Council Agenda

Tuesday 3 October 2017

Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:

Mayor David Ayers
Deputy Mayor Kevin Felstead
Councillor Neville Atkinson
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
Councillor John Meyer
Councillor Sandra Stewart
Councillor Paul Williams
The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the WAIMAKARIRI DISTRICT COUNCIL will be held in the COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on TUESDAY 3 OCTOBER 2017 at 1.00PM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

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 5 September 2017

RECOMMENDATION

THAT the Council:

(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017.

4.2 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017

(see blue Public Excluded Agenda papers)
5. DEPUTATIONS AND PRESENTATIONS

6. ADJOINED BUSINESS

Nil.

7. REGENERATION REPORTS

Nil.

8. REPORTS

8.1. Draft Submission to the Productivity Commission’s issues paper on a Low-Emissions Economy – Geoff Meadows (Policy Manager)

RECOMMENDATION

THAT the Council:

(a) Receives report no. 170920101559
(b) Approves the attached submission to the Productivity Commission issues paper on a Low-emissions Economy (TRIM 170920101597);
(c) Approves the distribution of the submission to Community Boards for their information.

8.2. Battle of Passchendaele Commemoration 2017 – Sarah Nichols (Governance Manager)

RECOMMENDATION

THAT the Council:

(a) Receives report No. 170922102546.
(b) Appoints Councillor ……………………… to formally speak on behalf of the Council to welcome guests to the ceremony.
(c) Appoints Councillors ………………, ……………… and ……………… to attend the Kaiapoi RSA service on 12 October 2017 at 11am to commemorate the Battle of Passchendaele and lay a wreath on behalf of the District.
(d) Circulates a copy of this report to the Community Boards.
9. MATTER REFERRED FROM COMMITTEES, BOARDS AND HEARING PANELS

9.1 Review of Significance and Engagement Policy – Simon Markham
(Manager Strategy and Engagement)

(refer to attached copy of report no.170912098422 to the Audit and Risk
Committee meeting of 18 September 2017)

RECOMMENDATION

THAT the Council:

(a) Approves amendments to its Significance and Engagement Policy as
shown in document no. 140930106853 as being of a minor/technical
nature and without further process, including additions to the list of
strategic assets in Section 4.2 as follows:

- Drainage and stormwater system assets as a whole;
- Service Centres;
- Rangiora Airfield

9.2. Earthquake Infrastructure Recovery – Courtenay Drive Road
Reconstruction – Change to Consulted Design – Ken Stevenson (Roading
Manager and Duncan Roxburgh (Implementation Project Manager –
District Regeneration)

(refer to attached copy of report no. 170824091734 to the Regeneration
Steering Group meeting of 4 September 2017 and minutes of that meeting –
Item 11.1 of this agenda)

RECOMMENDATION

THAT the Council:

(a) Receives report No. 170824091734

(b) Notes that the discovery of asbestos during sewer renewal works in
Courtenay Drive, Charters Street and Wyber Place has necessitated a
redesign of the proposed road reconstruction.

(c) Notes that the proposed solution is different to the design consulted
upon in May 2017 Kerb and channel will be installed for roadside
drainage instead of the swales shown in the consultation material.

(d) Circulates this report to the Kaiapoi Tuahiwi Community Board for their
information.

(e) Notes that staff still bring a further report back on the additional
threshold at Bowler Street/Courtenay Drive.
9.3 **District Regeneration – Draft Road Stopping Plans - Duncan Roxborough (Implementation Project Manager – District Regeneration)**

(refer to attached copy of report no. 170823090835 to the Regeneration Steering Group meeting of 4 September 2017 and minutes of that meeting – Item 11.1 of this agenda)

**RECOMMENDATION**

THAT the Council:

(a) ** Receipts** report No. 170823090835.

(b) **Notes** that the road stopping process for Regeneration areas is proposed to be undertaken through collaboration with Land Information New Zealand utilising the provisions of the Greater Christchurch Regeneration Act 2016.

(c) **Approves** that Reay Place, Wyber Place and The Oaks (south of 1 The Oaks and 22 Courtenay Drive) in the Kaiapoi South Regeneration Area be legally stopped and physically removed.

(d) **Approves** that Ilex Place, Nandina Place, Sheils Place, Palmer Place, Azalea Place, Cassia Place, Day Place, Oram Place (east of the new road link between Feldwick Drive and Cass Street), Blackwell Crescent (between Gray Crescent Reserve and Bracebridge Street), Gray Crescent (between Feldwick Drive and the new road link), Kirk Street, Beswick Street, and Sewell Street (generally east of Beswick Street) in the Kaiapoi East Regeneration Area be legally stopped and physically removed.

(e) **Approves** that Kay Avenue (west of Dunns Avenue), be legally stopped and physically removed.

(f) **Approves** that Feldwick Drive (between Gray Crescent and the new link between Feldwick Drive and Cass Street); Moore Street (between Cass Street and Sheils Place); Askeaton Drive; Hall Street; Cass Street (between approximately Beswick Street and Askeaton Drive); and Sewell Street (between Jones Street and 68 Sewell Street) be physically removed with the legal road corridor retained.

(g) **Notes** that the process for amalgamation of the land legal title arising from the road stopping process into the wider regeneration areas, will be considered by Council as part of the forthcoming review of draft terms and conditions for the future divestment agreement between Council and the Crown.

(h) **Notes** that staff will be working with the Te Kōhaka o Tūhaitara Trust to confirm their intentions for the two roads in the expanded Coastal Park at The Pines Beach (Hood Avenue and Clarke Avenue).
9.4 **Kaiapoi Food Forest, Kaiapoi East Regeneration Area – Kevin Dwyer – Regeneration Landscape Architect**

(refer to attached copy of report no. 170822090413 to the Regeneration Steering Group meeting of 4 September 2017 and minutes of that meeting – Item 11.1 of this agenda)

61 - 67

**RECOMMENDATION**

**THAT** the Council:

(a) **Approve** $30,000 funding for the development of the Food Forest for the 2017 / 2018 year.

(b) **Notes** that funding for future years will be considered as part of the LTP process.

10. **HEALTH AND SAFETY**

10.1 **Health and Safety Report - August – Jim Palmer (Chief Executive)**

68 - 74

**RECOMMENDATION**

**THAT** the Council:

(a) ** Receives** report No. 170825092092

11. **COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION**

11.1. **Minutes of a meeting of the Regeneration Steering Group held on 4 September 2017**

75 - 80

11.2. **Minutes of a meeting of the Community and Recreation Committee held on 19 September 2017**

81 - 86

**RECOMMENDATION**

**THAT** the information in Items 11.1 – 11.2 be received.

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

12.1 **Minutes of a meeting of the Oxford-Ohoka Community Board held on 7 September 2017**

87 - 94

12.2 **Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 September 2017**

95 - 104

**RECOMMENDATION**

**THAT** the information in Items 12.1 to 12.2 be received.
13. CORRESPONDENCE

14. MAYOR’S DIARY

14.1. Mayor’s Diary 29 August – 16 September 2017

RECOMMENDATION

THAT the Council:

(a) Receives report no. 170918100715

15. COUNCIL PORTFOLIO UPDATES

15.1. Iwi Relationships
15.2. Canterbury Water Management Strategy
15.3. International Relationships
15.4. Regeneration (Kaiapoi)

16. QUESTIONS

(under Standing Orders)

17. URGENT GENERAL BUSINESS

(under Standing Orders)

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 5 September 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>
18.2 Report of Duncan Roxborough (Implementation Project Manager – District Regeneration)  
Contract 17/42 Kaiapoi Marine Precinct River Wall (North Bank) Upgrade Tender Stage 1 Evaluation Report  
Good reason to withhold exists under Section 7  
Section 48(1)(a)

PUBLIC EXCLUDED MATTER REFERRED FROM KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING OF 18 SEPTEMBER 2017

18.3 Report of Rob Hawthorne (Property Unit Manager)  
Proposed Sale process for 137-141 Williams Street, Kaiapoi  
Good reason to withhold exists under Section 7  
Section 48(1)(a)

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.3</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CLOSED MEETING

See Public Excluded Agenda (blue papers)

OPEN MEETING

19. NEXT MEETING

The next scheduled meeting of the Council is on Tuesday 7 November 2017 commencing at 1.00pm.
DECISIONS of the Meeting of The Waimakariri District Council held in the upstairs Meeting Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi on Tuesday 5 September 2017 at 1.00pm.

PRESENT
J Palmer (Chief Executive), C Sargison (Manager Community & Recreation), J Millward (Manager Finance & Business Support), G Cleary (Manager Utilities & Roading), K Stevenson (Roading Manager), C Roxburgh (Water Asset Manager), J McBride (Development Manager), S Hart (Business & Centres Manager), K Waghorn (Solid Waste Asset Manager), B Rice (Senior Transport Engineer).

1. APOLOGIES
Moved: Councillor Blackie Seconded: Councillor Meyer
An apology was received and sustained from Sandra Stewart CARRIED

2. CONFLICTS OF INTEREST
Item 5.2 Mayor Ayers declared an interest as a Trust member of the Compass FM, North Canterbury Trust and would not ask any questions.

3. ACKNOWLEDGEMENTS
3.1 Peter Allen
3.2 John Shivas

4. CONFIRMATION OF MINUTES
4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 1 August 2017
Moved: Councillor Felstead Seconded: Councillor Gordon
THAT the Council:
(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 1 August 2017. CARRIED

5. DEPUTATIONS AND PRESENTATIONS
5.1 Mark Inglis of Hurunui Trails Trust discussed the Heartland Cycleway Project.
5.2 Sally Lane of Compass FM discussed the radio stations future plans.
5.3 Bruce Kearney and Sarah Saunders, representing Kaiapoi High School, discussed the Schools Indoor Court project.
5.4 J Gerard discussed the background to the proposed Cones Road walkway and the role of the Community Board.

6. ADJOURNED BUSINESS
Nil.
7. REGENERATION REPORTS

Nil.

8. REPORTS

8.1 2018-21 National Land Transport Programme – support for proposed bids.

Moved: Councillor Meyer    Seconded: Councillor Doody

THAT the Council:

(a) Receives report No. 170818089218.

(b) Endorses the initial bid submission for the 2018-21 NLTP that was submitted on 31 August 2017 and as detailed in this report.

(c) Provides feedback to enable the firm bid to be submitted on 20 October 2017.

(d) Notes that the final bids are due on 16 December 2017.

(e) Notes that work is still required on assessing the merits of an enhanced programme to upgrade street lights to LED lights in order to reduce power and maintenance costs and that a report will be presented to Council seeking a decision before the final bid is due.

(f) Notes that included in the initial bid is $70,000 for cycle education and that a separate report will be presented to Council on this subject in October to enable the Council to consider the merits of the programme and the amount of funding it is prepared to invest.

(g) Notes that the initial bid is based on the Roading Activity Management Plan (AMP) update work completed to date and that further work is required to refine the programme and the budget levels so further changes may be necessary.

(h) Notes that this initial bid does not commit the Council to a level of funding or to specific projects and changes can be made up until the final bid is due on 16 December 2017.

CARRIED

8.2 Changes to Kaiapoi (West) Speed Limits

Moved: Councillor Meyer    Seconded: Councillor Blackie

THAT the Council:

(a) Receives report No 170822090290

(b) Approves the speed limit change on roads within the Kaiapoi (West) area, as outlined below, and as shown on the attached plan (TRIM 170608058547).

<table>
<thead>
<tr>
<th>Road</th>
<th>Section</th>
<th>Proposed Limit</th>
<th>Existing Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohoka Road</td>
<td>From the existing 50/70 change point, across Overbridge, to 100m west of Island Road</td>
<td>50km/h</td>
<td>70km/h</td>
</tr>
<tr>
<td>New Arterial Road / Butchers Road</td>
<td>From 100m west of Island Road to the end of the houses on Butchers Road</td>
<td>60km/h</td>
<td>N/A / 100km/h</td>
</tr>
<tr>
<td>Location</td>
<td>Description</td>
<td>Speed Limit 1</td>
<td>Speed Limit 2</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>New Arterial Road / Butchers Road / Island Road / Skewbridge Road</td>
<td>From the end of the houses on Butchers Road to west of Skewbridge Road Bridge</td>
<td>80km/h</td>
<td>100km/h</td>
</tr>
<tr>
<td>Island Road</td>
<td>From 300m south of Ohoka Road to Butchers Road</td>
<td>50km/h</td>
<td>70km/h / 100km/h</td>
</tr>
<tr>
<td>Adderley Terrace</td>
<td>From the existing 50/70 change point to Island Road</td>
<td>50km/h</td>
<td>70km/h</td>
</tr>
</tbody>
</table>

(c) **Notes** that the Register of Speed Limits will be updated to include these changed speed limits.

(d) **Notes** that the Speed Limits Bylaw 2009 allows speed limits to be changed by Council resolution following consultation as required by the Land Transport Rule: Setting of Speed Limits.

(e) **Notes** that the submissions on this proposal have been distributed to the Kaiapoi-Tuahiwi Community Board for their information.

(f) **Circulates** this report to all Community Boards.  

**CARRIED**

8.3. **Rangiora Town Centre Feature and Street Lighting**

Moved: Councillor Gordon  
Seconded: Councillor Brine

**THAT** the Council:

(a) **Receives** report no. 170825091852.

(b) **Approves** the feature lighting as detailed in Option Two of this report, consisting of in-ground LED Lighting.

(c) **Approves** the reallocation of $65,000 from the Waikuku to Pegasus Connection budget of $670,000.

(d) **Notes** that staff will report back on options to fund the street lighting of $485,000 through the next LTP process

(e) **Notes** that additional information is provided in relation to report no. 170725078225 referred from the Rangiora-Ashley Community Board.

(f) **Notes** that there is a separate report for Kaiapoi Town Centre feature lighting. Option Two in this report is the same level of service as is being proposed for Kaiapoi Town Centre.  

**CARRIED**

8.4. **Southbrook Recycling Compactor Shelter: Request to Reallocate Budgets**

Moved: Councillor Brine  
Seconded: Councillor Felstead

**THAT** the Council:

(a) **Receives** report No. 170823091196.

(b) **Approves** reallocation of unused funding from the following budgets to fund the $26,300 short-fall for the Southbrook Recycling Compactor Shelter (PJ 100844.000.5043):

   i. $13,900 from Garterys Pit roads and fencing (PJ 100846.000.5043)
ii. $6,300 from Recycling bottle bank/container (PJ100991.000.5044)

iii. $6,100 from RPZ installation (backflow protection) Oxford (PJ 100955.000.5043)

(c) **Notes** that these capital works are all to be loan funded out of the Solid Waste Disposal Account.

