this report are minor and do not affect the rights or interests of residents, other than those introduced through the District Plan review process. The District Plan changes have been publicly consulted through processes prescribed by the *Resource Management Act 1991*. A separate consultation requirement under the *Local Government Act S78 and 82* is not triggered because the changes to the Bylaw and Policies to align with the District Plan review have already been comprehensively consulted.

The change to a Bylaw by Council resolution publicly notified, is authorised under Section 156 (2) of the Local Government Act 2002. This states:

(2) Despite subsection (1), a local authority may, by resolution publicly notified,

(a) make minor changes to, or correct errors in, a bylaw, but only if the changes or corrections do not affect—

(i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or

(ii) an existing status or capacity of any person to whom the bylaw applies:

The proposed change to the Stockwater Race Bylaw clarifies a new legal requirement pertaining to alterations, extensions or diversions to stockwater races. The change has already been consulted through the District Plan review and is included in the Bylaw to ensure consistency and public awareness of all requirements associated with this activity.

7.3 Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

- *The natural and built environment in which people live is clean, healthy and safe.*
- *Infrastructure and services are sustainable, resilient and affordable.*

7.4 Authorising Delegations

The Utilities and Roading Committee have delegation as follows in accordance with the Delegations Manual:

- Authority to develop policies relating to the activities that the committee is responsible for and recommend their adoption to the Council.
- Administer bylaws for the committee's activities and to recommend to the Council any amendments, reviews, or new bylaws.

Because this review and changes to these documents involve several Council departments the decision on this matter is being directly referred to the full Council.

STOCKWATER RACE BYLAW

20251

Adopted at a Council meeting held on
30~~04~~ September~~February~~ 2025~~2~~

Chief Executive

Governance Manager

WAIMAKARIRI DISTRICT COUNCIL STOCK WATER RACE BYLAW 2025

1 INTRODUCTION

This bylaw is made by the Waimakariri District Council in exercise of its powers and authority vested in the Council by Section 146 (b) (i) of the *Local Government Act 2002*. The bylaw is enforceable throughout the Waimakariri District Water Race area which is described on map no. 1140.

2 INTERPRETATION

- 2.1 The Council means the Waimakariri District Council or any authorised staff member.
- 2.2 Bylaw means this bylaw as altered, varied or amended from time to time.
- 2.3 Owner or occupier means the owner or occupier of land in the supply area as recorded as such in the valuation roll of the district.
- 2.4 'Holding' means any property of any area or value separately valued in the valuation roll of the district.
- 2.5 The supply area means the area over which stock and/or irrigation water is supplied and specifically includes and means the Browns Rock Subdivision as defined by Special Order made by the Waimakariri Ashley Water Supply Board on 20 September 1894, and as set forth and named as such in the Special Resolution published in the New Zealand Gazette 1894 at pages 1653 and 1654, and includes any alterations to the area which may be made by the Council in exercise of its powers under the *Local Government Act 2002* in consultation with affected parties.
- 2.6 Water race has the meaning prescribed in the *Local Government Act 2002*, Part 1, Section 5 (1), and means the land occupied by a water channel (other than a main river)
 - (a) constructed -
 - (i) by or under the authority of a local authority
 - (ii) in, upon, or through land for supply of water; and
 - (b) to be used -
 - (i) solely or principally for farming purposes; or
 - (ii) in the case of an existing water race, for any other purpose for which water from that water race may be used, and
 - (c) includes -
 - (i) a branch of a water race taken or made through land for the purpose of supplying water as referred to in paragraph (b); and
 - (ii) an alteration, extension, or widening of a water race or branch water race, whether done by local authority or by any person with the approval of the local authority; and
 - (iii) a flood or other bank, or a dam, sluice, flume, bridge, gauge, meter, reservoir, or other waterworks relating to, or forming part of, a water race; and
 - (iv) buildings and machinery, pipes, and other materials on the land and within the limits of a water race or relating to, or used in connection with, a water race

- 2.7 Grid References refer to points shown on map Sheet L35 "WAIMAKARIRI" Edition 1 of NZMS 260, 1:50,000; Edition 1 and Sheet M35 "CHRISTCHURCH" Edition 1, of the same map series. The method used for locating these points is that shown in the marginal notes on each sheet.
- 2.8 Water Races are of the following type: (See Map 1140, on Council's website)
- (a) Combined stockwater and irrigation races as shown coloured red on Map No 1140; and used for both irrigation and stock water.
 - (b) Council stockwater races as shown coloured green on Map No 1140; are mainly roadside races and end of races.
 - (c) Irrigation races as shown coloured yellow on Map No 1140, are new races built for irrigation supply only.
 - (d) Farm stockwater races as shown coloured blue on Map No 1140, and used for on farm stock water purposes.
- 2.9 The reference [Map No 1140](#) refers to the latest Water Race map issued by the Council on its website.
- 2.10 The Browns Rock Water Race System means that system of water races having its origin at Browns Rock on the Waimakariri River, grid reference 360 584, and from any other sources of supply from which the Council and/or its agent may take water, and includes any tail race, branch, artificial or natural channel within the water race area, or any enlargements or alterations made to the system from time to time. It also includes all of those channels which are wholly or partially supplied with water from the said water race other than those channels into which water is spilled by the Council and/or its agent as no longer required by the water race system.
- 2.11 Words in the singular include plural and vice versa.
- 2.12 The words **shall** and **will** are imperative.
- 2.13 The word **may** is optional.
- 2.14 Maintenance means cleaning and maintaining the water race system in accordance with the Stock Water Race Scheme - Activity Management Plan.
- 2.15 Commercial irrigation, which in this case is exclusive to Waimakariri Irrigation Limited, means where a water supply agreement has been entered into and irrigation water (by means of spraying or flooding the land with water) is supplied for agreed fees. This does not include aquaculture.
- 2.16 Domestic irrigation means the watering of a residential garden by pumping from the race.
- 2.17 Agent means Waimakariri Irrigation Ltd or any other person or body appointed or authorised by the Council and employed as a contractor to maintain and administer the balance of the water race system either inside and/or outside of the defined irrigation area and empowered by a separate agreement.

- 2.18 Access to water races for rating purposes – defined as where a race, whether piped or open, is situated on a property or along the boundary including immediately on the other side of a boundary fence.
- 2.19 Irrigation is the replacement or supplementation of rainfall with water from another source in order to grow trees, grasses, crops or plants.

3 CONDITIONS OF USE

3.1 Purpose

The primary purpose of the water race system is to supply water for stock consumption, and/or commercial irrigation within the system area. Subject to written approval by the Council, it may also be used for domestic irrigation as defined in Clause 2.16.

3.2 Other Considerations

- 3.2.1 The activities covered by this Bylaw, including the taking, use, damming and diversion of water, may be subject to regional rules contained in the Canterbury Land and Water Regional Plan. Compliance with this Bylaw does not necessarily imply compliance with regional rules and a resource consent may be required.
- 3.2.2 Activities including discharge into water races and land use close to water races that may contaminate water quality are also subject to rules in the Canterbury Land and Water Regional Plan under which a resource consent may be required.

3.3 Permitted Uses

Subject to the payment of the annual charges determined by the Council, and without any further reference to the Council:

- 3.3.1 Water may be used for stock water purposes.
- 3.3.2 Water may be used for domestic irrigation provided that only one connection per dwelling may draw through an exposed pipe of no more than 20mm internal diameter, for no more than two hours per day and provided written approval from the Council is received.
- 3.3.3 Water may be used for commercial irrigation from races (existing or future) that have been specifically designated as irrigation races or combined stockwater and irrigation races (as respectively defined in clauses 2.8(a) and 2.8 (c)) in accordance with Waimakariri Irrigation Limited as applicable.

3.4 Prohibited Uses

No one is to permit, allow or do any of the following:

- 3.4.1 Bathing or washing in a water race.
- 3.4.2 Any domestic fowl, be they water-fowl or otherwise, to stray into or upon the water race.

- 3.4.3 Contamination of the water race by chemicals, hazardous substances and unwanted organisms, nutrients, or by any backflow from irrigation equipment.
- 3.4.4 Use or disturb a water race (including the banks) by any farmed cattle, farmed deer or farmed pigs. Drinking stations located outside the race are the preferred method to avoid damage to the water race.

Explanatory note: The Canterbury Land and Water Regional Plan sets out livestock exclusion rules for artificial watercourses, including water supply races, which also need to be complied with.

- 3.4.5 Any activity carried out on land or in any building or yard to contaminate or have a detrimental effect on the water race.
- 3.4.6 Obstruct the flow of water in the water race by any means whatsoever.
- 3.4.7 Cross through a water race leading any animal or using any mode of transport **–except** at the bridges, culverts or crossing places provided by the Council and/or its agent or constructed with the Council's and/or its agents **–written** permission.
- 3.4.8 Any cuttings, clippings, twigs, branches or any other part of any tree or plant or any part of any fence to fall into or remain in a water race.
- 3.4.9 Draw off water from a water race or divert any water belonging to a water race without prior written permission of the Council.
- 3.4.10 Either willfully or through neglect allow any pipe or other apparatus on their property to be out of repair so that water supplied from a water race is wasted.
- 3.4.11 Alter or interfere with any regulating gate or other apparatus or do anything else whereby the supply of water from a water race is improperly increased or decreased.
- 3.4.12 Permit a person who does not pay water race rates to take water from the race.
- 3.4.13 Widen or deepen any water race or alter the course of any water race without the written permission of the Council.
- 3.4.14 Permit or allow any Statutory Nuisance as defined under Section 29 of the *Health Act 1956*.
- 3.4.15 Obstruct any crossing point over a water race.
- 3.4.16 Remove, displace, alter, damage or interfere with any bank, dam, sluice, flume, bridge, gauge, meter, reservoir, pipe, or other work or thing used in supplying or distributing water from any water race.
- 3.4.17 Open the ground so as to uncover any culverts belonging to any water race or to lengthen or decrease the length of any such culvert without the written permission of the Council.
- 3.4.18 Make any structure over, in, or under a water race without written permission of the Council.

3.4.19 Sow, plant, or permit to grow any tree, hedge, shrub or other plant of any kind, within a distance of 10 metres from either side of a water race, except that:

- (a) Crops and pasture are permitted; and
- (b) Shrubs or plants to form any part of a live fence and maintained less than 1.5 metres in height may be sown or planted by an owner or occupier of land on one side of the race only, and then only at a distance of more than one metre from the edge of the race.
- (c) Otherwise approved by the Council.

3.4.20 Erect any building or structures of any kind or any size within 10 metres of either side of any water race, whether piped or open, without the written permission of the Council.

3.4.21 Any animal effluent or agricultural fertiliser to be discharged within 10 metres of a stockwater race.

3.4.22 Any chemical/herbicide or action, to be used on a water race in such a way as to destabilise the bank structure or detrimentally affect aquatic organisms.

3.4.223.4.23 Resource consent may also be required for the activities described in Section 3.4.9 and 3.4.13 under District Plan Rule EI-R49.

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4 **COUNCIL RESPONSIBILITIES**

Notwithstanding anything to the contrary that may appear in this bylaw the Council or its agent will:

- 4.1 Ensure that the races are maintained at all times.
- 4.2 Ensure maintenance provisions of any agreement between the Council and its agent are met.

5 **CLEANING**

5.1 **Farm Stockwater Race Cleaning**

Every owner or occupier of land through which a farm stockwater race runs or where a farm stockwater race runs adjacent to the land in road reserve (coloured blue on Map 1140) as identified in Clause 2.8 (d), shall:

5.1.1 Keep the water race, banks, and sides of the race in good order and condition and free from all silt, weeds, vegetation of all kinds, and from all other rubbish and obstructions of all kinds at their own cost.

5.1.2 Keep and maintain the sides, banks, and other earthworks of the water race in such a condition as to prevent or mitigate any overflow, leakage, or waste of water.

5.1.2

5.1.3 Keep all culverts and pipes clear of silt and blockages.

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5.1.4 Where there is access, farm stockwater races adjacent to a road should be maintained by the landowner from within the property boundary.

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5.1.5 When a landowner is required to undertake maintenance of a farm stockwater race from within the road reserve the property owner or its contractor is required to comply with Traffic Management requirements which may include applying for a TMP using the application form available on the Council's website.

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5.2 Other Race Cleaning

The provisions of Clause 5.1 do not apply where that race is a combined stockwater and irrigation race, or an irrigation race, or a stockwater race as identified in Clause 2.8(a), 2.8(b) or 2.8(c). These races will be cleaned by the Council and/or its agent.

5.3 Removal of Debris

After cleaning a water race or clearing or removing any debris from a water race or from the banks or sides of a race the owner or occupier of the land is to without delay, at their own cost and expense, remove any and all clearings and cleanings and other obstructions from both sides of the race in such a manner and to such a distance from the race as may be necessary to:

- 5.3.1 Prevent the materials from re-entering the race;
- 5.3.2 Prevent blockage or alteration of any secondary overland flow path; and
- 5.3.3 To allow access to the race by any plant and machinery necessary to clean the race.

5.4 Maintaining Cleaning and/or Improving the Races

5.4.1 When the Council and/or its agent clears, cleans or renovates any part of a stock water race, a combined stock water and irrigation race or an irrigation race, as identified in Clause 2.8 (a), 2.8 (b) or 2.8(c) or any land adjoining any part of these races, it may deposit all or part of the materials removed by or in the course of the work onto any part of the land contiguous or adjacent to the race, except where that land is a formed public road.

Explanatory note: The above excludes works to increase the capacity of the water race to convey additional irrigation flows. The deposition of material from such works onto private land requires approval of the landowner.

- 5.4.2 All such material deposited by the Council and/or its agent is to be placed in accordance with Clauses 5.3.1, 5.3.2 and 5.3.3 of this bylaw.
- 5.4.3 When the Council and/or its agent require such material to be removed, this will be arranged by the Council and/or its agent as a charge against maintenance of the water race system.

5.5 Fencing Requirements

5.5.1 Any fencing necessary to meet the requirements of the Canterbury Land and Water Regional Plan shall ensure that access to the race for maintenance purposes is not compromised.

Explanatory note: -The Canterbury Land and Water Regional Plan sets out livestock exclusion rules for artificial watercourses, including water supply races, which also need to be complied with.

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5.6 Failure To Repair or Clean the Race

- 5.6.1 If the owner or occupier fails, neglects or refuses to comply with any provision of this bylaw after having been required to do so in writing by the Council, the Council and/or its agent may enter onto the land, make good such failure, neglect or refusal and charge the owner or occupier with cost and expense of the work.

Explanatory Note: Council will comply with Section 182 of the Local Government Act when exercising powers under clause 5.6.1.

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- 5.6.2 Any debt incurred by the Council complying with Clause 5.6.1 ~~5.6.4~~ of the bylaw is a debt recoverable in a court of competent jurisdiction.

6 DIVERTING OF WATER

- 6.1 The Council may grant written permission to any person through whose land a water race runs to divert as much water from the race as is necessary to keep a pond or other reservoir on their land to be filled or constantly filled with water, provided that:

- 6.1.1 No such diverting shall be undertaken until the Council has granted a permit to do so in writing. Such a permit may be revoked by the Council after giving three months notice of its intention to do so if the requirements of clauses 6.1.2 – 6.1.7 are not met.

- 6.1.2 The pond or reservoir shall be completely watertight and lined with impervious materials.

- 6.1.3 The intake and outlet of any pond must be able to be shut off to ensure compliance with water restrictions or resource consent conditions.

- 6.1.4 An adequate outfall is provided from the pond or reservoir to allow the overflow to return to the water race, at the same water level as the race.

- 6.1.5 No such pond or reservoir exceeds the area volume or depth that may be specified by the Council when granting such permission.

- 6.1.6 No pond or reservoir shall cause any downstream reduction in water flow in the race the water is diverted from.

- 6.1.7 No pond or reservoir shall be created by installing a dam to raise the water level of the race.

- 6.2 Resource consent may also be required for the diversion described in Section 6.1 under District Plan Rule EI-R49.

~~6.1.7~~

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7 **EXISTING USES**

7.1 If, at the date the original bylaw came into force (1999) there are existing:

7.1.1 Trees, hedges, other plants or shrubs of any kind either growing or dead, in the form or nature of stumps or otherwise, in or on land and situated contrary to the provisions of Clause 3.4.19 of this bylaw and irrespective of how, when or by what means they came to be there;

or

7.1.2 Structures, buildings or yards of any kind or ponds impounding water which are situated contrary to provisions of Clause 3.4.20 and Clause 6 of this bylaw;

and

7.1.3 If in the reasonable opinion of the Council any of the obstructions referred to in clause 7.1.1 or clause 7.1.2 are interfering with the flow of the water in any water race;

then

7.1.4 The Council shall notify the owner or occupier in writing of its intent to require the removal of such tree, hedge, other plants, shrub, structure, ponds, building and/or yard;

and

7.1.5 The owner or occupier shall be given an opportunity to be heard by the Council before any final decision is made under this clause.

7.1.6 The Council shall make a final decision at a formal meeting, taking into account any information provided by the owner or occupier.

7.1.7 Should the Council decide that any obstructions referred to need removing, it shall notify the owner or occupier of the requirement for the owner or occupier to remove them, including any consideration for compensation.

7.1.8 In any instances where there is failure to comply, Clause 5.6.1 will apply.

8 **EXTRA OR ABNORMAL SUPPLIES**

The Council may, at its discretion, grant an extra supply of water from the water race for special purposes, including fire fighting, or for purposes not otherwise authorised by this bylaw, at a cost to be established by the Council at the time of its application. Such cost may be varied from time to time in accordance with the provisions of these bylaws.

9 **POWERS OF COUNCIL**

9.1 The Council may under powers given to it under the *Local Government Rating Act* and the *Local Government Act* and their Amendments establish, vary, alter, reduce, increase or remove charges and rates for the provision of the water race system. The Council may also set charges or fees to recover the cost of processing the assessment of any other approval, consent, or any other monitoring, investigation, sampling or analysis charge that is required under any part of this bylaw.

- 9.2 The Council may alter the basis or manner or scale on which any or all such charges or rates are to be assessed as it sees fit in accordance with the powers delegated
- 9.3 The Council may impose restrictions on the draw off of water from time to time.
- 9.4 The Council may perform its obligations, and exercise its rights, under these bylaws or otherwise in relation to the water race system through its nominated agent being Waimakariri Irrigation Limited.
- 9.5 Council can issue land owners with a temporary notice to exclude access which denies use (i.e. extraction, stock drinking of water and discharge of water) of the stockwater race network if there is reason to believe there could be spread of a hazardous substance or new organism (as defined under the Hazardous Substances and New Organisms Act 1996), or stock could spread contamination or an Unwanted Organism (as defined under the Biosecurity Act 1993). This notice must be written, delivered to the landowner, and contain a date of expiry.

10 **BREACHES OF THIS BYLAW**

Where any person:

- 10.1 Defaults in payment of any rate imposed on their land in respect of the supply of water; or,
- 10.2 Fails to do or perform any act, or thing, that he or she is required to do by these bylaws; or,
- 10.3 Permits, allows, or does, any of the acts that are prohibited in Clause 3.4, or
- 10.4 Breaches any of terms and conditions of clauses 5 and 6 of this bylaw; or,
- 10.5 Fails to carry out anything that they have agreed to as part of their water supply agreement with the Waimakariri District Council or its agent; or,
- 10.6 Commits any other breaches of the terms and conditions of this bylaw

then they are in breach of this bylaw.

11 **PENALTIES**

- 11.1 Every person who commits a breach of any part of this bylaw is liable to a fine not exceeding \$20,000 as provided for by Section 242 of the *Local Government Act 2002*.
- 11.2 In addition to any penalty imposed by any court for a breach of this bylaw the Council may sue for and recover from any person, the amount of damage done or caused to a water race or any works constructed by or under the control or jurisdiction of the Council in relation to the water race, or in respect of any water unlawfully taken or diverted or wasted or lost due to any non observance or performance of any of this bylaw.

12 **REMEDIES**

- 12.1 In the event of a breach of the statutory and other legal requirements including this bylaw, the Council may serve notice on the owner/occupier advising the

nature of the breach and the steps to be taken within a specified period to remedy it. If after the specified period, the owner/occupier has not remedied the breach, the Council may charge a re-inspection fee.

13 SAVINGS

13.1 Nothing in this bylaw shall be construed to be an undertaking or guarantee by, or oblige the Council and/or its agent to provide water in any water race either at all, or to any quantity or to any specified quality.

13.2 Nothing in this bylaw shall be construed to render the Council and/or its agent responsible or liable to any person or corporate body for the total or partial failure of any water supply from whatever cause such failure may arise.

14 BYLAWS TO BE REPEALED

All bylaws concerning the water race system in force made by the Council or its predecessors are hereby repealed. This repeal shall not affect the past operation of any such repealed bylaws or the validity or invalidity of anything done or suffered, or any right required, or duty or liability incurred under those bylaws.

15 COMMENCEMENT

15.1 This bylaw shall come into force on the being the day so fixed at a meeting of the Waimakariri District Council at which the resolution reviewing this bylaw was confirmed.

15.2 The resolution to approve the proposed bylaw ~~for notification~~ was passed by the Waimakariri District Council on the ~~30 September~~nd ~~day 2025~~^{XX}.

16 REVIEW OF BYLAW

This bylaw shall be reviewed by 1 February 2027.

This bylaw can be reviewed at any other time before that date at the discretion of the Council.

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Stockwater Race – Pond Policy

1. Purpose

The Stockwater Race Pond policy specifies the rules and conditions for the private land-owner use of stockwater race water for an off-race pond or development of an ornamental pond. It should be read in conjunction with the Stockwater Race Bylaw 2025~~49~~, in particular Section 6 “Diverting of Water”.

2. Scope

This policy has been formulated in the context of the efficient management of stockwater resources to ensure a plentiful supply of water for stock is available at all times of demand.

Compliance with this policy and the Stockwater Race Bylaw 2025~~07~~ does not necessarily imply compliance with ~~the regional or District Plan rules of the Waimakariri River Regional Plan and Resource consent may be required to divert a water race and establish a stockwater race pond under~~ the Canterbury Land and Water Regional Plan ~~and Rule EI-R49 of the Waimakariri District Plan. and resource consent may be required.~~

3. Statement

3.1. Background

- 3.1.1. The objective of this policy is to provide a standard approach for approving and recording applications for the private establishment and operation of ponds associated with stockwater races.
- 3.1.2. A landowner applying for a permit to take stockwater from a race other than for immediate stock use must comply with the provisions under Section 3.2 of this policy.

3.2. Policy Statement

- 3.2.1. The applicant and subsequent owners are responsible for ensuring that all applicable Acts, Regional and District Plans and Bylaws are followed when constructing and operating the pond.
- 3.2.2. All applications to construct ponds connected to stockwater races must be made in writing on the appropriate form: QS-U580 Stockwater Application Form to the Waimakariri District Council's Stormwater and Waterways Drainage Asset Manager. This can be downloaded from the Council's web site or obtained from any of the Council's Service Centres in Oxford, Rangiora or Kaiapoi.
- 3.2.3. A written response will be made by the Council to the application within 20 working days setting out the conditions to be met if the application is granted.
- 3.2.4. A copy of the application and Council reply will be put on the applicant's property file for future reference. The Race Manager will also be advised of the application and decision reached.
- 3.2.5. In general only one pond connected to a stockwater race will be permitted per property.

- 3.2.6. The nearest inside edge of a pond shall be constructed no closer than 5 metres from the nearest stockwater race.
- 3.2.7. Ponds should be no greater than 50m² in area. In certain circumstances the Council may approve ponds no greater than 100m² in area, where the flow in a water race is sufficient.
- 3.2.8. Pond depth shall not exceed 400mm and shall preferably be fitted with an overflow weir at a depth of 380mm, so as to control the depth of water that it will not exceed 400mm at any time. The overflow weir shall return flow back to the water race. The 400mm limit is a requirement of the Building (Pools) Amendment Act 2016.
- 3.2.9. Ponds shall be lined with either a PVC membrane overlying a 50mm compacted sand layer or with a clay lining. With either option it will be required to show that the pond is impermeable to leakage and if necessary a test will be requested to be carried out to check permeability.
- 3.2.10. A plan of the proposed pond (dimensions, locality etc.) shall be supplied to the Council's Stormwater and Waterways Drainage Asset Manager for approval prior to work being undertaken. Please note that a pond within the grounds of a dwelling may be required to be fenced under the Building (Pools) Amendment Act 2016.
- 3.2.11. The work is to be carried out under the supervision of the Race Manager, who must be notified at least ten working days in advance by the applicant, once a permit to construct a pond has been given in writing by the Council.
- 3.2.12. Inlet and outlet pipes to connect with the race system shall be with a lockable slide gate or fitted valve of at least 100mm diameter.
- 3.2.13. Water for the pond may be supplied from the race provided there is sufficient to do so. If water is in short supply or a notice of insufficient water supply has been given, then the supply of water to the pond must cease until you are notified otherwise. This will be achieved by turning off the valve until water supply can safely return. On no account can water be taken so as to cause a reduction in flow downstream of the pond.
- 3.2.14. No dam shall be installed in a race in order to raise water level so as to allow water to be diverted.
- 3.2.15. Pond owners will be required to ensure that the quality of the water discharging from the pond shall be no less than that entering the pond from the race. The pond shall not be a source of polluted water diverted back to the stock water race system.
- 3.2.16. The Council reserves the right to withdraw permission for the taking of water if it is found that any of the clauses in Section 34 have not been complied with.
- 3.2.17. The pond owner shall be responsible for all inspection and compliance costs.

4. Responsibilities

- 4.1. This policy is the responsibility of the Utilities and Roading department of Council.

5. Questions

Any questions regarding this policy should be directed to the Stormwater and Waterways Manager in the first instance.

6. Relevant documents and legislation

- Stockwater Race Bylaw 2025~~4~~
- Resource Management Act 1991

7. Effective date

30 September~~5 August~~ 2025

8. Review date

This policy will be reviewed within five years of the date of its adoption, by 30 September~~5-August~~ 2030.

9. Policy owned by

Manager, Utilities and Roading.

10. Approval

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Waimakariri District Council

215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468

Road Reserve Management Policy

1. Introduction

This policy sets out the Waimakariri District Council's (the Council) approach to managing activities within the road reserve. It addresses uses and management requirements in the road reserve that can affect private activities or impose costs on residents and provides clear guidance to staff and the community.

2. Purpose

The purpose of this policy is to clarify controls, responsibilities, and any associated costs for use of the road reserve affecting a wide range of private and public activities.

These expectations are clearly set out so that the requirements are visible to, and can be clearly understood by, all users of the road corridor.

3. Scope

This policy provides guidance on management of Council road reserves and establishes:

- Criteria for sealing unsealed rural roads, including funding requirements
- Specifications for the use of unformed legal roads and forming unformed legal roads, and the process for stopping unformed legal roads
- Responsibilities for use, fencing, and maintenance of the road berm
- Requirements for sealing roads and vehicle crossings
- Criteria for forming stock underpasses
- Expectations for temporary traffic management activities.

4. Policy objectives

The overarching objective of this policy is to assist the Council to consistently and transparently apply management requirements and cost-share agreements for use of the road reserves, and to ensure fair and equitable outcomes for all parties.

- 4.1. The policy sets out the criteria for sealing unsealed rural roads so that costs and benefits are fairly distributed in accordance with set criteria.
- 4.2. The policy clarifies responsibilities for accessing and using unformed legal roads. It provides a process to consider privately constructed assets on or under such roads.
- 4.3. The policy ensures that the public right of passage along unformed legal road corridors is preserved.
- 4.4. The policy ensures that the responsibility for forming and maintaining private accesses on an unformed legal road is clearly with the party requesting and benefiting from the access.
- 4.5. The policy manages rural road boundary fencing and berm grazing to ensure safety for vehicles, pedestrians and stock, and to reduce road maintenance issues.

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- 4.6. The policy specifies suitable materials for vehicle crossings to ensure standardisation and limit impacts from future works within the road reserve.
- 4.7. The policy manages the construction of stock underpasses to safely allow stock and farmers to travel from one side of the road to another and allow road users to pass unhindered.

5. Sealed roads

5.1. Rural seal extension

This policy is used to assess any requests to seal rural roads with speed limits of 60km/h or greater.

The Council will only consider sealing unsealed rural roads in one of the following situations:

- When co-funding is approved by the New Zealand Transport Agency (Waka Kotahi)
- When roading financial contributions from subdivisions of at least 30% of the cost of sealing the road have been received by the Council
- When privately funded, as detailed below.

See [Appendix C:](#) for seal extension technical requirements.

5.1.1. New Zealand Transport Agency Approved Projects

5.1.1.1. The New Zealand Transport Agency has set criteria for the funding of seal extensions and few projects are likely to be eligible for or receive New Zealand Transport Agency co-funding.

5.1.1.2. Any roads which meet the New Zealand Transport Agency criteria will be identified and submitted to the Long Term Plan and Regional Land Transport Plan (RLTP) processes for consideration of funding allocation.

5.1.1.3. The Council may programme the seal extension in the earliest year funding is available or bring forward the funding to the following financial year.

5.1.2. Roothing Financial Contribution Projects

5.1.2.1. The Council will consider sealing a rural unsealed road when receipted Roothing Financial Contributions from subdivisions reach at least 30% of the cost of sealing the road.

5.1.2.2. Funding for these projects will come from the Subdivision contribution budget.

5.1.2.3. The Council may at its discretion, attempt to obtain subsidy from the New Zealand Transport Agency either fully or by using the contributions to offset the capital cost of the work. However, the sealing will be programmed for completion, whether New Zealand Transport Agency approval is obtained or not.

5.1.3. Private Funding of Seal Extension

5.1.3.1. The Council will consider sealing existing roads where the adjoining property owner(s) is willing to fund 50% of the cost of the sealing.

5.1.3.2. Seal extensions up to a total length of 1km per year may be approved by the General Manager, Utilities and Roothing under delegated authority, subject to the following conditions:

- Those requesting the work will pay 50% of the cost. The balance shall be funded as a deficit balance within the current years roading account.
- Any additional works required to support the seal extension (e.g., signs, markings, drainage) will be included in the cost apportionment. Any works required to address existing deficiencies will be covered by Council.

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- The design and tender for the seal extension work will normally be prepared by the Council and all physical work will be organised by the Council. Those requesting the work will pay 50% of the costs of design, tender and construction of the physical works.
- The sealed road will remain the property of the Council in accordance with the Local Government Act 1974 s317.
- Future maintenance, including resealing, will be the responsibility of the Council.

5.2. Sealed road surfacing

- 5.2.1. Generally, the most appropriate and cost-effective sealed road surfacing is chip seal. By default, all roads and streets which Council agree to seal shall be surfaced with chip seal to ensure the lowest lifecycle cost is achieved, unless other surfacing is considered appropriate based on the technical grounds noted below.
- 5.2.2. Asphaltic concrete (hotmix) is more durable with less noise and vibration, but its usage incurs a higher lifecycle cost. Its use will require approval by the General Manager, Utilities and Roading.
- 5.2.3. Asphaltic concrete (hotmix) may be used to seal Strategic and Arterial Roads with speed limits of 50 km/hr or less, and with urban scale development on both sides of the road.
- 5.2.4. Asphaltic concrete (hotmix) or similar surfacing may also be used on selected streets within the town centres or on other roads and bridges on a case-by-case basis.
- 5.2.5. Asphaltic concrete (hotmix) or similar surfacing may be used in cul-de-sac heads, at intersections with large numbers of heavy turning vehicles, and in any other area where it is the most appropriate technical and cost-effective option. It is used in situations where there are high vehicle turning movements to reduce the wear and tear from turning vehicles.
- 5.2.6. Asphaltic concrete (hotmix) or similar surfacing may also be used, on an exceptions basis, where it is technically considered the most appropriate solution to address inconsistencies in vertical and horizontal alignment in some streets.
- 5.2.7. In situations where streets are already surfaced with asphaltic concrete (hotmix) or similar material, but are not consistent with this policy and require resurfacing, they will be resurfaced with asphaltic concrete (hotmix) or similar surfacing unless there are compelling technical and / or cost reasons for not doing so.

6. Unformed legal roads

This policy specifies controls on the use, access and maintenance of unformed legal roads, also known as paper roads.

6.1. Public use of unformed legal roads

- 6.1.1. The Council has statutory powers to manage and control roads under the Local Government Act 1974 (Part 21) and Land Transport Act 1998 (Part 3) to ensure that the public right of passage along unformed legal road corridors is preserved while protecting the environment, the road and adjoining land, and the safety of road users.
- 6.1.2. Herenga ā Nuku Aotearoa - the Outdoors Access Commission was established pursuant to the Walking Access Act 2008 to lead, support, negotiate, establish, retain and improve access to the outdoors. The rights and responsibilities in the Outdoors Access Commission's Outdoor Access Code should be adhered to when using unformed legal roads.
- 6.1.3. While there is no specific statutory right to use a motor vehicle on any road, where the terrain permits, vehicles may be used on unformed legal roads, unless this is prevented or restricted through a bylaw or other enactment.

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- 6.1.4. Road corridor users must not modify, obstruct, or damage the surface of unformed legal roads, except in accordance with the provisions of this policy.
- 6.1.5. Most unformed legal roads will not have clearly delineated areas set aside for different types of users. Vehicles, pedestrians, bicycles and horses are likely to share the same space. Unformed legal roads are considered “shared zones” available for use by pedestrians, cyclists, equestrians and motorists as per the purpose of the Land Transport (Road User) Rules 2004. This means that motorists must give way to pedestrians, but pedestrians must not unduly impede the passage of any vehicle.
- 6.1.6. Due to the risk posed to other road users, the road surface, and adjoining property and vegetation, the Council does not permit the lighting of fires on unformed legal roads.
- 6.1.7. Unformed legal roads are public places for the purposes of the Arms Act 1983. Therefore, the discharging of a firearm on an unformed legal road so as to endanger property, annoy, or frighten any person is prohibited.

6.2. Maintenance of unformed legal roads

- 6.2.1. The Council is not obligated to, and does not generally intend to:
 - Maintain or repair damage to unformed legal roads
 - Fence unformed legal roads
 - Inspect, identify or mitigate any road safety issues on unformed legal roads
 - Signpost or otherwise mark unformed legal roads.
- 6.2.2. The Council is obligated to inspect and maintain non-roading assets that it has purposefully installed in unformed legal roads, such as drainage or plantation forestry.
- 6.2.3. Any existing or new Council non-roading assets within unformed legal roads should not obstruct public access.
- 6.2.4. Adjacent landowners are generally responsible for fencing, vegetation control, and pest plant management. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally occurring indigenous vegetation shall not be removed or disturbed without written approval from the Council. This is particularly relevant where there are features of ecological importance or Significant Natural Areas; refer to the District Plan for more details. Exceptions may be considered on a case-by-case basis.

6.3. Private occupation and encroachments in unformed legal roads

- 6.3.1. The Council recognises that a range of activities may wish to make use of, or locate on, unformed legal roads. The Council will consider requests for occupation of an unformed legal road on a case-by-case basis.
- 6.3.2. Approved requests for occupation will be formalised through a Licence to Occupy and must comply with this policy and the conditions of that Licence to Occupy. See the draft Council *Rural Land Lease and Licence Policy* for additional terms; in the event of any conflict with terms within the *Rural Land Lease and Licence Policy*, the terms of this policy shall prevail.
- 6.3.3. Should the Property Team recommend against granting a Licence to Occupy for occupation of an unformed legal road, such approval is reserved for the Utilities and Roading Committee.
- 6.3.4. The Council recognises that there are a large number of existing occupied unformed legal roads that are not subject to a formal lease or Licence to Occupy. While the Council will endeavour over time to standardise these occupancy activities, this will be governed by the availability of Council staff resources. Priority may be given to unformed legal roads where issues arise in relation to an existing use.
- 6.3.5. See [*Appendix C: Technical requirements*](#) for conditions for unformed legal road occupation.

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- 6.3.6. Failure to obtain the necessary authority from Council to occupy or encroach onto an unformed legal road is an offence under the Local Government Act 1974.

6.4. Unauthorised encroachment

- 6.4.1. Where there is an unauthorised encroachment on an unformed legal road, the Council:

- Will investigate complaints about encroachments
- Will first attempt to resolve encroachments through voluntary removal, Licence to Occupy, or road stopping (as appropriate, see section 6.6 below) before considering legal action
- May consider an appropriate alternative public access, where such an alternative is equal to or better than the existing unformed legal road and can be provided at no cost to Council
- May remove, or require removal of, unauthorised encroachments that obstruct or impede public access, at the cost of the party responsible, unless exceptional circumstances exist in relation to the encroachment (including a public benefit).

6.5. Formation of unformed legal roads

- 6.5.1. The Council is not obligated to, and does not generally intend to, form or improve unformed legal roads.
- 6.5.2. However, the Council will consider requests from adjacent property owners, developers, and interest groups to construct carriageways, cycle tracks, bridle paths and footpaths within unformed legal roads at the applicant's expense, where this is vital for development or where significant public benefits are clearly demonstrated.
- 6.5.3. A written application is to be made and approval given in writing by the General Manager, Utilities and Roading before any physical works start in the road reserve.
- 6.5.4. When considering applications to facilitate use of unformed legal roads by walkers, cyclists, or equestrians, Council will consider the proposed extent of modification required to the surface of the unformed legal road, potential for liability, and future maintenance. Any use of Council resources to modify an unformed legal road will need to be approved by Council.
- 6.5.5. Developers and subdividers seeking to use unformed legal roads are required to seek approval to form and/or upgrade roads to a Council-standard as part of the subdivision process.
- 6.5.6. When a request is received for a formation on an unformed legal road, the applicant will be advised that, should the request be approved, the following options are available:
- The applicant forms the road to the Council's roading standards and specifications, or better. Approval of a Council-standard road is to be subject to the following conditions:
 - All work is to be at the expense of those requesting it
 - All work is to be in accordance with the Council's specifications and to its standards
 - The standards and specifications used for the work are to be those adopted and in use for similar access to similar properties upon subdivision
 - Where it is agreed by the Council that the road is to be vested, future maintenance of the road (to appropriate standards) will become the responsibility of the Council following acceptance of the construction work from the contractor or completion of the civil maintenance period.
 - The applicant forms the road to a lesser standard than the Council requires, in which case on-going maintenance will be at the property owner's expense. The applicant is also advised that if this option is chosen, they will not be able to restrict or control public access to or along the upgraded section of public road. Approval of a lesser-standard access requires an encumbrance to be registered against the title(s) of the applicant's lot(s) recording their responsibility to maintain that part of the road.
 - The applicant may alternately request the Council stop the road. This would remove the legal road status and enable the sale of the section of land if approved. See

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Section 6.6 for more details on road-stopping.

6.5.7. Where a formed access is requested for a section of unformed legal road that adjoins two or more properties, notice will be given to the other adjoining landowner(s) of the application, giving them 20 working days to respond with their view. Where more than one adjoining landowner wishes to use the same section of unformed legal road along a shared boundary, the Council will encourage all parties to agree on the arrangements. Where agreement is not reached, the Council will use its discretion as to how the occupation is divided.

6.5.8. Where any dwelling house was lawfully erected prior to 23 January 1992, and it has sole access to an unformed or substandard legal road, then the Council will contribute up to 50% of the cost of upgrading to the Council's standard, to be funded as a subdivision commitment.

6.6. Stopping unformed legal roads

6.6.1. Where a road is proposed to be stopped, the Council will generally follow the Local Government Act 1974, section 342 process. The Public Works Act 1981, section 116 process will only be used in exceptional circumstances where doing so is deemed to be in the public's interest.

6.6.2. Any applicant requesting to stop an unformed legal road should give regard to:¹

- a. The Council may or may not support the request.
- b. The full costs will be borne by the applicant, and the applicant will need to enter into a cost agreement and may be required to pay a deposit for such costs prior to any work being undertaken.
- c. The process the application must follow includes provision for public submissions and the Council has no control over the outcome of that process.
- d. Ultimately, any decision made in the road stopping process is appealable through the Environment Court.
- e. If the stopping is completed, the applicant will be required to purchase the stopped road at an agreed value and amalgamate it with their existing title, at their expense.

6.6.3. In considering applications to stop an unformed legal road, the Council will evaluate the application against:

- Current use – e.g., public walking/driving access, service to land-locked sections
- Strategic value – e.g., connections to water bodies, reserves, conservation land, or some other future strategic need
- Alternatives for public access
- Biodiversity and ecological value – e.g., value of the land to ecosystem services; rarity, representativeness, and density of native flora or fauna
- Future use of the road as proposed by the applicant
- Intended or potential alternative future uses – e.g., walk- or cycle ways, drainage, amenity, recreation uses, significant landscape amenity
- Corridor user safety
- Existing or anticipated infrastructure, encumbrances and easements.

6.6.4. Where a section of unformed legal road is stopped and freehold title issued, subject to the requirements of the Public Works Act 1981 or any other relevant legislation, the Council

¹ Section 6.6.2 (c) to (e) only apply in respect of road stopping carried out under the Local Government Act 1974 but would not apply to road stopping carried out under the Public Works Act 1981.

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may choose to dispose of the land accordingly.

7. Roadside management

This portion of the policy specifies requirements for private use of the road reserve for fencing, grazing, storage, and berm management.

7.1. Fencing on road reserve

- 7.1.1. New boundary fences adjacent to Council road reserves shall be located on the surveyed property boundary.
- 7.1.2. Replacement boundary fences on Council road reserves not located on the surveyed property boundary are to be relocated onto the surveyed property boundary when replaced.
- 7.1.3. In exceptional cases, when agreed by the Utilities and Roading Committee, existing boundary fences may be retained onto a line that is not on the surveyed property boundary when the adjacent property owner wishes to retain this alignment, providing that public access is not obstructed.

7.2. Private entry structures

- 7.2.1. Private entry signs, features, artwork and monuments will not be permitted within the road reserve.
- 7.2.2. Subdivision entry structures shall be situated on private land and maintained at the cost of the property owner.
- 7.2.3. Private gates must not open into or otherwise obstruct the road reserves.

7.3. Grazing on road reserve

- 7.3.1. The grazing of road reserve frontages is not permitted on the following roads:

- Within the urban area
- On the roads listed in Appendix A: Grazing-restricted roads.
- On the mown verge of sections of road regularly mown by the Council or its contractors.

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- 7.3.2. The grazing of road reserve frontages is permitted along Council-controlled roads within the District, except those set out above, and is subject to the conditions found in Appendix C: Technical requirements.

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- 7.3.3. Stock owners may apply to the Council for an exemption to graze on frontage of roads listed in Appendix A: Grazing-restricted roads. Exemption requests must meet the following requirements:

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- Cattle or sheep only
- Road frontage is on the "Roads Considered for Exemptions" table in Appendix A: Grazing-restricted roads.
- Stock owner has no history of grazing-related service requests or complaints with Council.

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- 7.3.4. Approved exemption requests will be formalised through a Grazing Permit system and must comply with the requirements of Appendix C: Technical requirements and the conditions of that Permit. A Permit may be issued for no longer than a three-year period and is not transferable. A Permit may be revoked if there is more than one justified grazing-related service request or complaint at any property or permitted berm associated with the Permit holder.

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- 7.3.5. Should the Roading Team recommend against granting a Permit for grazing on the road

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reserve, or the road is on the "Non-Eligible Roads" table in [Appendix A: Grazing-restricted roads](#), such approval is reserved for the Utilities and Roding Committee.

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7.4. Temporary storage on road reserve

7.4.1. Generally, the Council does not permit temporary storage within the road reserve. Material may not be stored under any circumstances on roads classified as Collector, Arterial, or Strategic Roads within the rural area. See the District Plan for a list of classified roads.

7.4.2. Temporary storage may be considered on a case-by-case basis with written approval from the Council. Any temporary storage on the road reserve is subject to the conditions found in [Appendix C: Technical requirements](#).

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7.4.3. An unformed legal road may not be used for storage of any kind, or the long-term parking of any vehicles.

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7.5. Roadside berm maintenance

This policy does not cover sealed or unsealed Council-maintained footpaths or shared paths.

7.5.1. Berms Adjacent to Council Property

The Council will maintain grass berms outside Council property including reserves, cemeteries, community facilities (e.g., pools, halls, community centres, and libraries), gravel pits, forestry blocks, and rental housing. The mowing will be managed either directly by the Council, via committees, or in accordance with lease conditions where the Council property is leased.

7.5.2. Berms Adjacent to Private Property

7.5.2.1. The Council will not maintain berms or frontages of private property, except where otherwise provided for in this policy.

7.5.2.2. The Council expects that berms will be covered in natural turf and maintained in a clean and tidy condition by the adjoining property owner to ensure safe space for all road users and prevent erosion of roadside drains.

7.5.2.3. Refer to [Appendix D: Approved berm planting](#) for a list of natural turf species approved for planting on a berm.

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7.5.2.4. Permanent landscaping and decoration are not permitted on or in berm areas as these areas are reserved for utility and public access only.

7.5.2.5. Berms along many rural Collector and Arterial Roads are mown regularly for a nominal distance off the road for traffic safety reasons. Adjoining property owners are responsible for maintaining the remainder of the berm.

7.5.2.6. Adjoining property owners are responsible for the removal of any noxious weeds or pest plants growing in rural berms. A list of pest plants is maintained by Environment Canterbury; for more details, see the *Canterbury Regional Pest Management Plan*.

7.5.2.7. The Council does not generally maintain berms that contain stormwater conveyance and treatment such as swales, drains or overland flow paths, although within Drainage Rated Areas the Council does maintain a limited number of designated drains located within berms. Adjoining property owners are encouraged to maintain these berms but may apply to the Council for an exemption as per section 7.5.3.

7.5.2.8. Stockwater races in the berm are required to be maintained by adjoining property owners in accordance with the Council's *Stockwater Race Bylaw*.

7.5.2.9. The owner or occupier of any undeveloped residential zone property shall ensure that grass and other vegetation within the property boundaries is maintained in

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accordance with the Council's *Property Maintenance Bylaw*.

7.5.3. Exceptions for Berms Adjacent to Private Property

- 7.5.3.1. Property owners can apply in writing to the Council for an exemption to the requirement to maintain the berm adjoining their property.
- 7.5.3.2. Any requests for an exemption will be evaluated on a case-by-case basis using the following criteria:
- Whether the berm is a stormwater conveyance and treatment area that requires mowing to ensure it operates efficiently or it meets regulatory requirements
 - The berm design and whether its maintenance can be safely carried out by the adjoining property owner (e.g., berms that are too steep to be maintained by a hand mower or line trimmer)
 - Whether the berm's maintenance could impact the safety of road network users (e.g., vehicular, pedestrian, equestrian, or cycle traffic)
 - Whether the mowable area of the roadside berm is greater than 400 m² (urban only)
 - Special circumstances may be considered on compassionate grounds.

7.5.3.3. Any exemption granted in accordance with section 7.5.3.2 will be at the Council's discretion.

7.5.4. Trees and Hedges Within Berms

- 7.5.4.1. This policy does not cover consented street trees and street gardens; refer to the Council *Street and Reserve Trees Policy*.
- 7.5.4.2. Tree and hedge planting within urban and rural road reserves is not permitted without written approval from the Council to ensure road safety and avoid the Council incurring maintenance costs when the property changes hands.
- 7.5.4.3. Trees and hedges established before adoption of this policy shall be allowed to remain, provided the plantings are not considered to be a nuisance by the Council.
- 7.5.4.4. Plantings will be considered a nuisance by Council if they create a safety risk or interfere with road maintenance, drainage, utility services or public access. The Council may direct the adjoining property owner to remove nuisance trees or hedges at the expense of that owner. The Council should be consulted before removing any nuisance trees.
- 7.5.4.5. Where historical plantings (other than consented street trees) are allowed to remain within the road reserve, the adjoining property owner is responsible for their maintenance; refer to *Appendix C: Technical requirements* for a list of responsibilities.
- 7.5.4.6. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally occurring indigenous vegetation shall not be removed or disturbed unless the Council considers it to be a nuisance. This is particularly relevant where there are features of ecological importance; refer to the District Plan for more details.

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7.5.5. Overhanging trees and vegetation

Overhanging vegetation or other obstructions from property adjacent to any road reserve will be managed as per Section 355 of the Local Government Act 1974. Refer to *Appendix B: Roadway clearance* for more details.

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7.5.6. New berms

- 7.5.6.1. Council contractors are responsible for the establishment and mowing of new grass berms that are sown as part of roadworks, footpath resurfacing or

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trenching during the defects liability period. Once the maintenance period of the work has expired, berm mowing will be managed in accordance with this policy.

- 7.5.6.2. Developers and subdividers are responsible for the establishment and mowing of new grass berms that are sown as part of new development. Once the maintenance period of the work has expired the berm mowing will be managed in accordance with this policy.
- 7.5.6.3. When new road reserve is vested with the Council through subdivision or new construction, the land will generally be fully cleared by the property owner prior to vesting. Any Protected Trees or Significant Natural Areas in the District Plan shall be protected. Other significant or notable vegetation should be evaluated on a case-by-case basis by the Council's Roading and Greenspace Units for possible retention by the Council as street trees.

The following factors will be taken into consideration as part of this evaluation:

- Impacts on public access, traffic safety, and sightlines
- Ability to realign or redesign proposed works
- Amenity and / or historic value
- Botanical and / or ecological value
- Tree health and form
- Risk of falling limbs or other potential damage to the tree arising from construction processes.

7.5.7. Construction works

- 7.5.7.1. Where existing grass berms are required to be excavated or altered as part of Council maintenance or capital works (including works by utility operators), the Council or the relevant utility operator will re-establish the grass and any Council-installed street trees, plantings and associated irrigation. Private trees and plantings will not be reinstated. Letter boxes will be reinstated.
- 7.5.7.2. Any construction work undertaken in the berm will require written consent from the Council. Where a property owner arranges work to excavate or alter the berms as a result of works to their property or neighbouring property, the cost of reinstatement of a berm will be met by that owner.

7.6. Services in the road reserve

Any activity undertaken which involves excavation or disturbance of the ground within the road reserve requires the Council's authorisation. This includes work which has been granted a resource consent.

Permits to undertake work within the road reserve are issued in accordance with the requirements of the *National Code of Practice for Utility Operators' Access to Transport Corridors* in the form of Corridor Access Requests.

7.6.1. Location of overhead services within the road reserve

- 7.6.1.1. The preferred location for all overhead services will be as far from the road carriageway as practicable and away from corners and intersections.
- 7.6.1.2. Road safety features which meet recognised standards (e.g., barriers) are required where overhead services cannot be located away from corners and intersections, or within 3m of the edge of the road carriageway. This distance may vary depending on the classification of the road, the size of the service and the topography at the site.

All associated cabinets and kiosks shall be situated to avoid limiting sight distance and shall be frangible or protected as per the *National Code of Practice for Utility Operators' Access to Transport Corridors*.

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7.6.1.3. All new service installations and replacement or changes to existing service installations within the road reserve must have the prior approval of the Council.

7.6.2. Private services within the road reserve

7.6.2.1. Installation of private services within the road reserve is generally not supported except in unusual circumstances (e.g., where no alternative exists on private property) and with authorisation by the Council through a Licence to Occupy and registration of an encumbrance on the private service owner's property.

7.6.2.2. A private service owner will be responsible for the cost of preparing a Licence to Occupy and encumbrance (including registration), installing the service, making good the road surface as required, maintaining the service during the term of that Licence, and relocating the service should construction of new Council infrastructure within the road reserve create a conflict.

7.6.2.3. As-built plans shall be provided to the Council by the service owner once installation is complete.

8. Vehicle crossing surfacing

8.1. Surfacing standard

8.1.1. The Council defines standard surfacing material for driveways as follows:

- Urban areas: asphaltic concrete or broomed concrete
- Rural areas (including rural lifestyle zones) for access off sealed roads, other than access solely to paddocks: asphaltic concrete or chip seal
- Rural area unsealed roads and paddock-only access: metal / gravel.

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8.1.2. Prohibited materials for surfacing vehicle crossings are:

- Stamped concrete and other decorative finishes that do not provide a safe, firm, relatively smooth and comfortable walking surface, are prohibited where they would cross a footpath or be on a main pedestrian route
- Loose surfaces that could migrate onto the adjacent footpath or roadway, or into nearby drainage channels and gutters, will not be permitted.

8.1.3. If there is a sealed footpath or shared-use path across the property frontage, then the area of path must be reinstated in the same material as the adjoining path, including markings, unless permitted otherwise by the Council.

8.1.4. The path shall be continuous across the vehicle crossing to convey priority to footpath or shared-use path users.

8.1.5. Vehicle crossings at footpaths or shared-use paths may require reinforcing or additional depth of material to accommodate the additional loads from vehicles crossing the path; refer to the Council Engineering Code of Practice for details.

8.1.6. All vehicle crossings shall be constructed and maintained in accordance with the Council's *Vehicle Crossing Bylaw*.

8.2. Non-standard vehicle crossing surfaces

Other finishes such as stamped or coloured concrete, exposed aggregate, bevelled or smooth edge cobbles, etc. are considered to be non-standard finishes and may be approved for use subject to the conditions in Appendix C: Technical requirements.

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9. Stock underpass

9.1. Underpass standard

9.1.1. Refer to the New Zealand Transport Agency *Stock under control (crossing and driving)*

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guidelines for options to cross stock over a road.

9.1.2. Construction of a stock underpass is subject to approval from the General Manager, Utilities and Roding, and will require a resource consent in accordance with the District Plan Rule TRAN-R22 (restricted discretionary activity). Note the underpass construction would also need to meet earthworks rules within the District Plan.

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9.1.3. Where the General Manager, Utilities and Roding considers that the request should not be approved, and the matter cannot be resolved through negotiation with the applicant, only the Utilities and Roding Committee may refuse such permission.

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9.1.4. Prior to applying for a resource consent for construction of an underpass, the applicant will apply to the General Manager, Utilities and Roding for approval to install the underpass. The General Manager, Utilities and Roding shall ensure that the following conditions are imposed:

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- The applicant completes a Stock Underpass Construction Agreement
- The applicant completes a Stock Underpass Use Agreement and Subsoil Lease Agreement
- An encumbrance is registered against the title(s) of the applicant's lot(s) recording their responsibilities under the Stock Underpass Use Agreement and Subsoil Lease Agreement
- The Council will financially support the construction of each stock underpass only to the extent that the work meets the New Zealand Transport Agency formula for financial support detailed in the New Zealand Transport Agency Planning and Investment Knowledge Base, as it may be amended from time to time.
 - The maximum contribution available is 25% of the total cost of the work. The actual contribution depends on the volume of traffic on the road
 - The New Zealand Transport Agency policy requires that the funding be from the Minor Safety Improvements Programme. In the event that such funding is not available in the current financial year, the Council will make provision for that expenditure in the next financial year. In this event, should the applicant wish to proceed with the construction earlier than when the Council can provide the financial assistance, the applicant shall carry the full cost and invoice the Council for its share after the commencement of the year in which programme provision is made. Deferment of the Council's contribution shall not alter the requirement for the grantee to comply with the Competitive Pricing Procedures requirements of the Construction Agreement.
- The General Manager, Utilities and Roding shall report to the Utilities and Roding Committee each grant of a Stock Underpass Construction Agreement that attracts Council financial support
- Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, may be subject to District Plan requirements or conditions of an existing resource consent, and must also be authorised by the General Manager, Utilities and Roding when requested to do so by the grantee, before any physical removal works commence. Alternatively, should the General Manager, Utilities and Roding recommend the closure of an underpass against the wishes of the grantee, such approval is reserved for the Utilities and Roding Committee and any removal works undertaken must be consistent with requirements of the District Plan or resource consent.

9.2. Gates and cattle stops on unformed legal roads

9.2.1. With approval from the Council, a person may erect a swing gate or cattle stop, and associated fencing, across an unformed legal road in accordance with s 344 of the Local Government Act 1974. A sign must be affixed to the gate indicating it is a public road.

9.2.2. The Gates and Cattlestops Order 1955 prescribes the form and construction of swing

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gates and cattle stops which have been authorised to be placed across roads.

10. Temporary traffic management

- 10.1.1. All requests to undertake an activity that varies from the normal operating condition of the legal road, whether it is on a carriageway, footpath, or adjacent to the road, shall include a Traffic Management Plan (TMP). TMPs are also needed for activities outside the legal road which will affect the normal operating conditions of the road.
- 10.1.2. Activities such as the ones listed below are all situations that are likely to require a TMP to undertake the activity (this is not an exhaustive list):
- Road construction or maintenance activities
 - Construction or maintenance of assets within the road corridor
 - Construction of vehicle crossings
 - Concrete pours where the concrete pump or concrete truck will affect legal road, including a footpath or carriageway
 - Scaffolding installation on or near the footpath
 - Crane or lifting work that requires safety zones to close a traffic lane, footpath or grass berm
 - Multiple deliveries to a site causing congestion on adjacent roadway
 - Tree felling and vegetation maintenance works that require exclusion zones which extend into the legal road or are undertaken from the roadside
 - Community or sporting events that impact the normal operating condition of the legal road.
- 10.1.3. The movement of stock is covered under the WDC Stock Movement Bylaw, which outlines the requirements for permitting and traffic control while moving stock along or across the road.
- 10.1.4. Prior to any such activities starting, a TMP complying with the New Zealand Transport Agency Code of Practice for Temporary Traffic Management (CoPTTM) or relevant temporary traffic management guidance document must be submitted to the Council and approved by a Traffic Management Coordinator (TMC).
- 10.1.5. Where these requirements are not met, or where activities are deemed to be dangerous or not installed as per an accepted TMP, the Council will require all activity varying the normal operating condition of the road to stop and the area made safe.
- 10.1.6. If the area is not made safe as per CoPTTM or other adopted guidance, Worksafe New Zealand will be notified. The Health and Safety at Work Act 2015 requires Persons Conducting a Business or Undertaking must, so far as is reasonably practicable, provide and maintain an environment that is without health and safety risks.

11. Responsibilities

This policy will be implemented by the Roading and Transport Unit of the Council.

12. Definitions

Berm (also Verge) – grassed, soiled, or metalled area between the carriageway and the property boundary.

Council – the Waimakariri District Council and includes any person, authorised by the Council to act on its behalf.

District Plan – the Council's District Plan and includes any amendments and replacements.

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Fencing – a barrier or partition enclosing an area to prevent or control access.

Indigenous Vegetation – a plant community, of a species indigenous to that part of New Zealand, containing throughout its growth the complement of native species and habitats normally associated with that vegetation type or having the potential to develop these characteristics.

Licence to Occupy – a licence which provides permission to use land for an agreed purpose. A licence does not confer a right to exclusive possession of the land.

Permanent Landscaping – an area that has been laid out and maintained with plants, including associated structures.

Road – has the same meaning as in section 315 of the Local Government Act 1974; and includes a motorway as defined in section 2(1) of the Government Rounding Powers Act 1989.

Road Encroachment (also Road Occupation) - any action or physical obstruction upon, over, or under any portion of a road. Encroachments not covered by this policy (e.g., covered in other Council bylaws and policies) include stock movement, private mailboxes, outdoor advertising, and outdoor dining.

Road Reserve (also Road Corridor) – the area from the property boundary on one side of the legal road to the property boundary on the other side of the legal road, including (but not requiring) any berm or formed footpath and carriageway.

Rural Area – an area zoned rural in the District Plan.

Significant Natural Area – an area of significant indigenous vegetation and/or significant habitat of indigenous fauna that meets one or more of the ecological significance criteria listed in the District Plan.

Street Trees – trees permitted, planted, and maintained by the Council Greenspace Unit within road reserve.

Unformed Legal Road (sometimes referred to as Paper Road) – land that has been established as a legal public road, but which is not formed or maintained by the Council or the New Zealand Transport Agency.

Urban Area – an area of land that is, or is intended to be, predominantly urban in character and part of a housing and labour market of at least 10,000 people. Refer to the District Plan for a list of urban areas in the Waimakariri District.

Vehicle Crossing – the area within public road or other public land from a road carriageway to a property boundary intended for use by vehicles accessing the property.

13. Relevant documents and legislation

- Building Act 2004 and Building Regulations (stock underpasses)
- Canterbury Regional Pest Management Plan
- Government Policy Statement on Land Transport
- Government Rounding Powers Act 1989
 - s.55 to 57 (removal of trees, hedges, etc.)
- Guidelines for the Management of Unformed Legal Roads (Herenga ā Nuku Aotearoa Outdoor Access Commission)
- Land Transport Act 1998
 - s.22AB (making certain bylaws)
- Land Transport Management Act
- Local Government Act 2002
 - s.175 Power to recover for damage by wilful or negligent behaviour (berm management)

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- Local Government Act 1974
 - part 21 (managing roads)
 - s.317 (private funding of seal extension)
 - s.319 (formation of paper roads)
 - s.353 (fencing and grazing of roadsides – general road safety provisions)
 - s.355 (control of vegetation on road berm)
- National Code of Practice for Utility Operators' Access to Transport Corridors
- New Zealand Outdoor Access Code
- NZTA Bridge Manual
- NZTA Code of Practice for Temporary Traffic Management
- NZTA New Zealand Guide to Temporary Traffic Management
- NZTA Planning and Investment Knowledge Base
- Property Law Act 2007
 - S.332 to 338 (trees and unauthorised improvements on neighbouring land)
- Public Works Act 1981
 - s.116 (stopping roads)
- Street and Reserve Trees Policy
- Transport Act 1962
 - s.72 (making certain bylaws)
- Vehicle Crossing Bylaw 2019
- Vehicle Crossing Information Pack (QP-C289)
- Waimakariri District Council QS-K401: Information regarding installation of stock underpasses
- Walking Access Act 2008.

14. Questions

Any questions regarding this policy should be directed to the General Manager, Utilities and Roding, in the first instance.

15. Effective date

30 September 2025

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16. Review date

30 September 2030

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17. Policy owned by

General Manager, Utilities and Roding

18. Approval

Adopted by Waimakariri District Council on 30 September 2025

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Appendix A: Grazing-restricted roads

Non-Eligible Roads
Local Roads
Loburn Whiterock Road (Hodgsons Road to Chapel Road)
Collector Roads
Ashley Gorge Road Beach Road Birch Hill Road (Fishers Road to Foothills Road) Boys Road Carrs Road (Dixons Road to Carboys Road) Fernside Road (Plaskett Road to Flaxton Road) Fishers Road Gressons Road Hodgsons Road Island Road (Ohoka Road to Tram Road) Johns Road Lower Sefton Road (Toppings Road to Wyllies Road) Marshmans Road (Fawcetts Road to Forestry Road) Mill Road (Ashworths Road to Ohoka Road) Plaskett Road (Oxford Road to Ashworths Road) Rangiora-Woodend Road (Gressons Road to SH1) River Road (Rangiora) South Eyre Road Swannanoa Road Threlkelds Road Toppings Road (Lower Sefton Road to Upper Sefton Road) Two Chain Road (Swannanoa Road to Tram Road) Waikuku Beach Road
Arterial Roads
Cones Road (Fawcetts Road to Dixons Road) Dixons Road (Loburn) Fawcetts Road Flaxton Road Kippenberger Avenue Loburn Whiterock Road (Dixons Road to Hodgsons Road) Main North Road (Kaiapoi) Ohoka Road (SH1 to Skewbridge Road) Rangiora-Woodend Road (Kippenberger Avenue to Gressons Road) Skewbridge Road Tram Road Williams Street

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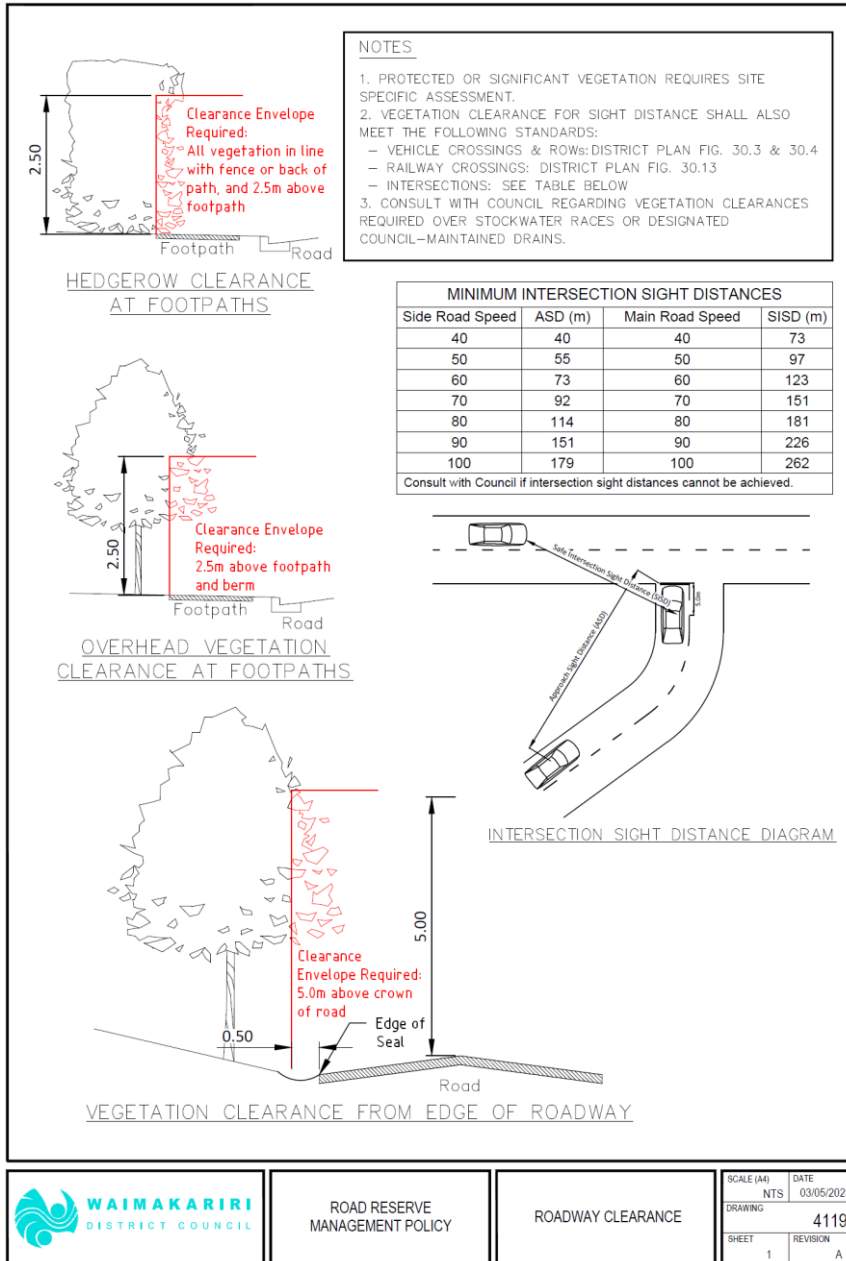
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Strategic Roads
Ashley Street Cones Road (Milton Avenue to Fawcetts Road) Cust Road Depot Road Millton Avenue Oxford Road Upper Sefton Road
Roads Considered for Exemptions
Collector Roads
Ashworths Road (Mill Road to Plaskett Road) Birch Hill Road (Foothills Road to Ashley Gorge Road) Carrs Road (Carboys Road to Chapel Road) Fernside Road (Flaxton Road to SH71) Harleston Road High Street (Oxford) Lower Sefton Road (Toppings Road to Wyllies Road) Marshmans Road (HDC boundary to Forestry Road) Two Chain Road (Tram Road to South Eyre Road) Wyllies Road
<i>Note: The above Collector Roads meet one of the following criteria as of 2024: Average daily traffic < 1,000 and Operating (mean) speed ≤ 85 km/h Average daily traffic < 1,500 and Operating (mean) speed ≤ 90 km/h This Exemptions list will be reviewed and updated periodically.</i>

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Appendix B: Roadway clearance



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Appendix C: Technical requirements

Seal Extension Requirements

The width of the seal is to be approved by the General Manager, Utilities and Roading in accordance with the Engineering Code of Practice and the District Plan.

Normally this will be 6.0m; however, this may be altered when the nature of the road and its traffic density indicate another width is more appropriate. The absolute minimum width in any circumstance is 4.0m.

All private seal extensions shall have a two-coat wet-coat chip seal surface to ensure that future maintenance costs are able to be shared with the Crown.

Nominal minimum length of seal extension is 100m. The actual length to be sealed is to be approved by the General Manager, Utilities and Roading who will agree an appropriate end-point, having consideration for the road alignment.

The gap to the nearest section of seal is not to be less than 400m providing:

- That the "minimum gap" requirements shall only be enforced at the end of the seal-extension closest to the adjacent sealed surface; and
- Any gap less than that detailed above is to be sealed in accordance with Section 5.1.3.1.

Unformed Legal Road Occupation Requirements

Any requests to occupy an unformed legal road are subject to the following requirements:

- Public access along the road must not be obstructed, and such access could be by modes such as motorised vehicles, bicycles, foot, and/or horses. A minimum traversable width of 4m must be maintained at all times.
- Temporary fencing may be installed within an unformed legal road for purposes of stock control but must still allow public access. Permanent fencing may be installed across an unformed legal road at public boundaries but must include an unlocked gate or other means of public passage, where agreed with the Council.
- Occupiers are responsible for maintaining the surface of the unformed legal road to the same or better condition than prior to the occupation commencing. Damage caused to existing infrastructure or fencing through the occupation of the unformed legal road is the responsibility of the occupier to remedy at their cost.
- Occupiers are responsible for controlling all noxious pests and weeds, including as required under the Canterbury Regional Council Pest Management Plan
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze unformed legal roads and must be fenced if grazing or occupying adjoining land.
- 'Private Property,' 'Keep Out' signs, or similar are only allowed on private buildings and must not be posted in such a way that they are seen as applying to the unformed legal road itself.
- Generally, new structures, permanent landscaping, or planting of trees will not be permitted by the Council within unformed legal roads.
- A Licence to Occupy does not negate any requirement for building or resource consents and the Licence holder is responsible for obtaining all other relevant approvals.

Road Reserve Grazing Requirements

The grazing of road reserve frontages subject to the following requirements:

- Stock owners, or their agents, shall not graze the frontage of a third party's property without the permission of that property owner. It is advisable that the stock owner obtains this

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permission in writing (this does not apply to driven stock)

- Grazed stock shall be fenced so that they cannot stray onto the carriageway. The fence should be clearly visible.
- The fence shall consist of temporary electric fencing to be secured by electric fence standards – i.e., fiberglass, plastic, or light metal standards. The use of waratahs, posts and other more substantial type fencing is not allowed on berms.
- Fences shall comply with the requirements of the Electricity Act 1992 and the Electricity Regulations 1993
- Suitable labels shall be used to notify the public that the fence is live.
- The fence shall be completely clear of the carriageway and road shoulder.
- Public access on the frontage / berm should be accommodated where practicable.
- Livestock shall only be grazed upon road reserves during the hours of daylight.
- Horses shall only be grazed upon road reserves when tethered or accompanied by a person and fastened to a lead rope.
- All grazing shall be in accordance with the Animal Welfare Regulations 2018
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze formed or unformed legal roads and must be fenced if grazing or occupying adjoining land.
- Where road reserve is used for grazing the adjoining landowner is responsible for sowing and maintaining a grass surface appropriate for both the stock and the public's use of the road.

Road Reserve Temporary Storage Requirements

Temporary storage on the road reserve is subject to the following requirements:

- Written approval must be granted prior to any storage on the road reserve.
- Appropriate temporary traffic management may be required by the Council.
- Materials shall be located a minimum of 5m away from the edge of rural road carriageways.
- Materials storage and access must not cause damage to roading assets, including pavement, berms, kerbs, drainage, and edge marker posts.
- Material may not be stored in a location that obstructs a vehicle crossing, footpath, cycle facility, drainage facility or race, or sight distance, or otherwise impacts road corridor user safety.

Berm Trees and Hedges Requirements

Where permitted or historical plantings are allowed to remain within the road reserve, the adjoining property owner is responsible for the following requirements:

- Removing plantings within the road reserve which impede visibility along the road, at intersections, property access ways, road corners, and signs
- Removing plantings within the road reserve which cause shading of the roadway to the extent that there are significant and identified risks to road users related to mobility and road safety
- Removing overhanging branches or fallen trees which obstruct pedestrians, cyclists, and vehicles, and all tree trimmings and tree debris from the roadside
- Paying costs associated with repairing or reinstating services or damage to the road as a result of the plantings
- Carrying out any tree maintenance required to avoid services or overhead utilities
- Ensuring that roadside drains are kept clear of tree roots, tree trimmings, and tree debris
- Removing any noxious weeds and pest plants (e.g., gorse and broom).

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Vehicle Crossing Non-Standard Finish Requirements

Non-standard finishes may be approved for use on vehicle crossings subject to the following requirements:

- That in the event of an excavation across their frontage it is unlikely that a non-standard surface will be restored to its original appearance.
- That a minimum of 3-100ø ducts to be provided across the full width of the proposed driveway with the information being recorded on the Property Information File and GIS records to enable services to be laid under the driveways without the need for excavating the driveways unless specifically otherwise required
- That the property owner accepts full responsibility for repair and maintenance of the portion of the driveway that is located on road reserve
- That should a footpath ever be built across the frontage of their property the portion of the non-standard driveway that would form part of the path may be replaced with a standard surface.