**CARRIED**

8.5 **Poyntz Road Source Upgrade – Request to Consult Community Regarding Proposed Pipe to connect to West Eyreton**

Moved: Councillor Williams  Seconded: Councillor Atkinson

**As per tabled papers THAT** the Council:

(a) **Receives** report No. 170816088611.

(b) **Endorses** the option of connecting the Poyntzs Road scheme with the West Eyreton scheme as the preferred option to upgrade the Poyntzs Road water supply source for preliminary consultation with the community, subject to consultation with the West Eyreton and Summerhill Water Supply Advisory Group members.

(c) **Notes** that the options of drilling a new deep source or treating the existing source are not considered to be viable due to the risks associating with both options relative to the joining with West Eyreton option.

(d) **Approves** staff to first consult with the West Eyreton and Summerhill Water Supply Advisory Group members and following this to consult with the residents along both possible routes for the new pipe to determine the level of interest that these residents have to connecting to this new pipe.

(e) **Notes** that, following the identification of the preferred route, staff will undertake a rating assessment and prepare consultation material to present to the existing Poyntzs Road and West Eyreton communities.

(f) **Circulates** this report to the Oxford-Ohoka Community Board for their information.

**CARRIED**

8.6 **West Eyreton and Summerhill Backup Source Options**

Moved: Councillor Williams  Seconded: Councillor Meyer

**That** the Council:

(a) **Receives** report No. 170627066208.

(b) **Notes** that staff have considered a number of options to provide a backup source for the West Eyreton and Summerhill water supply schemes and that drilling a new deep well at West Eyreton (Option A) has been identified as the recommended upgrade option.

(c) **Approves** the drilling of a new deep well at West Eyreton to provide the West Eyreton and Summerhill water supply schemes with a secure backup source, subject to staff carrying out consultation with the West Eyreton and Summerhill Water Supply Advisory Group members.

(d) **Notes** that there is adequate budget of $190,000 under the capital budget for the West Eyreton scheme and $400,000 under the capital
budget for the Summerhill scheme, both for the 2017/18 financial year for this project.

(e) Circulates this report to the Oxford - Ohoka Community Board and the Rangiora - Ashley Community Board for their information.

CARRIED

8.7. Request for Funding to be Brought Forward for Bramleys Road Well Consent to take Water

Moved: Councillor Atkinson  Seconded: Councillor Williams

THAT the Council:

(a) Receives report No. 170811086311.

(b) Approves $25,000 of the Bramleys Road Well Level of Service Component capital works budget currently set for the 2021/22 year to be brought forward to the current 2017/18 financial year.

(c) Notes that this will allow staff to submit an application to take water from the Bramleys Road well to Environment Canterbury with the aim of securing this consent, before other wells are drilled and consented in the area.

(d) Circulates this report to the Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards for their information, and authorises staff to inform the local Runanga at the next scheduled meeting.

CARRIED

6.8. Appointments to Rural Primary Health Organisation

Moved: Mayor Ayers  Seconded: Councillor Brine

THAT the Council:

(a) Receives Report No. 170824091839.

(b) Approves the appointment of Councillor Gordon as the Council Community Representative to the Rural Canterbury Primary Health Organisation Board, effective from 5 September 2017.

CARRIED

9. MATTER REFERRED FROM COMMITTEES, BOARDS AND HEARING PANELS

9.1 High Street Feature Lighting (Rangiora)

Moved: Councillor Atkinson  Seconded: Councillor Blackie

THAT the Council:

(a) Receive the report.

CARRIED

9.2. Kaiapoi Town Centre Feature Lighting

Moved: Councillor Atkinson  Seconded: Councillor Meyer

THAT the Council:

(a) Approves the Stage One feature lighting for Kaiapoi Town Centre as detailed in this report.
(b) **Approves** the allocation of $125,000.00 of the Kaiapoi Town Centre budget to fund the Stage One feature lighting in Kaiapoi

CARRIED

9.3 **Kaiapoi East Reserve Roading Access Options Consultation Feedback** -
Moved: Councillor Blackie  Seconded: Councillor Atkinson

**THAT** the Council:
(a) **Receives** report No.170711071699.
(b) **Approves** the adoption of Option 2 as the preferred configuration for the sports and recreation reserve and roading configuration subject to Crown approval.
(c) **Requests** staff to provide alternate configuration of the dog park and BMX facility to achieve a dog park no smaller than was provided on Option 1.
(d) **Notes** that the alternate configuration may include use of the Corcoran Reserve.
(e) **Notes** that the outcomes of the community consultation process and the Steering Group resolution will be made public via media release, and direct response to those who made submissions.

CARRIED

9.4. **Establishment of Targeted Rate for the sealing of Barkers Road, (Loburn)**
Moved: Councillor Meyer  Seconded: Councillor Williams

**THAT** the Council:
(a) **Approves** the targeted rate for the sealing of Barkers Road as detailed in the Statement of Proposal (Doc 170220015597).
(b) **Notes** that property owners have the option of paying by lump sum rather than by a targeted rate.

CARRIED

9.5. **Changes to Cones Road Speed Limit**

Moved: Mayor Ayers  Seconded: Councillor Blackie

**Procedural Motion**

**THAT** the Council:
(a) **Lay** the report on the table on the proposed Cones Road Walkway pending further information including costs, a community action plan for the walkway construction and maintenance matters and to report back to the Council through the Long Term Plan.

CARRIED

10. **HEALTH AND SAFETY**

10.1 **Health and Safety Report - August – Jim Palmer (Chief Executive)**

Moved: Mayor Ayers  Seconded: Councillor Williams
THAT the Council:
(a) Receives report No. 170825092092

CARRIED

11. COMMITTEE/WORKING PARTY/Joint COMMITTEE MINUTES FOR INFORMATION

11.1. Minutes of a meeting of the Waimakariri Water Zone Committee held on 10 July 2017

11.2. Minutes of a meeting of the Community and Recreation Committee held on 18 July 2017

11.3. Minutes of a meeting of the Audit and Risk Committee held on 18 July 2017

11.4. Minutes of a meeting of the District Planning and Regulation Committee held on 15 August 2017

11.5. Minutes of a meeting of the Utilities and Roading Committee held on 15 August 2017

Moved: Councillor Gordon  Seconded: Councillor Doody

THAT the information in Items 11.1 – 11.5 be received.

CARRIED

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1 Minutes of a meeting of the Oxford-Ohoka Community Board held on 3 August 2017

12.2 Minutes of a meeting of the Rangiora-Ashley Community Board held on 9 August 2017

12.3 Minutes of a meeting of the Woodend-Sefton-Community Board held on 14 August 2017

Moved: Councillor Blackie  Seconded Councillor Felstead

THAT the information in Items 12.1 to 12.3 be received.

CARRIED

It was noted the Oxford Library and Service Centre opens on Monday 18 September.

13. CORRESPONDENCE

Nil.
14. MAYOR’S DIARY

14.1. Mayor’s Diary 26 July - 28 August 2017

Moved: Councillor Felstead Seconded: Councillor Meyer

THAT the Council:

(a) Receives report no. 170828092548

CARRIED

15. COUNCIL PORTFOLIO UPDATES

Discussed

16. QUESTIONS (UNDER STANDING ORDERS)

Nii.

17. URGENT GENERAL BUSINESS

Nii.

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Councillor Felstead Seconded: Mayor Ayers

CARRIED

The meeting closed at 6.41pm.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: EXT-30 170920101559

REPORT TO: Council

DATE OF MEETING: 3 October 2017

FROM: Geoff Meadows, Policy Manager

SUBJECT: Draft Submission to the Productivity Commission’s issues paper on a Low-emissions Economy

SIGNED BY: Department Manager

pp Chief Executive

1. SUMMARY

1.1. The purpose of this report is to seek Council approval of a draft submission to the Productivity Commission’s issues paper on a Low-emissions Economy for New Zealand. The issues paper was distributed to councillors with the agenda papers for the Council briefing on 12 September 2017 (TRIM 170831094308).

1.2. The issues paper was released in August 2017 and is open for public submissions until 2 October 2017. The issues paper canvases issues and options across a wide range of complex matters that impinge on policy settings and institutional arrangements that are difficult for everyday New Zealanders to grasp. A key point of submission from this Council is that the issues paper uses terms and concepts that are complex, and unlikely to be used in everyday conversations and discourse. While most New Zealanders are vitally interested in matters that have an impact on climate change, the issues paper is not a document that would be widely read and easily digested for most New Zealanders. The draft submission suggests that in a time when there is increasing pressure on local government to develop timely and sensible responses and actions to climate change, the Productivity Commission could, in subsequent process of the inquiry, develop more innovative methods of engaging the public, rather than simply following an issues paper with a draft report based on submissions.

1.3. The draft Council submission includes the following points:

- The quality of the public debate towards a low-emissions economy could be improved by the Commission engaging with local communities in a more meaningful way through information sessions, public meetings and interactive media;
- Long-lived gases such as carbon dioxide should be treated differently to short-lived gases such as methane. This “two baskets” approach addresses the cumulative emissions of carbon dioxide as the main driver of global mean surface warming, since carbon dioxide remains in the atmosphere for up to hundreds of years;
- Carbon sequestration should be developed as an option that is in keeping with enhancing New Zealand’s indigenous biodiversity;
- Noting that transport is the second biggest emitter after agriculture, the development of policy settings that encourage a switch from road transport to rail and coastal shipping is supported.
2. RECOMMENDATION

THAT the Council:

(a) Receives report no. 170920101559

(b) Approves the attached submission to the Productivity Commission issues paper on a Low-emissions Economy (TRIM 170920101597);

(c) Approves the distribution of the submission to Community Boards for their information.

3. ISSUES AND OPTIONS

3.1 Under the Paris Agreement, New Zealand is already committed to reduce its emissions by 30% below 2005 levels by 2030, and the Climate Change Response Act 2002 commits this nation to reduce emissions by 50% below 1990 levels by 2050. In developing an effective emissions-mitigation strategy for New Zealand that will also be economically and politically sustainable, the draft submission suggests that it is important that not all Green House Gases (GHG) are treated in the same way for the purposes of emissions accounting. The “two baskets” approach as outlined on page 61 of the issues paper is a sensible policy response to emissions accounting so that long-lived gases such as carbon dioxide are treated differently to short-lived gases such as methane. This “two baskets” approach addresses the cumulative emissions of carbon dioxide as the main driver of global mean surface warming, since carbon dioxide remains in the atmosphere for up to hundreds of years.

3.2 Initially New Zealand’s Emissions Trading Scheme was designed for “all-sectors and all gases”, however the exclusion of agriculture since 2013 has deepened the uncertainty of including methane and nitrous oxide in GHG emissions accounting. Given that it is vital to reduce carbon dioxide emissions to zero as soon as possible to have any chance of keeping global temperature increases to two degrees, the draft submission suggests a balanced policy response so that methane and nitrous oxide are accounted for separately to carbon dioxide.

3.3 New Zealand is distinctive in at least three respects; its significantly decarbonized energy sector, its large share of land sector emissions, and its large forestry sector. With these unique characteristics, reducing emissions by 50% by 2050 will involve a significant departure from the technologies and practices commonplace in New Zealand today. The draft submission points out that local governments are faced with planning in the long-term for their communities, and need to incorporate planning for dealing with disruptive technologies.

3.4 The Local Government New Zealand (LGNZ) Leaders’ Climate Change declaration (2017) supports an ambitious transition plan towards a low carbon and resilient New Zealand, and a more ambitious national schedule of climate change mitigation.

3.5 New Zealand holds a large stock of accumulated international emission unit credits, and these will be will used to meet 2020 commitments. From a global perspective, this could be seen as a cynical response to international commitments, and could allow this country do very little in reducing carbon dioxide emissions. In a similar way that the “all gases, all sectors” approach diminishes the imperative to reduce carbon dioxide emissions, using accumulated carbon credits from international trading could meet international commitments without reducing domestic carbon dioxide emissions.
3.6 Although the exotic conifer *Pinus radiata* plays a major role in sequestering large amounts of carbon dioxide, it does nothing to enhance or improve New Zealand’s indigenous biodiversity. In fact wilding conifers are pest plants in Canterbury, and so the suggestion in the issues paper on page 22 to simply plant and leave radiata pine to grow and eventually revert to native bush, is a suggestion that causes some alarm. Natural reversion to native bush is not likely to establish itself, as the issues paper suggests, under the canopy of radiata pine. This suggestion is at odds with the Canterbury Biodiversity Strategy (2008). Carbon sequestration should be developed as an option that is in keeping with enhancing New Zealand’s indigenous biodiversity (see LGNZ think-piece on *Addressing New Zealand’s Biodiversity Challenge* (August 2017)).

3.7 Transport is the second biggest emitter in New Zealand after agriculture. The suggestion in the issues paper to develop policy settings that encourage a switch from road transport to rail and coastal shipping is supported in the proposed draft submission.

3.8 The general principle that the polluter pays for their emissions is supported in the draft Council submission provided this is in the context of reducing carbon dioxide emissions and not increasing agricultural emissions per the “two baskets” approach.

3.9 The suggestion in the issues paper of decoupling economic growth and emissions-reduction is supported in the draft Council submission. This has been done in several European economies, such as the United Kingdom from 2000-2014.

3.10 The draft submission provides a short paragraph in response to each of the 40 questions posed by the Productivity Commission in the issues paper.

4. **COMMUNITY VIEWS**

4.1. Community views have not specifically been sought on the draft Council submission. The issues paper itself is an attempt to glean community views.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1 There are significant long-term financial implications in moving to a low-emissions economy.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Community Outcomes**

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.

Geoff Meadows, Policy Manager
In the Matter of
The Productivity Commission Issues Paper
*Low-emissions Economy*

Submission by
Waimakariri District Council

2 October 2017
Person for Contact: Geoff Meadows, Policy Manager
General Submission

The Waimakariri District Council welcomes the opportunity to submit to the Productivity Commission in response to the Inquiry into how New Zealand can maximise the opportunities and minimise the costs and risks of transitioning to a low net-emissions economy. The Commission’s Terms of Reference and issues paper have been read with interest and the following general comments are offered.

The issues paper does however use terms and concepts that are complex, and unlikely to be used in everyday conversations and discourse. While most New Zealanders are vitally interested in matters that have an impact on climate change, the issues paper is not a document that would be widely read and easily digested for most New Zealanders.

In a time when there is increasing pressure on local government to develop timely and sensible responses and actions to climate change, the Productivity Commission could perhaps develop more innovative methods of engaging the public in consideration of this important matter, rather than simply following an issues paper with a draft report in response to submissions.

It may well be that the Commission might make recommendations to the government following this report about how the wider community may indeed be better informed and involved in these intergenerational issues of national importance, given the extent and nature of the adjustments that may be involved.

1. New Zealand’s Commitments to Emissions Reductions

It is noted that under the Paris Agreement, New Zealand is already committed to reduce its emissions by 30% below 2005 levels by 2030, and that the Climate Change Response Act 2002 commits this nation to reduce emissions by 50% below 1990 levels by 2050. In developing an effective emissions-mitigation strategy for New Zealand that will also be economically and politically sustainable, it is important that not all Green House Gases (GHG) are treated in the same way for the purposes of emissions accounting. The “two baskets” approach as outlined on page 61 of the issues paper is a sensible policy response to emissions accounting so that long-lived gases such as carbon dioxide are treated differently to short-lived gases such as methane. This “two baskets” approach addresses the cumulative emissions of carbon dioxide as the main driver of global mean surface warming, since carbon dioxide remains in the atmosphere for up to hundreds of years.

The 2016 report by Motu Economic and Public Policy Research (Motu 2016), commissioned by the Parliamentary Commissioner for the Environment states that:

“...the overriding need to reduce carbon dioxide emissions is scientifically uncontroversial. For the climate to stabilize, net carbon dioxide emissions must ultimately be cut to zero. There is debate whether, when and how much action to take on other gases”.

While it is noted that the initial design of New Zealand’s Emissions Trading Scheme was for “all-sectors and all gases”, the exclusion of agriculture since 2013 has deepened the uncertainty of including methane and nitrous oxide in GHG emissions accounting. Given that it is vital to reduce carbon dioxide emissions to zero as soon as possible to have any chance of keeping global temperature increases to two degrees, a sensible and balanced policy response is to account for methane and nitrous oxide separately to carbon dioxide.

The Vivid Economics 2017 report Net Zero in New Zealand (Vivid Economics 2017) suggests a range of scenarios to achieve domestic carbon neutrality beyond 2050, and points out that
New Zealand is distinctive in at least three respects; its significantly decarbonized energy sector, its large share of land sector emissions, and its large forestry sector. These scenarios involve a significant departure from the technologies and practices commonplace in New Zealand today. Local governments are faced with planning in the long-term for their communities, and need to incorporate planning for dealing with disruptive technologies.

The Local Government New Zealand (LGNZ) Leaders’ Climate Change declaration (2017) supports an ambitious transition plan towards a low carbon and resilient New Zealand, and a more ambitious national schedule of climate change mitigation.

2. International Trading in Carbon Credits

It is noted that New Zealand holds a large stock of accumulated international emission unit credits, and that these will be will used to meet 2020 commitments. From a global perspective, this could be seen as a cynical response to international commitments, and which could allow this country do very little in reducing carbon dioxide emissions. In a similar way that the “all gases, all sectors” approach diminishes the imperative to reduce carbon dioxide emissions, using accumulated carbon credits from international trading could meet international commitments without reducing domestic carbon dioxide emissions.

It is noted that viable carbon trading might emerge in the future, however it is encouraging that in the meantime this inquiry is about reducing domestic greenhouse gases.

3. Emissions Source and Mitigation Opportunities

Although the exotic conifer *pinus radiata* plays a major role in sequestering large amounts of carbon dioxide, it does nothing to enhance or improve New Zealand’s indigenous biodiversity. In fact wilding conifers are pest plants in Canterbury, and so the suggestion in the issues paper on page 22 to simply plant and leave radiata pine to grow and eventually revert to native bush, is a suggestion that causes some alarm. Natural reversion to native bush is not likely to establish itself, as the issues paper suggests, under the canopy of radiata pine. This suggestion is at odds with the Canterbury Biodiversity Strategy (2008). Carbon sequestration should be developed as an option that is in keeping with enhancing New Zealand’s indigenous biodiversity (see LGNZ think-piece on *Addressing New Zealand’s Biodiversity Challenge* (August 2017)).

It is noted that transport is the second biggest emitter after agriculture. The Vivid Economics suggestion to develop policy settings that encourage a switch from road transport to rail and coastal shipping is supported.

4. Policy instruments towards low-emissions technologies

The general principle that the polluter pays for their emissions is supported provided this is in the context of reducing carbon dioxide emissions and not increasing agricultural emissions per the “two baskets” approach.

The suggestion of decoupling economic growth and emissions-reduction on page 63 is important, as several European economies have demonstrated, such as the United Kingdom from 2000-2014.

Specific response to Questions in the Issues Paper
**Q1.** The Commission could add the most value to this inquiry by improving the quality of the public debate towards a low-emissions economy, and engaging with local communities in a more meaningful way through information sessions, public meetings and interactive media.

**Q2.** Reducing emissions at their source is a sensible approach provided short-lived gases are accounted for differently than long-lived gases.

**Q3.** It is not technically and economically feasible to reliably measure biological emissions at a farm level.

**Q4.** Without changing livestock-based agriculture as is currently known, there is little opportunity to reduce agricultural emissions. However the future of livestock-based agriculture may quickly change with disruptive technologies which would make this portion of GHG emissions irrelevant.

**Q5.** Changing the use of agricultural land is only in the hands of private land owners so long as existing technologies prevail. Governments can invest in research and development for alternatives to land-based agriculture.

**Q6.** One of the main barriers to sequestering carbon in forests is the international counting rules that exclude riparian plantings of less than 30 metres. Most riparian revegetation that is underway in New Zealand is less than 30 metres wide. The accumulative re-afforestation of riparian margins on a nation-wide basis should be accounted for in sequestration calculations.

**Q7.** The development of permanent carbon sinks for international sequestration has an economic value in international terms. The economic value of setting aside vast tracts of land in the protected area estate, to be held in perpetuity for the people of New Zealand, should be recognized in an Emissions Trading Scheme. The value of eco-systems services that are provided by the protected area estate should be further accounted for in an Emissions Trading Scheme.

**Q8.** The main barrier to the uptake of electric vehicles is their expense and the limits of their range. More planning is needed along State Highways to allow for electric vehicle recharging stations.

**Q9.** Exempting electric vehicles from road user charges is a sensible policy setting.

**Q10.** One of the major opportunities to reduce transport emissions is switching heavy freight from road transport to rail and coastal shipping. Coastal shipping particularly makes sense for the South Island with most freight coming across the inter-island ferries. This was highlighted particularly after the November 2016 earthquake and the closure of road and rail transport links via Kaikoura, and the re-routing of road transport via Highway 27. It is noted that rail freight currently accounts for 0.2% of New Zealand’s total emissions.

**Q11.** The discussion on energy for manufacturing (pages 26 to 27) does not include the merits of low-emission fossil fuels such as coal-seam gas, and the current existing abundance of this resource in New Zealand. Countries that have switched to using this abundant natural resource (which is plentiful on a global scale) have reduced their emissions and freed up other fossil fuels for lower carbon-emitting uses. The Commission could have further discussion in their draft report about alternative sources of fuel for manufacturing, including “urban mining” for resources such as tyres, as well as other forms of product stewardship.

**Q12.** Most discussion on sources of renewable energy centre around New Zealand’s vast hydro-electricity generating capacity which contributes to the reticulated national grid. More discussion needs to be generated in national debate about household-level, non-reticulated renewable energy. Communities of households with their own solar and wind generation are
more resilient following natural disasters, and moves individual households towards self-sufficiency and away from dependence on corporate utilities.

Q13. For Canterbury, climate change scenarios involve more frequent wind storms and more frequent high rainfall events, but less rainfall and more sunshine on an annual basis. These scenarios auger well for sources of renewable energy at a household level. (More windstorms interrupt power supply for reticulated systems but are not so much an issue for household-level wind generators and solar systems).

Q14. As for Q12 above.

Q15. It is noted that the industrial processes and products from the metal industry, mostly iron, steel and aluminium production, contributes to about 3% of New Zealand’s total emissions. The powering of aluminium production from cheap renewable energy becomes a vexed question in the context of emissions reductions when aluminium production requires the oxidation of carbon anodes, and that for every tonne of aluminium produced, results in the production of some 1.5 tonnes of carbon dioxide. It seems obtuse to subsidise aluminium production with cheap, renewable energy when there is an inherent production of carbon dioxide in the way aluminium is produced. The principle of “polluter pays” is not seemingly being applied in current policy settings in the costs of producing aluminium.

Q16. The opportunities for reducing emissions in building design are immense in improving the energy efficiency of buildings. The Christchurch Exemplar Homes program has demonstrated that through careful design, buildings can yield significant energy efficiency gains. Although the Building Code sets out energy efficient standards, these standards are currently a low bar if New Zealand is to achieve zero emissions by 2050. Given that the life of most buildings is over 50 years, the Royal Society has a cogent argument that the Building Code should be made far more stringent than it currently is.

Q17. Avoiding the creation of waste, and as mentioned in response to Q11 above, the regulation of product stewardship, is the principal opportunity in reducing emissions in waste. The Kate Valley land fill, a co-operative venture between five Canterbury local governments, already harvests methane from land fill to contribute to the national electricity grid. Kaikoura District Council is an exemplary local government that has achieved zero waste to land fill.

Q18. Some of the important interactions between emission sources and technological changes in the economy include the increasing demand for electricity sources with the uptake of electric vehicles. With New Zealand’s currently high reliance on renewable energy for electricity generation, this country is well placed to transition to a fully electric fleet. The low carbon price in the ETS has certainly been too low to influence behaviour to date.

Q19. The most obvious type of direct regulation would be adjusting the Building Code to ensure higher energy efficiency buildings are constructed over the next 30 years.

Q20. Clearly the evidence is unequivocal that the ETS is not effective based on a carbon price of $5.00 per tonne. Carbon sinks for sequestration may become viable alternatives for landholders if there were a higher carbon price.

Q21. Market-based instruments could include a carbon tax, linking vehicle registrations to emissions, and exempting road user charges for electric vehicles.

Q22. Government investment in research and development of innovative and disruptive new technologies would best help New Zealand transition to a low-emissions economy.
Q23. Local government support for low-emissions infrastructure is fundamental. Financial institutions and borrowing sources could offer lower interest rates on loans for low-emissions infrastructure.

Q24. Alternative approaches to subdivision planning that doesn’t lock network infrastructure into reticulated delivery systems would provide options for household-level renewable energy.

Q25. Public procurement that takes account of life-cycle greenhouse gas emissions could act as an important policy lever at local government level.

Q26. Deep uncertainty exists about future technological changes that make long-term planning difficult. The credibility and predictability about futurism does not give households, local government and businesses confidence about investing in low-carbon technology or production. Often the problem lies in the speed of technological advances that could make early investment in new technologies obsolete.

Q27. The political economy is predicated on the social capital or consensus of the community. There is a growing mistrust of science and technology on a world-wide scale.

Q28. The Climate Change Response Act 2002 as originally designed is probably an adequate legislative framework to deal with climate change, provided the legislation is flexible enough to keep abreast of international developments and commitments.

Q29. An independent body to oversee New Zealand’s domestic and international climate change commitments is a sensible approach.

Q30. An adaptive system that discourages irreversible investment in large and expensive fixed assets would seem to be a key policy setting. The Motu example on page 54 is worth exploring to enable a flexible but certain Emissions Trading Scheme.

Q31. There is a significant gap in understanding whether specific emissions-related policies are likely to achieve acceptance.

Q32. Emissions Trading Schemes that do not place a realistic economic value on carbon fail to realise the benefits and values of the scheme, and do not accurately price the cost of emissions.

Q33. There does not seem to be a cogent reason why diversifying New Zealand’s export mix should not be considered to be a co-benefit.

Q34. “Thinking globally and acting locally” was an adage that came from the Rio Summit in 1992 and still has critical application today. Top-down solutions to collective-action problems without local involvement typically founder.

Q35. Subsidising households to transition to household-level renewable energy (solar panels and wind generators) would be a sensible measure. Similarly moving to rainwater tanks for drinking water reduces the reliance on groundwater drinking water sources and increases household resilience following natural disasters.

Q36. An essential component of an effective emissions mitigation strategy is making carbon pricing economically meaningful, where the true cost of emissions is calculated into the costs of production.
Q37. New Zealand should adopt the “two baskets” approach so that the focus is on reducing carbon dioxide emissions in the immediate term. Using separate pricing schemes for long-lived and short-lived gases is a sensible policy setting.

Q38. New Zealand’s climate change policies should show global leadership and not be overly concerned about emissions leakages in other countries.

Q39. New Zealand has opportunities for an economic niche in specialised green technologies that are relatively small on a global scale, but significant in contributing to New Zealand’s Gross Domestic Product.

Q40. A long-term vision of a low-emissions economy might look like a total electric vehicle fleet, and large tracts of agricultural land and low-grade land cover converted to carbon sinks of indigenous vegetation for sequestration. In lower density rural areas energy efficient buildings would be supported by household-level renewable energy sources (domestic wind generators and solar panels), with households self-sufficient with rainwater for domestic consumption, re-using grey water, and comfortable with alternative non-reticulated sewage disposal, all leading to highly resilient households in the teeth of natural disasters. Urban areas would be compact and at higher densities than at present to minimise transport use. Energy efficient design and green technologies would be widespread with infrastructure networks optimised at subdivision level including solar farms, district heating and wind generation. Most industry would be based on an economic niche in the international market making high value-added products for a low-emissions international economy.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV 26 / 170922102546

REPORT TO: Council

DATE OF MEETING: 3 October 2017

FROM: Sarah Nichols, Governance Manager

SUBJECT: Battle of Passchendaele Commemoration 2017

SIGNED BY:
Department Manager
Chief Executive

1. SUMMARY

1.1. The purpose of this report is to appoint Council representation at the Kaiapoi RSA 100th commemoration of the Battle of Passchendaele on 12 October 2017 and the representative(s) to lay the wreath on behalf of the District.

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 170922102546.

(b) Appoints Councillor ......................... to formally speak on behalf of the Council to welcome guests to the ceremony.

(c) Appoints Councillors .................., ............... and ............... to attend the Kaiapoi RSA service on 12 October 2017 at 11am to commemorate the Battle of Passchendaele and lay a wreath on behalf of the District.

(d) Circulates a copy of this report to the Community Boards.