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Appendix D: Approved berm planting

The following species are considered suitable for planting on berms:

- Perennial dwarf ryegrass
- *Dichondra repens*
- *Selliera radicans*
- *Acaena inermis*
- *Pratia angulata*
- *Leptinella* sp.

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WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: ANC-06/250804142684

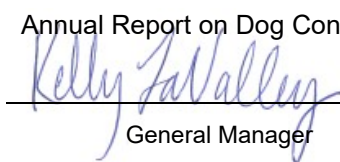
REPORT TO: COUNCIL

DATE OF MEETING: 30 September 2025

AUTHOR(S): Billy Charlton – Environmental Services Manager

SUBJECT: Annual Report on Dog Control 2024/2025

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to present to Council, the Annual Report for Dog Control activities within the Waimakariri District for the financial year of 2024/2025 for approval.
- 1.2. Under the Dog Control Act 1996 (The Act), Section 10A requires Waimakariri District Council (Council) to provide specific information to the Secretary for The Local Government, Department of Internal Affairs (DIA) by way of an annual report for the previous financial year. The report must be submitted to the DIA within one month of Council adopting the report.
 - 1.2.1. The information required to be reported on to the DIA is presented in Attachment i. This being the letter to the DIA, reporting the 2024/2025 prescribed information.
 - 1.2.2. Under Section 5(3) of the Act the statistics presented in the report must be publicly available on Council's website. The information will be uploaded to Council's website once Council has adopted this report.

Attachments:

- i. 2024/2025 Annual Report Letter to the DIA on Waimakariri District Council Dog Control statistics (Trim No. 250806144849).

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 250804142684
- (b) **Approves** the 2024/2025 Annual Report Letter to be submitted to the Department of Internal Affairs on Waimakariri District Council Dog Control (Trim No. 250806144849) as required by the Dog Control Act 1996.
- (c) **Notes** that there has been a 14.73% increase in overall dog related Service Requests in 2024/25.
- (d) **Notes** that there was an overall increase in registered dog numbers of 0.24% in 2024/25.

- (e) **Notes** that of the 31 established complaints regarding “Dog attacks on people” 28 were responded to within the non-financial KPI of one hour, which equates to 90.32%

3. **BACKGROUND**

- 3.1. Section 10A of the Act directs all Territorial Authorities (TAs) to forward a standardised set of data on an annual basis to the DIA. This data forms part of a nationwide data set that the DIA presents to the Government regarding Dog Control activity across New Zealand. This data set is present to the Secretary of the DIA once Council has adopted a report. The list of the prescribed information required is set out in Attachment 1, which is the letter to be sent to the DIA once this report has been adopted by Council.
- 3.2. TAs have a responsibility pursuant to the Act to collate dog control data to provide the DIA with reports to gain insight into New Zealand's dog registration numbers and issues concerning dog control across the country. This enables the DIA to maintain a national database (NDD) of all registered dogs including any dog classifications (Menacing/Dangerous). This in turn enables the Government to understand the total number of registered dogs across New Zealand, the number of dogs exempt from registration fees (Seeing, Hearing and Disability Assist dogs), dogs classified as dangerous and menacing and the type of dog related complaints received by all TAs across New Zealand for each financial year.
- 3.3. Under the Act, Councils must have a (Dog Control) Bylaw. The Waimakariri District Council's current Bylaw was first adopted on 3 Dec 2019. After a review and subsequent amendments, the current version of the Dog Control Bylaw 2019 came into force on 16 December 2023. Under current rules regarding Bylaws in the Local Government Act 2002, the current Dog Control Bylaw must be reviewed within 10 years, which will be December 2033. However, the Bylaw can always be reviewed at an earlier date if required.
- 3.4. The objectives of the Dog Control Bylaw 2019 are to:
- Encourage responsible ownership
 - Provisions for dog access to public areas
 - Enforce dog ownership obligations, and
 - Minimise danger, distress or nuisance from dogs to the community

4. **ISSUES AND OPTIONS**

- 4.1. Registered dog numbers in the Waimakariri District have remained consistent over the last financial year with an overall nett gain of 35 dogs. An increase in registered dog numbers has been a consistent theme over several years with population growth, although 2024/25 has seen a smaller increase than previous years. The 2024/2025 financial year saw an increase from 14,362 in 2023/2024 to 14,397 in 2024/2025. This equates to a 0.24 % increase which is illustrated in Attachment 1. The increase in dog numbers over the last financial year correlates with the slower growth cycle experienced in the reporting period.
- 4.2. There has been an overall increase of 14.73% of dog related service requests in the 2024/2025 financial year from 1866 in 2023/24 to 2141 in 2024/25. Areas of interest are as follows:
- 4.2.1. Dog attack on People – an increase of 9% from 33 complaints in 2023/24 to 36 complaints in 2024/25
- 4.2.2. Dog attack on dog – an increase of 21.27% from 47 in 2023/24 to 57 in 2024/25
- 4.2.3. Barking Dogs – an increase of 10.85% from 396 in 2023/24 to 439 in 2024/25

- 4.2.4. Unregistered Dogs resulting with infringements – an increase of 180% from 119 in 2023/24 to 466 in 2024/25
- 4.2.5. Dog Threatening – a decrease of 35.6% from 45 in 2023/24 to 29 in 2024/25
- 4.2.6. Roaming Dogs – a decrease of 10.98% from 255 in 2023/24 to 227 in 2024/25
- 4.2.7. Lost/Found – a decrease of 21.54% from 636 in 2023/24 to 499 in 2024/25
- 4.2.8. Dogs Rushing People – a decrease of 17.77% from 45 in 2023/24 to 37 in 2024/25
- 4.2.9. Dogs Attack Stock – a decrease of 21.05% from 38 in 2023/24 to 30 in 2024/25
- 4.2.10. Dog Welfare – a decrease of 25% from 20 in 2023/24 to 15 in 2024/25.
- 4.3. Due to the reactive nature of Animal Control activities, it is difficult to substantiate any quantifiable reasons for any increase or decrease in the type of the complaints received. However, with the benefit of historical data, we can be confident that the number of overall complaints is likely to continue to increase while the population continues to grow.
- 4.4. There was an increase of infringements issued in the 2024/25 financial year. Throughout each year there is always a small number of unregistered dogs that come to our attention. There were 21 of these incidents throughout the year. These usually occur when a dog is either, lost/found, roaming or when there is a complaint, such as an attack on another dog or human. However, the increase of infringements associated with the 2024/25 financial year is a direct link to changes made to the annual registration operational process. With 445 infringements sent out due to non-registration of dogs after four months of giving numerous opportunities to pay.
- 4.5. The chronological order of reminders to register dogs (annual registration) is set out below:
- Late May - Renewal Notice sent out
 - Early June - Facebook post and advert in local paper
 - 23 July - E-Text reminder sent out
 - 6 August - Second renewal reminder sent out with penalties added
 - 24 September - E-Text reminder sent out 24th September
 - 1 October Infringements sent out.
- 4.6. As with previous years, there are no substantiated or clear reasons for any significant increases or decreases in complaints. However, in recent years the general public are more willing to communicate their issues with the Council across many compliance issues; especially when there is a potential safety concern or a perceived nuisance.
- 4.7. In the financial year of 2024/25 all complaints were resolved by the Compliance Team, within the Environmental Services Unit. All 36 complaints regarding “Dog Attack on People” were resolved.
- 4.8. All dog attacks on people are investigated as serious incidents and all are resolved to completion. Some do not take long to resolve, e.g. a matter of hours, others can and do take days or weeks to resolve depending on the complexities of the incident and following situations. As stated above there were 36 complaints received by Council for the 2024/25 financial year regarding Dogs Attacking People. Of the 36 complaints made, 5 were duplicate complaints, giving a final total of 31 investigations. There are differences in the

outcomes reached after investigations depending on the level of severity and/or circumstance of each individual incident. Table 1 illustrates these outcomes.

4.7.1. Table 1. Final outcomes after investigations (Dog attacks people).

Resolution	Number
Classified as dangerous	1
Classified as menacing	2
Closed due to no comments from complainant	7
Complainant did not wish to process	1
Duplicates	5
Infringements	3
No further Action – Lack of evidence	8
Resolved by owner	1
Unable to proceed	1
Verbal warning	1
Warning letter – aggressive behaviour	1
Warning letter failure to control	5

- 4.9. In the Long Term Plan Council has a non-financial KPI to respond to complaints regarding Serious Dog Attacks which is set at 100% response within one hour. This measure includes “Dog Attacks on People” of which there were 31. Of the 31 established complaints 28 were responded to within the KPI requirements, which equates to 90.32 %. Staff resource at the time of the 3 complaints was the reason for not responding within 1 hour.
- 4.10. The classification of a dangerous dog means that a dog must be muzzled at all times unless in a secured dog run on the owner’s property. There were 3 dogs classified as dangerous in 2024/25 with a total of 7 currently registered in the district (as of 30 June 2025). There were 6 dogs classified as menacing (muzzle only on public) in 2024/25, with a total of 42 in the district (as of 30 June 2025).
- 4.11. There is a difference between “Rushing and Threatening” as classification categories. These classifications have subtle differences; a dog may be deemed as threatening if it shows aggression towards a person or another dog. This can include baring teeth, aggressive barking, pulling on the lead in public with aggressive intent. Although rare to use, a dog can also be deemed threatening when behind a fence when a member of the public passes, with or without a dog. An Animal Management Officer (AMO) will investigate all complaints and make decisions based on the situation and experience.
- 4.12. A dog fits into the category of “Rushing” when the dog in question physically moves towards a dog or person in an aggressive way. Complainants can, at times confuse these categories when they log a complaint with Council. However, through investigations this

will be corrected by an AMO, so that the correct category is reported to the DIA. Therefore, the categories for Rushing and Threatening are correct, based on AMO experience.

- 4.13. All afterhours complaints are attended to by our afterhours service provider, Waimak Patrols. We have continued to receive compliments regarding their service over the 2024/25 financial year. Waimak Patrols are now into a third year of a five-year contract.
- 4.14. For information purposes, Table 2 illustrates the definitions of each classification reported to the DIA of complaints received by Council. The DIA set these categories.

4.12.1. Table 2: Definitions of Complaint categories reported to the DIA.

Dog Attacks on People	When a dog physically attacks a person regardless of any physical injury occurring.
Dog Rushing People	When a dog runs directly at a person
Dog Attacks on Stock	When a dog physically attacks stock
Dog Attack on Dog	When a dog physically attacks another dog
Barking Dogs	Persistent barking as defined in the Dog Control Act 1996.
Roaming Dogs	A dog at large (unaccompanied) in a public place or private property
Dog Welfare Complaint	Complaint received regarding the welfare of a dog
Unregistered Dogs resulting in an infringement	A dog that is known to Council and not registered after education, prompting and warnings to register.
Lost/Found	Dogs reported lost by owners, subsequently found and returned or dogs found before Council involvement.
Caller Requesting Advice	General advice sought by customers on any dog related issue.
Dog Fouling	Dog caught fouling in public place or on private property with no clean up, other than the usual location of residence (of the dog).
Dog Threatening	Dogs that show aggression such as baring teeth or growling towards other dogs or people.

- 4.15. It is a mandatory obligation for all dog owners to register their dogs pursuant to the Act. Although all dogs must be registered, some are exempt from the fees such as Seeing, Hearing and Disability Assist dogs or reduced fees such as working dogs.
- 4.16. Infringements for non-registration of a dog are set at \$300.00 per dog, under the legislation. Of the 9684 dog owners set renewal notices from the 2024/25 completed register, 445 received infringements for the non-registration of their dogs through the official registration period.

- 4.17. Of the 445 infringements 237 were waived on immediate payment of registration. 21 paid their infringement and registered their dogs. 187 were sent to Court as of the writing of this report.

4.18. **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. There continues to be an overall increase in complaints regarding dogs across all reported categories, albeit some variation in individual categories. These are highlighted in section 4.2 of this report. Animal Management Officers continue to be present in parks and reserves, monitoring compliance with any dog related rules. These monitoring patrols are now part of the daily routine of all AMOs and may be the reason for greater compliance in some categories reported to the DIA.

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications resulting from the decisions sought by this report.

This budget is included in the Annual Plan/Long Term Plan.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. CONTEXT

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Dog Control Act 1996.

7.3. Consistency with Community Outcomes

The Council's community outcomes are not relevant to the actions arising from recommendations in this report. However, Dog Control Services provide our residents with a safe community to live in.

7.4. Authorising Delegations

Dog Control Act 1996: Section 10A -Territorial authority must report on dog control policy and practices

1. A territorial authority must, in respect of each financial year, report on the administration of—
 - a. its dog control policy adopted under section 10; and
 - b. Its dog control practices.
2. The report must include, in respect of each financial year, information relating to—
 - a. the number of registered dogs in the territorial authority district
 - b. the number of probationary owners and disqualified owners in the territorial authority district
 - c. the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made
 - d. the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made
 - e. the number of infringement notices issued by the territorial authority
 - f. the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints
 - g. the number of prosecutions taken by the territorial authority under this Act.
3. The territorial authority must—
 - a. give public notice, as defined in section 5(1) of the Local Government Act 2002, of the report; and
 - b. make the report publicly available, as described in section 5(3) of that Act.

Our Reference: ANC-06 / 250806144849

1 October 2025

The Secretary for Local Government
Department of Internal Affairs
PO Box 805
WELLINGTON 6140

Dear Secretary for Local Government

Waimakariri District Council: Annual Report on Dog Control 2024/25

In accordance with the Dog Control Act 1996, Section 10A, the following is a copy of the annual report for Waimakariri District Council's dog control policy and practices.

Dog Control Policy and Bylaw

A 10-year review of the Waimakariri District Council Dog Control Bylaw was undertaken in 2019, adopted by Council on the 3 December 2019 and came into force on the 16 December 2019. The Bylaw was further reviewed in 2023 with amendments adopted by Council and came into force in December 2023. The Bylaw must be reviewed by December 2033 or soon if required.

The objectives of the Bylaw are:

- To encourage responsible dog ownership
- To provide for Dog Access to Public areas
- To enforce dog owner obligations
- To minimise any danger, distress or nuisance from dogs to the community

Education

The Waimakariri Animal Management Team delivers education to schools in the district, encouraging safe practices around dogs, including bite prevention.

Dog Parks

The Council currently maintains five dog parks:

- **Kaiapoi Dog Park** – This dog park was opened in Kaiapoi in November 2019. The park has been built on previous red zone land and has an area of 2.2 hectares (1.6h for large dogs and 0.6h for small dogs). The park features a variety of mature trees, shrubs, water outlets and seating.
- **Southbrook Dog Park** - This 9540m² dog park was established in Southbrook Park, Rangiora, in 2010. Access to the park is either from Coronation Street or the Southbrook Park car park. The park features a pleasant walking circuit leading to a large fenced area where dogs can run and exercise. Information signs, water and seating are provided.
- **Millton Memorial Park Dog Park** - This dog park, at the corner of Millton Avenue and River Road, Rangiora, covers 2.6 hectares and was opened in 2015. The park features a 'large dog area' and 'small dog area'.
- **Gladstone Road Dog Park** – This dog park was opened in early 2018 and covers approximately 2 hectares.
- **Oxford Dog Park** – This dog park was opened on 12 April 2025 and is approximately 0.75 hectares.

The dog parks have a Facebook community page www.facebook.com/RangioraDogParks/.

Dog Control on parks and reserves

To protect public safety and enjoyment, the Dog Control Bylaw 2019 classifies the district's parks and reserves into three categories: Dog Prohibited Areas, Leash Control Areas and Under Control Areas.

Animal Management Officers routinely monitor reserves and parks to maintain compliance. This is now rostered and is improving compliance.

The First Schedule of the bylaw lists all the district's reserves and their classifications. Dog owners or any member of the public allowed to own a dog can exercise dogs off leash in Under Control Areas as long as the dog(s) is/are kept under continuous supervision and control.

Reporting Requirement	2023/24	2024/25
The number of registered dogs	14362	14397
The number of registered owners	9684	9825
The number of probationary owners and disqualified owners	0	0
The number of dogs classified as dangerous (section 31).	6	7
The number of dogs classified as menacing (section 33).	40	42

Dog Attacks on People	33	36
Dog Rushing People	45	37
Dog Attacks on Stock	38	30
Dog Attacks on Dogs	47	57
Barking Dogs	396	439
Roaming Dogs	255	227
Dog Welfare Complaints	20	15
Unregistered Dogs resulting in infringements	119	466
Lost / Found	636	499
Callers requesting advice	223	296
Dog Fouling	9	10
Dog Threatening	45	29
TOTAL	1866	2141

The number of prosecutions undertaken.	0	0
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The number of Infringement Notices issued.	144	499
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Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Charlton' with a stylized flourish at the end.

Billy Charlton
Environmental Services Manager

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXT-39/250909171318

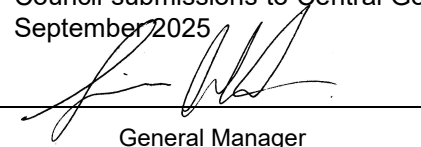
REPORT TO: COUNCIL

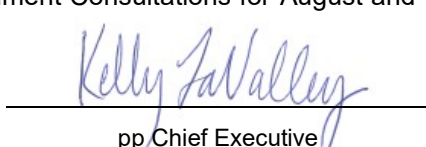
DATE OF MEETING: 30 September 2025

AUTHOR(S): Sylvia Docherty, Policy and Corporate Planning Team Leader

SUBJECT: Council submissions to Central Government Consultations for August and September 2025

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


 General Manager


 pp Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide Council with the formal opportunity to receive submissions that have been submitted to meet the timeframes of consultations but were not able to be received at a formal Council meeting prior to the submission date.
- 1.2. During the preparation of the Council submissions in attachments 1 to 4, various issues and options related to the topic(s) were thoroughly examined. Where time permits staff have prepared and delivered Council workshops to outline the topic and provide draft submission themes for consideration and feedback. All Council submissions were shared with Elected Members in draft form prior to final review and signature by the Mayor and Chief Executive.
- 1.3. There has been a significant level of legislative change proposed in recent months that reflects the Government's focus on economic growth, infrastructure delivery, welfare reform, and public service improvement.

Attachments:

- i. Council submission on Going for Housing Growth (250806144413)
- ii. Council submission on the Local Government (System Improvements) Bill (250731140967)
- iii. Council submission on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass (250813149337)
- iv. Council submission on the Review of Section 33 National Civil Defence Emergency Management Plan (250829161640)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. EXT-39/250909171318.
- (b) **Endorses** the attached submission made on 15 August 2025 to the Government's Ministry for Housing and Urban Development regarding Going for Housing Growth as part of the Resource Management reform (attachment i / 250806144413)
- (c) **Endorses** the attached submission made on 27 August 2025 to the Government's Governance and Administration Committee regarding the Local Government (System Improvements) Bill (attachment ii / 250731140967)

- (d) **Endorses** the attached submission made on 9 September to the Government's New Zealand Transport Agency Waka Kotahi on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass (attachment iii / 250813149337)
- (e) **Endorses** the attached submission made on 12 September 2025 to the Government's National Emergency Management Agency on the review of Section 33 of the Guide to the National Civil Defence Emergency Management Plan (attachment iv / 250829161640).
- (f) **Notes** staff are currently preparing Council submissions related to the draft standardised Code of Conduct related to the Local Government (System Improvements) Bill and the Anti-social Road Use Legislation Amendment Bill. The final submissions will be reported to the new Council at the first available meeting.
- (g) **Circulates** the report and attached submissions to the community boards for their information.

3. **BACKGROUND**

- 3.1. **Submission on Going for Housing Growth (attachment i / 250806144413)** – The Government's *Going for Housing Growth* initiative is part of its broader urban development and resource management reform agenda. The initiative seeks to unlock land for housing, improve infrastructure delivery, and incentivise councils and communities to support growth. Staff facilitated a Council workshop on 8 July 2025 to outline the proposal and receive feedback. The Council submission is generally supportive of the Government's objectives for its Going for Housing Growth programme and the overall intention of the Resource Management reform. The submission recommended further consideration of several aspects of the initiative including retaining existing spatial planning frameworks to ensure continuity and efficiency in infrastructure and development planning; maintaining town centres as focal points for economic activity and preserving local decision-making to reflect community values.
- 3.2. **Submission on the Local Government (System Improvements) Bill (attachment ii / 250731140967)** - The *Local Government (System Improvements) Amendment Bill* forms part of the Government's broader strategy to strengthen the performance of local government by refocusing councils on the delivery of core services, enhancing financial discipline, and improving transparency and accountability. The Bill's primary policy objective is to reduce pressure on council rates by ensuring ratepayer funds are directed toward essential infrastructure and services. To achieve this, the Bill proposes amending the statutory purpose of local government to remove the four "well-beings" (social, economic, environmental, and cultural), thereby prioritising services such as roading, water, waste, and other critical infrastructure in financial decision-making. It also introduces measures to improve public visibility of council performance, including enhanced reporting requirements and new performance benchmarks. Further proposals aim to strengthen governance and accountability, with the overarching goal of rebuilding trust and improving the relationship between councils and their communities.

At a Council workshop held on 12 August 2025, elected members were briefed on the key proposals within the Bill, along with suggested submission points for consideration. The Council expressed broad support for many aspects of the Bill, acknowledging the Government's intent to modernise and clarify the legislative framework governing local government. However, the submission also highlights several areas where further clarification is needed—particularly the use of the term "good quality" in the revised statutory purpose of local government, which lacks a clear definition and may lead to inconsistent interpretation. The Council's feedback also emphasises the importance of ensuring that proposed changes strengthen transparency and accountability in a way that fosters trust and improves engagement between councils and their communities.

The Local Government Commission has prepared a draft standardised Code of Conduct for all territorial authorities that is signalled in the Bill. The draft Code of Conduct was consulted from 27 August until 26 September. At the time of preparing this report staff were preparing a draft Council submission for consideration. It is anticipated that a second

Bill of proposed local government legislation related to the *Local Government (System Improvements) Bill* will be available for consultation in the coming months.

- 3.3. **Submission on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass (attachment iii / 250813149337)** – The *Government Policy Statement on Land Transport 2024* directs NZ Transport Agency Waka Kotahi (NZTA) to consider tolling for all new Roads of National Significance. During the consultation process, NZTA indicated that the proposed tolling approach aims to strike a balance between contributing to the funding of critical transport infrastructure and minimising adverse impacts on local communities. The tolling mechanism is considered as a government tool to support long-term investment in the transport network while ensuring affordability and accessibility remain key considerations.

The proposed toll was discussed with elected members at a Council workshop held on 26 August 2025. In preparing the submission, staff undertook targeted engagement with key stakeholders, including the Council, Community Board Chairs, representatives of hapū Ngāi Tūāhuriri, and local schools most directly affected by the proposal. This collaborative approach ensured that the submission reflects a broad range of perspectives and considers the potential impacts on those communities likely to be most affected.

The joint submission from the Council and Community Boards highlights advocacy for the delivery of the Belfast to Pegasus Motorway and Woodend Bypass project for over 25 years, recognising its importance for the District and acknowledges that the new infrastructure needs to be paid for. However, the submission clearly states opposition to the proposed tolling associated with the Bypass, both in terms of the suggested locations and toll levels. The submission highlights concerns that the tolling proposal is unlikely to be effective and may result in negative consequences for users of State Highway 1, as well as broader impacts on North Canterbury and the Waimakariri District. Additional concerns highlight that the proposed tolling approach will undermine the intended benefits of the bypass with a suggestion to conduct further analysis to inform the next steps.

- 3.4. **Submission on the review of Section 33 National Civil Defence Emergency Management Plan (attachment iv / 250829161640)** – This consultation is the next stage in the review by the National Emergency Management Agency (NEMA). The Council submitted in February 2025 on the first phase of the review, and this has informed the preparation of the Council's submission for this consultation. The Council is generally supportive of the proposed principles and objectives and provides feedback on the proposals related to government financial support to local authorities in response and recovery phases of emergency management as well as improving processes for local government financial support.

4. **ISSUES AND OPTIONS**

- 4.1. Issues and options in relation to the topic and the subject of each submission were canvassed as part of preparing the submission. Where time permits staff prepare and deliver Council workshops to outline the topic and provide staff recommendations for consideration and feedback. All Council submissions are shared with Elected Members in draft form prior to final review and signing by the Mayor and Chief Executive.
- 4.2. The Council has two options: it may receive the report, or request staff to withdraw any or all of the submissions. During the preparation of each submission staff seek feedback from Council and the Management Team to inform the key submission points. During this process there is the option to not make a submission. None of the submissions referred to in this report received feedback that a Council submission was not appropriate.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Council submission to central and regional government consultations are an opportunity to highlight the impact any proposals have on the Council and wider Waimakariri community.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. It is noted that mana whenua have the opportunity through the same consultation and engagement opportunities to provide their views directly on Central and Regional Government consultation topics.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Consideration of any specific groups or organisations impacted by the proposals being consulted on would be undertaken at the time of preparing workshops and draft submissions for Council feedback.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. Consideration of any sustainability and climate change impacts would be undertaken at the time of preparing workshops and draft submissions for Council feedback.

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

No additional delegations are requested as a result of this report.

Our Reference: EXT-39 / 250806144413

Ministry for Housing and Urban Development
PO Box 82
Wellington 6140

Email: gfhg@hud.govt.nz

Waimakariri District Council submission on Going for Housing Growth: Pillar 1

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the Ministry for Housing and Urban Development for the opportunity to provide a submission on the Going for Housing Growth program.
- 1.2. We note the Ministry is consulting on the Going for Housing Growth until 17 August 2025.
- 1.3. The Council generally supports the Government's objectives for its Going for Housing Growth program and the overall intention of the Resource Management reform.

2. Background

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The District is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri one of the primary hapū of Te Rūnanga o Ngāi Tahu. The District shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.
- 2.3. Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4. The Council has ensured that infrastructure planning and delivery is flexible and responsive to growth in and around our urban areas. We have a track record of working with developers to deliver necessary infrastructure to support development, ensuring that growth pays for growth, and preventing any costs of growth-related infrastructure from falling to the ratepayer. The

Council welcomes any further tools that the government makes available to ensure that we can continue this model in a way that works for our local context.

3. Key Submission Points

Infrastructure Capacity

- 3.1. The Council asks that there is clear guidance provided on assessing infrastructure and urban capacity. The Council takes a long-term view of infrastructure planning, ensuring that we are able to respond to development in known growth areas. While some out-of-sequence growth presents additional challenges and risks to the Council, providing that this growth occurs within areas that have been identified in the District Development Strategy and other spatial planning documents, the Council has been able to work with developers to achieve good outcomes. An example of this would be when the Pegasus town development was proposed.

Spatial Planning

- 3.2. The Council has a strong track record in spatial planning and has used the 2048 District Development Strategy to inform infrastructure planning, through both the Infrastructure Strategy and Activity Management Plans, to cater for the high level of growth anticipated. Planning undertaken by the Council includes robust reviews of best available information annually with budget review for Annual/Long Term Plans, including review of infrastructure timing to align with development intention and activity.
- 3.3. As a member of the Greater Christchurch Partnership, the Council has worked collaboratively with other Canterbury Councils to produce quality, consistent spatial planning documents based on robust statistics and data. The Council recommends that the framework of existing, contemporary and enabling spatial plans be retained under the new system.
- 3.4. The partially operative Waimakariri District Plan 2025 (the Plan) was publicly notified in November 2021, and received 725 submissions, containing 12,000 submission points during 4 separate public notification timeframes. The Hearing Panel held hearings for 35 days during which over 900 pieces of evidence was submitted by the parties. Subsequently a Plan was delivered that would meet the Waimakariri District's future needs by allowing for the development of between 14,000 and 17,000 new dwellings over the next 20 years.
- 3.5. Within the Plan, the Council have live-zoned enough land to meet housing and business capacity for the next 30 years. In addition to this, the Council has created additional capacity through housing intensification in existing urban areas, allowing granny flats of up to 90m² and dwellings to have more than one kitchen to support intergenerational living. The Council have produced the Plan with many of the Going for Growth proposal suggestions already embedded. Statutory recognition of the framework of existing spatial plans and as far as possible, the Plan, will reduce time and cost in the transition between the Resource Management systems.

Out of Sequence Growth

- 3.6. Out of sequence growth can create additional challenges and risks for the Council. While simple 'leapfrogging', where one block of land develops ahead of another in a planned growth

area, can typically be accommodated through infrastructure, albeit at a potentially higher cost, out of sequence growth that falls entirely outside of planned growth areas can put a significant burden on Council infrastructure, in particular transport networks.

- 3.7. Unanticipated and out of sequence growth also impacts on local road networks, public transport, school rolls, recreation facilities, employment opportunities and other services such as libraries, doctors and medical centres. Without the ability for providers to anticipate the locations for these services and amenities in a strategic way risks that areas of rapid growth become underserved and undesirable. It is important that unanticipated developments are required to prove merit beyond just providing additional development capacity. They need to also contribute to a well-functioning urban environment and enable communities to provide for their social, economic and cultural well-being, and for their health and safety, now and in the future.

Growth Paying for Growth

- 3.8. The cost of implementing 30 years of infrastructure growth will be met by Councils. The Council has implemented a robust Development Contributions Policy to ensure that growth pays for growth and additional infrastructure is not the burden of the ratepayer. It is unclear from the discussion document how a similar approach will be supported through the new levy system. The timing of the cost recovery through levies requires clarification and further information is requested. Debt funding and rates are the only other options to fund such a large amount of infrastructure and with pressures to keep both rates and debt levels down it is important to the success of the proposed new system's implementation.
- 3.9. We ask that the proposals consider both current and future costs to Council, such as whole of life costs of infrastructure and provide tools to ensure that Council's can be flexible in project planning and cost recovery. Infrastructure planning and delivery that coincides with development minimizes risk to Councils that constructed infrastructure is not fully utilized and therefore costs not fully recovered by growth. The current requirement to have growth projects identified in Council's Long Term Plan to recover costs through development contributions limits the flexibility and agility needed to respond to growth while not placing any potential cost burden for growth on ratepayers.

Town Centre Hierarchies

- 3.10. The Council is generally supportive of the proposal to enable mixed use developments, especially when planning spatially for new growth areas. However, we consider that supporting our town centres to remain the focal point for retail, cultural, business, and civic activities best enables us to support consolidated intensification along key public transport linkages and a productive and supportive economy. We would encourage that officials consider the scale and context of both provincial centres and larger urban cities when drafting policy direction.

A Local Voice in Planning

- 3.11. The Council is engaged with the community, local businesses and mana whenua in drafting its District Plan. The implementation of national standards and zoning risks eroding local decision-making and undermining local community's cultural and social aspirations for their

District. A careful balancing of national direction and local discretion could enable growth while respecting the community's views, and ensures zones and standards are aligned with District strategies and policies.

- 3.12. Linking to our submission on Phase 2 reform, we also reiterate the importance of building on the key relationships that Council's hold with mana whenua where recent planning documents have provided for successful partnership outcomes. This is a key area in which local Councils can play a key role in ensuring successful implementation of planning policy.
- 3.13. The Council, along with other New Zealand Councils, has had to respond to earthquake damage and the ongoing effects on our District through bespoke planning responses to the particular environments. It is therefore important that site specific considerations are not lost in national standards and regional spatial planning. A loss of localism in matters such as standards and zones will potentially constrain the Local government response in such events.

4. Summary of Position and Recommendations

4.1. The Waimakariri District Council supports the overarching goals of the Going for Housing Growth discussion paper and welcomes the opportunity to continue to contribute to shaping a planning system that is responsive and equitable. We ask that future thinking related to resource management reform gives consideration to the following key areas:

- Issuing clear guidance on assessing infrastructure and urban capacity to support planned growth effectively;
- Retaining existing spatial planning frameworks to ensure continuity and efficiency in infrastructure and development planning;
- Asking that unanticipated growth outside planned areas that can strain infrastructure and services be required to demonstrate broader community benefits;
- Flexible cost recovery mechanisms to ensure infrastructure costs are not unfairly borne by ratepayers;
- Maintaining town centres as focal points for economic activity; and
- Preserving local decision-making to reflect community values.

Our contact for service and questions is Katherine Brocas – Senior Advisor Project Delivery (03 975 5442 or katherinebrocas@wmk.govt.nz).

Yours faithfully



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

Specific Questions & Comments

No.	Question	WDC Comments
1	What does the new resource management system need to do to enable good housing and urban development outcomes?	Clear guidance on assessing infrastructure and urban development capacity aligned with GfHG settings.
2	How should spatial planning requirements be designed to promote good housing and urban outcomes in the new resource management system?	Focus on providing well functioning urban environments. Infrastructure planning should be informed by spatial planning but remain separate to enable a responsive and agile approach to delivering infrastructure to suit the needs of the community and development.
3	Do you support the proposed high-level design of the housing growth targets? Why or why not?	Our recently notified partially operative District Plan live-zoned enough land to meet housing and business capacity for the next 30 years, in addition to this, Council has created additional capacity through housing intensification in existing urban areas. We therefore consider that the Council has already met the Government's targets and the proposals need to allow implementation of plans such as ours without the disruption of future planning requirements in Phase 3 reforms.
4	How can the new resource management system better enable a streamlined release of land previously identified as suitable for urban development or a greater intensity of development?	Requiring growth to pay for growth is key – noting that this needs to consider whole of life costs and mechanisms to allow for responsive infrastructure planning. Requiring Council's to have identified growth projects in their Annual/Long Term Plans slows down infrastructure delivery and increases the challenges in risks to Councils from out of sequence growth. Requiring developers to agglomerate land areas/ more tools for Council to require integrated development (eg. Stop landowners frustrating efficient achievement of structure plan areas.
5	Do you agree with the proposed methodology for how housing growth targets are calculated and applied across councils? Are there other methods that might be more appropriate for determining Housing Growth Targets?	Yes – live zoning of land is relatively easy to do however it would not be practical for this live zoning to be infrastructure ready – perhaps however have a requirement for Councils to have identified these areas with an IS within 24 months of being live zoned.
6	How should feasibility be defined in the new system? If based on profitability, should feasibility modelling be able to allow for changing costs and/or prices?	Profitability is not likely to be an effective metric for assessing feasibility for the purpose of capacity targets as the land should already be zoned – so profitability is more a function of market demand (not population demand).
7	How should feasibility be defined in the new system?	Needs to consider things like costs of hazard mitigation (filling etc.) as this will impact on the developer margins. 'Infrastructure-ready capacity' should refer to the level of infrastructure planning (e.g. sizing and high-level alignment completed) completed rather than infrastructure in the ground. This enables Council's to act responsively and responsibly with limited resources. Infrastructure delivery would be tied to development construction activity.
8	If the design of feasibility is based on profitability, should feasibility modelling be	Yes, but from a Council perspective we shouldn't be trying to ascertain what profit margins are suitable for

	able to allow for changing costs or prices or both?	developers/ banks to use. Ie Councils should only need to consider costs in terms of feasibility – the market should then decide how feasible release is
9	Do you agree with the proposal to replace the current ‘reasonably expected to be realised’ test with a higher-level requirement for capacity to be ‘realistic’?	Yes – realistic capacity is a better metric because it enables specific matters to be factored in – such as for example market maturity to higher intensification in provincial areas – as opposed to ‘we think we can realise this’
10	What aspects of capacity assessments would benefit from greater prescription and consistency?	<ul style="list-style-type: none"> • Construction Costs • What are equivalent housing areas – e.g. Is Low Density Residential (Rural residential) within the same market as GRZ? Standardised zonings would assist • The granularity in which housing markets need to be considered
11	Should councils be able to use the growth projection they consider to be most likely for assessing whether there is sufficient infrastructure-ready capacity?	Yes. For example, in the South Island an AF8 scenario is statistically more than likely to occur within the time period of the spatial plan. This will potentially change the basis in which areas are practically able to be serviced and will potentially change how population growth occurs for some areas (both positive and negative e.g. The growth of Waimakariri and Selwyn post 2010 earthquakes. The system needs to be nimble enough to allow for these scenarios to be planned/ amended
12	How can we balance the need to set minimum levels of quality for demonstrating infrastructure capacity with the flexibility required to ensure they are implementable by all applicable councils?	Similar to the design of the new system, focus more on the quality of planning (assumptions, risks etc) rather than the delivery.
13	What level of detail should be required when assessing whether capacity is infrastructure-ready? For instance, should this be limited to plant equipment (e.g. treatment plants, pumping stations) and trunk mains/key roads, or should it also include local pipes and roads?	Key infrastructure that is required to Council networks outside of the development. Infrastructure within a site is usually resolved by the developer
14	Do you agree with the proposed requirement for council planning decisions to be responsive to price efficiency indicators?	No – this is too subjective and easy to manipulate, and Councils don’t have the resource/ capacity/ workforce to monitor.
15	Do you agree that councils should be required to provide enough development capacity for business land to meet 30 years of demand?	Neutral
16	Are mechanisms needed in the new resource management system to ensure councils are responsive to unanticipated or out-of-sequence developments? If so, how should these be designed?	Policy 8 works well – it just needs time to be implemented.
17	How should any responsiveness requirements in the new system incorporate the direction for ‘growth to pay for growth’?	It is critical that the new system recognizes the importance of having growth pay for growth. This concept enables Councils to undertake planning and delivery of infrastructure without placing a burden on existing ratepayers. It also contributes to the flexibility needed in making decisions around the timing and delivery making best use of existing infrastructure.

18	Do you agree with the proposal that the new resource management system is clear that councils are not able to include a policy, objective or rule that sets an urban limit or a rural-urban boundary line in their planning documents for the purposes of urban containment? If not, how should the system best give effect to Cabinet direction to not have rural-urban boundary lines in plans?	Urban-rural boundary removed (?) by NPS-UD
19	Do you agree that the future resource management system should prohibit any provisions in spatial or regulatory plans that would prevent leapfrogging? If not, why not?	It depends. Leapfrogging in itself is not the issue; it is the potential costs associated with building infrastructure in the intervening land that does not have the rating base to fund. The feasibility and deliverability of infrastructure depends on the 'leapfrogged' distance. If the 'leapfrogged' development is all within a planned development area, this is typically not problematic in terms of infrastructure. Generally, this is just a resequencing of infrastructure projects. However, leapfrogging entire growth areas presents significantly more challenges as the trunk infrastructure typically is not in place to serve development in this location (hence the location is not within a growth area).
20	What role could spatial planning play in better enabling urban expansion?	Yes – better links within infrastructure strategies – identifying and encouraging areas that are more efficient to service
21	Do you agree with the proposed definitions for the two categories of 'key public transport corridors'? If not, why not?	Current indications are that development of this density does not have a market in our District. However, we support the concept of having higher density development within walkable catchments of public transport corridors. To realise this density, further investment in public transport is necessary.
22	Do you agree with the intensification provisions applying to each category? If not, what should the requirements be?	
23	Do you agree with councils being responsible for determining which corridors meet the definition of each of these categories?	Yes – however, this needs to be done in conjunction with planning for future public transport routes that is often done outside of the Territorial Authority.
24	Intensification catchment sizes - Do you support Option 1, Option 2 or something else? Why?	We support definition of minimum catchment sizes that should be based on best available information and evidence.
25	What are the key barriers to the delivery of four-to-six storey developments at present?	Cost, developer interest, market sustainability
26	For areas where councils are currently required to enable at least six storeys, should this be increased to more than six storeys? If so, what should it be increased to? Would this have a material impact on what is built?	N/A
27	For areas where councils are currently required to enable at least six storeys, what would be the costs and risks (if any) of requiring councils to enable more than six storeys?	N/A
28	Is offsetting for the loss of capacity in directed intensification areas required in the new resource management system?	No – the market in theory should do this

29	If offsetting is required, how should an equivalent area be determined?	N/A
30	Is an equivalent to the NPS-UD's policy 3(d) (as originally scoped) needed in the new resource management system? If so, are any changes needed to the policy to make it easier to implement?	
31	What controls need to be put in place to allow residential, commercial and community activities to take place in proximity to each other without significant negative externalities?	Building Code: Minimum levels of acoustic insulation
32	What areas should be required to use zones that enable a wide mix of uses?	
33	Which rules under the current system do you consider would either not meet the definition of an externality or have a disproportionate impact on development feasibility?	
34	Do you consider changes should be made to the current approach on how requirements are targeted? If so, what changes do you consider should be made?	
35	Do you have any feedback on how the Going for Housing Growth proposals could impact on Māori?	Reduced capacity to service areas with existing infrastructure deficiencies Standardization risks losing local relationships and arrangements
36	Do you have any other feedback on Going for Housing Growth proposals and how they should be reflected in the new resource management system?	In moving to a new resource management system, plans such as ours that have recently been notified and meet housing growth targets, should be allowed to carry on for their intended life (ie – 10-years until review) to realise development potential. There has been significant investment in Council's new plan and the growth enabled by it should be realized before further planning uncertainty is introduced by incorporation into a regional plan which could suppress growth.
37	Should Tier 1 and 2 councils be required to prepare or review their HBA and FDS in accordance with current NPS-UD requirements ahead of 2027 long-term plans? Why or why not?	This should depend on whether HCA's have identified a shortfall or are recent. Ie GCP HBA or a WDC specific HCA update will not add any value as capacity is already met over the short term

Our Reference: EXT-39 / 250731140967

27 August 2025

Committee Secretariat
Governance and Administration Committee
Parliament Buildings
Wellington

Email: ga.legislation@parliament.govt.nz

Waimakariri District Council submission on the Local Government (System Improvements) Amendment Bill

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the Governance and Administration Committee for the opportunity to provide a submission on the Local Government (System Improvements) Amendment Bill.
- 1.2. We note the Governance and Administration Committee is consulting on the Local Government (System Improvements) Amendment Bill until 27 August 2025.
- 1.3. This submission supports a number of aspects of the Local Government (System Improvements) Bill (the Bill).

2. Background

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The District is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri one of the primary hapū of Te Rūnanga o Ngāi Tahu. The District shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.
- 2.3. Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.

3. Key Submission Points

Amendments that the Council supports

- 3.1. Clause 5 / section 5 – The Council supports the modernisation of the public notice requirement by changing the requirement to publish public notices in newspapers from mandatory to optional. How the community consumes media has changed since the original Act was drafted and the modernisation of the Act is well overdue.
- 3.2. Clause 6 / section 10 – The Council is generally supportive of the overall purpose statement including the new purpose to support local economic growth and development and highlight the importance of understanding the future needs of our communities.
- 3.3. Clause 9 / section 17A - The Council supports the removal of the requirement for six-yearly service delivery reviews. Central Government has clearly stated that cost effectiveness is a priority for Local Government, and the removal of the service delivery reviews allows for cost effectiveness to be continually monitored as opposed to a cumbersome and sometimes costly 6-yearly audit.
- 3.4. Clause 12 / section 42, clause 21 / Section 259, clause 25(9) / new Schedule 7, section 26A - The Council supports the aligning of the access to information clauses with the decisions applied by the Courts for its consistency and clarity.
- 3.5. Clause 19 / section 118 – The Council supports clarifying the authority of an acting or interim chief executive to sign certificates of compliance for lending arrangements
- 3.6. Clause 25 / Schedule 7, clause 34(4) – By extending the length of a chief executive's second term to 5 years this Bill will provide certainty of tenure for the role and consequentially may potentially increase the candidates interested in the role.
- 3.7. Clause 25 / Schedule 7, clause 15 – We support the proposals to make alterations to the Code of Conduct and Standing Orders. It is important that the Standing Orders reflect the local circumstances. For example, the Waimakariri District Council's Mayor does not hold the casting vote.

Amendments for further consideration

- 3.8. Clause 5(1) / section 5(4) – The Waste Amendment and Litter Acts amendment Bill identifies one of the roles of the Council in waste management is waste minimisation. This plays an important role in waste processing costs, benefits the environment and helps transition towards a circular economy. We ask that consideration be given to including minimisation within the definition of waste management.
- 3.9. Clause 6 / section 10 – The qualifier of 'good quality; in relation to the definition of public services is potentially ambiguous. The definition is subjective. Without guidance within the Bill this may fall on the Court's to interpret, and leaves Councils open to litigation. We ask that a definition of 'good quality' is added to the Bill, ensuring a consistent approach across Councils. Certainty of what the Parliamentary intention of the phrase will play an important part in the implementation of the Bill.

- 3.10. Clause 7 / section 11A – whilst supportive of the adjustments for waste management and civil defence emergency management, we highlight that the regulatory function of local government is not included within this list. We suggest the inclusion of an additional clause that enables this work to be carried out as part of local governments' core services.
- 3.11. Examples of function Local Government must undertake that do not fall within clause 7 / section 11A include, but are not limited to:

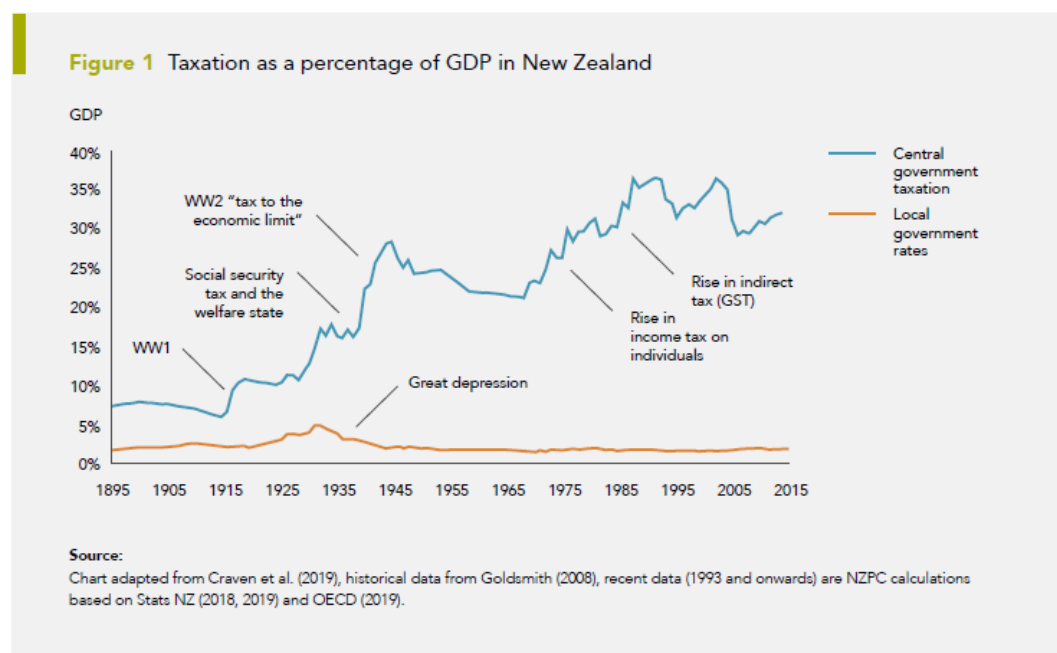
Public Toilets	Health Act 1956
Gambling Premises	Gambling Act 2003, Racing Industry Act 2020
Liquor Licensing	Sale and Supply of Alcohol Act 2012
Food Safety	Food Act 2014
Hairdressing Premises	Health (Hairdressers) Regulations 1980 and Health (Registration of Premises) Regulations 1966
Dog Control	Dog Control Act 1996, Impounding Act 1955
Annual and Long-Term Plans	Local Government Act 2002
Building Unit	Building Act 2004, Building (Accreditation of Building Consent Authorities) Regulations 2006
Resource Consents & District Plans	RMA 1991
Cemeteries	Burial and Cremation Act 1964, Health Act 1956
Election Administration	Local Government Act 2002, Local Electoral Act 2001,
Bylaws and Policies	LGA 2002

- 3.12. The mandate to move 'back to basics' and focus on providing core services may leave members of the community seeking assistance with social welfare issues without the same level of support. There is insufficient Central Government support and funding in this area and the concern is this will leave members of our communities unsupported. This includes the provision of small, accessible, affordable housing for the elderly in our District.
- 3.13. There are a growing number of non-core activities that the Council undertake. These activities can provide a return on investment to the Council, whether this is financial, such as a return on an investment property purchase, or by helping to reduce youth unemployment through partnerships with local businesses and job fairs. A small investment in community funding can have a significant impact locally.

General Commentary

- 3.14. The use of public money should be transparent, and Governments should act in a fiscally responsible way. The Council ensures it is administered in a financially sustainable and transparent manner. Local Government's share of taxation against GDP has reduced in recent years. Costs have increased in this time, and this has required Councils to be more financially prudent. While concerns have been raised about Local Government over the setting of, and use of rates, it is

important to note that Central Government should also face the same level of oversight and scrutiny. Implementing fiscally responsible budgets and policies should not only be directed towards Local Government. Central Government should also undertake to take a fiscally responsible approach to spending.



- 3.15. The Council has ensured that core services are prioritised. Approximately 86% of the rates apportioned in the 2025 financial year was used to fund core services as set out in proposed section 11A. The balance of the apportionment is made up of governance and shared services (6%), continuing earthquake/redzone recovery (3.5%) and administering regulatory functions (4.5%).
- 3.16. In 1997 due to Government reforms the Council formed a CCO consenting authority. In 2008, the Council decided to bring the activity inhouse, which has eventuated in significant savings to those using the service and to our ratepayers. It avoided duplicated overheads, costly computer software and systems and provided better economy of scale. Through-out the recovery and rebuild after the 2010 & 2011 earthquakes, our experience of having these services inhouse is considered to be core and crucial services that serve our community and supported our district's economic recovery.
- 3.17. Assets are assessed by the Council by using best practice methods. Whole of life costs are assessed to ensure value for money over the course of the assets life, including maintenance, power consumption and other financial considerations. Our Council is committed to ensuring there is generational equity in our infrastructure. Assets are planned and managed to ensure replacement and renewal costs do not overwhelm future budgets and are spread evenly across many years.
- 3.18. Central government has increasingly assigned more responsibilities to councils. These additional responsibilities have created financial implications on ensuring delivery of cost-efficient local government services. In many cases, legal restrictions prevent councils from recovering costs, and in others, central government has not provided funding options despite the national benefits involved—resulting in a growing number of unfunded mandates. We note that in

particular within the proposed reform is the increasing costs to Councils to meet the Central Government auditing processes.

- 3.19. Council acknowledges the pressures on local ratepayers as the cost of living increases. The Council worked to limit the impact on its ratepayers by keeping its rates as low as possible (under 5%) while maintaining the level of core services expected by the community. Debt and depreciation funding have been used to fund necessary infrastructure projects in order to ensure intergenerational equity in rates today and years into the future.
- 3.20. We ask for further clarification about the additional budget to the Department of Internal Affairs to implement the performance benchmarking, Benchmarks can provide a simple way to measure and compare performance, however, they can also lack context and detail and therefore are not always useful for comparison. There are material differences between local authorities, such as whether they are high or low growth areas, whether they have high or low infrastructure deficits, their geographical differences (such as climate, proximity to certain industries), their natural disaster risk profile, and so on. Providing benchmarks for comparison may not capture these differences and the different needs of local authorities. The intent of this provision is to give the public a better sense of “what good looks like” in terms of council performance but it is unclear how the public will be able to accurately do this, given the issue raised.
- 3.21. It is essential that consultation is embedded in the process to enable a constructive and cooperative relationship between Central and Local Government. There is need for a genuine partnership based on a shared commitment and accountability for the wellbeing of all citizens.

4. Summary of Position and Recommendations

- 4.1. The Waimakariri District Council appreciates the opportunity to contribute to the development of the Local Government (System Improvements) Amendment Bill. We support many of the proposed changes and welcome efforts to modernise and clarify the legislative framework. We also encourage further consideration of the areas highlighted in this submission to ensure the Bill reflects the diverse needs of our communities and acknowledges the responsibilities of local government in delivering these.

Our contact for service and questions is Sylvia Docherty – Policy & Corporate Planning Team Leader (03 266 9173 or sylvia.docherty@wmk.govt.nz).

Yours faithfully



Dan Gordon
Mayor
Waimakariri District Council



Jeff Millward
Chief Executive
Waimakariri District Council

Our Reference: EXT-39 / 250813149337

9 September 2025

ATTN: Belfast to Pegasus Motorway and Woodend Bypass tolling consultation
NZ Transport Agency Waka Kotahi
PO Box 1479
Christchurch Mail Centre
Christchurch 8011

Email: bp2p@nzta.govt.nz

Waimakariri District Council submission on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the NZ Transport Agency Waka Kotahi for the opportunity to provide a submission on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass.
- 1.2. We note the NZ Transport Agency Waka Kotahi is consulting on the toll proposal for Belfast to Pegasus Motorway and Woodend Bypass until 9 September 2025.
- 1.3. The Waimakariri District Council has long advocated for and strongly supported the Belfast to Pegasus Motorway and Woodend Bypass. The Council considers this project to be critical for our community. The Council supports the project's objectives; however, the introduction of tolling as proposed will compromise its intent and effectiveness and disproportionately affect our local communities.
- 1.4. The Council does not support tolling of the Belfast to Pegasus Motorway and Woodend Bypass at the locations or at the levels suggested. The Council submits that the ineffectiveness of the proposed toll will negatively impact State Highway One users, North Canterbury and the Waimakariri District.

2. Background

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri, one of the primary hapū of Te Rūnanga o Ngāi Tahu. The district shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.

- 2.3. Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4. The district's population increased from 33,000 to 62,800 in the years 1996 - 2020 and is estimated in 2025 to be just over 74,000. The majority of Waimakariri's growth is on our Eastern (coastal) boundary, with a large proportion of growth being in the Pegasus/Ravenswood/Woodend area over the last decade. Our recently adopted District Plan further enables growth in this area, and the Council has anticipated infrastructure improvements, such as the Woodend Bypass, to enable this
- 2.5. This ongoing growth makes Waimakariri District the fourth largest territorial local authority of the South Island/ Te Wai Pounamu, with a population larger than Invercargill City, Nelson, Timaru, and the Queenstown-Lakes District. The ongoing increasing trend in the population has made it critical for our district to create and maintain efficient transport.
- 2.6. Outside of the main urban areas, the rural settlements that make up the balance of the district are sparsely populated, with these residents often needing to travel significant distances to access basic services. Although there are limited public transport options serving Rangiora, Kaiapoi, and Woodend/Pegasus, for much of the district, there are no public transport options available. This effectively means that for most of our district, there are no transport choices other than travel by private vehicles.

3. Key Submission Points

Supporting Growth and Efficiency in the Region

- 3.1. The Council has supported the Belfast to Pegasus project and has been an advocate for the Woodend Bypass project for over 25 years. We acknowledge that new infrastructure needs to be paid for. The Council is disappointed to have not been notified of the proposed tolls earlier, where this could have informed the spatial, district and other planning for the area. Additionally, there have been limited opportunities for meaningful engagement with our communities and residents.
- 3.2. The Council has protected the bypass corridor for decades, and the Woodend & Pegasus Strategy specifically considered how this asset will provide for and facilitate growth. Furthermore, the Council's role in recent years has included developing local road alignments to dovetail with future bypass interchanges and connections. Our strategic work in this space did not anticipate tolling as part of this project. Local connector roads have not been designed to cater for State Highway traffic negotiating the local network to avoid tolls.
- 3.3. The district's population increased from 33,000 to 62,800 in the years 1996-2020, and it is estimated in 2025 to be just over 74,000. The majority of Waimakariri's growth is on our Eastern (coastal) boundary, with a large proportion of growth being in the Pegasus/Ravenswood/Woodend area over the last decade. Our recently adopted District Plan further enables growth in this

area, and the Council has anticipated infrastructure improvements, such as the Woodend Bypass, to enable this.

- 3.4. The State Highway from Belfast to Pegasus is the key freight route north of Christchurch, and the growing population and increased traffic volumes are causing travel time and reliability issues along the corridor.
- 3.5. The Council is concerned that the introduction of a toll will increase the financial burden on local ratepayers, especially those in areas of deprivation, rural communities and others with a lack of alternative options or modes of transport. There are limited public transport options and with much of the district in rural areas this may leave residents with increasingly occurring “access to services” deprivation.
- 3.6. It is noted that other significant projects within the region, including the Ashburton Second Bridge and Brougham Street improvements, are not proposed to be tolled. A consistent approach across infrastructure projects should be considered.

Cost Efficiency of the Toll

- 3.7. The Council acknowledges that the Bypass requires funding for construction and long-term maintenance. However, the Council is concerned about the effectiveness of the tolling arrangements.
- 3.8. For a light vehicle toll of \$1.25, the administration costs of 80 cents will far exceed the residual revenue of 29 cents. The suggested toll, using the expected vehicle count, would only generate approximately \$5.3M revenue per year, whilst costing approximately \$13M to administer.
- 3.9. More than 21,000 vehicles use this section of State Highway 1 every day, with freight making up approximately 9% of all traffic. Although paying a higher toll for heavy vehicles, the North Canterbury residents of the Waimakariri and neighbouring Hurunui Districts will bear a large portion of the toll cost as they represent approximately 91% of the remaining users.
- 3.10. A single vehicle passing through the two proposed toll points twice a day would incur a \$5 per day toll for their commute; this could mean an annual cost to residents who commute to Christchurch daily of \$1,300 (260 days p.a.). This additional cost would have to be absorbed by household budgets that are already under pressure due to the cost of living.
- 3.11. Signalled changes to create universal Road User Charges should also be considered further by the Central Government. This is a significant change in how New Zealand’s roading infrastructure is funded and would, in effect, charge users twice when they use the toll roads, once for the distance driven and secondly through the tolls.

Availability and Safety of Alternative Routes

- 3.12. The Council submits that the suggested levels and locations of tolling will discourage usage and have the unintended consequence of creating behaviours of ‘rat running’ on local neighbouring roads. The roads where this may occur

have not been designed to carry these volumes of traffic and there are proposed speed limits changes to 30 km per hour around schools on these routes.

3.13. The road safety risks experienced in Woodend from State Highway 1 will therefore be diverted onto local roads, particularly impacting the following communities:

- Woodend: The proposal does not address the known safety and efficiency issues within Woodend, as significant traffic volumes would continue to utilise this route to avoid the toll.
- North Kaiapoi: Currently, the local road network is predominantly residential with businesses and a school along the corridor. The Council is particularly concerned about routing traffic through North Kaiapoi that potentially creates safety issues on Williams Street.
- Tuahiwi and the wider Māori Reserve 873: This area is of significant cultural significance and is already severely impacted by congestion on State Highway north of Lineside Road. Evening peak traffic shortcuts through Tuahiwi to avoid delays through the Woodend/Pineacres area. Tuahiwi is of cultural significance as it is the home of Ngāi Tūāhuriri and has played a vital role in Ngāi Tahu history. Within this settlement is the Tuahiwi Marae, Tuahiwi School and Pre-school.
- Southbrook/Lineside Road (SH71): Currently, a portion of traffic from North-East Rangiora and north of the Ashley River uses Woodend/Ravenswood to access State Highway 1 and travel South. With the introduction of a toll, it is likely drivers will re-route, resulting in increased traffic through Southbrook and travelling onto Lineside Road, impacting travel times further on an already severely congested route.

3.14. The Council has been in contact with the Principals of the local primary schools along the alternative routes. There are significant concerns around the safety and efficiency of these routes, which may be compounded by the additional traffic rat-running to avoid the tolls.

- Kaiapoi North School highlighted that on several occasions where the traffic was at a standstill outside the school and school buses were not able to drop off students in time for school to start. The potential for this to become an everyday occurrence poses a serious safety risk to children.
- Woodend School are concerned that the traffic using Woodend's SH1 as an alternative route undermines the entire rationale for the bypass, which is to remove heavy traffic and the volume of traffic from the township and create a safer environment for children, families, and pedestrians.
- Tuahiwi School hold concerns around the safety of their children and hold concerns about traffic that will now use our Pā as a thoroughfare.

- 3.15. The tolling assessment provided with this consultation, states there is a feasible free route available between Pineacres and Lineside Road. The Council submits that this is not the case and that it is unfair to North Kaiapoi residents to carry the burden of additional traffic travelling through their community when a viable alternative has not been proposed. The rat running traffic would cause substantial congestion, particularly through Kaiapoi. This would result in traffic volumes exceeding those experienced prior to the construction of the original motorway. The increased traffic would be at an additional time and cost to our community and is a lowered level of service.
- 3.16. The proposed alternative routes will impose significant cost on Council, and in some cases would not be feasible, either economically or in practice to upgrade. Increased maintenance costs on local roads designed to carry significantly less traffic would increase the financial burden on our district's ratepayers.

4. Summary of Position and Additional Recommendations

- 4.1. The Waimakariri District Council has strongly advocated for the Woodend Bypass and recognises its critical role in improving travel times, safety, connectivity and supporting growth. However, we ask that the following points be considered:
- The absence of viable, feasible alternative routes between Lineside Road and Pineacres makes tolling this section of road inequitable.
 - The proposal will increase traffic times for the public and negatively impact the traffic, condition and maintenance requirements of local roads.
 - The Council is also concerned about the deferring of safety risks from Woodend to North Kaiapoi, Tuahiwi and the wider Māori Reserve 873, Southbrook and other local roads.
 - The Council has concerns that the proposed tolling approach will undermine the project's intended benefits. The Council would support conducting further analysis of the traffic diversion impacts using a range of assumptions around driver behaviour and the capacity of alternative routes.
 - The Council asks that the design of the Bypass seek to maintain the natural waterways, flowpaths and protect the biological diversity of the area.
 - The Council also requests that consideration of the impacts of noise on adjacent properties be given as part of the project design process.

For the above reasons, the Council opposes the toll proposal of the Belfast to Pegasus Motorway and Woodend Bypass.

Our contact for service and questions is Sylvia Docherty – Policy & Corporate Planning Team Leader (03 266 9173 or sylvia.docherty@wmk.govt.nz).

Yours faithfully



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Our Reference: EXT-39 / 250829161640

12 September 2025

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Waimakariri District Council submission on the *Review of Section 33 of the Guide to the National Civil Defence Emergency Management Plan*

1. Introduction

- 1.1. The Waimakariri District Council (the Council) thanks the National Emergency Management Agency (NEMA) for the opportunity to provide a submission on their review of Section 33 of the Guide to the National Civil Defence Emergency Management Plan.
- 1.2. We note the NEMA is consulting on their review of Section 33 of the Guide to the National Civil Defence Emergency Management Plan until the 12th of September 2025.
- 1.3. The Council generally supports the objectives and intent of NEMA's ongoing review of Section 33. The Council's feedback in this submission relates to the following topics in particular, as they appear in the Issues and Options paper:
 - 1.3.1. Part A: Introduction, objectives and principles
 - 1.3.2. Part B: Government financial support to local authorities in response
 - 1.3.3. Part C: Government financial support to local authorities during recovery
 - 1.3.4. Part D: Improving processes for local authority financial support.

2. Background

- 2.1. Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The District is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri one of the primary hapū of Te Rūnanga o Ngāi Tahu. The District shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2. The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. The district's population increased from 33,000 to 62,800 in the years 1996 - 2020 and is estimated in 2025 to be just over 74,000. Eighty percent of the population is located in the east of the district and approximately 60 percent of residents live in the

four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 on rural-residential or rural 'lifestyle' blocks.

- 2.3. Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in our district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.
- 2.4. The Waimakariri District is home to a number of residents who reside on lifestyle block properties. The Council sees it as important to advocate for these communities when it comes to emergency management. Previous submissions have been made by the Council with respect to lifestyle block owners and how they often don't qualify for the same level of support afforded to others, such as larger farms. This is due to specific definitions associated with welfare support provision for companion animals, and the realities of rural communities where the concept of a companion animal may differ from that in urban settings. Furthermore, costs such as fencing repairs are often eligible for financial support through the Ministry for Primary Industries for larger farms, however, there is still a gap in support for lifestyle property owners.
- 2.5. The Council is part of the Canterbury CDEM Group, comprised of 10 different local authority members. This Group covers the largest geographical area of all other unitary CDEM Groups.
- 2.6. The Waimakariri District itself is susceptible to a variety of natural emergency events due to its diverse geography. The area is particularly prone to flooding, especially during heavy rain events which have become more prevalent in recent years. Earthquakes and liquefaction also pose significant risks to the district due to the region's seismic activity, with the notable 2010 and 2011 Canterbury quakes having a substantial impact on the district's natural environment and its residents. Additionally, the area faces threats from coastal erosion, storms, tsunamis, landslides, and fires. These hazards necessitate robust emergency preparedness and response plans to ensure community safety and resilience.

3. Key Submission Points

Part A: Introduction, Objectives and Principles

3.1. Should we provide guidance on what is considered an 'emergency' and how that will be determined?

- 3.1.1. The Council is in support of the broad definition provided for 'emergency' within the Civil Defence Emergency Management Act 2002 (the Act).
- 3.1.2. The Council would hope that any additional guidance provided by NEMA on what constitutes an 'emergency' for the purposes of Section 33 would remain consistent with this interpretation.
- 3.1.3. The Council appreciates that the interpretation of 'emergency' within the Act is broad, allowing for flexible application, and acknowledgement that every emergency is different.

3.2. Should we provide more guidance on the objectives and principles?

Option 3.1.1: We could provide guidance on the objectives and principles, or terms, in clauses 160 and 161 of the National CDEM Plan.

- 3.2.1. The Council is in support of Option 3.1.1, as proposed by NEMA.
- 3.2.2. In general, the Council is in agreeance with the objectives and principles included by NEMA within the Guide to the National Civil Defence Emergency Management Plan (the Guide).
- 3.2.3. The Council's comments on this Option relate specifically to Clause 161 of the Guide.
- 3.2.4. The Council acknowledges that local government are responsible for local risks, as per Clause 161(1) of the Guide. These risks often contribute to the complexity and severity of a civil defence emergency.
- 3.2.5. In particular, this is an issue for local government when managing further development and risk exposure within areas of known natural hazard risk.
- 3.2.6. If providing further guidance to the Clause 161 principles is something that NEMA is looking to progress further, then the Council considers that this may be an appropriate time to highlight the need for more proactive Government support to manage these local risks.
- 3.2.7. This also leads into issues with the loss of insurance coverage within these areas of known natural hazard risk, and the flow on effects this can have on local government and communities.

Part B: Government financial support to local authorities in response

3.3. Should the government reimburse welfare costs where it may be more cost effective for people to shelter in their homes, if safe to do so, rather than evacuate?

Option 4.1.1: We could consider arrangements for the government to reimburse costs of providing basic welfare support to people who can safely shelter in their homes.

- 3.3.1. The Council is in partial support of Option 4.4.1, as proposed by NEMA.
- 3.3.2. In the interests of providing cost effective and flexible welfare support, the Council views the proposal for the Government to reimburse costs of providing basic welfare support to people who can safely shelter in the homes as potentially beneficial. However, the Council wishes to highlight several practical considerations that may affect the implementation of this option.
- 3.3.3. The Council supports the inclusion of eligible welfare items, such as portable toilets and water bladders or tankers, for individuals who are able to safely shelter in place during an emergency. Following the 2010/11 earthquake sequence, there were instances where homes remained structurally safe to occupy but were rendered uninhabitable due to the absence of a functioning sewage system. In such scenarios, clear guidance confirming that portable toilets are covered under welfare provisions would be greatly appreciated. Furthermore, consideration should be given to whether individual household needs assessments are required for each affected property, or whether confirmation from the relevant water services provider regarding service disruption would be sufficient to trigger support.
- 3.3.4. In response to NEMA's request for suggested guidance, the Council recommends that, in addition to a needs assessment, the Controller of the Emergency Operations Centre could be required to approve the support. This would help ensure a robust and accountable process, while mitigating risk.
- 3.3.5. The Council has concerns about how this option might function in specific emergency scenarios, such as earthquakes, which are common in the Waimakariri District. This would be challenging for a few different reasons. In order to determine that a structure is safe, an initial assessment would need to take place. However, this initial assessment may not fully determine whether a structure is at risk. From a Controllers perspective, preservation of life is paramount during an emergency response. The potential for this option to cause additional complications following a large-scale emergency event is of concern to the Council.

- 3.3.6. The Council believes that strong guidance would be required in order to make this option clear and functional. This is particularly important in situations where individuals have been instructed to evacuate but choose to remain in their homes. In such cases, it may not be appropriate to provide welfare support, and there is a risk that this option could inadvertently encourage people to stay in unsafe conditions under the assumption that support will be available.
- 3.3.7. Another potential concern that may require additional guidance is for a situation where people have chosen to shelter at a friend or family members house. This may further complicate the ability to provide clear guidance on when welfare support would be eligible for reimbursement.
- 3.3.8. The Council also notes that, in some scenarios, it may be more appropriate to support existing groups or organisations that are already providing welfare assistance, rather than duplicating efforts.
- 3.3.9. Additionally, the Council would like to comment on the example definition provided by NEMA for 'displaced people'. It would be helpful if this definition could also acknowledge displaced non-residents (tourists, visitors, etc) and people who are homeless. It may also be beneficial to add guidance for people who are in rest homes or those with medical conditions which make them hard to move.
- 3.3.10. The Council believes that Option 4.4.1. is feasible, but only if these specific concerns are addressed.

3.4. Should we clarify the standard of welfare items that are eligible for reimbursement?

Option 4.2.1: We could explain what standard of accommodation, food and clothing is reasonable for reimbursement of current eligible costs related to 'caring for directly affected people.'

- 3.4.1. The Council is in support of Option 4.2.1, as proposed by NEMA.
- 3.4.2. The Council believes that clarifying the standard of welfare items eligible for reimbursement would assist Emergency Operations Centres in providing appropriate support, while also ensuring that the most cost-effective solutions are prioritised.
- 3.4.3. However, the Council acknowledges that the standard of welfare items cannot be uniformly applied in all situations. A singular interpretation of what constitutes an 'appropriate' standard of accommodation, food and clothing may not be suitable for all directly affected people. For example, in the case of elderly individuals, it may not be practical or suitable to provide welfare items that conform strictly to a standardised approach.

- 3.4.4. In line with the objectives of the National CDEM Plan, a reasonable and appropriate standard of welfare provision could be defined as support that is both is cost effective and tailored to the needs of the recipient. This approach would take into account circumstances beyond the control of the affected individual, while also recognising the importance of fiscal responsibility.

3.5. Should the government reimburse costs related to caring for companion animals that are displaced following an emergency that cannot be accommodated with their owners?

Option 4.3.1: Where companion animals cannot be accommodated with their owner, we could reimburse costs of food and pet litter where they are accommodated in a shelter established by the local authority (with the animal owners having to pay all other costs).

- 3.5.1. The Council is generally in support of Option 4.3.1, as proposed by NEMA.
- 3.5.2. In the interests of consistency, the Council considers it reasonable for the Government to provide the same level of reimbursement for companion animals accommodated outside of welfare centres as is currently provided for those sheltering within them.
- 3.5.3. The Council notes that under Option 4.3.1, NEMA has indicated that the costs of establishing an animal shelter are to be covered by the local authority, with the expectation that these costs will then be recovered from pet owners. Whilst the Council acknowledges that people who own or are in charge of animals have a legal obligation to look after their own animals, it believes it would be inappropriate in a large-scale emergency situation to then recover these costs from directly affected individuals.
- 3.5.4. The Council would like to see these considerations addressed if NEMA were to progress with this option.

Option 4.3.2: The government could reimburse some other costs related to animal welfare for companion animals and other lifestyle pet animals.

- 3.5.5. Although it notes NEMA is not in favour of Option 4.3.2, the Council is appreciative to see that NEMA is considering reimbursing costs related to lifestyle pet animals.
- 3.5.6. As a District which is home to approximately 6000 residents on rural-residential or rural 'lifestyle' blocks, the wellbeing of lifestyle pet animals is of importance to the Council. In its previous submission, the Council noted that the current eligibility criteria for welfare cost reimbursement often results in lifestyle block owners and their companion animals being overlooked.

- 3.5.7. The existing definition of ‘companion animal’ has excluded lifestyle block animals from eligibility for reimbursement, while also not recognising that these animals are unable to be classified in the same way as farm animals. Including recognition of lifestyle pet animals within Section 33 would help address this gap and better reflect the realities of rural communities, where the concept of a companion animal may differ from that in urban settings.
- 3.5.8. The Council notes that NEMA has concerns regarding the potential for Option 4.3.2 to incentivise poor planning by pet owners and local authorities. However, in the Waimakariri District, our rural communities are well connected and actively engaged in community-led animal evacuation initiatives that promote disaster preparedness. Recognising lifestyle block animals within Section 33 would provide an additional layer of support during large-scale emergencies and would be particularly valued by these communities.
- 3.5.9. However, the Council would also like to reiterate that during an emergency, preservation of life is paramount. Any situation that may result in risk to human life, whether that be by attempting to rescue lifestyle pet animals or by other means, should be mitigated.

3.6. *Should the government reimburse other ‘welfare’ costs that are not just for basic needs to meet modern expectations of welfare?*

Option 4.4.1: We could make other welfare costs eligible for reimbursement. We could also set out detailed guidance/examples of what will not be eligible.

- 3.6.1. The Council considers that, within the context of items discussed in NEMA’s Issues and Options paper, it is not necessary for the Government to reimburse other welfare costs that go above and beyond the basic needs required during an emergency.
- 3.6.2. The Council notes NEMA’s observation regarding increasing expectations for reimbursement of welfare items, which may reflect generational shifts in public expectations.
- 3.6.3. In the Council’s experience, entertainment in welfare centres is often a result of the good will of the community. If communities are well connected, used to working together, and agile, welfare needs associated with entertainment are often met.
- 3.6.4. In terms of laptops, phones and other electronic devices, these are often covered by household insurance. In the case where they are not, these items are covered by Ministry of Social Development loans to clients.