3. ISSUES AND OPTIONS

3.1. A memorial service run by the Kaiapoi RSA to commemorate the 100 years of New Zealand’s involvement in the Battle of Passchendaele will be held at the Cenotaph, Raven Quay, Kaiapoi on Thursday 12 October commencing at 11am.

3.2. The Council representative will be required to speak at the ceremony, welcoming the public to the district. The Acting Mayor will be unable to attend the ceremony due to Council commitments at the LGNZ Rural & Provincial meeting.

3.3. A short parade of veterans, service personal, dignitaries, local organisations, flag and wreath bearers will be held. The representatives of the Council will be in attendance to lay the wreath on behalf of the district.

3.4. The RSA have invited the Community Board Chairpersons to attend the service. No wreaths will be laid by the Community Boards.
3.5. A wreath will be laid on behalf of the people of Zonnebeke, Belgium to support the twinning relationship between the two districts by Mr J Gerard, as a member of the Waimakariri Passchendaele Trust.

3.6. The Management Team has reviewed this report.

4. **COMMUNITY VIEWS**

4.1. This is a public event organised by the Kaiapoi RSA.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. The cost for wreaths are met from the Governance budget.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

Not applicable.

6.3. **Community Outcomes**

People are friendly and caring, creating a strong sense of community in our district.

Sarah Nichols
Governance Manager
6AIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: ECD-03 GOV-01-11 / 170912098422

REPORT TO: Audit and Risk Committee

DATE OF MEETING: 19 September 2017

FROM: Simon Markham, Manager, Strategy & Engagement

SUBJECT: Review of Significance and Engagement Policy

SIGNED BY: Review of Significance and Engagement Policy

1. SUMMARY

The purpose of this report is to propose the Committee recommend to the Council an amended Significance and Engagement Policy. The proposed amendments are minor/of a technical nature and there is discretion provided to make such amendments without further process.

Attachments:

i. S-CP 0955 Significance and Engagement Policy – Tracked Change version (Doc. No. 140930106853)

2. RECOMMENDATION

THAT the Audit and Risk Committee:

(a) Receives Report No. 170912098422; and

(b) Approves amendments to its Significance and Engagement Policy as shown in Document No. 140930106853 as being of a minor/technical nature and without further process.

3. ISSUES AND OPTIONS

3.1. The Council has since 2014 been required to have a Significance and Engagement Policy (SEP) in accordance with S76AA of the Local Government Act (LGA) as shown in Section 6.2 below. When it adopted the policy on 2 December 2014 it resolved to review it six years later. However, while not part of the LTP it was considered by staff appropriate that the Council reflect on the currency of the policy three years later and in the lead up to preparation and consultation on its 2018-28 LTP.

3.2. The SEP provides overall context and guidance to the Council and the community about what constitutes 'significant' decisions warranting specific consultation. It also sets out the Council's general approach to community engagement. Amendments to the LGA in 2014 provided greater discretion for the Council to determine the extent and methods by which it obtained community views as an input to Council decision-making. Over the three years since adoption of its first SEP the following observations are relevant:
While not restricted to ‘consultation’/engagement, the 2016 Customer Satisfaction Survey indicated continuing increase in satisfaction with the information the Council provides about its services and activities. In 2016 this stood at 74%, up from 71% in 2013;

The extent and nature of social media interaction with the community and the use of video has more recently in particular changed rapidly. Uptake of Facebook and the use of video as a means of communicating with/engaging community audience has grown significantly and enabled much greater, more immediate as well as ongoing ‘reach’ into community than other media;

The Council has received favourable feedback on its engagement practice through the Local Government Excellence Programme as ‘performing well’ and was the recipient of an excellence award by the Society of Local Government Managers on the recent, significant ‘Red Zone’ Recovery Plan engagement;

There is an observed need to improve the consistency of engagement practice and staff are giving attention to this within the framework of the SEP. This involves improved guidance and additional training and not per se adjustments in policy.

3.3. Attached is a tracked change version of the current significance and engagement policy following staff review. Recommended changes as shown in Attachment i are of a technical / minor nature.

3.4. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. Community views were sought in 2014 through the special consultative procedure when the Council prepared its first significance and engagement policy. A very small number of submissions on the document were received.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. There are no specific financial implications from this report and it does not give rise to any matters of significance in terms of the Council’s Significance and Engagement Policy.

6. CONTEXT

6.1. Community Outcomes that are particularly relevant to this report are:

There are wide ranging opportunities for people to contribute to the decision-making that affects our District

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

Public effect is given to the spirit of the Treaty of Waitangi

- The Council in partnership with Te Ngai Tuahuriri continue to build our relationship through mutual understanding and shared responsibilities.
6.2. Section 76AA of the Local Government Act provides that:

(1) Every local authority must adopt a policy setting out—
   (a) that local authority’s general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
   (b) any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
   (c) how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and
   (d) how the local authority will engage with communities on other matters.

(2) The purpose of the policy is—
   (a) to enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities; and
   (b) to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
   (c) to inform the local authority from the beginning of a decision-making process about—
      (i) the extent of any public engagement that is expected before a particular decision is made; and
      (ii) the form or type of engagement required.

(3) The policy adopted under subsection (1) must list the assets considered by the local authority to be strategic assets.

(4) A policy adopted under subsection (1) may be amended from time to time.

(5) When adopting or amending a policy under this section, the local authority must consult in accordance with section 82 unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.

(6) To avoid doubt, section 80 applies when a local authority deviates from this policy.

Simon Markham
Manager, Strategy & Engagement
CONSULTATION COMMUNICATIONS & ENGAGEMENT

SIGNIFICANCE AND ENGAGEMENT POLICY

1 Introduction

The Waimakariri District Council (Council) under the Local Government Act 2002 (LGA) is an organisation of representative democracy. The LGA gives the Council authority to make decisions for and on behalf of the community and makes it accountable for those decisions through electoral processes.

Councils are also directed by the LGA to seek out and take account of community views in the process of their decision-making. This gives rise to both a need and desire by the Council for engagement through the processes of participatory democracy. Consultation principles and procedures for Councils to follow are set out in the LGA.

Attributes of a healthy democracy include:

- Ongoing engagement by the Council with the community to be well informed about matters before it;
- the Council, in obtaining community views for consideration before making decisions (especially the views of those directly affected by a proposed decision and especially in relation to significant decisions); and
- to promote involvement by the community in local governance as attributes of a healthy democracy generally.

This policy sets out the Council’s approach and undertakings towards these ends.

2 Policy Context

2.1 The Council is required by the LGA to adopt a Significance and Engagement Policy (SEP). This is a new requirement under Section 76AA of that Act introduced in July 2014. Section 76AA of the LGA says the SEP must set out:

- the Council’s general approach to determining the significance of proposals and decisions in relation to issues, assets and other matters; and
- any criteria or procedures that are to be used by the Council in assessing the extent to which issues, proposals, assets, decisions or activities are significant or may have significant consequences; and
- how the Council will respond to community preferences about engagement on decisions relating to specific issues, assets or other matters, including the form of consultation that may be desirable; and

2.2 The SEP sets the purpose of the SEP to:

- enable the Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities; and
SIGNIFICANCE AND ENGAGEMENT POLICY

- provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets or other matters; and
- inform the Council from the beginning of a decision-making process about:
  - the extent of any public engagement that is expected before a particular decision is made; and
  - the form or type of engagement required.

2.3 The SEP must list the assets considered by the Council to be strategic assets. Decisions regarding the transfer to or from the Council of strategic assets cannot be made unless provided for in its Long Term Plan.

3 Policy Objectives

- To set out for the Council and its communities how the significance of issues, proposals and decisions will be considered and taken account of;
- To identify those assets the Council considers strategic to its capacity to achieve or promote any outcome that it considers to be important to the current or future well-being of the community;
- To provide clarity about how and when communities can expect to be engaged in the process of decision-making by the Council;
- To inform the Council from the beginning of a decision-making process about the extent, form and type of engagement required.

4 Policy Statements

This Policy applies to the Council, its Committees and to Community/Ward Advisory Boards (the Council) where decisions are made under the LGA or the delegated authority of the Council. Other Acts place consultation requirements on the Council and this Policy provides guidance for the consideration of significance and engagement in giving effect to those requirements but does not limit those other statutory consultation obligations.

4.1 Significance

4.1.1 General Approach

The Council will consider each issue, proposal or decision on a case-by-case basis to determine whether the decision is significant by applying the criteria and procedures and consider the thresholds set out in this policy. It will also consider each of the following:

- The likely impact/consequences of the issue, decision or proposal on the current and future well-being of the District;
- The effect on parties who are likely to be particularly affected by or particularly interested in the issue, decision or proposal;
CONSULTATION COMMUNICATIONS & ENGAGEMENT

SIGNIFICANCE AND ENGAGEMENT POLICY

- The financial and non-financial costs and implications of the issue, decision or proposal having regard to the Council’s capacity to perform its role;
- The scale of any proposed change to levels of Council service.

4.1.2 Thresholds, Criteria and Procedures

When undertaking a process to determine the extent to which issues, proposals, decisions or other matters are significant, the Council will use the following thresholds, criteria and procedures.

4.1.3 Financial Thresholds

Issues, proposals, or decisions which would alter the Long Term Plan or Annual Plan by more than 5% of the total budgeted rating revenue of the Council are considered because of this fact alone to be significant. Note that expenditure on remedial work resulting from flooding or other natural disasters is excluded from this policy.

The application of the thresholds is not necessarily conclusive. An issue, proposal or decision which does not meet any particular financial threshold may still be significant if it meets the criteria in 4.1.4.

4.1.4 Criteria

If a decision or proposal satisfies one or more of the following criteria, the matter is likely to be significant:

- The impact or consequences of the decision or proposal will have a substantial impact on more than 5% of the resident population of the District, based on an estimated by Statistics New Zealand at 30 June each year.
- The implications of the decision on the Council’s overall resources, potential change in function or the level of service provided are considered substantial.

4.1.5 Procedures

Every report to the Council will include a statement indicating that the issue of significance has been considered, which reflects an assessment of the significance of the issue, proposal or decision.

When an issue, proposal or decision is considered to be significant the report must also include a statement addressing community engagement in accordance with this Policy.

4.1.6 Application of this Policy

Pending significant decisions will mean:

- a specific consultation process will or has been undertaken rather than reliance on pre-existing knowledge of community views; and,
- the extent to which reasonably practical options have been identified and assessed will be greater than for matters of lesser significance.
SIGNIFICANCE AND ENGAGEMENT POLICY

The LGA requires that a proposed decision by the Council to alter significantly the intended level of service provision for any significant activity undertaken by or on its behalf, including a decision to commence or cease any such activity must be made through a Long Term Plan or an amendment of one for which particular consultation procedures apply. Each of the Groups of Activities as a whole as set out in the Council’s Long Term Plan are considered significant activities.

Management decisions made by Council staff under delegated authority from the Council in the course of implementing Council’s policies, projects and programmes are not deemed to be significant for the purposes of this Policy.

This Policy does not apply to decisions that have been in the Long Term or Annual Plan unless there is a significant change being proposed to the initial decision reflected in a Plan.

4.2 Strategic Assets
- Road network as a whole;
- Water, stockwater and sewerage schemes as a whole;
- The Southbrook resource recovery park;
- Libraries, aquatic centres and Oxford and Rangiora town halls;
- Reserves and sports grounds

4.3 Engagement
4.3.1 Forms of Engagement
Different forms of community engagement occur along a spectrum of increasing interaction between the Council and individuals, households, businesses and community groups and organisations. The engagement spectrum can be viewed in terms of three main levels of interaction:

1. Information – providing information to or obtaining factual information from the community – while important to being well informed is typically a one way process with a low level of interaction;

2. Consultation – seeking the views of potentially affected or interested people or organisations designed to obtain feedback to inform decision-making. Consultation is a process of community engagement with a clear purpose. It is more than just informing the public of an impending or recent decision; rather it is a two way process of interaction usually focused on proposals at a formative stage by which the community contributes to Council decision-making;

3. Collaboration – building relationships usually through defined groupings and structured processes of involvement with people and organisations that may be ongoing over a long time.

Beyond collaboration on the spectrum is ‘empowerment’ - this involves the delegation of decision-making authority to groups & organisations through processes and agreements that are beyond the scope of this Policy.
SIGNIFICANCE AND ENGAGEMENT POLICY

4.3.2 Informing
i. The Council aims to advise potentially affected and interested people and organisations about its policies, plans, proposals, projects and programmes through the provision of clear, concise, objective, accurate and accessible information.

ii. It will seek to use methods of informing that are appropriate to the circumstances and proportionate to the significance of the matters involved. This is especially relevant to information provided to support consultation, and to advising those who have participated in consultations of the resulting decisions and the reasons for them.

4.3.3 Consulting
i. The Council undertakes to actively listen to and consider, with an open mind, all information and views provided by affected and interested people and organisations when consulting as an input to making decisions;

ii. It will seek to use consultation methods it considers appropriate to the context of the situation, taking account of the number of potentially affected and interested people and organisations, the complexity of the issue and the financial implications, the reversibility of the decision, its legal obligations and in accordance with S4.1.4 of this Policy;

iii. It undertakes to acknowledge the input of all people participating in specific consultation exercises and provide clear feedback to identifiable participants on decisions subject to consultation using the most appropriate mechanism and timeframe;

iv. Depending on the nature of the proposal the Council may seek community views more than once including:
   - When objectives, issues and problems are first identified;
   - When options are being developed;
   - As proposals surrounding options are being formulated; and
   - When a proposal is about to be decided

v. Consultation is not regarded by the Council as a poll in that the views obtained may not necessarily be fully representative of the views of all the potentially affected or interested community. The Council is not obliged to follow the numerical distribution of views for and against proposals gained through consultation. But the Council believes consultation does provide valuable insight into the range and intensity of views in the community and in so doing provides important information to be taken account of in its decision-making.

vi. The principles of consultation and case law indicate for consultation to be genuine and meaningful then decision-makers including the Council must maintain an open mind on impending decisions until the community views arising from consultation have been considered. This does not prevent decision-makers from identifying and supporting proposals for consultation.
SIGNIFICANCE AND ENGAGEMENT POLICY

vii. As well as the views of potentially affected people and organisations there are a wide range of information sources that will inform the Council’s decisions, including the requirements of Government policy, technical evaluations and financial implications.

viii. The Council values the views provided by identified persons and organisations in the course of specific consultations on options and proposals before it. It reserves the right not to consider anonymous submissions.

ix. The Council acknowledges that due to limited time availability for some and preferred methods of engagement by others, including the use of social media, that less formal feedback through such means also provides insight into community views. It undertakes to summarise and consider such feedback where appropriate to the circumstances of engagement as it recognises this can increase the reach into the community and its networks. The Council reserves the right to moderate feedback posted to its online sites that is factually incorrect, defamatory or in poor taste.

x. Submissions, comments or feedback provided to the Council becomes information it holds that is subject to legislative requirements concerning both official information disclosure and the protection of privacy in relation to personal information. Copies of written submissions or comments whether held on paper or electronically are publicly available information. When publishing such information on the Council’s website address details of submitters will be withheld. This disclosure information will be included in consultation documents and response forms.