3.7. Should there be clearer requirements for documentation on koha (donations)?

Option 4.5.1: We could make it clear what documentation/evidence local authorities need to provide us on how the amount of koha was determined.

- 3.7.1. The Council is in support of Option 4.5.1, as proposed by NEMA.
- 3.7.2. Clear guidance regarding the documentation and evidence required from local authorities to determine the amount of koha received would be beneficial. Such clarity would support consistency and transparency in emergency response processes.
- 3.7.3. The Council also notes this option could require documentation in alignment with its Koha Policy among other factors. The Council believes this to be a suitable requirement and sees this as a reminder for Council's to ensure, during peacetime, that they have a fit-for-purpose Koha Policy so that this does not become an issue during an emergency event.

3.8. Should there be a process to reimburse marae or other organisations for providing welfare when no supporting documentation is available?

Option 4.6.1: Local authorities could be enabled to estimate a reasonable average value of eligible goods that marae or other organisations have provided and include this in their reimbursement claim.

- 3.8.1. The Council is in support of Option 4.6.1, as proposed by NEMA.
- 3.8.2. The Council considers that, where deemed appropriate by the marae or organisation, the ability to reimburse through Council's own reimbursement claim would be beneficial.
- 3.8.3. However, the Council acknowledges the complexity of this issue when there are no available supporting documents, such as receipts or invoices. This is most commonly an issue where the welfare items used were stockpiled for other purposes but were brought out during the response to an emergency.
- 3.8.4. With regard to the development of guidance and expectations for the progression of Option 4.6.1, the Council believes it is essential that this work be undertaken in partnership with local marae to ensure cultural appropriateness and practical applicability.

3.9. Should we provide more guidance on what might be considered "other response costs"?

Option 5.1.1: We could explain further and/or give examples of what "other response costs" might be considered for reimbursement.

- 3.9.1. The Council is in support of Option 5.1.1, as proposed by NEMA.

- 3.9.2. The Council believes it would be helpful for NEMA to provide a guide that specifically outlines the types of information needed in order to make a claim for 'other response costs'. This could include a list of the different forms of documentation which are seen as best practice by NEMA.
- 3.9.3. The Council hopes that this would alleviate some of the unnecessary stress put on local authorities when putting together their claim, as they could be more confident that they have all the required information.
- 3.9.4. The Council experienced some challenges with this in the past, most notably during the response to the Canterbury Earthquakes. During a large-scale emergency event, robust guidelines for reimbursement are important to ensure that these processes are fit for purpose and can be implemented efficiently.
- 3.9.5. The Council does not believe a name change is necessary under this option.

Part C: Government financial support to local authorities during recovery

3.10. *Should we provide further guidance on key terms for essential infrastructure recovery repair?*

Option 6.1.1: We could establish clear definitions or provide further guidance on terms such as 'significant extent,' 'economies of scale,' 'significant consequences.'

- 3.10.1. The Council is in support of Option 6.1.1, as proposed by NEMA.
- 3.10.2. The Council believes it would be beneficial for NEMA to provide further guidance on key terms related to essential infrastructure recovery repair, through the development of clear and consistent definitions.
- 3.10.3. Having clearer definitions would help as these could be aligned to triggers that coincide with financial support on either a property, community, or territorial authority basis.
- 3.10.4. Defined terms could also assist recovery managers in determining when it is appropriate to activate a recovery office, thereby supporting timely and effective decision-making.
- 3.10.5. The Council would like to propose some considerations for NEMA when it comes to defining '*significant extent*' and '*significant consequences*'.
- 3.10.6. What could be considered as '*significant extent*' or of '*significant consequences*' to a large metropolitan city like Auckland may be very different for somewhere like Waimakariri. It would be beneficial if NEMA could support these definitions with calculations based on

factors such as geographic size, population, or annual rates revenue.

- 3.10.7. Whilst on the topic of essential infrastructure recovery repair, the Council would also like to take the opportunity to highlight recent water reforms. The Council notes that from 1 July 2025, Watercare Services Limited was specifically mentioned under Section 33.5.1 of the Guide in relation to eligibility for Government assistance. The Council would like to see the review of Section 33 address the need for guidance that reflects the current water reform transitional arrangements. Although an In-house Business Unit would come under the ambit of the Council, guidance for Council-Controlled Organisations and the responsibility for claims following an emergency event would be beneficial.

3.11. Should we do more to enable local authorities to request special policy financial support?

Option 7.1.1: We could provide more guidance around what special policy might cover and the request process

- 3.11.1. The Council is in support of Option 7.1.1, as proposed by NEMA.
- 3.11.2. The Council believes that further guidance from NEMA on what is covered under special policy, as well as how the request process operates, would be highly beneficial. Such guidance would enhance local authorities' understanding of expectations, leading to stronger business cases, more efficient use of staff time, and improved outcomes for affected communities.
- 3.11.3. Specific guidance around the request process for special policy financial support could clarify what specific business case principles are favoured and should be applied in order to increase the chances of a successful application.
- 3.11.4. The Council experienced challenges with the application process for special policy financial support during the recovery from the Canterbury Earthquakes. Specifically, it was identified that replacement water pipes needed to be relocated to a different site. The proposed infrastructure served the same purpose, met the same standards, and did not exceed the cost of the original installation. However, due to the change in location, the Council encountered difficulties in making a successful claim. While the Council understands that special policy financial support is intended to restore communities to their pre-event condition, it notes that the rigidity of the policy can, at times, hinder practical and necessary recovery decisions.
- 3.11.5. Clarity on the determination of 'significant', specifically the economic impact on an event, would also be helpful in having a fair and transparent application process for special policy financial support.
- 3.11.6. Pre-set and published funding triggers would allow for business

cases to target the level of funding required and provide certainty for both central and local government, as well as communities who ultimately bear this cost. Business cases should be expected to state the category/significance of event, be within the funding allowance, and determine the length of recovery assistance required.

Option 7.1.2: We could explore a staged decision process to provide more investment certainty during special policy business case development

3.11.7. The Council is also in support of Option 7.1.2.

3.11.8. In its previous submission, the Council noted the concerns it has with reimbursement timeframes for larger-scale emergencies, which are more likely to require special policy financial assistance. This is important as Councils must consider the financial risk associated with emergency response actions and the flow on effect this can have on ratepayers during recovery.

3.11.9. With regard to Option 7.1.2, the Council is in favour of the ability for a Minister, or group of Ministers, to be authorised by Cabinet to make interim, in-principle approval decisions. Part of the concerns Council had expressed in its previous submission were to do with the need for Cabinet to approve reimbursement to local authorities in specific circumstances.

3.11.10. The Council would hope that this option may address the concerns it had for this process where an emergency occurs when Cabinet is in a longer recess period.

Part D: Improving processes for local authority financial support

3.12. Should there be a deadline for submitting claims?

Option 8.1.1: We could have a deadline for local authorities to send in their initial damage assessments and claims for reimbursement of eligible costs, with some discretionary flexibility for NEMA to extend this deadline for essential infrastructure repair.

3.12.1. The Council is in partial support of Option 8.1.1, as proposed by NEMA.

3.12.2. The Council acknowledges NEMA's concerns regarding the extended timeframes often required to complete response and recovery claims. It also notes that such delays can impact the timely completion of year-end audits.

3.12.3. The implementation of a deadline for submitting claims is something the Council believes may assist in accelerating reimbursement processes. As previously stated, this has been of concern for the Council with regard to larger-scale events.

3.12.4. However, the Council would appreciate if the deadline for submitting claims is not a 'one-size fits all' solution. The Council would like to see the deadline for submitting claims take into account the scale and complexity of the event itself.

3.12.5. For example, in the case of smaller-scale flooding events, the Council is often able to process initial claims promptly. In contrast, larger and more complex events may require six to twelve months to respond to all service requests, many of which necessitate full project delivery to resolve.

3.12.6. With these considerations in mind, the Council would welcome the introduction of a deadline for submitting claims, provided it is flexible, proportionate to the nature of the event, and simplifies the claims process.

3.13. *Should there be flexibility to reimburse costs in response that are not eligible but would be more cost-effective?*

Option 9.1.1: We could include flexibility for NEMA to approve reimbursement of novel, one-off welfare costs and other response costs which are not eligible but would be more cost effective.

3.13.1. The Council is in support of Option 9.1.1, as proposed by NEMA.

3.13.2. The Council considers that a flexible approach to reimbursing response costs is sensible, particularly in situations where the most cost-effective option may otherwise be deemed ineligible under current criteria.

3.13.3. The Council agrees with NEMA's view that a principles-based, flexible eligibility framework is the most appropriate way to progress this option. Such an approach would support practical decision-making and ensure that resources are used efficiently during emergency responses.

3.14. *Should we consider other models for paying for eligible costs?*

Option 10.1.1: We could more proactively use the advance payment model.

3.14.1. The Council is in support of Option 10.1.1, as proposed by NEMA.

3.14.2. During previous large-scale events, the Council has had good experiences with the advance payment model. Enabling this model to be used more proactively is something the Council would be in favour of.

3.14.3. As previously stated, the only concern the Council has with processes such as the advance payment model is the stringent requirements surrounding Cabinet's involvement, and the flow on effects this can have on reimbursement timeframes during a longer recess period.

- 3.14.4. If Option 10.1.1 is to be progressed, the Council would like to see these concerns addressed.

Option 10.1.2: We could reimburse costs quickly with little scrutiny, and audit claims later (i.e. post-reimbursement audit model instead of pre-reimbursement approval model).

- 3.14.5. The Council is supportive of Option 10.1.2, as proposed by NEMA.
- 3.14.6. In its previous submission, the Council proposed that NEMA consider adopting a high-trust model for reimbursement to local authorities, followed by an audit during the later stages of recovery. This approach would modernise the current process, particularly in relation to the requirement for invoices, which can place a significant strain on staff resources during large-scale emergency events.
- 3.14.7. The Council supports the concept of retaining relevant invoices for post-event auditing. The ability to hold relevant invoices to be audited after an event would be favourable as it acknowledges the need for checks and balances when reimbursing local authorities, whilst instilling more trust in the current regulations they abide by.
- 3.14.8. In response to NEMA's request for alternative models to consider, the Council wishes to reiterate a proposal raised in its previous submission. The Council identified the increasing risk of reduced insurance coverage as a significant concern in its 2024–2034 Long Term Plan, particularly in the aftermath of large-scale disasters. It is understood that insurers may only be able to absorb the impact of a limited number of claims from local authorities in any given year, which heightens the risk of inadequate coverage. Currently, only 22 of New Zealand's 78 local authorities are members of the Local Authority Protection Programme (LAPP), and the Council is concerned about the diminishing size and influence of this programme.
- 3.14.9. To address the potential shortcomings associated with reduced insurance coverage, the Council suggests that NEMA explore the establishment of a 'Civil Defence Levy', similar in structure to the Natural Hazards Insurance Levy (formerly the EQC Levy). While acknowledging that this model is not without limitations, the Council believes a Civil Defence Levy could serve as a constructive mechanism to build a dedicated fund. This would provide local authorities with greater confidence in their financial coverage during large-scale events and enhance certainty around available funding options. It could also help bridge gaps where disaster fund contributions fall short of actual recovery needs.

4. Summary of Position and Recommendations

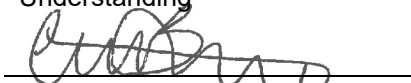
- 4.1. The Council is mostly in support of the issues and options presented by NEMA for this stage of their review of Section 33 of the Guide to the National Civil Defence Emergency Management Plan.
- 4.2. It is the Council's preference that the further progression of these issues and options be reviewed to consider the recommendations made by the Council in this submission.

Our contact for service and questions is Lexie Mealings – Graduate Policy Analyst, Strategy and Business Unit: lexie.mealings@wmk.govt.nz

Yours faithfully,

Dan Gordon
Mayor
Waimakariri District Council

Jeff Millward
Chief Executive
Waimakariri District Council

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES-01-12: TRIM/250814150274**REPORT TO:** Council**DATE OF MEETING:** 30 September 2025**AUTHOR(S):** Grant MacLeod (Greenspace Manager) & Jill Borland (Greenspace Strategy and Partnerships Team Leader)**SUBJECT:** Wolffs Road Footbridge Society Incorporated Memorandum of Understanding**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 pp Chief Executive
1. SUMMARY

- 1.1. The purpose of this report is to present a proposed Memorandum of Understanding (MoU) for Council's consideration. The MoU will establish the foundational terms of an agreement between Waimakariri District Council and the Wolffs Road Footbridge Society Incorporated (WRFSI) for the restoration of the Wolffs Road footbridge.
- 1.2. The WRFSI intend to undertake works to the Wolffs Road Footbridge to restore the asset to a usable and safe condition for the community. To do this work, the WRFSI have undertaken several steps to progress their intention. This has included forming as an incorporated society, gaining Environment Canterbury River Engineer support, and negotiating a Memorandum of Understanding (MOU) with council staff.
- 1.3. The MoU has been negotiated between Waimakariri District Council staff and WRFSI and is now presented to Council for approval and execution. It comprises the following sections, which set out clear expectations and obligations:
 - Purpose
 - Project Goals and Objectives
 - Roles and Responsibilities (Council; WRFSI)
 - Health and Safety
 - Governance and Decision-Making
 - Funding and Resource Allocation
 - Communication and Reporting
 - Sustainability and Maintenance
 - Legal and Compliance
 - Signatures
- 1.4. The MOU does not identify any capital support from Council, instead it makes a commitment for staff resource to assist the group with this project. This may involve advice

on how to source funding and how to work through Council resources and process, in essence, case management.

- 1.5. It is important to note that the recommendations in this report are not to be construed as planning or consent approval. These matters fall under a separate process and are managed by the relevant departments within Council. These requirements should be clearly outlined within the WRFSI project plan. The consenting process will likely involve planning regulations administered by Environment Canterbury (ECan) and the Waimakariri District Council.
- 1.6. The MOU has outlined the roles and responsibilities of each organisation. The WRFSI are responsible for funding and project planning/delivery of the restoration. Council would be responsible for reviewing project plans, reviewing key milestones, providing staff support and maintenance of the bridge once it was restored.
- 1.7. On completion of the project, the Footbridge would revert to Council as a fully compliant asset that is able to be opened for public use.
- 1.8. A project plan is in development, and this is expected to be updated as the group secures funding to realise this restoration project. The focus currently is on maintenance of the setting around the structure and funding for the project. Once the project plan is completed, this is to be presented back to Council.
- 1.9. The Council retains the right in future to reconsider the project if funding or progress does not advance. To support this, the MOU has a timeframe of five years so that the WRFSI has time to create a funding plan.

Attachments:

- i. Memorandum of Understanding. TRIM/250916175901

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. RES-01-12: TRIM/250814150274
- (b) **Approves** the attached memorandum of understanding (Attachment i) for staff to enter into agreement with the Wolffs Road Footbridge Society Incorporated.
- (c) **Approves** a timeframe of three years for the memorandum of understanding from the date it is signed by the two parties. That a renewal to this is presented to Council within six months of the expiration of the memorandum of understanding should it be required.
- (d) **Notes** that the memorandum of understanding contains but is not limited to the following themes:
 - Council retains overall decision-making authority as asset owner and guarantor of project continuity.
 - WRFSI to prepare and submit a comprehensive Project Plan (timeframes, deliverables, implementation details) at project outset.
 - After Council approval of the Project Plan, WRFSI proceeds autonomously, while Council applies case management and a high-risk review lens.
 - Council staff approval is required before heavy machinery is used on site
 - Fundraising for the restoration of the footbridge will be the responsibility of WRFSI.

- Council will be responsible for the ongoing maintenance and safety of the footbridge structure after restoration is completed.
 - Both parties will indemnify each other against liabilities as outlined in this MOU.
- (e) **Notes** that Council is allocating resource only through staff time. No capital contribution is budgeted for this project.
- (f) **Notes** that once the restoration plan has been supplied to Council, staff will be required to create an ongoing operational plan and submit this to a future draft Long-Term Plan.
- (g) **Notes** that staff should circulate this report to the Oxford Ohoka Community Board and Community and Recreation Committee.

3. **BACKGROUND**

- 3.1. In 2023 the Waimakariri District Council undertook community consultation on the future of the Wolffs Road Footbridge. At the time the options looked to decommission the asset given the condition rating. Currently the bridge is not fit for use and poses safety concerns.
- 3.2. Consultation findings indicated community support to retain the structure. There was no clear directive from the community to remove it, but rather, to look at what would be required to restore the footbridge. Following this, the Oxford Ohoka Community Board requested that decommissioning not be progressed, and instead, the community be given time to investigate restoration.
- 3.3. Led by community members, a group formed to carry out these investigations. Its main aim was to look at the ability to restore the bridge and have it placed back into circulation for community use.
- 3.4. Consequently, the bridge had make safe work undertaken to reflect that it is still within the public realm through Council contractors.
- 3.5. The expectation from Council is that the group lead the restoration project to have the asset placed back into Council ownership with regular maintenance so that the community can use and enjoy the bridge once again.
- 3.6. The community group became an incorporated society and officially approached Council via the draft annual plan process in March/April 2025. At the hearings and through submission, the group requested that Council works with them to enable the restoration.
- 3.7. In response to this, the Council identified a case manager from Greenspace to work alongside the group and link them into the organisation and its resources. One of the first actions has been to develop an MOU with the group to present back to elected members.
- 3.8. The group have now been incorporated and are officially known as the Wolffs Road Footbridge Society Incorporated (WRFSI). They have begun regular meetings, set up social media accounts, and have a website. The group have been proactively working in the community to generate interest and support for the restoration project.
- 3.9. During the autumn and winter of 2025, staff have been meeting with the WRFSI to negotiate on an MOU to present this to the Council.

4. **ISSUES AND OPTIONS**

- 4.1. The options available to the Council are as follows:
- Approve the MOU as presented
 - Request changes to the MOU and present this back to the Wolffs Road Footbridge Society Incorporated

- Decline the Memorandum of Understanding and have the project sent back to Council for consideration to decommission

4.2. Recommended option – Approve the MOU as presented.

This option allows the group to proceed with further planning and fund raising for the restoration. It outlines key responsibilities and allows the group to understand how it is mandated to work on a Council asset. The fundamental is the ability for the group to source funds and support to realise the goal of restoring the bridge for the community. Without an MOU there is presently no mandate for the group to be working on the asset in an official capacity from Council.

4.3. Not recommended – Request changes to the MOU and present this back to the Wolffs Road Footbridge Society Incorporated.

The MOU has been negotiated between staff and the WRFSI who are supportive of this option as noted in the attached letter in attachment ii. This option does remain open to the Council. If Council feels there is the need to add further sections or clauses into the MOU, this will require continued negotiation and a future report back to Council in its new term.

4.4. Not recommended – Decline the MOU and have the project sent back to Council in its new term for consideration to decommission.

This option would not provide the community with the outcome it sought following consultation and would require an annual plan submission to consider its future. Currently, the WRFSI group are willing to fund raise and lead the project. If the project was to revert to Council, the likely outcome would be to consider decommissioning.

Implications for Community Wellbeing

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

The community group (WRFSI) has proven it is willing to work on this project and seeks mandate from Council to do so via the MOU. This would be seen as a positive step for the community to unite and work on this project together.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected or have an interest in the subject matter of this report. The bridge resides over a water body so would expect that Whitiara should be made aware of the project and offered opportunity to contribute to this. Environment Canterbury are working closely with Council and the WRFSI to ensure the river and riverbank health are protected.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Groups within the local community have been approached by the WRFSI to build support around this project and to potentially provide support over the course of the restoration.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Following consultation in 2023, it is evident that there are people in the wider community who want to see this footbridge restored and not removed. They would have an interest in the WRFSI being enabled through the MOU to lead this project.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. Staff have been requested to manage the relationship alongside the group, although no capital funds have been identified. Naturally, there will be a cost via time and operational funding as the project progresses (this is as yet an unknown) for staff time to work alongside the group, to support communications, planning, fundraising capability, engineering due diligence and to keep the remaining structure safe and as mentioned.

There will be a requirement for a future funding request for a draft Long-Term Plan to ensure that there is operational funding if the bridge is restored. Likewise, if the project does not proceed, the Council will need to consider the bridges future through a draft Long-Term Plan process.

Costs for the ongoing operation of the bridge will need to be assessed once the restoration plan is submitted to Council. This will be updated as the project plan is progressed which is the responsibility of the WRFSI.

Council does not currently have dedicated funding available for engineering peer reviews. If such reviews are required for the project, funding would need to be formally sought from Council. In the interim, there will likely be a reliance on producer statements to support the engineering aspects of the design.

It is anticipated that staff may need to approach Council to request funding assistance for peer reviews of any structural design elements associated with the project at a future Long Term Plan once the project plan and funding is secured.

This budget is included in the Annual Plan/Long Term Plan as BAU for staff time.

6.2. Sustainability and Climate Change Impacts

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

As the bridge is located over a waterway and is looking to utilise heritage elements, this naturally suggests that there would be some sustainability benefits. The project has wider benefit in terms of its intention to get people walking and potentially cycling through the area as part of a larger trail that the group is planning.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. The structure is beyond its useful life and does require, and is currently subject to, make safe works. This includes restricting access and identifying this as an area to collaborate on with the WRFSI through the MOU.

There remains the overarching risk that if the group is unsuccessful in generating sufficient funding and resource, that the project may not reach its intended target of restoring the bridge for community use.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. They are covered within the MOU as an item of ongoing interest for both parties to work through and ensure Council is aware of works and workdays onsite.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. **Authorising Legislation**

Health and Safety

Local Government

7.3. **Consistency with Community Outcomes**

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

Economic

- Enterprises are supported and enabled to succeed.
- Our district recognises the value of both paid and unpaid work.

Cultural

- The distinctive character of our takiwā / district, arts and heritage are preserved and enhanced.
- There is an environment that supports creativity and innovation for all.

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.
- People are able to enjoy meaningful relationships with others in their families, whānau, communities, iwi and workplaces.

Environmental

Our communities are able to access and enjoy natural areas and public spaces.

7.4. **Authorising Delegations**

The Council has delegated authority to approve the MOU between the two parties.

Memorandum of Understanding (MOU)

Between

Waimakariri District Council (hereafter referred to as "the Council")

And

Wolffs Road Footbridge Society Incorporated ("WRFSI")

This agreement is to be in place for three years from the commencement of its signing

1. Background

In 2023, Waimakariri District Council's undertook community consultation on the Wolffs Road Footbridge, at the time, the Council was considering decommissioning the bridge due to its poor condition. Community feedback, however, strongly favoured retaining and restoring the structure rather than removing it.

The Oxford Ohoka Community Board halted decommissioning and supported a community-led investigation into restoration options. A volunteer group formed to assess feasibility and ensure the bridge could safely re-enter public use.

Council contractors completed interim "make safe" works to manage immediate risks, while the community group prepared to lead the full restoration and hand the asset back to Council under a sustainable maintenance regime.

In early 2025 the group formalised as Wolffs Road Footbridge Society Incorporated (WRFSI) and submitted a proposal through the draft annual plan process, seeking official collaboration on the restoration project.

2. Purpose

The purpose of this Memorandum of Understanding is to define a collaborative framework between the Council and the Wolffs Road Footbridge Supporting Initiative (WRFSI) to restore and preserve the historic Wolffs Road Footbridge for the benefit of the community. This agreement acknowledges the community-led nature of the project, recognizes WRFSI's leadership and the Council's ownership of the asset, and establishes clear roles, responsibilities, obligations, reporting requirements, and support levels to ensure effective coordination and accountability.

3. Project Goals and Objectives

- I. To restore the footbridge while maintaining its historical integrity.
- II. To enhance community engagement and ownership of the project.
- III. To ensure safety and accessibility standards are met during and after restoration.
- IV. To celebrate the bridge's connection to local history and tell its story to future generations.
- V. To explore opportunities for integrating the bridge into a wider recreational network, enhancing the visitor experience for Oxford and the surrounding region.
- VI. To utilise the website wolffsbridge.org as a central hub for sharing information, updates, and resources related to the restoration project.

- VII. To formulate a strategic funding plan that identifies corporate sponsorships, and community fundraising initiatives—to secure the necessary funds for the phased restoration of the historic Wolffs Road Footbridge.

4. Roles and Responsibilities

Council Responsibilities

a) During Project

- I. Delegation relating to decisions for the bridge asset sit with Council.
- II. Prepare an ongoing asset management plan following receipt of the restoration plan from the WRFSI.
- III. Assign a council staff member to enable case management to the restoration process and act as a council primary point of contact for WRFSI.
- IV. Assist in ensuring the project complies with local regulations, including heritage protection and safety standards.
- V. Be responsible for any necessary maintenance of the bridge structure prior to the commencement of the restoration project to ensure it remains safe and stable.
- VI. Be responsible for vegetation management on the bridge surrounds during and post-restoration, except for additional voluntary working bees.
- VII. Review and approve all structured works submitted by WRFSI prior to any restoration activities being undertaken.
- VIII. Provide guidance on Health, Safety & Wellbeing recognising the safety of volunteers and public is a shared priority.
- IX. Provide technical expertise and guidance where required including providing clarity on the boundaries of responsibility, e.g., site, maintenance etc.
- X. Collaborate on sourcing funding, grants, or other financial assistance.
- XI. Support community outreach by providing access to Council communication channels and platforms to share updates.
- XII. Facilitate regular reporting to the Oxford Ohoka Community Board and/or Council as relevant. This includes six monthly reporting to the Community & Recreation Committee of Council.

b) Post Project Completion

- I. Cover all ongoing operational and maintenance costs associated with the footbridge once restoration is completed.

WRFIS Responsibilities During the Project

- I. Lead the planning and execution of the footbridge restoration project, noting that delegation for key decisions sits with the Waimakariri District Council.
- II. Delivery a project plan with timeline, key deliverables, implementation details and restoration methodology to Council.
- III. Coordinate community volunteers and ensure their participation aligns with project goals. This includes management of volunteers to provide for working bees.

- IV. Adhere to guidance on Health, Safety & Wellbeing recognising the safety of volunteers and public is a shared priority. Ensure the health, safety and wellbeing of volunteers and the site whilst working there, undertake a Site Specific Safety Plan (SSSP) and ensure the location is secured whilst no one is on site.
- V. Maintain public liability insurance cover as an incorporated society.
- VI. Be responsible for ensuring the bridge site remains safe, clean and tidy. Council will be notified if vegetation maintenance is required.
- VII. Actively take responsibility for fundraising efforts to support the restoration project.
- VIII. Ensure works will be undertaken in alignment with the Flood Protection and Drainage Bylaw. To this end, all works proposed on the riverbed or the riverbank will be undertaken only with the prior approval of Environment Canterbury. These areas are shown in the attached map (see Appendix 1). Such works include but are not limited to tree removal, movement of rocks or soil on the riverbanks, and activities on the riverbed.
- IX. Submit all proposed structural works to the Council for approval prior to initiating any restoration.
- X. Maintain open communication with the Council and other stakeholders.
- XI. Engage with support agencies and partners who recognise the value in the project's outcomes, including the enhancement of visitor experiences in Oxford and the western area of the district.
- XII. Utilise wolffsbridge.org to share updates, historical insights, and progress reports, fostering community involvement and transparency.

5. Health and Safety

- I. All works conducted by WRFSI must adhere to applicable health and safety regulations, including the Health and Safety at Work Act 2015.
- II. WRFSI will ensure that all volunteers and contractors involved in the project receive appropriate health and safety training and use necessary protective equipment.
- III. WRFSI will conduct regular risk assessments and Site-Specific Safety Plans for all activities related to the restoration project.
- IV. Any incidents or safety concerns must be promptly reported to the Council and maintain an incident book.
- V. The Council will provide guidance and support to ensure compliance with health and safety standards.

6. Governance and Decision-Making

a) Governance

- I. The WRFSI have regular meetings which will act as the key get together for this proposed project.
- II. Council has identified a Greenspace Portfolio Holder who will be kept up to date with project progress.
- III. WRFIS will extend an invite to these meetings to Greenspace. The key liaison for the group will be the Greenspace Strategy and Partnership Team Leader or another Greenspace delegate.

- IV. WRFSI is encouraged to provide regular updates to the Oxford Ohoka Community Board.
- V. WRFSI is to provide half yearly progress reports (via the Greenspace Strategy and Partnerships Team Leader) to the Waimakariri District Council via the Community and Recreation Committee.
- VI. The WRFSI will send its meeting minutes through to the Greenspace Strategy and Partnership Team Leader following each meeting at its earliest convenience.

b) Decision Making

- I. The Council is to retain overall decision-making authority for the project, in recognition of its role as the asset owner and its responsibility to ensure continuity in the event that the facilitating community group (WRFSI) is unable to continue.
- II. To enable effective collaboration and project delivery, the WRFSI working group shall prepare and submit an overarching Project Plan to the Council at the outset of the project. This Plan should include key programme timeframes, deliverables, and any relevant implementation details.
- III. Upon Council approval of the Project Plan, WRFSI shall have autonomy to proceed with the implementation of the approved programme, with council's role focused on case management, process, and high-risk lens applied to final asset outcomes.
- IV. Any proposed changes to the approved Project Plan, including alterations to timeframes, deliverables, or scope, must be submitted to the Council for review and approval prior to implementation. This ensures alignment with Council's strategic objectives and asset management responsibilities.
- V. Major financial decisions will require consultation with Council.
- VI. Structural decisions will require due diligence and approval by Council.
- VII. Other decisions will be made collaboratively with a focus on consensus-building.
- VIII. Council staff will be notified and provide approval prior to the use of heavy machinery on site.

7. Funding and Resource Allocation

- I. Fundraising for the restoration of the footbridge will be the responsibility of WRFSI. Council is not identifying any capital through the MOU.
- II. The Council, via the Case Manager in the first instance, will aid in sourcing resources as requested. Members of the WRFSI Working Group shall not approach other council staff or teams directly.

8. Communication and Reporting

- I. To maintain transparency and accountability, the community group shall provide quarterly progress reports to the Council. These reports shall include:
 - Status updates on deliverables and milestones
 - Financial reporting (if applicable)
 - Identification of any emerging issues or risks
 - Proposed mitigation actions or support needs
- II. Additional reporting may be requested by the Council at its discretion, particularly in response to significant changes or concerns.

- III. Regular updates will be shared between the Council, WRFSI, and the wider community.
- IV. The website wolffsbridge.org will serve as a key communication tool, providing updates, historical context, and opportunities for community engagement. The use of social media or other by the WRFSI may also be utilised for project messaging.

9. Sustainability and Maintenance

- I. The Council will be responsible for the ongoing maintenance and safety of the footbridge structure after restoration is completed.
- II. Sustainability practices will be incorporated wherever feasible.

10. Risk Management

- i. The WRFSI working group shall identify and document key project risks as part of the initial Project Plan, including risks related to volunteer capacity, funding, environmental factors, and project delivery.
- ii. A risk mitigation strategy shall be included, outlining contingency plans and escalation pathways.
- iii. In the event that WRFSI is unable to continue facilitating the project, the Council shall assume responsibility for the ongoing management and delivery of the project, using the approved Project Plan as a guiding framework. The Council may also engage alternative delivery partners or internal resources to ensure continuity and asset stewardship.

11. Legal and Compliance

- I. The project will comply with all relevant laws and regulations, as guided by the Council.
- II. Both parties will indemnify each other against liabilities as outlined in this MOU.
- III. WDC, in its capacity as a territorial authority, is required to carry out its statutory consent functions under legislation including the Local Government Acts 1974 and 2002, the Building Act 2004, and the Resource Management Act 1991, in accordance with the provisions of those and other statutes. The granting by WDC of any consent or approval by WDC, as territorial authority under any of those Acts or other legislation, will not of itself be deemed to be a consent of approval by WDC under this MOU. WDC is bound by statutory obligations to exercise its powers, including discretionary powers and duties under any of those Acts or any other legislation, without regard to any relationship it may have with the Society under this MOU.

12. Signatures

This MOU is signed by authorised representatives of both parties, acknowledging their commitment to the outlined terms:

- I. Chris Brown
General Manager, Community & Recreation
[Date]

II. Tim Fulton
WRFIS Chair
[Date]

Appendix 1: GIS Map Showing Site Related Ownership Boundaries



Wolf's Road Bridge and surrounding property

Date: 1/08/2025

Author: Geospatial Team

Scale: 1:3,600

Original Size: A3

**DISCLAIMER**

Boundary information is derived under license from LINZ Digital Cadastral Database (Crown Copyright Reserved). The Waimakariri District Council does not give and expressly disclaims any warranty as to the accuracy or completeness of the information or its use for any purpose. Information on this map may not be used for the purposes of any legal dispute. The user should independently verify the accuracy of any information before taking any action in reliance upon it. Land and property information is based on the LINZ data which is licensed by Land Information New Zealand (LINZ) for re-use under the

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-01-11 / 250909170978

REPORT TO: COUNCIL

DATE OF MEETING: 30 September 2025

AUTHOR(S): Jeff Millward, Chief Executive

SUBJECT: RiskPool Trust Deed Amendments

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

General Manager



Chief Executive

1. SUMMARY

- 1.1 This report seeks Council approval to consent to proposed amendments to the Riskpool Trust Deed, as circulated by Local Government Mutual Funds Trustee Ltd (LGMFT), the trustee for the New Zealand Mutual Liability Riskpool Scheme (Riskpool). Furthermore, it delegates to the Chief Executive (Jeff Millward) authority to approve any amendments.

Attachments:

- i. Letter from LGMFT dated 21 August 2025 (Trim 250909171011)
- ii. Draft Deed of Amendment and Restatement (Trim 250909171013)
- iii. Amended Riskpool Trust Deed – Proposed Amendments in mark-up (Trim 250909171014)

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. 250909170978.
- (b) **Notes** the purpose and effect of the proposed amendments as outlined in this report and the attached papers;
- (c) **Approves** the Council consenting to the amendments to the Riskpool Trust Deed, as set out in the letter dated 21 August 2025; and
- (d) **Retrospectively authorises** the Chief Executive to sign and return the attached consent form on behalf of Council.
- (e) **Notes** calls for payment made by Riskpool in the past twelve months.

3. BACKGROUND

- 3.1. Riskpool was established in 1997 by local authorities and Civic Assurance (now Civic Financial Services Ltd) to provide collective risk protection for local government entities across New Zealand. It was formed in response to an unreliable and expensive commercial insurance market, particularly following the withdrawal of key insurers from local government liability cover.

- 3.2. Structured as a not-for-profit mutual fund with a Board of Trustees (the Board) acting in the best interests of members, Riskpool successfully operated for 20 years, returning \$178.7 million in claims to its members in comparison to \$147.5 million in contributions. Waimakariri District Council was a member of the Riskpool Scheme in that period.
- 3.3. Since 2017, the Scheme has been in a managed wind-down phase. The Board's focus is now primarily on resolving legacy claims, pursuing recoveries from reinsurers, and ensuring sound trust governance.
- 3.4. Although the Riskpool Scheme is in a managed wind down phase, the Board is currently managing a number of significant workstreams relating to Riskpool including:

Domestic Litigation

- 3.5. Several legacy claims remain outstanding against the Scheme. In 2023, the Supreme Court in *Local Government Mutual Funds Trustee Ltd v Napier City Council* [2023] NZSC 97 confirmed that claims against the Scheme involving both weathertight and non-weathertight defects (mixed claims) could be divided, with cover available for non-weathertight defects. This ruling had wide-ranging consequences and led to a series of other mixed defect claims proceeding against the Scheme.
- 3.6. Two of these claims are scheduled for trial in September 2025. The central issue at trial is whether the claims were validly notified under the Scheme. These proceedings are important in clarifying Riskpool's historic obligations and the interpretation of Scheme terms. The Board is working closely with its legal advisers to prepare for trial and is keeping reinsurers updated with developments.

Reinsurance recoveries

- 3.7. Reinsurance remains Riskpool's primary source of funds for accepted claims. However, the process of ensuring reinsurers meet their obligations is complex, involving multi-layered "towers" of reinsurance for each fund year. The relevant reinsurance contracts are governed by English law and subject to the jurisdiction of the London commercial courts.
- 3.8. The Board is actively engaged with London brokers, English counsel, and New Zealand advisers to pursue recovery. Litigation in London remains a possibility. Ensuring that reinsurers meet their indemnity obligations is essential to reduce the scale of any further calls on member Councils and safeguard the wider local government sector.

Calls for payment

- 3.9. As a result of the Supreme Court's decision in *Local Government Mutual Fund Trust (LGMFT) v Napier City Council* NZSC 97, which addressed how claims involving a mix of weathertightness and non-weathertightness defects are treated under the Scheme, several stayed proceedings against Riskpool recommenced. During 2025 two 'calls' from Riskpool to fund deficits from previous fund years occurred. Funds were primarily used for legal and advisory fees relating to reinsurance recovery and domestic litigation. There was a 'Riskpool call' in March 2025 for a contribution of \$21,118 excl GST towards the years 2006/07, 2009/20, 2010/11 and 2011/12 from a \$2.498million call to member Councils. Subsequently there was a further 'Riskpool call' in August 2025 for a contribution of \$60,257.88 excl GST from a \$3.7million call to member Councils towards the years 2003/04, 2006/07, 2007/08, 2008/09, 2009/10, 2010/11, 2011/12, 2014/15 and 2015/16.

4. **ISSUES AND OPTIONS**

- 4.1. The Riskpool Trust Deed dates from 1997, with further amendments having been made in 2007. As part of its ongoing governance review, the Board commissioned Webb Henderson to conduct a 'hygiene check' of the Scheme and its governing documents. That review identified a number of deficiencies in the current Trust Deed which require correction to bring the governance framework into line with best practice.
- 4.2. In summary, the proposed changes:
 - i. Clarify the duties owed under clause 6 of the Trust Deed. The amendments make clear that these duties are owed by LGMFT, rather than by the Board. It appears that has always been the intention of the drafting given that the Board is not a party to the Trust Deed. The Board will remain mindful of them and continue to seek to cause LGMFT to give effect to them.
 - ii. Clarify that the Trustee can distribute surplus funds to Members. This is implicit at present but as the Scheme pursues reinsurance recoveries it is appropriate to put the point beyond any doubt. See clauses 6.13 and 6.14 of the Amended Riskpool Trust Deed.
 - iii. Clarify that the role of the Scheme Manager under clause 9 of the Trust Deed passed to Civic Financial Service Limited, formerly known as New Zealand Local Government Insurance Corporation Limited (LGIC).
 - iv. Properly provide for indemnification and limitation of liability of LGMFT, as trustee, and the Board. The Trust Deed, as currently drafted, provides insufficient protections to LGMFT and the Board when compared to the position at common law and in typical commercial trust arrangements. The Board considers that this is an oversight which, in the interests of the Scheme and Members, should be addressed. See clause 13 of the Amended Riskpool Trust Deed.
 - v. Ensure consistent use of defined terms and correct other minor drafting issues.
- 4.3. In accordance with clause 17.1 of the Riskpool Trust Deed, the proposed amendments are conditional on not less than 90% of Members consenting in writing to the changes. There are 75 Member Councils in the relevant period, each with a casting vote.
- 4.4. The Riskpool Trust Deed lacks clear provisions for indemnifying the Board. This exposes them to personal liability for the decisions they make despite acting in good faith in a complex, high-value scheme. This is not consistent with standard practice in the governance of comparable entities. In addition, the proposed amendments confirm that surplus funds may be distributed to Members and update technical provisions to reflect Riskpool's current structure.
- 4.5. To ensure Riskpool can continue to attract and retain capable Board members, to protect those serving in this capacity, and update the provisions outlined above, it is recommended that elected members approve the proposed amendments to the Trust Deed.
- 4.6. The proposed amendments do not alter the Waimakariri District Council's financial contributions or create new obligations. The practical effect of the amendments will be to reduce governance risk, ensure compliance with best practice, and provide the Board with adequate protections and safeguards when acting in the best interests of the Waimakariri District Council and other Members, in resolving legacy claims and winding down the Scheme.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

Budget for the 'calls' is not included in the Annual Plan and is post funded.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.3 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Not applicable.

7.3. Consistency with Community Outcomes

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. Authorising Delegations

The Chief Executive has delegation to act on behalf of the Council in this situation, however as part of best practice keeps the Council informed.



21 August 2025

Jeff Millward
Waimakariri District Council
Private Bag 1005
RANGIORA 7440

jeff.millward@wmk.govt.nz

Dear Jeff

RISKPOOL: UPDATE TO TRUST DEED

As indicated in our letters of 26 May and 24 July, we write in relation to proposed amendments to the trust deed governing the Riskpool Scheme (**Trust Deed**).

The Trust Deed dates from 1997, with further amendments having been made in 2007. As part of its ongoing governance review, the Board of Local Government Mutual Funds Trustee Limited (**LGMFT**) engaged Webb Henderson, legal and regulatory advisors, to conduct a 'hygiene check' of the Scheme and its governing documents. That review identified a number of deficiencies in the current Trust Deed which require correction to bring the governance framework into line with best practice.

Accompanying this letter are drafts of:

- the proposed deed of amendment and restatement of the existing Trust Deed (**Deed of Amendment and Restatement**); and
- a copy of the Trust Deed marked up to show the changes which would be affected by the Deed of Amendment and Restatement (**Amended Deed**).

In summary, the proposed changes:

- Clarify the duties owed under clause 6 of the Trust Deed. The amendments make clear that these duties are owed by LGMFT, rather than by the Board. It appears that has always been the intention of the drafting given that the Board is not a party to the Trust Deed. The Board would of course still be mindful of them and will continue to seek to cause LGMFT to give effect to them.
- Clarify that the Trustee can distribute surplus funds to Members. This is implicit at present but as the Scheme pursues reinsurance recoveries it is appropriate to put the point beyond any doubt. See clauses 6.13 and 6.14 of the Amended Deed.

- Clarify that the role of the Scheme Manager under clause 9 of the Trust Deed passed to Civic Financial Services Limited, formerly known as New Zealand Local Government Insurance Corporation Limited (LGIC).
- Properly provide for indemnification and limitation of liability of LGMFT, as trustee, and the Board. The Trust Deed, as currently drafted, provides insufficient protections to LGMFT and the Board when compared to the position at common law and in typical commercial trust arrangements. The Board considers that this is an oversight which, in the interests of the Scheme and Members, should be addressed. See clause 13 of the Amended Deed.
- Ensure consistent use of defined terms and correct other minor drafting issues.

Consent procedure

In accordance with clause 17.1 of the Trust Deed, the amendment and restatement of the Deed of Trust is conditional on not less than 90% of Members consenting in writing to the changes. We encourage all members to engage with the process of amendment and will be happy to arrange one-on-one sessions and virtual briefings with members to explain the proposed amendments.

If the amendments proposed by the Deed of Amendment and Restatement are acceptable to you, please sign the attached consent and return it to us at your earliest convenience, and no later than **30 September 2025**.

If you have any questions or would like to discuss any of the matters outlined above, please don't hesitate to contact me at: stephen.ferson@riskpool.org.nz

Ngā mihi



Stephen Ferson

General Counsel

Local Government Mutual Funds Trustee Ltd (Riskpool)

CONSENT TO TRUST DEED AMENDMENTS

Waimakariri District Council, a local authority within the meaning of the Local Government Act 2002, in its capacity as a Member of the Scheme (and having received such advice, if any, as it has considered appropriate in the circumstances), hereby irrevocably consents to the amendments to the deed of trust dated 1 July 1997 and as varied pursuant to a Deed of Variation of Deed of Trust dated 22 July 2007 between Civic Financial Services Limited (previously named New Zealand Local Government Insurance Corporation Limited) and Local Government Mutual Funds Trustee Company Limited (**Trust Deed**) as proposed in the draft Deed of Amendment and Restatement of Trust Deed relating to the New Zealand Mutual Liability Riskpool circulated under cover of the letter from Stephen Ferson, General Counsel of Riskpool, dated 21 August 2025.

The terms "Member" and "Scheme" shall have the same meaning in this Consent as in the Trust Deed.

Dated: 4 September 2025

SIGNED for and on behalf of
Waimakariri District Council by:



Authorised Signatory

Deed of Amendment and Restatement

DEED dated 2025

Parties

1. **Civic Financial Services Limited** (formerly known as New Zealand Local Government Insurance Corporation Limited) (**Civic**)
2. **Local Government Mutual Funds Trustee Limited (LGMFT)**

Background

- A. On 1 July 1997, the parties entered into a Deed of Trust (as varied by Deed of Variation dated 22 June 2007) (**Deed of Trust**).
- B. The parties now wish to amend and restate the Deed of Trust, on the terms set out in this deed.
- C. The amendments to the Deed of Trust are in the interests of Members, and (in accordance with, and for the purposes of clause 17.1 of the Deed of Trust) the consent of Members will be sought in respect of them.

The parties agree as follows:

1. Interpretation

1.1 In this Deed:

- (a) **Effective Date** means the date on which the consent (pursuant to clause 17.1 of the Deed of Trust) of the requisite number of Members is received in writing, in accordance with clause 2 of this deed;
- (b) **Deed of Trust** has the meaning given to it in the Background;
- (c) **Revised Deed** means the deed set out in the Appendix of this deed;
- (d) capitalised terms that are not defined in this deed have the meaning given to them in the Revised Deed; and
- (e) headings are to be ignored in construing this deed.

2. Condition

In accordance with clause 17.1 of the Deed of Trust, the amendment and restatement of the Deed of Trust pursuant to this deed is conditional on not less than 90% of Members consenting in writing to the changes shown as marked up in the version of the Revised Deed attached as the Appendix to this deed.

3. Amendment

3.1 Amendment and restatement

Subject to clause 2, with effect on and from the Effective Date, the Deed of Trust is amended and restated in the form of the deed set out in the Appendix. Except to the extent amended by this deed, the Deed of Trust continues in full force and effect.

3.2 Confirmation

- (a) Each party acknowledges and confirms that on and from the Effective Date, the parties shall have the benefit of the Revised Deed in accordance with its terms and are bound by the terms of the Revised Deed and have the obligations set out in it.
- (b) The parties:
 - (i) acknowledge that, in the period prior to the Effective Date, the references in clause 6 of the Deed of Trust to duties, responsibilities, discretions, and powers of the "Board" were intended by the parties to mean (and have been understood and applied as being) duties, responsibilities, discretions, and powers of the Trustee Company, acting by and through the instrumentality of the Board; and
 - (ii) agree and confirm that, as a result, the amendments to that clause 6 as set out in the Revised Deed are consistent with that intent and understanding.

4. General

4.1 Further assurance

Each party shall take all steps, execute all documents and do or procure all other acts and things reasonably required to give effect to this deed according to its true intent.

4.2 Entire agreement

This deed records the entire agreement between the parties concerning the amendment and restatement of the Deed of Trust.

4.3 Counterparts

This deed may be executed in any number of counterparts (including electronically scanned copies) all of which, when taken together, will constitute one and the same instrument. A party may enter into this deed by executing any counterpart.

4.4 Deed binding and delivered

For the purposes of Section 9 of the Property Law Act 2007, this deed:

- (a) is intended to be immediately and unconditionally binding upon each party to be bound by it when that party executes this deed; and
- (b) without limiting any other mode of delivery, will be delivered by each of the parties immediately on execution and exchange of this deed in accordance with clause 4.3.

4.5 **Governing Law**

This deed is governed by the laws of New Zealand and each party irrevocably and unconditionally:

- (a) submits to the non-exclusive jurisdiction of the courts of New Zealand; and
- (b) waives any right to object to any proceedings being brought in, or transferred to, those courts.

Executed as a Deed

Signed for **LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE LIMITED** by:

Signature of director

Signature of director

Name of director

Name of director

Signed for **CIVIC FINANCIAL SERVICES LIMITED** by:

Signature of director

Signature of director

Name of director

Name of director

DATED

1997

**NEW ZEALAND LOCAL GOVERNMENT INSURANCE CORPORATION
LIMITED**

(“LGIC”)

AND

LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE COMPANY LIMITED

(“Trustee Company”)

DEED OF TRUST

THIS DEED OF TRUST made the 1st day of July 1997

PARTIES

CIVIC FINANCIAL SERVICES LIMITED (FORMERLY KNOWN AS NEW ZEALAND LOCAL GOVERNMENT INSURANCE CORPORATION LIMITED-at Wellington) ("LGIC")

LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE COMPANY LIMITED
 ("Trustee Company")

BACKGROUND

- A. LGIC is a Local Authority Trading Enterprise as that term is defined in the Local Government Act 1974.
- B. Trustee Company is a company incorporated under the Companies Act 1993 and is a wholly owned subsidiary of LGIC.
- C. LGIC, in consultation with Jardine, has agreed to establish a Trust pursuant to this deed to provide the Fund and the Scheme (to be known as the New Zealand Mutual Liability Riskpool) for the benefit of the Members of the Scheme and to manage all Claims for Civil Liabilities against the Members of the Scheme which may arise in connection with the exercise by the Members of any of their powers, duties or functions.
- D. The purpose for establishing this Trust in consultation with Members is to benefit residents and ratepayers of New Zealand and in particular that purpose is to be achieved by enabling Members to be recompensed from the Fund in respect of liabilities thus reducing the need for insurance cover and reducing Members' annual expenses. In addition the Scheme Manager will work with Members to ensure that proper systems are developed to promote the efficient and safe fulfilment of each Member's functions thus providing a benefit to the community as a whole.
- E. LGIC has agreed to hold all the shares in Trustee Company on trust for the Members of the Scheme pursuant to this deed.
- F. Trustee Company has agreed to act as Trustee of the Scheme and to hold and apply the Fund in accordance with this deed and the other Scheme Documents so as to provide the benefits intended to be obtained by Members of the Scheme as envisaged by this deed and the other Scheme Documents.

THIS DEED WITNESSES:

1. Interpretation

1.1. In this deed unless the context clearly requires otherwise:

“**Act**” means the Companies Act 1993.

“**Additional Contribution**” means any additional or further contribution to an Annual Fund by a Member, after the initial Contribution to that Annual Fund, called for or demanded by the Board pursuant to this deed and the Scheme Rules.

“**Annual Fund**” means the separate fund established, pursuant to the Scheme Documents, for each Fund Year of the Scheme.

“**Board**” means the directors of Trustee Company who number not less than the quorum required pursuant to the Constitution acting together as a board of directors.

“**Call**” means each call or demand for an Additional Contribution.

“**Civil Liability**” means any civil liability resulting from an obligation, function, power or duty of a Member arising under law and includes any public liability and any liability for negligence of the Member.

“**Claim**” means any claim by a Member in respect of that Member’s Civil Liability during the term of the Scheme in respect of the Risks.

“**Constitution**” means the constitution of Trustee Company as may be varied, or substituted from time to time.

“**Contribution**” includes each Member’s initial contribution to each Annual Fund as determined by the Board, pursuant to clause 11 and each Additional Contribution.

“**Deed of Participation**” means the deed of participation required to be entered into by each Member pursuant to clause 16.

“**Fund**” means all assets and property of the Scheme and includes each separate Annual Fund.

“**Fund Manager**” means the manager of the Fund pursuant to clause 10.

“**Fund Year**” means the year commencing 4.00pm on 30th June in each year and terminating 4.00pm on 30th June in the next following year, or as otherwise determined by the Board.

“**Guidelines for Exercise of Discretion**” or “**Guidelines**” means the guidelines from time to time set out by the Board as detailed in clause 8.1.

“**Indemnity Cover**” means insurance cover purchased by the Board on behalf of Members to meet the Claims of the Members in the amount and in respect of the Risks determined from time to time by the Board being amounts payable in excess of the pooled cover.

“Jardine” means Jardine Risk Consultants Limited.

“Local Authority” means a local authority pursuant to the Local Government Act 1974.

“Member” means any person or body (whether incorporated or not) admitted as a Member to the Scheme pursuant to the Scheme Documents.

“Pooled Cover” means cover provided from the Fund to manage and, if the Claims are accepted by the Board, settle or pay the Claims against the Members in respect of the Risks.

“Risks” means those risks of Civil Liability of each Member and which fall within the Guidelines for Exercise of Discretion for the relevant Fund Year.

“Scheme” means the scheme, to be known as the New Zealand Mutual Liability Riskpool, constituted by this deed and the other Scheme Documents.

“Scheme Documents” means this deed, the Scheme Rules, and the Constitution of Trustee Company and for each Member, its Deed of Participation and the Guidelines.

“Scheme Manager” means the manager of the Scheme appointed from time to time pursuant to clause 9.

“Scheme Manager’s Quantum” shall mean \$30,000 inclusive of self retained limit or such other amount as shall from time to time be fixed by the Board.

“Scheme Rules” means the rules of the Scheme as promulgated by the Board from time to time.

“Scheme Solicitor” means the solicitor appointed from time to time by the Board.

“Self Retained Limit” means the deductible or excess to be borne by each Member in respect of its Risks and Claims against it as provided in the Guidelines.

“Shares” means the shares in Trustee Company.

“Underlying Claim” means any claim for civil liability (covered for the time being under the Guidelines) made against a Member which may give rise to a Liability; but also includes a claim which may give rise to a Liability to a Member under any other category of risk to that Member which the Guidelines of the Scheme may properly have been extended to cover pursuant to the terms of this deed.

1.2. In this deed, unless the context clearly otherwise requires:

1.2.1. Words importing the singular shall include the plural and vice versa;

1.2.2. References to any legislation shall include references to all amendments to that legislation and to any legislation passed in substitution for it (in whole or in part);

- 1.2.3. References to “director” or “directors” shall be to a director, or directors, of Trustee Company, acting in their capacity as such; and;
- 1.2.4. References to persons shall be deemed to include references to individuals, companies, corporations, firms, partnerships, joint ventures, associations, organisations, trusts, states or agencies of state, government departments and local and municipal authorities in each case whether or not having separate legal personality.

2. Constitution of the Scheme

- 2.1. A scheme is hereby established by LGIC and Jardine for the benefit of Members of the Scheme with the objects set out in clause 2.4. The name of the Scheme shall be the New Zealand Mutual Liability Riskpool.
- 2.2. The parties agree that Trustee Company shall act as the Trustee of the Scheme established under this deed and shall be responsible to ensure that the purposes of the Scheme as provided by this deed and the other Scheme Documents are carried into effect.
- 2.3. The Fund of the Scheme shall include all assets and property for the time being held by or on behalf of Trustee Company, derived from:
 - 2.3.1. Contributions;
 - 2.3.2. Additional Contributions;
 - 2.3.3. Any gifts, donations or grants;
 - 2.3.4. Revenue from investments;
 - 2.3.5. Proceeds of realisation of investments;
 - 2.3.6. Any policies or contracts of re-insurance or indemnity;
 - 2.3.7. Any recoveries;
 - 2.3.8. Any other source.
- 2.4. The Fund shall be held in trust for the benefit of the Members of the Scheme by Trustee Company upon the trusts and for the objects contained in this deed and shall be managed, administered and applied by Trustee Company in accordance with the powers contained in this deed, in order to attain those objects.
- 2.5. LGIC hereby declares that it holds the Shares on trust for the benefit of the Members in accordance with the terms of this deed and the other Scheme Documents for the objects and purposes of the Scheme.
- 2.6. Trustee Company is and shall remain responsible for the safe custody of all money, policies, certificates and other documents of title and value in connection with the Fund and for the safe custody, realisation and distribution of all assets and property from the Fund, from time to time vested in Trustee Company.

3. Purposes and Objects

- 3.1. LGIC and Trustee Company declare that their purposes in entering into this deed and the objects of the Scheme are:
 - 3.1.1. To establish and maintain an Annual Fund for each Fund Year during the term of the Scheme for the benefit of the Members to meet the costs of establishing and running the Scheme and, subject to the terms of this deed and the other Scheme Documents and the Guidelines, to pay the Civil Liabilities of the Members arising from the Risks covered by the Scheme and specified in the Scheme Documents with the intention that Members' needs for insurance cover and insurance expenses are reduced for the benefit of residents and ratepayers;
 - 3.1.2. To provide Pooled Cover in respect of Risks as may be determined from time to time by the Board;
 - 3.1.3. To manage and settle or pay Claims made against Members;
 - 3.1.4. To develop programmes for the management of the risk of loss arising out of Civil Liability of the Members;
 - 3.1.5. To reduce the amount and frequency of losses to the Members arising out of Civil Liability;
 - 3.1.6. To purchase such Indemnity Cover or re-insurance in respect of such Risks as may be determined from time to time by the Board;
 - 3.1.7. To undertake such other functions in relation to the management of Civil Liability as the Board may from time to time require having regard to the interests of the Members, including making grants from the Fund to a Member or any other person or body approved by the Board;
 - 3.1.8. To investigate and if deemed appropriate by the Board, establish other Funds to cater for the insurance needs of Local Authorities and other local government organisations;
 - 3.1.9. To work with Members to ensure that proper systems are developed to promote the efficient and safe fulfilment of each Member's functions to provide to the Community as a whole;
 - 3.1.10. To do all other things as may be necessary or desirable to further the above objects in the interests of the Members of the Scheme.
- 3.2. The parties agree that they will co-operate to the fullest extent with each other in the implementation of the purposes stated in clause 3-1 and act in accordance with the provisions and spirit and intent of this deed.
- 3.3. LGIC shall be entitled to be paid an administration fee to be determined from time to time by the Board for the performance of its functions and duties under this deed as Fund Manager and for the provision of any other services to Trustee Company.

4. The Fund

- 4.1. Trustee Company shall establish and maintain a Fund in the amount recommended by the Board and shall at the commencement of each Fund Year during the term of the Scheme on the advice of the Board invite the Members of the Scheme to contribute to the Fund at such levels as are determined pursuant to clause 6.6 to meet:
 - 4.1.1. such Underlying Claims as may be made against any one or more of the Members during that Fund Year in respect of Risks to the extent of the Pooled Cover.
 - 4.1.2. the premium payable to an appropriate indemnity insurer or insurers to provide Indemnity Cover for the Members during that Fund Year.
 - 4.1.3. the operating expenses of the Scheme for that year.
 - 4.1.4. the grants or allocations to be made pursuant to clauses 3.1.7 or 3.1.8 (if any).
 - 4.1.5. any other amount determined by the Board to be required for the continuation of the Scheme.
- 4.2. Each Underlying Claim made upon any of the Members during a Fund Year in respect of Risks may at the discretion of the Board be met:
 - 4.2.1. to the extent that the Underlying Claim does not exceed the amount of the Pooled Cover of the Annual Fund for that Fund Year from that Annual Fund;
 - 4.2.2. to the extent that the Underlying Claim exceeds the amount of the Pooled Cover but does not exceed the amount of the Indemnity Cover for that Fund Year
 - (i) to the amount of the Pooled Cover, from the relevant Annual Fund for that Fund Year;
 - (ii) thereafter from Indemnity Cover for that Fund Year to the extent of that Cover;
 - 4.2.3. To the extent that the Underlying Claim exceeds the amount of the Pooled Cover and the Indemnity Cover for that Fund Year;
 - (i) to the amount of the Pooled Cover, from the relevant Annual Fund for that Fund Year;
 - (ii) to the amount of the Indemnity Cover for that Fund Year, to the extent of that cover;
 - (iii) the balance by the Fund from surpluses from previous Fund Years and from Additional Contributions from Members;

(iv) to the limit of any guarantee provided by LGIC, by LGIC.

- 4.3. The Members shall be invited to Contribute to the Fund in the proportions to be determined annually by the Board. The Contributions by Members for each Fund Year shall be held and accounted for as a separate Annual Fund for that Fund Year.
- 4.4. Trustee Company shall administer the Fund with the intent that upon the settlement of all Claims made in respect of occurrences or events arising during the relevant Fund Year;
 - 4.4.1. any surplus or anticipated surplus remaining in the [Annual Fund](#) ~~attributable to~~ [for](#) that Fund Year shall be allocated at the absolute direction of the Board towards liabilities of the Fund for any later Fund Year; and
 - 4.4.2. any deficiency in the [Annual Fund](#) [for that Fund Year](#) shall be met by Additional Contributions by each Member in the proportion in which Contributions were made to the Annual Fund for that Fund Year.

5. Board of Trustee Company

- 5.1. LGIC shall, following consultation with the Board, appoint persons (not exceeding a maximum of six at any one time) as directors for a term not exceeding three years and one month, and may following consultation with the Board at any time remove, with or without a replacement, any director.
- 5.2. Unless otherwise expressly provided in this deed or the Constitution, questions arising at any meeting of the Board shall be decided by a simple majority of the votes of those directors present and voting.
- 5.3. The quorum necessary for the transaction of business at meetings of the Board shall be the majority of the Directors. A director is to be counted for quorum purposes whether entitled to vote or not.
- 5.4. Subject to the provisions of this deed and any applicable law, LGIC shall determine, from time to time, what (if any) directors fees, other valuable consideration or other benefit shall be paid or given by Trustee Company out of the Fund to any director in respect of that person's performance of duties as a member of the Board.
- 5.5. No director may hold office for more than twelve years, whether continuously or in aggregate over several periods.

6. Duties of the [Board Trustee Company](#)

- 6.1. The [Board Trustee Company](#) shall be responsible to LGIC as shareholder (as trustee for the Members). Notwithstanding anything to the contrary in the Constitution, the duties of the [Board Trustee Company](#) shall include:
 - 6.1.1. Implementing and achieving the purposes and objects of the Scheme;

- 6.1.2. Considering all Claims made against the Fund and determining whether or not the [Board's Trustee Company's](#) discretion should be exercised to meet the Claim for the Member from the Pooled Cover;
 - 6.1.3. Ensuring the Scheme is and remains financially viable and solvent within the "solvency tests" laid down by the Act and generally at law;
 - 6.1.4. Conduct its business in accordance with this deed and other Scheme Documents, and otherwise in such manner as is resolved by the Board from time to time;
 - 6.1.5. Promulgating and amending the Scheme Rules and the Guidelines from time to time.
- 6.2. The [Board Trustee Company](#) shall regard the purposes and objects of this deed and the Scheme as being of paramount importance in decisions made and policies adopted by it in relation to the Scheme and shall adopt and use such management and other techniques as will ensure that those main objectives are achieved.
 - 6.3. The Trustee Company being a wholly-owned subsidiary of LGIC (as trustee for the Members), any director may act in a manner which he or she believes is in the best interests of LGIC (as trustee for the Members) and the Members, notwithstanding that it may not be in the best interests of the Trustee Company.
 - 6.4. A director who is an officer, employee, nominee or representative of a Member shall only be disqualified from voting on any matter that affects that Member if it affects the Member directly and in a materially different way from which it affects other Members or there are personal reasons why that director has a conflict of interest.
 - 6.5. The [Board Trustee Company](#) shall from time to time appoint the Scheme Solicitor for such tenure and upon such terms as it shall in its sole discretion decide, but such appointment shall be formally reviewed by the [Board Trustee Company](#) at least every three years.
 - 6.6. The [Board Trustee Company](#) shall be responsible for the financial management of the Scheme to the extent that it shall:
 - 6.6.1. annually prepare the financial statements and, where considered necessary, report to the Members on any items arising from those statements;
 - 6.6.2. annually determine the Guidelines for the Risks to be provided for from the Fund for any Fund Year;
 - 6.6.3. annually determine the amount of Pooled Cover to be provided for the Members from the Fund for any Fund Year;
 - 6.6.4. annually determine the amount and nature of Indemnity Cover to be purchased for the Members from the Fund for any Fund Year and to determine the indemnity insurer or insurers for this purpose;

- 6.6.5. be responsible for the assessment of the Members to determine the proportion in which they are to contribute to the Fund in each year. Each Member shall be required to and shall provide to the [BoardTrustee Company](#) and to the Scheme Manager such information as the [BoardTrustee Company](#) or the Scheme Manager may require in relation to the history of Civil Liability Claims made against the Member, the Member's operating procedures or such other matters as may be directed in order to permit the [BoardTrustee Company](#) to carry out its obligations under this clause.
- 6.7. The [BoardTrustee Company](#) may from time to time establish, or disestablish, a Claims Committee. Any such Claims Committee shall have such membership, duties, functions and powers, and be subject to such procedures, as the Board may from time to time stipulate. Where a Claims Committee is disestablished, its duties, functions and powers shall revert to the [BoardTrustee Company](#) (but without prejudice to the validity or effectiveness of any act or omission of the Claims Committee prior to its disestablishment), and any reference in this deed to the Claims Committee shall be read accordingly.
- 6.8. The [BoardTrustee Company](#) at its discretion may establish such other committees, to be constituted by such persons, as the Board may determine. ~~The~~[The Trustee Company, and the](#) Board may delegate such of its powers, duties and functions as it may determine to any committee or person.
- 6.9. The [BoardTrustee Company](#) at all times remains responsible for powers and duties delegated to any committee or person and must monitor, by means of reasonable methods properly used, the exercise of those powers and duties by the delegate.
- 6.10. The [BoardTrustee Company](#) shall consider regularly the reports of the Scheme Manager and the Claims Committee in relation to Claims and:
 - 6.10.1. shall, on the recommendation of the Claims Committee and Scheme Manager, determine whether to accept or reject any Claim;
 - 6.10.2. from time to time shall issue instructions to the Claims Committee and Scheme Manager regarding the processing of Claims
 - 6.10.3. shall, on written request from a Member, reconsider any Claim that has been rejected.
- 6.11. [Intentionally Omitted]
- 6.12. Where it becomes apparent to the [BoardTrustee Company](#) that the Annual Fund for any Fund Year will be insufficient to meet Claims payable from that Annual Fund, the [BoardTrustee Company](#) may at any time require the payment by the Members of an Additional Contribution in the same proportions as the Contributions paid by each of the Members to that Annual Fund in order to ensure that all Claims upon that Annual Fund are able to be met.
- 6.13. In addition to the provisions of this clause the [BoardTrustee Company](#) may at any time resolve to apply by way of transfer or loan any actual or anticipated surplus

then remaining in any Annual Fund to any later Annual Fund, or to such purposes as ~~may~~the Trustee Company in its absolute discretion determines from time to time to be ~~considered~~ appropriate having regard to the purposes of the Scheme and this deed.

- 6.14. The ~~Board~~Trustee Company, in accordance with the provisions of this deed, may make payments and grants from the Fund for the benefit of the Members and to further the objectives of the Scheme as the ~~Board~~Trustee Company deems fit in its absolute discretion.

~~6.15.~~ The Trustee Company ~~Board~~ shall within 12 months from the commencement of the Scheme hold an annual meeting of Members to be convened no earlier than 30 days after the

~~6.16.~~6.15. mailing to Members of notice of such meeting. In each subsequent year in which the Scheme continues the Board shall in the same manner hold an annual meeting.

~~6.17.~~6.16. Any meeting of the Members shall be called and conducted as closely as is practicable in accordance with the Constitution and the Act as if it were a meeting of the shareholders of Trustee Company and as if the Members were shareholders of Trustee Company, and each meeting shall otherwise regulate its own proceedings, however at any such meeting:

~~6.17.1.~~6.16.1. a Member shall have one vote;

~~6.17.2.~~6.16.2. a Member may vote only in respect of matters arising in, from or relating to a Fund Year during which the Member was or is a Member of the Scheme; and

~~6.17.3.~~6.16.3. matters arising in, from or relating to different Fund years shall be considered and voted on separately.

7. [Intentionally Omitted]

8. Guidelines and Claims

- 8.1. The Trustee Company (acting through the Board) upon the recommendation of the Scheme Manager shall set at the commencement of each Fund Year Guidelines for the exercise of its discretion as to whether or not Claims by Members should be met out of the Pooled Cover.

- 8.2. The Trustee Company (acting through the Board) shall have absolute and unfettered discretion as to whether or not any Claim should be met out of the Pooled Cover and shall be influenced by but not bound by the Guidelines.

- 8.3. The Claims Committee may authorise the Scheme Manager to meet Claims out of the Pooled Cover where:

8.3.1. Those Claims do not exceed the Scheme Manager's Quantum and;

8.3.2. The Claim falls within the Guidelines and;

8.3.3. The Underlying Claim against the Member is one for which the Member is reasonably liable and would in all probability be held liable at law for the amount of the Claim.

8.4. Where the quantum of any Underlying Claim exceeds the Scheme Manager's Quantum the Claims Committee shall authorise the Scheme Manager in conjunction with the Scheme Solicitor to administer and deal with that Underlying Claim but any settlement of a claim shall be authorised by the Claims Committee.

9. Engagement of Scheme Manager

9.1. The ~~Trustee Company Board~~ shall appoint a person to be the Scheme Manager upon such conditions as to tenure and remuneration or otherwise as shall be determined by the ~~Trustee Company Board~~ in its sole discretion and agreed upon by the Scheme Manager, and the parties record that:

9.1.1. the first Scheme Manager appointed by the Trustee Company was ~~shall be~~ Jardine, which was appointed for a period of 5 years from commencement of the Scheme; and

~~9.1.9.1.2.~~ With effect from 30 June 2012, LGIC was appointed as Scheme Manager and, without interruption, has continued in that capacity from that date and remains the Scheme Manager as at the date of this deed.

9.2. The Scheme Manager's duties shall be determined by the ~~Trustee Company Board~~ from time to time and may include:

9.2.1. from time to time undertake an assessment of the Members or any of them and their activities to assist the Fund Manager in the determination of the proportion in which the Members are to contribute to the Fund in any year and upon the conclusion of any such investigation direct the Members or any of them as to the procedures to be adopted by them to prevent losses or to minimise Civil Liability.

9.2.2. under the supervision and direction of the Claims Committee and the ~~Board~~, the management of Claims made against each Member including:

- (a) the investigation and assessment of those Claims;
- (b) the preparation of regular reports to the Board on the progress of Claims and the preparation of recommendations as to the acceptance, rejection, settlement, litigation or other handling of the Claims;
- (c) the issue of instructions to the Scheme Solicitor for advice min respect of Claims and for assistance in the defence of Claims.

9.2.3. the provision of loss prevention and risk minimisation guidelines to members.

9.3. The Scheme Manager shall be available at all times to any member of the ~~Trustee Company, the~~ Board, or any member of the Claims Committee or any other

committee of the Board, or any of the Members of the Scheme, to answer any questions on the conduct of the Scheme's activities.

10. Fund Manager

- 10.1. LGIC shall be the Fund Manager upon such conditions as to remuneration or otherwise as shall be agreed by the Board and LGIC. In the event that LGIC becomes insolvent or ceases to trade then the Board shall appoint a new Fund Manager.
- 10.2. The Fund Manager's duties shall be determined by the Board from time to time and shall include:
 - 10.2.1. the keeping of the accounts of the Annual Fund for each Fund Year;
 - 10.2.2. the provision of administrative and secretarial services to Trustee Company and the Board including setting agendas and submitting reports;
 - 10.2.3. the preparation of advice and recommendations on the investment of any moneys of the Fund not immediately required and implementation of decisions of the Board;
 - 10.2.4. the preparation of regular reports to the Board in such form as the Board shall from time to time direct in respect of each Annual Fund as to:
 - (i) Claims outstanding;
 - (ii) The Scheme Manager's assessment of liability in respect of each outstanding Claim;
 - (iii) The ability of the Fund to meet the assessment of liability;
 - (iv) The assessment of further Additional Contributions required, if any;
 - (v) The investment of the moneys of the Fund not immediately required;
 - (vi) The allocation of surplus moneys in the Fund, if any;
 - 10.2.5. the preparation of the annual operating budget;
 - 10.2.6. the calculation of Contributions in conjunction with actuarial advice and advice from the Scheme Manager;
 - 10.2.7. the recommendation of the level of Pooled Cover to be provided in any Fund Year;
 - 10.2.8. the recommendation of the level of Indemnity Cover to be provided in any Fund Year.
- 10.3. The Fund Manager shall be available at all times to any member of the Board or any member of the Claims Committee or any other committee of the Board or any Member of the Scheme to answer questions on the management of the Fund.

- 10.4. The Fund Manager shall negotiate Indemnity Cover as requested by the Board and satisfying any specific requirements of LGIC while LGIC's Deed of Guarantee is operative or while there are outstanding amounts due to LGIC under any Deed of Guarantee.

11. Contributions to Scheme

- 11.1. Each Member, as a condition of membership of the Scheme for that Fund Year, shall pay the initial Contribution determined by the Board for that Member for that Fund Year.
- 11.2. The Contributions determined for any Member in respect of any Fund Year, shall be determined having regard to the advice from the Claims Committee, the Fund Manager and the Scheme Manager and such matters as the Board considers relevant to the Scheme Member's level of risk and may include, without limitation:
- 11.2.1. the Member's revenue base;
 - 11.2.2. the geographical location of the Member's territory;
 - 11.2.3. the population of the Member's territory;
 - 11.2.4. the Member's Civil Liability claims history (both during and prior to its membership of the Scheme);
 - 11.2.5. any matter relating to the nature of the Member's territory or its operations which create increased or reduced risks of Civil Liability;
 - 11.2.6. any matters relevant to the Scheme Member's risk management practices that are known to the Board;
 - 11.2.7. any other matters the Board considers relevant, having regard to the purposes and objects of the Scheme.
- 11.3. If during a Fund Year it becomes apparent to the Board that as a result of unexpected or exceptional circumstances the Fund for that Fund Year will be insufficient to meet Claims payable from the Fund, the Board may determine an Additional Contribution payable by each Member for the Fund Year (which will be in the same proportion to the Additional Contributions of all other Members as the initial Contribution paid by the Member for that Fund Year bears to the initial Contributions of all Members for that Fund Year).
- 11.4. All Contributions (including any Additional Contribution under sub-clause 11.3) must be paid within twenty days of the date of the contribution notice given to the Member by the Board, the Scheme Manager or the Fund Manager (or such longer period as stated in the notice or determined by the Board).
- 11.5. Without affecting any other Rule, if the amount of any Contribution (including any Additional Contribution under sub-clause **Error! Reference source not found.**) is not paid by the due date:

- 11.5.1. interest may, if the Board so determines, accrue calculated daily, on daily balances (and compounding semi-annually) at the Bank of New Zealand Indicator Rate from the due date to the date of actual payment;
- 11.5.2. an unpaid Contribution (and interest) constitutes a debt payable by the relevant Member to the Scheme and Trustee Company may bring proceedings for the recovery of that debt in its name on behalf of the Scheme.