4.3.4 Collaborating

i. The Council values collaboration that involves working together to ensure that concerns and aspirations are understood, relevant issues and alternatives identified and consensus sought on preferred solutions;

ii. Collaboration is seen by the Council as productive way of working and it will seek to maintain and develop collaborative relationships through the many advisory groups it convenes or has an agreed relationship with, as set out in Schedule A. It undertakes to keep them informed, refer relevant matters to them, seek their views and foster joint working and collaborative decision-making with such groups and organisations;

iii. While many collaborative relationships are with ongoing groups and organisations the Council will consider convening reference groups or working parties from time to time to assist the development of plans, projects and programmes;

iv. The Council has a special collaborative relationship with Te Ngāi Tūhuriri Rūnanga on behalf of Ngāi Tūhuriri people. This is undertaken, and in accordance with the LGA which provides principles and requirements for Councils that are intended to facilitate participation by Maori in local authority decision-making processes. This is set out in a Memorandum of Understanding between the Council and Te Ngāi Tūhuriri Rūnanga which is given effect.
SIGNIFICANCE AND ENGAGEMENT POLICY

In determining the processes and methods appropriate for engaging with communities to consider options and proposals the Council will be guided by the following:

- the degree of significance of the matters involved – as determined by the criteria set out in this Policy;
- the objectives of the engagement – the nature and extent of the feedback that is sought from potentially affected and interested people and groups;
- the nature and diversity of preferences, capacities, views and values of those people and groups;
- the benefits and costs of the range of possible processes and methods for engaging with relevant people and groups;
- timing issues, including any concurrent engagement processes on other matters involving the same, similar or contiguous people and groups or communities;
- opportunities provided by innovative technologies for efficient yet effective engagement.

The more significant the decision the more appropriate will be:

- consideration given to engagement processes and methods through engagement planning;
- range of methods of increasing community awareness about impending engagement, ways of providing relevant information, and enabling discussion of the issues involved and means of providing views;
- time that needs to be provided for engagement to occur and to assemble, summarise and interpret community views obtained;
- Consideration that the Council needs to give to community views as part of its decision-making.

Methods of Engagement

There are a wide range of methods for engagement and the guidance edius accompanying this Policy sets out their useful role and advantages and disadvantages. In summary the methods available to be used by the Council include but are not limited to:

- Face-to-face drop-in, community meetings and workshops – to provide information relevant to consultation, explain options and proposals and enable the community to share views with each other and the Council. These include events convened by the
SIGNIFICANCE AND ENGAGEMENT POLICY

Council but increasingly it will seek opportunities for it to come to the forefront of meetings of groups and organisations at times and places most convenient to them. The Council regards its willingness to host and attend such events as important to its role and as a strength to be fostered that it is prepared to invest resources into:

- **Online means** — Internet and social media — the Council has built a substantial informational web presence, www.waimakariri.gov.nz as the major repository of current council information but is seeking to enhance its value and use as an interactive means for two-way engagement. Similarly social media tools such as Facebook and Twitter offer greater reach into the community faster and more responsively than ever before. The Council expects to continue to increase its use of such media for community engagement, consistent with their role and characteristics and remembering that some sections of the community do not use online tools and so always other means of informing and engaging needs to be offered in any particular process.

- **Online means** — Internet and social media — the Council has built a substantial ‘informational’ web presence, www.waimakariri.gov.nz as the major repository of current council information but is seeking to enhance its value and use as an interactive means for two-way engagement. All social media posts, including on both Facebook and Twitter, are will be linked in with the website, directing traffic to the website as the major repository of regulatory, Council information, educational material and news. Similarly social media tools such as Facebook and Twitter, New media, including the use of video and live streaming, offers greater reach into the community faster and more responsively than ever before. The Council expects to continue to increase its use of such media for community engagement, responding to the demand, which is rising as broadband speeds improve, and availability widens across the District. Council recognises consistent with their role and characteristics and remembering that some sections of the community do not use online tools and so always other means of informing and engaging, primarily through print media, needs to be offered in any particular process.

- **Printed information and media** — consultation documents informing and explaining options and proposals continue to be released important, and for some statutory consultation processes are prescribed. Print media in the District remains a cost-effective means of developing awareness of and facilitating engagement. Increasingly the Council expects to promote awareness of specific engagements in print media but will then link to online information resources supporting the process and mechanisms for providing feedback.
SIGNIFICANCE AND ENGAGEMENT POLICY

- Sample surveying and focus groups – are useful ways of seeking and improving understanding of community views. Response rate and sampling errors will be disclosed for statistical surveys while an explanation of the methodology used will be given to assist in interpreting the findings of non-representative surveys.
- While the Council will for the time being maintaining a fax number for document transfer, it will not advertise it to support engagement.

4.4 Policy Implementation

To give effect to the Significance and Engagement Policy the Council will together with the Council’s Management Team:

- seek to ensure that this SEP and its supporting guidelines are understood and given effect to by all who represent the Council by resourcing:
  - Staff in-service training;
  - Councillor and Community Advisory Board member training;
  - Regular updates to staff/councillors/members on best practice community engagement initiatives and reviews of practice;

- Publication of the SEP and guidelines on the Council’s internal as well as external website;

- provide for all significant Council projects subject to decision to include an engagement plan as part of the project plan;

- maintain on a quarterly basis an overview of the proposed timing of impending consultation-engagement exercises with a view to if appropriate spreading the demands on the community over the year;

- maintain Schedule A to this Policy which identifies Groups and Organisations whose terms of reference contain an advisory role to the Council and with whom collaboration on relevant issues in accordance with this Policy will be sought for input to decision-making;

- maintain Schedule B to this Policy which identifies when consultation and any particular consultation procedures are required by legislation – for the information and guidance of the Council and the community;

- Schedules A and B may be updated by the Management Team from time to time to ensure their accuracy and this shall not give rise to any process;

- maintain Guidelines to be attached to support implementation of this Policy to assist its implementation by providing interpretation and practice guidance to all concerned about the methods most suited to the differing forms of engagement set out in Section 4.3.1 above.
SIGNIFICANCE AND ENGAGEMENT POLICY

- Reference will be made to community views in every report providing advice to the Council assessing their relevance, indicating how they have been or are planned to be obtained, and summarising and analysing available responses and feedback. The receipt of any anonymous submissions will be disclosed and a decision sought as to whether the Council wishes to consider them.

5 Links to legislation, other policies and community outcomes

5.1 Legislation

The Council is required by S76AA of the LGA to adopt as SEP, S97 requires any decision to transfer strategic assets listed in the SEP to be made through a Long Term Plan.

In adopting or amending as SEP the Council must give effect to S82 of the LGA that sets out principles of consultation for the Council to give effect to. LGA Sections 76-81 and 82A-87 set out procedures and requirements relevant to giving effect to these principles in the course of decision making.

These include giving consideration to community views; procedures and circumstances for consultation; and, requirements in relation to information to inform consultations. A ‘special consultative procedure’ (SCP) is defined in S83 for use in certain circumstances such as in preparing a Long Term Plan. S83A sets out requirements for information provision related to consultations.

The SCP is specified as the required consultation process to be used in certain circumstances (see Schedule B to this Policy), but otherwise the requirement to give consideration to community views under the LGA does not give rise to any requirement to undertake any consultation process or procedure. Also in Schedule B are set out the circumstances giving rise to consultation required by other Acts.

Certain terms important to the SEP are defined by the LGA:

- **significance**, in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—
  
  (a) the district or region;
  
  (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
  
  (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so
SIGNIFICANCE AND ENGAGEMENT POLICY

- **significant**, in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance

- **strategic asset**, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority’s capacity to achieve or promote any outcomes that the local authority determines to be important to the current or future well-being of the community,

- **strategic asset**, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority’s capacity to achieve or promote any outcomes that the local authority determines to be important to the current or future well-being of the community; and includes—
  
  * __
  * (a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
  * __
  * (b) any land or building owned by the local authority and required to maintain the local authority’s capacity to provide affordable housing as part of its social policy; and
  * __
  * (c) any equity securities held by the local authority in—
  * __
  * (i) a port company within the meaning of the Port Companies Act 1988;
SIGNIFICANCE AND ENGAGEMENT POLICY

5.3 Community Outcomes

There are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affects our District.

- Local, regional and national organisations make information about their plans and activities readily available.
- Local, regional and national organisations make every effort to accommodate the views of people who contribute to consultations.
- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.
- The Council makes known its views on significant proposals by others affecting the District’s wellbeing.
- Opportunities for collaboration and partnerships are actively pursued.

Public effect is given to the spirit of the Treaty of Waitangi.

- The Council in partnership with and Te Ngai Tuhourangi Rūnanga through the Memorandum of Understanding - continue to build our relationship through mutual understanding and shared responsibilities .

6 Adopted by and date

Adopted by the Council on 2 December 2014

7 Review

To be reviewed in 2020 for the 2021 - 31 LTP every six years or sooner on request.
SIGNIFICANCE AND ENGAGEMENT POLICY

The following schedules may be updated from time to time recognising changes to groups and organisations under Schedule A and in legislative requirements under Schedule B. Such factual updates do not constitute change to the Council's policy in relation to engagement.

Schedule A: Groups and Organisations with a Council, Committee or Community Advisory Board Advisory Role in their Terms of Reference or as set out in a Memorandum of Understanding

- Te Ngai Tuwhiriri Runanga
- Drainage, Parks and Community Facilities Advisory Groups, Working Parties, Steering Groups and Reference Groups constituted by the Council, Committee or Board for particular purposes from time to time
- Social Services Waimakariri
- Waimakariri Access Group
- Waimakariri Youth Council
- Waimakariri Health Advisory Group
SIGNIFICANCE AND ENGAGEMENT POLICY

- Community Safety Group
- Local Economic Development Advocacy Group
- Others, as constituted from time to time with an explicit Council/Committee/Board advisory role or which are Council Controlled Organizations including Enterprise North Canterbury and Te Kohaka o Tuahuna Trust

Schedule B: When the Council is specifically required to undertake consultation by Acts of Parliament

The Council will use the Special Consultative Procedure (as set out in S83 of the LGA) where required to do so by law, including for the following issues requiring decisions:

- The adoption or amendment of a Long Term Plan (in accordance with S93A of the LGA);
- The adoption, amendment, or revocation of bylaws if required under S156(1)(a) of the LGA;
- The adoption, amendment or revocation of a Local Alcohol Policy;
- The adoption or review of a Local Approved Products (Psychoactive Substances) Policy under the Psychoactive Substances Act 2013;
- The adoption or review of a class 4 venue policy under the Gambling Act 2003;
- The preparation, amendment or revocation of a waste management and minimisation plan under the Waste Minimisation Act 2008

Unless already explicitly provided for in the Long Term Plan, the Council will seek to amend its Long Term Plan, and therefore use the SCP when it proposes to:

- alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including commencing or ceasing such an activity; or
- transfer the ownership or control of strategic assets, as listed in the SEP.

The Council will consult in accordance with, or using a process or a manner that gives effect to the requirements of S82 of the LGA 2002 where required to do so by law, including for the following specific issues requiring decisions:

- Adopting or amending an Annual Plan if required under S95 of the LGA
- Transferring responsibilities to another local authority under section 17 of the LGA 2002
- Establishing or becoming a shareholder in a council-controlled organisation
- Disposal of parks that are not reserves under the Reserves Act 1977 in terms of S138 of the LGA;
- Adopting or amending a revenue and financing policy, development contributions policy, financial contributions policy, rates remission policy, rates postponement policy, or a policy on the remission or postponement of rate on Māori freehold land to the extent necessary under the LGA;
SIGNIFICANCE AND ENGAGEMENT POLICY

For such consultation, Council will develop information fulfilling the requirements of Section 82A of the LGA.

A range of other Acts of Parliament may, depending on circumstances, require the Council to undertake consultation for particular purposes. In undertaking such consultation the Council will be mindful of the principles of consultation as set out in Section 82 of the LGA. These include:

- Racing Act 2003 (to adopt a Board venue policy)
- Dog Control Act 1993
- Health Act 1956
- Resource Management Act 1991 – District Plan Reviews and Changes, and Notified Resource Consents (Note non-statutory engagement is typical at formative stages of reviews and changes to the district plan; for structure plans of new growth development areas; and, for existing own centre development plans and strategies)
- Reserves Act 1977
- Sale and Supply of Alcohol Act 2012
- Land Transport Act 1998
- Forest and Rural Fires Act 1977
- Building Act 2004
- Rating Powers Act 1988
- Freedom Camping Act 2011
- Energy Companies Act 1992
- Canterbury Earthquake Recovery Act 2011 – Actions to give effect to The Land Use Recovery Plan (LURP) prepared under that Act require consultation
- Sections 336 (pedestrian malls) and 361 (toll gates) under surviving provisions of the Local Government Act 1974
- Biosecurity Act 1993 (pest management strategies)
- Civil Defence Emergency Management Act 2002 (CDEM plans)
- Maritime Transport Act 1994 (navigation safety bylaws)
- Land Transport Management Act 2003 (required when developing a land transport plan)
- Ngai Tahu Claims Settlement Act 1998
- Land Transport Management Act 2003 (as amended)
- Food Act 2004 (setting fees, and transferring functions)
SIGNIFICANCE AND ENGAGEMENT POLICY

- Local Government (Rating) Act 2002 (policy for early payment of rates, rates replacement proposals)
- Food Act 1981 (also about transfer of functions)
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: IRU-17-01 / 170824091734
REPORT TO: Regeneration Steering Group
MEETING DATE: 4 September 2017
FROM: Ken Stevenson, Roading Manager
Duncan Roxborough, Implementation Project Manager – District Regener.
SUBJECT: Earthquake Infrastructure Recovery – Courtenay Drive Road Reconstruct
Change to Consulted Design

SIGNED BY

Department Manager
Chief Executive

1. SUMMARY

1.1. The purpose of this report is to advise the Regeneration Steering Group and Council of a change in the design of Courtenay Drive from that previously consulted on in May 2016 and signed off by the Regeneration Steering Committee and Council in June 2017.

1.2. The discovery of asbestos in the road pavement in Courtenay Drive, Charters Street and Wyber Place, Kaiapoi has necessitated a redesign of the road.

1.3. The consulted design would require excavation of a swale within the contaminated road pavement and that would have involved significant costs and a number of risks.

1.4. Two alternatives have been considered; repositioning the swales outside the contaminated material, or otherwise replacing the swales with kerb and channel to avoid digging into the contaminated material.

1.5. It is proposed to adopt the kerb and channel option on the grounds of less disturbance of the contaminated material, lower cost and less impact on existing services.

Attachments
i. Typical cross-sections of the options (TRIM 170828093028)

2. RECOMMENDATION

THAT the Regeneration Steering Group:

Recommends to Council:

(a) Receives report No. 170824091734

(b) Notes that the discovery of asbestos during sewer renewal works in Courtenay Drive, Charters Street and Wyber Place has necessitated a redesign of the proposed road reconstruction.
(c) **Notes** that the proposed solution is different to the design consulted upon in May 2017. Kerb and channel will be installed for roadside drainage instead of the swales shown in the consultation material.

(d) **Circulates** this report to the Kaiapoi Tuahiwi Community Board for their information.

3. **ISSUES AND OPTIONS**

3.1. As reported to Council on 30-31 May 2017 (TRIM 170519050782), asbestos was discovered during sewer renewal works in Wyber Place, Courtenay Drive and Charters Street, Kaiapoi. The asbestos is present in the lower pavement layer of these roads where, in the mid-1990’s, crushed concrete from demolition of the former North Canterbury Freezing Works had been used as road subbase. Testing has confirmed that the material is Chrysotile and Amosite asbestos, which are classified as high risk. The recommended treatment, when encountered, is removal.

3.2. Sewer and roading works in Kaiapoi South have been, or are being, redesigned to minimise disturbance of the contaminated road subbase. Where new pipe trenches through it cannot be avoided, the contaminated material is removed by specialist subcontractors. This is an expensive exercise that should be minimised from an environmental viewpoint.

3.3. The design for Courtenay Drive and Charters Street presented for public consultation in early May 2017 comprised a 7m wide chip-sealed carriageway with 0.5m shoulders and roadside swales for drainage. The new road surface would be built up as an “overlay” on the existing pavement once the asphalt had been stripped off.

3.4. The contaminated material subsequently discovered in the lower road pavement means that excavation to install swales within the existing pavement is not viable.

3.5. Two alternatives have been considered;

- Alternative Option 1: repositioning the swales outside the pavement, or
- Alternative Option 2: replacing the swales with kerb and channel.

3.6. In the consulted design, the intention was that drainage would be provided by appropriate grades on the roadside swales. However, to avoid digging into the contaminated material, the depth of the swale must be kept to a minimum as well as being located outside the existing road pavement. This would require a subsoil drain to be installed under the swale to provide effective drainage.

3.7. For Alternative Option 1, the repositioning of the swale on the southern/western side pushes the shared path out into the “rural” land by around 0.5m. The existing fence and road boundary on this side would need to be moved to accommodate this. The existing power and telecommunications pillars on this side of the road would also need to be removed.

3.8. For Alternative Option 2, the kerb and channel option, the carriageway would be 8m wide, which is consistent with the overall formed width of the consulted scheme and consistent with District Plan requirements for local roads. The road surface would need to be raised slightly over consulted design to ensure that the kerb foundations did not extend into the contaminated material.

3.9. It should be noted that all options considered require a limited number of trenches through the contaminated material to install sumps and connections to the existing stormwater system which runs along the middle of the road.

3.10. The Management Team has reviewed this report and supports the recommendations.
4. COMMUNITY VIEWS

4.1. The discovery of asbestos during the sewer works was immediately reported in a news item on Council’s website and posted to social media on 10 May 2017. The consultation period for the Kaiapoi South road rebuilding scheme was in progress at the time.

4.2. An advertorial was placed in the Kaiapoi Advocate on 28 July 2017 outlining the impact of the asbestos discovery in terms of delay to the road reconstruction works in Courtenay Drive and Charters Street. This stated that the road construction would be complete in early 2018 instead of December 2017 previously advised.

4.3. The Council website will be updated to reflect the revised design once Council has considered this report and again when the contract has been awarded, along with confirmed construction dates. Start works notices will be delivered prior to commencement on site.

5. FINANCIAL IMPLICATIONS AND RISKS

Comparison of Costs

5.1. The Alternative Option 1 to reposition the swales and incorporate the underdrain is estimated at approximately $207,000 additional to the consulted design.

5.2. The Alternative Option 2 to install kerb and channel instead of swales is estimated at approximately $186,000 additional to the consulted design.

5.3. In terms of the project budget of $1.8M, the cost difference between the two options is marginal. The additional cost for either option is within the project contingency allowance currently allowed for.

Project Risks

5.4. An allowance for the asbestos-related design changes is already included in the approved budget for the project, as per the submission to Council on 31-31 May 2017.

5.5. The kerb and channel option predominantly requires filling rather than excavation required by the swale option. This reduces the risk of exposing (and then having to handle) the contaminated material. The kerb and channel option is also marginally cheaper than the swales option and does not require the removal of service pillars, which would be at Council’s cost, along the boundary. It is therefore proposed to adopt the kerb and channel option.

5.6. The installation of stormwater sumps and pipes will require the specialist removal of some contaminated material. Requirements for this will be included in the construction documents and priced by the tenderers.

5.7. As part of the Earthquake Infrastructure Recovery Programme, this project is funded under the NZTA Emergency Reinstatement category. The corresponding Financial Assistance Rate (FAR) is currently 65% but this is due to expire on 30 June 2018. Any works completed after this date will attract the standard FAR of 51%, effectively representing a 14% increase in Council’s cost on the remaining works.

5.8. The project is currently under redesign to incorporate kerb and channel for tendering in October 2017 with the request for approval to award presented to Council in December 2017 at the latest. This would allow a start on site late January 2018 with an anticipated construction duration of 3 months. Further changes or consultation could result in missing the December Council meeting and the approval to award not being given until February, which would most likely result in the construction extending beyond 30 June 2018.
6. **CONTEXT**

6.1. **Policy**

The Council is authorised to consider matters relating to programming and budgeting of earthquake recovery works.

6.2. **Legislation**

The Greater Christchurch Regeneration Act, Land Transport Management Act, Local Government Act are all relevant in this matter.

6.3. **Community Outcomes**

This report relates to the following community outcomes:

- There is a safe environment for all.
- Transport is accessible, convenient, reliable, affordable and sustainable.
- Core utility services are provided in a timely, sustainable, and affordable manner.

[Signature]

Ken Stevenson  
Roading Manager

Duncan Roxborough,  
Implementation Project Manager – District Regeneration
COURTENAY DRIVE - ALTERNATIVE 1 (REPOSITION SWALES)

COURTENAY DRIVE - ALTERNATIVE 2 (KERB & CHANNEL)
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: RGN-02-01 / 170823090835

REPORT TO: Regeneration Steering Group

DATE OF MEETING: 4 September 2017

FROM: Duncan Roxborough
Implementation Project Manager – District Regeneration

SUBJECT: District Regeneration – Draft Road Stopping Plans

SIGNED BY: (for Reports to Council or Committees)
Department Manager
Chief Executive

1. SUMMARY

1.1. The purpose of this report is to confirm the roads proposed to be legally stopped within the Kaiapoi East, Kaiapoi South and The Pines Beach regeneration areas. Road stopping involves the physical removal of the road and uplifting the underlying legal road corridor. Confirmation of the roads proposed to be legally stopped is required to inform the land divestment process.

1.2. This report supersedes report No. 170710071095 that was presented at the Regeneration Steering Group meeting on Monday 7 August. It was agreed at that meeting that the report sit on the table until after the Kaiapoi East Reserve Roading Access options report had been considered and the final Steering Group recommendations to Council had been agreed by the Steering Group.

Attachments:
   i. Draft Road Decommissioning Plan (Trim No. 170824091575).

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) Receives report No. 170823090835.

(b) Notes that the road stopping process for Regeneration areas is proposed to be undertaken through collaboration with Land Information New Zealand utilising the provisions of the Greater Christchurch Regeneration Act 2016.

(c) Approves that Reay Place, Wyber Place and The Oaks (south of 1 The Oaks and 22 Courtenay Drive) in the Kaiapoi South Regeneration Area be legally stopped and physically removed.
(d) **Approves** that Ilex Place, Nandina Place, Sheils Place, Palmer Place, Azalea Place, Cassia Place, Day Place, Oram Place (east of the new road link between Feldwick Drive and Cass Street), Blackwell Crescent (between Gray Crescent Reserve and Bracebridge Street), Gray Crescent (between Feldwick Drive and the new road link), Kirk Street, Beswick Street, and Sewell Street (generally east of Beswick Street) in the Kaiapoi East Regeneration Area be legally stopped and physically removed.

(e) **Approves** that Kay Avenue (west of Dunns Avenue), be legally stopped and physically removed.

(f) **Approves** that Feldwick Drive (between Gray Crescent and the new link between Feldwick Drive and Cass Street); Moore Street (between Cass Street and Sheils Place); Askeaton Drive; Hall Street; Cass Street (between approximately Beswick Street and Askeaton Drive); and Sewell Street (between Jones Street and 68 Sewell Street) be physically removed with the legal road corridor retained.

(g) **Notes** that the process for amalgamation of the land legal title arising from the road stopping process into the wider regeneration areas, will be considered by Council as part of the forthcoming review of draft terms and conditions for the future divestment agreement between Council and the Crown.

(h) **Notes** that staff will be working with the Te Kōhaka o Tūhaitara Trust to confirm their intentions for the two roads in the expanded Coastal Park at The Pines Beach (Hood Avenue and Clarke Avenue).

3. **ISSUES AND OPTIONS**

3.1. **Background**

3.1.1. In order to Implement the Waimakariri Residential Red Zone Recovery Plan (the ‘Recovery Plan’), the Waimakariri District Council is required to produce an Implementation Plan. Part of this Implementation Plan is a Horizontal Infrastructure Strategy. The purpose of this strategy is to set out how Council will implement the roading and utilities aspects of the Recovery Plan. It will consider decommissioning of utilities, stormwater management, and management of underground and above ground infrastructure, new roads and road closures. The Horizontal Infrastructure Strategy is currently under preparation and will be presented to the Regeneration Steering Group later this year.

3.1.2. Part of the Horizontal Infrastructure Strategy is the identification of roads in the regeneration areas that are to be legally stopped. Consideration of these roads is required in advance of the full Strategy to inform decisions around individual lots/titles, subdivisions/amalgamations and is required in the short-term by Land Information New Zealand (LINZ) to assist with the divestment process.

3.2. **Current Situation**

3.2.1. Currently there are a number of roads physically closed to vehicles in the regeneration areas. This is generally by way of a timber barrier and signage within the road corridor.
3.2.2. The physically closed roads have the following general state:

- Driveways have been removed
- Vehicle crossings are still in place
- Turning heads are still in place
- Kerb and channel is still in place
- Footpaths are still in place
- Streetlights are generally still in place, but may be decommissioned.

In general, the above elements show significant damage.

3.3. Road network options

3.3.1. With regard to the road network within the regeneration areas, there are five options as follows:

a) Leave the road in place and undertake repairs as required
b) Rebuild or upgrade the existing road (including a potential change in the level of service)
c) Physically remove the road but retain the legal road corridor
d) Physically remove the road and uplift the legal road corridor
e) Uplift the legal road corridor but leave the road remnants (e.g. for a private access track)

3.3.2. When assessing the options for roads within the regeneration areas, a number of factors need to be considered, including:

- Ongoing use for residents both within and outside regeneration areas
- Access to other facilities or activities
- Any enduring access agreements (for example access to the Winter’s farm or to enable customary rights)
- Long-term or potential future use (to give effect to the Recovery Plan)
- Vehicle access to infrastructure or utility sites
- The function of the road as a services corridor for under and above ground services (e.g. Council and non-Council assets); including how/whether the road formation itself serves a number of associated drainage functions (e.g. overland secondary flow, storage, attenuation etc)
- Walking and cycling routes
- Emergency service access
- Access points to new rural and private lease areas.

3.3.3. Other factors that influence consideration of the road network include:

- The physical removal of roads in the short-term would enable Council to make use of the current cost share agreement with the Crown.
- Under the Recovery Plan, Council can ask the Crown to legally stop roads under the Greater Christchurch Regeneration Act 2016), which streamlines the process.
- The desire to show signs of progress and ‘moving on’ in regeneration areas, and remove reminders of the old ‘red zone’.
- The closed roads are generally in poor condition and are still accessible by vehicles resulting in some inappropriate use and fly-tipping of rubbish
- Removal of roads and associated fence lines makes ongoing maintenance of the regeneration areas easier.
3.3.4.  Timing of works can also be coordinated to:

- Avoid disrupting other areas of forthcoming construction
- Coordinate road removal with decommissioning of other services; in particular those above-ground services that must be removed to allow for the new land uses (e.g. Mainpower/Chorus boundary boxes and fire hydrants that clash with the sports fields)
- Opportunity for potential materials swaps with developers (e.g. crushed concrete)
- Possible use of fil material/spoil from other areas.

3.4.  Roads to be legally stopped

Kaiapoi South

3.4.1.  In Kaiapoi South it is proposed to physically remove and legally stop the following roads (refer the maps in Attachment 1).

- Reay Place
- Wyber Place
- The Oaks (south of 1 The Oaks and 22 Courtenay Drive)

These three roads are culs-de-sac that no longer provide access to private properties.

3.4.2.  The Oaks would be stopped south of the two private properties that use the road for access. Access for these two properties would not change.

Kaiapoi East:

3.4.3.  In Kaiapoi East it is proposed to physically remove and legally stop the following roads (refer the maps in Attachment 1).

- Ilex Place
- Nandina Place
- Shells Place
- Palmer Place
- Azalea Place
- Cassia Place
- Day Place
- Oram Place (east of the new road link between Feldwick Drive and Cass Street)

These roads are culs-de-sac that no longer provide access to private properties. Oram Place would only be stopped east of the new road link. Access for properties on Oram Place (outside the regeneration area) would not change.