12. Bank Account, Investment and Borrowing Powers

- 12.1. Trustee Company shall open a bank account for the Fund with a registered Bank determined by the Board.
- 12.2. The name of the bank account and the persons authorised as signatories to operate the bank account shall be determined by the Board.
- 12.3. The parties agree that the Trustee Company may invest moneys received in respect of the Fund and not immediately required to meet the liabilities of the Fund;
 - 12.3.1. with any registered Bank;
 - 12.3.2. in any security or investment authorised by the Trustee Act; or
 - 12.3.3. in any security or investment authorised by the Local Government Act 1974 or prescribed pursuant to and for the purposes of that Act; or
 - 12.3.4. with the Trustee of any other Trust Fund established for the benefit of Local Authorities or other local government organisations.
- 12.4. The parties agree that for any of the purposes of this deed Trustee Company may borrow moneys and for that purpose secure the repayment of its borrowings by granting security over the assets of the Scheme and the Fund.
- 12.5. All Contributions and other moneys received by Trustee Company shall be deposited to the credit of the Fund and shall be applied at its discretion as follows:
 - 12.5.1. in payment of any establishment costs for the Scheme;
 - 12.5.2. in payment of all administrative and operating costs associated with the Scheme;
 - 12.5.3. in payment of fees due to the Scheme Manager and the Fund Manager;
 - 12.5.4. in payment of all Claims accepted by the Board;
 - 12.5.5. by way of any grant or allocation approved under this deed; and
 - 12.5.6. generally in furtherance of the Scheme's objectives including a transfer, payment or loan in accordance with the Scheme Documents.

- 12.6. The parties agree that Trustee Company and the Board shall keep or cause to be kept all such accounting records for the Scheme and the Fund as fully and correctly explain the transactions and financial position of the Scheme and the Fund.

~~13. Recourse to Scheme Assets Only~~

13. Limitation of liability and indemnity

13.1. ~~For The liability of the payment of Trustee Company for any Claim against the Scheme~~ loss, claim, or other liability arising out of or connected with the performance of its obligations under this Deed (including, but not limited to, loss or liability of, or claims against, the Scheme, or in respect of the performance of any obligation of the Trustee Company or the Scheme under this deed, ~~resort may~~), is limited to, and can only be ~~had solely recovered to the extent of, the right of indemnity (conferred under clause 13.3) of the Trustee Company from~~ the Fund and other assets and property of the Scheme ~~and no~~, provided however that this limitation does not apply to the extent that the Trustee Company's right of indemnity is impaired as a direct result of the Trustee Company's dishonesty or wilful default.

~~13.1.~~13.2. No claim may be made or endorsed by a Member against:

~~13.1.1.~~13.2.1. any ~~Member of~~ director, officer, or employee of the Trustee Company, or the Board;

~~13.1.2.~~13.2.2. the Scheme Manager or the Fund Manager in any capacity other than as Scheme Manager or Fund Manager of the Scheme;

~~13.1.3.~~13.2.3. except to the extent of LGIC's indemnity to Trustee Company, LGIC; or

~~13.1.4.~~13.2.4. any other Member.

~~13.2.~~13.3. The Trustee Company, the Board and every member of the Board are, to the fullest extent permissible at law, unconditionally and irrevocably indemnified out of the Fund and other assets and property of the Scheme:

13.3.1. in respect of all liabilities, losses, costs and expenses incurred by the Trustee Company, the Board or a member of the Board; and

13.3.2. against all actions, proceedings, claims, demands, costs, expenses, losses or liabilities in respect of any matter or thing done or omitted by the Trustee Company the Board or a member of the Board,

in each case:

13.3.3. in connection with administering this Deed and the Scheme;

13.3.4. when exercising their powers, authorities and discretions under this deed and the Scheme;

13.3.5. in relation to any matter or thing done, or omitted to be done, in any way in relation to this Deed and the Scheme; and

13.3.6. even where the liability, loss, cost or expense or the action, proceedings, claims, demands, costs, expenses, losses or liabilities (as the case may be) arise from a failure or alleged failure by the Trustee Company, the Board or a member of the Board to comply with the terms of this deed, or the terms of the Scheme or any duty, limitation or restriction howsoever arising (including, by way of example, at common law, in equity, under statute or contract).

except for any liability arising in respect of any dishonesty or wilful default of the Trustee Company or the Board, or a member of the Board. Where the exception applies it only applies to deprive the person whose conduct amounts to dishonesty or wilful default of the benefit of the indemnities and no other person.

14. Order of Priority of Scheme Documents

14.1. The Scheme Documents shall be construed in the following order of priority:

14.1.1. this deed, which shall be paramount; then

14.1.2. the Scheme Rules; then

14.1.3. the Constitution; and then

14.1.4. the Deed of Participation and the Guidelines for each Member.

15. Surplus on Liquidation of Scheme

15.1. Upon the winding up of the Scheme (including the liquidation of Trustee Company) the assets, if any, remaining after payment of the debts and liabilities of the Scheme and the costs of winding up (“the surplus assets”) shall be distributed among the then Members of the Scheme in proportion to their Contributions to the Scheme over the Fund Year in which the winding up commenced and the previous four Fund Years, provided however that Members whose Contributions are not fully paid up at the commencement of the winding up shall receive only a proportionate share of their entitlement being the amount which is in proportion to the amount of their Contributions paid up. In calculating a Member’s Contributions for the purposes of this clause the amount of the Contribution shall be reduced by the amount of any Claim or Claims paid or payable pursuant to the Scheme.

16. Deed of Participation

16.1. Each Member, as a condition of membership of the Scheme, shall be required to execute under seal and deliver to Trustee Company a Deed of Participation in the form annexed as Schedule 1, as may be varied or substituted by the Board from time to time, whereby the Member covenants and agrees, for the benefit of Trustee Company and LGIC, to be bound and to observe and perform all the terms of this deed and the other Scheme Documents as if the Member was a party to this Deed and the other Scheme Documents.

16.2. Members shall provide the Scheme Manager with all information as is necessary to give effect to the Scheme and in particular will:

- 16.2.1. Disclose all material facts to the Scheme Manager as if the Member was an insured and the Scheme Manager was an agent for an insurer and;
- 16.2.2. Conduct itself in its dealings with the Scheme in the same manner as if it was an insured under a policy of insurance with the Scheme and in particular act in good faith towards the Scheme.
- 16.2.3. Immediately advise the Scheme Manager of any Underlying Claim and co-operate with the Scheme Manager and Scheme Solicitor in dealing with Underlying Claims

17. Variations

- 17.1. LGIC and Trustee Company may make any variation or addition to this deed if it is consented to in writing by not less than 90% in number of Members, and any such variation or addition shall be binding on all Members.

EXECUTED AS A DEED

EXECUTED by **NEW ZEALAND
LOCAL GOVERNMENT
INSURANCE CORPORATION
LIMITED** by two of its directors:

Director (signature)

Director (signature)

Name (Please Print)

Name (Please Print)

EXECUTED by **LOCAL
GOVERNMENT MUTUAL FUNDS
TRUSTEE COMPANY LIMITED** by
two of its directors:

Director (signature)

Director (signature)

Name (Please Print)

Name (Please Print)

SCHEDULE 1

DEED OF PARTICIPATION

 (Name of Member)

HEREBY DECLARES covenants and agrees for the benefit of Local Government Mutual Funds Trustee Company Limited and New Zealand Local Government Insurance Corporation Limited to be bound by and observe and perform all of the terms of the Deed of Trust establishing the New Zealand Mutual Liability Riskpool and the Scheme Documents referred to in that Deed of Trust as if it was a party to those documents (as amended from time to time).

SIGNED BY

 as the duly authorised agent of the
Member in the presence of:

 (Signature of duly authorised Agent)

 (Signature of Witness)

 (Name of Witness)

 (Address of Witness)

 (Date)

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXT-03-07 / 250911173030**REPORT TO:** COUNCIL**DATE OF MEETING:** 30 September 2025**AUTHOR(S):** Chris Brown, General Manager Community and Recreation**SUBJECT:** Short-Term appointment of Mr Al Blackie as a trustee of Te Kōhaka o Tūhaitara Trust**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 pp Chief Executive
1. SUMMARY

- 1.1. The purpose of this report is to seek approval for the short-term appointment of Mr Al Blackie as a trustee to the Te Kōhaka o Tūhaitara Trust until 31 March 2026.
- 1.2. This short-term appointment has been prompted by the upcoming local body elections and Al Blackie's retirement as a Waimakariri District Councillor on 11 October 2025, which also marks the end of his current term as a Trust member.
- 1.3. This will give Waimakariri District Council time to review the current composition of the group and consider whether to retain it as is, or to appoint an elected member following the local body elections.
- 1.4. The Kaupapa of the Settlers is to ensure that the Reserve (as defined in this deed) is managed and administered in the interests of Ngāi Tahu Whānui and other New Zealanders as a recreation reserve in terms of the Reserves Act 1977.

Attachments:

- i. Te Kōhaka o Tūhaitara Trust Deed – updated October 2021 (211013165831).

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 250911173030.
 - (b) **Approve** the short-term appointment of Mr Al Blackie as a trustee of the Te Kōhaka o Tūhaitara Trust board from 11 October 2025 to 31 March 2026.
- Or**
- (c) **Approves** Mr Al Blackie remaining as a council appointed trustee on the Te Kōhaka o Tūhaitara Trust until 30 September 2027.
 - (d) **Thanks**, Al Blackie for his continued contributions to the Trust during the period of his standing.

3. **BACKGROUND**

- 3.1. Te Kōhaka o Tūhaitara Trust is a Council Controlled Organisation (CCO) as the Council appoints 50% of the Board of Trustees. The Council appoints three trustees, and Ngai Tahu appoints the other three.
- 3.2. The board comprises six trustees. If the number falls below six, the remaining trustees may continue to act until a replacement is appointed.
- 3.3. Historically, Waimakariri District Council has appointed one elected councillor and two community members as trustees, although the deed simply states that they may appoint up to three trustees.
- 3.4. In October 2021, Councillor Al Blackie was re-elected as Chair of Te Kōhaka o Tūhaitara Trust. He currently serves on the Waimakariri District Council and is scheduled to retire at the end of his term on 11 October 2025. This report recommends that Mr Blackie become a Council-appointed trustee for a short-term period following his retirement as a Councillor.
- 3.5. The Trust currently includes three representatives from Waimakariri District Council: two appointed by Council - Dr Prudence Stone (term ending 30 November 2027), Neville Atkinson (term ending 30 September 2027); and one serving in their capacity as an elected member, Councillor Al Blackie, whose term concludes on 11 October 2025.

4. **ISSUES AND OPTIONS**

- 4.1. It is recommended that Mr Al Blackie be appointed as a trustee of Te Kōhaka o Tūhaitara Trust, up until 31 March 2026. His ongoing leadership will provide consistency and continuity during a transitional period. Maintaining stability is considered essential to effective governance and supports the continued delivery of the Trust's strategic objectives.
- 4.2. The options available to the Board are:
 - 4.2.1. Appoints Mr Al Blackie as Trustee of the Te Kohaka O Tuhaitara Trust until 31 March 2026. This is staffs recommended option.
 - 4.2.2. **Appoints Mr Al Blackie as a council appointed trustee on the Te Kohaka O Tuhaitara Trust until September 2027, this would align with the other council appointed trustee. This would however not allow council the opportunity to have an elected representative until 30 September 2027.**
 - 4.2.3. Undertake a recruitment campaign to seek interest for another member of the Trust to be appointed by the Council. This is not recommended as the Council would not be able to then appoint an elected member to the Trust following the upcoming elections as all positions would be filled.
 - 4.2.2 Do not reappoint Al Blackie for a transition period up until 31 March 2026 and continue with only two Council appointed representatives in the transition period. This is not recommended as Al Blackie is the current chair. The Trust has a significant work program and currently requires ongoing support and stability.

Implications for Community Wellbeing

- 4.3 There are no identified implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.4 The Management Team has reviewed the contents this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report as Te Runanga o Ngāi Tahu and the Council are Settler partners in the Trust. The Ngai Tahu representatives on the Trust are in support of Al Blackie being reappointed as per the recommendations in this report.

5.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications associated with the decisions recommended in this report. Trustees of Te Kōhaka o Tūhaitara Trust are eligible to receive meeting fees, which are paid by Council. Budget provision for Trustee insurance, meeting fees and mileage reimbursements is included within the Council's Annual Plan and Long-Term Plan.

6.2. **Sustainability and Climate Change Impacts**

The recommendations contained in this report are not expected to have any impact on sustainability or climate change. Making sure the Trust has good ongoing stability, and governance will allow the Trust to continue to undertake the maintenance and development of one of the district important biodiversity environments supporting sustainability and climate change objectives.

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.2.1. Appointment of directors—

(1) A local authority must adopt a policy that sets out an objective and transparent process for—

- (a) the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and*
- (b) the appointment of directors to a council organisation; and*
- (c) the remuneration of directors of a council organisation.*

(2) A local authority may appoint a person to be a director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge, or experience to—

- (a) guide the organisation, given the nature and scope of its activities;*

and

(b) contribute to the achievement of the objectives of the organisation.

Role of directors of council-controlled organisations—

(1) The role of a director of a council-controlled organisation is to assist the organisation to meet its objectives and any other requirements in its statement of intent.

(2) This section does not limit or affect the other duties that a director of a council-controlled organisation has.

7.3. Consistency with Community Outcomes

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

7.4. Authorising Delegations

The Council has the Authority to make appointments to Te Kōhaka o Tūhaitara Trust.

Dated

2025

**DEED OF AMENDMENT AND
RESTATEMENT OF TE KÖHAKA O
TUHAITARA TRUST DEED**

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DEED OF AMENDMENT AND RESTATEMENT OF TE KÖHAKA O TUHAITARA TRUST

THIS DEED is made on 2020

BETWEEN TE RŪNANGA O NGAI TAHU and
WAIMAKARIRI DISTRICT COUNCIL
(the **Settlors**)

AND

ALASTAIR HARTLEY BLACKIE
ANDREA MARAMA RIGBY
WILLIAM REX ANGLEM
CATHERINE MAY MCMILLAN
JOSEPH CHRISTOPHER HULLEN and
NUKUROA TIRIKATENE-NASH
(the **Trustees**)

KAUPAPA

- A. By a deed dated 31 August 1998 (the **Original Deed**) the Settlers established a charitable trust known as Te Kōhaka o Tuhaitara Trust.
- B. The Original Deed has been subsequently amended through deeds dated 21 December 2001, 11 May 2006 and 3 November 2011 and on the date of this restated deed.
- C. The kaupapa of the Settlers is to ensure that the Reserve (as defined in this deed) is managed and administered in the interests of Ngāi Tahu Whānui and other New Zealanders as a recreation reserve in terms of the Reserves Act 1977.
- D. The Settlers and Trustees have agreed to amend and restate the Original Deed as set out in this deed to reflect the variations to the trust.

IT IS AGREED

1. DEFINITIONS AND INTERPRETATION

1.1 In this deed, unless the context requires otherwise:

- (a) **Deed of On Account Settlement** means the deed dated 14 June 1996 between Her Majesty the Queen and Te Rūnanga o Ngāi Tahu;
- (b) **Gift to the Trust** means the gift of \$50,000.00 made by the Crown to the Trust pursuant to clause 4.3 of the Deed of 'On Account' Settlement dated 14 June 1996;
- (c) **Reserve** means the land described in Schedule 2;
- (d) **Settlors** means Te Rūnanga o Ngāi Tahu and the Waimakariri District Council or any successor or assign which agrees to assume the powers and obligations that person as Settlor under this deed;
- (e) **Trustees** means the trustees for the time being of the Trust being, as at the date of this deed;

- (f) **Tūtaepatu Lagoon** means the land described in Schedule 1;
- (g) **Tūtaepatu Lagoon Restoration Gift** means the sum of \$250,000.00 made by the Crown under clause 4.1.2 if the Deed of On Account Settlement; and
- (h) **Year** means the 12 month period commencing on 1 July and ending 30 June of the following year.

1.2 A reference to an enactment (or to a section or part of an enactment) is a reference to that enactment as amended including any regulation made under that enactment, or to any enactment that has been substituted for that enactment.

2. ESTABLISHMENT OF TRUST

- 2.1 This deed confirms the establishment of a charitable trust to be known as the Te Kōhaka o Tuhaitara Trust with effect from 31 August 1998.
- 2.2 The assets of the Trust shall comprise the Gift to the Trust and all other moneys, investments and property held by the Trustees for the object of the Trust.
- 2.3 The assets of the Trust shall be held by the Trustees in trust on the terms and conditions set out in this deed.
- 2.4 The office of the Trust shall be the offices of the Waimakariri District Council at Rangiora or such other place in Canterbury as the Trustees from time to time decide.

3. OBJECT OF THE TRUST

- 3.1 The objects of the Trust shall be:
 - (a) To manage and administer the Reserve under the management plan prepared in accordance with this deed for so long as the Reserve is classified as a recreation reserve pursuant to the Reserves Act 1977.
 - (b) To manage and administer the Tūtaepatu Lagoon under the management plan prepared in accordance with this deed.
 - (c) To hold such other land as the Settlers may decide from time to time and to manage that other land under the management plan prepared in accordance with this deed.

4. MANAGEMENT PLAN

- 4.1 Subject to the Ngai Tahu (Tūtaepatu Lagoon Vesting) Act 1997, the Trustees shall prepare a management plan for the Reserve pursuant to section 41 of the Reserves Act 1977.
- 4.2 The management plan shall include the Tūtaepatu Lagoon
- 4.3 The management plan may be amended to include such other reserve land as the Settlers decide from time to time.
- 4.4 The management plan may be amended to include such other non-reserve land as the Settlers decide from time to time. The amendment to the management plan may enable non-reserve land to be used for purposes other than as a reserve under the Reserves Act 1977 to allow income

generating activities, provided income derived from such activities is applied towards the management and administration of the Reserve, the Tūtaepatu Lagoon, and other reserve lands.

5. APPLICATION OF INCOME AND CAPITAL

- 5.1 The Gift to the Trust shall be used for the purpose of contributing to the cost of preparing the management plan.
- 5.2 The Tūtaepatu Lagoon Restoration Gift shall only be applied towards the ecological restoration of the Tūtaepatu Lagoon.
- 5.3 All other income and capital of the Trust shall be applied towards furthering the objects of the Trust in clause 3, provided however that the Trustees shall not be obliged to apply the whole of the income in any year but may accumulate such income or part of it.

6. INVESTMENTS

- 6.1 The Trustees shall invest the income and capital of the Trust in accordance with sections 58 and 59 of the Trust Act 2019.

7. POWERS OF THE TRUSTEES

- 7.1 In addition to all authorities, duties, discretions and powers vested in trustees by law or by this deed, the Trustees may:
 - (a) accumulate the income of the Trust by investing it in any investment authorised by this deed;
 - (b) receive gifts and donations on behalf of the Trust;
 - (c) pay all insurance premiums, rates, taxes, rents and other outgoings in connection with any real or personal property of the Trust;
 - (d) employ any financial adviser, lawyer, accountant, or other expert or professional person and act upon any opinion, advice or information obtained therefrom;
 - (e) by unanimous decision of all the Trustees delegate from time to time any of their powers and duties to any person they may appoint for such purpose;
 - (f) by unanimous decision of all the Trustees raise or borrow money for the purpose of the Trust upon such terms and conditions as they decide and charge all or part of the assets of the Trust with repayment and payment of interest on any moneys so borrowed;
 - (g) by unanimous decision of all the Trustees give any indemnity, surety, guarantee or security;
 - (h) open and maintain bank accounts at such banks as the Trustees think fit from time to time and decide who shall be the signatories to such accounts;
 - (i) recover any losses incurred in carrying out the authorities, discretions, duties and powers conferred on the Trustees out of the capital or the income (whether past or future) of the Trust;
 - (j) apply the whole or part of the assets of the Trust as the Trustees think fit towards the payment of any liabilities incurred by the Trustees under this deed;

- (k) have the accounts of the Trust audited as often as the Trustees shall decide by a chartered accountant appointed by them;
- (l) incorporate the Trustees as a board pursuant to the Charitable Trusts Act 1957; and
- (m) except where a contrary intention is expressed in this deed, the Trustees may exercise any power conferred by law on trustees.

8. NUMBER OF TRUSTEES

- 8.1 There shall be six Trustees.
- 8.2 If the number of Trustees falls below six, the remaining Trustees may continue to act until a replacement is appointed.

9. APPOINTMENT OF TRUSTEES

- 9.1 Three of the Trustees shall be appointed by Te Rūnanga o Ngāi Tahu.
- 9.2 Three of the Trustees shall be appointed by the Waimakariri District Council.

10. RESIGNATION OR REMOVAL OF TRUSTEES

A Trustee shall cease to be a trustee if he or she:

- (a) dies;
- (b) becomes bankrupt or insolvent or makes any arrangements with creditors;
- (c) becomes physically or mentally incapacitated to the extent that, in the opinion of the other Trustees, he or she is unable to perform the duties of a trustee properly;
- (d) is convicted of an indictable offence;
- (e) resigns by notice in writing to the Trustees;
- (f) is removed from office by the body who appointed him or her as a Trustee; or
- (g) is removed by operation of law.

11. MEETINGS AND RESOLUTIONS OF TRUSTEES

- 11.1 Subject to the provisions of this clause and clause 12 the Trustees may conduct the business of the Trust and otherwise regulate their meetings as they see fit.
- 11.2 That the Trustees at their first meeting in each year (1 July – 30 June) shall elect a Chairperson, with a view to rotating the Chair between Trustees appointed by each of the Settlers.
- 11.3 If the Trustees decide not to rotate the Chair it must be by way of a unanimous vote.
- 11.4 No business of the Trust shall be transacted at any meeting unless a quorum of three is present and includes a Trustee from both Settlers.
- 11.5 A resolution signed by all Trustees shall be as effective as if it had been passed at a meeting of Trustees duly called and held.

12. DECISIONS OF TRUSTEES

- 12.1 Except where a contrary intention is expressed in this deed, the powers of the Trustees under this deed shall be exercised by a majority of votes at a meeting of the Trustees at which a quorum is present.
- 12.2 Where a decision is to be decided by a majority of votes and the votes are tied, the Chairperson may exercise a second and casting vote.

13. INTERESTS OF TRUSTEES

- 13.1 No decision or exercise of a power by the Trustees shall be invalidated, except by a Court of law, on the ground that any Trustee had a direct or personal interest in the result of that decision or in the exercise of that power.

14. REMUNERATION AND EXPENSES OF TRUSTEES

- 14.1 The Trustees shall be entitled to remuneration on terms and conditions agreed between the Trustees and the Settlers from time to time.
- 14.2 The Trustees shall be reimbursed for reasonable expenses incurred by them in connection with the affairs of the Trust on such terms and conditions as are determined from time to time by unanimous decision of all the Trustees.

15. PECUNIARY PROFIT AND BENEFITS AND ADVANTAGES

- 15.1 No private pecuniary profit shall be made by any person from the Trust, except that (but subject to clause 15.3):
- (a) each Trustee may receive full reimbursement for all costs, charges and expenses properly incurred by the Trustee in connection with the affairs of the Trust;
 - (b) the Trustees may pay reasonable and proper remuneration to any person or company (including a Settlor and a Trustee) in return for services actually rendered to the Trust;
 - (c) each Trustee may be paid all usual professional, business or trade charges for services rendered, time spent and acts done by the Trustee or by any firm or entity of which the Trustee is a member, employee or associate in connection with the affairs of the Trust;
 - (d) each Trustee may retain any remuneration properly payable to the Trustee by any company or other body or firm or undertaking with which the Trust may be in any way concerned or involved for which the Trustee has acted in any capacity whatever, notwithstanding that the Trustee's connection with that company or body or firm or undertaking is in any way attributable to the Trustee's connection with the Trust.
- 15.2 The Trustees, in determining all reimbursements, remuneration and charges payable in terms of this deed, must ensure that the restrictions imposed by clause 15.3 are observed.
- 15.3 Notwithstanding anything to the contrary in this deed, if any business is carried on by or on behalf of or for the benefit of the Trustees, no remuneration or benefit or advantage (regardless of whether it is convertible into money) or income of any of the kinds referred to in the sections set out in the

second proviso to section CB 4(1)(e) of the Income Tax Act 1994 shall be paid or afforded to or received or gained or achieved or derived by any person (the **Determining Person**) if the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 denies the Trustees an exemption from tax on income derived by the Trustees from the carrying on of the business in the circumstances set out in clause 15.4.

15.4 The circumstances referred to in clause 15.3 are those in which the Determining Person is:

- (a) a settlor of the Trust or a Trustee; or
- (b) a shareholder or director of any company carrying on any business of or for the Trust; or
- (c) a settlor or trustee of any trust which is a shareholder of any company carrying on any business of or for the Trust; or
- (d) an associated person (as defined by the Income Tax Act 1994) of any Trustee or any such settlor, shareholder, director or trustee

and the Determining Person can, by virtue of being a Trustee or such a settlor, shareholder, director, trustee or associated person, in any way (whether directly or indirectly) determine, or materially influence in any way the determination of, the nature or the amount of the remuneration or benefit or advantage or income referred to in clause 15.3 or the circumstances in which it is or is to be received, gained, achieved, afforded or derived by the Determining Person.

15.5 Clause 15.3 does not apply if and to the extent that there is an exclusion from the application of the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 by any law of New Zealand (whether that law is the Income Tax Act 1994 or otherwise).

15.6 A person, who in the course of and as part of the carrying on of his or her business of a professional public practice shall not, by reason only of his or her rendering professional services to the Trust or to any company by which any business of the Trust is carried on, be in breach of clause 15.3.

16. ADVISORY TRUSTEES

The Trustees may appoint advisory trustees on such terms and conditions agreed between the Trustees and the advisory trustees.

17. CUSTODIAN TRUSTEES

The Trustees may appoint custodian trustees on such terms and conditions agreed between the Trustees and the custodian trustees.

18. EXECUTION OF DOCUMENTS

The Trustees shall determine such procedures for execution of documents as they think fit.

19. LIABILITY OF TRUSTEES

19.1 Notwithstanding any other provision in this deed, a Trustee shall be liable for any loss attributable to any breach of trust arising from the Trustee's dishonesty, wilful misconduct, or gross negligence.

- 19.2 A Trustee shall not be liable for any loss incurred by or in connection with the Trust other than a loss arising from the wilful default or breach of trust of that Trustee.

20. INDEMNITY OF TRUSTEES

- 20.1 Subject to clause 19.1, a Trustee shall be indemnified out of the assets of the Trust for and in respect of any loss or liability which he or she incurs by reason of the carrying out or omission of any authority, discretion, duty or power under this deed.

21. AMENDMENTS

- 21.1 The Trustees with the consent of the Settlers may by deed following a unanimous decision of all the Trustees amend any of the provisions of this deed PROVIDED THAT no amendment shall be made to the objects or to any other provisions of this deed if the consequence would be to enable any part of the assets of the Trust to be applied for objects or purposes other than objects or purposes within New Zealand that are charitable according to the laws of New Zealand.

22. WINDING-UP

- 22.1 The Trustees with the consent of the Settlers may by unanimous decision of all the Trustees wind-up the Trust, in which case the Trustees shall apply the assets of the Trust for charitable purposes within the Canterbury region.

23. GOVERNING LAW

- 23.1 The Trust shall be governed by and construed in accordance with the law of New Zealand.

EXECUTED AS A DEED

THE COMMON SEAL of)
of TE RUNANGA O NGAI TAHU)

Was hereunto affixed as Settlor in the)
presence of)

Signature

THE COMMON SEAL of)
of WAIMAKARIRI DISTRICT COUNCIL)

Was hereunto affixed as Settlor in the)
presence of)

Signature

Signed by)
ALASTAIR HARTLEY BLACKIE)

in the presence of)

Signature

Signed by)
ANDREA MARAMA RIGBY)

in the presence of)

Signature

Signed by)
WILLIAM REX ANGLEM)

in the presence of)

Signature

Signed by)
CATHERINE MAY MCMILLAN)

in the presence of)

Signature

Signed by)
JOSEPH CHRISTOPHER HULLEN)

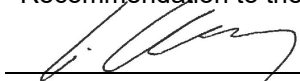
in the presence of)

Signature

Signed by)
NUKUROA TIRIKATENE-NASH)

in the presence of)

Signature

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXC-51-21/ 250723135093**REPORT TO:** COUNCIL**DATE OF MEETING:** 30 September 2025**AUTHOR(S):** Gerard Cleary – General Manager Utilities & Roading
Kalley Simpson – 3 Waters Manager
Harriette Davies – Special Projects Team Leader**SUBJECT:** Governance Arrangements for Waimakariri Water Services Unit
Recommendation to the incoming Council**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
pp Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek a recommendation to the incoming Council to approve the establishment of a dedicated Water Services section (Part B) within the Council agenda, to provide focused governance and oversight of the new Waimakariri Water Services Unit (WWSU).
- 1.2. Following confirmation from Central Government on 21 July 2025 that the Council's Water Services Delivery Plan (WSDP) was accepted, Council has initiated key implementation steps, including the appointment of staff to a Water Services Transition Establishment Team and Steering Group. These groups are tasked with guiding the strategic development of the new WWSU, in alignment with the Council's Implementation Plan.
- 1.3. A key early requirement within the Implementation Plan is to define the governance model that supports the new unit, including clear approval pathways and delegated authority.
- 1.4. It is proposed that Water Services related matters be clustered into a dedicated section (Part B) of the Council agenda, comprising all Councillors and the Mayor as voting members, with full delegated authority over Water Services. The reports would be considered in a sectionalised portion of the full Council agenda (Part B), separate from the standard Council agenda (Part A), in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Council's adopted Standing Orders (Trim 250818151937). This structure enables targeted focus on Water Services, with all reporting specific to this area flowing through Part B.
- 1.5. It is proposed that Water Services related reports which also cover broader matters may be considered under Part B of the Council agenda to avoid duplication. This ensures that the same report does not need to appear in both Part A (standard Council agenda) and Part B (Water Services section), given that the same elected members will be considering both.
- 1.6. It is also noted that the Water Services section of the Council agenda (Part B) is planned to be implemented in the new Council term. Although the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment to the new structure and provides an opportunity to identify and resolve any minor operational issues ahead of time.

2. **RECOMMENDATION**

THAT the Council;

RECOMMENDS that the incoming Council:

- (a) **Receives** Report No. 250723135093.
- (b) **Approves** the establishment of a dedicated Water Services section (Part B) within the Council agenda to provide strategic governance and oversight of the new Waimakariri Water Services Unit (WWSU).
- (c) **Notes** that Report No. 250909171402 outlines a list of matters for the current Council's consideration, with recommendations to be made to the incoming Council. This includes the proposal to structure and appoint the Water Services section (Part B) within the Council agenda.
- (d) **Notes** that Water Services matters will be considered within a sectionalised portion of the full Council agenda (Part B), with full Council delegations applying to these matters. It is proposed that Part B may also consider matters outside of Water Services when presented within a combined report that includes both Water Services and non-Water Services content, to avoid duplication.
- (e) **Notes** that the Water Services section (Part B) will be implemented from the start of the new Council term. While the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment and allows time to identify and resolve any minor operational issues.
- (f) **Notes** that the Council's in-house water services delivery model is backed by strong community support and delivers excellent value through lower overheads and low cost loans, when compared to other models such as a CCO. With the third lowest average water rate in New Zealand, the model enables affordable infrastructure investment for ratepayers. Of the three entities (four Councils) approved by the Department of Internal Affairs to date, Council was the second overall and the first to be approved as an in-house water services business unit, providing internal synergies with both explicit and implicit benefits to the community.

3. **BACKGROUND**

- 3.1. Council's WSDP outlines the strategic transition to an in-house delivery model for water services under the Local Water Done Well (LWDW) programme. This model builds on Council's existing approach to managing drinking water, wastewater, stormwater, rural land drainage, and stock water, but with increased financial ring-fencing and new regulatory requirements for drinking water and wastewater.
- 3.2. The Council's in-house water services delivery model is backed by strong community support and delivers excellent value through lower overheads and low cost loans, when compared to other models such as a CCO. With the third lowest average water rate in New Zealand, the model enables affordable infrastructure investment for ratepayers. Of the three entities (four Councils) approved by the Department of Internal Affairs to date, Council was the second and the first to be approved as an in-house water services business unit, providing internal synergies and both explicit and implicit benefits to the community.
- 3.3. The Council must ensure financial sustainability of their water services by 30 June 2028. Economic regulation requirements for financial sustainability will only apply to drinking water and wastewater services.

- 3.4. On 21 July 2025, Council received confirmation from Central Government that the Council's Water Services Delivery Plan (WSDP) had been accepted. The approved WSDP commits Council to achieving economic regulation compliance by 2027/28, one year ahead of the legislative deadline.
- 3.5. Council has already begun its transition to the proposed in-house delivery model for water services under the LWDW programme. On 1 July 2025, the 3 Waters Unit was renamed the Waimakariri Water Services Unit (WWSU), marking the start of a two year transition toward the proposed model.
- 3.6. A dedicated Water Services Transition Establishment Team and Steering Group have been appointed to lead, coordinate and provide strategic oversight for the establishment of the new WWSU, as outlined in the Implementation Plan of the Council's WSDP.
- 3.7. A dedicated Water Services section within the Council agenda is critical to governance success, offering:
 - Dedicated and focused oversight for transition
 - Clear governance structure with full Council authority
 - Enhanced reporting mechanisms tailored to water services
 - Alignment with regulatory and financial imperatives.
- 3.8. It is proposed that Water Services matters be considered within a sectionalised portion of the full Council agenda (Part B) comprising all Councillors and the Mayor, with full delegated authority over Water Services. This structure, operating in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA) and current adopted Standing Orders (Trim 250818151937), enables focused attention on Water Services while remaining integrated with standard Council processes. Reporting specific to Water Services would flow through this forum, with the WWSU providing monthly updates on capital expenditure and operational matters.
- 3.9. A formal guiding document will be developed to support the governance of Water Services under Part B. This will not be referred to as a Statement of Expectations, as required for Council-Controlled Organisations under the Local Government (Water Services) Bill. Alternative titles such as "Charter of Service" or "Levels of Service" are being considered.
- 3.10. It is proposed that the Water Services section (Part B) be implemented from the beginning of the new Council term. While the transition to a new Water Services governance arrangement is not required until July 2027, early adoption demonstrates Council's commitment and allows time to identify and resolve any minor operational issues.
- 3.11. Note that Report No. 250909171402 outlines a list of matters for the current Council's consideration, with recommendations to be made to the incoming Council. This includes the proposal to structure and appoint the Water Services section (Part B) within the Council agenda.
- 3.12. The introduction of a dedicated Water Services section (Part B) within the Council agenda is expected to enhance efficiency by providing dedicated focus and governance for water services. It is proposed that Part B may also consider matters outside of Water Services when presented within a combined report that includes both Water Services and non-Water Services content, to avoid duplication.

- 3.13. Establishing a dedicated Water Services section (Part B) within the Council agenda, under an in-house business unit model provides focused governance and streamlines decision making, ensuring water services are managed efficiently and in alignment with Council priorities. With dedicated oversight, the Council can respond quickly to emerging issues, reduce bureaucratic delays, and maintain clear accountability, which will intern lead to improved service delivery, efficiency gains and cost savings over time, when compared to other water service delivery models.
- 3.14. It is noted that these arrangements will still allow Council to continue to work with neighbouring councils, such as Hurunui District and Kaikoura District councils (or a future Hurunui/Kaikoura water services CCO). These will be through existing formal channels such as contract services from the WWSU or Project Delivery Unit (similar to what is currently occurring, such as modelling support which is provided to HDC).

4. **ISSUES AND OPTIONS**

- 4.1. Council has the following options available to them to recommend to the incoming Council:

Option A:

- 4.1.1. Approves the establishment of a dedicated Water Services section (Part B) within the Council agenda. This option provides focused governance, regulatory alignment, and transparency of water services related matters. **This is the recommended option.**

Please note that Report No. 250909171402 outlines a list of matters for the current Council's consideration, with recommendations to be made to the incoming Council. This includes the proposal to structure and appoint the Water Services section (Part B) within the Council agenda. The current Standing Orders accommodates the anticipated sectionalised Water Services portion of the full Council agenda.

Option B:

- 4.1.2. Declines the establishment of a dedicated Water Services section (Part B) within the Council agenda and directs staff to explore alternate governance structures, such as a committee of the whole council membership for Water Services. This is not the recommended option due to the following reasons:

- It could delay implementation of the WSDP.
- It risks non-compliance with regulatory requirements and deadlines, as well as the Council's WSDP.

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

5. **Implications for Community Wellbeing**

- 5.1. There are no further implications on community wellbeing by the issues and options that are the subject matter of this report.

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are unlikely to be affected by or have an interest in the subject matter of this report. The WWSU will continue to proactively engage and consult with Te Ngāi Tūāhuriri and Ngāti Kurī hapū.

6.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The WWSU will need to proactively engage with relevant stakeholders once fully established.

6.3. **Wider Community**

The wider community is unlikely to be affected by, or to have an interest in the subject matter of this report.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

There are no financial implications associated with the subject matter of this report.

One-off implementation costs are anticipated in the 2025/26 and 2026/27 financial years as part of the transition to an in-house water services business unit. Staff are currently evaluating the resourcing needs and associated financial implications, noting that this assessment is influenced by the Commerce Commission's recent consultation on proposed economic regulation for water services, with submissions closing on 20 October 2025 and full regulatory implementation expected by mid-2026.

Should any budget implications for 2025/26 arise that are not currently accounted for in the Annual Plan, these will be communicated to the incoming Council. If necessary, a request for additional budget will be made as part of the 2026/27 Annual Plan process for consideration by the new Council.

It is also noted that there are known regulatory costs under the LWDW programme, where Council must pay levies to the Water Services Authority - Taumata Arowai and the Commerce Commission.

The annual levies are estimated as follows:

Water Services Authority - Taumata Arowai	\$ 274,072
Commerce commission	\$ 86,120
Total	\$ 360,192

Council have already paid the first quarterly levy payment to the Water Services Authority - Taumata Arowai of \$68,517.

7.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. However, Sustainability and Climate Change impacts of any water services projects will be considered as part of reporting through to the Utilities and Roading Committee or the Council (Part B).

7.3. **Risk Management**

There are further risks arising from the adoption/implementation of the recommendations in this report. If the recommendations are not supported, and there is not adequate governance of the WWSU, the transition may not be successful, and the Council may fail to meet its legislative requirements, or fulfil the commitments it has made to Central Government via the WSDP that has been submitted and approved.

7.4. **Health and Safety**

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

8. **CONTEXT**

8.1. **Consistency with Policy**

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

8.2. **Authorising Legislation**

The Local Government Act 2002 and Local Government (Water Services Preliminary Arrangements) Act are relevant in this matter.

8.3. **Consistency with Community Outcomes**

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

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.
- Infrastructure and services are sustainable, resilient and affordable.

8.4. **Authorising Delegations**

Council has the delegated authority to approve the recommendations in this report. Given the timing of this report with the local government elections, rather than the recommendations be made by the current Council, it is recommended that the current Council make a recommendation to then be endorsed by the incoming Council, following the elections.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV 01-01 / 250909171402**REPORT TO:** COUNCIL**DATE OF MEETING:** 30 September 2025**AUTHOR(S):** Jeff Millward, Chief Executive**SUBJECT:** Recommendations to the Incoming Council**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

- 1.1. This report is to enable a number of governance matters to continue, ensuring continuity of decision-making and operational effectiveness during the election period, as well as providing recommendations to the incoming Council.
- 1.2. It is good practice for the outgoing Council to make recommendations to the incoming Council regarding matters such as its form in the new term noting, however, that it will be up to the incoming Council to make the decisions.
- 1.3. The Local Government Act, 2002 empowers a Mayor to make certain appointments. However, it is suggested that the Mayor make recommendations to the Council for consideration at its meeting in November 2025, which is consistent with this Council's previous practice.
- 1.4. There is a need to provide for the possibility that urgent decisions might be required during the time of the outgoing Council and the incoming Council. It is recommended that the Chief Executive be delegated the authority to make such decisions and that he consults with the Mayor-elect.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 250909171402.
- (b) **Authorises** the Chief Executive, Mr Jeff Millward, subject to the limitations set out in clause 32(1) of Schedule 7 of the Local Government Act 2002, to make decisions on behalf of the Council and Community Boards during the period between the declaration of election results and elected members being sworn into office, in respect of urgent matters and, where the Mayor-elect is known, in consultation with the Mayor-elect; and
- (c) **Resolves**, under clause 30(7) of Schedule 7 of the Local Government Act 2002 that the following Joint Committees are not discharged on the coming into office of the members of the Council elected or appointed at, or following, the October 2025 triennial local body elections, and they continue to exercise the delegations made to them:
 - (i) Canterbury Waste Joint Committee
 - (ii) Canterbury Regional Landfill Joint Committee
 - (iii) Canterbury Civil Defence and Emergency Management Joint Committee
 - (iv) Greater Christchurch Partnership Committee
 - (v) Greater Christchurch Public Transport Joint Committee
 - (vi) District Licensing Committee

THAT the Council recommends to the incoming Council that it:

(d) **Retains** the following Councillor Portfolios as per the 2025-2028 term:

- **Council:**
 - (i) Iwi Relationships
 - (ii) Greater Christchurch Partnership
 - (iii) Water Services (*new*)
 - (iv) Climate Change, Sustainability and Biodiversity
 - (v) Government Reforms
 - (vi) International Relationships
- **Audit and Risk Committee:**
 - (vii) Audit, Risk, Annual and Long Term Plans
 - (viii) Customer Services and Communications
- **Community and Recreation Committee:**
 - (ix) Greenspace (Parks, Reserves and Sports Grounds)
 - (x) Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums)
 - (xi) Community Development and Wellbeing
 - (xii) Natural, Coastal and Marine Areas
 - (xiii) Property and Housing
 - (xiv) Waimakariri Arts and Culture
- **District Planning and Regulations Committee**
 - (xv) District Planning Development
 - (xvi) Regulation and Civil Defence
 - (xvii) Business, Promotion and Town Centres
- **Utilities and Roothing Committee**
 - (xviii) Drainage and 3 Waters (Water, Sewer, Stockwater)
 - (xix) Roothing
 - (xx) Transport
 - (xxi) Solid Waste

(e) **Notes** that further discussion and decision will occur with the incoming Council as to the final portfolio titles and arrangements to be considered in early December 2025, following Mayoral discussions on Councillors interests and strengths/skills.

(f) **Establishes** the following Committees:

- (i) Audit and Risk (Standing Committee)
- (ii) Community and Recreation (Standing Committee)
- (iii) District Planning and Regulation (Standing Committee)
- (iv) Utilities and Roothing (Standing Committee)
- (v) District Licensing Committee
- (vi) Hearings Committee
- (vii) Code of Conduct Committee
- (viii) Chief Executive Review Committee

(g) **Notes** the incoming Council would determine the membership of each committee and its member rotation.

(h) **Retains** the rotation of Chairperson for the Audit and Risk, Community and Recreation, District Planning and Regulation, and the Utilities and Roothing Committees on a twelve month basis.

(i) **Develops** a customised development plan for the Mayor and Councillors for the 2025-28 term.

3. **BACKGROUND**

- 3.1. Standing committees, working parties, steering groups of the current Council and appointments to Council representation (including community board appointments) are deemed to be discharged following the 11 October 2025 elections, unless the Council specifically resolves otherwise.
- 3.2. To continue with the efficiency and effectiveness of the Council following the triennial local body elections staff recommend several regional joint committees continue, along with the District Licensing Committee which has appointed Commissioners through until 2029, with the appointment of membership delegated to the Chief Executive in September 2024. It has been indicated that generally, the current structure, portfolios and delegations are fit for the new Council as a starting point for its deliberations once the new Council is in place.
- 3.3. The Local Government Act, 2002 empowers a Mayor to make certain appointments. However, it is suggested that the Mayor make any recommendations to the Council for consideration at its meeting in November 2025, which is consistent with this Council's previous practice.
- 3.4. Current elected members will vacate office when the members elected at the upcoming elections come into office (section 116(1) Local Electoral Act 2001). Candidates who are elected come into office on the day after the day on which the official result of the election is declared by public notice (section 115(1) Local Electoral Act 2001). The Electoral Officer advises that the notice should be published sometime after 16 October 2025. However the Local Government Act 2002 (cl.14 Schedule 7) provides that a person may not act as a member of the Council until he or she has made an oral declaration, and signed a written declaration. The form of the declaration is set out in clause 14(3). The declaration must be made at a Council meeting following the elections, and is ordinarily made at the first meeting of the Council following the elections. The inaugural meeting of the 13th term of the Waimakariri District Council is likely to occur 29 or 30 October 2025, subject to when the election results are declared and published.
- 3.5. There is a need to provide for the possibility that urgent decisions might be required during the time of the outgoing Council and the incoming Council. It is recommended that the Chief Executive be delegated the authority to make such decisions and that he consults with the Mayor-elect, should the Mayor-elect be known at the time. This delegation will be subject to the general limits on delegations in clause 32(1) of Schedule 7. Should a civil defence emergency occur during the hiatus of Council in mid-October, the Chief Executive and Controllers will make necessary decisions, in consultation with the Mayor-elect.

4. **ISSUES AND OPTIONS**

- 4.1 There are no proposed significant changes in the structure from that which has operated well through the 2025-28 term.
- 4.2 The Council does need to resolve to continue its existing joint committees post the election, otherwise, those joint committees would be automatically disbanded, which would cause administrative delays in re-establishing them. Hence the report resolves that those joint committees continue into the next term.
- 4.3 **Standing Committees**
It is proposed that for the 2025-28 term, the Council retain the existing arrangement of four Standing Committees being:
 - Audit and Risk Committee (A&R)
 - Community and Recreation Committee (C&R)
 - Utilities and Roading Committee (U&R)
 - District Planning and Regulation Committee (DP&R)

All Standing Committees are currently advised by the relevant General Manager, who has extensive acumen within the Local Government sector. Also, the Standing Committees have the prerogative to request additional expert advice from outside parties if required. It should be noted that the Audit and Risk Committee will consider the option of independent appointments to its committee in the first quarter of 2026, as part of best practice measures.

The Mayor is a member of each committee of a territorial authority, as per Section 41A of the Local Government Act 2002, with full voting rights. It is recommended that the A&R, C&R D&R and U&R Committees continue with five Councillors on each committee and a quorum of three Councillors.

It is suggested that the Chairperson of each standing committee will be rotated on a 12 or 18-month basis to share the workload and assist Councillors in gaining a greater understanding of each area of the Council.

There will be discussion with the incoming Council as to the meeting schedule for the coming months and the primary business day (which is currently Tuesday). A report on meeting schedules will be considered at the inaugural council meeting held in late October.

4.4 Other Committees

The Council will also require additional ad-hoc committees and subcommittees during the 13th term of the Council, which will be subject to a report directly to the 2025-28 Council after the inaugural meeting being held in late October 2025.

4.5 Joint Committees

It is recommended that all joint committees currently constituted continue beyond the election.

4.6 Working Parties, Steering Groups and Workshop Meetings

These meeting types are open to the public, unless the business being discussed falls within the criteria for matters to be dealt with by excluding the public as stipulated in the Local Government Official Information and Meetings Act 1987. Working Parties and Steering Groups have Terms of Reference authorised by their reporting Committee or Board. Working parties included in the current term were:

- Solid and Hazardous Waste Working Party
- Civic Precinct Project Steering Group
- Sustainability Strategy Steering Group
- Rangiora and Kaiapoi Town Centre Strategies Implementation Programme Working Group
- Property Acquisition and Disposal Working Group
- Heritage and Mahinga Kai Area Working Group
- Arohatia Te Awa Working Group
- Southbrook Road Improvements Working Group
- Northern Pegasus Bay Implementation Plan Working Party

The new Council will consider new Working Parties on an as-required basis, as some workstreams have ended, or others redefined based on project developments.

4.7 Advisory Groups and appointments to outside organisations

These groups and appointments will be considered at the December meeting of the Council and the December or February meeting of the Community Boards.

4.8 Councillor Portfolios

It has proven successful during the current term for each Councillor and the Mayor to hold various portfolios, which share the workload and knowledge. Note there is a separate report to the incoming Council at the inaugural meeting to confirm remuneration of Councillors and Deputy Mayor.

4.9 Elected Member Training and Development

Councillors have expressed that it would be appropriate for each Councillor to have a Training and Development Plan created for them for the following term. It is anticipated that those joining the Council for the first time would benefit from a range of training, including Standing Orders, Local Government finance 101, media, planning and regulatory frameworks.

Other members may have areas that they want to increase their understanding and competency in, such as media training, Resource Management training or specialist aspects related to their portfolios that they would benefit from. Having a more structured and tailored development plan would be helpful. Governance staff will work with the elected members during the term to assist in the continuation of their knowledge base.

4.10 The Council can recommend any changes to the recommendations contained in this report, and the incoming Council is not bound by the recommendations report and may resolve something different.

4.11 There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

Implications for Community Wellbeing

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

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. However, representatives of the Rūnanga serve on various committees and working groups and will be informed of any changes as they become known.

5.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by or to have an interest in the subject matter of this report.

5.3. **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, the structure of the Council needs to be clear and provide certainty as to how the community can engage with the Council and its elected members.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. This budget is included in the Annual Plan/Long Term Plan.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

Providing guidance to the incoming Council lessens risk and assists in implementing a structure that has worked well, and would be effective for the Council.

Delegating the Council's decision making powers to the Chief Executive during the period following the election ensures that any urgent decisions can still be made in conjunction with the Mayor-elect, should this be required.

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

Local Electoral Act 2001

Local Government Official Information and Meetings Act 1987

Local Government Members (2025/26) Determination 2025

Remuneration Authority Act 1977

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

The Council sets the structure of its Committees, as stipulated in the Local Government Act 2002.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 250916176286**REPORT TO:** COUNCIL**DATE OF MEETING:** 30th September 2025**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – August 2025 to current**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager
pp Chief Executive**1. Summary**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between August 2025 and September 2025. The dashboard reporting in the appendices cover trends between August 2024 and September 2025.
- 1.2. There were 12 incidents which occurred from mid-August 2025 and mid-September 2025 which resulted in 0 hours lost time to the organisation. Both Flamingo Scooter and Rangiora Airfield incidents did not report any incidents within this period.
- 1.3. Section 4 of the report provides details on the following areas:
 - 4.1 Incidents, Accidents & Hazards
 - 4.2 Asbestos Management – Assura
 - 4.3 Airfield Update

Attachments:

- i. Appendix A: Incidents, Accidents and Near-misses
- ii. Appendix B: Health, Safety and Wellbeing Dashboard Reports.
- iii. Appendix C: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)

2. Recommendation**THAT** the Council:

- (a) **Receives** Report No 250916176286
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **Background**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be Officers of the Waimakariri District Council.

4. **Issues and Options**

4.1. Incidents, Accidents & Hazards

- 4.1.1. Mid-August 2025 to mid- September 2025 shows themes in injuries and Property or Vehicle Damage.
- 4.1.2. The injuries are comprised of day-to-day tasks/activities, where staff have obtained minor injuries from task based activities. Members of the public have also been included in this report. No lost time recorded for this period.
- 4.1.3. Property and vehicle damage incidents reported in this period vary between employee and contractor and member of the public errors. Incident investigations have been shared and learnings have been undertaken.
- 4.1.4. Adverse Interactions have consisted of threatening behaviour from members of the public via email or social media platforms. These have been notified to the police.
- 4.1.5. Adverse Interactions continue to be a consistent incident theme. Staff have had training in Situational Safety and de-escalation. The Compliance Officers are equipped with body worn camera's for evidence and are proving to be useful as a deterrent for escalation.
- 4.1.6. Staff are offered support and training where appropriate. We continue to involve the Police as necessary to ensure the safety and wellbeing of our staff.
- 4.1.7. No Rangiora Airfield incidents for this reporting period.
- 4.1.8. No Flamingo Scooter incidents for this reporting period
- 4.1.9. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough. Communication with contractors and members of the public where applicable.

4.2. Asbestos Management System – Assura

- 4.2.1. Asset owners have been invited to join the Asbestos Management Steering Group. Meetings will be held every 6 weeks to discuss progress.
- 4.2.2. Accurate Consulting has begun reviewing the Asbestos Management Policy and recommendations for the Asbestos management Plans.
- 4.2.3. There are 800 entries to be entered into Assura. This consists of 210 assets. 400 entries have been completed so far.
- 4.2.4. The system is proving to be thorough and user friendly.

4.3. Airfield Update

- 4.3.1. The operating documents for the airfield are in their final draft state and they are currently being reviewed by the Community and Recreation staff. Amendments and additions have been made after previous review. The documents include:
 - The Safety Management Manual - provides policy and procedures for the management of safety of airfield operations and designed to meet CAANZ Rule Part 100 for Safety Management Systems for the size and complexity of the airfield
 - The Airfield Operations Manual - how the Airfield Manager and Safety Officer maintains the airfield
 - The Memorandum of Understanding and FIY Neighbourly document - provides guidance for airfield users on safe operations on the airfield, Council expectations of behaviour on the airfield, and recommendations for pilots flying in the circuit and in the region to maintain good neighbourly conduct in terms of aircraft operations, noise management and maintaining as far as possible the rural and residential amenity for airfield neighbours and those in outlying areas, protection of stock, horses and other animals.
 - The completed CAANZ rules matrix for Qualifying Aerodromes - part of the Aeronautical Study requirements of CAANZ, which details where in the suite of documents WDC describes how it meets the Rule Part 139 requirements for a Qualifying Aerodrome.

5. Implications for Community Wellbeing

- 5.1.1. There are no implications for community wellbeing by the issues and options that are the subject matter of this report.
- 5.1.2. The Management Team has reviewed this report and support the recommendations.

6. **Community Views**

6.1.1. **Mana whenua**

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

6.1.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

6.1.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

7. **Other Implications and Risk Management**

7.1. Financial Implications

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

7.2. Sustainability and Climate Change Impacts

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

7.3. Risk Management

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

7.4. Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

8. **Context**

8.1. Consistency with Policy

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

8.2. Authorising Legislation

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

8.3. Consistency with Community Outcomes

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles.

8.4. Authorising Delegations

An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

Appendix A
WDC Incident Reports

Date	Event Description	Incident Type	Person Type	Outcome & Response
11/09/2025	A staff member cut their wrist on a sharp piece of metal under a tap, while washing their hands.	Injury	Employee	There is a small sharp piece of metal sticking out of a tap (where the water comes out) in the staff bathroom. First aid applied and a hazard report raised to get the tap repaired.
11/09/2025	A staff member fell over some plastic crates while supporting a customer.	Injury	Employee	Injured left leg (bruising appearing and skin scraped) and right wrist (Iced, and compression bandage). Crates removed.
4/09/2025	A staff member experienced difficulty breathing	Illness/Medical Incident	Employee	A staff member experienced difficulty breathing. Staff called an ambulance and also one of the nurses from the medical corner doctors. They were taken by ambulance to hospital. Staff member is ok and returned to work.
2/09/2025	Staff member grazed their left leg while working around the fence area.	Injury	Employee	First aid applied. No further treatment required.
29/08/2025	A contractor was not following safety procedures during scheduled work on the Rangiora Service Centre.	Near Miss	Contractor	Work was stopped. Health and safety documentation was reviewed and safe practices were put in place in order for the work to continue.
28/08/2025	An Elected Member has been receiving threats (threat to life) via social media.	Adverse Interaction	Elected Member	Police have been informed.
28/08/2025	A member of the public tripped on a path ledge landing on their right hand and left side of their head.	Injury	Member of the Public	Staff attended and called an ambulance. Cones were put out while waiting for the ambulance for health and safety purposes. A Member of the public was taken to hospital via ambulance.

3/07/2025	A member of the public climbed on to the Oxford Service Center and broke off the night sky camera. They left broken pieces between the building and public toilets. security cameras didn't pick up anything.	Property or Vehicle Damage	Member of the Public	Police were notified. The CCTV cameras were unable to identify the person.
27/08/2025	A staff member was cleaning tools when they cut their finger on a pipe shaving device.	Injury	Employee	Staff member held pressure to finger and applied first aid. Discussions around the use of gloves with the team. No medical attention required.
26/08/2025	While repositioning a section of pipe to remove the welding rollers from underneath of the pipe string, the pipe collided with the existing water main.	Property or Vehicle Damage	Contractor	Miscommunication between the spotter and the operator was the root cause of the incident. Pipe fixed and water back on by via the WDC Water Unit. Toolbox talk / safety reset completed following morning.
18/08/2025	Threatening phone call made by a member of the public regarding a compliance officer.	Adverse Interaction	Employee	Police notified. Staff supported.
14/08/2025	A damaged pipe at a residential property by a contractor (engaged by the resident) came extremely close to digging through a gas pipe with an excavator.	Near Miss	Contractor	Further investigation revealed that no service locating was done prior to digging. The WDC Water Unit raised the concern and rectified the situation. Discussions with the contractor regarding best practice and process have been conducted.

Airfield Incident Reports – Nil to report this month.

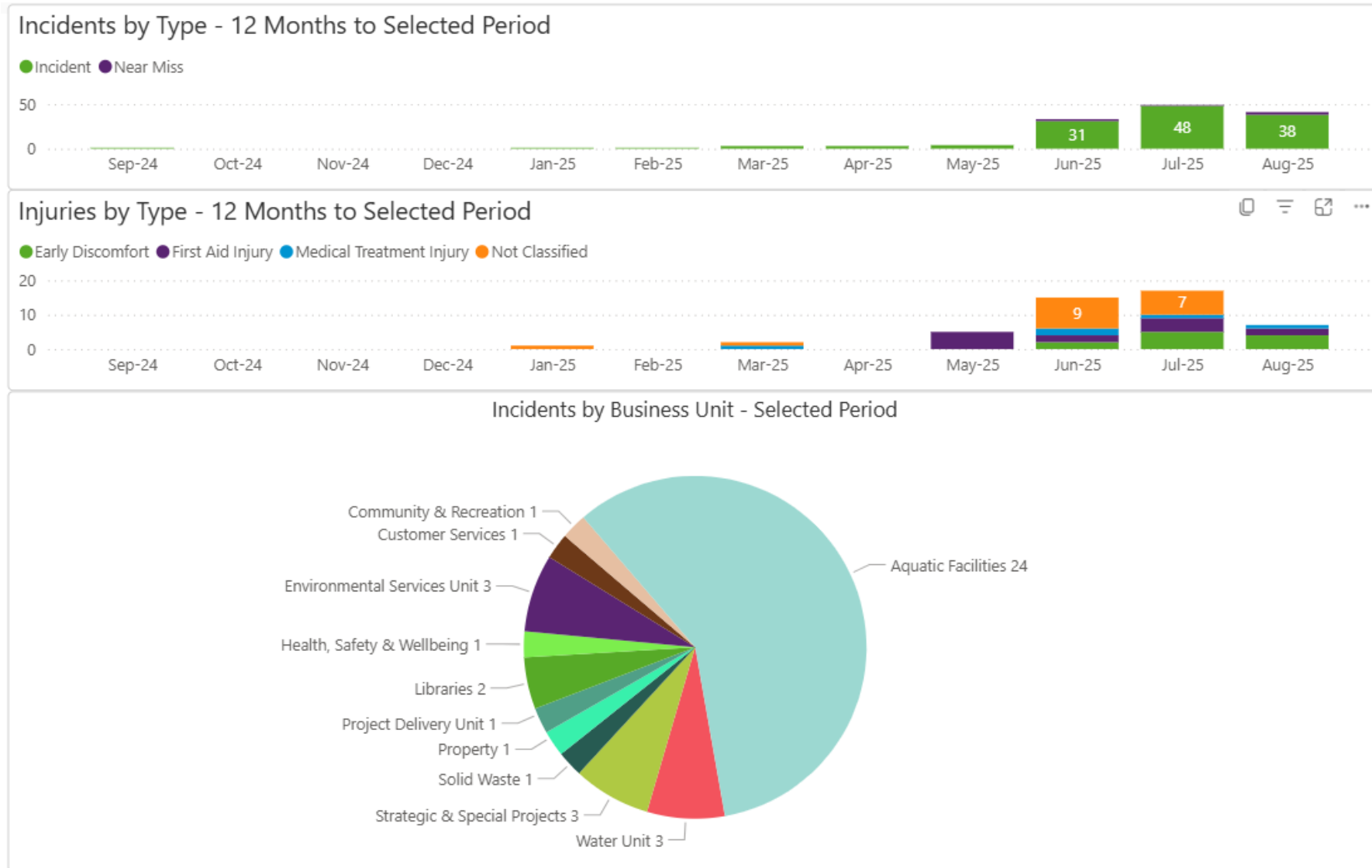
Flamingo Scooter Incident Reports: Nil to report this month.

Safety Inspections (Workplace Walkarounds)	<ul style="list-style-type: none"> • Workplace Walkarounds in progress due 19 September 2025 • First Aid Kit checks next due October 2025 • Water Unit Health Monitoring scheduled 30 September and 2 October 2025
Training Delivered	<ul style="list-style-type: none"> • Asbestos Awareness Seminar 2 September 2025 (13 staff) • First Aid training 3 September 2025 (11 staff & 9 CDEM volunteers)
Scheduled Training	<ul style="list-style-type: none"> • First Aid training 29 September 2025 (aquatics staff) • Permit Issuer 1 October 2025 (1 staff) • First Aid training 10 October 2025 (7 staff) • First Aid training 21 October 2025 (1 staff) • First Aid training 5 November 2025 (up to 25 staff)

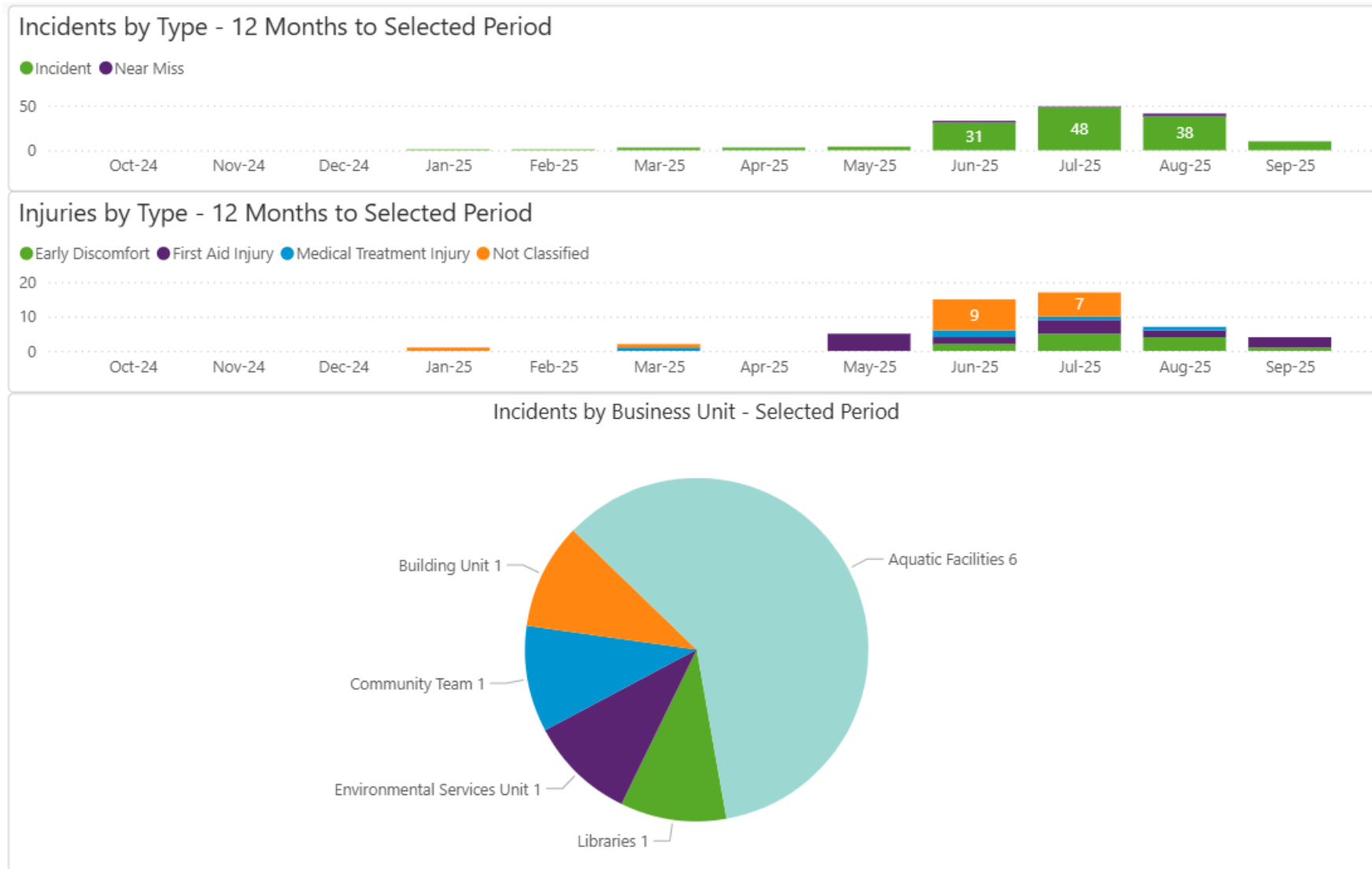
Appendix B

(All graphs in Appendix B show information recorded in the new Health and Safety Management System to date)

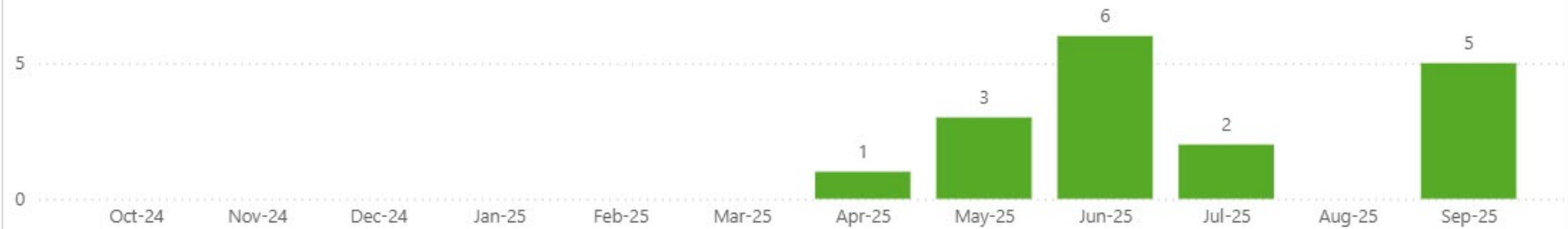
August 2025:



Current month - September:



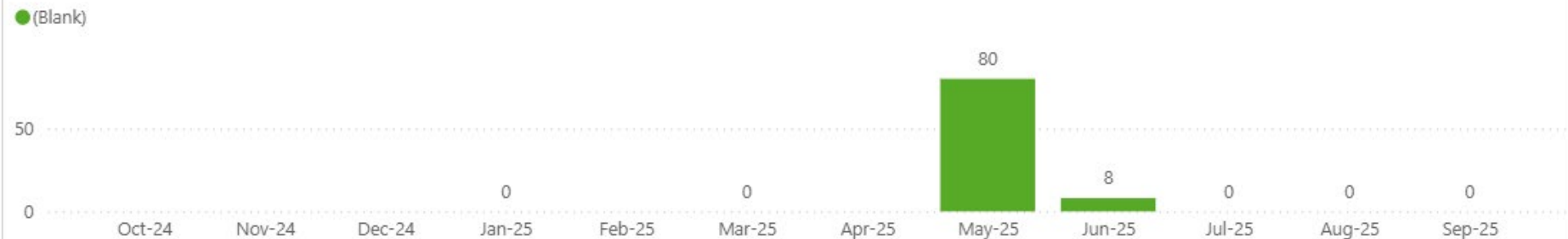
Hazards in 12 Months to Selected Period

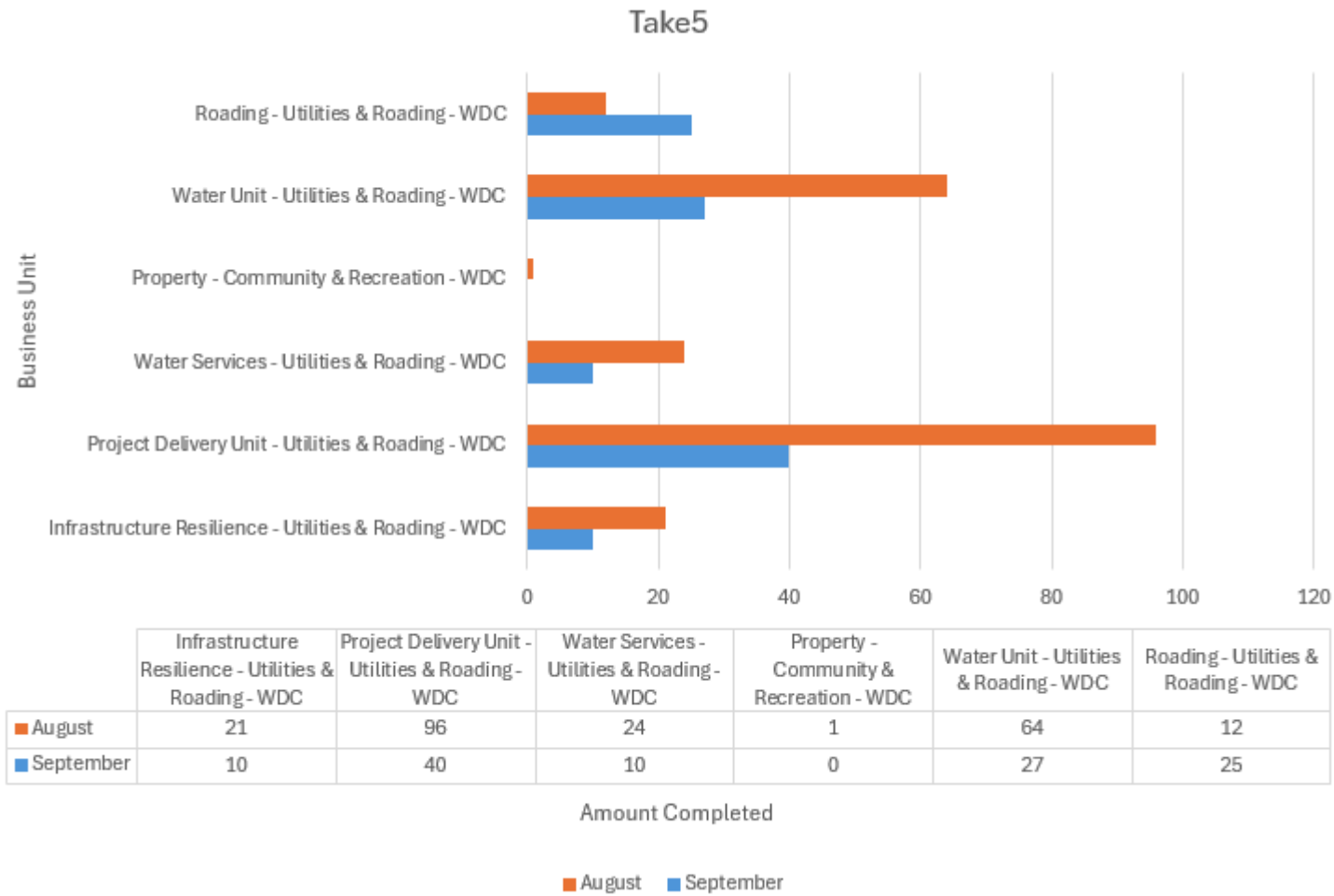


Take5 in 12 Months to Selected Period

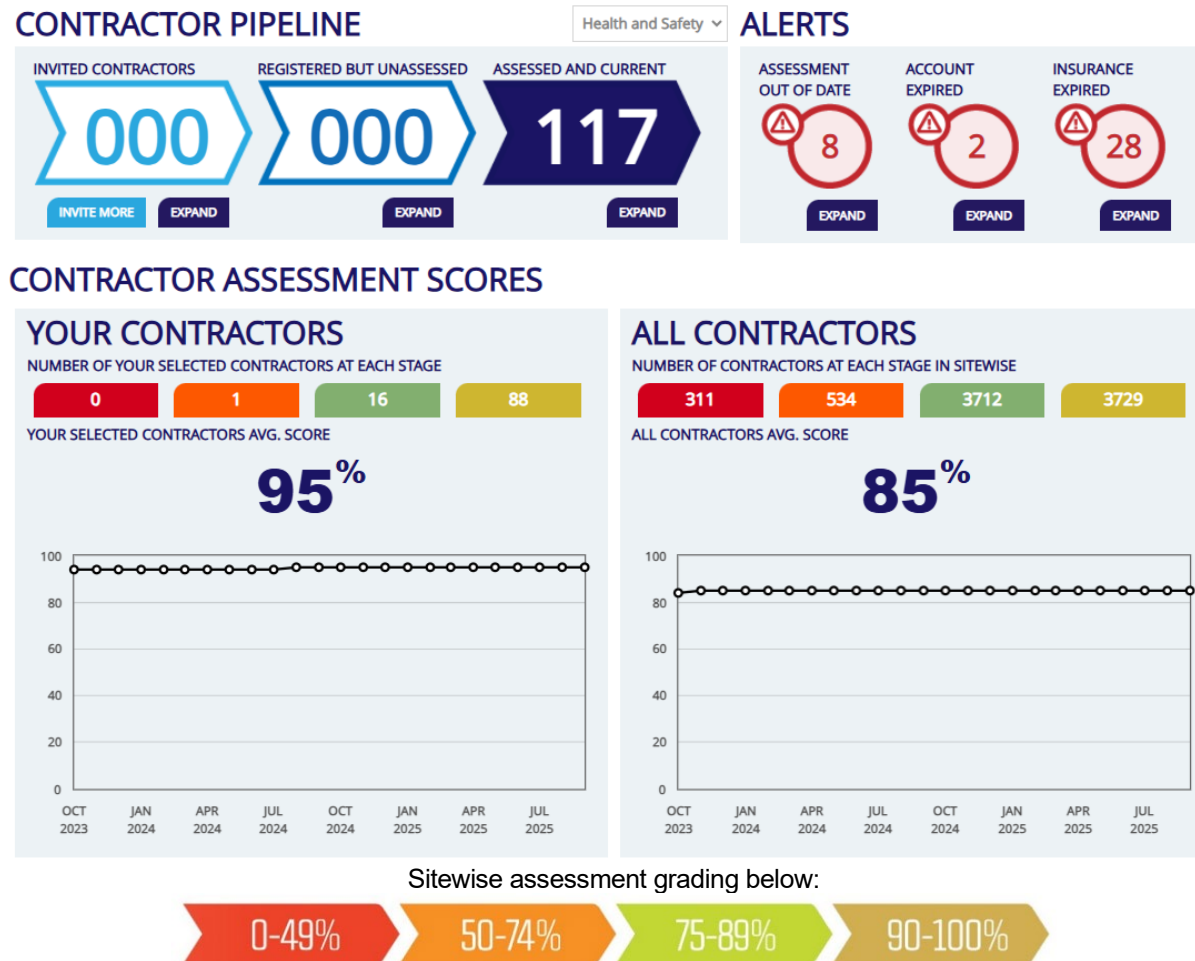


Lost Hours in 12 Months to Selected Period





Appendix C



Above is the current status of our preferred contractor database held within SiteWise.

Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

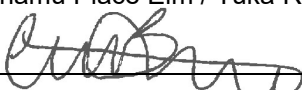
SiteWise issue reminders as well as the HS&W team once a month until they have updated them.

“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

“INVITED CONTRACTORS” is referring to the number of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise but have not submitted documentation for assessment yet.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-09-06/250603098166**REPORT TO:** WOODEND SEFTON COMMUNITY BOARD**DATE OF MEETING:** 8 September 2025**AUTHOR(S):** Ken Howat, Parks and Facilities Team Leader**SUBJECT:** Pounamu Place Elm / Tuka Road Tree Request**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. The purpose of this report is to inform the Woodend Sefton Community Board of findings regarding street tree requests in relation to Pounamu Place and Tuka Road.
- 1.2. In February 2025, Pounamu Place residents gave a deputation to the Woodend Sefton Community Board presenting their concerns with the placement of Elm trees and resulting footpath and hard surface damage.
- 1.3. Following the deputation, staff received several service requests for Tuka Place concerning trees planted immediately adjacent to driveway access points during the original development. Similar plantings at Pounamu Place have also been noted, where constrained conditions are contributing to infrastructure damage.
- 1.4. Greenspace engaged Asplundh to undertake arboricultural assessments of the elm trees located on both Pounamu Place and Tuka Road in Pegasus. These assessments were requested to better understand the extent of infrastructure impacts and to explore viable management options. In both cases, the assessments were guided by the Waimakariri District Council's Street and Reserves Tree Policy, which requires that all alternatives be considered before recommending tree removal, replacement, or relocation.
- 1.5. The Tree Assessment for Pounamu Place (attachment i) recommends a two-year program for removal. The assessment identifies that there are 12 trees that should be removed now to enable repair works and prevent further infrastructure damage. As the intent is to replace trees in the immediate environment, the sooner this is undertaken the sooner the repairs can take place and replacement plantings arranged for Autumn 2026. The remaining ten trees could be removed over a longer period noting that this should be timed with infrastructure repairs that the Utility and Road Department are planning.
- 1.6. The action plan within this attachment shows a replanting strategy to replace 17 trees to maintain canopy cover. Species and site selection has been identified, and this mitigates concerns experienced with the current elm trees. This is consistent with the Street and Reserves Tree Policy.

- 1.7. The Tree Assessment for Tuka Rd (attachment ii) recommends a staged removal of 12 trees with six trees identified for immediate removal that are causing significant damage. While the remaining six trees are not yet causing significant infrastructure issues, they are located in areas considered high-risk due to their proximity to underground services and vehicle crossings. At this stage, it is recommended that these trees be monitored annually for signs of emerging root-related damage. This approach allows Council to track potential impacts while deferring removal until necessary, ensuring resources are allocated effectively and risks are managed proactively.
- 1.8. No further service requests for tree removals have been lodged across Pegasus to date, although additional unassessed instances may exist. The Greenspace and Roading teams are collaborating on a comprehensive asset review to identify other at-risk sites to report to the WSCB required remediation works.
- 1.9. Regarding other areas within Pegasus, the Roading Team has identified several locations within where street trees are contributing to infrastructure damage rated as severe or high risk. Specifically, 15 locations across 10 streets have been flagged for concern. These areas are experiencing similar issues to those observed on Pounamu Place and Tuka Road, including root intrusion into footpaths, kerbs, and underground services. As part of Council's proactive asset management approach, these sites will require arborist assessment to determine whether mitigation is feasible or if removal is necessary. Staff are working to have this information available to report through to the Council's draft annual plan in early 2026. It should be noted that the 15 locations are not whole streets, they are individual trees instead of whole stands such as Pounamu Place.
- 1.10. This report does have a financial implication in that there would need to be funding for the works proposed, granted by Council. The current works programme for Pegasus (which has its own rate funding) does not include the removal of these trees in the current financial year. The Pegasus tree rate is intended for programmed maintenance and does not cover reactive tree removal. Therefore, additional funding of \$11,250.00 is being sought from Council for the removal of 18 trees in year one across both Pounamu Place and Tuka Place.
- 1.11. The Pegasus tree rate does include tree replacements. This has historically been for failed juvenile tree replacement rather than larger mature tree replacement. Assessment of actual budget spent in previous years on program maintenance and tree replacement suggests that there will not be sufficient budget available noting the high number of juvenile trees that have been planted at the time of development.
- 1.12. Waimakariri District Council's Street and Reserve Tree Policy has a section dedicated to Species Selection (4.7). This addition to the policy intends to minimise complaints by selecting appropriate species with one factor being invasive roots compared to width of road and footpath. If this criterion was applied to the Pounamu Place example at subdivision time with this policy in place, it is likely that Elm trees would not have been selected due to the nature of their root structure in such small tree pits.
- 1.13. The findings from both sites confirm that while the trees are in good health, their species and placement are incompatible with the constrained locations, and similar mitigation strategies are warranted. The arboriculture Tree Risk Assessment has confirmed that while the trees at both locations are in good health, they are the wrong species for location given the space constraints. The root spread of elm trees is incompatible with the space and continued growth will exacerbate existing infrastructure damage and increase maintenance costs now and in the future.

Attachments:

- i. Arboriculture Tree Risk Assessment Pounamu Place (Trim: 250617109542)
- ii. Arboriculture Tree Risk Assessment Tuka Road (Trim: 250817151533)
- iii. Street and Reserve Trees Policy 2018 review (Trim: 140217014654)
- iii. Pounamu Place Resident Deputation (Trim: 250207019763)

2. **RECOMMENDATION**

THAT the Woodend Sefton Community Board:

- (a) **Receives** Report No. 250603098166.
- (b) **Approves** the removal of 12 elm trees as identified in Trim: 250617109542 on Pounamu Place, subject to Council funding.
- (c) **Approves** the removal of six elm trees as identified in Trim: 250817151533 on Tuka Road, subject to Council funding.

AND

THAT the Woodend Sefton Community Board Recommends

THAT the Council:

- (d) **Approves** to fund up to \$7,500.00 for the removal of 12 elm trees (Trim: 250617109542) on Pounamu Place in the current financial year.
- (e) **Approves** to fund up to \$3,750.00 for the removal of six elm trees (Trim: 250817151533) on Tuka Place in the current financial year.
- (f) **Approves** 17 trees be replanted in Pounamu Place as identified in Trim: 250617109542 with a further three additional trees as space permits within Stewart Reserve. This cost would be met by the Street trees and gardens Woodend/Sefton (100305.000.5224) of up to \$2,500 for replacement trees.
- (g) **Approves** six trees to be replanted in Tuka Road with input from immediate residents and report the replanting plan back to the Woodend Sefton Community Board. This would cost up to \$1,250.00 and is to be met by the Street trees and gardens Woodend/Sefton (100305.000.5224).
- (h) **Approves** staff to decommission tree pits following tree removal in Pounamu Place and Tuka Road where they are no longer required.
- (i) **Notes** that the proposed removal is consistent with Council Street and Reserves Trees Policy Standard Operating Procedures 3.3.1.
- (j) **Notes** that roading team is due to commence infrastructure repairs on Pounamu Place and Tuka Road. Tree removal would be coordinated to align with this work programme to minimise disruption to residents.
- (k) **Notes** that 29 out of 30 homeowners on Pounamu Place support the removal of the elm trees.
- (l) **Notes** that the arborist Tree Risk Assessment Reports have identified that the elm trees are the wrong species for both locations and the narrow berms and small tree pits, and the vigorous roots systems will continue to cause damage to council infrastructure and private property.

3. **BACKGROUND**

- 3.1. As part of the Pegasus Town development, Pounamu Place was established in 2008. The streetscape design features narrow berms and footpaths, with sections averaging 300m2 in size. The average setback between the street trees and property boundaries is 2.5m. This limited space is insufficient to accommodate the extensive root spread typically associated with elm trees. In hindsight, a smaller growing species with a less invasive root system would have been preferable for this location.

- 3.2. Pegasus residents currently pay an additional community service rate that reflects the higher level of service provided in the provision and maintenance of reserve and street trees. The recommendations in this report would not alter the level of service currently provided. As such, there will be no impact on the rates paid by residents under the existing rating structure.
- 3.3. The central area of Pounamu Place is oriented around Stewart Reserve which is a rectangular 1,200 m² green space area which features established elm trees, BBQ area and seating, serving as a communal area for Pounamu Place residents.
- 3.4. In February 2025 a group of residents from Pounamu Place attended the Woodend Sefton Community Board monthly meeting to discuss trees. At the deputation, the residents outlined the damage and concern they had with the trees, noting they appreciated the amenity, however the resulting damage to infrastructure was a concern. The residents noted they were open to trees; however the elms were perhaps not the most appropriate for the limited corridors within Pounamu Place.
- 3.5. Fourteen residents attended the Pounamu Place deputation. The residents were questioned by the Woodend Sefton Community Board about the preferred resolution, the residents acknowledged that trees were important, however the trees are poorly suited to the location. At the deputation, the Woodend Sefton Community Board requested that staff investigate the issue and report this at a future meeting.
- 3.6. Pounamu Place residents subsequently conducted a resident led survey across all 30 households on Pounamu Place, with 29 households in favour of the removal of the street trees. One property owner was not in support citing concerns for local bird nesting.
- 3.7. Council staff requested an arborist report to be undertaken by Asplundh. This identified that 22 elms would ideally be removed over a two-year period. The report also identified that planting should be focussed into Stewart Reserve and that this be worked through with the Pounamu Place residents.
- 3.8. The elm trees have damaged local infrastructure, and the Roding team are needing to undertake a series of repairs within this location. Greenspace and Roding staff are working to coordinate this works if approval is given to remove the elms.
- 3.9. The request to remove trees is considered alongside the Waimakariri District Council's Street, Reserves and Cemetery Tree Policy, in particular section 3.3.1. This gives the local Community Board (in this instance Woodend Sefton) the delegation to make non-financial decisions about Council owned trees. In this instance, staff propose that the trees would be replaced within the immediate environment noting that planting should be focussed into Stewart Reserve, where there is more space available. Such a concept plan should be worked through with the Pounamu Place residents and approved via the Woodend Sefton Community Board prior to the Autumn planting season in 2026.
- 3.10. While staff generally do not support the removal of healthy trees, the available space and the findings of the Asplundh report suggest that these particular specimens are inappropriate for their current location. Given that replacement planting can occur within the immediate vicinity, this approach is considered reasonable. It will allow the urban tree canopy to be maintained at its current level once the new trees are established. Replacement planting is proposed only on berms with sufficient width to support healthy root development, with a preference for smaller species compatible with the constrained environment. Both Pounamu Place and Tuka Road are characterised by narrow berms and limited planting strips—approximately 1.8 metres wide in the case of Tuka Road's drainage swales, and similarly constrained widths along Pounamu Place. The trees on both streets are approximately 17 years old and have reached an average height of seven metres.

- 3.11. The elm trees are causing infrastructure impacts due to their expansive root systems. The roots are uplifting footpaths and damaging kerbs, residential driveways, underground services, and boundary fences. In several instances, roots have been observed tracking toward dwellings, raising concerns about potential impacts on building foundations.
- 3.12. The Roding team has identified multiple areas within Pounamu Place and Tuka Road where footpaths and other council infrastructure have sustained damage and require repair. Street tree removal would be coordinated with this works programme to ensure efficiency and minimise disruption to residents.
- 3.13. To offset the loss of tree canopy cover and enhance local biodiversity, additional replacement trees should be planted within Stewart Reserve, which offers more suitable growing conditions. It is advisable that this plan is worked on with Pounamu Place residents as the greenspace on offer here is primarily to offset the built environment and provide amenity.
- 3.14. The replanting of site appropriate tree species will ensure maintenance of the tree canopy and support local biodiversity.

4. ISSUES AND OPTIONS

- 4.1. **Pegasus Development (approach to tree provision)**
- 4.2. Pegasus's original tree planting approach (at time of development) proved unsustainable due to a combination of challenging environmental factors both infrastructural and natural. The harsh coastal conditions, including difficult soil composition, persistent strong winds, salt air exposure, and drought-like conditions, created an inhospitable environment for the initially selected tree species. The extensive stormwater channel and swale treatments installed along the roadside berms further complicated the tree establishment process as has continued works for underground infrastructure/technology. As a result, a large percentage of the original trees required removal or replacement, necessitating a more adaptive and site-specific approach to tree management. This included focussing on tree species that are more likely to succeed in the prevailing site conditions.
- 4.3. At the point of development, for trees to thrive and become quality assets, suitable tree pits or similar are required, this has been a key learning through the Pegasus development and tree placement, right tree, right place. As a result, a significant number of the original trees had to be removed or replaced. Consequently, there is now a focus in Pegasus on selecting tree species that are more likely to thrive in the prevailing site conditions rather than meeting the original developer's vision.
- 4.4. As a result of the planting approach at the time of development, some trees such as the elms in Pounamu Place and Tuka Road, have survived the elements (noting they are well sheltered) and are now causing issues due to size and placement for built infrastructure.
- 4.5. Pegasus has a specific tree rate for works due to the original vision from the developer. This does provide for a programme of works and annual budgets. This work is programmed and does not cater for the number of removals at the same time being proposed in Pounamu Place and Tuka Road. The replanting budget can cover the replacement planting as this is a much lower cost and can be programmed.
- 4.6. **Juvenile Tree percentage**
- 4.7. Many Pegasus trees (98%) are in the 0–6-meter range, with very small trees (0-3m) making up 55% and small trees (3-6m) making up 43%. This indicates that most of Pegasus trees are in the juvenile height category of being under 6 meters. Juvenile trees require establishment budget which also looks to irrigate. The environmental conditions within Pegasus do require additional watering.

- 4.8. The data suggests that the Pegasus tree population is predominantly in the early stages of growth. This is a reflection of the number of replacements that have been required as trees have failed, this leads to a number of juvenile trees being present. The concentration of trees in the 0m to 6m height range indicates a young urban forest that is still developing. This aligns with the earlier findings about the challenges of establishing trees in the area. This is reflective in the budget data showing spend is reaching the planned annual budget with more requests that must be considered in the corresponding financial year. Ideally additional budget would be allocated to meet the demand vs supply which means that when additional items such as the Pounamu Place and Tuka Road requests are made, current budgets are not sufficient to resolve.
- 4.9. The current Street Reserve & Cemetery Tree Maintenance Contract consists of an additional charge for juvenile trees over and above the regular maintenance of trees within different size categories. The additional charge ensures that young trees receive extra attention, which is crucial for their growth and development. This includes checking stakes and ties to support the tree properly. Regular inspections help identify and fix any damage to the trees promptly, ensuring their health and longevity. Without this service Pegasus trees would have a reduction in survival rate.
- 4.10. The preferred approach for this works is to time it in with the requirement to undertake infrastructure repairs in line with Utilities and Roading work programmes. This would see 12 trees in Pounamu Place and 6 trees in Tuka Road removed. This would then allow for the required infrastructure repairs to be coordinated in the roading corridors. The alternative to this is to spread the removal over several years, however that does not rectify the infrastructure issues created by the tree roots.
- 4.11. **Approach to funding the proposed works**
- 4.12. Spreading the cost of tree removal and associated works over a three to five-year period, would offer greater flexibility within Council's tree operational budgets and reduce immediate financial pressure here, however this does not allow for infrastructure repair and would see ongoing damage exacerbated.
- 4.13. A staged approach carries the risk of prolonging exposure to ongoing infrastructure damage and increasing cumulative maintenance costs. Delaying removal is expected to reduce the efficiency of coordinating tree removal with planned roading works, potentially leading to duplicated efforts and higher overall expenditure. Therefore, while a longer timeframe may ease budget constraints for the tree program, it must be weighed against the practical and financial risks of deferred action.
- 4.14. While the elm trees on Pounamu Place and Tuka Road are in good health, their removal is recommended due to the ongoing and escalating damage their root systems are causing to both public infrastructure and private property. Root mitigation strategies, such as pruning or containment, are not viable in this context, as they would require cutting into structural roots, leading to tree instability and potential failure. The narrow berms and limited setbacks in this development do not provide the space required for the natural root spread of elm trees, making them fundamentally incompatible with the site.
- 4.15. **Tree Policy**
- 4.16. The replacement of the trees in both streets aligns with the Council's Street and Reserve Trees Policy (Section 4.4), which allows for the removal of healthy trees when they cause severe disruption to essential services or necessitate the realignment of footpaths. Given the significant and ongoing infrastructure impacts, including uplifted footpaths, damaged kerbs, and risks to building foundations, the removal of these trees is the most responsible and sustainable course of action.

- 4.17. The Roding Team has identified several locations within Pegasus where street trees are contributing to infrastructure damage rated as severe or high risk. Specifically, 15 locations across 10 streets have been flagged for concern. These areas are experiencing similar issues to those observed on Pounamu Place and Tuka Road, including root intrusion into footpaths, kerbs, and underground services. As part of Council's proactive asset management approach, these sites will require arborist assessment to determine whether mitigation is feasible or if removal is necessary. This reinforces the importance of applying consistent criteria and policy-based decision-making to ensure equitable and sustainable outcomes across the district.
- 4.18. Residents from Pounamu Place have expressed strong and consistent concerns regarding the impact of street tree root systems on private property and council infrastructure. The resident led survey identified a high level of local consensus on the issue.
- 4.19. Asplundh has inspected the trees and advised that while the trees are in good condition with no significant structural defects, their location in small tree pits on narrow berms means root pruning or containment is not a viable option as would require removal of structural roots resulting in tree instability and likely to result in tree decline or failure.
- 4.20. The recommendations in this report address the immediate infrastructure and property damage issues for residents of Pounamu Place and Tuka Road, however the decision to approve removal carries broader implications that need to be considered. These include precedent setting for other areas experiencing similar issues within Pegasus and the need for consistency in decision making based on clear criteria and policy. As stated, there has been an identification of potentially 15 other locations of interest in Pegasus, there could be more as further investigation takes place prior to 2026.
- 4.21. The request to remove the elm trees is consistent with Council Street and Reserves Trees Policy Standard Operating Procedures 3.3.1 which states:

The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:

- Where it causes severe hardship consistent with District Court decisions
- Where it causes severe disruption to essential services
- Where it is necessary for a street tree redevelopment plan to be implemented
- Where it is necessary for the realignment/reformation of a footpath

- 4.22. **Option One:** Remove 12 elm trees in Pounamu place and six in Tuka Road and work with residents to create a replanting plan for Autumn 2026.

This approach will address ongoing root intrusion issues. This is the most cost-effective option as advice has indicated there would be ongoing maintenance required for root damage repairs. This does mean that whilst the tree canopy is lost in the immediate to short term. It would return over the medium to long term and alleviate the current infrastructure concerns.

Elm trees require suitable space given the propensity for roots to travel and cause damage to paved surfaces. This species is known for its root spread, so it is advisable to avoid planting them in narrow berms. If approached today, it is likely that elms would have been avoided in this location given the space limitations within Pounamu Place.

Staff are recommending this option.

- 4.23. **Option Two:** Decline the tree removal and allow the trees to remain in their current state.

Continued root expansion is expected to exacerbate existing damage to council infrastructure and private property and will likely result in increased maintenance costs now and into the future.

The loss of the trees is not ideal but can be replaced over time within the immediate area. The elms have done well in an area that is notoriously harsh on some trees. Unfortunately, when development was undertaken, the trees required more room to provide true amenity to the immediate neighbourhood.

Staff are not recommending this option.

- 4.24. **Option Three:** Approve a staged removal over a three to five-year period and have this programmed into existing budgets.

This option would extend the removal timeline beyond the original proposal. This will not resolve the infrastructure damage in the short term and will exacerbate the issue. Spreading the cost over years would save in the short-term tree budget and mean further funding is not required here, however that then means ongoing repairs to infrastructure for the Utilities and Road Department as well as not addressing the concerns of residents.

Staff are not recommending this option.

- 4.25. **Option Four:** Consider alternatives to tree removal.

Other options for root guard have been considered by the contractor through this process and assessed by the road team. It does not appear a viable option that staff would recommend as it is likely to compromise the trees and not result in infrastructure repairs to the satisfaction of residents.

Staff are not recommending this option.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The ongoing root intrusion impacts of uplifted footpaths, damaged kerbs and damage to resident's paths and driveways pose tripping hazards particularly for vulnerable residents such as elderly, children and individuals with mobility difficulties.

The high level of concern expressed by residents, as evidenced by the February deputation and survey results, reflects growing frustration with the ongoing impacts of the trees. If not addressed, this may erode trust in Council's responsiveness.

The financial burden of repairing private property damage can create stress and dissatisfaction among homeowners, particularly where responsibility for remediation is unclear or contested.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Both examples are contained within localised streets that are not utilised as thoroughfares.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. While mature trees contribute positively to the visual character of a street, the damage caused by root intrusion detracts from the overall amenity and appearance of the area. This can affect residents' sense of pride and satisfaction in their neighbourhood. Pounamu Place and Tuka Road are relatively tucked away and the amenity here is mostly offered to the immediate residents.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Proactive intervention, including coordinated tree removal and infrastructure repair, represents a fiscally responsible approach that mitigates medium and long-term costs and supports sustainable asset management. The cost to implement the recommendations in the report is approximately \$15,000.

This indicates the need for up to \$2,500 for tree replacement at Pounamu Place and \$1,250.00 for Tuka Road. This planting is proposed to be funded from Street Trees and gardens Woodend/Sefton budget (100305.000.5224). this is a total of \$3,750.00 from a total of \$15,930 for the financial year.

\$11,250 is intended for Pounamu Place and Tuka Road to cover the tree removal works. This is funding that is being sought from the Council to cover the proposed removals. This equates to \$7,500.00 for Pounamu Place and \$3,750.00 for Tuka Road. Such funding would be considered operational expenditure.

6.2. **Pegasus tree rate**

Pegasus is a developing urban area within the district that has unique challenges in tree management. Initially, the development was characterised by an ambitious approach to street tree planting, guided by a vision of creating characterful, tree-lined streets using large traditional tree species. However, this original strategy encountered significant obstacles due to the challenging local environmental conditions both natural and built. This has led to ongoing tree replacements including a change in tree types and management techniques (such as the water wells which stop water spreading and slowly drips for the tree at its core area).

The original tree planting approach proved unsustainable due to a combination of challenging environmental factors. The harsh coastal conditions, including difficult soil composition, persistent strong winds, salt air exposure, and drought-like conditions, created an inhospitable environment for the initially selected tree species. The extensive stormwater channel and swale treatments installed along the roadside berms further complicated the tree establishment process. As a result, a large percentage of the original trees required removal or replacement, necessitating a more adaptive and site-specific approach to tree management. This included focussing on tree species that are more likely to succeed in the prevailing site conditions.

The Pegasus special tree rate is allocated for programmed maintenance and has been assigned for the current financial year. This ongoing programme is supported by a forward plan for the next season, with a primary focus on scheduled inspections and maintenance activities.

Typical works include:

- Tree assessments
- Remedial actions addressing visible concerns
- Measures to ensure tree stability and health

Pegasus has a disproportionately high number of juvenile trees, approximately 98% of its urban tree stock which necessitates full utilisation of the current budget. Ongoing requirements such as replacements, watering, and scheduled inspections limit the capacity to accommodate additional or discretionary works. The district irrigation approach specifically targets trees planted within the past five years, with 98% of Pegasus trees falling within this juvenile category (0-6 meters in height). This significant proportion indicates that irrigation requirements will remain a critical operational necessity for the next three to five years.

Over time, staff and contractors have been progressively selecting species better suited to the local environment and surrounding infrastructure. This strategic approach is expected to reduce tree failures and support the long-term success of the Pegasus urban canopy.

In the past two years, there has been an overspend in Pegasus due to the high replacement demand. The allocated budget of \$143,980 has been exceeded, driven by the volume of juvenile trees requiring intensive care. Of the 818 trees planted across urban areas in 2024, Pegasus accounted for 31% (238 trees), reflecting its elevated planting activity.

In 2024, an estimated average of 402 trees were serviced through the overall programme. This figure aligns closely with Pegasus's population, representing the highest tree-to-person ratio in the district. Pegasus has a population of 3,915 (6% of the total population) generating 169 service requests (13% of the total received annually). This represents a significant disparity, with Pegasus submitting more than twice the proportion of service requests (13%) compared to its population percentage (6%). This suggests residents in Pegasus are substantially more active in submitting tree service requests relative to their population size compared to other areas within the district. Pegasus service requests consist of the 38 requests within 2022, 69 requests within 2023 and 62 requests within the first 6 months of 2024. This is showing an upward trend in tree service requests within the Pegasus area. The current servicing rate suggests that, over a four-year cycle, a significant portion of trees may not receive timely programmed maintenance, underscoring the need to preserve the integrity of the existing schedule.

The tree removal budget is not included in the Annual Plan/Long Term Plan.

6.3. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The removal of the existing elm trees will result in a reduction in tree canopy cover, which may impact local microclimates and reduce the ecological benefits currently provided by these trees. Therefore, it is important that additional planting be done on Stewart Reserve to offset tree canopy loss and ensure continuity of environmental benefits such as shade provision, stormwater management and habitat for urban biodiversity.

6.4. Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. While it has been established that the trees are causing significant damage to council infrastructure and private property and that removal is the most practical option, the decision to approve removal carries broader implications that require consideration.

Approving the removal of healthy trees, even in exceptional circumstances, may set a precedent that encourages similar requests from other residents experiencing less severe or unrelated issues. This poses a risk to the integrity of Council's tree management strategy and could lead to increased pressure for removals that fall outside policy thresholds. Therefore, it is essential that this decision is framed as a special case, supported by arboricultural assessment, community consensus, and alignment with the

Street and Reserve Trees Policy (Section 4.4), to ensure consistency and safeguard against unintended consequences.

Failure to address the ongoing infrastructure damage and private property impacts resulting from elm tree root intrusion carries risk for Council. These include escalating maintenance costs, reputational risk and community dissatisfaction.

6.5. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The ongoing root intrusion impacts of uplifted footpaths, damaged kerbs and damage to resident's paths and driveways pose tripping hazards particularly for vulnerable residents such as elderly, children and individuals with mobility difficulties.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

The main policy that this relates to is Waimakariri District Council's Street and Reserves Tree Policy. The main sections of this policy to this report are sections 4.4 on criteria to consider removal and section 4.7 which focusses on species selection. Staff have been working across units with both Greenspace and Road teams. The trees have caused damage to the street asset; however, this should be linked with the narrow width of both the footpath and road corridor. If the subdivision was to occur under the existing policy, elm trees would not have been selected and other species as noted in the actions to attachment i on replanting recommendations.

7.2. **Authorising Legislation**

There is no specific legislation regarding the removal of street trees. Applicants do have the right of legal recourse under the provisions of the Property Law Act 2007 should the Board decide not to authorise removal of the trees. Sub part 4 of the act refers to the removal of trees. Section 335 refers to what the court may consider should an application be made.

335 Matters court may consider in determining application for order under section 333

- (1) In determining an application under [section 334](#), the court may make any order under [section 333](#) that it thinks fit if it is satisfied that—
 - (a) the order is fair and reasonable; and
 - (b) the order is necessary to remove, prevent, or prevent the recurrence of—
 - (i) an actual or potential risk to the applicant's life or health or property, or the life or health or property of any other person lawfully on the applicant's land; or
 - (ii) an undue obstruction of a view that would otherwise be enjoyed from the applicant's land, if that land may be used for residential purposes under rules in a relevant proposed or operative district plan, or from any building erected on that land and used for residential purposes; or
 - (iii) an undue interference with the use of the applicant's land for the purpose of growing any trees or crops; or

- (iv) an undue interference with the use or enjoyment of the applicant's land by reason of the fall of leaves, flowers, fruit, or branches, or shade or interference with access to light; or
- (v) an undue interference with any drain or gutter on the applicant's land, by reason of its obstruction by fallen leaves, flowers, fruit, or branches, or by the root system of a tree; or
- (vi) any other undue interference with the reasonable use or enjoyment of the applicant's land for any purpose for which it may be used under rules in the relevant proposed or operative district plan; and
- (c) a refusal to make the order would cause hardship to the applicant or to any other person lawfully on the applicant's land that is greater than the hardship that would be caused to the defendant or any other person by the making of the order.

7.3. **Consistency with Community Outcomes**

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

- There is a healthy sustainable environment for all.
- There are wide-ranging opportunities for people to contribute to the decision making that affects our District.
- There is a safe environment for all.

7.4. **Authorising Delegations**

The Wooden Sefton Community Board have the delegation to approve the non-financial recommendations within this report.

Council retains the delegation to approve financial recommendations as outlined in section 2.

Arboricultural Report

Pounamu Place & Stewart Reserve, Pegasus

– Assessment of root impact and suitability of street trees

Prepared For:

Ken Howat

Parks and Facilities Team Leader

Waimakariri District Council

Prepared by:

Arborist:

Sean Mackinnon

On behalf of:

Asplundh New Zealand

Site / location:

Pounamu Place, Pegasus,

Waimakariri

Type of inspection:

Limited Visual Tree / Site Assessment

Date of inspection:

17/02/2025

1. Introduction

At the request of Ken Howat and Maria Edgar an arboricultural assessment was conducted on the fastigate elm trees located along Pounamu Place, Pegasus. The purpose of this assessment was to evaluate the health, structure, and suitability of the existing trees in relation to their location and surrounding infrastructure and the potential damage to critical infrastructure caused by tree roots. Asplundh were asked to provide options or recommendations on possible remedial work such as root pruning or root barrier installation to mitigate this root damage and facilitate the footpath repairs.

2. Site Description & Site Map

The site comprises a residential street with a mix of narrow berms and small tree pits formed with concrete curb and channel. Pounamu Place and the street trees border Stewart Reserve, an area of open/ green space in the Brett of the street. The elm trees are planted near dwellings and council infrastructure, including footpaths, irrigation systems, and underground services.



An aerial photo showing the location of the elm trees on Pounamu Place and within Stewart Reserve. (Source: asplundhte.maps.arcgis.com/).

3. Tree Health and Condition

All elm trees assessed appear to be in good overall health. Observations include:

- Strong vigor and healthy extension growth
- Good live crown ratio (90+ % on average)
- Minimal deadwood present
- No significant structural defects observed
- Minimal maintenance requirement to bring trees into Council specification

4. Site Constraints and Issues

Despite their good health, the trees are poorly suited to their current locations due to:

- Their species and vigorous root systems.
- Restricted growing space: Small tree pits and narrow berms which limit root expansion and soil / nutrients.
- Proximity to infrastructure: Roots are impacting footpaths, curb and channel, power boxes, and irrigation systems causing damage and potential trip hazard.
- Proximity to dwellings: Root systems are encroaching on private property, posing a risk of structural damage and causing nuisance to residents with suckers and roots exposed on the surface of some lawns.
- Root pruning is not a viable option, as it would involve cutting structural roots, potentially compromising tree stability.

5. Recommendations

Based on the assessment of the elm trees along Pounamu Place, a phased removal and replacement strategy is recommended to address current and future risks to infrastructure and property, while maintaining urban canopy cover where practicable.

This could be completed in phases with appropriate replacement plantings completed prior to completing phase 2 removals.

5.1 Phase One – Immediate Removals (12 Trees)

These trees are currently causing significant safety and infrastructure issues and should be prioritized for removal. Specific issues include:

- Footpath lifting: Creating trip hazards and accessibility issues.
- Root encroachment on dwellings: Potential to damage foundations and underground utilities.
- Compression of utility infrastructure: Including power and irrigation boxes, which may lead to service disruptions or repairs.

Action:

- Remove 12 trees identified as causing immediate visible damage to infrastructure as per attached plan.
- Grind stumps to prevent regrowth, minimise trip hazards and facilitate replanting where practicable.
- Assess soil condition post-removal to determine suitability for replanting and allow for appropriate species selection.

5.2 Phase Two – Preventative Removals (10 Trees)

- These trees are not yet causing critical damage but are located in high-risk areas, such as:
Proximity to underground services: Including stormwater, sewer, and telecommunications.
- Early signs of infrastructure impact: Such as lifting drain covers or minor pavement displacement.

Action:

- Remove 10 trees as a preventative measure.
- Monitor surrounding infrastructure for signs of delayed root impact.
- Coordinate with utility providers to ensure safe removal near services.

5.3 Tree Retention (6 Trees)

Six trees are recommended for retention based on the following criteria:

- Adequate space for root development
 - No current or foreseeable conflict with infrastructure
 - Good structural form and health
- Action:
- Implement a monitoring program to reassess these trees annually or after a severe weather event.
 - Mulch and irrigate as needed to support long-term health.

5.4 Replanting Strategy (17 Trees)

To maintain canopy cover and enhance biodiversity, a replanting program is recommended:

Species selection:

- Use smaller, non-invasive species suited to urban environments and the available above and below ground space.
- Prioritize compact native flowering species to support local biodiversity and reduce maintenance or compact flowering exotics
- Examples: Hoheria populnea (lacebark), Pittosporum tenuifolium, or Sophora microphylla (kowhai).

Site selection:

- Replant only in locations with sufficient soil volume and distance from infrastructure.
- Focus on wider berms and larger tree pits.
- Include additional planting in nearby reserves to offset removals and enhance amenity value.

Planting specifications (environment):

- Minimum 1m³ soil volume per tree.
- Install root barriers where appropriate to direct root growth away from infrastructure.
- Use mulch rings and Greenwells to support establishment.

Action:

- Replant 17 trees in approved locations
- Include 2–3 additional trees in a nearby reserve as compensatory planting to offset the decrease in tree numbers.

6. Conclusion

While the elm trees are currently healthy, their placement is unsustainable due to spatial constraints and infrastructure conflicts. A phased removal and replacement approach, with careful species selection and strategic replanting, will ensure long-term urban forest health and infrastructure protection.



Sean Mackinnon

Qualified Arborist / Operations Manager

Asplundh – Canterbury

**ASPLUNDH**
specialists in vegetation management

7. Appendices

Appendix A: Site Map with Tree Removal and Replanting Plan

Please see below site map with suggestions.



	Remove	Phase 1	2025
	Remove	Phase 2	2026
	Removed	-	-
	Plant / re-plant	Phase 1	2025

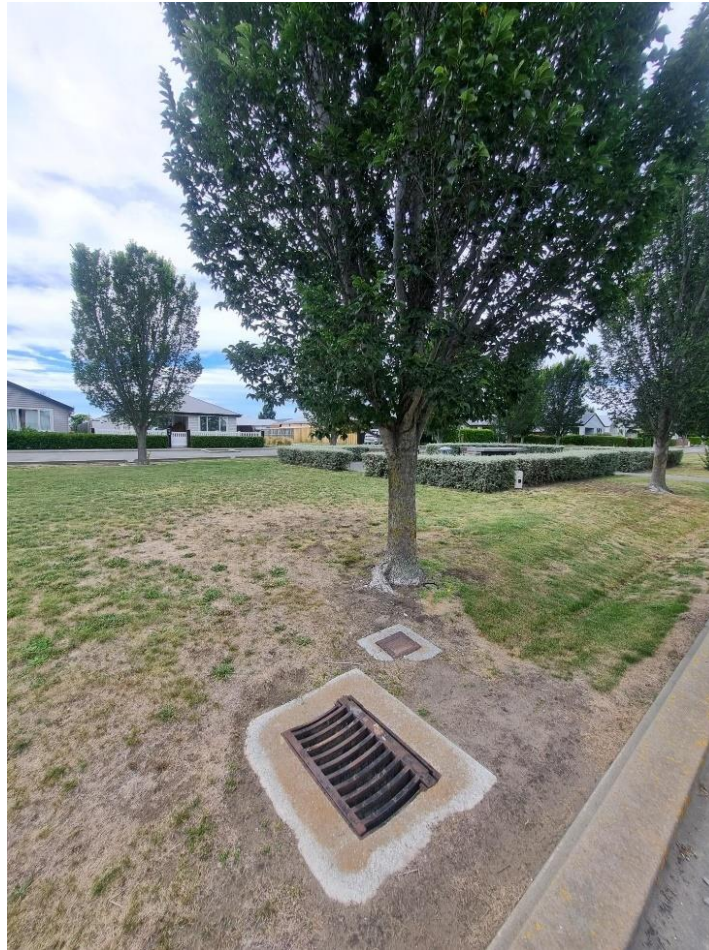
Appendix B: Photographic Examples of Phase One and Phase Two Trees**Example of phase 1 tree:**

Semi mature. Planted in very narrow berm. Roots lifting footpath, encroaching dwelling and compressing power/irrigation boxes.



Example of phase two tree:

Semi-mature. Planted close to underground services. Not causing significant damage immediately, but starting to lift drain covers etc. Possibility of underground damage.



Arboricultural Report

Tuka Road

Assessment of root impact to current infrastructure and suitability of current street trees

Prepared For:

Ken Howat

Parks and Facilities Team Leader

Waimakariri District Council

Prepared by:

Arborist:

Sean Mackinnon

On behalf of:

Asplundh New Zealand

Site / location:

Tuka Road, Pegasus,

Waimakariri, Canterbury

Type of inspection:

Limited Visual Tree / Site Assessment

Dates of inspection:

16/06/2025 & 11/08/2025

1. Introduction

At the request of Ken Howat, an arboricultural assessment was conducted on 12 street trees located along Tuka Road, Pegasus on the 16th of June and the 11th of August 2025. The purpose of this assessment was to evaluate the health, structure, and suitability of the existing street trees in relation to their location within a narrow drainage swale and their impact on surrounding infrastructure including council owned footpaths and private driveways. Recommendations were requested by WDC to mitigate further infrastructure damage.

2. Site Description & Site Map

The existing fastigate elm trees are planted within a narrow drainage swale approximately 1.8 meters in width. Each tree is offset within the swale and planted approximately 250mm from the edge of the existing footpath with the center of the trees approximately 450mm from the edge of the concrete footpath. This proximity has resulted in root-related damage to footpaths and driveways with visible lifting and cracking present. The lifting in some cases has resulted in steps or ledges up to 50mm in height which could pose a trip hazard. On the opposite side of the street, the berm is approximately 2.9 meters wide, which possibly offers a more appropriate location for replacement planting.



An aerial photo showing the location of the elm trees on Tuka Road, Pegasus. The trees located on the Northern side of the road are located within a narrow drainage swale of approximately 1.8m wide. The trees on the Southern side of the road appear to be causing minor damage at present. Trees assessed are identified within the red circle

3. Tree Health and Condition

All elm trees assessed appear to be in good overall and structural condition. Observations include:

- Strong vigor and healthy extension growth
- Good live crown ratio (90+ % on average)
- Minimal deadwood present
- No significant structural defects observed
- Minimal maintenance requirement to bring trees into Council specification

4. Site Constraints and Issues

Despite their good health, the trees are poorly suited to their current locations due to:

- Their species and vigorous root systems.
- Restricted growing space: narrow berm / drainage swale with limited area for root expansion.
- Proximity to infrastructure: Roots are impacting footpaths, driveways and other infrastructure.
- Root pruning is not a viable option, as it would involve cutting structural roots, potentially compromising tree stability and/ or leading to basal decay.

5. Recommendations

Based on the assessment of the elm trees along Tuka Road, a phased removal and replacement strategy is recommended to address current and future risks to infrastructure and property, while maintaining urban canopy cover where practicable.

The trees appear to be in good overall condition for health and structure at the time of inspection, and whilst there is no immediate concern for safety from an arboricultural point of view, the species, the site, and the growing environment are not appropriate for long-term retention.

The structural roots

This could be completed in phases with appropriate replacement plantings completed prior to completing phase 2 removals.

5.1 Phase One – Immediate Removals (6 Trees)

These trees are currently causing significant safety and infrastructure issues and should be prioritized for removal. Specific issues include:

- Footpath lifting: Creating trip hazards and accessibility issues.

Action:

- Remove 6 trees identified as causing immediate visible damage to infrastructure as per attached plan.
- Grind stumps to prevent regrowth, minimise trip hazards and reinstate grass berm.
- Assess soil condition on the opposite berm (south) to determine suitability for replanting and allow for appropriate species selection.

5.2 Phase Two – Preventative Removals (6 Trees)

These trees are not yet causing critical damage but are located in high-risk areas, such as:

- Proximity to underground services: Including stormwater, sewer, and telecommunications.
- Proximity to vehicle crossings into private properties.
- Early signs of infrastructure impact: Such as lifting drain covers or minor kerb/driveway displacement.

Action:

- Remove 6 trees as a preventative measure.
- Monitor surrounding infrastructure for signs of delayed root impact.
- Coordinate with utility providers to ensure safe removal near services.

5.3 Phase Three – Replanting Strategy

To maintain canopy cover initiatives and enhance biodiversity, a replanting strategy is recommended:

Species selection:

- Use smaller, non-invasive species suited to urban environments and the available above and below ground space.
- Prioritize compact native flowering species to support local biodiversity and reduce maintenance or compact flowering exotics

Examples:

Native: Hoheria populnea, Pittosporum tenuifolium, or Sophora microphylla.

Exotic: Magnolia grandiflora 'little gem'.

Site selection:

- Replant only in locations with sufficient soil volume and distance from infrastructure.
- Plant trees centered on the 2.9m wide berm at least 2m away from vehicle crossings.
- Including additional planting in nearby reserves to offset the number of removals and to maintain canopy cover.

Planting specifications (environment):

- Minimum 1m³ soil volume per tree.
- Install root barriers where appropriate to direct root growth away from infrastructure.
- Use mulch rings and Greenwell's, staking, to support establishment.

- Ensure trees are watered and maintained until well established

6. Conclusion

While the trees currently appear to be healthy, their placement within the narrow drainage swale is unsustainable due to ongoing infrastructure conflicts.

The placement of the trees within 250-500mm of the footpath will continue to cause damage and the removal of the problematic trees and replanting with compact, flowering species on the opposite berm will enhance the streetscape while protecting infrastructure and supporting biodiversity.

A handwritten signature in black ink, appearing to read "Sean", followed by a long horizontal flourish.

Sean Mackinnon

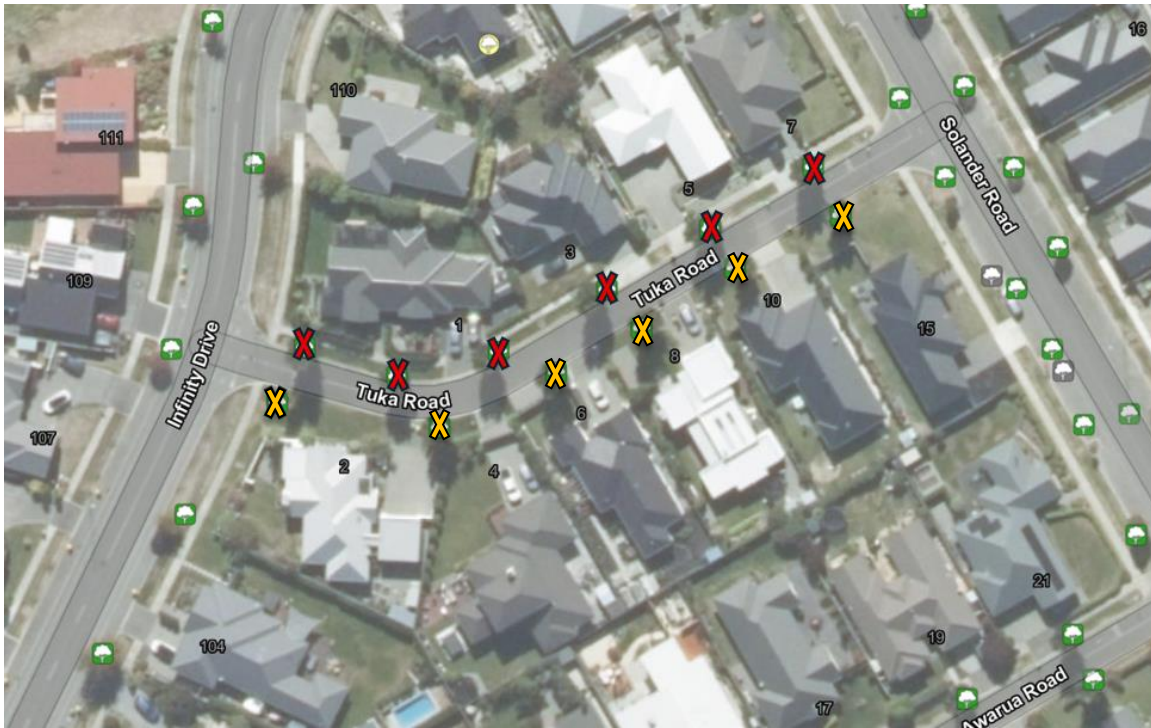
Qualified Arborist / Operations Manager

Asplundh – Canterbury



7. Appendices

Appendix A: Site Map with Tree Removals (phase 1 **Red**) (phase 2 **Orange**)



Appendix B: Photographic Examples of Phase One and Phase Two Trees**Example of phase 1 tree: (TR015121)**

Semi mature. Planted in very narrow berm. Roots lifting footpath causing trip hazards.



Image taken by Asplundh in June 2025 during initial site visit

Minor remedial pruning is required to bring the tree into WDC spec. Visible lifting of footpath with tree planted offset in the berm close to existing footpath.

Example of phase 1 tree: (TR015121)

Semi mature. Planted in very narrow berm. Roots lifting footpath causing trip hazards.

Photo showing lifting of footpath in excess of 50mm posing a trip hazard



Example of phase 1 tree: (TR015121)

Semi mature. Planted in very narrow berm. Roots lifting footpath causing trip hazards.

Photo showing depth of structural roots from existing FFL less than 50mm.



Example of phase two tree:

Semi-mature. Planted close to kerb, obstructing street signs and visibility. Minor damage currently visible, minor cracking in kerb. Possibility of underground damage due to proximity to underground services.



Image taken from Googlemaps 12/08/2025

POLICY

Roads and Streets

Street and Reserve Trees**1 Introduction**

In urban environments trees have a significant environmental role to play in enhancing streetscapes; breaking up the visual impact of buildings, softening hard landscapes and adding a natural element to an otherwise artificial environment. Mature trees are often the only significant natural landscape feature in a new development area and can act as landmarks within the District.

Mature trees provide most environments with a sense of scale. They are an important part of the landscape, providing colour, form, focal points, signposts and continuing interest. Trees are considered by many to have an intrinsic value because of their aesthetic beauty, the amenity and character they provide to an area and an economic value to residents and landowners.

Trees can be important links to the commemoration of significant people or events of the past and serve as a cultural element spanning generations of community members. Some individual trees or species have a customary use or significance to Maori and are notable in that context.

In recent years, greater public awareness of environmental issues has led to increased acknowledgement of the value of trees. In particular, trees contribute to the health of the environment by aiding climate control, combating air pollution, providing ecological diversity, attracting and supporting bird life and providing shade and shelter.

2 Policy Context

Trees are an important part of the community infrastructure. There is a need to recognise that different tree species have different life spans and there is a need to manage trees to ensure their longevity and to plan for their replacement.

Trees are a vital element in the District and contribute to the social, environmental, economic and cultural well-being of the residents and visitors to the District.

For the purposes of clarity the terms "street tree" or "tree" used within this policy also refers to Council owned trees located on Council owned land and reserves.

3 Policy Objective

The objective of this policy is to:

- Protect and effectively manage trees located on Council land; and
- Plant appropriate trees on Council managed land for the benefit and well-being of current and future generations; and
- Support the continued protection, retention and well-being of publicly notable trees; and
- Support community based tree initiatives on Council managed land.

4 Policy Statement**4.1 General**

The Council supports the planting of street trees in urban areas where practicable to enhance communities and neighbourhoods. Factors determining this include physical constraints, safety, the opinions of residents, traffic issues and the location of essential services. All street tree planting must have Council approval and will generally be undertaken by the Council on existing streets and by developers in new subdivision areas.

The Council will maintain an inventory of street trees. As part of this an audit will be carried out to assess the condition of each street tree and the information entered into a database. The database will be updated on an ongoing basis as part of the Council's tree maintenance contract.

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Roads and Streets

Street and Reserve Trees

All street tree planting will be carried out in accordance with the Council's Engineering Code of Practice.

4.2 New Street Trees

All trees selected for planting shall be approved by the Community Greenspace Team.

All new subdivisions, as part of their landscape plan, will incorporate street tree plantings. These landscape plans are approved by Council as part of the subdivision consent.

The Council is responsible for planting trees in existing streets. Urban streets will be planted with street trees where possible. Collector roads are likely to have trees planted on either side as an avenue or incorporated into a median strip. Minor streets vary between having trees planted on one or both sides of the street, outside each or every second house or in groves at the end of the street. Exact locations are site specific.

Council does not generally plant street trees in rural or semi-rural road reserves except as part of an approved landscape plan which is usually developed to enhance the entrances to a subdivision. Where trees have been planted as part of a rural or semi-rural subdivision Council will maintain the trees for their health and public safety.

The Council has a street tree planting programme for the District. In addition, or as part of this programme, the Council will consider requests from residents for new street trees to be planted. Where there is a request for trees to be planted in a street with no existing trees, the Council will generally seek agreement from the majority of residents so that a contiguous pattern of tree planting can be achieved. The Community Greenspace Team will provide residents with a shortlist of tree species that have the appropriate characteristics for the environment and are suitable for that particular street. In streets where existing trees are planted the same or similar species will be planted where practical.

When preparing designs for upgrading roads, kerb and channel and footpaths the Council will endeavour to preserve existing trees where possible. Works should avoid interfering with the trees in any way including roots and surrounding soil where possible. Where this is not possible an agreed street tree plan will be prepared, approved and implemented as part of the road improvements, unless impractical due to the location of services. Where practical any new or relocated services will be installed in locations that provide the best opportunity for the planting of street trees and their continued growth and development.

4.3 Succession Planting

Some streets and reserves in the District are currently defined by the presence of large mature trees. Large trees provide a living link to the history of the area and have visual and amenity benefits.

As trees age past maturity, they begin to deteriorate. Eventually they reach a point where they need to be removed because either they can no longer be maintained in a safe and healthy state, or they have died.

To continually provide streetscapes and reserves with mature trees it is essential that trees are replaced on an ongoing basis. The following will apply:

- Where a Council owned street tree is removed for any reason a replacement tree may be planted. The replacement will be planted on, or as near as practicable, to the site of the removed tree as determined by Green Space staff in consultation with adjacent residents.
- Where mature trees in streets and reserves are nearing the end of their expected life a replacement tree may be planted in a nearby position prior to the removal of the mature tree

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(having regard to location, and any relevant planting or reserve management plan). This allows for the replacement tree to sufficiently establish prior to removal of the mature tree.

4.4 Removal of Street Trees

The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:

- Where it causes severe hardship consistent with District Court decisions;
- Where it causes severe disruption to essential services;
- Where it is necessary for a street tree redevelopment plan to be implemented;
- Where it is necessary for the realignment/reformation of a footpath.

In situations where residents claim healthy street trees are having a negative impact on their properties, the following procedure will be followed:

- The tree(s) will be inspected by a Council Community Greenspace Team advisor to ascertain the problem(s).
- Any appropriate works will be carried out by Council's approved tree contractor at the Council's expense. Appropriate works are defined as those necessary to alleviate the problem(s), although not to the extent that the natural attractive form, health or stability of the tree is compromised in the operation.

Where a resident's request for the removal of a tree is received, staff will consult with the neighbours and prepare a report for the relevant Community Board for its consideration.

In the event of road widening or other type of public work where trees are present and have to be removed, consideration is to be given to relocate the trees, if they are suitable for this purpose. Where this is not possible replacement tree planting should be carried out as an integral part of the project and provision for this included in the project assessment and design.

4.5 Removal/relocation of Street Trees in New Subdivisions

The first owners of sections in new subdivisions where street trees have been planted as part of the landscape plans may need to remove or relocate these trees to facilitate vehicle access to the house designed for that section.

In this situation requests for the removal or relocation of a tree must be made in writing to the Council stating:

- The street address of the property and the lot number; and
- The name of the contact person; and
- Contact details; and
- The reason for the tree to be removed or relocated.

On receipt of the request staff will assess the quality of the tree and if the tree can be relocated. This assessment will include:

- Any conditions of sale by the developer;
- Any conditions of the resource consent;
- The streetscape

If the tree can be relocated, an appropriate site is to be marked on the ground in the road berm, where the tree shall be shifted to.

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If the tree is removed the householder is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres) in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council.

The cost of removing or relocating the tree is to be borne by the householder, not the Council. If an agent of the householder makes the request then the agent is deemed to be the person responsible for the payment of all expenses relating to removal or relocation of street trees.

4.6 Removal/relocation of established trees to allow for minor subdivisions

It is becoming more prevalent that larger, established sections in urban areas are being subdivided into one or more smaller sections to accommodate the demand for housing in established urban areas. At times this will mean that existing well established street trees will be located in a position where they will impede access to the new sections by either completely blocking the proposed vehicle access points or be directly adjacent to the proposed vehicle crossings. In these circumstances no vehicle crossing should be constructed closer than 3 meters to the centreline of an established street tree. This will ensure that damage will not be done to the tree or the vehicle crossing as the tree matures.

In these situations every option must be explored to determine if an alternative vehicle access is available that will protect the tree from damage.

Where alternative access is not available an application must be made to the Community Greenspace Team for permission to remove the tree which will be referred to the appropriate Community Board. Sub-dividers should be made aware that it may take some time for the Board to consider the matter.

Where Council authorises an established street tree to be removed the developer is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres tall) with a calliper measurement of a minimum 50mm, in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council. The cost of removing or relocating the tree is to be borne by the developer, not the Council.

4.7 Species Selection

To minimise complaints about trees which include: leaf drop; fruit, shade creation and invasive roots, a list of tree species commonly used and suitable for street planting is maintained by the Council's Community Greenspace Team. This list is not exhaustive, nor does planting the species on the list guarantee that individual trees will survive and flourish.

Prior to planting new trees (other than replacement trees) in an existing street the Council will supply a list of suitable trees and ascertain residents' opinions about the species to be used. Consensus among residents will confirm the species to be planted. The final decision on choice of tree species for a particular street rests with the Council's Community Greenspace Team.

The planting of fruit and nut trees is at the discretion of the Community Greenspace Team and the factors listed below will influence that decision.

Factors influencing appropriateness of a species for the site will include the following:

- Soil type
- Drainage
- Local climate
- Width of footpath and width of roadway
- Proximity of houses to street and aspect (potential shading)

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- Location of services
- Existing nearby species and character of neighbourhood
- Suitability of species in relation to growth habit and other characteristics
- Cost
- Any additional requirements of the Council's Engineering Code of Practice

4.8 Maintenance

To provide the best opportunity for street trees to grow healthily and reach their full potential at maturity a proactive approach to tree health will be under-taken. This will ensure many problems are dealt with before serious damage occurs.

The first three years after trees are planted are the most crucial to their successful establishment and it is important that they are given extra attention during this period.

All maintenance of street trees owned by Council will be carried out by skilled tree contractors employed by the Council and their performance will be monitored by the Community Greenspace Team. Subdividers will maintain all trees planted by them for the full term of the maintenance period defined in the development consent.

Street trees under three years old from planting will be monitored and watered at least once a fortnight during the summer period if required.

Maintenance work to be carried out in the first three years following planting will include the following:

- Eradication of any weeds within the tree ring
- Replenishment of mulch
- Replacement or removal of the mower guard
- Re-staking or removal of stakes as required
- Pest and disease control
- Remedial works on any damaged limbs
- Removal of suckers
- Fertilising

Chemicals including pesticides and herbicides may sometimes be required to ensure the health and survival of a tree. The application of either herbicides or pesticides is allowed only by Council's tree maintenance contractor or another contractor approved by the Community Green Space Team who will be required to hold an up-to-date, relevant qualification.

4.9 Pruning and Training of Trees

To enhance the health and form of street trees and minimise future maintenance requirements the Community Greenspace Team has a pruning and training programme designed to ensure young trees are correctly trained to fit the streetscape and to minimise any future maintenance.

The primary aim of pruning is to maintain adequate clearance above roads and away from footpaths and to enable trees to develop a proper branch structure with a strong central leader. Such a structure will reduce long term maintenance costs and promote the growth of a healthy and aesthetically pleasing tree.

Pruning may also be carried out on street trees to alleviate shading and leaf fall problems on residential properties where this can be done without detrimentally affecting the tree and following recognised good arboricultural practice. Topping or pollarding of trees is not considered good practice and therefore will be carried out in extreme circumstances and with the authority of the Community Greenspace Team.

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Pruning of street trees will be carried out by authorised Council staff or skilled tree contractors employed by the Council.

The Council will take the following action if it becomes aware of unauthorised pruning or interference with street trees:

- A letter will be sent to the resident concerned informing the resident of the Council's stance on unauthorised pruning of street trees;
- If necessary the Council will notify the Police of this intentional damage.
- If the tree is so detrimentally affected it has to be removed, the resident concerned will be asked to pay the full cost of removing the tree and purchasing and planting a replacement tree.

4.10 Planting

It can be difficult to establish new trees in a street environment. Trees can suffer from a lack of shelter and water and vandalism also takes its toll.

To ensure new trees have the best possible chance of surviving the first three years after planting a flyer is put into the letter box of the property the tree is located outside providing information for the resident on how they can assist in ensuring the tree remains healthy and is kept watered.

Planting is generally carried out between May and September and will be carried out according to the Council's Engineering Code of Practice and the Community Greenspace Team's planting specifications.

5 Links to legislation, other policies and community outcomes

Waimakariri District Plan
Waimakariri District Council Engineering Code of Practice
QS-R905 Street Trees – Standard Operating Procedure
Property Law Act 2007, section 333

Community Outcomes:

There is a safe environment for all

6 Adopted by and date

Approved by the Community and Recreation Committee on 21 March 2017 and adopted by Council on 4 April 2017.

7 Review

Review every six years or sooner on request.



Waimakariri Council

My name is David Mills and I live at 8,Pounamu Place and I represent the residents of Pounamu Place. (names attached and comments).

We are concerned with the 30 Elm trees (Ulmus Lobel) planted in Pounamu Place.

Van Den Berk Nurseries state:-

They can grow up to 15 - 18 metres high. Suitable for avenues and broad streets, coastal and industrial areas .

Yates guide to growing elms state:-

Usually grown as a specimen or avenue planting.

As these are reasonably big trees, give them plenty of room to grow and avoid planting near a fence line, built structures or building services (such as electricity or sewerage).

The Plant Company state:-

The Elm tree broadens as it matures eventually reaching 15 mts tall and 8 mts wide. Ulmus Lobel, commonly grown as a specimen or planted in wide avenues.

The root structure and size of the trees make them unsuitable for the street. Some of the trees are planted only 2 metres directly opposite property gates.They reach maturity after 10 years and should be planted at least a minimum of 6 metres from fences and structures. Elms tend to have shallow root systems and trees are easily stressed or damaged by soil compaction. The trees in Pounamu were planted 12 years ago and are still growing.

One of the trees blew over recently and we are all very concerned as the tree looked healthy, exactly like the others, prior to falling over. The tree came down over the public walkway used mainly by school children and young families. The trees all look healthy but the fear is another may come down the same way and injure passer-bys, damage our homes or parked cars.

The tree roots are lifting the concrete paths creating trip hazards for pedestrians.

Council workers have painted with fluro the raised concrete for the second time which is visible during the day but not at night, or when the leaves fall in autumn, making it very dangerous to walk along. The concern is the roots will be lifting the property paths and getting into the house foundations. (photos attached)

In conclusion,

It is not known when the trees will blow over and the injuries or damage they may cause.

The paths are only going to get worse and what cost to council and residents for ongoing repairs.

The trees are 12 years old and have not reached full maturity.

Van Den Berk Nurseries, Yates and The Plant Company state on their websites the Elms are only suitable as specimens, planted alone in parks, wide roads or avenues. Pounamu is certainly not a wide road or avenue.

The falling leaves in winter and seeds in spring, making the paths and roads slippery to walk along, hiding the tripping hazards of the raised concrete paths.

Therefore the residents would like to know what steps the council are going to take to make the paths safe and what assurance you can give the residents that the other trees are safe and won't fall over.

Name: Patricia Bayly	Address: 13 Pounamu Place
Signature: P. Bayly	Phone number: 021 163 2230
Comments: My understanding is that they should be planted a min minimum of 50 feet from your property.	

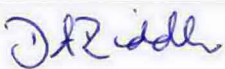
Name: Teresa Magerl / Liz Wassera	Address: 9 Pounamu Place Pegasus
Signature: T Magerl / L Wassera	Phone number: 027 3887863
Comments: We have two major concerns one is fire, given the houses are built so close together; the second is a wind storm, with the trees falling on the houses.	


Name: Amanda Crozier	Address: 3 Pounamu Place
Signature: A Crozier	Phone number: 021 217 3613
Comments:	

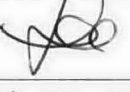
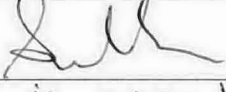
Name: Elise-Maree Duncan	Address: 1 Pounamu Place
Signature: E Duncan	Phone number: 021 557 997
Comments: See Flowers all thru house, unable to open windows or doors, fills up gutters. Perhaps you'd like to clean the gutters for me.	


Name: Janet + Kevin Maguire	Address: 4 Pounamu Place
Signature: J Maguire	Phone number: 027 421 0019
Comments: Paths are a major concern as one of us has severe osteoporosis and easily breaks bones. Also allergies to the flowers/seeds are a concern. Trip hazards are a Health and Safety Concern as most roots are growing under the footpath.	

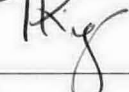
Pounamu Place Residents have signed a petition for the removal of the Elm trees. Some have added comments as follows.

Name: Deborah Riddler	Address: 22 Pounamu Pl (owner)
Signature: 	Phone number: 03 3574060
Comments:	


Name: Kay Mills & David Mills	Address: 8, Pounamu Place, Pegasus
Signature: Kay Mills  David Mills	Phone number: 021 022 64682
Comments: We love trees but these Wych Elms are a real worry. They grow to 30 metres high & 20 metres wide and should never have been planted in our street. One has already fallen in high winds luckily falling into the road. They are a problem in Autumn shedding huge piles of leaves and problem in Spring with millions of flowers blowing in windows and piling up in spouting. Big trouble for elderly residents.	

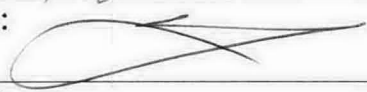
Name: Linda McLean Alan Mulligan	Address: 26 Pounamu Pl
Signature:  	Phone number: 021 134 0394
Comments: My concern is, when the water pipes ed. break with tree root damage, who is accountable for the repairs !! Not me.	

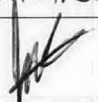
Name: Tracey Thomson	Address: 19 Pounamu Pl
Signature: 	Phone number: 0204 183 2312
Comments:	


Name: Tracy King & Tony Wood	Address: 17 Pounamu Pl
Signature: 	Phone number: 021 107 0042
Comments:	

Name: Tracey Carter	Address: 24 Pounamu Place
Signature: TM Carter	Phone number: 0212508370
Comments: Need topping, roots could be causing problem in future (or already). dangerous if come down in wind.	

Name: Simon & Jane	Address: 14 Pounamu Place
Signature: 	Phone number: 0278908301
Comments: OUTSIDE THE HOUSE NEED TO GO	

Name: Andrew Haughey	Address: 15 Pounamu Place.
Signature: 	Phone number: 0278273195
Comments:	

Name: JOHANN / BREMBA	Address: 30 POUNAMU PLACE
Signature: 	Phone number: 021 408 968
Comments: Destroying the foot paths.	

Name: Kay Bassett	Address: 2 Pounamu Pl.
Signature: 	Phone number: 027 3353718
Comments: I brought my property 2 years ago. I'm on a corner so I have 3 of these trees to contend with. Winter is a hazard with leaves on the footpath. Children & young families walk along Mary Ellen st, I'm out there every day sweeping leaves up,	

as very fearful they will slip. The footpaths are covered. As for the flowers that come off the trees in summer, my decks & garden are covered. The footpaths have all lifted making it very dangerous for us elderly residence. When I brought my property I thought I would have less work, but I was wrong all the work is because of these trees

Name: <i>Kara Tapp</i>	Address: <i>28 Pounamu Place.</i>
Signature: <i>[Signature]</i>	Phone number: <i>0211377561.</i>
Comments:	

Name:	Address:
Signature:	Phone number:
Comments:	

Name:	Address:
Signature:	Phone number:
Comments:	

Name:	Address:
Signature:	Phone number:
Comments:	

Name: <i>Kevin & Lesley Allan</i>	Address: <i>20 Pounamu Place Pegasus.</i>
Signature: <i>K W Allan L Allan</i>	Phone number: <i>0272413279.</i>
Comments: <i>We live outside where the tree fell over. This was a major concern to us - we park our car where this tree came down. Luckily it wasn't there when it came down. Our visitor park in this space and someone could get seriously hurt. This is a safety issue.</i>	





Note the rise in the path

NO:2



Whats left of downed tree, hollow stump









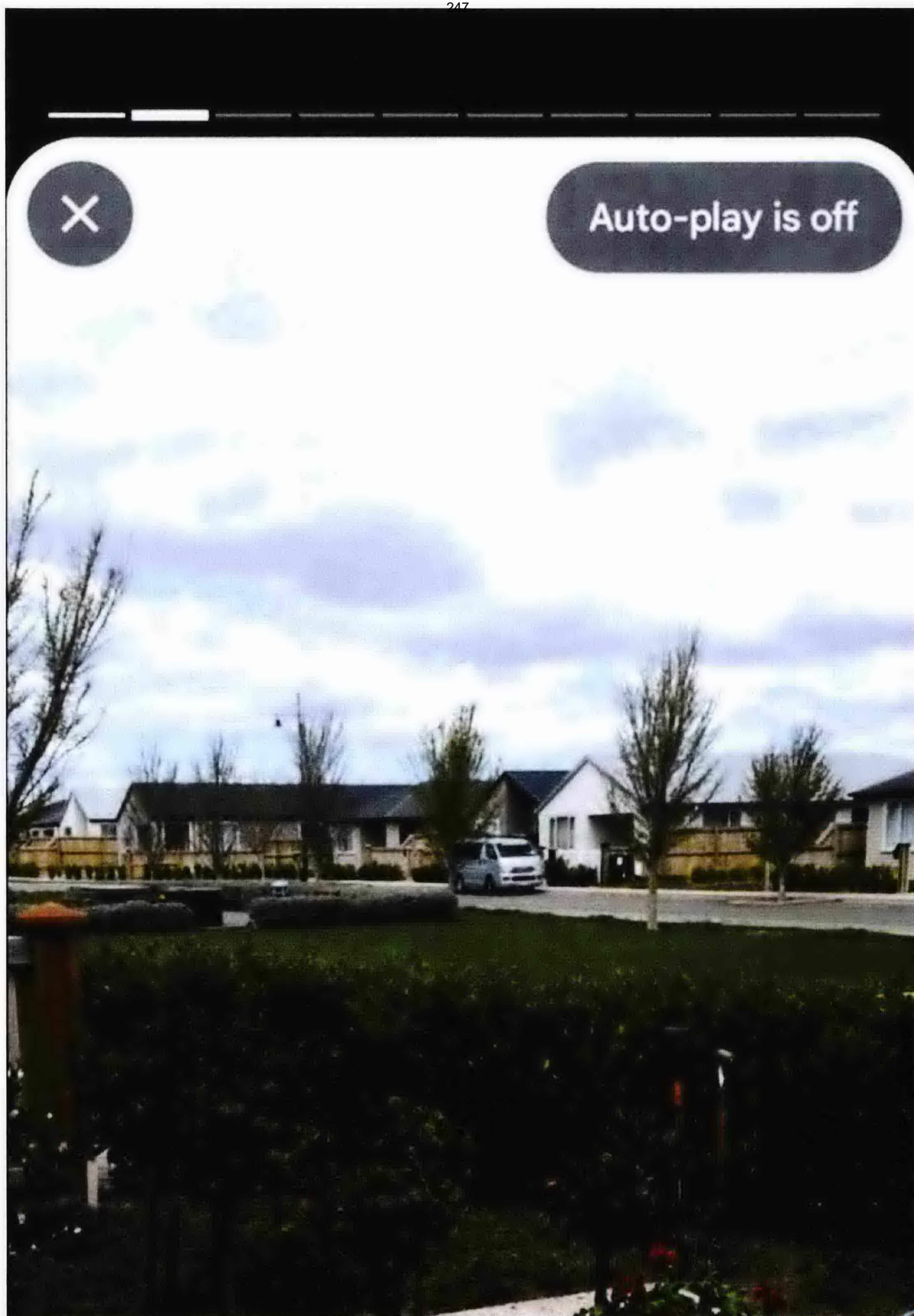


Photo taken 2013.



PHOTO TAKEN JANUARY 2025

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 19 AUGUST 2025 AT 9 AM.

PRESENT:

Councillors J Ward (Chairperson), R Brine, N Mealings, P Redmond, P Williams and Mayor D Gordon (arrived at 9.09am).

IN ATTENDANCE:

Councillor T Fulton.

G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager), K Simpson (3 Waters Manager), K Straw (Civil Projects Team Leader), S Binder (Senior Transportation Engineer), S Allen (Water Environment Advisor) and K Rabe (Governance Adviser).

There were no members of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday, 15 July 2025.

Moved: Councillor Brine

Seconded: Councillor Redmond

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 15 July 2025 as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

Nil.

3.3 Notes of a Workshop of the Utilities and Roding Committee held on Tuesday, 15 July 2025

Moved: Councillor Mealings

Seconded: Councillor Williams

THAT the Utilities and Roding Committee:

- (a) **Receives** the circulated Notes of the Workshop of the Utilities and Roding Committee held on 15 July 2025.

CARRIED

4 **DEPUTATION/PRESENTATIONS**

Nil.

5 **REPORTS**

5.1 **Further Information Report for the Kaiapoi to Pineacres Cycleway (Options to connect to Smith Street) – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transport Manager)**

Given that Items 5.1 and 7.1 dealt with the same matter, these items were considered simultaneously.

The reports dealing with the Old North Road – Kaiapoi to Woodend Walking and Cycling Connection were presented to the Kaiapoi-Tuahiwi Community Board (KTCB) on 21 July 2025. The KTCB amended the staff recommendation to alter the route to cross Smith Street west of the Smith Street Bridge, rather than at Ranfurly Street as suggested by staff. The current report (Item 5.1) sought to provide further information to the Committee to assist it in making an informed decision. Staff noted that if the Board's recommendation was preferred, residents along the new route would have to be consulted before implementation.