3.4.4.  It is proposed to physically remove and legally stop the following through roads:

- Blackwell Crescent (between Gray Crescent Reserve and Bracebridge Street)
- Gray Crescent (between Feldwick Drive and the new road link between Feldwick Drive and Cass Street)
- Kirk Street
- Beswick Street
- Sewell Street (from its eastern end to approximately 65m west of Beswick Street)

These roads no longer provide access to private properties.
The Pines Beach:

3.4.5. In The Pines Beach it is proposed to physically remove and legally stop the following road (refer the maps in Attachment 1).
- Kay Avenue (west of Dunns Avenue)

3.4.6. There are two other roads in The Pines Beach that no longer provide access to private properties, and could therefore potentially be physically removed and legally stopped. Clarke Avenue and Hood Avenue are located within the expanded Tūhaitara Coastal Park area (as specified in the Recovery Plan). Staff have asked the Te Kōhaka o Tūhaitara Trust to confirm their intentions for these two roads with respect to the Coastal Park. Staff and the portfolio holder have been invited and will attend the next Trust meeting which is being held on Wednesday 6 September to discuss the plans. A further report will follow to confirm the future status of these two roads.

3.4.7. Any potential legal stopping of Clarke Avenue may affect the future provision of a walking and cycling link between Reid Memorial Avenue and Chichester Place (as was shown in the Recovery Plan). It is still proposed to retain a walkway link through this part of the Coastal Park area; the feasibility and nature of this link subject to outcomes of the discussion with the Trust as noted above.

Kaiapoi West and Kairaki Regeneration Areas

3.4.8. No physical road removal or road stopping is proposed in the Kaiapoi West or Kairaki Regeneration Areas.

3.5. Roads to be physically removed but legal road corridor remains

3.5.1. There are other roads in the Kaiapoi East Regeneration Area that could be closed and physically removed but not legally stopped (refer Attachment i). This means that the legal road corridor is retained. This is generally to enable corridors for underground infrastructure (both Council and non-Council services). If the roads were legally stopped, easements would then potentially be required for this infrastructure, and to facilitate access for other utility providers.

3.5.2. There is key infrastructure in the road corridors under Cass Street, Jollie Street, Feldwick Drive, and Moore Street in particular. This includes (but not limited to) water mains, sewerage rising mains, telecoms, and MainPower high voltage network infrastructure.

3.5.3. Council sought community feedback during July 2017 on road access options for the new reserve in the Kaiapoi East Regeneration Area. In Option 1, Cass Street would remain open for vehicle access to the reserve, private properties and the rural area. In Option 2, Cass Street would be closed to vehicles at the entrance to the sport and recreation reserve, and Jollie Street reinstated for access to the reserve, private properties and the rural area.

3.5.4. The Regeneration Steering Group have selected Option 2 as the preferred configuration for road access to the sport and recreation reserve; with an associated recommendation to Council.

3.5.5. On the basis of adoption of Option 2 as the preferred configuration; it is proposed that Cass Street would be closed and physically removed east of the entrance to the reserve. It is proposed to retain the underlying legal road corridor (i.e. Cass Street would not be legally stopped). Under Option 2, Jollie Street would remain open with repairs and reconfiguration (change in level of service) to serve as a road access to the reserve, private properties, and rural area, utilising the existing defined legal road corridors.
3.6. Staging

3.6.1. In the Kaiapoi East Regeneration Area the proposed legal road stopping and physical road removal will need to be staged. Staging is needed to provide continued access to private property and infrastructure, and to potentially assist with establishment of the land uses identified in the Recovery Plan. For example, Feldwick Drive would need to be retained until the new road link between Feldwick Drive and Cass Street is complete. Similarly, Cass Street (east of Feldwick Drive) and Hall Street would need to be retained to provide access to the Askeaton boat ramp until the new Charles Street Extension is complete.

3.7. Process

3.7.1. The Recovery Plan states that the road stopping process can be undertaken using the provisions of the Greater Christchurch Regeneration Act 2016 (the GCR Act) rather than the Local Government Act or Public Works Act. In order to do this Council needs to advise Land Information New Zealand of the roads to be legally stopped.

3.7.2. Once any roads are legally stopped, the underlying land generally becomes title in fee-simple, with Waimakariri District Council as proprietor. The process for dealing with this land, including any amalgamation into the wider regeneration area land parcels pre or post divestment of the regeneration land from Crown to Council, will be developed as part of the draft terms and conditions for the Land Divestment Plan in conjunction with LINZ.

3.8. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. Previous Consultation

4.1.1. Significant community consultation was undertaken during the preparation of the Recovery Plan. The Draft Road Stopping Plan is generally consistent with what was shown in the Recovery Plan, and gives effect to the land uses proposed; with the main exception of the physical removal extents of Cass Street and the physical retention of Jollie street (i.e. option 2 of the Kaiapoi East Reserve road access options).

4.1.2. No further consultation is proposed regarding the proposed legal stopping of the roads outlined in this report.

4.1.3. There is a desire from the community to see visible signs of progress within the regeneration areas. Physical removal of redundant roads will give a positive message that the implementation of the Recovery Plan is underway.

4.2. Proposed Communications

4.2.1. Any physical works required to remove the roads, will be notified in advance to the residents within and directly adjacent to the regeneration areas affected.
5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. **Current budget provisions**

5.1.1. The physical removal of redundant roads is funded from the Earthquake Infrastructure Recovery (EIR) Programme budget. This has a $1.2M budget provision for removal of roads and redundant services, which is the 40% Council share of the projected $3M total cost.

5.1.2. It should be noted that the $3M estimate is a rough order estimate only and was prepared prior to the finalisation of the Recovery Plan.

5.1.3. The existing cost share arrangement between the Crown and Council sets out the details of cost sharing in respect to decommissioned roads and utility infrastructure. The Crown share of costs is 60% and the Council’s share is 40%.

5.2. **Risks**

5.2.1. Delays in confirming the roads to be legally stopped could potentially impact the divestment process. Staff are currently in early discussions with LINZ regarding individual lots/titles, land use boundaries and zoning, encumbrances/easement instruments, subdivisions/amalgamations and the like. The roads planned to be stopped will inform these discussions.

5.2.2. The Recovery Plan states that road stopping can be undertaken by the Crown under the Greater Christchurch Regeneration Act (GCR Act), which is a streamlined process. Should decisions on road stopping be delayed and not undertaken via this Act, road stopping would then be via the Local Government Act or Public Works Act.

6. **CONTEXT**

6.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. **Legislation**

Greater Christchurch Regeneration Act 2016

6.3. **Community Outcomes**

- Public spaces and facilities are plentiful, accessible and high quality
- Transport is accessible, convenient, reliable, affordable and sustainable
- Core utility services are provided in a timely, sustainable and affordable manner
T WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: RGN-05-07 / 170822090413

REPORT TO: Regeneration Steering Group

DATE OF MEETING: 4 September 2017

FROM: Kevin Dwyer, Regeneration Landscape Architect

SUBJECT: Kaiapoi Food Forest, Kaiapoi East Regeneration Area

1. SUMMARY

1.1. The purpose of this report is to gain the Regeneration Steering Group approval of:

a) The Licence to Occupy land within the Kaiapoi East Regeneration Area to the Kaiapoi Food Forest Trust for the purpose of developing a food forest.

b) Council funding for the implementation of the Food Forest

Attachments:

i. Location Plan TRIM NO. 170824091388
ii. Concept Plan TRIM NO: 170818089484
iii. Licence to Occupy TRIM NO: 170818089574

2. RECOMMENDATION

THAT the Regeneration Steering Group:

(a) Receives report No. 170822090413.

(b) Notes the terms of the Licence to Occupy is aligned with the current lease from the Crown.

(c) Recommends to the Kaiapoi-Tuahiwi Community Board the approval of the Licence to Occupy the Kaiapoi Food Forest Trust in the Kaiapoi East Regeneration Area.

(d) Recommends to Council the approval of $30,000 funding for the development of the Food Forest for the 2017 / 2018 year.

(e) Notes that funding for future years will be considered as part of the LTP process.

3. ISSUES AND OPTIONS

3.1. Background: The Waimakariri Residential Red Zone Recovery Plan identifies the Kaiapoi East Regeneration Area Greenspace (recreation and ecological linkages) as having opportunity for high public and community benefit from activities which may include a community food forest. A community initiative has seen the formation of the Kaiapoi Food Forest Trust to build and maintain the food forest. Council inputs include designation of...
suitable area for the food forest, assistance with technical design, management and health and safety plans and funding assistance.

3.2. Licence to Occupy

3.2.1. A Licence to Occupy has been attached to this Report. The proposed agreement between the Council and the Kaiapoi Food Forest Trust is for two years from the 18th September 2107.

3.2.2. Key Terms of the Licence to Occupy include:
   - Term - Two years
   - Annual approval of a development plan
   - Annual progress report to the Kaiapoi-Tuahīwi Community Board
   - WDC approval of a Health and Safety Plan including restrictions on the use of powered / mechanical equipment
   - WDC approval of a Food Forest management plan
   - WDC maintenance of grassed areas and paths
   - Trust maintenance of all trees, plants and garden areas
   - Unrestricted public access to the food forest reserve

3.3. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. Community consultation undertaken in the formation of the Waimakariri Red Zone Recovery Plan identified support for the inclusion of community food forest and gardens.

4.2. A letter drop to properties near the food forest with information regarding the proposal and relocation of trees into the area was done on the 24th August.

4.3. Public communications are planned to commence from mid-September, once the Kaiapoi-Tuahīwi Community Board have approved the Licence to Occupy and the site has been blessed by Te Ngāi Tūāhuriri Rūnanga.

4.4. A joint Council and Kaiapoi Food Forest Trust media statement is scheduled to be released after 18 September, and this will be coordinated by the Regeneration Communications Advisor and the Kaiapoi Food Forest Trust.

4.5. Public communications by Council will involve information displayed on the Council’s website, Facebook page, e-newsletter, Kaiapoi Town Centre Regeneration information panel, an A4 flyer available at the Ruatanewa Kaiapoi Service Centre and small signboards installed at the site to identify the Kaiapoi Food Forest area. Council will coordinate their communications with the Kaiapoi Food Forest Trust.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. Budget

5.1.1. It is proposed that a budget of $30,000 plus GST per annum for the first year for the development of the food forest.

5.1.2. The Trust must gain prior approval by Council before the order or purchase of any materials or services funded from the allocated budget. Council will pay approved invoices directly to the supplier.
<table>
<thead>
<tr>
<th>Cost Estimates</th>
<th>Council Funding 17/18: $30k</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing tree relocations</td>
<td>$7,500</td>
</tr>
<tr>
<td>Water connection</td>
<td>$5,000</td>
</tr>
<tr>
<td>Unallocated</td>
<td>$17,500</td>
</tr>
</tbody>
</table>

5.2. Cost estimate for the full development

5.2.1. The initial staff cost estimate for the implementation of hard landscape features including paths, entranceways, fencing and garden edging is $75,000

5.3. Risks

5.3.1. An initial high-level consideration of key risks would include:

- Capacity of the Trust to implement the agreed plan and programme
- Trust members' and volunteer workers' Health and Safety
- Long term viability of the Trust in terms of membership and capacity. In the event of dissolution of the Trust, all assets within the food forest area including vegetation will become the property of the Council.
- Trust maintenance of planted areas and edges around the forest become sub-standard in terms of what is acceptable in a council reserve

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. Legislation

6.2.1. Reserves Act 1977

6.2.2. This project gives effect to the Waimakariri Red Zone Recovery Plan, which was prepared in accordance with the Greater Christchurch Regeneration Act 2016.

6.3. Community Outcomes

There is a wide variety of public places and spaces to meet people’s needs.

There are wide ranging opportunities for people to enjoy the outdoors.

The range and accessibility of community and recreation facilities meets the changing needs of our community.
WAIMAKARIRI DISTRICT COUNCIL
Licence to Occupy Regeneration Land

This is an Agreement made this day of 2017.

Between The Waimakariri District Council (the Council)

And Kalapoi Food Forest Trust (the Licensee)

The Council hereby grants to the licensee the right to occupy for developing a food forest all that piece of land, being approximately 0.58 hectares, as shown by the hatched area on the plan/map attached.

The term of licence shall be two (2) years from the 18 day of September 2017 at a fee of $1 per annum exclusive of Goods and Services Tax if required.

Subject to the following conditions it is hereby agreed between the parties that:

1. The Licensee will use the land solely for the purpose of developing a food forest and will not erect any building without prior consent of the Council.

2. The Food Forest is to be developed in accordance with the Concept Plan approved by Council as attached (TRIM 170818089484).

3. The Council will maintain the open space area of the Food Forest including all vegetation not associated with the Food Forest.

4. The Council will arrange for a water supply, including back flow preventer, for the Licensee to use for watering plantings as required.

5. The Council will be responsible for all fencing which is currently on the property and which belongs to the Council and will keep all fences, gates, drains and other improvements erected on the said unused Reserve land in good order and condition (damage by fire, earthquake or other inevitable accident excepted).

6. The Council will be responsible for the maintenance of the roadside grass frontage.

7. The Licensee will not assign, sub-let or part with the possession of the said land or any part thereof without the prior written consent of the Council.

8. The Licensee will not at any time undertake anything on the land which shall be a disturbance, nuisance or annoyance to the Council or the occupiers or owners of adjoining lands.

9. The Licensee shall not restrict public access to any part of the reserve without prior permission of the Council.

10. The Licensee will at all times keep the land free of all noxious weeds, plants or vermin and at his/her own expense do all things necessary to comply with the provisions and requirements of the Biosecurity Act, 1993 without being entitled to any compensation in respect thereof.

11. The Licensee is not permitted to undertake the spraying of any herbicides and/or insecticides without specific approval of the Council.

12. The Licensee is not permitted to use poisons, baits or traps without specific approval of the Council.

13. The Licensee will submit an annual planting and maintenance plan, including pest control and fruit harvesting, to the Council for approval by 30 June each year along with a site specific health and safety plan covering the areas under development.
14. THE Licensee will provide a report to Council biannually by 30 June and 30 December with matters to be reported agreed and subsequently approved by Council.

15. THE Licensee is not permitted to use poisons, baits or traps without the approval of Council.

16. Any use of mechanical equipment, such as chainsaws, needs to be done by certified operators and approved by Council.

17. THE Licensee is not permitted to use powered equipment on the site without the prior approval by Council.

18. THE Licensee will comply with the requirements and obligations imposed by the Health and Safety at Work Act 2015 and will take all necessary steps to ensure that the obligations imposed upon the Council as owner under the Health and Safety at Work Act 2015 will at all times be complied with.