Councillor Redmond asked if there would be any further speed humps installed along Old North Road, if the KTCB's preferred route was adopted. K Straw replied that no further speed humps would be installed; however, road treatments would be required at the Charles Street and Lees Road intersections.

In response to Councillor Redmond's query relating to cost, K Straw noted that there was little cost difference between the two routes.

Councillor Redmond then sought clarity on how the consultation would be carried out, and J McBride advised that targeted consultation with residents of Sidney Quay would be undertaken, with the results to be presented to the Management Team for a decision on whether to install the Neighbourhood Greenway as specified in the staff recommendation.

Councillor Redmond questioned the cost of progressing both routes. K Straw estimated that it would cost approximately \$300,000, which would exceed the available budget.

Councillor Redmond then asked, in staff opinion, which route would attract the most use. J McBride believed that it really depended on where people were and where they wanted to go. She noted that the staff-recommended route was shorter and seemed more direct if a cyclist was travelling from Woodend to central Kaiapoi. However, if the aim was to connect to the Passchendaele Memorial Pathway, the other route would be more direct. This was a difficult question to answer, and she noted that both Mandeville and Mafeking Bridges saw equal use and could deliver a cyclist at either of the starting areas.

Councillor Mealings asked staff to provide a brief overview of why the KTCB had chosen the option it had, given that the Passchendaele Memorial Path ended at or near the Smith Street Bridge. J McBride agreed that the memorial path did end near that area, and currently, there was a walkway under Smith Street next to the river; however, this was narrow and was sometimes underwater during high tide. She advised that she believed that the KTCB felt that this option would be the desired line from the Passchendaele Memorial Pathway. J McBride reiterated that it all depended on where you wanted to go and from which area you were travelling, as to which route would be preferred.

Councillor Mealings questioned whether it would be feasible to install a pedestrian refuge at the Smith Street Bridge and continue with the original route. J McBride explained that the cost of a pedestrian refuge was approximately \$40,000, and the risk was that it may need to be replaced with a cycle refuge at a later date, which was more costly. Additionally,

the Smith Street Bridge option would necessitate relocating the bus stops, as they were situated almost precisely in the desired location of the crossing. K Straw also noted that one of the reasons the KTCB had opted for the Smith Street Bridge option was that it had requested work to be considered near Ranfurly Street, which may impact the infrastructure being planned for the crossing there.

Councillor Brine queried what percentage of the KTCB was in favour of the amended route and J McBride noted that it had been a unanimous decision.

Councillor Redmond asked what the main reason was for the KTCB's decision to amend the route. K Straw replied that the KTCB wanted to take advantage of the work being carried out on the floodgate on the Cam River. J McBride believed that the KTCB thought many people already used the underpass, and if it were underwater, they would cross Smith Street at that point.

Mayor Gordon reviewed the pertinent points raised, which were that the original route was slightly shorter and appeared to be more direct and led straight into Kaiapoi town, and was also feasible if a cyclist was coming from Christchurch, which would lead along Peraki Street over Mandeville Bridge, along the stopbank to cross Smith Street at Ranfurly Street was the most direct and shortest route to Woodend, which was why staff had initially recommended that route. The amended route was half a kilometre longer; however, it would be the preferred route if the cyclist was coming from Rangiora via the Passchendaele Memorial Pathway. Therefore, neither was a bad route. J McBride concurred, stating that she would prefer to see both routes progressed, as they offered different options for cyclists and pedestrians; however, there was an insufficient budget to achieve that outcome.

K Rabe, as the Governance Adviser to the KTCB, was asked to comment on the matter. She noted that the amended route was shorter, hence the KTCB believed it would be the preferred route for Kaiapoi High students travelling to Woodend. Given that progressing a cycle route between Woodend and Kaiapoi for students' use was one of the original drivers for this project, she believed it had influenced the KTCB's decision.

Councillor Williams inquired whether staff had any data on the number of Kaiapoi students who cycled to school, noting that he had been surprised by the number of Rangiora students who did the same. J McBride replied that she did not have any data on the numbers.

Councillor Ward commented that currently, there was no cycleway between Woodend and Kaiapoi; thus, the numbers were irrelevant, as she was sure that once the cycleway was operational, there would be more students cycling to school.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 250811147746 and notes that this report is the cover report for Report 250514084485.
- (b) **Approves** amending Plan of Works (Trim no. 241220227289) to include a revised design for Old North Road, and the inclusion of a pedestrian/cycle crossing point in Smith Street west of the bridge to give alternate access from the underpass to the current cycleway which will connect with a shared pathway using the Cam River floodgate bridge to connect to the Passchendaele Path.
- (c) **Notes** that the amended plan includes a reduction of the number of proposed speed humps in Old North Road from 16 down to nine (increasing the spacing to 200m on the straight section of Old North Road and 150m spacings on the northern end where sight distance is reduced).

- (d) **Adopts** Option Two (Sidey Quay) as the recommended option by the Kaiapoi-Tuahiwi Community Board on 21st July. This option sought to utilise the Cam River floodgate bridge to cross cyclists over the Cam River, and utilise the existing path beneath Smith Street. For times when the path below the bridge is inundated due to high river levels, a new pedestrian refuge would be installed on Smith Street.
- (e) **Notes** that the Sidey Quay / Cam River floodgate route provides a more direct desire line between the Passchendaele Path, and the proposed cycleway to the north, however the Ranfurly Street / Charles Street route provides a more direct desire line between the Kaiapoi Town Centre, and the proposed cycleway to the north. As such both are considered important.
- (f) **Notes** that the Cam River floodgate / Sidey Quay route was not included in the approved Cycle Network Plan which was adopted by Council in October 2022.
- (g) **Notes** that Option Two includes provision for four “watts profile” speed humps, located at 100m spacing along Sidey Quay, suitable for a “neighbourhood greenway”.
- (h) **Notes** that, should Option Two be approved, the construction contract will include all Sidey Quay works as a “Separable Portion” to allow consultation with Sidey Quay residents to be carried out in conjunction with tendering so as not to risk loss of funding. This portion of works may be removed from the contract in the future, if required.
- (i) **Notes** that staff do not object to the option recommended by the Community Board from a technical perspective; however, it is noted that the alternate option via Sidey Quay has not been through an external safety review.
- (j) **Delegates** the approval of the installation of the Sidey Quay Neighbourhood Greenway to the Management Team, to be confirmed following completion of targeted consultation, at the Tender Award stage of the project.
- (k) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board for their information.

CARRIED

Mayor Gordon acknowledged the questions posed by the Committee to gain an understanding of why the KTCB had recommended an alternative route. He noted that he did not like to overturn a KTCB's recommendation, and given that there was minimal cost variance, he was comfortable following its preference. He also thanked K Rabe for her input, which had helped him understand the broader benefits. He stated he was unaware of cycle statistics; however, he was aware that many people used the paths for walking.

Councillor Ward acknowledged that this was a difficult decision and would have preferred to see both routes progressed, and suggested that the original route be considered at a later stage. Councillor Ward believed it was prudent to take notice of the KTCB's recommendation as they were the people who lived in the area and understood the environment.

Councillor Mealings also supported the motion, acknowledging that she had been conflicted, however, appreciated the feedback regarding the Kaiapoi High School students, which had reminded her that there had been many submissions to Annual and Long Term Plans over the years to prioritise a cycle route between Woodend and Kaiapoi for students' use. Councillor Mealings also appreciated that the new route connected with the Passchendaele Memorial Pathway, which provided a round-trip from Rangiora to Woodend and back to Rangiora. She also believed it would be beneficial for the original route to be progressed at a later stage, which would be the final piece to the puzzle.

Councillor Williams supported the motion, which supported the KTCB's recommendation.

Councillor Redmond acknowledged that initially, he was inclined to support the staff recommendation, which, in his opinion, was the shortest and the most direct route into Kaiapoi. However, it has been demonstrated that it depended on where the person was coming from and where they wanted to go. He stated that he was not opposed to either route; however, he acknowledged that he may have overlooked the original purpose of the route, which was primarily a Woodend/Kaiapoi cycle link for students who wanted to cycle to school. Therefore, he supported the motion. Councillor Redmond also noted that he was pleased to see the Committee had supported the KTCB's views and noted that the Committee should remember this in a later item to be discussed, in which the Committee had previously overruled the strong opinions of the Board in relation to the intersection of Beach Road and Featherston Avenue.

5.2 **Cam River Enhancement Fund Proposed Projects and Update – S Allen (Water Environment Advisor)**

S Allen spoke to the report, which provided an update on the Cam River Enhancement Fund projects, which included:

- a trial of manual removal of Cape pondweed within a 20m section of either the North Brook or Middle Brook, to support containment and/or eradication plans of the Department of Conservation.
- fish passage rock ramp installation in Railway Drain at Cotter Lane (tributary of the North Brook, Rangiora).
- sediment trap emptying of two sites on the Tuahiwi Stream and three sites on the Middle Brook.
- pine seedling replacement with natives on a WDC esplanade reserve on the South Brook.

S Allen further noted that the outstanding projects approved for completion included:

- Partial funding of \$5,000 for fencing for the North Brook Trail project, for the areas where moving the fence line back would protect Critical Source Areas from stock. This was now planned to be funded in 2025-26, due to delays in the North Brook Trail project fencing installation.
- Riparian planting (estimated at \$1,000) to carry out at a Tuahiwi property. This had been postponed due to ongoing discussions between the multiple landowners as to whether there was full support for this planting to take place. A resolution on whether this planting was to proceed is expected in 2025-26. The plants that were ordered for this planting, before it was postponed, were planted on a Council esplanade reserve along the South Brook at Townsend Fields, which was also within the Cam River catchment.

In response to Councillor Fulton's query regarding fish passages, S Allen replied that there were fish passage guidelines that had been adopted in the National Policy Statement in 2020; however, these had been reviewed, resulting in a new version that needed to be accommodated. The Government had indicated that it would be reviewing the policy further in the coming months.

Councillor Fulton inquired how people would know if their fish passages were compliant once they were installed. S Allen replied that the PushMax Guidelines should be applied for consistency.

Moved: Councillor Brine

Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 250718131702.

- (b) **Notes** that there is \$169,000 remaining in the Cam River Enhancement Fund as of 1 July 2025.
- (c) **Approves** new projects as scoped in this report (\$25,000, see Table 1); namely;
 - i. Trial of manual removal of Cape pondweed within a 20m section of either the North Brook or Middle Brook;
 - ii. Fish passage rock ramp installation in Railway Drain at Cotter Lane;
 - iii. Sediment trap emptying of two sites on the Tuahiwi Stream and three sites on the Middle Brook; and
 - iv. Pine seedling replacement with natives on a Waimakariri District Council esplanade reserve on the South Brook.
- (d) **Notes** that some projects are outstanding, as approved by the Committee on 21 November 2023, but are still intended to be completed, or some projects have been withdrawn or completed but were funded by other sources.
- (e) **Notes** the update of the Cam River Enhancement Fund completed projects of fencing, in stream improvements, and emptying existing sediment traps carried out in 2023-25.
- (f) **Notes** that approved projects will be provided to North Canterbury Fish and Game seeking their agreement, and the Department of Conservation – Rangiora Office for consultation before proceeding, as per the conditions of use for the Cam River Enhancement Fund.
- (g) **Circulates** this report to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards, the Central Rural Drainage Advisory Group, and at a Te Ngāi Tūāhuriri Rūnanga – Council meeting.

CARRIED

Councillor Brine stated that he had been in attendance when the enhancement front was created and believed that the Council was very fortunate to have such passionate staff driving projects like these.

Councillor Mealings stated that it was great to see the fund being used for the intended purpose and thanked staff for their work.

5.3 Private Well Study Results for 2024 – S Allen (Water Environment Advisor)

S. Allen took the report as read, which was an update on the Private Well Study nitrate test results for 2024, comparing the results to those from previous years.

In response to Councillor Fulton's query regarding the correlation between increasing well depth and decreasing nitrate levels, S Allen replied that this would be true for Ecoli but not for nitrates. Drilling deep did not necessarily mean there would be no nitrates, particularly depending on the source of the water. If the water was coming from an area that was farmed 20, 30, or 50 years ago, the water that came through may still contain nitrates. It also depended on the definition of depth. Most farmers or small holdings considered 15 to 20 metres deep; however, scientists considered 50 metres or more deep.

Councillor Fulton noted that private well owners' consents had been rejected because they were deemed to be too shallow. S Allen asked how deep these wells would be, and Councillor Fulton replied between 15 and 25 metres deep. S Allen asked if the consents were turned down due to contamination concerns, and Councillor Fulton agreed, adding that in some cases, it was also due to cultural problems.

Councillor Williams noted that one of the wells listed had nitrate levels well above the recommended nitrate level and asked what the landowner's thoughts were on this and what they were doing to mitigate the issues. S. Allen replied that they had treatment in place and were also trying to determine the origin of the nitrates.

Councillor Williams asked about the cost of treating a well, and S. Allen replied that it depended on whether the water was to be supplied to a tap or to the whole house. However, she was unable to answer how much it would cost.

Councillor Redmond asked if the information in the report would be added to the property LIMs. S. Allen replied that the LIMs would have a copy of the file; however, she was unsure if the information would be included on the LIMs, as there may be a privacy issue. S. Allen noted that no addresses had been included in her report, and Councillor Redmond pointed out that this would serve as a flag for future purchasers.

Councillor Mealings inquired whether the decreasing nitrate levels in the Swannanoa area could be due to the undercurrent in the groundwater. S. Allen acknowledged that there was a downward trend in the region; however, she had not yet had a chance to analyse the data. Councillor Mealings noted that she knew someone involved in the study and was positive about it, and thanked S. Allen for her work.

Councillor Fulton queried if the Silverstream 'hot spots' for a nitrates buffer trial had been included in the report. S. Allen agreed that this would have been captured in the Eyreton cycling area, and measurements could be connected to the groundwater.

Moved: Councillor Williams

Seconded: Councillor Mealings

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 250704121979.
- (b) **Notes** the findings of the 2024 study, with one well above the nitrate-nitrogen Maximum Acceptable Value (MAV) set in the Drinking Water Standards for New Zealand (2022). Of the wells sampled, 50% of the wells in Eyreton, 67% in Cust, 34% in Carleton and 11% in Swannanoa sampling areas were above half of the MAV (5.65 mg/L).
- (c) **Notes** that the median nitrate concentration for the Cust sampling areas, as sampled in the 2024 study, exceed the limit of a median of 5.65 mg/L nitrate-nitrogen set in Plan Change 7 of the Canterbury Land and Water Regional Plan (Schedule 8) for private water supply wells, while Eyreton, Swannanoa and Carleton sampling areas did meet this limit.
- (d) **Notes** that Environment Canterbury conducted an Oxford to Eyrewell gap-filling well study in the spring of 2024, with some private wells included. Seven of seventeen wells sampled in Eyrewell, Northwest Eyrewell and Northeast Eyrewell private well sampling areas (41%) were measured to be over the 5.65 mg/L nitrate-nitrogen limit.
- (e) **Notes** that Waimakariri District Council and Environment Canterbury staff will continue to raise awareness of the health impacts of high nitrates, and to encourage private well owners to test water regularly, including updating and wider distribution of the publication of a 'managing a private well supply' pamphlet for the District.
- (f) **Notes** that Waimakariri District Council proposes to repeat this study in spring 2025, with 10 wells in each of the four sampling areas (40 wells total). Well owners from the previous sample rounds will be approached for repeat annual sampling, to allow for assessment of trends over time.

- (g) **Notes** that statistically robust Mann Kendall trends for nitrate concentration over time are not able to be concluded from data for only six years, or four years of data for Swannanoa and Carleton sampling areas.
- (h) **Circulates** this report to the Council and Community Boards for information.

CARRIED

Councillor Williams thanked S Allen for the report, which he believed was important in informing elected members of the levels of contaminants and/or nitrates in the district's private wells, enabling the Council to build up data for the future.

Councillor Mealings agreed that the information gathered was essential and was pleased that the information gathering had been ongoing for some time, which would allow for good trend data to enable people to become better informed.

6 PORTFOLIO UPDATES

6.1 Roading – Councillor Philip Redmond

Focus areas for staff:

- Road maintenance contract tender evaluation was underway.
- Marking out of pre-seal repairs ahead of the sealing season.
- Drainage works on reseal sites and the installation of soak pits to address drainage issues on rural roads.
- Remetalling of unsealed roads.
- Bridge maintenance work across the district.

Capital:

- Work was focusing on designs for the upcoming construction season.

Other Items:

- MainPower were continuing work on Smarts Road.
- Rugby game at the A&P Showgrounds on 30 August 2025.
- Kingsbury Avenue water main works were underway.
- New sewer connection/manhole to be carried out in Pegasus Main Street.
- Lees Valley Road closure for culvert upgrades.

6.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

Water:

- The UV upgrade at the Ohoka Water Treatment Plant was progressing well and was expected to be completed in late September 2025.
- Garrymere well drilling works were progressing, and the exploratory drill rig work was complete. Further well testing was underway to confirm the yield.
- EQ4 well in Pegasus had been drilled, and well testing was underway.
- McPhedrons wellhead installation had been awarded to Chinnery Construction and was due to start onsite shortly.
- The Ayers Street Water Treatment Plant to East Belt water main project was underway. HEB had recently started installing pipework in Kingsbury Avenue.

In response to Councillor Mealings' concern regarding Snap Send Solve items on the Environment Canterbury (ECan) section of 'road' on the stopbank near Bradley and Hill Roads not being responded to, G Cleary offered to work with ECan staff to see if this matter could be resolved. Councillor Mealings noted that the road was in very bad condition and was quite dangerous.

Wastewater:

- The Beach Road wastewater pump was being refurbished and was due to be reinstalled in the next two weeks.
- The Septage Facility at the Rangiora Wastewater Treatment Plant (WWTP) was due to be opened to all contractors next month.
- New inlet screens at the Kaiapoi, Woodend, Waikuku Beach and Oxford WWTPs would arrive next month and were currently planned to be installed by Christmas 2025.
- New generators were currently being installed at the Rangiora Eastern District Sewer Scheme pump station, Gladstone Road WWPS, Southbrook Road Wastewater Pump Station (WPS), Ohoka Water Treatment Plant (WTP) and Garrymere WTP

Drainage / Stockwater:

- The recovery works following the May 2025 flood event were progressing well - all 80 maintenance checks had been actioned, and five out of 50 investigations were completed. An update report would be brought to the September Utilities and Roding Committee meeting.
- The Rural Drainage Maintenance Contract was still in the tender assessment and evaluation phase.
- The All Drainage Groups meeting was on 19 August 2025, with Fred Brooks from Environment Canterbury and Sophie Allen from WDC speaking. This event also served to acknowledge the efforts of group members over the past three years.

6.3 **Solid Waste– Councillor Robbie Brine**

- Attended the Canterbury Regional Landfill Joint Committee and Canterbury Waste Joint Committee meetings. Councillor Brine gave an overview of the matters discussed at the meetings:
 - Landfill:
 - Electric haulage truck trial.
 - Planning to move the container pad to reduce travel distance for delivery and site vehicles.
 - Waste Committee:
 - Received reports back from last year's funded projects.
 - Staff recommendations for this year's projects were approved.
 - Also approved a CPI adjustment to the grant funding and the Regional Waste Coordinator role.
- K Waghorn and D Young attended a Disaster Waste Workshop with Hurunui, ECan and Civil Defence staff. Canterbury University presented the results of a disaster waste modelling exercise to indicate the volumes and types of waste which could be expected in the AF8 earthquake, severe flooding and Tsunami. Identifying possible temporary and permanent disposal sites for these wastes was a first step. Working with a broader stakeholder group to develop a disaster waste management plan.

Councillor Williams asked if the gas was being harvested from Kate Valley, given the global shortage of natural gas, particularly in New Zealand, and if consideration had been given to running vehicles on the harvested gas. Councillor Brine agreed that trials had been conducted on running vehicles, and further investigations were ongoing.

Councillor Williams asked if they were storing any gas for the future in the meantime. Councillor Brine replied that there was a monumental amount of gas and there was no need to store it for later use.

Councillor Mealings queried if it was possible to use some of the unused power generation capacity, and Councillor Brine replied that he understood that was happening already.

Councillor Mealings also inquired about how the lifetime dividends were being utilised in the community. Councillor Brine noted that there was a Community Trust, while \$1.6 million was allocated to the Waipara in the Upper Amberley area, and the remaining dividends were distributed to the councils. Additionally, Waste Management received 50% of the dividends for its capital investment.

Councillor Mealings then inquired about the location of the funds in the Council's books and was informed that the funds had been deposited into the general rate budget, as it was initially funded from that source.

Councillor Fulton asked if the submission being prepared would address the question of what constitutes a Tier One class landfill versus a Tier Two level, given the significant price differential, and Councillor Brine confirmed that this point had been included.

Councillor Fulton inquired whether there had been any decision regarding the Cust Recycling Depot and was advised that the matter was with the Property Unit, and technical work was being carried out to determine a suitable site. Councillor Brine acknowledged that the community was disappointed that this facility was likely to be relocated elsewhere.

Councillor Fulton also noted that the trees around the edge of the old landfill site on McKews Road looked to be in bad condition.

6.4 Transport – Mayor Dan Gordon

- Woodend Bypass – submissions now open, and it was noted that feedback from the community showed no support for tolls.
- Meeting with residents from Lees Valley in the next few weeks and thanking staff for the ongoing communication to keep elected members informed.
- Silverstream speed humps – resident to speak to the following Utilities and Roding meeting when the report was expected to be considered.

7 REPORT REFERRED FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD

7.1 Post Consultation Update for Old North Road - Kaiapoi to Woodend Walking and Cycling Connection – K Straw (Civil Projects Team Leader) and J McBride (Roding and Transportation Manager)

This matter was dealt with in conjunction with Item 5.1 earlier in the meeting.

8 REPORTS REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD

8.1 Request approval of No-Stopping Restrictions in Highfield Lane – Joanne McBride (Roeading and Transportation Manager) and Shane Binder (Senior Transportation Engineer)

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the Utilities and Roeading Committee:

- (a) **Approves** retaining the status quo.

CARRIED

Councillor Ward noted that this matter had been discussed at length, and the feedback from residents was that they did not want any stopping restrictions. The Council had been working to improve conditions along the lane.

Councillor Brine concurred.

Mayor Gordon noted that a report on the proposed footpath would be presented to the Committee before December 2025 and confirmed that this communication had been shared with residents.

Councillor Redmond asked if the feedback received regarding parking restrictions had been from the residents in the Lane and not in the neighbouring area, and was told that four responses had been received, two in favour and two against. There was concern that no-stopping or parking restrictions would impact visitors to the properties.

Mayor Gordon noted that the Community Board had considered the matter and made a recommendation. Mayor Gordon stated that he had attended several discussions with neighbours over the last few months and mediated meetings to find a solution. He believed that the footpath would mitigate many of the concerns. He had also spoken to the business owner and requested them to encourage customers to park on Buckley's Road rather than using the Lane; however, that was not always possible.

8.2 Request to Approve Consultation on a No-Stopping Restriction for Coronation Street – Joanne McBride (Roeading and Transportation Manager) and Shane Binder (Senior Transportation Engineer)

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the Utilities and Roeading Committee:

- (a) **Approves** staff proceeding with consultation on the installation of No Stopping for a length of 55m between the driveway to no. 31 and Southbrook Road.
- (b) **Notes** that targeted consultation will be undertaken with residents along the length of Coronation Street and businesses in the area and will include online information / survey form for general public feedback.
- (c) **Notes** that a further report will be submitted to the Community Board with the results of the consultation feedback.

CARRIED

Mayor Gordon supported the motion as he had carried out a site visit and saw exactly what had raised resident's concerns and driver confusion regarding traffic lanes and on street parking which was a hazard. There were also concerns raised regarding traffic backup blocking driveways.

Councillor Redmond stated he was not usually in favour of removing car parking; however, he understood the issues and concerns raised by residents.

9 CORRESPONDENCE

Correspondence was tabled from the Pines and Karaki Beaches Association regarding concerns related to speeding at the intersection of Beach Road and Featherstone Avenue. The correspondence had been referred to the Committee by the Kaiapoi-Tuahiwi Community Board, which had considered this matter in November 2019 and recommended that mitigation measures be undertaken; however, the Committee overruled this recommendation and left the status quo at the intersection.

Councillor Redmond requested that the Committee request a report on this matter to investigate options for reducing speed and making the intersection safe for children in the area.

10 QUESTIONS UNDER STANDING ORDERS

Nil.

11 URGENT GENERAL BUSINESS

Nil.

12 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

That the public be excluded from the following parts of the proceedings of this meeting:

Moved: Councillor Brine

Seconded: Councillor Mealings

- 9.1 Approval of Procurement Strategy for Wastewater Inlet Screen Replacement Project.
- 9.2 CON25/47 – McPhedrons Road Well No.2 – Well Head Construction – Tender Evaluation and Contract Award Report.

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
REPORTS FOR INFORMATION			
9.1	Approval of Procurement Strategy for Wastewater Inlet Screen Replacement Project	Good reason to withhold exists under Section 7	To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities LGOIMA Sections 7 (2)(h).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
9.2	CON25/47 – McPhedrons Road Well No.2 – Well Head Construction – Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	protect the privacy of natural persons, including that of deceased natural persons, maintain legal professional privilege and enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Sections 7 (2)(a), (g) and (i).

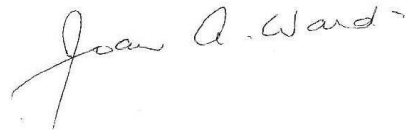
CARRIED**CLOSED MEETING**

The Public Excluded portion of the meeting commenced at 10.38am and concluded at 10.40am.

OPEN MEETING**NEXT MEETING**

The next meeting of the Utilities and Roading Committee would be held on Tuesday, 16 September 2025 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 10.40AM.

CONFIRMED


 Chairperson

16 September 2025

 Date
Workshop (10.40am to 11.01am)

Trim Ref (250819152881)

- Old North Road Wastewater Servicing

WAIMAKARIRI DISTRICT COUNCIL

**MINUTES OF THE MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY,
19 AUGUST 2025, AT 1PM.**

PRESENT

Councillors T Fulton (Chairperson), A Blackie (via Teams), and J Goldsworthy.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), B Charlton (Environmental Services Manager) and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Goldsworthy

Seconded: Councillor Blackie

THAT the District Planning and Regulation Committee:

- (a) **Receives and sustains** apologies for leave of absence from Mayor Gordon, Deputy Mayor Atkinson and Councillor Cairns.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 20 May 2025

Moved: Councillor Goldsworthy

Seconded: Councillor Fulton

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 20 May 2025, as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising from the minutes.

4 DEPUTATIONS

Nil.

5 REPORTS

5.1 Annual Report to the Alcohol Regulatory and Licensing Authority 2024/25 – B Charlton (Environmental Services Manager)

B Charlton took the report as read, clarifying there were only two chartered clubs in the district, not ten as stated in the report. He welcomed any questions.

Councillor Fulton questioned whether the operating conditions were clear for chartered clubs. B Charlton advised that the chartered clubs were established before the Sale and Supply of Alcohol act 2012 changed and were therefore operating in perpetuity. They did not have to apply for a license, but did have to comply with the Act. Their rules and regulations were bound by their constitution. The Council did, however, inspect chartered clubs to ensure compliance with the Act.

Councillor Fulton then sought clarity on the arrangements for the District Licensing Committee after the upcoming Local Body Elections. B Charlton confirmed that all members of the District Licensing Committee were classed as Commissioners, to ensure that the Committee could still operate during elections. Staff would be regarding the submission of a report on the membership of the District Licensing Committee to the incoming Council.

Moved: Councillor Goldsworthy Seconded: Councillor Blackie

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 250722134000.
- (b) **Approves** the attached 2024/25 Annual Report for the financial year ending 30 June 2025 for submission to the Alcohol Regulatory and Licensing Authority. (Trim: 250722134223).
- (c) **Notes** that the Local Alcohol Policy has proven effective with sensible rules contributing to a reduction in alcohol related harm within the community.
- (d) **Notes** that while the number of Alcohol Licences and Manager's Certificates remains steady when compared to the 2023/24 financial year, there has been an improvement in the quality of new applications due to the establishment of pre-application meetings.
- (e) **Circulates** this report to the Community Boards for information.

CARRIED

Councillor Goldsworthy acknowledged the challenges experienced in serving on the District Licensing Committee and dealing with licensing application, however, this was an essential regulatory function, which entailed staff regularly dealing with difficult situations.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 District Planning – Councillor Tim Fulton

- The appeals period for District Plan determinations would soon be ending.
- There had been some movement with the preliminary applications lodged in terms of the Fast-track Approvals Act 2024.
- Reforms submission on Going for Housing Growth was lodged.
- The Oxford-Ohoka Community Board had invested a large amount of effort in opposing the Woodstock Quarry Landfill application.

7.2 Civil Defence and Regulation – Councillor Jason Goldsworthy

- Acknowledged all the work done in the background for Civil Defence.
- The Civil Defence Team would be welcoming a new Civil Defence Manager.
- It was currently dog registration time and staff were taking a similar approach than in 2024 with many reminders being sent to dog owners and then infringements being issued on 1 October 2025 to those dog owners who did not comply.
- Received the first private Building Consent Authority (BCA) Project Information Memorandum (PIM) request through the new framework established by the Government.
- The significant building consent change from the Government was not as substantial as expected.

7.3 Business, Promotion and Town Centres – Councillor Brent Cairns

There was no update provided.

8 QUESTIONS UNDER STANDING ORDERS

Nil.

9 URGENT GENERAL BUSINESS

Nil.

NEXT MEETING

The next meeting of the District Planning and Regulation Committee would be held on 16 September 2025.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1.20PM.

CONFIRMED



Councillor T Fulton

16 September 2025

Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY, 26 AUGUST 2025, AT 1PM

PRESENT:

Councillors B Cairns (Chairperson), A Blackie, R Brine (left 2:43pm), N Mealings, P Redmond and Mayor D Gordon (left 2:43pm).

IN ATTENDANCE:

Deputy Mayor Atkinson (left 2:43pm) and Councillor Fulton.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), T Sturley (Community Team Manager), G MacLeod (Greenspace Manager), M Greenwood (Aquatics Manager), S Docherty (Corporate Planning Team Leader), K Steel (Ecologist – Protected Areas), J Lancaster (Libraries Team Leader – Operations), M Kwant (Senior Ranger (Biodiversity), L Mealings (Graduate Policy Analyst) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Community and Recreation Committee held on 15 July 2025

Moved: Councillor Brine

Seconded: Councillor Redmond

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 15 July 2025 as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising.

3.3 Notes of the Workshop of the Community and Recreation Committee held on 15 July 2025

Moved: Councillor Blackie

Seconded: Councillor Redmond

THAT the Community and Recreation Committee:

- (a) **Receives** the circulated Notes of the Workshop of the Community and Recreation Committee, held on 15 July 2025.

CARRIED

4 **DEPUTATIONS**

4.1 **Kaiapoi Food Forest Trust Annual Report 2024/25 – Glenn Foley and Gordyn Hamblyn**

G Hamblyn advised that he was the ex-chairperson of the Kaiapoi Food Forest Trust (the Trust), and G Foley was the current Chairperson. He acknowledged the generosity the Council had shown to the people of Kaiapoi by making this land available for a food forest. That generosity had been multiplied many times by gifts from the community, making it even more productive. In the last year, the Trust had significant contributions from the Order of St Lazarus and Pernod Ricard New Zealand from the Food Resilience Network in Christchurch. Currently, the Trust had many plants waiting to be planted. Most people thought that a food forest only nourished people's bodies, which it did; however, it also provided food for the mind and soul. He emphasised the importance of assisting people with food security, given the increasing prices of food and challenging economic times.

G Foley noted that the Trust were in the process of designing and constructing the Education Centre. However, they had to put a hold on the project due to the challenging environment of securing funding and to ensure it was fully utilised if it were built. Every year, the Food Forest property got greener and greener. Currently, the Trust had many plants waiting to be planted.

Councillor Cairns congratulated the Trust on the food and environment they were producing. Effectively, they were creating an exemplar for the rest of the community. Food forests were being developed around the district, and people would not want them if it were not for the Kaiapoi Food Forest.

Councillor Mealings noted she had been a fan of this since the inception of the Kaiapoi Food Forest. She had family that was relocated from the Red-zoned area after the earthquakes, and knowing the pain that caused. The Food Forest was created in an area that represented much sorrow for the people who lost their homes in the earthquake. She was pleased that good things were able to be salvaged and brought to this place. Councillor Mealings was thankful for the foresight and vision of members of the community who created the Food Forest. She thanked the Trust for their work and appreciated that the gospel of food forests had been spread across the district.

Mayor Gordon endorsed the remarks of colleagues. He enjoyed visiting the Kaiapoi Food Forest. He commended Councillor Cairns, who had been a great supporter and initiator of food forests around our communities and further afield. He thanked the Trust for keeping the Council updated on what they were doing. Mayor Gordon agreed that the Kaiapoi Food Forest was an example of how a food forest could and should operate.

Councillor Redmond noted that around eight years ago, when he was first elected, he thought the primary function of the Kaiapoi Food Forest was in education. However, the food forest's role in connecting people and enhancing wellbeing had been raised. He wondered whether that was one of the primary outcomes of the food forest and asked how the Trust prioritised the primary outcomes. G Hamblyn noted the Food Forest had a dual outcome of providing food and also feeding people's souls. Currently, the Trust was not involved as much with educating as they would like, but they were feeding people's souls.

5 **REPORTS**

5.1 **Northern Pegasus Bay Bylaw Update August 2025** – S Docherty (Corporate Planning Team Leader), M Kwant (Senior Ranger (Biodiversity)) and L Mealings (Graduate Policy Analyst)

L Mealings provided an update following the adoption of the Northern Pegasus Bay Bylaw 2024 (the Bylaw). Following the adoption of the Bylaw, staff identified two minor issues that could be resolved with the following minor amendments to the Bylaw:

- During the development of the Aircraft User Agreement, members of the Canterbury Recreational Aircraft Club identified that the wording in the Bylaw did not clearly identify that the activity was only restricted in the Ashley Rakahuri Estuary.
- Currently, the Dog Control Act 1996 was identified in the preamble to the Bylaw; however was not included in the Bylaw clause that indicated the legislation that enabled the Bylaw.

Councillor Redmond noted that at the time of the Northern Pegasus Bay Bylaw review, the Hearing Panel had requested staff to engage with the Civil Aviation Authority (CAA) about the airspace above the Ashley Rakahuri Estuary. He queried if those talks were ongoing. M Kwant was unsure if staff had those discussions with the CAA as of yet; however, he would follow up.

Responding to Councillor Blackie's question, M Kwant noted the Fenton Reserve was a loosely held term for an area set aside for occupation and access to mahinga kai, and some of these were in or close to the estuary. He confirmed that the same legislation would apply to the Fenton Reserve.

Councillor Brine noted that the aircraft landing from the south would fly over the Ashley Rakahuri River mouth. He queried whether there was a height requirement. M Kwant advised that aircraft had to fly at 500 feet unless they were landing or taking off. He noted that there would be birds flying in that zone as well. However, the aircraft mentioned were light aircraft, which flew at relatively low speeds.

Councillor Brine noted that the report mentioned fines and legislation. He enquired if these would be instant fines or whether they would need to be issued by the court. M Kwant explained that the Council did not have the authority to issue fines under the Bylaw; hence, the only avenue would be to go through the court.

Councillor Cairns sought clarification on the issuing of permits for freedom camping and braziers associated with the activities of customary fishing and whitebaiting. M Kwant noted that these activities were in breach of the current Bylaw. In the past, staff had advised people they were in breach, but no further action was taken, as long as people were still meeting the objectives of the Bylaw. The intention was to get people off the beach and into the campground.

Moved: Councillor Blackie

Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- Receives** Report No. 250806144978.
- Approves** the Ashley Rakahuri Estuary Aircraft User Agreement (Trim 250409062043)
- Notes** minor changes to the Northern Pegasus Bay Bylaw will be reported to the Council for decision on 2 September 2025, including:
 - clarification of the Bylaw area associated with the Ashley Rakahuri Estuary Aircraft User Agreement.
 - reference to the Dog Control Act 1996 in clause 1.1 (Legislation by which the bylaw is made).
- Notes** that the Council adopted the Northern Pegasus Bay Bylaw Implementation Plan on 6 May 2025.
- Notes** staff are working with mana whenua and agency partners to ensure that the objectives of the Bylaw are being upheld during the customary fishing and whitebait fishing seasons.

- (f) **Circulates** this report to Community Boards for information.

CARRIED

Councillor Blackie thanked staff for their work over the last 18 months. He believed that the Northern Pegasus Bay Bylaw 2025 was an excellent result. Councillor Blackie noted that the Council had made considerable progress in the last five years.

Councillor Mealings supported the motion, noting that staff had done a good job of balancing the concerns of the various users.

Councillor Brine also supported the motion; however, he still had concerns regarding the enforcement of the restriction on dogs in the Ashley Rakahuri Estuary.

5.2 **Applications to the Biodiversity Fund Autumn 2025** – K Steel (Ecologist – Protected Areas)

K Steel spoke to the report, noting that the Biodiversity Contestable Fund provided support to landowners or groups for projects undertaken to protect and enhance indigenous biodiversity in the Waimakariri District. The Council received 13 applications seeking a total of \$36,639. Eight of these applications aligned with the assessment criteria. However, five of the applications, although aligning with the fund criteria, had been identified as projects that could be provided for more appropriately through other mechanisms.

Moved: Mayor Gordon

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 250729138411.
- (b) **Approves** the allocation of \$1,500 from the Biodiversity Contestable Fund to Bruce and Fiona Clark for native planting.
- (c) **Approves** the allocation of \$1,530 from the Biodiversity Contestable Fund to Jeremy and Andrea Stevens for native planting.
- (d) **Approves** the allocation of \$1,490 from the Biodiversity Contestable Fund to Tim McMorran for native planting.
- (e) **Approves** the allocation of \$2,000 from the Biodiversity Contestable Fund to James Stephens for weed control.
- (f) **Approves** the allocation of \$2,000 from the Biodiversity Contestable Fund to Chris Barber for weed control.
- (g) **Approves** the allocation of \$4,787.40 from the Biodiversity Contestable Fund to Pamu for weed control.
- (h) **Approves** the allocation of \$6,272 from the Biodiversity Contestable Fund to Nicky Auld for wetland enhancement.
- (i) **Approves** the allocation of \$1,315 from the Biodiversity Contestable Fund to John Wakeman for wetland enhancement.
- (j) **Declines** funding from the Biodiversity Contestable Fund for Richard and Rachel Lange to undertake earthworks and planting, and notes that Council staff will work with Richard and Rachel Lange to undertake an ecology survey and restoration plan.

- (k) **Declines** funding from the Biodiversity Contestable Fund for Rachelle Winter to undertake an ecology survey and restoration plan, and notes that Council staff will undertake an ecology survey and restoration plan for Rachelle Winter as BAU.
- (l) **Declines** funding from the Biodiversity Contestable Fund for Anthony and Julia Holcroft to buy eco-sourced manuka, and notes that the Council will provide the plants directly to Anthony and Julia Holcroft from a donation by the Motukarara Department of Conservation Nursery.
- (m) **Declines** funding from the Biodiversity Contestable Fund for traps for Michelle and Wayne Flintoft towards predator traps and notes that the Council will fund this through a Lotteries Foundation Grant for this purpose.
- (n) **Declines** funding from the Biodiversity Contestable Fund for weed control in the fen and swale areas at Silverstream, and notes that the Council will fund this from the Silverstream Reserve Maintenance budget.
- (o) **Notes** that \$39,354 remained in the Biodiversity Contestable Fund for allocation in the spring funding round.
- (p) **Notes** that all application forms and supporting information are available on request.

CARRIED

Mayor Gordon supported the motion and thanked staff for the work undertaken in preparing this report.

Councillor Cairns also supported the motion; he was pleased that staff had included the reasons for declining the application and the alternative options provided.

Councillor Mealings agreed with the previous speakers. She was pleased that the staff had identified other mechanisms to fund some projects

5.3 Mayor's Taskforce for Jobs Contract Update – T Sturley (Community Team Manager)

T Sturley spoke to the report, noting it detailed the successes of the Mayor's Taskforce for Jobs Programme (MTJP) over the last 12 months. It highlighted the proposed significant changes to the local contract, including new operational requirements, in terms of the Ministry of Social Development (MSD). It provided an overview of the central government-led reprioritisation of local and national youth employment needs, particularly related to a significant reduction in support for 16 to 17-year-old young people not currently in education, employment or training (NEET). She advised that the proposed changes to the local contract would result in considerably more administration.

T Sturley noted that the report discussed the challenges faced by communities with significant numbers of NEET young people and how these young people could utilise the 18-month to two-year gap to upskill. She reported on the Work Readiness Programme that the MTJP Facilitator was developing. Driver licensing in particular was a significant barrier for young people in the district to gaining employment. Also, things such as forklift licenses, counselling, and CV writing were necessary for someone to be ready to take a job when it was offered. Despite all the challenges, staff had more than doubled the contracted outcomes.

The MTJP Facilitator, L Blair, provided the Committee with an overview presentation of the success of the Mayor's Taskforce for Jobs Programme.

Councillor Fulton noted that, by definition, this was a Job Generation Programme; however, it was also part of the Community Team's Social Programme. Hence, there was a social benefit, which drove economic growth. He questioned whether this could be highlighted to the Central Government. T Sturley noted that the MTJP recently celebrated 25 years as a viable programme in New Zealand; The MSD funded the programme through a partnership with Local Government New Zealand. In terms of Central Government support, the programme was in a strong position.

Councillor Fulton enquired whether there was a risk of the Central Government withdrawing the funding from the MTJP, because of its success in the Waimakariri District. T Sturley thought that because the programme was embedded in the MSD, it was unlikely to happen.

Councillor Cairns noted the MSD's statistics claimed that if people were unemployed or on the benefit at 21 years old, they were more than likely to be on the benefit for 20 more years. T Sturley stated that there was significant evidence that if someone remained unemployed in their youth, the likelihood of them being on a benefit down the track was higher. Additionally, if they did secure employment, it was often in lower-paid positions where they could not reach their full potential.

Councillor Redmond noted the example of someone being employed at Te Kōhaka Tūhaitara Trust. He asked what the source of that referral was. L Blair pointed out that they were already on the books from 2023; they had disengaged and came back.

Councillor Blackie noted three young people were sent to the Te Kōhaka Tūhaitara Trust, one of whom had followed through. He enquired what happened to the other two young people. L Blair advised that one had returned to school and the other had moved out of the Waimakariri District.

Councillor Cairns asked if it was part of the process to collect stories and get feedback from the young people after they had been in employment for a while. L Blair noted that she gathered the story as they went along, and once they were in employment, she kept in touch with them to see how they were going.

Councillor Cairns questioned how many young people in the MSD files were looking for work. T Sturley noted that at the time the contract was awarded, there were 381 in the Waimakariri District; it is now 411.

Councillor Cairns asked if staff had connected with Enterprise North Canterbury in a bid to secure possible jobs. L Blair noted that she had not spoken with them yet, but did speak with other local businesses.

Moved: Mayor Gordon

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 250814150285.
- (b) **Notes** that the Waimakariri Mayor's Taskforce for Jobs (MTFJ) programme has achieved more than double its contracted outcomes for 2024/25, with 34 employment placement outcomes for the original contract of only 14, with those placements in a variety of local sectors.
- (c) **Notes** that staff have worked with people leaders across the Council to secure three additional placements within Council Units or with businesses associated with the Council.

- (d) **Notes** that over the 2024/25 contract year, in addition to contracted placements, the Waimakariri MTFJ coordinator has helped a total of 93 local unemployed youth into some form of work, work experience or work-readiness training.
- (e) **Notes** that in February, with the Waimakariri District's proven track record, we were awarded an additional \$15,000 over the contracted funding, to enable the filling of three additional placements, with the requirement that these be within council teams or council-related business. This target was achieved.
- (f) **Notes** that with the success of the local programme and our district's high number of young people on Ministry of Social Development's Job Seeker list, Waimakariri District Council's MTFJ Programme is in the fortunate position to have kept the contract for the 2025/26 year, with Ministry of Social Development (MSD) signalling that this funding will likely continue through 2026/27.
- (g) **Notes** the reprioritisation, with preference given to clients aged over 18 and on the MSD Job Seeker benefit, and a resulting gap in service provision for local young people aged 16 to 17 years and not in education employment or training, (NEETs)
- (h) **Notes** a new requirement that 80% of referrals must now come directly via MSD, with the remaining 20% either NEET youth or older people facing significant barriers to employment.
- (i) **Notes** more rigid requirements for clients to meet MSD obligations, with an associated increase in administrative requirements for staff.
- (j) **Notes** that staff are working, supported by the mayor, to mitigate the effect of a reduction of service provision for local NEET young people.

CARRIED

Mayor Gordon acknowledged that achieving this contract was no mean feat. It was a badge of honour for councils to achieve a Mayor's Taskforce for Jobs status. He thanked the staff for making this possible. The MTFJ team may be ambitious in what they sought, but it was a well-established programme across the country. He acknowledged the work being done by L Blair, who has continued where E Trevathan left off and has grown the programme further. The apprenticeships that had been brought about not only through Council-related contracts but also within the organisation were inspiring to see people get on the ladder. The programme was funded externally and required no funding from the Council. The Driver Licensing Programme was one he was particularly supportive of; many young people did not have licenses, and the success stories from them getting their license were immense.

Councillor Blackie commented that, having been involved with boots on the ground, he knew how well the MTFJ worked and congratulated staff.

Deputy Mayor Atkinson noted that he was fortunate to have borne the fruits of the MTFJ in two different organisations for which he was a Trustee. He implored people to support the programme right the way through because, unfortunately, funding for interns and apprenticeships was disappearing from the private sector.

Councillor Cairns was overwhelmed when he attended the MSD presentation, where they talked about the youth of today being unemployed and that the potential existed that they could be on social benefits for many years. He had been blessed to visit Comcol and see the work they were doing with young people. He also attended NOAIA, where they were starting a food forest. He believed we were blessed, wonderful people living in the district.

Councillor Mealings noted this was a guardrail programme and if the Council reached young people early enough, then staff could help them to attain who they were meant to be. She commended staff on the work they had done; they had more than doubled their contracted expectations.

5.4 **Aquatics August Report – M Greenwood (Aquatics Manager)**

M Greenwood took the report as read, noting that they had a strong start to the year, with attendance numbers in July 2025 rising by 4.8%. He provided a breakdown of the Customer Satisfaction Survey results over the last five-year period. The survey indicated that the Aquatic Facilities consistently achieve above the 90% target. There was some plateauing, and there were limitations as discussed previously around space at peak times and other issues highlighted in the Aquatic Strategy. He noted that staff had been working with the New Zealand Police regarding some undesirable activity at the pools.

Councillor Redmond questioned what steps were taken to ensure staff safety from inappropriate and concerning customer behaviour. M Greenwood explained that staff were provided with training on de-escalating conflict situations. They could also call on the support of the facilities' Management Team, who were there for key hours of the day. However, there were times when the best course of action was a call to the New Zealand Police. Following the situation, there was ongoing support from RAISE and the Council's Health and Safety Team, who helped afterwards.

Councillor Fulton reported that he had noticed that at a Christchurch Aquatic facility recently, they had security teams. He queried if that were something the Council needed to consider. M Greenwood noted it was not something the Council had done previously.

Councillor Cairns noted that in terms of adult learning to swim, the Waimakariri District seemed to be on a level playing field with other providers. He enquired if there was the capacity to expand the Adult Learning Swim Programmes. M Greenwood advised that adult lessons were a demand-based programme, whereas the lessons for children ran a term-based programme.

Moved: Councillor Blackie

Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 250811147785.
- (b) **Notes** a strong start to the financial year with attendance of 21,500 customers for the month of July 2025. This is up 1,000 (or 4.8%) customers in comparison to July 2024.
- (c) **Notes** the consistent achievement of positive customer satisfaction results averaging 94% in the last 5 years of Aquatics' general customer surveys.
- (d) **Notes** that Aquatics staff are working closely with Police and neighbouring councils to ensure the safety of our customers remains a key priority.
- (e) **Circulates** this report to the Community Boards for their information.

CARRIED

5.5 **Libraries Update to August 2025** – L Sole (District Libraries Manager)

J Lancaster took the report as read and noted that the Council had recently received some data from the Public Libraries of New Zealand Survey. The Council achieved notable increases in several areas, including active library members, active borrowers, individual event programs, and in-person visits. The libraries recently celebrated the launch of Fuego Volume Three on National Poetry Day. They also celebrated the opening of the Maths Art Exhibition at the Kaiapoi Library.

C Brown noted L Sole had been nominated and was successful in obtaining the role of Public Libraries New Zealand Executive Committee as regional representative for the upper South Island.

Deputy Mayor Atkinson asked if there was any analysis done on the increase in in-person visits, whether that was economy-based or economic times-based. J Lancaster explained that staff had not done any specific analysis on that. However, it was something that staff had considered; they sensed that the library was one of the last places where people could visit for free, and the libraries offered a wide range of opportunities.

Councillor Fulton queried about accessibility to free resources and whether staff had a position on protecting the Council's collection of newspapers and magazines. J Lancaster noted that, unfortunately, staff had no control over titles disappearing. There was still a budget for newspapers and magazines, and these resources were well used within the libraries.

Moved: Councillor Cairns

Seconded: Mayor Gordon

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 250703121283
- (b) **Notes** the community benefits of the below initiatives, particularly the increase of 954 individual library memberships and 677 active borrowers in 2024/2025, which reflects growing community demand for library resources, spaces, and services in the District.
- (c) **Circulates** the report to the Community Boards for their information.

CARRIED

Councillor Cairns commented that he had always supported the work that library staff did. He reiterated that libraries were not just about books; it was a place where people could feel safe. He congratulated staff, in particular J Clements, for Fuego Volume Three. He noted that the Maths Art Exhibition in Kaiapoi was extraordinary, and 20,000 people visited the libraries during the last school holidays.

Mayor Gordon endorsed Councillor Cairns' remarks. He commented that it was always a pleasure to attend the events hosted by the libraries. He commended J Clements for the work he did with young poets, particularly in a time when the use of AI was growing. The 500,000 people who visited the library each year demonstrated the value of that resource.

Deputy Mayor Atkinson would like to see an analysis conducted on the reasons for the increase in library visitors.

There was a lot touted about zero rates and ensuring the Council was cutting back; it concerned him that the first cabs off the rank would most likely be libraries and aquatic facilities. If some analysis showed the hard times were when numbers were rising, it would help support the argument as to why the services should not be cut.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.

- Te Kōhaka Tūhaitara Trust– Staff was working with Ngai Tahu and the Council to divest themselves of forestry that the Trust did not want to be in anymore.
- The Huria Planting Day on 23 August 2025, had a slightly disappointing turnout. They were going to do some thinking about how advertise the planting days better.

- Birdie Day welcome the birds back function at the Waikuku Reserve, it was a Council Greenspace Team sponsored event.

7.2 Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine

- The Dudley Aquatic Facility's exhaust needed fan replacement; it had deteriorated due to exposure to damp. That would require a temporary shutdown of the heating plant.
- The Aquatic Facilities summer recruitment for staff was underway for the pools.
- The Kane Shield was held on 18 August 2025, the evening was filled with energy, camaraderie and a genuine celebration of community spirit.
- The Council's collaboration with Christchurch City Council was working well, sharing information and enhancing customer and staff security. Selwyn District Council was exploring rostering and payroll solutions through Datacom. The Council maintained a close working relationship with Hurunui District Council, with Hanmer Springs continuing to participate in a training assessor exchange programme, providing valuable staff experience and supporting new adult educators.
- About grants, the Council was able to secure \$6,000 in funding to assist with the assessment of Rangiora Bowels.
- The Council had been working on plans for the facilities at Norman Kirk Park. Unfortunately, the league decided to hold a meeting, to which the Council was not invited, and they would be investing their money at Murphey Park.
- Concept plans for the Mandeville Sports Club were being worked through and would be submitted to the Oxford-Ohoka Community Board for consideration in the new term.
- Staff were working with Canterbury and Country Cricket to develop a Memorandum of Understanding for the proposed East Belt development. The Council had set aside \$500,000, subject to their putting in \$500,000; the Council's \$500,000 had been pushed out a further three years, and there was some more work to be done with cricket.
- The Council had identified that outdoor courts were still going to be the most cost-effective option for netball. North Canterbury Netball would like to move closer to MainPower Stadium. There was the potential of them working with tennis.
- The proposed development of the Pegasus Community Centre was progressing well; it was anticipated that a report would be submitted to the Council's 30 September 2025 meeting, hopefully with tenders.
- Staff were monitoring the Capital Delivery Programme for a large number of Greenspace Renewal Projects.

7.3 Community Development and Wellbeing – Councillor Brent Cairns.

- Welcoming Community events, Newcomer Safety Expo would be held on 12 September 2025, and Hanami blossom gathering at the Kaiapoi Food Forest when the cherry blossom arrives.
- Kaiapoi Menzshed were holding a teddy bear hunt to raise funds for their relocation.
- Visited Comcol, who had started a food forest, and new food forests to be established at NOAIA Trust, ARC Rangiora, the Northbrook Reserve, and Ohoka School
- Youth Futures was well attended; however, there were not many students from Kaiapoi.
- Shona Powell was re-elected as Chairperson at the Waimakariri Access Group Annual General Meeting.
- Hikurangi events had some rather small numbers in attendance.

- Experience Oxford held a very successful garage sale event
- Older Persons Expo would be hosted on 8 October 2025 at the Rangiora RSA
- Rangiora Museum would hold its monthly talk on 28 August 2025.
- Kaiapoi Museum would be celebrating its 10th anniversary at the Kaiapoi Library on 6 September 2025.
- Rangiora Promotions would host their 80s quiz night on 20 September 2025 at the Rangiora RSA.
- Kaiapoi Promotions to hold their meet the candidates evening on 10 September 2025.

7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- Noted the successful Fuego Volume Three poetry event.
- Mel Eaton had opened a new Gallery on High Street, Rangiora. Grant Davie had a superb display of photos.
- The Oxford Gallery, in collaboration with the Oxford Museum, held a successful event.
- Creative communities would meet on 29 August and had \$30,000 to allocate.

8 **QUESTIONS**

Nil.

9 **URGENT GENERAL BUSINESS**

Nil.

NEXT MEETING

The next meeting of the Community and Recreation Committee would be held on Tuesday 16 September 2025 at 1pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 2:58PM.

CONFIRMED



Chairperson

16 September 2025

Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 9 SEPTEMBER 2025 AT 9 AM.

PRESENT

Deputy Councillor Goldsworthy (Chairperson), Mayor Atkinson, Councillors T Fulton, J Ward and P Williams.

IN ATTENDANCE

Councillors B Cairns and N Mealings (via Audiovisual Link).

J Millward (Chief Executive), P Christensen (Finance Manager), M Harris (Customer Services Manager), S Docherty (Policy and Corporate Planning Team Leader), S Nation (Senior Quality and Risk Adviser), J Eggleton (Project Planning and Quality Team Leader), D Young (Senior Engineering Advisor) and K Rabe (Governance Advisor).

1. APOLOGIES

Moved: Councillor Goldsworthy

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives and sustains** an apology for absence from Mayor Gordon.

CARRIED

2. CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 12 August 2025

Moved: Councillor Ward

Seconded: Councillor Fulton

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 12 August 2025.

CARRIED

3.2 Matters Arising (From the Minutes

There were no matters arising.

4. PRESENTATION/DEPUTATION

There were no presentations or deputations.

5. REPORTS

5.1 Request for Rates Remission – Miscellaneous Circumstances Riverside Road and Inglis Road Sealing – M Harris (Customer Services Manager)

M Harris spoke to the report, which sought approval to remit part of the Riverside Road and Inglis Road sealing loan rate in the targeted rating area where the ratepayer had not elected to make a lump sum contribution. The final cost of the completed road sealing was less than estimated; therefore, the loan rates and lump sum contributions were set at a higher figure than was necessary to cover the ratepayer's share. She noted that the rates remission using the Rates Remission in Miscellaneous Circumstances Policy was considered the most appropriate way to implement a rate reduction.

In response to a query from Councillor Goldsworthy regarding whether this would be a one-off payment or would occur annually, M Harris confirmed that it would be a one-off payment to rectify the discrepancy that had occurred due to the project costing less than anticipated.

Moved: Councillor Williams

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250825156308.
- (b) **Approves** a rates remission of \$61.06 under the Policy for Rates Remission in Miscellaneous Circumstances on each rating unit in the Riverside Road and Inglis Road Sealing Targeted Rating Area where a Lump Sum Contribution election has not been made.
- (c) **Waives** the requirement for a written application for the Rates Remission in Miscellaneous Circumstances in clause (b) above.
- (d) **Notes** that the Lump Sum Contribution for the Riverside Road and Inglis Road Sealing was recalculated under Section 117M of the Local Government (Rating) Act 2002, resulting in a reduction of the lump sum from \$2,498.09 to \$1,786.95.

CARRIED

Councillor Williams thanked M Harris for bringing this matter to the attention of the Committee.

5.2 Financial Report for the period ended 30 June 2025 – P Christensen (Finance Manager)

P Christensen presented the provisional financial report for the period ended 30 June 2025 and noted that Audit New Zealand was currently auditing the Council's 2024/25 Annual Report; it was anticipated that the Annual Report would be presented to the Council for adoption in October 2025. P Christenson provided a brief overview of the Council's financial position and an explanation of accounting rules relating to internal interest rate swaps.

Councillor Fulton noted that the Capital Expenditure for the year was less than the projected budget and queried if the capital projects were loan-funded. P Christenson advised that the loan-funded component related to the interest-bearing cost, which was actually reduced due to a drop in the Official Cash Rate (OCR).

Councillor Williams queried what the project forecast was, given that there were fewer Development Contributions received than expected. He asked if it was possible to predict what may occur in the next financial year. P Christenson explained that the Development Contribution was dependent on the number of developments within the district, and given that housing was reported to have slowed, the projected budget had been less than expected.

Councillor Williams then questioned if it was expected that the forecast for the 2025/26 financial year would also be wrong and was advised that the 'standard Accountant reply would be that the budget was always incorrect because it was a budget which was set 18 months in advance.

Councillor Williams queried if there was less budget than expected, what projects would not be implemented. J Millward replied that no projects would be negatively impacted, and that it was more a question of timing than funding. The budgets had been adjusted in view of the housing downturn. There were many factors involved which impacted the projected budgets/programme; however, over a period of five years, these would level out and therefore not impact rates.

Councillor Cairns asked if the Depreciation Account was generating the \$2.9 million interest earned. P Christenson noted that the Council did not have a Cash Depreciation Account, and the interest was primarily derived from dividends and interest swaps, which were achieved by interest rates lower than the current market rate.

Councillor Ward noted that there was public perception that the Council had a growing debt situation and requested confirmation that \$30 million of old debt had been paid off this year. P Christenson observed that some of the Council bonds had matured; however, the bonds were renewed, creating new debt. Councillor Ward confirmed that these funds were then used for capital works, which grow the Council's assets.

Councillor Fulton asked if this was a rolling funding facility that paid off old debt while bringing in new debt, which was then rolled into the assets. P. Christenson agreed, noting that the budget for loans for infrastructure/capital work was spread over 25 years; however, bonds were issued over five to six years. Therefore, there was no central loan worth of fees at any one time.

In response to Councillor Williams' question regarding loan funding for maintenance of infrastructure such as drainage projects, P Christenson replied that loan funding was not usually utilised for maintenance and operational costs. However, loan funding had been used for the Canterbury Museum Redevelopment Levy, which was considered operational expenditure, and for the new computer software programme, which was also regarded as operational.

J Millward clarified that any overspends in drainage would be funded through reserves, which would be corrected when setting the budget for the following financial year; therefore, any temporary imbalance of accounts would be corrected in the next budget cycle. J Millward noted that there may be imbalances occurring during a natural emergency, such as a weather event, which may result in loan funding so as not to impact rates.

Councillor Goldsworthy questioned whether the Treasury Policy was well placed to take advantage of the lower interest rates. P Christenson replied that the Policy required at least 40% of loans to be fixed for the first three years. Currently, the Council had between 50 and 60% fixed, which meant that it was locked into the rate at the time the loan was taken out; however, when they matured and were renewed, they would be at a lower rate. Decreasing interest rates could be used to hedge and offset the risks of high fixed rates.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250825157021.
- (b) **Notes** the preliminary surplus for the year ended 30 June 2025 is \$3.7 million. This is \$21.9 million under budget and is primarily due to development contribution revenue \$13.4 million under budget, interest rate swaps accounting valuation adjustment \$4.2 million and losses on disposals of assets of \$6.7 million.
- (c) **Notes** that external debt at 30 June 2025 was \$220 million, which was \$16.1 million under the forecast. The Council uses debt to fund capital expenditure, including three waters, roading, recreation and community buildings and the earthquake recovery and regeneration programme.
- (d) **Notes** that Audit New Zealand is currently auditing the Annual Report. The Annual Report will be presented to the Council in October for adoption.

CARRIED

Councillor Ward thanked staff for the work that had been done preparing the financial report and for the continued high quality of advice offered to elected members. She noted that she believed it would be prudent to utilise the low interest rates to support local contractors while moving the Council's Capital Programme forward. Councillor Ward stated that it was her opinion that the Council was in good shape financially.

Councillor Fulton thanked P Christenson for his insights and diligence in safeguarding the Council's financial position by ensuring the debt-to-equity ratio was maintained with minimal risk.

5.3 **Non-Financial Performance Measures for the quarter ended 30 June 2025 – H Street (Corporate Planner)**

S Docherty presented the report, which provided the Committee with the results of the non-financial performance measures for the 2024/25 financial year. She took the report as read.

Councillor Fulton queried the reduction of performance measures pertaining to reticulated water from 40% to 30%. J Milward noted that once water was chlorinated, there was an expectation that there would be no water loss. The Council worked diligently to mitigate all water leaks; however, this was not always possible.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 250826157687.
- (b) **Notes** 69 (77%) of performance measures for the third quarter of the 2024/25 financial year were achieved, and 21 were not achieved.
- (c) **Notes** 21 (23%) of the measures did not meet the target, but four were within 5% of being achieved.
- (d) **Notes** all measures have been reviewed for the 2024-2034 Long Term Plan and adopted for the 2024/25-2026/27 financial years.

CARRIED

Deputy Mayor Atkinson thanked staff for an informative report and noted it was a positive sign that the Council was performing well. He noted that many years ago, the Council had decided to concentrate on stopping water leaks rather than opting to install water metres.

Councillor Williams observed that there was no clear information that the water loss, particularly at night, was from water leaks, as it could also be from people who irrigated at night.

Councillor Ward supported the motion and also thanked staff for an illuminating report.

5.4 **Corporate Risks Update** – S Nation (Senior Quality and Risk Advisor)

S Nation presented the report, which provided the Committee with an updated summary of the Corporate Risks register. She took the report as read.

There were no questions for elected members relating to this report.

Moved: Councillor Fulton

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250714127819.
- (b) **Notes** the current Corporate Risks.
- (c) **Notes** that the Health, Safety and Wellbeing risk register is a separately reported document that is managed and overseen by the Health, Safety and wellbeing Manager.
- (d) **Notes** that a copy of this report is provided to the Council for information.

CARRIED

Councillor Fulton congratulated S Nation on an excellent report.

Deputy Mayor Atkinson noted that the report was well-written and easy to understand. He was pleased to see the Council's improvement in this area.

5.5 **Capital Works Report Year Ending June 2025** – J Eggleton (Project Planning and Quality Team Leader), D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading) and C Brown (General Manager Community and Recreation)

D Young and J Eggleton presented the report, which advised the Committee on the overall delivery of the 2024/25 Capital Works Programme. He noted that there had been a range of challenges associated with the low delivery of the 2024/25 Programme, which was \$38 million below budget.

Councillor Fulton noted that the report did not include any indication of the cost and work of the new Infrastructure Recovery Team and asked what impact this new resource had made. D Young noted that the team's work had not been separated from the projects they had worked on, as the team currently had no cost centre. The work that had been done had been mainly for the Roading and Drainage Units.

Deputy Mayor Atkinson requested that consideration be given to having this information included in the report in future. D Young replied that he would discuss the matter with management and investigate the best way to capture this information, which he agreed was an essential aspect of the work carried out. J Millward noted that a report would be presented to the following Utilities and Roading Committee, which would capture some of

the information being requested; however, agreed that this should be defined and tracked separately from the projects it had worked on.

In response to Councillor Goldsworthy's query relating to carry-overs in the next financial year, D Young advised that this work was currently being collated, and clarification of budget vs expenditure was still being sought. Additionally, J Millward noted that some of the issues which had impacted the delivery of the programme had been out of the Council's control; however, 74% of the programme had been delivered, and it was believed a more accurate reflection of project delivery would be given if the reporting period was longer than a year.

Moved: Councillor Fulton

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 250820153484.
- (b) **Notes** the actual achievement across all tracked capital expenditure, with 74% of projects completed or on track at the Financial Year End (FYE).
- (c) **Notes** that of the \$94.29 million total Capital spend, \$56.03 million (59.4%) has been completed.
- (d) **Notes** that the previous March Quarterly Report predicted a spend of 64%.
- (e) **Notes** that progress towards achieving the 2025/26 Capital Works Programme has begun, and staff will report on this after the September 2025 quarter.

CARRIED

Councillor Fulton found it interesting how often outside factors impacted the delivery of the Council's Capital Work Programme, which could delay projects. He believed that when this occurred, the projects should be prioritised to ascertain if a better outcome could be achieved in the future.

Councillor Williams noted it was pleasing to see that some projects were coming in under budget.

Councillor Goldsworthy noted that this report was just a snapshot of the position on any given day; however, it was not the whole picture.

Councillor Fulton urged staff to report on the positive outcomes, i.e. projects under budget, more often to mitigate the negative information being circulated currently.

6. PORTFOLIO UPDATES

6.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward

- The Annual Report was currently being audited and progressing well and was planned to be adopted on 7 October 2025.
- Debt at \$220 million and about \$16 million less than forecasted due to a slower Capital Works Programme.
- Added about \$14 million to Revaluation Reserves, primarily related to the revaluation of Parks and Reserves and Roading assets.
- Staff would be bringing an overview of the position to the new Council in November 2025 as a lead into the 2025/26 annual plan budget.

6.2 **Communications and Customer Services – Councillor Joan Ward**

Communications and Engagement

Following the Annual Plan engagement period, the team transitioned to proactive projects and events, including dog registration, a new car maintenance event, and emergency preparedness initiatives. It also led communications for the establishment of the Water Services Unit, discussed the Council's financial position, confirmed the route of the Rangiora Eastern Link, investment in the after-hours medical centres, and the finalisation of the District Plan.

- Media
 - Responded to 102 media queries
 - Proactively put out 30 media releases
- Engagement:
 - Ten Engagement projects included:
 - Youth Action Plan
 - Waikuku Beach Community Facilities Development Plan
 - Play and Public Spaces Survey
 - These projects had 7,600 visits, 5,800 were aware, 1600 made submissions.
 - There were 154 new registrations, primarily in the youth space, which took the participant database up to 3,102.
- Website:
 - 177,000 sessions on Council's website by 98,000 users
 - Notable spikes in web traffic were caused by:
 - Eastern Link route being confirmed
 - After-hours medical centre announcement
 - 1 May weather event
 - Top searches included the District Plan
- Social Media
 - Facebook continued to be the primary channel. 25,964 followers, 923 were new
- Design:
 - Some fun campaigns included:
 - Dog of the District
 - Northbrook story walk
 - Stronger Communities event
 - More serious campaigns included:
 - Full AP document
 - Let's Talk Community Development Plan

Councillor Fulton noted the 102 media queries and requested more information regarding these to be circulated.

Councillor Williams requested further data on the people blocked from the Council's website. J Millward noted people were only blocked if they contravened the Council's Policy, which was available online.

Customer Services

- To date, 2,215 rates rebates totalling \$1.767 have been processed. The new eligibility criteria had resulted in most applicants receiving the maximum rebate of \$805.
- The first instalment of rates was due on 20th August, 2,027 (out of 29,402) properties still had part of the first instalment owing at the penalty date.

- The discount for early payment ended in the last financial year. This year, the rates were paid in full on 1,548 rating units (not including Council-owned properties). Last year, with the discount, rates were paid in full on 2,166 properties.
- The District Rating Revaluation was progressing well. The Valuer General and the Team were currently auditing the revaluation. Rates staff attended the Audit Entry Interview on 8 September 2025. The final revaluation would be available towards the end of September.
- LIM numbers were closer to regular business as usual in August 2025; however, they had picked up again in the last two weeks. One hundred and seventy-five LIMs had been issued in August 2025.

Councillor Williams requested an explanation on how rates rebates were issued for people who did not receive rates bills. J Millward explained that this was when retirement villages received the rates bill, which included people who were eligible to receive a rebate. Therefore, while the residents did not actually receive the bill, an apportionment of the bill allowed for the rebate.

7. QUESTIONS

Nil.

8. URGENT GENERAL BUSINESS

Nil.

9. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: Councillor J Goldsworthy

Seconded: Councillor J Ward

That the public be excluded from the following parts of the proceedings of this meeting:

- | | |
|----------|--|
| Item 9.1 | Minutes of the Public Excluded Portion of the Audit and Risk Committee held on Tuesday, 12 August 2025 |
| Item 9.1 | Deputation from Miles O'Connor – Bancorp Treasury |

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
MINUTES			
9.1	Minutes of the Public Excluded Portion of the Audit and Risk Committee held on Tuesday, 12 August 2025	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons. LGOIMA Sections 7(2) (a).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
DEPUTATION/PRESENTATION			
9.2	Miles O'Connor – Bancorp Treasury	Good reason to withhold exists under section 7	To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty. LGOIMA Sections 7(2) (f(i)).

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting was held from 10.18am to 11.09am.

OPEN MEETING

Deputy Mayor Atkinson thanked the elected members who had served on the Audit and Risk Committee over the years, and their support of him as both Chairperson of the Committee and as the Deputy Mayor. He believed that the Audit and Risk Committee was one of the most critical committees in any local authority. He noted that the Committee had grown and progressed since its inception. Deputy Mayor Atkinson also thanked the staff for their support by ensuring the work was carried out to such a high standard. He wished his colleagues well in the upcoming elections.

Councillor Ward noted that the Council was fortunate to have highly knowledgeable staff who supported elected members. She also thanked the Chief Executive for his leadership during the last term.

NEXT MEETING

This was the final meeting of the Audit and Risk Committee for the 2022-25 electoral term.

The new Council would be sworn into office in late October 2025, with Council and Committee meetings resuming from mid-November 2025. Further information would be advertised and listed on the Council's website

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11.10AM.

CONFIRMED


 Chairperson



 Chief Executive

16 September 2025

 Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 16 SEPTEMBER 2025 AT 9 AM.

PRESENT:

Councillors J Ward (Chairperson), R Brine, N Mealings, P Redmond, P Williams and Mayor D Gordon.

IN ATTENDANCE:

Councillors T Fulton and B Cairns.

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager), K Simpson (Three Waters Manager), J Recker (Stormwater and Waterways Manager), S Allen (Water Environment Advisor), C Fahey (Water and Wastewater Asset Manager), M Liu (Infrastructure Resilience Manager) and K Rabe (Governance Adviser).

There was one member of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday, 19 August 2025.

Moved: Councillor Redmond

Seconded: Councillor Brine

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 19 August 2025 as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

Nil.

3.3 Notes of a Workshop of the Utilities and Roding Committee held on Tuesday, 19 August 2025

Moved: Councillor Redmond

Seconded: Mayor Gordon

THAT the Utilities and Roding Committee:

- (a) **Receives** the circulated Notes of the Workshop of the Utilities and Roding Committee held on 19 August 2025.

CARRIED

4 **DEPUTATION/PRESENTATIONS**

4.1 **Speedbumps and Residential Adversities – Marianne Budd**

M Budd spoke to her circulated presentation (Trim Ref: 250916176431) about the removal of raised platforms in Silverstream Boulevard, noting she had been fighting to have them removed for the last two years and seven months. The speed bumps had led to excessive noise, vibrations from buses and heavy vehicles and poor pedestrian safety as there was no kerbside to act as a barrier. In her case, the speed hump was at her driveway, which encouraged vehicles to veer onto the driveway to avoid the bump, which in turn further impacted pedestrian safety. The speed bumps adversely and directly impacted all five properties along the block. Residents provided the Council with New Zealand-based research from a range of City and District Councils in New Zealand, which documented that it was detrimental to use speed humps as a traffic calming device in a residential area due to the adverse effects. In addition, New Zealand and Australian-based research clearly indicated that speed humps should not be placed on collector roads that also served as a bus route. Silverstream Boulevard was both a collector road and a bus route, and traffic numbers were on the increase. There were also several instances of items falling into the road from trailers being towed by vehicles, as the speed humps had dislodged loads. This posed a serious safety risk for any following vehicles.

Mayor Gordon noted that he and Councillor Redmond, the Portfolio Holder for Roothing, had met with residents in December 2024. He enquired if M Budd was aware of the recommendation by the Kaiapoi-Tuahiwi Community Board, and M Budd replied that she was aware that the Board had recommended the speed humps be removed. However, she wanted to specify that the residents wanted total removal so that there would be no further noise or vibrations resulting in passing traffic. M Budd advised the Committee that for the last two weekends off road bikers, with no number plates, had been using the humps to jump their bikes adding to the danger and noise.

Councillor Cains asked if M Budd had contacted the New Zealand Police regarding the bikers and she replied that every time she had exited her property to take photos they had ridden off, so she had not contacted the Police.

Councillor Ward thanked M Budd for her presentation and invited her to remain for the consideration of the report regarding the matter.

5 **REPORTS**

5.1 **Further Information Report – Silverstream Boulevard Raised Safety Platform Removal Consultation –** G Cleary (General Manager Utilities and Roothing) and J McBride (Roothing and Transport Manager)

J McBride spoke to the report which presented the outcome of the consultation undertaken with Silverstream residents on the possible removal of the raised platforms in Silverstream Boulevard. She noted that the Kaiapoi-Tuahiwi Community Board had considered this matter and had recommended that the raised platforms be removed.

J McBride noted that there had been a misunderstanding in relation to the reports which appeared in the agenda and tabled further recommendations. Therefore, the recommendations (a) to (c) that appeared in the agenda should include the tabled recommendations (d) to (g) from the Kaiapoi-Tuahiwi Community Board minutes. Mayor Gordon suggested that all the recommendations be considered as one item. Mayor Gordon also clarified that Option 7, as detailed in the report, was for the complete removal of the raised platforms in Silverstream Boulevard.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Utilities and Rooding Committee:

- (a) **Receives** Report No. 250828161082.
- (b) **Notes** that consultation on removal of the raised safety platforms was undertaken during August 2025. Twelve (12) letters were sent to property owners and tenants, with five (5) responses received.
- (c) **Notes** that removal of the raised safety platforms was supported by 80% of respondents, while 40% of the respondents also expressed concerns around increased speeds on Silverstream Boulevard as a result.
- (d) **Considers** the consultation feedback in conjunction with request for the approval of the endorsed option.
- (e) **Approves** the endorsed Option Seven: Remove the raised safety platform in Silverstream Boulevard.
- (f) **Notes** that the proposed option is to be funding from the Subdivisional Contribution area. This is an unsubsidised area with two budgets (Council Performed Works PJ 100361.000.5133 and Direct Payments to Developers PJ 100364.000.5133) which has a total annual budget of \$879,077 in the 2025/26 year.
- (g) **Notes** that the overall demands on this budget which are largely driven by development, is managed on an under's/overs basis, with reporting to the Utilities and Rooding Committee on an annual basis.

CARRIED

Mayor Gordon stated that at the site visit he attended with Councillor Redmond, M Budd and another resident had shown that the request had merit and that the stress caused by heavy vehicles, trailers, buses and fast-moving vehicles were more than minor. He understood the issues which caused stressful living conditions while acknowledging why the raised platforms were originally installed. Mayor Gordon also noted that residents further along the street were concerned that the removal of the platforms would result in increased speeds in the neighbourhood and that issue would need to be addressed as the next step in the process.

Councillor Williams supported the motion, noting he sympathised with the residents as he also had speed humps outside his home which regularly woke him at night with vehicles travelling fast

Councillor Mealings noted she was pleased with the inclusion of the tabled recommendations from the Kaiapoi-Tuahiwi Community Board as she was originally unsure about the direction of the report. However, she was pleased to support the motion, with the inclusion of the recommendations from the Kaiapoi-Tuahiwi Community Board

Councillor Redmond acknowledged that this outcome had taken ten months to resolve since he and the Mayor had become involved. The raised platforms were installed to slow traffic as there was a playground planned at that point. He stated he believed that staff would need to consider other options to mitigate speed along Silverstream Boulevard in the future.

Mayor Gordon queried the timeline for removing the platforms, and J McBride replied that it would depend on when they could get a contractor to do the work. He requested that this information be circulated to members and residents once it was known. Mayor Gordon acknowledged that the Council was responsive to residents' concerns and requests, noting the successful resurfacing of Ohoka Road to reduce noise for Silverstream residents. However, Mayor Gordon acknowledged that some raised platforms could become a

hazard when used in the wrong place and endorsed the Kaiapoi-Tuahiwi Community Board's recommendation to have these removed.

5.2 **Reclassification of Stockwater Races** – J Recker (Stormwater and Waterways Manager) and D McCormack (Land Drainage Engineer)

J Recker and K Simpson presented this report, which provided information on a request from the property owners at 1475 North Eyre Road to reclassify a section of Stockwater Race R31-5A from a Farm Stockwater Race maintained by the adjacent property owner to a Council Stockwater Race, which would be maintained by the Council. The report also identified other stockwater races which required reclassification and were identified as part of an ongoing project to improve the accuracy of the stockwater data.

Councillor Redmond asked where the proposed reclassification originated from, and J Recker replied that Waimakariri Irrigation Limited (WIL) had requested that data be improved better to reflect the actual use of the stockwater system.

In response to a question from Councillor Mealings relating to communication, J Recker replied that letters were being sent to property owners affected.

Councillor Fulton queried if WIL's management and maintenance of the stockwater system was audited and was advised that contractors had 24 hours to respond to any issues. The best process was to lodge a service request to ensure issues were dealt with. Councillor Fulton noted that he had been told that residents found it frustrating when trying to contact WIL.

Moved: Councillor Williams

Seconded: Mayor Gordon

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 250902163593.
- (b) **Authorises** the following reclassification changes for sections of the water race network:
 - (i) R31-5A - Reclassify approximately 210m from a Farm Stockwater race to a Council Stockwater race
 - (ii) R3M-6 – Reclassify approximately 230m from a Council stockwater race to a Farm Stockwater race
 - (iii) R10-2 and R10-2A – Reclassify approximately 1100m from a combined stockwater and Irrigation Race to a Farm Stockwater race
 - (iv) R31-5
 - Reclassify approximately 750m from a Farm Stockwater race to a Council Stockwater race.
 - Reclassify approximately 150m from a Council Stockwater race to a Farm Stockwater race.
 - (v) R31-1
 - Reclassify approximately 870m from a farm stockwater race to a Council Stockwater race.
 - (vi) R8-1 – Reclassify approximately 800m from a Council stockwater race to a Farm Stockwater race.

Table 1: Summary of race classification changes

Race	Classification Change	Length (m)
R3I-5A	Farm race to Council race	210
R3I-5	Farm race to Council race	750
R3I-1	Farm race to Council race	870
	Total	1830

Race	Classification Change	Length (m)
R3M-6	Council race to farm race	230
R3I-5	Council race to farm race	150
R8-1	Council race to farm race	800
	Total	1180

Race	Classification Change	Length (m)
R10-2/R10-2A	Combined race to farm race	1100
	Total	1100

Table 2: Net change in race length per classification

Classification	Net Change (m)
Farm race	1100
Council race	650
Combined race	-1100

CARRIED

Councillor Williams supported the motion which he believed was a rational approach and noted that this matter had been discussed at the Stockwater Race Advisory Group meeting recently. Mayor Gordon concurred.

Councillor Ward thanked J Ricker and K Simpson for their work in tidying up the data relating to stockwater races.

5.3 Mowing Exemption Request – 18 Blackadder Road Pegasus – S Binder (Senior Transportation Engineer)

J McBride spoke to the report, which sought a decision from the Committee in relation to a request for an exemption to the berm maintenance responsibilities laid out in the Road Reserve Management Policy for a property in Pegasus. Exemption from mowing the berm outside one's residence could be applied for based on the following criteria:

- stormwater conveyance function of the berm
- berm design (e.g., steepness)
- traffic safety impacts on road users
- larger areas (greater than 400m²)
- any exceptional circumstances, such as compassionate grounds.

Councillor Ward queried whether there was the possibility of the Council working with community groups to assist the resident to mow the berm. J McBride was not aware of any organisations that would be able to assist in this instance.

Councillor Redmond asked how old the resident was, and J McBride replied that she did not know the age of the resident as the only information provided by the resident was the email attached to the report.

Councillor Williams queried whether the Council could approach the Citizens Advice Bureau to ascertain which community organisations could be approached to assist the resident. Mayor Gordon agreed with this option and suggested the Community Team be approached to work with the resident and community groups to achieve a beneficial outcome.

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 250624114291.
- (b) **Declines** a mowing exemption request for no. 18 Blackadder Road.
- (c) **Requests** that the Council's Community Team work with the resident and community organisations in the area to assist with the mowing of the berm in the future.
- (d) **Notes** that the request does not meet the criteria for such an exemption set out in the Road Reserve Management Policy.
- (e) **Notes** that approval of the mowing exemption request is estimated to cost \$2,800-6,400 annually, depending on grass growth.

CARRIED

Mayor Gordon sympathised with the resident; however, he was wary of setting a precedent by granting an exemption to the resident.

Councillor Redmond noted he was in support of declining the request, especially given the lack of information supplied in the request. He acknowledged that the property was a corner property, which meant that the berm requirement was twice what it would be with a normal property, and believed there was sufficient merit to request the Council's Community Team to intervene in this matter.

Councillor Brine supported the motion; however, he sympathised with the resident about maintaining road reserves and berms, when not feeling well.

Councillor Williams also supported the motion, acknowledging that if berms were not regularly mown, the resulting untidiness would impact the rest of the street.

5.4 **Avian Botulism Management 2024/25 and a Bird Deterrent Proposal** – S Allen (Water Environment Advisor)

S Allen presented the report, which summarised the occurrence, costs and management of avian botulism during the 2024-25 season at the wastewater treatment plants at Kaiapoi. The report also explored the option of using a laser, such as the Avix Automatic Mark II, to ensure better outcomes for bird species, without compromising midge management or human safety.

Councillor Fulton queried if the outbreaks of avian botulism were related to seasonal conditions, and S Allen agreed noting it was more prevalent during hot, dry conditions. Councillor Fulton further asked if the changing environmental conditions had changed management practices, and S Allen confirmed that there had been no change to the management practices that increased risks.

In response to Councillor Redmond's query regarding the downward trend of avian botulism over the years, S Allen explained that by the proactive management, the cycle had been broken by collecting the bird carcasses which prevents the toxin from being passed on to other birds, i.e. the maggot carcass cycle.

Councillor Redmond questioned whether the downward trend of avian botulism was the reason that staff were not recommending the use of a laser deterrent. S Allen stated that the main reason for not recommending the technology was that it had not been proven to be effective for management of avian botulism or the unforeseen consequences, such as midge reduction and Pukeko control.

Councillor Williams raised concerns about the costs of hiring laser equipment for 12 weeks, whereas the Marlborough Vineyards had been able to purchase a system for far less than the hire cost. He also noted that the report raised health and safety concerns. S. Allen agreed that she had been surprised by the cost of the selected model. In response to the question regarding danger from being exposed to a laser, the Class 3B option that was proposed recommended that contractors wear special laser glasses, which followed the well-established guidelines.

In response to Councillor Fulton's query regarding the possible unintended change in midge population with the use of lasers, S Allen reiterated that there was no evidence that the midge population would be unaffected. However, this could affect the bird population, which fed on midge larvae as its key food source.

Councillor Fulton noted that he had seen the use of lasers on neighbouring farms, and they produced a terrific light source. S Allen agreed, stating that she was unsure of the impact that the light source would have on neighbouring properties.

Councillor Ward noted the increasing number of Canadian Geese and queried if the laser technology could be used to deter this species. S Allen noted that Canadian Geese's range and numbers were increasing to the point that Christchurch City Council and the Council had resorted to culling. The Greenspace Unit, which had been involved in culls before, had not been a party to the discussions pertaining to laser; however, she could pass the information to them for consideration.

Moved: Councillor Redmond

Seconded: Councillor Mealings

THAT the Utilities and Roding Committee:

- (a) **Receives** Report No. 250821154899.
- (b) **Notes** the bird death numbers (152 birds) for the 2024-25 season at Coastal Council Wastewater Treatment Plants (WWTPs), as collected by contractors, with six birds collected at the Kaiapoi Lakes. In comparison during the 2023-24 season, 431 birds were collected from coastal Council WWTPs by contractors, with a minor avian botulism outbreak at the Kaiapoi WWTP, and two birds were collected at the Kaiapoi Lakes.
- (c) **Notes** that the Council Avian Botulism Management Plan was updated in 2024 to Version 3, including procedures if Highly Pathogenic Avian Influenza (HPAI, such as the H5N1 strain) is suspected instead of avian botulism.
- (d) **Approves** the status quo, to not install a laser at the Kaiapoi Wastewater Treatment Plant due to the cost of installation, health and safety management requirements, and uncertainty of effectiveness outweighing the potential benefits
- (e) **Notes** that Council staff will monitor the development of laser technology as a bird deterrent, particularly for case studies of use for avian botulism management and/or for preventing pukeko damage to native wetland plantings.

- (f) **Notes** that Council staff will continue to proactively engage with concerned members of the public about avian botulism control.
- (g) **Circulates** this report to the Community Boards for information.

CARRIED

Councillor Redmond stated that the report was self-explanatory, and as there was no pressing need for a laser, he was comfortable maintaining the status quo. He was also comfortable monitoring the situation for any changes.

Councillor Williams noted his concern relating to hiring costs of the laser technology; however, the technology should be considered for future use if it had potential.

Councillor Mealings did not believe spending \$31,000 on laser technology was warranted, given the lack of certainty of the unintended effects or how effective it would be in this situation. She advocated for continued monitoring of the technology to identify improvements and gain more clarity on its effectiveness before any decisions were made in this regard.

Mayor Gordon acknowledged that the Council had expert staff who were passionate about the environment and thoroughly investigated any complaints. In the future, technology may assist. He acknowledged M Bates' work and noted that his commitment should be respected.

Councillor Fulton stated that staff responded to concerns raised by the community regarding birds and midges; however, the Council needed to act with caution prior to decisions being made, as there were instances where possible solutions ultimately became bigger problems in the future, such as the importation of opossums, stoats, and weasels.

5.5 **Accountability Reporting for Waimakariri Biodiversity Trust Funding 2024/25 – S Allen (Water Environment Advisor)**

S Allen presented the report, which provided information on the deliverables achieved by the Waimakariri Biodiversity Trust, which was part-funded by the Waimakariri District Council.

Councillor Williams raised concerns regarding volunteers planting too close to drains and rivers, which meant that any maintenance vehicles were unable to access the area without destroying plantings in the process. He queried whether the budget was being utilised correctly and included communication related to planting. S Allen explained that the budget was for operating costs for the Trust, for the cost of the contractors who carry out their roles and their hours per week. Funds from other sources were used for specific projects and not related to planting plans. She highlighted that the Trust had undertaken some of the actions, and part of that was to do with providing advice to private landowners.

Mayor Gordon pointed out that while the Council provided contestable funding for projects, other funders, such as the RATA Foundation and other organisations, had funded projects within the district.

Councillor Fulton asked if S Allen believed it was more efficient for the Trust to deliver these outcomes or if an in-house team would be more efficient. S Allen replied that she did not have that information, however, she believed the Trust was, as it was able to source funding not available to the Council.

Moved: Councillor Ward

Seconded: Councillor Mealings

THAT the Utilities and Rooding Committee:

- (a) **Receives** Report No. 250822155722.
- (b) **Notes** that the Council staff will distribute the approved budget of \$20,000 budget to the Waimakariri Biodiversity Trust for the 2025/26, following satisfactory completion of deliverables for 2024/25.
- (c) **Notes** that the Council will assess the deliverables for 2025/26 from the Waimakariri Biodiversity Trust, before confirming that the future allocated \$20,000 for 2026/27 can be distributed.
- (d) **Circulates** this report to Community Boards and Ngāi Tūāhuriri Rūnanga, for information.

CARRIED

Councillor Ward believed that the Trust was a worthwhile initiative that could access outside funding to achieve desirable outcomes.

Councillor Mealings agreed, noting that the Trust had the ability to move in areas not available to the Council.

Mayor Gordon supported the motion, stating that the initiation of the Trust was an investment that benefited the Natural Environment Strategy and reflected the progress the Council had made in this arena. The Trust was able to connect volunteers with projects that needed to be done and connect farmers and rural residents with information related to best practices for natural environment matters. It also assisted with implementing the ZIPPA partnership with Environment Canterbury. Mayor Gordon stated he was proud of the work done, which showed balance and partnership. He believed that the Council should do a stocktake on all the work carried out to date and workshop it with the community to inform them of the achievements the Council had gained.

Councillor Williams acknowledged this was important work; however, he was concerned about the waste when plantings were destroyed needlessly.

Councillor Fulton acknowledged the energy and vibrancy that volunteers brought to the projects, and the Trust generated this by working with schools, farmers and other community organisations, bringing people together who had passion and enthusiasm in restoring the natural environment.

5.6 **Information Report for Source Upgrade Package 2 – Garrymere (Exploratory Drilling) – C Fahey (Water and Wastewater Asset Manager) and T Doornkamp (Project Manager)**

C Fahey and K Simpson were in attendance to present the report, which provided an update on Contract 24/83 following the completion of the exploratory sonic drilling at the Garrymere Water Headworks site.

Mayor Gordon queried if, if another water source could not be located, the option to connect to the Summerhill Scheme would be available. K Simpson replied that being considered, of which Summerhill was one; however, staff were hoping for a successful outcome to the drilling.

Mayor Gordon queried if the Garrymere Water Advisory Group were still active and, if not, if it could be reinstated. K Simpson noted that the group was not currently active however it would be straightforward to set it up again.

Moved: Councillor Williams

Seconded: Mayor Gordon

THAT the Utilities and Roothing Committee:

(a) **Receives** Report No. 250820153773.

- (b) **Notes** that the project to drill a second well at the Garrymere headworks in order to provide redundancy to the existing well has so far not been successful in obtaining a suitable source, and further exploratory work is required to determine the availability of suitable water-bearing layers.
- (c) **Notes** that the investigation works beyond what has been allowed for initially in Contract 24/83 is funded through the District Water Account, as an exploratory exercise to better understand the availability of groundwater sources in the Garrymere area, potentially with benefits beyond the Garrymere Scheme. This funding approach was approved by the General Manager Utilities and Roothing, following discussion with the Chief Executive.
- (d) **Notes** that further exploration steps may be required depending on the success or otherwise of the approach outlined in this report. Further exploration is subject to hold points requiring further approval of the General Manager Utilities and Roothing.
- (e) **Notes** that should all exploratory steps detailed in this report be completed without success, staff will undertake further investigation into alternative options. Any new or currently unidentified alternatives will be brought to the Management Team or Council for consideration and approval before any action is taken. This report will also cover implications on budget, and any requirements for additional funding.

CARRIED

Councillor Williams noted that drinking water was essential and continuing to drill was the best option in his opinion.

Mayor Gordon thanked staff for the update and noted that the Council had done extensive work with the community and the Rangiora Ashley Community Board previously in relation to the Garrymere scheme, keeping them informed and on side with the progress of the work.

Councillor Fulton agreed that Water Advisory Groups were essential, and contact should be maintained as members had invaluable historical knowledge.

Councillor Brine noted that many schemes had challenges that needed to be overcome, and sometimes water needed to be brought from other areas. to ensure a safe drinking water supply for the entire district.

5.7 **May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – G Cleary (General Manager Utilities and Roothing) and M Liu (Infrastructure Resilience Manager)**

M Liu presented the report, which provided a progress report and an update on infrastructure resilience for the 2024/25 and 2025/26 years.

Councillor Fulton asked if, during flood recovery, infrastructure was replaced like-for-like. G Cleary replied that, for the most part, infrastructure was upgraded at the time of replacement.

Councillor Williams queried whether the work done at Waikuku Beach was considering the proposed new development. K Simpson advised that any on-site drainage management would need to be included within the development scope and therefore should not impact

the Waikuku Beach community. However, any current deficiencies at Waikuku were being addressed, and during weather events, pumps were deployed to mitigate issues. A larger pump station was also being considered.

In response to Councillor Mealing's query regarding Tram Road/Mill Road improvements, K Simpson replied that many of these improvements were on hold until a decision on the proposed Ohoka development had been received, as any improvements may be impacted by any development in the area in the future. Staff were continuing to work with landowners to assist where possible in the meantime.

Moved: Councillor Williams

Seconded: Councillor Brine

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 250902164270.
- (b) **Notes** that 67 out of 80 maintenance checks have been completed, three are waiting for the estimates from contractors, three are awaiting approval, five need detailed investigation, and two are in progress.
- (c) **Notes** that out of 50 preliminary investigations: 31 have been completed, 12 remain under review, and seven are in the phase of finalising their service request assessment forms.
- (d) **Notes** that of the nine 2024/25 projects from the Infrastructure Resilience Fund, five projects have been completed, two are in construction, and two are in the design phase.
- (e) **Notes** that of the eleven 2025/26 projects from the Infrastructure Resilience Fund, two existing projects and three new projects are in the design phase, four projects are in the investigation phase and two are to be started.
- (f) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Williams supported the motion and thanked staff for the report.

Councillor Ward also supported the motion and thanked the staff for the work done over the past year.

6 **PORTFOLIO UPDATES**

6.1 **Roothing – Councillor Philip Redmond**

Focus areas for staff:

- Pre-reseal and edge break repairs were underway. This work was increasing as the Council headed towards the reseal season.
- Drainage works and the installation of soak pits were continuing, including culvert renewals.
- Remetalling of unsealed roads was ongoing across the Waimakariri District, as was bridge maintenance and repair work.
- Queen Street, Rangiora footpath repairs were nearing completion.
- Trip hazards on footpaths were a continued focus across the district.

Capital:

- The Woodend to Ravenswood / Pegasus Footpath Contract had been tendered and was currently being evaluated.
- Design work was underway on a number of capital projects.

Other Items:

- Watermain works on Kingsbury Ave / Ashley Street / Wales Street, Rangiora were continuing. Work would be starting outside Rangiora High School during the school holidays.
- Water main installation on Johns Road and Percival Street, Rangiora, was to start next month.

Events:

- The Kickstart Motorcycle event was held on Sunday 14 September 2025. 547 people attended the event.
- There was a new event called 'Hotrods to Fernside' planned for 19 October 2025 (fundraiser for Fernside School).
- The Rangiora A&P Show was scheduled for 24 and 25 October 2025.
- Oxman Triathlon would be held on 30 November 2025.
- Canterbury Half Marathon would be held in Pegasus on 14 December 2025 with road closure adverts going out next week.

Councillor Redmond also related that he had gone to Lees Valley with the Mayor and staff to talk to residents on work being carried out there.

Councillor Redmond thanked the Committee for its support during the term.

6.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams**

Water

- Commissioning of the UV system at the Ohoka Water Treatment Plant would commence the week of 21 September 2025 and was on track for completion the following month, before the December 2025 deadline.
- EQ4 well in Pegasus had been drilled, and well testing was underway.
- McPhedrons wellhead installation work was progressing well and was expected to be completed before Christmas 2025.
- The Ayers Street Water Treatment Plant to East Belt water main project was underway. The western section was completed and HEB were now working from the eastern end.

Wastewater

- The Beach Road wastewater pump had been refurbished and was to be reinstalled the week of 21 September 2025.
- The Septage Facility at the Rangiora Wastewater Treatment Plant (WWTP) was due to be opened to all contractors next month.
- New inlet screens at the Kaiapoi, Woodend, Waikuku Beach and Oxford WWTPs arrived this month and were currently planned to be installed by Christmas 2025.
- Midge spraying and trapping had commenced at both the Woodend and Kaiapoi WWTPs.

Drainage / Stockwater

- The Rural Drainage Maintenance Contract had been awarded to Grounds and Services Ltd (GSL), who would begin work on 1 November 2025.
- The final Drainage Group meeting would be held on 17 September 2025. A letter would be sent out to all current members and would be advertised in the local newspapers to seek members for the next term of Council.

6.3 Solid Waste– Councillor Robbie Brine

- Staff was still working to locate a suitable site for the Cust Recycling Depot.
- The new Council would have a significant amount of information to assimilate on the changes and requirements for solid waste. It was suggested that this be done through a series of workshops.
- Recommended that the Solid Hazardous Waste Working Party be reinstated in the next term.

Councillor Brine thanked the Committee for the work carried out over the term and the professionalism of the staff involved.

6.4 Transport – Mayor Dan Gordon

- Excellent visit to Lees Valley, which was a valuable annual trip. Recommended that the new Council continue the practice of visiting the area annually to understand the challenges residents faced. He thanked D Young for his work with the Lees Valley community.
- Mainland Rail – rolling stock would arrive in the next few weeks and had been invited to attend its arrival. Hoped this initiative would prove successful and with the possibility of increased use in the future.
- Signed off on the Council and Board's submission to the New Zealand Transport Authority on the tolling for the bypass. Residents were not supportive of the toll, especially for such a short distance.
- Acknowledged and appreciated the regular meetings with J McBride and G Cleary to discuss roading/transport issues to enable proactive action.
- Thanked all the Portfolio Holders for their work during the term and believed that this system worked well.

Councillor Mealings noted that she had a keen interest in the topics and decisions made during the Committee meetings, as many of the topics impacted or had an indirect effect on her Portfolio of Climate Change and Sustainability, and thanked the Committee for their work and commitment.

Councillor Ward also thanked the Committee and noted that she had enjoyed working with G Cleary and J McBride were grateful for the work the staff did on behalf of the Committee and the Council.

G Cleary thanked members for their kind words on behalf of himself and the staff. He noted that the Council and its Committees had worked together in response to the Government's new regulations. He thanked the Council's foresight in setting up the Infrastructure Resilience Team and the Water Service Delivery Unit and dealing with the change and challenges to the Solid Waste regulations.

7 QUESTIONS UNDER STANDING ORDERS

Nil.

8 URGENT GENERAL BUSINESS

Nil.

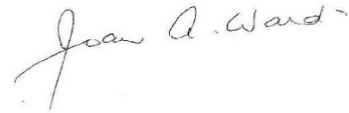
NEXT MEETING

This was the final meeting of the Utilities and Roading Committee for the 2022-25 electoral term.

The new Council would be sworn into office late October 2025, with Council and Committee meetings resuming from mid-November 2025. Further information will be advertised and listed on the Council's website

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11.20AM.

CONFIRMED



Chairperson



Chief Executive

24 September 2025

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, SWANNANOA ON WEDNESDAY 6 AUGUST 2025 AT 6.30PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), G Stephens (Design and Planning Team Leader), K Howat (Parks and Facilities Team Leader) and K Rabe (Governance Advisor).
Councillor B Cairns and Board Member K Barnett.

There were 17 members of the public present.

1. APOLOGIES

There were no apologies.

2. PUBLIC FORUM

2.1. Shirley Boys High School Students – Kane Arona and Jack Cockburn

K Arona and J Cockburn spoke to the letter sent to the Board in July 2025 (Refer to Item 8 of the agenda). Students had raised safety concerns regarding the Tram Road intersection. K Arona advised that he had spoken to the Council's Senior Transportation Engineer, S Binder, who had advised that the Council had funding set aside to build a roundabout at the intersection; however, to proceed, this would need a funding contribution from the New Zealand Transport Agency (NZTA).

K Arona noted that he also intended to send a letter to the Waimakariri Member of Parliament, the Hon. Matt Doocey, to request his support for the installation of the roundabout.

S Barkle thanked K Arona and J Cockburn for their interest and presentation, commending them on following through with an issue and directing their concerns in the right place. She noted that the Board has advocated for and is supportive of safety improvements at this intersection and others along Tram Road. S Barkle acknowledged sending a letter to Hon. Matt Doocey and to Waka Kotahi would be a well-directed next steps, as without funding support, the Council may not be able to proceed with the proposed roundabout.

2.2. Ohoka Residents Association – AJ Lowe

AJ Lowe, a representative of the Ohoka Residents Association, thanked the Board, especially S Barkle and T Robson, for their work in opposing Plan Change 31.

2.3. Ian Shrimpton – Weatherfield Lane

I Shrimpton raised his concern regarding the stockwater race on the border of his property. He noticed that the stockwater race was either dry or flooded, which caused challenges for neighbouring properties whose berms were periodically flooded.

S Barkle noted that the stock water race was managed by Waimakariri Irrigation Ltd (WIL). She explained that the excess flow could be when water had been ordered up stream and not fully utilised, causing more water downstream. The best place to contact would be WIL as they would likely know why variation in flow was happening. S Barkle would bring the issue up at the next Water Race Advisory meeting. G Cleary also offered to follow up on this matter on behalf of the resident.

2.4. **Valarie and Tim Parrott – Ashworths Road, Ohoka**

Concern was raised regarding the maintenance of drains on private property. V Parrott noted that there were several streams on private land, which the Council may not be aware of, which caused flooding due to inadequate maintenance of the drainage of minor streams.

G Cleary requested that the residents email him the details of the stream concerned and offered to follow up and liaise with residents on this matter. S Barkle commented that she was on the Ohoka Rural Drainage Advisory Group and would raise the matter with them as well.

2.5. **Lyn and John King – Redfern Lane, Swannanoa**

Concern was raised at the lack of information regarding Stage 1 of the Mandeville Resurgence Project.

G Cleary noted that the design work was currently underway, and funding for the project had been allocated in the 2025/26 financial year. Once the design work had been completed, the Council would be contacting residents with an update and a possible timeline for the work.

S Barkle expressed the Board's understanding of resident's situation and that the Board would continue to support and advocate for residents in this particular area to ensure some work is carried out.

2.6. **Mike Tyree**

M Tyree raised concerns regarding the process of the Proposed District Plan (PDP), noting that he and 21 other property owners had been advised when purchasing their properties that they would be able to subdivide after seven years. However, this was not the case according to the PDP. Residents had paid to have the area surveyed and had requested a change in the zoning.

G Cleary, S Barkle and N Mealings explained the District Plan process; and understood the disappointment that some people, including himself, would feel with some of the decisions.

2.7. **Lindsey Eason – Clear View Lane, Swannanoa**

L Eason spoke to his tabled letter (Trim Ref: 25080714586), which raised concerns regarding the uncompleted drainage work carried out in Clear View Lane, Swannanoa.

G Cleary stated that he was unaware of any further work schedule for this area; however, he would follow up and advise the residents.

2.8. **Lisa Reidie – Mandeville Domain Shelterbelt Replacement**

L Reidie raised various concerns regarding the Mandeville Domain Entrance Shelterbelt Replacement Plan, such as the topping of the hedge, the light spillage from the sports fields and the lack of irrigation for new plantings. These were addressed during the consideration of Item 7.1.

3. **CONFLICTS OF INTEREST**

Item 7.2 – T Robson declared a conflict of interest as he was a member of the Pearson Park Advisory Group.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board Meeting – 4 June 2025**

Moved: M Wilson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 July 2025, as a true and accurate record.

CARRIED

4.2. **Matters Arising (From Minutes)**

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Brent Cairns – Food Forest**

B Cairns tabled his draft design (Trim Ref: 250807145800) for the proposed Oxford Food Forest and requested the Board's support of this initiative. He explained that the horseshoe design around the food forest was intended to include traditional medical plants, which would act as a windbreak for the rest of the forest.

B Cairns noted that a new food forest had been established at Pines/Karaki Beach and had a very successful launch with the community getting involved. Northbrook Reserve in Rangiora was scheduled to launch soon.

In response to T Robson's query, B Cairns confirmed that the community would be involved, and currently, Jo Ealam was the driving force behind the initiative.

The Board requested that Council staff investigate location options and designs and bring a report on this matter back to the Board for a decision.

6. **ADJOURNED BUSINESS**

Nil.

The meeting adjourned for a workshop at 7.31pm and resumed at 8.08pm.

7. **REPORTS**

7.1. **Mandeville Domain Entrance Shelterbelt Replacement Plan – G Stephens (Design and Planning Team Leader)**

G Stephens presented the report, which sought approval to consult on the proposed Mandeville Domain Entrance Shelterbelt Replacement Plan. The large Old Man Pines had reached their end of life and were now becoming a risk both to members of the Mandeville Sports Club and the residents in the vicinity. The intention was to manage this in a two-phase approach with the removal of the trees and replanting with natives to form a shelterbelt. The current hedge would be topped to make it safer during wind events. Once the new plantings were established and had reached the desirable height, the current hedging could be removed and replanted to act as a screen to neighbouring properties if desired.

Regarding the light spillage from the sports fields, G Stephens explained that the trees had to be removed due to health and safety reasons; as such, the proposed removal of the trees did not fall under the auspices of the Board. If residents were concerned about light spillage, this should be dealt with via enforcement, who would test and work with the Club to adjust the lights if necessary.

G Stephens stressed that the Board was only requested to approve the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan, which included consultation regarding the type of replacement plantings required. He acknowledged the concern relating to irrigation of new plantings, advising that this would be the responsibility of the Club. However, the Council would continue to work with the Club to ensure that appropriate irrigation could be achieved.

T Fulton raised concerns about what planting could be sources for such an arid environment, noting that it would be challenging to source native trees that would grow to the required height.

R Harpur agreed with the comments made by T Fulton and suggested that staff work with the original arborist to get advice on the best plants for the area.

N Mealings raised concerns that currently there was no waterpipe in the area where the new plantings would be planted. G Stephens assured her that the Council would assist the Club to achieve the desired outcome to ensure the plantings had adequate water.

M Brown asked if the stumps of the trees would be ground out, and G Stephens replied that the Council usually did not grind stumps, which was a costly procedure. Replacement trees would be planted between the stumps. To make the project as cost-effective as possible, the timber would be sold, and any remaining debris would be chipped and used in gardens and reserves throughout the district.

T Fulton queried what would happen if the new trees did not reach the required height to block the lights, and G Stephens replied that the Council could not retain dangerous trees to block lights for neighbours.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250718132334.
- (b) **Approves** the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan (Trim:250721132924).
- (c) **Approves** the implementation of Stage 1 of the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan, which includes the removal of the old man pines, replanting with native screening plants and the height reduction of the Arizona hedge.
- (d) **Notes** that stage one removal of trees is estimated at \$35,000 to be funded from the existing Street, Reserve and Cemetery Tree Maintenance Contract (GL 10.533.100.2500), which is included in the Annual Plan/Long Term Plan.
- (e) **Notes that** the tree replacement is estimated to cost \$30,000. At present, there is not a line item for this replanting, and it should be put forward to the annual plan to have it planted in Spring 2026.

- (f) **Notes** that, as an alternative to the above, the Oxford Ohoka Community Board may wish to utilise the existing capital tree planting budget (100303.000.5224). This has \$12,960 for the Oxford Ohoka Ward, so its use would mean no other planting can be done during the year across the Ward.
- (g) **Approves** a review period of five years from the time of planting before any decision is made regarding the implementation of Stage 2 and the removal of the Arizonica hedge. Once the native species are of an appropriate size, Staff will work with the neighbours and the MSCB to confirm this and approach the Board/Council for approval and budget to undertake Stage 2 if this is deemed necessary.
- (h) **Notes** that staff have engaged with the Mandeville Sports Club Board and adjoining landowners, and they are supportive of this proposal.
- (i) **Notes** that if approved, staff will continue to work with the Mandeville Sports Club Board and adjoining landowners to keep them informed and up to date with the timeframes and logistics regarding these works.

CARRIED

7.2. **Pearson Park Pump Track Consultation – K Howat (Parks and Facilities Team Leader)**

Having previously declared a Conflict of Interest; T Robson sat back from the table and took no part in the discussion or decision on this item.

K Howat presented the report, which sought approval to undertake consultation on the location for the proposed pump track in Pearson Park in Oxford. This was a community initiative funded by Bike Oxford and the community to provide a formalised high-end asphalt pump track.

S Barkle questioned whether the informal dirt bike track was still an option, and K Howat confirmed that it was. However, this was a separate matter and would be reported on if it came to fruition.

P Merrifield sought clarification on recommendations (c) and (e), which looked to be similar. K Howat agreed that it was a duplication and requested that recommendation (e) be removed.

S Barkle stated that the Farmers Market operated at the park which may impact on the area being considered and also noted that this was the vehicle access for the Gym. S Barkle also expressed concern regarding the practicality of dealing with two such similar requests concurrently and the public perception and understanding regarding these two initiatives. She believed that a full explanation should go out with the consultation which explained the difference between the two proposals.

M Brown noted that the Farmers Market had a formalised lease on an area of Pearson Park and queried if this had been taken into consideration. K Howat stated he was unsure of how much of the park the lease covered, however would confirm prior to consultation.

Moved: T Fulton

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250410063642.
- (b) **Approves** that Council staff undertake consultation with user groups and residents to gather feedback on the proposed location for a community-funded pump track at Pearson Park.

- (c) **Notes** that the Oxford-Ohoka Community Board has the delegation to allocate Pearson Park land for a bike pump track; however, Council will have to consider the acceptance of the asset as this has a level of service and ongoing financial implications.
- (d) **Notes** that a subsequent report will be brought back to the Community Board, detailing the consultation results.
- (e) **Notes** Bike Oxfords preference is for Council to maintain, depreciate and renew the asset once it is built.
- (f) **Notes** that Council approval will be required to accept the proposed pump track as a gifted asset from Bike Oxford.
- (g) **Notes** that the Pearson Park Advisory Group supports the proposal.
- (h) **Notes** that the exact location and size of the proposed community-funded pump track are yet to be determined and will be confirmed once the final design is completed.

CARRIED

7.3. **Application to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read, noting that it was common for sports groups to seek funding for the purchase of uniforms and equipment.

S Barkle raised the concern about the limited amount of funding available and the increase in requests for the maximum funding. She believed that the new Board would need to review the criteria to either tighten the requirements or to change the maximum allocated at one time.

Moved: T Fulton

Seconded: N Mealing

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250707122837.
- (b) **Approves** a grant of \$500 to the Ohoka Netball Club to purchase new uniforms for the players.

CARRIED

8. CORRESPONDENCE

8.1. **Letter from Shirley Boys High School Students regarding Tram Road Safety Concerns**

The following correspondence was tabled:

- Memo regarding a complaint on unruly dogs (Trim 250730139538)
- Letter from Lindsay Eason regarding flooding issues in Clear View Lane (Trim 250807145786).

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence.

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for July 2025

- 16 July – Wolffs Bridge Committee Meeting.
Attending a meeting where they looked at the draft Memorandum of Understanding and made a few minor changes. Looked at some more fundraising ideas. Awaiting bank accounts and incorporated society status.
- 23 July – Meeting with Mayor and Chairs.
Catch up on what other Community Boards discussed, and end-of-term dinner rather than Christmas dinner this year.
- Attended All Boards Session.
- 25 July – Meeting about Woodstock Quarry (WQL).
Met with some people regarding WQL to ascertain if their expertise could be used as part of our evidence.
- 29 July – Proposed District Plan Drop-in in Oxford.
Attended the Oxford PDP drop-in to assist with public concerns.
- 30 July – Wolffs Road Bridge meeting with Council Staff.
Completed the final draft of the MOU. Discussed health and safety documents and the different territorial authorities in the area.
- Other:
 - New Zealand Police – possible restructure. It had been announced that there may be some restructuring of the policing system. This could potentially leave outlying rural communities under-resourced with longer wait times for police during emergencies, as they would be travelling from further afield – although the New Zealand Police do not believe this would be the case. This was something that the Board were likely to need to advocate on. At this stage, the New Zealand Police was undergoing internal conversations; it was then expected that public consultation would occur. Mayor Gordon was going to organise a letter on behalf of all of the major stakeholders in the rural sector to allow them to voice their concerns. The hope was that these might be considered during decision-making times.
 - Woodstock Quarry Ltd- We have engaged some witnesses and a planner to assist with the Board's case. We have received the two councils' evidence and were now formulating the Boards. Submissions were to be lodged by Friday 15 August 2025.
 - Resurgence: These channels were still running reasonably high.

Moved: S Barkle

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 14 July 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.
- 10.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 10.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 10.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 10.7. Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 10.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 10.9. Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 10.10. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: P Merrifield

Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1 to 10.10.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

11.1. Tim Fulton

- Attended:
 - North Canterbury Neighbourhood Support meeting.
 - National Freshwater Policy Reform – DairyNZ webinar.
 - Council Briefing.
 - Tender Opening – Springbank Mill community meeting in Cust.
 - Community Networking meeting in Kaiapoi.
 - Tim Kenneth site visit – roadside verge issues, Ashley Gorge Road.
 - Dan's Mayoral drop-in – Swannanoa.
- Tony Banks site visit – roadside sign issues, Butchers Road in Ohoka.
- Utilities and Roding, Community and Recreation Committee meetings and briefing.
- Local Government New Zealand (LGNZ)
- District Plan public drop-in Rangiora.

- Oxford Promotion Association Committee (OPAC) – Special meeting, constitutional changes, Oxford Council workshop.
- Tender opening, All Boards, Rangiora District Plan public drop-in, Kaiapoi.
- Oxford Health and Fitness Centre Trust Meeting, Oxford.
- District Plan public drop-in, Oxford.
- Wolffs Bridge meeting Rangiora.

11.2. **Pete Merrifield**

- Oxford-Ohoka Community Board meeting.
- Utilities and Roothing Committee meeting.
- Wolffs Road Footbridge meeting - Still working through setup and liaising with Council.
- Oxford Museum Committee meeting – It was becoming frustrating trying to assist the Committee organise a storage unit on site. He had contacted the Mayor, but so far no response
- All Boards Session - Speed zone update for around schools. Policy on Board presentations to Hearings, there is now a \$40,000 fund! Election 2025 update
- Grey Power meeting
- Working on Museum storage option.

11.3. **Michelle Wilson**

- Kaiapoi Art Expo – Great event as always, celebrating local artists. High standard of school entries.
- Ohoka Residents' Association – Unable to attend due to the changed date and a meeting clash. AGM would be on 10 September 2025.
- All Boards Session – speed zones outside schools and pre-election information.
- Alcohol and Drug Harm Prevention Steering Group – Discussion re Local Alcohol Policy Submission, Youth Survey results, Stronger Communities event well attended and regular Community Forums to gather feedback.

11.4. **Ray Harpur**

- Discussions with Oxford Pharmacy were ongoing, and parking nearby was still an issue.
- Waimakariri District Council were undertaking a review of carparking in 2026. Council had requested feedback. Waimakariri Accessibility Group (WAG) were aware that many improvements could be made, including:
 - More car parking in the Blake Street carpark.
 - More mobility parks in Rangiora.
 - Improvements to existing mobility parks.
 - More spaces needed around bus stops.
- The Youth Council requested that a Community Board member attend their meetings in the new term.
- The question was raised around the painting of red 50k signage on the road entrance to Oxford.
- Inclusive Sports Day was the best so far, with around 65 attendees. A free BBQ was held with donations from New World and Woolworths.

- Waimakariri Access Group AGM 15 August at 10:30am in Council chambers. It was noted:
 - No. 1 bus route stopped at Wrights Road in South Kaiapoi. The northbound stop was right beside a ditch just north of the Challenge Petrol Station. Could this be changed.
 - ECAN had just signed off on a new bus service from Waimak to West Melton and Darfield.
 - Nowhere to park or charge electric wheelchairs at the libraries.
- Concern at the dropping of #G services from October, as many devices (including pacemakers) rely on this service.
- All Boards Session – Attended, election protocols discussed, and School speed zones were outlined.

11.5 **Niki Mealings**

- Property Portfolio Working Group meeting.
- Inclusive Sports Festival – another awesome event with its largest turnout to date. All attendees had a great day.
- Biodiversity Portfolio projects update
- Attended drop-in at Mandeville Sports Club.
- Council Briefing / Workshop
- Attended Drop-in at West Eyreton – drop-in session with the Mayor held at West Eyreton Hall.
- Attended Drop-in at Swannanoa - drop-in session with the Mayor held at Swannanoa Hall.
- Kaiapoi Art Expo – attended opening night – was a great success.
- Utilities and Roding Committee meeting.
- Community and Recreation Committee meeting
- Attended Local Government New Zealand (LGNZ) conference
- Mandeville Sports Club and Board meeting – attended the All Clubs meeting and the board meeting following it. Mandeville Sports Club concept plan was under development and discussion about the trees.
- Canterbury CC Champions meeting
- District Plan Drop-in – attended the Drop-in session at Rangiora.
- Oxford Promotion Association Committee AGM and general meeting.
- Council workshop.
- Ohoka Residents Association meeting
- Alcohol and Drug Harm Prevention meeting
- All Boards Session
- Community Wellbeing North Canterbury Trust board meeting
- District Plan Drop-in at Oxford
- Waimakariri Youth Council meeting – youth features Expo to be held on 12 August from 4 to 8 pm at MainPower Stadium.
- Meeting with year 13 Rangiora High School students – Had a panel discussion with students about their various social action policy impact projects.
- Ohoka Bush working Bee – took part in the usual monthly working bee held every first Sunday of the month at the Ohoka Domain. Come and join us.
- Council meeting
- Arohatia Te Awa meeting – last meeting of the triennium.

11.6 **Thomas Robson**

- Ashley Gorge Advisory Group meeting – discussed the pavilion.
- Met with the New Zealand Police to discuss the proposed changes to police services.

11.7 **Mark Brown**

- Retail jingle promoted and resulted in an increase in Oxford retail.
- Rural Drainage Group meeting.
- District Plan drop-in – disappointing numbers.

12. **CONSULTATION PROJECTS**

12.1. **Canterbury Street Reserve Playspace Renewal**

<https://letstalk.waimakariri.govt.nz/canterbury-street-reserve-playspace-renewal>

Consultation Closed on 6 August 2025.

12.2. **Waimakariri Play and Public Spaces Survey**

<https://letstalk.waimakariri.govt.nz/waimakariri-play-public-spaces-survey>

Survey closed on 10 August 2025.

The Board noted the consultation projects.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 July 2025: \$5,874.

13.2. **General Landscaping Fund**

Balance as at 31 July 2025: \$14,330, carry forward to be calculated.

The Board noted the funding update

14. **MEDIA ITEMS**

Nil.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 3 September 2025 at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.17PM.

CONFIRMED



Chairperson

3 September 2025

Date

Workshop

(7.31pm to 8.08pm)

- *School Speed Zone Planning - Individual School Proposals – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – (See Trim Ref: 250811147492)*

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 11 AUGUST 2025 AT 5.30PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson) (arrived 5:46pm), B Cairns, I Fong, R Mather and A Thompson.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), G MacLeod (Greenspace Manager), J McBride (Roading and Transport Manager), P Daly (Road Safety Coordinator), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: S Powell Seconded: B Cairns

THAT an apology for absence be received and sustained from P Redmond and for lateness from M Paterson who arrived at 5:46pm.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 14 July 2025

Moved: B Cairns Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board meeting held on 14 July 2025.

CARRIED

3.2 Matters Arising (from minutes)

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 14 July 2025

Moved: R Mather Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives**, the circulated notes of the Woodend-Sefton Community Board workshop, held on 14 July 2025.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Surf Life Saving Update – C Taylor-Claude (Parks Officer) and G MacLeod (Greenspace Manager)**

G MacLeod spoke to the report noting staff had been to the Board a few times regarding this matter. Primarily the report suggested the dates that the surf lifesaving data had indicated would be the most appropriate for patrols to be present at the beaches. G MacLeod stated that Surf Life Saving would be recruiting from 4 August through to 24 August 2025. The report noted that patrols had increased from 99 days to 110 as well as the continuation of the volunteer effort present at the beaches.

B Cairns asked if Surf Life Saving did not patrol during the 110 days specified would the Council be billed for 110 days or only when they were present on the beach. G MacLeod replied that this was a service the Council were paying for so the Surf Life Saving would be obligated to patrol on the days contracted.

S Powell asked if it would be possible to move the start date two days forward to start on Wednesday 24 December 2025 and use those two days to do the last weekend in January and start of February 2026. G MacLeod noted he would speak with the Surf Lifesaving Club about that however did not believe it would be a problem.

S Powell would like to see a communications plan regarding the times the beaches would be patrolled as it was difficult for the public to identify what dates would have lifesaving coverage last season. G MacLeod agreed that he would work with the Communication and Engagement team to achieve better coverage.

A Thompson asked why the 24 December would be the preferred start date rather than 22 December as indicated by the data supplied by Surf Life Saving Club. S Powell replied that the change would allow for two extra days which would mean there would be patrols the weekend of the 31 January and 1 February 2026 which usually had weather more appropriate for beach outings than December. There was more activity on those dates from the data the community member had collected during the last season.

Moved: S Powell

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250715128820.
- (b) **Requests** the 2025 – 2026 season dates be slightly amended for a fully-funded surf lifesaving service at Pegasus and Woodend Beaches from 24 December 2025 to 25 January 2026 as well as the weekend of 31 January and 1 February 2026 and for a weekday service at Waikuku Beach from 15 December 2025 to 6 February 2026 with volunteers covering weekends at Waikuku Beach.
- (c) **Notes** in May 2025, Council approved additional budget of \$41,502 for Surf Life Saving New Zealand to extend the patrol season from 99 to 110 days. The total budget for the upcoming season is \$162,192, and annual inflation adjustments will be applied in future budgets.
- (d) **Requests** that a full communication plan, to be signed off by the Chairperson, be developed to inform the public of the times and dates that Surf Life Saving will be patrolling the Woodend, Pegasus and Waikuku Beaches.

CARRIED

B Cairns thanked staff for the report. He noted not a lot of councils provided funded surf lifesaving. He believed that it was important for the Council to fund items that promoted safety within the district. There were a lot of people that drowned at sea, and he believed having surf lifesaving, particularly when Waimakariri had an extensive beach line, was a worthwhile initiative for the Council.

A Thompson requested that staff, as part of the survey that they were doing regarding the car park and toilet renewal, should include the Surf New Zealand data on the numbers of beach goers at Waikuku. This would highlight the number of people requiring toilet facilities at each of the beaches and would give viable evidence to the importance of the toilet renewal project over the parking area renewal.

In her right of reply, S Powell commented that the Council providing paid patrols was important as there were no pool facilities in the area and the beaches served that purpose as well as bringing visitors from all over the district to the Waimakariri.

6.2 **Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the Spring Flower Show Committee had successfully applied for funding in the previous financial year. She noted although the application indicated that funding would be going towards printing costs, engraving of trophies and insurance, it also mentioned hall hire, she advised the Board to exclude this expense if it did consider funding the Committee as it was not considered an appropriate use of the fund.

R Mather asked if the Committee could be directed to the appropriate channels to apply for discounted hire costs and K Rabe undertook to do this when responding to the applicant.

Moved: A Thompson

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250703120583.
- (b) **Approves** a grant of \$750 to the Woodend Spring Flower Show Committee towards printing costs, engraving of trophies, insurance and prizes.

CARRIED

A Thompson commented that it was a good community event.

R Mather noted that it appealed to a wide audience and was a well-run event. She supported what staff had said about the funding not going towards hall costs and it would be great if staff could let the Committee know there was another channel to pursue in relation to hall hire costs.

The Board held a workshop on School Speed Zone Planning from 5:46pm to 6:10pm

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for July 2025**

Moved: S Powell

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 250804142707).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.
- 9.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
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- 9.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 9.9. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: R Mather

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

B Cairns

- Menzshed Woodend Dog Park completed shelters.
- Pegasus Residents Golf Tournament coming up – looking for sponsors.
- Attended Waimakariri Access Group meeting
- Inclusive Sports day photographer - a great event well done to Martin Pugh and Zack Lappin.
- Kaiapoi Art Expo - opening and Have a Go weekend.
- Blackwells Winter festival.
- Pegasus Residents' Group Annual General Meeting.
- Teddy Bears picnic at the Sterling - really good event.
- Abbeyfield Annual General Meeting - well attended by the community and look forward to working with the Council regarding identifying suitable land.
- Kaiapoi Promotions Annual General Meeting - small turn out.
- Attended Oxford-Ohoka Community Board meeting to talk about food forests.
- Met with staff and residents at Northbrook Reserve Rangiora regarding community food forest.
- Kaiapoi Promotions monthly meeting.
- Art on the Quay opening night - Kaiapoi High students.
- Local Government New Zealand conference - the first day felt like a beat up from Government regarding rates and how Councils spent funds and rates capping.
- Attended Neill Price's funeral.

- Waikuku Drop in - general acceptance of wanting money spent on facilities while carparking could wait.
- Kaiapoi Drop in regarding the District Plan.
- Kaiapoi East Residents Association planting day with Japanese students from Kaiapoi High School, Japanese Consul, another planting day was planned.
- Woodpecker Trust Annual General Meeting - good turnout.
- Met with local residents regarding noise off the motorway, which included New Zealand Transport Agency staff.
- Visited multiple times to St Barnabas Food Friday - donating food.
- Invited to attend Northern Bulldogs prize giving, the clubrooms were packed.
- Invited to Ako Maths event at the Kaiapoi Library, showcasing maths and art from local schools. Well done Michelle from Tuahiwi and Jason from the library.
- Drop in session with Mayor Dan Gordon.
- Invited to St Patricks playground opening - they funded upgrade to swings.
- Visited Noaia Trust, food forest designs and have started to provide training along with trees and plants.
- Meet the Neighbours at Silverstream event.
- Satisfy Food Rescue 10th birthday celebration.
- North Canterbury Neighbourhood Support meeting, along with visit to Amberley regarding car replacement.
- Food Secure North Canterbury hui in Amberley.
- Food Secure monthly meeting - developed a map of where all North Canterbury producers and growers were.
- Oxford Promotions meeting.
- Hosted ARA students visiting food forests - they were developing templates and process for community food forests.
- Hosted Vision West visit to Kaiapoi food forest.
- Kaiapoi Museum meeting - still trying to sort the lift to mezzanine.
- Met with a young student who was raising funds to travel to the United States of America. He introduced him to businesses and funding ideas.
- Kaiapoi Club Annual General Meeting - the room was packed.
- Invited to Baptist church playgroup event.
- Was part of a panel of Councillors that heard from Rangiora High students about ideas they had.
- Visited North Canterbury Wellbeing to talk about what was said by Rangiora High students

M Paterson

- Woodpecker Annual General Meeting good turnout.
- Woodend Community Association Meeting.
- No response happening with Gladstone Park in work on the drainage with the upper sports field.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 July 2025: \$9,455.

12.2 General Landscaping Budget

Balance as at 31 July 2025: \$14,640, carry forward to be determined.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 8 September 2025 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6:28PM.

CONFIRMED


Chairperson

8 September

Date

Workshop (5:46pm to 6:10pm)

- *School Speed Zone Planning – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – Trim Ref: 250818151898.*

MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY, 13 AUGUST 2025 AT 7PM.

PRESENT

J Gerard QSO (Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, S Wilkinson and P Williams.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor).

K LaValley (General Manager Planning, Regulation and Environment), J McBride (Roading and Transport Manager), S Binder (Senior Transportation Engineer), G MacLeod (Greenspace Manager), K Howat (Parks and Facilities Team Leader), M Edgar (Assets Officer – Greenspace), C Taylor-Claude (Parks Officer), B Dollery (Biodiversity Team Leader), P Daly (Road Safety Coordinator), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

Six members of the public were present.

1. APOLOGIES

Moved: P Williams

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives and sustains** apologies for absence from I Campbell.

CARRIED

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 9 July 2025

Moved: B McLaren

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 July 2025.

CARRIED

3.2. Matters Arising (From Minutes)

There were no matters arising from the Minutes.

3.3. **Workshop notes of the Rangiora-Ashley Community Board – 9 July 2025**

Moved: M Fleming

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the circulated Notes of the Rangiora-Ashley Community Board workshop, held on 9 July 2025.

CARRIED

4. **DEPUTATIONS AND PRESENTATIONS**

4.1 **Pilot Community Shopping Proposal – Sam Fisher**

S Fisher stated that while looking at hubs of activity, he found the Rangiora area had eight op shops. He wished to facilitate more regular visitors to the op shops by providing a specialised bus service to the various op shops. He had found a driver which may solve the previous insurance concerns. The plan was to start promoting the service with older people at retirement homes. This could eventually become a commercial service, bringing residents to town from Christchurch and other towns in North Canterbury. However, S Fisher needed funds to initiate the proposal and would, therefore, be charging for the service once it commenced.

B McLaren asked what the Board could do to support this project. S Fisher noted that Enterprise North Canterbury (ENC) had indicated that this was not a priority for them; however, if the Board advocated for the project, this could change.

M Clarke noted that the Minibus Trust operated a shopper bus in Rangiora, with a cost of \$2 per trip. S Fisher advised he had approached the Trust; however, the initial costs were too significant for it to be a viable option.

K Barnett questioned whether S Fisher had considered the target market, because although older people visited the op shops, a large number of younger people also did. S Fisher highlighted that, while they were focusing on older people for the time being, he also wanted to integrate younger people. The target market was women over the age of 20.

M Fleming wondered if S Fisher had considered a commercial bus service, similar to Kinetic, which offered grants and services. S Fisher had not spoken to Kinetic but had spoken to other services and would further investigate.

4.2 **Highfield Lane Residents – David Armin**

D Armin stated as that as households grew the need for parking also grew. He felt it was essential to have overflow capability due to cars not always having space for off-street parking. Highfield Lane was a narrow one-lane street, and he had concerns that installing no-stopping restrictions would push vehicles down the lane, increasing pedestrian traffic. This was a solution trying to fix a problem that did not exist and could set a precedent for other cul-de-sacs. The tenant living and operating a home business from his property had provided off-street parking for their customers and was therefore no longer contributing to the perceived increase in vehicles parking on the lane.

R Brine sought clarity on the home ownership. D Armin clarified that he owned the property, which he then rented out. The tenant in the house owned and operated the home business.

R Brine then asked how D Armin believed the majority of the residents in Highfield Lane felt regarding no-stopping restrictions. D Armin stated that, from his perspective, it was split down the middle for those who did and did not want the restrictions.

K Barnett noted an incident, which occurred in Highfield Lane, and enquired if D Armin knew the details. D Armin confirmed he knew the incident occurred; however, he did not know any details. Nevertheless, from his point of view, he did not understand how a vehicle parked on the lane could have impacted the manoeuvring of an ambulance.

B McLaren questioned if D Armin was aware of any other businesses operating in Highfield Lane. D Armin was certain of one other home business being operated and believed that there may be a few others.

In response to a further query from B McLaren, D Armin noted that he was not aware of any challenges relating to recycling trucks servicing Highfield Lane; however, most vehicles, regardless of size, could not manoeuvre the cul-de-sac in one motion.

K Barnett asked if residents were aware of the drainage works proposed for Highfield Lane. D Armin commented that the works were currently underway. The drainage works would cut into the berm slightly; however, it was overdue and needed. It would not have any impact on the ability to park.

M Fleming questioned whether having no-stopping restrictions on half of the cul-de-sac would aid in vehicles turning. D Armin agreed that there would be some advantages; however, if vehicles did not park in the proposed no-stopping area, there would be nowhere else to park. The lane needed provision for parking.

P Williams noted that most houses on Highfield Lane had off-street parking and questioned whether the on-street parking was utilised and D Armin confirmed it was used regularly.

In response to a question from S Wilkinson, D Armin stated the business operating on his property brought approximately six additional cars a day; however, they did not arrive simultaneously, with only one car parked at a time in the off-street park provided by the business.

5. ADJOURNED BUSINESS

5.1. Request approval of No-Stopping Restrictions in Highfield Lane – J McBride (Roading and Transportation Manager) and S Binder (Senior Transportation Engineer)

S Binder reported space along a kerb was for the public good and was to be safely shared by residents, visitors, businesses and all travellers. This was a difficult balance to achieve. Parking-related service requests were the second most common road-related request the Council received; however, only a small portion of no-stopping requests were brought to the relevant Community Boards based on merit. In addition to the feedback from residents provided in the report, two further residents provided their perspective. One stated the previous parking issues had been resolved, felt it was still safe for vehicles to park in the proposed area, and they had concerns that the proposed no-stopping lines would prevent visitors from parking in the lane. The second initially stated that the expense of installing no-stopping restrictions was not necessary. However, after being directed to this report they said that if no-stopping lines were installed and it would end the complaints, the minimal cost would be worth it.

S Binder also provided an update on the drainage works being undertaken in Highfield Lane, noting the aim was to clear the existing infrastructure and aid in the flow of water to the wastewater system on Buckleys Road. A minor reshaping of the existing pavement

would take place; however, it would not expand the sealed width. The swale would also be reshaped with a new culvert installed to assist with flow.

K Barnett sought further clarification on the responses that stated the no-stopping restrictions were not going far enough. S Binder commented that some residents wanted no-stopping restrictions along the entire lane.

M Fleming questioned whether staff had any objections to no-stopping restrictions being installed only from the driveways of house four to house six. S Binder explained that there was no standard regarding where no-stopping restrictions could be installed; however, the sealed road space would not be wide enough for vehicles to turn in one manoeuvre regardless of no-stopping restrictions being installed. He believed that adding fewer or more stop lines would have a minimal impact, as the current road configuration had generally functioned well over its lifetime.

L McClure questioned what period of the time service requests were received over, and whether the requests had been received when the home business opened. S Binder confirmed that the requests had been received over the last six months, which appeared to align with the commencement of the home business.

L McClure then inquired whether the issue had been resolved due to the home business offering off-street parking. K LaValley reported that in the previous two and a half months, the Council's Environmental Services Unit had visited Highfield Lane when they were in the area and had not noticed any problems or issued any infringements.

P Williams asked if staff was aware that Rockgas would no longer deliver to properties if there were no-stopping restrictions outside unless the property had sufficient on-site parking. Staff were not aware of Rockgas's policy; however, they believed the driveways on Highfield Lane allowed for the parking of a larger vehicle.

J Goldsworthy asked if the proposed no-stopping restrictions would decrease the number of vehicle movements on Highfield Lane or if other measures would be needed to address the health and safety concerns highlighted in the original service request. J McBride did not believe no-stopping restrictions would change the number of vehicle movements on the Lane. Staff held a workshop with the Utilities and Roading Committee to discuss how they would like to address the issues being faced on the Highfield Lane. Staff would be doing more work on the possibility of future footpath provision, which would address pedestrian safety concerns.

Moved: S Wilkinson

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 250613107325.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** retaining the status quo.

CARRIED

S Wilkinson supported retaining the status quo, noting that the proposed installation of no-stopping restrictions seemed to be filled with a large amount of emotion.

K Barnett also supported the motion and noted that when looking at only the facts without emotion, there was enough space for vehicles to park on Highfield Lane whilst leaving sufficient room for another vehicle to manoeuvre. This was a cul-de-sac, and the narrowness and speed conditions should be taken into consideration. She welcomed the investigations into pedestrian access.

B McLaren supported the motion, expressing his concern that these seemed to be vexatious complaints and he did not want Council staff time spent on neighbourly disputes.

P Williams advised that he would support the motion; however, he would try and further liaise with Highfield Lane residents before the Utilities and Roading Committee dealt with this matter.

J Ward also supported retaining the status quo, she felt that the concerns of parking associated with the home business had been resolved.

6. **REPORTS**

6.1. **Request to Approve Consultation on a No-Stopping Restriction for Coronation Street – J McBride (Roading and Transportation Manager) and S Binder (Senior Transportation Engineer)**

J McBride reported that the request for the installation of no-stopping restrictions on Coronation Street, Rangiora followed several service requests regarding access to the street specifically immediately west of the new traffic lights on Southbrook Road. Coronation Street was purposely designed with a narrow carriageway to discourage rat running. She highlighted this report was only seeking approval to consult with the community on the possibility of no-stopping restrictions.

P Williams asked whether the problem on Coronation Street was created by the cycleway. J McBride did not believe that was the case, as the cycleway emerged onto the road, and the area where the carriageway was still narrow lay to the west of the cycleway access. Regardless, the Council did not wish to encourage rat running. She noted that the complaints were only received when cars were parked on both sides of the road outside number 31 Coronation Street.

P. Williams further enquired whether staff would investigate the Rockgas scenario in this situation. J McBride advised there would be a number of areas across the Waimakariri District where this could occur, and it would be unlikely that the Council could investigate them all.

J Goldsworthy questioned whether there were any plans to increase the width of Coronation Street. J McBride confirmed there were no plans to extend the width of the street as it would encourage more traffic in the area.

In response to a further question from J Goldsworthy, J McBride noted that when the intersection was designed there were fewer businesses in the area requiring on-street parking, and the growth in business activity had impacted the use of on-street parking.

Moved: B McLaren

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 250730140367.

AND

THAT Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** staff proceeding with consultation on the installation of No Stopping for a length of 55m between the driveway to no. 31 and Southbrook Road.
- (c) **Notes** that targeted consultation will be undertaken with residents along the length of Coronation Street and businesses in the area and will include an online information / survey form for general public feedback.
- (d) **Notes** that a further report will be submitted to the Community Board with the results of the consultation feedback.

CARRIED

B McLaren supported the motion as public consultation would provide clarity whether any change was needed.

K Barnett noted she had observed some challenges with vehicles being parked along Coronation Street or waiting to turn left onto Southbrook Road. She would therefore support the motion.

J Gerard had also experienced the same challenges as K Barnett, highlighting that he and the Mayor went to observe the situation after receiving complaints. He therefore welcomed the public consultation.

P Williams also welcomed the public consultation; however, he was wary of where people would park if the no-stopping restrictions were installed.

6.2. **9 Elm Drive, Rangiora – Tree Removal – M Edgar (Assets Officer – Greenspace)**

K Howat took the report as read, noting that it was the Council's view that the Elm tree situated at 9 Elm Drive, Rangiora should be retained and be maintained in accordance with the Council specifications.

M Fleming asked if elm trees were on the Council's list of trees to plant on berms. K Howat stated it depended on the situation; however, most trees were planted by developers, not the Council. He noted the property owner had observed some root intrusion which could be treated with root guard if necessary.

P Williams enquired whether Elm trees were deciduous and K Howat confirmed they were.

Moved: B McLaren

Seconded: S Wilkinson

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250721132683.
- (b) **Approves** the retention of the Elm Tree and maintaining it in accordance with Waimakariri District Council specifications with meaningful consultation with the owner of 9 Elm Drive, Rangiora.
- (c) **Notes** that the retention of the Elm Tree is consistent with Waimakariri District Council's Street and Reserve Trees policy.
- (d) **Notes** that the retention of the Elm Tree is also consistent with the Visual Tree Assessment (VTA) recommendation.

B McLaren understood the original request from the property owner was for the tree to be trimmed to prevent shading with less concern for root intrusion. He would like the plan to be developed in conjunction with the owner of 9 Elm Drive, Rangiora who felt maintenance only happened when asked.

S Wilkinson supported this motion as such situations, needed to be dealt with proactively, whilst following the Council's rules and aligning with the expectations from residents.

AMENDMENT

Moved: K Barnett

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250721132683.
- (b) **Approves** the retention of the Elm Tree and maintaining it in accordance with Waimakariri District Council specifications.
- (c) **Notes** that the retention of the Elm Tree is consistent with Waimakariri District Council's Street and Reserve Trees policy.
- (d) **Notes** that the retention of the Elm Tree is also consistent with the Visual Tree Assessment (VTA) recommendation.

Although K Barnett understood the sentiment behind the original motion, it was not practical for Council to consult with every resident in the Waimakariri District on the maintenance of street trees near their properties. Arborists worked with the specifications they had, which could not always please everyone. She believed that an explanation to the resident outlining the maintenance expectations and the trimming schedule and process would suffice.

R Brine concurred, noting residents not satisfied with the maintenance of street trees near their property could lodge a service request with the Council if needed.

M Fleming also agreed, as consultation with individual property owners could also create expectations for residents not based on Council specifications.

The Amendment became the Substantive Motion.

Moved: K Barnett

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (e) **Receives** Report No. 250721132683.
- (f) **Approves** the retention of the Elm Tree and maintaining it in accordance with Waimakariri District Council specifications.
- (g) **Notes** that the retention of the Elm Tree is consistent with Waimakariri District Council's Street and Reserve Trees policy.
- (h) **Notes** that the retention of the Elm Tree is also consistent with the Visual Tree Assessment (VTA) recommendation.

CARRIED

6.3. 151 Northbrook Road Food Forest – C Taylor-Claude (Parks Officer) and B Dollery (Biodiversity Team Leader)

B Dollery spoke to the report, advising that approval was being sought for the creation of a food forest in Northbrook Reserve. The Board received a deputation in March 2025 directing staff to scope the project. She noted the original location identified had some challenges; however, the proposed location was much better suited and would provide the

community group with an area to set up their food forest, where it would be visible to the rest of the community.

L McClure questioned what the proposed Memorandum of Understanding (MoU) would entail. G MacLeod explained that it would set boundaries and guidelines for what the community group could and could not do in the designated area of the reserve. It would also state there was no financial delegation or financial expectation from the Council and cover health and safety requirements.

M Fleming asked if there was a water supply on the site. B Dollery noted that a water source had been considered; however, if the plants were planted in August and were well mulched, they should not need watering. There were other water sources nearby, if necessary.

B McLaren queried if soil testing had been undertaken due to the proximity to a Hazardous Activities and Industrial List (HAIL) site, which was not suitable for food production. B Dollery noted that it had not been tested as it was likely a HAIL site due to being a stormwater area. The proposed location was adjacent to the HAIL site and therefore assumed to be safe for planting. G. MacLeod also indicated that there was no reason to suspect chemicals or heavy metals in the soil.

Following a question from P Williams, B Dollery highlighted that all work and planting would be managed and maintained by volunteers. The area would not need irrigation, and if watering was necessary, the cost to the volunteers would be minimal.

Moved: L McClure

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250724135832.
- (b) **Approves** approximately 200m² located at 151 Northbrook Road for the installation of a Food Forest.
- (c) **Notes** that the project is being driven, funded, and maintained by a group of dedicated community members and volunteers (there is no impact on rates as the group externally funds the project).
- (d) **Notes** that the food forest is not intended to be leased to the group as they are not set up as an official entity. This means if there were no longer interest in supporting the planting, the Council would retain the right to revert this to a low maintenance design. If this were to occur, further reports would be submitted to the Rangiora Ashley Community Board for decision.
- (e) **Notes** that Council staff will work with the lead community members to develop a Memorandum of Understanding to clarify roles, responsibilities, and legislative requirements. This will include the development of a Health and Safety Plan to protect Council staff, volunteers, and the public.
- (f) **Notes** the land in question is currently not used for any other organised recreational use and the Food Forest will not adversely impact any other Northbrook Wetland recreational activities.

CARRIED

L McClure stated she had been very supportive of this initiative from the beginning, and many local residents also supported the establishment of a food forest. Comcol had also indicated that they wished to be involved. Several pledges for tree donation had been received, and volunteers were ready for their working bee to get planting.

M Fleming was supportive of the motion, noting that it was good that the site would be visible to the public.

P Williams concurred with the previous speakers and therefore supported the motion.

K Barnett also supported the motion and congratulated all those involved. She was pleased with the proposed location and hoped this would be the first of many food forests in the Rangiora area.

6.4. **Application to the Rangiora-Ashley Community Board's 2025/26 Discretionary Grant Fund – T Kunkel (Governance Team Leader)**

T Kunkel reported that the Mainland Staffordshire Bull Terrier Society was requesting funding to purchase a gazebo to use at the Championship Show being held at the Rangiora Show Grounds. The application complied with the Board's Discretionary Grant Application Criteria as it was from a non-profit organisation and was for less than \$1,000; however only 30% of the Society members resided in the Rangiora-Ashley Ward.

Moved: M Fleming

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250708123449.
- (b) **Approves** a grant of \$400 to the Mainland Staffordshire Bull Terrier Society for a branded gazebo during the South Island Show Jump Camps to be held in January 2026.

CARRIED

M Fleming noted that whilst only 30% of the members were local to the Rangiora-Ashley Ward, the Championship Show event was open to the public. The gazebo would also benefit the public with responsible dog ownership education.

B McLaren noted that whilst the gazebo would be used across Canterbury, the Championship Show would bring many people into Rangiora.

T Kunkel reported that the Southbrook Community Sports Club was in the process of replacing its clubhouse. They were, therefore, requesting \$575 to draft plans for their new facility, which they would be used to raise further funds.

Moved: R Brine

Seconded: J Ward

THAT the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$575 to the Southbrook Community Sports Club Inc. towards the cost of design plans for its new Club facilities.

CARRIED

R Brine highlighted the Council allocated \$1.3 million to the Club for the replacement of its clubhouse in its 2024-34 Long Term Plan on the basis that they raised a further \$2 million. The Club had investigated various options at different locations in North Canterbury to ascertain what they could develop for a lower cost. R Brine further noted that the Club was considering changing its name to reflect the wider use of the facility as a Community Hub. A large amount of work was being completed behind the scenes to replace the Club's facilities as affordably as possible.

J Ward also supported the motion and she believed that the revamping of the facility was critical. North Canterbury was facing a crisis with sporting bodies folding due to a lack of funding. Hence, it was essential to support and provide fit-for-purpose facilities for the wellbeing of the community. Member fees mostly went to competition organisers rather than directly to the club, it was therefore important that the community rallied and raised the funds.

B McLaren did want to see this project go ahead; however, he had concerns that the proposed design plan may not be detailed enough to be used to raise the remaining funds.

J Gerard supported the motion; however, he did share B McLaren's concerns. During the development of the Dudley Aquatic Facility, the grant from the Board aided in creating plans that were used to solicit funds from the community. He hoped that the same could be done for the Southbrook Community Sports Club.

K Barnett also had similar reservations, as the Board had a limited Discretionary Grant funding, and the Club had already received a substantial amount of funding from the Council. However, there was the question of intent and whether the Board supported the Club trying their best to get the project off the ground. She felt broader development of a Community Hub that would be exciting and therefore would support the motion.

P Williams highlighted that the Club had \$100,000 in the bank, with funds increasing. It also received \$24,000 from the Council for building maintenance.

In his right of reply, R Brine clarified that the project would not cost \$3.9 million and that the Club was aware that any proposed development over \$3 million was unrealistic. That was why it was considering more cost effective options. The \$100,000 was a loan from the Saracens Rugby Football Club and would be paid back. He acknowledged that the Club received \$24,000 from the Council, of which \$18,000 was for insurance. The remaining \$6,000 were to cover all maintenance of Club buildings for the year. He encouraged all Board members to attend the Club's Annual General meeting on Tuesday 15 August 2025 to see all the hard work being done.

T. Kunkel reported that the North Canterbury Pony Club comprised several affiliated clubs, including the Rangiora Pony Club. They had applied for funding towards the hiring of portable toilets at South Island Show Jump Champs that they would be hosting in January 2026. She noted that the application complied with the Board's Discretionary Grant Application Criteria, as the Club was a not-for-profit organisation, and the funding requested of \$840 was less than the Board's general limit of \$1,000 per financial year. However, the South Island Show Jump Champs was not being hosted within the Rangiora-Ashley Ward and only 20 % of the Club members resided in the ward. She also highlighted that the Club had also applied to the Oxford-Ohoka Community Board for funding.

Moved: J Gerard

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

(d) **Declines** a grant to the North Canterbury Pony Club.

CARRIED

J Gerard stated the Board previously granted the Club \$1,000 towards a cross-country course for the Springston Trophy; however, the event made a net profit of \$11,000. Therefore, whilst he supported the Club, he felt they did not need the funds.

7. CORRESPONDENCE

7.1. Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council

Moved: K Barnett

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** correspondence No. 250708123636.

CARRIED

8. CHAIRPERSON'S REPORT

8.1. Chair's Diary for July 2025

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250630118280.

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 14 July 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.
- 9.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.7. Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 9.9. Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.10. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to all Boards.

Public Excluded

- 9.11. Acquisition of property in Durham Street, Rangiora – Report to Council Meeting 1 July 2025 – Circulates to Rangiora-Ashley Community Board.

Moved: L McClure

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.10.
- (b) **Receives** the separately circulated public excluded information in Item 9.11.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

R Brine:

- Received a briefing from the New Zealand Police. He hoped for more transparency in the future.
- Joint Landfill Committee. The dividend paid this year was \$19,850,000. Equity to assets was 38.9%. Landfill volumes were trending down partly due to the increasing cost of the levy. Kate Valley had more than 100 years of capability before it would be full. The first electric rubbish truck had been purchased from Sweden with a capacity of 600kms before needing charging

J Goldsworthy:

- The Big Splash would be held on Friday, 22 August 2025.
- Took part in a Hearing Panel for 13 students from Rangiora High School. As part of their curriculum, they had to advocate and attempt to make a change in their local government arena. Key points were youth mental health, youth unemployment, pedestrianising High Street and promoting a female running group for safety. It was interesting to hear their passion and perspectives.
- Attended the Local Government New Zealand (LGNZ) Conference. Clear signals from the Government on what they want councils to do. However they were also extending what Councils would be expected to do. There was a session on the proposed Local Government Systems Amendment Bill.

P Williams:

- Attended Audit and Risk Committee meeting.
- Attended a briefing with the New Zealand Police.
- Attended several Drainage Advisory Group meetings.
- Attended the Waikuku Beach community facility drop-in session.
- Attended Southbrook Development session at Sutton Tools.

M Fleming:

- Attended Waimakariri Access Group meeting, where the condition of the Waikuku Beach toilets was raised.
- Keep Rangiora Beautiful were waiting to plant trees.

M Clarke

- Very lucky to have the St John's Ambulance Service in Rangiora.

K Barnett:

- Attended the Kaiapoi Art Expo.
- Attended the Oxford-Ohoka Community Board meeting in Mandeville.
- Rachel's House Trust Big Splash was upcoming.
- Rangiora High School Leo's Club would be hosting a quiz night to raise funds for Kitty Kingdom.
- Attended Southbrook Development drop-in session at Sutton Tools.

J Ward

- Enjoyed the LGNZ Conference, but was not impressed with the Government saying that councils were not doing their jobs right. Local Government were responsible for more than a third of all Government infrastructure.
- Attended a visit to the Canterbury Museum site.

L McClure

- Attended a native herb planting in Northbrook Reserve that would lead to the new Food Forest.
- Attended the Kaiapoi Art Expo opening.
- Southbrook Sports Club Working Committee Annual General meeting would be held on Tuesday, 15 August 2025.
- Attended the All Boards Training Session.
- Attended the Church Street Market.
- Attended Orana Wildlife Park Focus Group. The focus was on their core goals for the next 50 years and celebrating their 50th anniversary.
- Attended Oxford-Ohoka Community Board meeting. The Public Forum at the beginning of the meeting was very interesting.
- Attended the North Canterbury Youth Futures Expo.

B McLaren

- Had a busy day as a Justice of the Peace at Rangiora Library.
- Attended the All Boards Training Session.
- Attended the Church Street market.
- Attended Neill Prices' funeral.
- Attended Waikuku Beach Development Plan drop-in session.
- Attended the North Canterbury Youth Futures Expo.
- Attended the Southbrook Development session at Sutton Tools.
- Display in Rangiora Library showing the future of the Canterbury Museum.

S Wilkinson

- Attended Southbrook Development session at Sutton Tools.

11. CONSULTATION PROJECTS

Nil.

12. BOARD FUNDING UPDATE**12.1. Board Discretionary Grant**

Balance as at 31 July 2025: \$15,102.

12.2. General Landscaping Fund

Balance as at 31 July 2025: \$29,290, carry forward to be calculated.

The Board noted the funding update.

13. MEDIA ITEMS

Nil

14. QUESTIONS UNDER STANDING ORDERS

Nil

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 September 2025.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 9.02PM.

CONFIRMED


Chairperson

10 September 2025

Date

Workshop (9.02pm – 9.51pm)

Trim: 250813149208

- *School Speed Zone Planning Members Forum*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 AUGUST 2025 AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), N Puthupparambil (Transportation Engineer), S Binder (Senior Transportation Engineer), I Clark (Project Manager), T Sturley (Community Team Manager), T Stableford (Landscape Architect), S Morrow (Rates Officer – Property Specialist), P Daly (Road Safety Coordinator), J McBride (Roading and Transport Manager), Z Gibbs (Property Services Officer), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** apologies for absence from T Blair.

CARRIED

2 CONFLICTS OF INTEREST

J Watson declared a conflict for the application from the Kaiapoi Garden Club in Item 6.5.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 July 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 July 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 21 July 2025**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 July 2025, as a true and accurate record.

CARRIED

The meeting adjourned at 4.11pm to hold a workshop into workshop and reconvened at 4.30pm.

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Mel Eaton – Kaiapoi Bridge Design**

M Eaton was in attendance to inform the Board of her concept for the new Willimas Street balustrades for the bridge which depicted a walk through history. The balustrades would incorporate four large panels, one on each corner of the bridge and 12 small panels on the posts between panels.

C Brown highlighted M Eaton was working alongside a lighting designer as well as the project working group. The Board would be receiving a report seeking approval of the overall design of the bridge at its September 2025 meeting.

S Stewart queried what the proposal for lighting under the bridge was and if the removal of pigeon faecal matter would be included in the bridges upgrade. C Brown stated the lighting under the bridge would be removed and there was currently no plan to deal with the pigeon matter as this project was considered a separate issue.

J Watson noted the focus on the town's history for the bridge was at the request of the Harper Family which was being funded by the bequest left by Harry Harper.

S Stewart questioned if Ngai Tuahuriri had been consulted on the cultural elements of the design. C Brown replied the documentation was with Whitiara however at the beginning of the process they declined to have any involvement in the project.

Report 6.3, Kaiapoi Entrance Sign 1, Main North Road, Corten Panel Artwork, was taken at this time. However, the order of the agenda was retained in the minutes to mitigate confusion.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Request to Consult on a Parking Restriction Change at 124 Williams Street – N Puthupparambil (Transportation Engineer) and S Binder (Senior Transportation Engineer)**

J McBride reported a complaint had been received regarding parking turnover outside the businesses at 124 Williams Street. Current there was P120 restrictions across approximately ten car parks in front of a mix of businesses varying from take-aways, a dairy, a hairdresser and a laundrette. Staff were therefore proposing to undertake consultation with the business to determine the best options for restrictions.

S Stewart inquired whether there was any signage at the entrance to the private car park at the rear of the building. J McBride advised to the best of her knowledge no signage was present, however believed the area was gated. She was not aware of the designated use of the car park and suspected it was for the businesses and a delivery area rather than parking for customers.

S Stewart further asked why it was proposed to only change the time restriction on two car parks. J McBride stated the varying needs of the businesses meant some required long-term parking and some required short.

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250801142172.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** consultation being undertaken on a possible change to parking time restrictions of two parking spaces in front of the dairy at no. 124 Williams Street from 120 minutes to 15 minutes parking.
- (c) **Notes** that a further report would be brought back to the Community Board with the outcome of the consultation process and to allow further decision making on this matter.

CARRIED

6.2 **Kaiapoi Menz Shed – Updated Concept Plan Approval – I Clark (Project Manager) and T Sturley (Community Team Manager)**

T Sturley took the report as read highlighting the urgency of the relocation of the Menz Shed as they had until the end of January 2026 to be off their current site. The updated concept plan provided a more cost-effective option than previously considered while retaining an attractive site and would be more functional for safety.

P Redmond queried if the proposal fully complied with the design guidelines. T Sturley confirmed they did comply with the design guidelines.

B Cairns questioned if the proposal allowed for potential future growth and T Sturley stated it did.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250728138234.
- (b) **Approves** the amended concept plan for Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street.
- (c) **Notes** that Sutton Tools have advised that, with their need to divest themselves of the, otherwise vacant, Dale St Kaiapoi property, Kaiapoi Menz Shed have only until January 30th 2026 to vacate the site that they currently occupy at that location.
- (d) **Notes** significant challenges around the acquisition of funding for the originally supplied, concept plan for Menz Sheds operation on the Kaiapoi Community Hub site. In response, an updated concept plan was developed, focusing on the construction of two new buildings that are better suited to the financial realities and operational needs of the Kaiapoi Menz Shed group.

- (e) **Notes** that Kaiapoi Menz Shed has applied to Department of Internal Affairs' Lottery Community Facilities fund to progress the acquisition and completion of the first of two new buildings. It is anticipated that this will be completed, on the Hub site in early 2026.
- (f) **Notes** that, if the Ideal Garage Building has not been replaced after 18 months on site, staff will issue the Menz Shed with an advisory reminder that the relocated building must be replaced with a permanent solution within the remaining six months.
- (g) **Notes** that the new concept includes a more permanent container structure that has been designed to incorporate four, joined 40ft containers, that will serve as isolated welding and painting workshops and storage, with a privately-aspected outdoor workspace. This will be roofed and permitted, in line with Design Guide requirements for the Kaiapoi Community Hub.
- (h) **Notes** that the permanent container structure design is deemed to be a safer option in terms of fire protection and security, than the originally proposed third building in the originally submitted design concept, which was approved by Kaiapoi Tuahiwi Community Board in July of 2024.
- (i) **Notes** that approval of the new concept would mean a cost saving of at least \$200,000 to this valuable but financially committed community group.
- (j) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation and proposed modifications to the reconfigured container structure will comply with Design Guide specifications.
- (k) **Notes** that the construction of the buildings is not being funded by the Council.

CARRIED

N Atkinson commented this project had been a long time coming resulting in frustration in the Menz Shed finding a suitable site after the fire at its previous location. He congratulated those working through the site identification process and hoped the concept plan would be one of the last steps towards implementation. He noted that security had been a key concern and believed that the project would contribute positively to the safety and protection of the Menz Shed.

J Watson expressed support for the motion, noting that it was encouraging to see cost savings being achieved.

6.3 Kaiapoi Entrance Sign 1, Main North Road, Corten Panel Artwork – T Stableford (Landscape Architect)

T Stableford took the report as read noting approval of the sign would not have any budget impacts as the tender had already been awarded.

S Stewart questioned if the sign would be incorporated into the current entrance sign. T Stableford stated the tender that had been approved included the removal of the current sign and replacement with a new sign. C Brown clarified this was the Boards decision at a previous meeting.

S Stewart then sought clarity of the design. T Stableford explained the concept design was for an upright wall of timber with a Corten steel panel. The colour of the writing would be white and yellow. The font used was approved by the Roading Team as being visible.

T Bartle asked what the sign dimensions would be, and T Stableford stated it was approximately three metres wide.

T Bartle then sought if the Board was comfortable not consulting with the public on the design. C Brown highlighted the Board already made the decision not to consult. He also

noted the project had been tendered and a contract was already awarded. This report was to determine what the design on the corten steel would depict.

R Keetley queried if the artwork had gone through a design procurement process. G Stephens stated the design had not gone through a procurement process as staff had expected to work with Whitiara. Whitiara did not have capacity to assist in the design and because a contractor was waiting for the design to commence construction staff approached Mel Eaton with a view of keeping the style of the sign and bridge design aligned.

Following concern raised by R Keetley, C Brown noted the Board had not followed a process for acquiring a design, which was intended to be created inhouse. Due to cultural elements the original design was provided to Whitiara for feedback, however they had not been happy with the design offered and did not want to have any input into another design. Staff therefore approached M Eaton who had already been through a contestable process to provide a design. The Board had options on if it was not happy with the design however there would be impacts on the contracted tender.

In response to a question from J Watson, G Stephens stated if the Board did not move forward with this design staff would need direction on how the Board wanted to proceed.

The meeting was adjourned at 4.54 to allow the Board to workshop ideas and reconvened at 5.10pm.

Moved: N Atkinson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Lays** the report on the table for a design brief to be clarified.

CARRIED

6.4 **Road Naming – Lime Developments Limited (Silverstream Stage 8-10) – S Morrow (Rates Officer – Property Specialist)**

S Morrow took the report as read and welcomed any questions.

Following a question from J Watson, S Morrow stated the name Fox had been approved previously however was not used. On the odd occasion when the names were added to the preapproved list there was no historic context included with the request.

N Atkinson highlighted there had been a Kaiapoi resident named Charlie Courtier who was awarded the cross for bravery and suspected that was the likely the reason that Courtier was added to the list.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250806145127.
- (b) **Approves** the following proposed road names for new roads as part of Silverstream Stage 8-10 as shown on the attached plan.
 1. Lin Street.
 2. Fox Way.
 3. Courtier Way.
 4. Waverley Street (Continuation).

5. Adderley Terrace (Continuation).
 6. Bastings Street (Continuation).
- (c) **Notes** that the Community Board may replace the proposed names with any name of its choice.

CARRIED

J Watson supported the motion stating she was glad to see Jack Lin be recognised and was happy with the continuation of the remaining streets.

6.5 Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)

K Rabe reported that the Kaiapoi Pony Club were seeking funding for coaching support for riders participating in the Springston Trophy event in Blenheim. The Club was situated on the boundary between the Kaiapoi-Tuahiwi and Oxford-Ohoka Community Boards, with 100% of the riders benefiting from the initiative residing within the Oxford-Ohoka Ward. While the Club had considered applying to the Oxford-Ohoka Community Board, it was noted that the Board had significantly less available funds. The application sought \$1,000 in funding, with only six individuals set to directly benefit from the grant. The coaches were scheduled to commence work on 1 August 2025 and would continue to support the riders through to the conclusion of the competition; however, payment for their services would not be made until after the event.

R Keetley asked if the Board funded this event in the last financial year. K Rabe confirmed the Board had provided funding for the previous Springston Trophy which had been held in Rangiora.

Moved: N Atkinson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250729138502.
- (b) **Declines** the application from the Kaiapoi Pony Club.

CARRIED

N Atkinson highlighted the Pony Club received funding in 2024/25. He questioned the appropriateness of allocating \$1,000 for an initiative that would benefit only six individuals, suggesting that such funding could potentially be more effectively utilised elsewhere.

A Blackie concurred noting the event was also being held out of town resulting in no benefit to the wider community. The Silverstream Reserve allowed the Pony Club to hold its annual cross-country race in the Reserve for no cost despite the damaged caused which the Council had to repair.

As J Watson previously declared a conflict of interest, she vacated the Chair in favour of the Deputy Chairperson S Stewart.

K Rabe stated the Kaiapoi Garden Club had applied for funds toward its catering costs for the host the prizegiving for the Kaiapoi Garden Competition to be held at the beginning of 2026. While the possibility of a potluck arrangement had been raised, concerns were expressed regarding the appropriateness of asking prize recipients to contribute food for the occasion.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$250 to the Kaiapoi Garden Club towards costs relating to running the Kaiapoi Garden Competition.

CARRIED

J Watson reassumed as Chair.

7 **CORRESPONDENCE**

7.1 **Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council memo**

7.2 **Letter from Pines Kairaki Beaches Association regarding Beach Road, Dunns Avenue and Featherstone Avenue Roundabout**

K Rabe reported this matter had been dealt with in November 2019. The Board had recommended to the Utilities and Roothing Committee that remedial work be undertaken to improve the intersection layout. However, the Committee had decided to retain the existing layout with no further action required.

N Atkinson stated the letter should be referred to the Utilities and Roothing Committee as it had made the final decision.

J McBride noted the behaviours raised in the letter were deliberative behaviour issues that the police had done large amounts of enforcement on. Staff could ask to police to do further work if those issues are arising again. The central island was fully mountable to allow heavy vehicles to maneuverer the intersection. The recommendation in the letter to level the island would not mitigate any of the issues and would encourage higher speeds.

7.3 **Letter from Laz Mako regarding Tiny House Community Project**

K Rabe suggested the letter be referred to the Property Portfolio Working Group.

7.4 **Thank You Letter from The Chris Ruth Centre**

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council memo (Trim: 250708123636).
- (b) **Receives** the Letter from Pines Kairaki Beaches Association regarding Beach Road, Dunns Avenue and Featherstone Avenue Roundabout (Trim: 250811147164) and that this be referred to the Utilities and Roothing Committee for action.
- (c) **Receives** the Letter from Laz Mako regarding Tiny House Community Project (Trim: 250807145686) and refers the letter to the Property Portfolio Working Group for a response.
- (d) **Receives** the Thank You Letter from The Chris Ruth Centre (Trim: 250807145661).

CARRIED

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for July 2025**

- Attended the Pines and Kairaki Beaches Association meeting.
- Kaiapoi Community Garden would be part of the Jazz Festival.
- Attended VJ Day at the RSA where a wreath was presented.
- Attended RSA Sea Farriers Service.
- Attended Council Briefing with the New Zealand Police regarding the proposed review of services. The Police assured the Council of a presence at the Kaiapoi Police Station.
- Attended Mixed Use Business Area meetings.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 14 July 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 9.4 May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.5 Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.6 Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.7 Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.8 Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 9.9 Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.10 Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley

- Attended Waimakariri Biodiversity Trust meeting.
- Attended Kaiapoi Historical Society meeting.
- Attended VJ Day at the RSA.
- Attended Kaiapoi RSA executive meeting.

S Stewart

- Attended District Plan drop-in sessions. There was potential for 2,500 additional properties in Kaiapoi over the next decade.
- Sat on the judging panel for the Environmental Awards. They would be presented at the Community Service Awards in September 2025.
- Welcome the Bird's event would be held at Waikuku Beach.
- Attended briefing with the Police.
- Kaiapoi Promotions Association were undergoing a rationalisation of operations in preparation for the Council's funding review.
- Kaiapoi East Residents Association planting. They were forging a relationship with Kaiapoi High School.
- Attended Sterling Open Day. Their community initiatives were incredible.
- Attended All Drainage Advisory Groups meeting.

Brent Cairns

- Menzshed Woodend Dog Park completed shelters.
- Pegasus Residents Golf Tournament coming up – looking for sponsors.
- Attended Waimakariri Access Group meeting
- Inclusive Sports day photographer - a great event well done to Martin Pugh and Zack Lappin.
- Kaiapoi Art Expo - opening and Have a Go weekend.
- Blackwells Winter festival.
- Pegasus Residents' Group Annual General Meeting.
- Teddy Bears picnic at the Sterling - really good event.
- Abbeyfield Annual General Meeting - well attended by the community and look forward to working with the Council regarding identifying suitable land.
- Kaiapoi Promotions Annual General Meeting - small turn out.
- Attended Oxford-Ohoka Community Board meeting to talk about food forests.
- Met with staff and residents at Northbrook Reserve Rangiora regarding community food forest.
- Kaiapoi Promotions monthly meeting.
- Art on the Quay opening night - Kaiapoi High students.
- Local Government New Zealand conference - the first day felt like a beat up from Government regarding rates and how Councils spent funds and rates capping.
- Attended Neill Price's funeral.
- Waikuku Drop in - general acceptance of wanting money spent on facilities while carparking could wait.
- Kaiapoi Drop in regarding the District Plan.
- Kaiapoi East Residents Association planting day with Japanese students from Kaiapoi High School, Japanese Consul, another planting day was planned.
- Woodpecker Trust Annual General Meeting - good turnout.
- Met with local residents regarding noise off the motorway, which included New Zealand Transport Agency staff.
- Visited multiple times to St Barnabas Food Friday - donating food.
- Invited to attend Northern Bulldogs prize giving, the clubrooms were packed.
- Invited to Ako Maths event at the Kaiapoi Library, showcasing maths and art from local schools. Well done Michelle from Tuahiwi and Jason from the library.
- Drop in session with Mayor Dan Gordon.
- Invited to St Patricks playground opening - they funded upgrade to swings.

- Visited Noaia Trust, food forest designs and have started to provide training along with trees and plants.
- Meet the Neighbours at Silverstream event.
- Satisfy Food Rescue 10th birthday celebration.
- North Canterbury Neighbourhood Support meeting, along with visit to Amberley regarding car replacement.
- Food Secure North Canterbury hui in Amberley.
- Food Secure monthly meeting - developed a map of where all North Canterbury producers and growers were.
- Oxford Promotions meeting.
- Hosted ARA students visiting food forests - they were developing templates and process for community food forests.
- Hosted Vision West visit to Kaiapoi food forest.
- Kaiapoi Museum meeting - still trying to sort the lift to mezzanine.
- Met with a young student who was raising funds to travel to the United States of America. He introduced him to businesses and funding ideas.
- Kaiapoi Club Annual General Meeting - the room was packed.
- Invited to Baptist church playgroup event.
- Was part of a panel of Councillors that heard from Rangiora High students about ideas they had.
- Visited North Canterbury Wellbeing to talk about what was said by Rangiora High students.

Philip Redmond

- Attended Community Hub at Silverstream.
- Local Government New Zealand Conference in July was a highlight. The content provided was very good.
- The Waimakariri District would benefit from the changes proposed by the Police however at the expense of others.

T Bartle

- Attended All Boards Training Session where school speed zones were discussed.
- Attended Norman Kirk Park planting with the Japanese Ambassador.
- Attended Kaiapoi Promotions Association meeting. The speech give on Neill Price was very good.
- Attended the Hub opening day at the Sterling.

A Blackie

- Te Kohaka Trust:
 - Held a planting day with Students from Kaiapoi High School.
 - Were in the process of divesting all forestry assets to the Council.
 - Facing considerable funding issues and looking at options in next 12 months,
 - Huria Reserve planting day on Saturday 23 August 2025 at 10am.
 - Due to the possibility of Trust land being inundated with sea level rise in 100 years Environment Canterbury would not issue a resource consent to NZTA to relocate skinks into the park as they were an endangered species.
- Silverstream underwent a night shoot with 20 possums and hares culled.

N Atkinson

- Pressure regarding bureaucracy would continue to increase.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 1 July 2025: \$8,059.

12.2 General Landscaping Budget

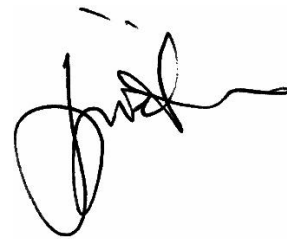
Balance as at 1 July 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS**14 QUESTIONS UNDER STANDING ORDERS****15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS****NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 September 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 6.10PM.

CONFIRMED



Chairperson

15 September 2025

Date

Workshop (6.10pm-7pm)

See Trim Ref: 250818151684

- *School Speed Limits Planning – Individual School Proposals – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – 30 Minutes.*
- *Kaiapoi Town Entrance Signs – Tori Stableford (Landscape Architect) – 20 Minutes*
- *164 Williams Street, Kaiapoi – Licence to Occupy – two carparking spaces – Zena Gibbs (Property Services Officer) – 20 Minutes.*
- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 3 SEPTEMBER 2025 AT 6.30PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings, and P Merrifield.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager), P Daly (Road Safety Coordinator/Journey Planner), V Thompson (Senior Advisor Business and Centres), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1. APOLOGIES

Moved: T Robson Seconded: N Mealings

THAT an apology for absence be received and sustained from M Wilson.

CARRIED

2. PUBLIC FORUM

There were no members of the public present for the public forum.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board Meeting – 6 August 2025

Moved: S Barkle Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 August 2025, as a true and accurate record.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

4.3. Notes of the Oxford-Ohoka Community Board Workshop – 6 August 2025

Moved: S Barkle Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 6 August 2025.

CARRIED

5. DEPUTATIONS AND PRESENTATIONS

5.1. Dave McPherson – Pearson Park Advisory Group

D McPherson noted he was speaking on behalf of the Pearson Park Advisory Group who were hoping to put a roof over the stage in the park. The stage was always intended to have a roof over it. The stage was not used as much as the Group would like, as it was not very visible and was quite low in the park, it did not show the performers and did not create an atmosphere. There were no other outdoor performance area in the Waimakariri district. The Group had a concept plan to build a roof over the stage which was proposed to be eight metres at the front and six metres at the rear. However, the planning was on hold until the Board had approved the plan. The roof would be built out of permanent materials to reduce maintenance and increase the lifespan of the structure. The intention was to create an attractive people friendly area that people would naturally be drawn to. The group had support from the Lions and the schools. The Group emphasized that it was not seeking funding and was asking for the Boards approval when the report was presented later in the year.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS

7.1. School Variable Speed Limits Proposal – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)

J McBride took the report as read.

There were no questions from members.

Moved: T Robson Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 250821155069.

AND

THAT the Oxford Ohoka Community Board recommends:

THAT the In-coming Council:

(b) **Receives** Report No. 250821155069.

(c) **Approves** the following Variable Speed Limits for the schools in the Oxford-Ohoka Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School Jacksons Road From 40m south of Mill Road to 115m north of Birchdale Place (RP 2.171 to RP 2.775)	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road. (RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u> <i>The full length from Bay Road to the end.</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access. (RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Existing electronic signs
View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate. (RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs
West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road. (RP 16.682 to 16.200)</i> And <u>School Road</u> <i>From 85m north of North Eyre Road to 230m south of North Eyre Road. (RP 1.672 to RP 1.349)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

- (d) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (e) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (f) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (g) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

CARRIED

7.2. **Meridian Access to Land to Install a New Power Transformer to Support the EV Charger Upgrade at Pearson Park Carpark – V Thompson (Senior Advisor Business and Centres)**

V Thompson took the report as read.

N Mealings asked how much space of the meterage would be for the box and how much was for the caballing. V Thompson noted the box was 14 metres and the rest was for the caballing.

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250717130768.
- (b) **Approves** the granting of an easement to Mainpower for access to approx. 31sqm of land to install a new power transformer and underground cabling in the location indicated by Figure 1 adjacent to Pearson Park carpark.
- (c) **Notes** that on 5 March 2025, the Oxford-Ohoka Community Board approved the upgrade to the higher capacity 240kW DC charger and Meridian's proposed extension (reset) to the Access Licence term.
- (d) **Notes** that all costs associated with the DC EV charger upgrade and new transformer unit including underground cabling will be covered by Meridian (with support from Mainpower).
- (e) **Notes** that any easement right granted will be assigned to Mainpower as they will own the new power transformer and cabling.
- (f) **Notes** that Meridian are proposing to complete the upgrades toward the end of the year.

CARRIED

7.3. **Representation of the Oxford-Ohoka Community Board in the Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court – T Kunkel (Governance Team Leader)**

K Rabe spoke to the report noting there had been a query raised on who would represent the Board if the Environment Court required information or representation at court while the Board was in remission. It was recommended that the Board gave delegation to S Barkle and T Robson to deal with any matters arising during the remission period to avoid any legal difficulties.

T Fulton asked what the situation was with the new Community Board. K Rabe noted when the new Board came on the whole situation would be changed.

Moved: M Brown

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250820153748.
- (b) **Authorises and endorses** Board members Sarah Barkle and/or Thomas Robson to continue to represent the Board in Environment Court matters between 10 October and 16 November 2025 regarding the Appeal of Woodstock Quarries Limited v Canterbury Regional Council and others.
- (c) **Notes** the new 2025-2028 Oxford-Ohoka Community Board will be briefed on matters as part of induction, post-election, and formally consider ongoing representation at the Environment Court in early November, ahead of the scheduled Court hearing on 17 November 2025.

CARRIED

7.4. **Application to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

K Rabe spoke to the report noting the West Eyreton Friends of the School (FOS) had requested high-visibility safety vests for students. Other Community Boards had helped fund high-visibility safety vests for students. There was some belief that the school could find other ways to access hi viz vests by approaching local businesses to sponsor them however that was a matter for the Board to discuss.

N Mealings noted FOS had applied for projects several times before, and the Board kept declining the applications. This application did fit the Boards criteria therefore there was no need to decline the application.

M Brown stated it was not the Board's role to tell people the quality and the standard of products they wanted, it was the Boards role to assess if the application fit the criteria.

Moved: S Barkle Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250724135561.
- (b) **Approves** a grant of \$500 to the West Eyreton Friends of the School Committee towards the purchase of high-visibility safety vests for students.

CARRIED

P Merrifield against.

S Barkle noted that the Board had a limited budget, and this gave the School the opportunity to apply again in the financial year.

K Rabe noted North Canterbury Pony Club had requested \$750 for ribbons and rosettes. They had requested a lot of funding in the last two years throughout the district; and had recently been turned down at the Kaiapoi-Tuahiwi Community Board due to the amount of funding they had received.

Moved: R Harpur Seconded: P Merrifield

- (c) **Declines** the application from North Canterbury Pony Club.

CARRIED

K Rabe noted that the Waimakariri Kennel Club and the North Canterbury Kennel Association shared a premises at the Mandeville Sports Ground. In 2023 the Waimakariri Kennel Club had received \$500 from the Board to paint the clubroom after they were graffitied. However staff received complaints from the North Canterbury Kennel Association earlier in the year that the Waimakariri Kennel Club had not painted the rooms. K Rabe wrote a letter to the Waimakariri Kennel Club noting the criteria stated that they had to use the funds within twelve months otherwise the funds would need to be returned. The Club had returned the funds which had been added to the Board's Discretionary Grant fund. As a result, the North Canterbury Kennel Association had now requested funding to do the painting.

Moved: T Robson Seconded: N Mealings

- (d) **Approves** a grant of \$500 to North Canterbury Kennel Association towards the purchase of paint for the clubrooms at Mandeville Sports Club.

CARRIED

N Mealings commented that she would like to see the painting completed and whilst the number of association members was only 40% in the ward however the Groups hosted a very well known highly respected show which brought financial benefit to the region.

7.5. **Summary of Discretionary Grant Accountability 1 July 2024 to 30 June 2025 – Kay Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: S Barkle Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250624113416.
- (b) **Notes** that of the \$6,330 allocated to the Board for the 2024/25 financial year, \$6,328 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$285 was carried forward to the next financial year for a total of \$6,755 for the 2025/26 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

8. CORRESPONDENCE

Correspondence from W Morrison, Environmental Manager Woodstock Quarries Limited was tabled for discussion. As this matter was before the Environmental Court the discussion was held as a Public Excluded item.

Moved: S Barkle Seconded: T Robson

That the public was excluded from the meeting at 6:56pm and the open meeting reconvened at 7:18pm to enable the Board to discuss the tabled letter.

CARRIED

Moved: N Mealings Seconded: M Brown

That the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence from W Morrison, Environmental Manager Woodstock Quarries Limited.
- (b) **Declines** the invitation to meet with W Morrison.

CARRIED

9. CHAIRPERSON'S REPORT

9.1. **Chairperson's Report for August 2025**

- **Ohoka Drainage Meeting** – The group discussed various upgrades and shared thoughts on 'Stage 1' of the Mandeville issues. They aimed to identify essential works from the broader stages and prioritized getting those completed as soon as possible.
- **Oxford Networking Meeting** – Attended for the first time. The meeting included representatives from various social services. The discussion focused on the general sentiment around the rising cost of living and the challenges of making ends meet in more isolated rural communities.
- **Mid-Year Annual All Drainage Groups Meeting** – This gathering brought together all drainage advisory groups. It proved to be highly informative, featuring guest speakers such as Sophie Allan and Fred Brooks from Environment Canterbury, among others, who shared insights from their respective fields.

- **AF8 and Tsunami Meeting in Oxford** – Attended the evening presentation, which turned out to be very valuable. It was surprising to learn that the tsunami risk in the area was significantly lower than expected.
- **Wolffs Road Meeting** – Held at Council offices, the meeting focused on further revisions to the Memorandum of Understanding. It appeared to be nearing its final version, with hopes of signing it off soon.
- **Wards Road Walkway** – Met on-site with Pat, Nicola, James Ensor, and Council Roading staff. They had a productive discussion about planting. The area had been recently sprayed, allowing planting to proceed in two weeks. They considered involving the school, despite it being the holiday period, and discussed the possibility of having students pot up and propagate plants for planting in 2026.

Moved: M Brown

Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 August 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 13 August 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 August 2025.
- 10.4. Wastewater Bylaw 2015 Review – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 10.5. Council Submissions to Central Government Consultations for May, June and July 2025 – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 10.6. Elected Member Remuneration 2025/26 – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 10.7. Health, Safety and Wellbeing Report June 2025 to Current – Report to Council Meeting 5 August 2025 – Circulates to all Boards.
- 10.8. Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Annual Business Plan – Report to Audit and Risk Committee Meeting 12 August 2025 – Circulates to all Boards.
- 10.9. Private Well Study Results for 2024 – Report to Utilities and Roading Committee Meeting 19 August 2025 – Circulates to all Boards.
- 10.10. Annual Report to the Alcohol Regulatory and Licensing Authority 2024/25 – Report to the District Planning and Regulation Committee Meeting 19 August 2025 – Circulates to all Boards.
- 10.11. Northern Pegasus Bay Bylaw Update August 2025 – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.
- 10.12. Aquatics August Report – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.
- 10.13. Libraries Update to August 2025 – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.

Moved: S Barkle Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.13.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

T Robson

- **Ashley Gorge Advisory Group** – Walking Track Group subcommittee had a visit from the Aoraki Environmental Trust. The focus was to look at the work going on in the reserve with trapping and pest control and on the tracks across the river. The Group was nominated for an environmental award but unfortunately did not win.
- Oxford Community Trust meeting discussed the Police restructure situation and how the Trust was handling that and how it was supporting other groups in the community.
- Woodstock Quarries Environmental Court Evidence.
- Oxford Community Network meeting.

R Harpur

- **Ohoka Mandeville Rural Drainage Advisory Group Meeting** – the Mandeville flooding issues were discussed. There was a need for urgency.
- Attended Waimakariri Access Group Annual General Meeting.

M Brown

- Attended the Annual General Meeting of the Eyre Environmental Society – down to a few members. There were 25 to 30 residents attended. There was a renewed local interest in getting the society back up and running. Waimakariri Irrigation Limited had sold and transferred the consent to another company.
- Oxford Health Medical centre brought some land. ready to start the design process.

T Fulton

- North Eyre Road the clay experiment, was hardening into a clay surface.
- Bernard Kingsbury had asked what could be done for native planting on land at the Cust Anglican Cemetery.
- Fundraising plans for the Oxford gym were continuing.
- Fundraising plans for the Wolffs Road bridge were continuing.
- Lean on the Gate Rural Mental Health Trust meeting in Oxford on 10 September 2025 at 7pm.
- The Council Community Service Awards 9 September 2025.

N Mealings

- Property Portfolio Working Group.
- Greater Christchurch Partnership Committee – Last meeting of the triennium.
- Canterbury Museum Site Visit – Viewed works underway at museum site.
- Council Workshop/Briefing Session – Discussed the New Zealand Transport Agencies Woodend Bypass toll proposal and the Council's submission points against it.
- Ohoka Mandeville Drainage Advisory Group Meeting – New Threlkelds Road flap gate installed, and Bradleys Road culvert upgraded to Cust Main Drain. Mill Road drainage maintenance and culvert upgrades completed. Ohoka Stream loop willow clearance to be

done in October 2025 after trout spawning season was over. Cam River stopbank remediation to original height and gravel removal discussed. Originally designed with a 34m³ capacity which was at the time considered a 50 year engineering standard, was now only considered to be a 15 year engineering standard, raising the need for Environment Canterbury to be more proactive to maintain levels of service required.

- Oxford Community Networking Forum – Quarterly meeting of social service providers working in Oxford. Attended this time by: Social Services Waimakariri, Budgeting Services, Civil Defence, St. Vincent de Paul, Citizens Advice Bureau, Waimakariri Community Team and Oxford-Ohoka Community Board.
- Social Services Waimakariri Hui – Bi-monthly forum of social services providers in the district, with representatives from police, Karanga Mai, Ministry of Social Development, Budgeting Services, education, Waitaha Health, Oranga Tamariki, ComCol, Citizens Advice Bureau, Rata Foundation and the Councils Community Team.
- Utilities and Roading Committee Meeting – MacPhedrons wellhead contract awarded with works to begin shortly.
- Annual All-Groups Drainage Advisory Boards Get Together – Speakers talked on various topics of interest to the drainage groups in this end-of-term event.
- Oxford AF8/Hikurangi Tsunami Presentation – Attended morning event at the Oxford Town Hall to talk about Civil Defence issues, including a Hikurangi Subduction Zone Tsunami, Alpine Fault (AF8) and community emergency hubs/ preparedness. Reasonable turnout from an engaged audience.
- Mandeville Sports Club Meeting – Discussed Mandeville Domain Concept Plan, Tree Plans and AED renewal.
- Christchurch City Council Coastal Hazards Working Group – Last meeting of the triennium. She had been an observer on this Christchurch City Council group for five years appointed through the Greater Christchurch Partnership. It had been very worthwhile learning about their approach and what learnings we could take for the benefit of Waimakariri.
- Fuego Vol. 3 Launch – Attended the launch of Fuego Vol 3, the World Congress of Poets Literary Journal to celebrate National Poetry Day at the Rangiora Library. The book featured writers from all over New Zealand, many from Waimakariri, including several from our very own View Hill School! Congratulations on being published, Tamariki!
- Treasures of the Waimakariri Exhibition – Attended the exhibition opening at Rangiora's FOLD Gallery of Ashley Rakahuri Rivercare Group member Grant Davey's amazing photographic works of rare birds on the Ashley Rakahuri River. This was part of the Welcoming Back the Birds events over the last week to raise awareness of our local critically endangered birds. Because people won't protect what they do not care about, and they won't care about what they do not know about.
- The Big Splash – Attended The Big Splash at the Rangiora RSA to support colleagues participating in the event which benefits Rachael's House Trust this year. Fantastic community event for a good cause!
- Ohoka School Year 5/6 Big Idea learning inquiry talk – Due to her many years' involvement with the School Plant Sale, she was approached by an Ohoka School teacher to come speak to the year 5/6 students for their Living Landscapes: Composting and Gardening for a Productive Space inquiry looking at how to grow food sustainably through both a science lens and traditional knowledge. Because of his Food Forest Knowledge and experience, she invited Brent Cairns to come along and present to the kids, and we had a great afternoon of learning and fun!
- Community Wellbeing North Canterbury Trust Board meeting.
- Council Workshop – Workshopped submission on the New Zealand Transport Agencies tolling proposal of the Woodend Bypass. In addition to safety and rat running implications, of the \$1.50 per passage proposed tolls, only .29 cents per toll would go toward the cost of the bypass. The rest would go to the private entity administering the toll, and the tolls were intended to be permanent. Put your submission in to oppose this!

- Community and Recreation Committee Meeting.
- Premiere of Think Like a Forest Film – Attended the South Island premiere of the documentary 'Think Like a Forest' at the Rangiora Town Hall Cinema in support of The Greening of Papatuanuku conservation initiative which featured Kate Valley's Tiromoana Bush. Excellent film!
- Portfolio catchup with staff.
- Health Hub Sod turning – Attended the official sod turning for the Rangiora After Hours Facility. This had been a long time coming, with community advocacy stretching back about 15 years and many challenges along the way. It would be a most welcome addition to district health services, with construction beginning immediately and the facility due to open at the end of 2026.
- Ohoka Rugby Club Prizegiving – Attended the annual senior prizegiving, which in addition to recognising award winners, acknowledged the passing of Ron Dalley and Graeme Armstrong and appointed three new life members: Nathan Parsons, Des Radford, and Duncan 'Buddha' McCallum. Richly deserved.
- Battle of the Rugby Sub-unions – Attended rugby event at the Rangiora A&P grounds, featuring five matches between North Canterbury and Ellesmere sides, including the Div 1's contest for the Southbridge Shield and culminating in an NPC match between Canterbury and Manawatu. A great family day out!
- Rangiora High School Students Panel Discussion – The Mayor, herself, Councillors Goldsworthy and Cairns acted as a panel to hear year 13 Rangiora High School Students' project ideas for effecting social action for their social studies class over two dates, finishing on this day. It was a great opportunity to hear from our local youth on what mattered most to them.
- Council Meeting.
- Waimakariri Youth Council Meeting.

P Merrifield

- Attended an Oxford Museum meeting, storage journey continued. Meeting with the Mayor and Chris Brown positive outcome with something to happen shortly.

12. CONSULTATION PROJECTS

Nil.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 August 2025: \$5,384.

13.2. General Landscaping Fund

Balance as at 31 August 2025: \$14,330, carry forward to be calculated.

The Board noted the funding update.

14. MEDIA ITEMS

Nil

15. QUESTIONS UNDER STANDING ORDERS

Nil

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

This is the final meeting of the Oxford-Ohoka Community Board for the 2022-2025 electoral term.

The new Oxford-Ohoka Community Board will be sworn into office late October 2025, with standard meetings resuming from mid-November 2025. Further Information will be advertised and listed on the Council's website.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 7:40PM.

CONFIRMED


Chairperson

19 September 2025

Date



Chief Executive

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 SEPTEMBER 2025 AT 5.30PM.

PRESENT

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

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), J McBride (Roading and Transport Manager), G MacLeod (Greenspace Manager), K Howat (Parks and Facilities Team Leader), G Stephens (Greenspace Design and Planning Team Leader), J Borland (Greenspace Strategy and Partnership Team Leader), P Daley (Road Safety Coordinator/Journey Planner), J Mason (Landscape Architect), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were 13 members of the public present.

1 APOLOGIES

Moved: B Cairns Seconded: A Thompson

THAT apologies for absence be received and sustained from I Fong and M Paterson.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 11 August 2025

Moved: R Mather Seconded: A Thompson

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 11 August 2025.

CARRIED

3.2 Matters Arising (from minutes)

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 11 August 2025

Moved: R Mather Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives**, the circulated notes of the Woodend-Sefton Community Board workshop, held on 11 August 2025.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **School Variable Speed Limits Proposal – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)**

J McBride took the report as read noting it was following the workshop with the Board at its August meeting. The feedback of the Board had been incorporated into the report and was considered by staff. The report provided a recommendation to go through to the incoming Council.

R Mather noted that Woodend School used the Community Centre therefore students were crossing School Road regularly however the recommendation was for a static sign. She questioned if an electronic sign would be better suited. P Daley noted that he had visited each of the schools, and an electronic sign was not raised therefore was not factored in. R Mather queried if the option of an electronic sign could be reviewed later if it became evident there was a need. J McBride replied that it was something staff could look into in the future.

B Cairns noted the report stated that signage across the district was likely to cost around \$1.2 million and asked if the New Zealand Transport Agency (NZTA) had indicated any allocation of funding to cover this expenditure. J McBride replied that they were awaiting a response from NZTA in relation to compensation. The Council had applied for funding and were hopeful they would have a decision before it went to Council next term.

P Redmond enquired if the New Zealand Transport Agency had made any comment about the reduction on State Highway One for Woodend School from 40km/h to 30 km/h. P Daly noted the consistent feedback staff had received from the Community Boards was that they wanted to see consistent time of application across all the schools, which staff had done. With consistent speeds, there was a current 40km/h speed limit on Main North Road and it took some badgering to get the Transport Agency to agree to align that with the 30km/h speed limit on other roads.

Moved: R Mather

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

(a) **Receives** Report No. 250826157319.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the In-coming Council:

(b) **Approves** the following Variable Speed Limits for the schools in the Woodend-Sefton Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
<u>Pegasus Bay School</u> Solander Road/ Murfitt Street 20 metres south of Awarua Road to 20 metres north of Tahuna Street (Solander Road RP 0.350 to Murfitt Street RP 0.196)				
<u>Whakatipu Street</u>				

<p>25 metres west of Te Pakiaka Road to 20 metres north of Pegasus Boulevard (RP 0.020 to RP 0.430) <u>Pegasus Boulevard</u> 70 metres west of Solander Road to 60 metres east of Solander Road (RP 1.789 to RP 1.923) <u>Mary Ellen Street</u> Solander Road to 20 metres east of Solander Road (RP 0.000 to RP 0.020) <u>Hikurangi Street</u> Whakatipu Street to 20 metres west of Whakatipu Street (RP 0.000 to RP 0.020) <u>Awarua Road</u> Whakatipu Street to 20 metres north of Whakatipu Street (RP 0.000 to RP 0.020)</p>	1	30km/h	<p><u>Morning – 8.20am to 9.20am.</u></p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Whakatipu Street.</p> <p>Static signs on remaining sites</p>
<p>Sefton School <u>Upper Sefton Road</u> 10 metres west of Buller Street to 335 metres east of Buller Street (RP 7.037 to RP 6.680) <u>Cross Street</u> 20 metres east of Buller Street to 320 metres east of Buller Street (RP 0.130 to RP 0.444) <u>Buller Street</u> Upper Sefton Road to 20 metres north of Upper Sefton Road (RP 0.000 to RP 0.020)</p>	1	30km/h	<p><u>Morning – 8.20am to 9.20am.</u></p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Upper Sefton Road</p> <p>Static signs on remaining sites.</p>
<p>Woodend School <u>Main North Road</u> Main North Road extent of existing VSL north and south (managed by NZTA). <u>Rangiora Woodend Road</u> 140 metres north of School Road to 445 metres south of School Road (RP 0.740 to RP 0.156) <u>School Road</u> Main North Road to Rangiora-Woodend Road. (RP 0.000 to RP 0.299) <u>Gibbs Drive</u> From School Road to 73 metres north of School Road (RP 0.000 to RP 0.073)</p> <p><u>Gladstone Road</u> Main North Road to 39 metres east of Main North Road (RP 0.000 to RP 0.039) <u>Petries Road</u> Main North Road to 39 metres east of Main North Road</p>	1	30km/h	<p><u>Morning – 8.20am to 9.20am.</u></p> <p>Afternoon – 2.30pm to 3.30pm</p>	<p>Electronic signs on Main North Road, provided and managed by NZTA.</p> <p>Static signs on remaining sites.</p>

(RP 0.000 to RP 0.039)				
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- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

CARRIED

R Mather commented it was a good report with good discussion.

A Thompson thought it was a good approach with pros and cons around it.

6.2 **Pounamu Place Elm / Tuka Road Tree Request – K Howat (Parks and Facilities Team Leader)**

K Howat took the report as read. He clarified on page 34 in section 3.3.9 of the agenda noted that 17 replacement trees for Pounamu Place would be on existing berms using suitable species that were smaller and non-evasive.

R Mather queried if an assessment had been done on the tree which had fallen over. K Howat stated that tree had been removed prior to these issues being raised by the community. R Mather asked where the roots that had intruded into private properties if there would be any financial assistance or if this was deemed a private insurance matter. K Howat replied there was one resident that the Council were in the process of covering the costs of the root damage.

A Thompson queried whether one of the main learnings was that elm trees were not suitable in this kind of setting. G MacLeod agreed.

P Redmond wondered how the trees were selected in the first place. G MacLeod stated they were planted during the time the subdivision was being developed however would have been approved by the Council at the time.

B Cairns enquired if staff were proposing that the replacement trees could potentially be all different. K Howat replied that potentially they could, as staff would take advice from the Councils biodiversity team and arborists. Section 4.7 of the tree policy stated that staff would consult with the local residents.

R Mather asked about the timeframe. K Howat explained the report would go to the Council meeting on 30 September 2025, requesting funding to carry out the work and once approved the job would be given priority with planting to be done in 2026.

Moved: S Powell

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250603098166.
- (b) **Approves** the removal of 12 elm trees as identified in Trim: 250617109542 on Pounamu Place, subject to Council funding.
- (c) **Approves** the removal of six elm trees as identified in Trim: 250817151533 on Tuka Road, subject to Council funding.

AND

THAT the Woodend Sefton Community Board Recommends

THAT the Council:

- (d) **Approves** to fund up to \$7,500.00 for the removal of 12 elm trees (Trim: 250617109542) on Pounamu Place in the current financial year.
- (e) **Approves** to fund up to \$3,750.00 for the removal of six elm trees (Trim: 250817151533) on Tuka Place in the current financial year.
- (f) **Approves** 17 trees be replanted in Pounamu Place as identified in Trim: 250617109542 with a further three additional trees as space permits within Stewart Reserve. This cost would be met by the Street trees and gardens Woodend/Sefton (100305.000.5224) of up to \$2,500 for replacement trees.
- (g) **Approves** six trees to be replanted in Tuka Road with input from immediate residents and report the replanting plan back to the Woodend Sefton Community Board. This would cost up to \$1,250.00 and is to be met by the Street trees and gardens Woodend/Sefton (100305.000.5224).
- (h) **Approves** staff to decommission tree pits following tree removal in Pounamu Place and Tuka Road where they are no longer required.
- (i) **Notes** that the proposed removal is consistent with Council Street and Reserves Trees Policy Standard Operating Procedures 3.3.1.
- (j) **Notes** that roading team is due to commence infrastructure repairs on Pounamu Place and Tuka Road. Tree removal would be coordinated to align with this work programme to minimise disruption to residents.
- (k) **Notes** that 29 out of 30 homeowners on Pounamu Place support the removal of the elm trees.
- (l) **Notes** that the arborist Tree Risk Assessment Reports have identified that the elm trees are the wrong species for both locations and the narrow berms and small tree pits, and the vigorous roots systems will continue to cause damage to council infrastructure and private property.

CARRIED

S Powell thanked staff for an excellent report. She acknowledged the work residents had done in bringing the issue to the Board's attention. She acknowledged that the trees were planted in the wrong place.

R Mather congratulated the residents; it had been a long haul to get the right outcome and she looked forward to seeing the new trees.

6.3 Toilet Block Mural Woodend Recreation Reserve / Owen Stalker Park – C Taylor-Claude (Parks Officer), J Borland (Greenspace Strategy and Partnership Team Leader) and M Foster (Community Development Facilitator – Arts Strategy Implementation)

J Borland took the report as read.

In response to a question from B Cairns, M Foster noted the \$900 was towards the materials required and were investigating identifying funding to pay the artists which was estimated to cost around \$4,000.

Moved: R Mather

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250815150855.
- (b) **Approves** Woodend Primary School's installation of a mural on the toilet block at Woodend Recreational Reserve/ Owen Stalker Park. That the mural is installed as per the mock up in section 3.9 of this report.

- (c) **Notes** that staff will use up to \$1,300.00 for this work. Funding for the mural materials will come from the Reserves Activation budget (102565.000.5223) which has \$5,110.00 available this financial year. Any future mural replacement will come from the Toilet Replacement budget (100283.000.5014) that has \$797,650.00 available this financial year.
- (d) **Notes** the above sum will be reduced if funding applications for the artists time are successful. A further memorandum will be sent to the Woodend Sefton Community Board to inform them once this is known.
- (e) **Notes** the school will be informed of the Woodend-Sefton Community Boards decision.

CARRIED

R Mather was pleased that the mural was going to be painted on the toilets. It was a shame that the kids who had put all the work into the last mural lost it due to new toilets being installed.

A Thompson commented it was good to see the project progressing. He thanked staff for a good report, and he looked forward to seeing the end result.

B Cairns reiterated what had already been said particularly with regard to the Woodend Primary School's involvement in creating this mural. It was a good project for the school by beautifying their community.

S Powell was thrilled that the students would be involved and looked forward to seeing the mural when it was completed.

Item 6.7 was considered next however to keep clarity the minutes followed the agenda's order.

6.4 **Waikuku Beach Volleyball Court – C Taylor-Claude (Parks Officer) and J Borland (Greenspace Strategy and Partnership Team Leader)**

J Borland took the report as read.

B Cairns asked what Delta would do for \$83.93 a month. G MacLeod explained that was the maintenance cost for raking the sand in the court and tidying around the location.

Moved: A Thompson

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250818152014.
- (b) **Approves** Location 1 (as shown below from the consultation document) for installation of a volleyball court in Waikuku Beach to be funded by the community with annual maintenance to be met by Council as well as future replacement funding.



- (c) **Notes** that the installation project is fully community-funded with staff approval required for physical works. Maintenance costs under the council's contract are estimated at \$83.93 per month.
- (d) **Notes** in March 2025, the Woodend-Sefton Community Board approved for Council staff to consult with the community to install a beach volleyball court, and this was included in the Waikuku Beach Community Facilities Development Plan consultation. Consultation reinforced public support with 35 respondents in general support and 30 preferring location 1 on the north side of the carpark, adjacent to the

WBSLSC building.

- (e) **Notes** that staff are presenting a separate report on the wider consultation results from the Waikuku Beach Community Facilities Development Plan.
- (f) **Notes** that installing a volleyball court in Waikuku Beach is a supported activity under the Waikuku Beach Reserve Spatial Activity Plan which was approved by the Community Board in February 2023.

CARRIED

A Thompson commented this was a good report which had come about with a request from a resident which had instigated the Waikuku Beach Reserve Spatial Activity Plan to ensure all users were treated fairly and got equal opportunity to develop recreation options.

R Mather noted it was one of those projects that had been hanging around for a while, so it was great to see it progressing.

6.5 Waikuku Beach Community Facilities Development Plan Update and Report Approval – J Mason (Landscape Architect)

J Mason took the report as read.

R Mather queried if the volleyball court strengthened the case for the need to replace the toilet. G MacLeod agreed saying that the volleyball court would bring more users to the area. R Mather enquired if changing areas had been included in the plan for the toilet and could accommodate an adult sized change table. J Mason noted that the levels of service would need to be increased, and extra funding would need to be sought. R Mather enquired if the decision was made to go ahead with the toilet, if it would be coordinated with the carpark. G MacLeod noted that would be preferable.

B Cairns asked if the consultation had been conducted in summer with the highest use of facilities, would the results of the survey would have been different. G MacLeod replied that it potentially could as there was more of a transient population coming through the reserve. The people visiting for summer may have a different opinion of what was required. B Cairns asked if it was possible to reduce the level of service for the carpark to allow for more funds for the toilet. G MacLeod replied that when you started to compromise on the carpark it reduced the accessibility which was a vital component.

A Thompson asked if the toilets were accessible. J Mason stated they were considered to be accessible.

R Mather sought an explanation on the beach front carpark area renewal. J Mason noted it would be sealed, and work would be focused around fixing the drainage and clearing the perimeter to mitigate sand accumulation. There would three marked disabled parks and two larger spaces at the front of the carpark.

P Redmond enquired what reasons would be given to prioritise the toilet renewal given that it was currently scheduled for 2053. J Mason stated the project was being considered purely due to the feedback from the consultation. It was clear that the toilets and the beachfront and accessible carpark were priorities. A lot of the feedback was against spending money on other projects.

P Redmond asked how the toilets compared with other toilets that were scheduled to be replaced sooner. G MacLeod explained looking at the coastal toilets, which generally got a higher level of use, while the current toilets were old and not fit for purpose as compared to those at Pegasus. The current toilet block was not dissimilar to those that the Council were replacing at Woodend. Prior to Kairaki Beach being replaced it had a similar toilet block. However, Waikuku was a high use area with a greater need for accessibility due to the accessibility platform and rubber matting. Therefore, there were more complaints about the condition of the toilet, which was not isolated to the Board. The community were also raising the matter. Comparing it for like for like structures there was not a like for like in that condition getting the use and exposure it was.

B Cairns queried if it would be better to have changing facilities separate to the toilets. G MacLeod replied that the trend was for toilet combined changing rooms as opposed to what was a traditional changing room.

S Powell asked if the levels of service where people went swimming should include changing facilities. G MacLeod explained this was something that staff wanted to review the active recreation strategy in terms of infrastructure requirements. As part of that the toilet strategy would be brought into the review in time for the next Long Term Plan.

P Redmond sought clarification if the toilet was made bigger so people could get changed, would it hold up someone who just wanted to use the toilet. G MacLeod agreed that it did extend that time.

B Cairns enquired if the toilet could be done at the same time as the carpark upgrade. K LaValley noted there was a risk that if the toilet was not approved the car park would continue to deteriorate over the next few years and had the potential to cost more as a result.

S Powell asked if there was a problem with the asphalt. J Mason stated that there was not however there were drainage issues and it was scheduled in the renewals programme.

Moved: P Redmond

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No .250815151365.
- (b) **Approves** the revised Waikuku Beach Community Facilities Development Plan (TRIM 250822155631).
- (c) **Approves** the renewal of the Beach Front Car Park and Native Planting for implementation.
- (d) **Approves** the purchase and installation of Beach Access Matting using the Elderly activation budget (GL 102564.000.5223) and accessibility standards with playgrounds budget (GL 102567.000.5223). These budgets have a total of \$53,496 available which has been identified for this project.
- (e) **Notes** that there was \$240,000 available for the Beach Front Carpark Renewal (GL100293.000.5224) and \$5,000 available in the 2024/25 financial year for the Native Planting (GL 102471.000.5223). Both of these budgets have been carried forward to the 2025/26 financial year.
- (f) **Notes** that with the approval of the plan, the toilet is ready to proceed once budget is available. Staff will request that the Waikuku beach toilet renewal inclusive of changing facility is brought forward from 2052 into next years draft annual plan for Council consideration.
- (g) **Notes** that the budget in 2052 is not currently within the LTP so this would be new money that is being requested.
- (h) **Notes** that if the request for budget to be brought forward is declined by Council the Toilet renewal will remain in its current program with renewal planned for 2052.
- (i) **Notes** the Board recommends the timing of the carpark and toilet renewals were aligned, if possible, should the funding be granted.

CARRIED

P Redmond hoped the motion captured the feeling of the meeting.

R Mather liked the minor amendments that had been made to the motion.

B Cairns thanked staff for being accommodating and for the amount of consultation that had been done with the community, he commented 2052 was a long time away to have the toilets replaced.

S Powell noted it was good to get the confirmation from the community that the toilet was important to them. The numbers were increasing at the beach every year.

6.6 **Pegasus Youth Space– Approval of Activities and Locations – G Stephens (Greenspace Design and Planning Team Leader)**

G Stephens took the report as read.

P Redmond asked with both options which one had the least impact on adjoining residents. G Stephens noted it was difficult to answer. Impact was a unique thing to the particular resident involved. P Redmond queried if option two had fewer residents likely to be affected compared with option one. G Stephens noted it depended on what impact referred to as there was the impact to the residents surrounding the reserve which could be taken into account. There were more residents surrounding option two. The flip side was that this whole project was about positively impacting the youth residents of Pegasus.

G Stephens stated that the consultation was to identify what the youth wanted and to confirm with the wider community any issues around the identified locations. It was important to remember the core purpose of the project was to provide for the youth needs as opposed to focusing on the impact to the residents. Whatever the Board chose there would be a group of people that were happy and people that would be unhappy. A number of the concerns that were raised were around the noise of basketball for example, the impacts created by recreation within greenspaces. These spaces had been created for recreation and therefore there was a fair and reasonable expectation that those noises would be generated at some time in those reserves.

P Redmond questioned if option two was preferred did that preclude a skatepark in that location in future. G Stephens noted the space was less of a challenge. The budget allocated was originally specifically for a skatepark. For staff to shift the budget away from a skatepark they would need approval from the Council's Community and Recreation Committee. If they did that it would be difficult to have a conversation in the future to install a skate element in Pegasus in the future.

S Powell noted it was not a skate park. She asked if there had been some misapprehension from the younger people around a skate park rather than a skate item. G Stephens noted the feedback was that their preference was for a skatepark. For those that wanted the skate element, they would like to expand that in the future to become a skatepark.

S Powell queried what was planned at Ravenswood. G Stephens noted that was still under planning however there were plans for a skate element of some sort.

R Mather asked if the gaga dodgeball could be built with materials that provided some muting effects. G Stephens noted staff could look into that, the challenge would be the cost and the long term durability.

R Mather enquired if the basketball and tennis would include netting at the Waitaki Reserve to help prevent balls going onto the road. G Stephens replied that it could however those specific design requirements would be done in the master planning stage.

R Mather asked if there was a plan for more than one item at the Rakahuri Reserve. G Stephens stated currently there was no budget allocated to any design or improvements at the reserve. Should the Board approve this project staff would do their best to get some amenity planting to support it.

R Mather questioned if staff thought Rakahuri Reserve had the same issues as Maungatere Reserve. G Stephens stressed Maungatere was the lowest preferred location for a youth space.

A Thompson wondered if Ravenswood ended up with a skate element if that would meet obligations or was it specific to Pegasus. G Stephens noted it was dependant on accessibility with the bypass. It was hoped there would be easy access however if there was not then it would not meet the obligations.

S Powell queried the levels of service for skate elements for Woodend given that the population of Woodend including Ravenswood was higher than Pegasus now. What was there in the Woodend area for youth. G Macleod noted there was the existing skatepark which had been identified for renewal in the future. The Owen Stalker Park playground renewal also catered for a higher age bracket.

Moved: S Powell

Seconded: R Mather

The Board moved into workshop from 7.01pm to 7.31pm

Moved: P Redmond

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250225030706.
- (b) **Recommends** Option 2: Distributed Youth Spaces Approach to the Community and Recreation Committee for approval. This would include a Flying Fox (\$65,000) Gaga Dodgeball (\$55,000) and Basketball Half Court/Tennis Backboard (\$50,000) and balance of budget to be allocated to landscaping.
- (c) **Notes** recommendation (c) requires Community and Recreation Committee approval as the delegation to change the capital programme and individual project purpose sits with committee delegation.
- (d) **Notes** that The Pegasus Youth Space has been allocated \$192,515 (101552.000.5223) in the Long-Term Plan. Both options recommended are estimated within this budget including associated landscape amenity.
- (e) **Notes** Staff have consulted with Pegasus youth and the wider community, and the feedback received has informed the recommended outcomes detailed in this report
- (f) **Notes** that once locations and activities are approved by the Board, staff will undertake detailed design for the youth space and bring these back to the Board for final approval noting construction is planned for early 2026.
- (g) **Notes** the original budget allocation aimed to address the shortfall in skatepark level of service provision within Pegasus. Approval of Option 1 would not resolve this gap locally, although will be available in neighbouring Ravenswood.
- (h) **Notes** the specific locations of activities to be confirmed by the Board after Community and Recreation Committee approval.

CARRIED

P Redmond congratulated G Stephens on a comprehensive report. It was amazing that so many youths had been reached through the consultation. He thought the Council got better use of the funds by having multiple activities albeit in different locations.

B Cairns agreed and congratulated G Stephens for consulting with in excess of 380 youth.

R Mather agreed and believed that the Board had made the right decision. It enabled the Board to reflect on what they had and tweak it to make sure it was right for the youth of Pegasus.

S Powell agreed there was progress which had taken a long time. She thought the end result would be worth the delay in the end.

6.7 Woodend Beach Recreation Facilities Master Plan – Approval to Consult – G Stephens (Greenspace Design and Planning Team Leader)

G Stephens took the report as read.

B Cairns sought explanation on page 204, item 6.1 of the report in the agenda with the non-specified reserve enhancement. G Stephens explained there was a renewals budget which covered the specific renewal of a slide or swing for example, the replacement of that was through the renewal budget. However, there was a recognition that you could not generally replace a slide for slide, there were changes to how people played, changes to accessibility needs and so the non-specific reserves enhancement budget was set up to help add into that playground renewal budget to create a budget that would provide the needs of that whole play space renewal. B Cairns asked if this was the total amount of funding district wide. G Stephens stated the budget noted in the report was specifically for Woodend beach and growth derived.

S Powell noted the inclusion of a flying fox given there was one at Owen Stalker Park, and queried if this would be considered as a duplication. G Stephens noted that it was not, given the beach community was a sufficient distance from Owen Stalker Park that they were considered a different community. There was also a different community of people coming from outside the district to visit Woodend Beach.

Moved: R Mather

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. TRIM number. 250826157099.
- (b) **Approves** staff undertaking consultation with the community on the Woodend Beach Recreation Facilities Master Plan (Trim: 250826157108).
- (c) **Notes** that the development of a master plan for these recreation facilities at Woodend Beach is important to cover all three renewal projects at the site and ensure that the upgrades are well-integrated, future-proofed against environmental challenges such as flooding, and aligned with community needs and aspirations.
- (d) **Notes** that following Board approval to further investigate Option 3 – the Coastal Dune Play Space – staff confirmed that it was feasible. As a result, this option has progressed to the design stage and is included in the proposed master plan.
- (e) **Notes** that there is budget within the approved Greenspace Capital Works Programme for the renewal of the carpark (\$200,000) the renewal of the play space (\$400,000) and the renewal of the toilets (\$375,150) within this financial year, a total of \$980,480.00.
- (f) **Notes** that staff have carried out a cost estimate of this project and believe that the proposed plan is achievable within the budget available. Consultation will also seek interest in community involvement to support the creation of this space.
- (g) **Notes** that once consultation has been completed, staff will collate the feedback and make any necessary changes before bringing the revised plan back to the Board for final approval to implement.
- (h) **Notes** that the Board have incorporated the project to create an entrance sign for Woodend Beach community into this process. The sign has been partially designed through community consultation and will be refined during the detailed design phase in collaboration with the Rūnanga-appointed artist to ensure alignment with the wider project.

CARRIED

R Mather loved the plan and was excited as it looked fabulous. The only reservation she had was about the road looking narrow through the parking area. She looked forward to hearing what people had to say about it.

S Powell echoed R Mather's comments. It would be interesting to hear what people had to say. This was encompassing the natural environment, it would be challenging however the outcome would be well worth it.

B Cairns commented the Government were often talking about Councils sticking to their core services. He saw that community projects like playgrounds were the thing that made up a community. The coastal beaches and playgrounds were the places that people came to so having facilities like this were important. He looked forward to seeing what the consultation brought.

P Redmond thought under the Systems Improvement Bill that recreation was a core service. He thought this looked like an exciting proposal and got away from the swampy flood prone area on the other side.

6.8 **Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the original application came from an individual that lived in Woodend Beach requesting funds to hold a Christmas event. They paid for first event themselves with some help from local sponsorship. However, because of the criteria of the fund staff could not accept the application from an individual and therefore suggested that she went through the Woodend Community Association who had agreed to put the application through to Board on the community's behalf.

Moved: P Redmond

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250822155489.
- (b) **Approves** a grant of \$750 to the Woodend Community Association towards hosting a community Christmas party at Woodend Beach.

CARRIED

R Mather abstained

P Redmond commented it was a community event that residents would benefit from the event.

S Powell noted it was a great event but she would like some feedback to go to the Woodend Community Association that the application was lacking some information.

R Mather agreed with S Powell it looked like the perfect event for the funds. However, she abstained because the form was not filled in properly and there was not the right information.

In his right of reply P Redmond thought given the circumstances of the application affected the process and the form.

6.9 **Summary of Discretionary Grant Accountability 1 July 2024 to 30 June 2025 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting it was the summary of discretionary grant accountability. It gave the Board a condensed one off look at the funding the Board had allocated and how it had been spent. She was pleased to see the accountability received had gone up substantially.

Moved: S Powell

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250625114512.
- (b) **Notes** that of the \$6,830 allocated to the Board for the 2024/25 financial year, \$3,955 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$2,875 was carried forward to the next financial year for a total of \$9,855 for the 2025/26 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

7 CORRESPONDENCE

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for July 2025**

Acknowledged the passing of John Harris. He was involved a lot with the youth around Woodend and did a lot for Woodend.

Acknowledged the passing of Rochelle Faimalo who was an early resident of Pegasus and was very youth and community focused.

Moved: S Powell Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 250804142707).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 6 August 2025.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 13 August 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 August 2025.
- 9.4. Wastewater Bylaw 2015 Review – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 9.5. Council Submissions to Central Government Consultations for May, June and July 2025 – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 9.6. Elected Member Remuneration 2025/26 – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 9.7. Health, Safety and Wellbeing Report June 2025 to Current – Report to Council Meeting 5 August 2025 – Circulates to all Boards.
- 9.8. Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Annual Business Plan – Report to Audit and Risk Committee Meeting 12 August 2025 – Circulates to all Boards.
- 9.9. Private Well Study Results for 2024 – Report to Utilities and Roading Committee Meeting 19 August 2025 – Circulates to all Boards.
- 9.10. Annual Report to the Alcohol Regulatory and Licensing Authority 2024/25 – Report to the District Planning and Regulation Committee Meeting 19 August 2025 – Circulates to all Boards.
- 9.11. Northern Pegasus Bay Bylaw Update August 2025 – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.
- 9.12. Aquatics August Report – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.
- 9.13. Libraries Update to August 2025 – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.

Moved: S Powell Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.13.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

Philip Redmond

- Attended East/West Kaiapoi MUBA meeting.
- Met with Resident regarding motorway in Kaiapoi.
- Canterbury Museum visit.
- Extended Hours Medical Centre sod turning.
- Attended all Drainage Boards meeting which was well attended.
- AF8/Tsunami meeting in Woodend.
- Attended John Harris Funeral.
- Attended Big Splash fundraiser for Rachel's Trust.
- Think Like a Forest screening at the Town Hall. Talked about the benefits of Native planting. Native filter sediment.
- Prime Ministers Lunch at Te Pae.
- Welcome to the Birds event in Waikuku. Very successful, 250 people present.
- Merchant Navy Day at Kaiapoi RSA.
- ENC – Sutton Tools.
- Darnley Club Annual General Meeting.

Brent Cairns

- Attended Food Secure North Canterbury in Amberley, to highlight the importance of Food Security.
- Visited Noaia Training facility for youth. They had purchased additional land north of Tuahiwi to have adult training.
- Attended Maths/Art event at Kaiapoi Library.
- North Canterbury Neighbourhood Support monthly meeting.
- Waimakariri Access Group Annual General Meeting.
- Attended Pegasus Residents Group monthly meeting. Golf tournament planning was under way. They were discussing suitable areas for events once the Community Centre was constructed.
- Invited to Northern Bulldogs Rugby League presentation. Was able to talk about issues with facilities.
- Attended Youth Futures Event.
- Planting of a Food Forest at the ARC Women's Housing project.
- Met with Waimak United regarding funding.
- Pegasus Cuppa event.
- Attended Sutton Tools drop in session.
- Invited to attend meeting at the Sterling regarding future garden plans.
- Rangiora Community Board agreed to have a Food Forest at Northbrook Reserve.
- Kaiapoi Garden Club monthly meeting. They were having issues with car park lighting which had since been resolved.
- Invited to attend KERA planting days with Kaiapoi High School and International Students.
- Met with Mel Eaton to view new art gallery area.

- Attended opening of Coffee Culture Rangiora.
- Attended Out the Gate reopening.
- VJ Day event.
- Merchant Navy Event.
- Attended Silverstream emergency hub event.
- Emceed the Kane Sheild Event.
- Attended Menzshed annual General Meeting.
- Visited Comcol and helped with Food Forest designs.
- Attended Big Splash Event.
- Attended Gallery opening,
- Attended Fuego 3rd volume opening event.
- Attended after hours sod turning event.
- Attended Mahinga Kai planting day.
- Attended Welcoming Communities Event.
- Attended Disability Forum event.
- Attended Rangiora Museum monthly meeting.
- Attended Kaiapoi Museum 10th birthday.
- Attended Kaiapoi Museum monthly meeting.
- Attended Youth Action Planning meeting.
- Attended Welcome the Birds Event in Waikuku.
- Attended Rangiora High School student's presentation.
- Attended Mayoral debate.
- Attended ENC event at Sutton Tools.
- Attended Spring Makete at Noaia.
- Waimakariri was officially a New Zealand Motor Caravan Association friendly district.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 August 2025: \$8,705.

12.2 General Landscaping Budget

Balance as at 31 August 2025: \$14,640, carry forward to be determined.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

This is the final meeting of the Woodend-Sefton Community Board for the 2022-2025 electoral term.

The new Woodend-Sefton Community Board will be sworn into office late October 2025, with standard meetings resuming from mid-November 2025. Further Information will be advertised and listed on the Council's website.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7:55PM.

CONFIRMED



Chairperson



Chief Executive

19 September 2025

Date