19. THE Licensee will comply with the Kaiapoi Food Forest Volunteer Health and Safety Plan approved by Council.

20. THE Licensee shall not place permanent garden furniture, artworks and/or sculptures in the area without prior permission of the Council.

21. THE Licensee shall not install any signage without the prior permission of Council.

22. Clauses within this agreement shall apply to all persons on the site under the direction or authority of the Licensee.

23. In the event of the dissolution of the Trust all assets owned by the Trust including vegetation planted in the area will become the property of the Council.

24. THE Licensee is to have first right of renewal on this Licence for a further 2 year term.

25. The costs of any work required by the Council to remedy any failure by the licensee to comply with the terms of this licence may be recovered by Council as a debt.

Signed by the two parties:

THE COMMON SEAL OF THE
WAIMAKARI DISTRICT COUNCIL
hereunto affixed

in the presence of:

________________________
Authorised Person

________________________
Authorised Person

SIGNED as Licensee

________________________

In the presence of:

________________________
Witness Signature
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:  EXC-34-20 / 170922102752
REPORT TO:  Council
DATE OF MEETING:  3 October 2017
FROM:  Jim Palmer, Chief Executive
SUBJECT:  Health and Safety Report – September

SIGNED BY:  
Department Manager  
Chief Executive

1. SUMMARY

1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of September.

Attachment
1 Discharging Officer Health and Safety Duties
2 September 2017 Health and Safety Dashboard Report

2. RECOMMENDATIONS

THAT the Council:
(a) Receives report No. 170922102752

3. ISSUES AND OPTIONS

3.1. Pleasingly, there were no work-related accidents/incidents recorded this month.

3.2. The dashboard review shows:
   • The WDC Risk register has been reviewed by all staff and Management Team. The updated Risk Register will be included in next month’s report. A new aspect which was identified for the Risk Register was ‘emerging high risk contracts’ which will be noted specifically in the Register every 6 months.
   • Personal Safety and Conflict De-escalation training has been provided to 46 staff members by our preferred supplier OpSec. The supplier has also completed our Site Security reviews for all WDC buildings, and will assist in implementing the associated action plan.
   • A Canterbury Health and Safety Advisory Group meeting was held this month, with Health and Safety Advisors in attendance from Councils around the region.

4. COMMUNITY VIEWS

4.1. N/A.
5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1 N/A

6. **CONTEXT**

6.1. **Policy**

N/A

6.2. **Legislation**

Key extracts from the Health and Safety at Work Act 2015, especially as it relates to Officers, were provided to the first meeting of this term of Council on 25 October 2016.

Jim Palmer
Chief Executive
## Discharging Officer Health and Safety Duties

<table>
<thead>
<tr>
<th>OFFICER DUTIES</th>
<th>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KNOW</strong></td>
<td>• Updates on new activities/major contracts</td>
<td>Various Committee reports</td>
</tr>
<tr>
<td></td>
<td>• Council reports to include Health and Safety advice as relevant</td>
<td>Monthly, as required</td>
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<tr>
<td></td>
<td>• Audit Committee to receive minutes of Health and Safety Committee meetings</td>
<td>Two-monthly</td>
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<td></td>
<td>• Update on legislation and best practice changes to Audit Committee</td>
<td>As required</td>
</tr>
<tr>
<td><strong>UNDERSTAND</strong></td>
<td>• Induction of new Council through tour of District and ongoing site visits.</td>
<td>Start of each new term and as required</td>
</tr>
<tr>
<td></td>
<td>• H&amp;S Risk register to Audit Committee</td>
<td>Six monthly, or where major change</td>
</tr>
<tr>
<td></td>
<td>• Training on H&amp;S legislation and best practices updates</td>
<td>At least annually</td>
</tr>
<tr>
<td></td>
<td>• CCO activities reported to the Audit Committee</td>
<td>At least annually</td>
</tr>
<tr>
<td><strong>RESOURCES</strong></td>
<td>• LTP or Annual Plan to have a specific report on H&amp;S resources</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</td>
<td>As required</td>
</tr>
<tr>
<td><strong>MONITOR</strong></td>
<td>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td>• Risk register review by Audit Committee</td>
<td>Six monthly</td>
</tr>
<tr>
<td><strong>COMPLY</strong></td>
<td>• Programme of H&amp;S internal work received by Audit Committee</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>• Internal Audit reports to Audit Committee</td>
<td>As completed</td>
</tr>
<tr>
<td></td>
<td>• Incident Investigations reported Audit Committee</td>
<td>As required</td>
</tr>
<tr>
<td></td>
<td>• Worksafe review of incidents/ accidents reported to Audit Committee</td>
<td>As required</td>
</tr>
<tr>
<td><strong>VERIFY</strong></td>
<td>• Receive ACC WSMP audit results and remedial actions (if any) reported to Audit Committee</td>
<td>Two yearly</td>
</tr>
<tr>
<td></td>
<td>• Worksafe audits, if undertaken</td>
<td>As completed</td>
</tr>
<tr>
<td></td>
<td>• Self-assessment against Canterbury Safety Charter reported to the Audit Committee</td>
<td>Annually</td>
</tr>
</tbody>
</table>
## Progress against 2017/18 Workplan - September 2017 (**as at Wednesday 19th September 2017**)

<table>
<thead>
<tr>
<th>Major Projects</th>
<th>Current</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1: Improve Health and Safety data management, and encourage all staff to report incidents and hazards.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 1: Safety Management System investigation and procurement project (includes carry-over of Reporting Improvement project from 2016/17).</td>
<td>ON HOLD</td>
<td>Informal investigation has commenced, with 6 options being reviewed. Requirements for system have been developed. Formal initiation of project has commenced in August 2017, and First Project Advisory Group meeting held on 16 September 2017. Discussion was held in September with other Councils in the region during the quarterly Canterbury Health and Safety Advisory Group forum, and 5 members of the group have committed to investigating the potential to embark on a 'shared services' procurement project, as each of those Councils are in varying stages either procuring, reviewing or replacing their Safety Management System software. First meeting to discuss will be held 16 November. WDC's project will be placed on hold until this meeting is complete.</td>
</tr>
<tr>
<td>Action 2: Implementation of Tech1/Mobile Hazard, Incident and Take-5 systems (carry over project).</td>
<td></td>
<td>Hazards and incidents: Both hazard forms and incident forms have 'gone live' online. All staff can lodge hazards or incidents via intranet link or mobile device. Link has been established to Technology 1, which is now the database for hazard and incident data. IT staff are developing workflows for any actions to be assigned to relevant staff. Completion of the workflows in Technology 1 is imminent, with IT currently working to finalise. Take-5 forms: Take-5 forms have been developed for mobile devices, and are in use in the Water Unit. The forms have been demonstrated to Audit &amp; Risk Committee, Health and Safety Committee, and key users throughout the organisation. Trial for Utilities and Reading team has been completed, and feedback will be incorporated into Take-5 prior to roll-out to remainder of organisation.</td>
</tr>
<tr>
<td>Action 3: Improvement of Due Diligence Health and Safety reporting.</td>
<td></td>
<td>Linked with Action 2, the finalisation of the Technology 1 Hazard and Incident database will allow for improved due diligence reporting ensuring of both hazards and incidents.</td>
</tr>
<tr>
<td><strong>Objective 2: Maintain a fit-for-purpose internal health and safety auditing system to ensure that WDC is compliant with health and safety policies, procedures and legal requirements.</strong></td>
<td></td>
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</tr>
<tr>
<td>Action 4: Review and re-develop internal health and safety auditing system, aligned with best practice.</td>
<td></td>
<td>Informal investigation has started. Formal initiation of project will commence in September 2017. Initial investigation has lead to reviewing WorkSafe's proposed Safety Star Rating (SSR) as a model. SSR has not been designed to replace WSP/IP. It has a different approach from a purely compliance audit. SSR is a business improvement tool that uses a behaviour-based assessment approach, and also offers independent guidance and advice on how to improve health and safety performance in a business. The toolkit will be available as three separate products: - Resources and guidance from WorkSafe website (available September 2017). - An independent onsite assessment (available September 2017). - A free online self-assessment. (available in 2018).</td>
</tr>
<tr>
<td><strong>Objective 3: Ensure that all contractors are managed according to health and safety procedural requirements, and improve staff knowledge of those requirements.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 5: Contractor management process improvement project.</td>
<td></td>
<td>Project has been formally initiated, with first Project Control Group meeting held during July, and second meeting held in August. Stage 1: Current state analysis complete. Meetings were held with all key contract managers to determine current gaps, to ensure that any solutions that are developed are 'fit-for-purpose'. Report to Management Team was submitted at end of August and proposed next steps were approved. Steps: - Creation of interim contract register - Process mapping of Contract Management processes - Implementation of a Contract Management software system (e.g. TechnologyOne Contract Management module).</td>
</tr>
<tr>
<td><strong>Objective 4: Improve the Health and Wellbeing of staff, and create measures to ensure success.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 6: Wellbeing strategy development and implementation project.</td>
<td></td>
<td>Proposal for Wellbeing Strategy Development has been created, and shared with key groups (Community Team, WDC Committee and Social Club). A Wellbeing Survey was created during August/September, and distributed in mid-September. Strategy development will be dependent on the outcomes of the survey, and is planned for end 2017/early 2018.</td>
</tr>
<tr>
<td><strong>Objective 5: Improve traceability and of staff working alone outside of hours, and appropriate response in the event of an incident.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 7: Lone working equipment procurement project.</td>
<td></td>
<td>Work is almost complete on this project. SmarTrak devices have been procured for the Water Unit on-call team, which are satellite capable and externally monitored by ADT. They act as panic alarms and communication devices, even when the staff are out of cell phone coverage range. A tri HALO alarm is being assessed in the Environmental Services Unit, and if the trial is successful the unit will be purchased and potentially monitored externally by ADT.</td>
</tr>
</tbody>
</table>

---

**LEGEND:**
- On track
- Slightly behind schedule (less than one month)
- Behind schedule (greater than one month)
### Sept 2016 to Current: Worker - Cause of Incident

- **Fall, trip or slip**: 20%
- **Body stressing**: 25%
- **Hitting objects with part of body incl. cuts**: 19%
- **Heat, Radiation or Energy**: 16%
- **Mental stress**: 6%
- **Biological factors**: 5%
- **Being hit by moving objects**: 8%
- **Chemicals or other substances**: 1%
- **Sound or pressure**: 0%

### Sept 2016 to Current: Worker Incident Reporting

- **Accident**: 44, 60%
- **Near Miss**: 8, 11%
- **Notifiable jury/Illness/Incident**: 1, 1%
- **Property damage**: 6, 8%
- **Others**: 0, 0%

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**Incidents/Accidents - September 2017 (as at Wednesday 19th September 2017)**
<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Rating (out of 25)</th>
<th>Current actions</th>
<th>Action Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Health and Safety Management</td>
<td>15</td>
<td>*Train all contract managers in H&amp;S processes/requirements at time of induction.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Develop comprehensive contract administration/contract management training package to deliver to all staff managing contractors.</td>
<td>Gerard Cleary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&amp;S management processes.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Complete development of Safety in Design procedures and embed in design processes.</td>
<td>Gerard Cleary</td>
</tr>
<tr>
<td>Vehicle Use &amp; Driver Safety</td>
<td>15</td>
<td>*Deliver driver training as per training strategy (Driver Safety / 4WD)</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Identify any drivers that require further progressive driver training on an as-needs basis and provide relevant training.</td>
<td>Managers &amp; Team Leaders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Provide information and training regarding use of safety equipment such as fire extinguishers in staff pool vehicles to all drivers.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td>Volunteers</td>
<td>15</td>
<td>*Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&amp;S processes.</td>
<td>Liz Ashton</td>
</tr>
<tr>
<td>*Conducting hazardous activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Injury/death</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>15</td>
<td>*Develop protocols for response to adverse weather events (especially at night), and include in Safe Working in the Field Manual</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Include in Emergency Management Plan out-of-hours deployment in adverse weather.</td>
<td></td>
</tr>
<tr>
<td>Airfield Operations</td>
<td>15</td>
<td>*Develop of Airfield Safety Committee and appointment of Airfield Safety Coordinator to administer all actions from safety review.</td>
<td>Craig Sargison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Develop of Airfield Operations Manual, and adoption of the manual by Council as the key safety document for the Airfield operations.</td>
<td>Craig Sargison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Provide regular Airfield Operations report to Council</td>
<td>Craig Sargison</td>
</tr>
</tbody>
</table>
MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIAPOI CIVIC CENTRE ON MONDAY 4 SEPTEMBER 2017 AT 4.00PM.

PRESENT:

Kaiapoi Community Board – A Blackie (Chair), P Redmond, S Stewart, C Greengass, J Meyer, M Pinkham, N Atkinson.

Environment Canterbury representative C McKay; D Ayers (Mayor); C Sargison (Manager Community and Recreation); D Roxborough (Implementation Project Manager - District Regeneration).

IN ATTENDANCE:

G Lake (WDC), M Flanagan (WDC).

1. APOLOGIES

Moved: 
Seconded: 
An apology was received and sustained from R Blair, J Watson, J Palmer & N Harris for absence.
An apology was received and sustained from D Ayers for lateness.

CARRIED

2. CONFIRMATION OF MINUTES

Moved: J Meyer 
Seconded: P Redmond

THAT the Regeneration Steering Group:

Confirms as a true and correct record the minutes of a meeting held on Monday 7 August 2017.

CARRIED

3. MATTERS ARISING

A Blackie gave an update on the moving of the trees by Treetech, and advised that it went very well. There have been 17 trees moved which was above the estimate. Brent Cairns knows where all of the trees have come from and with the owner’s permission will include a plaque on each tree saying who the owners were and what property they came from. The water has been connected. The quote for the water connection was for between $5K - $7K and it has been completed for around $2K.

4. DEPUTATIONS AND PRESENTATIONS

Nil.
5. **LINZ UPDATE**

D Roxborough advised that a meeting was held with LINZ on Friday last week and that they are keeping in regular contact with them. LINZ are currently working on the drafting of some outline terms and conditions for the land divestment as well as the overarching divestment plan and we should receive a draft on this in about a week’s time. This would then be reviewed internally and then go back and have a workshop with LINZ on the terms and conditions of divestment. This meeting will be held in the next fortnight.

N Atkinson asked when this would come back to the Regeneration Steering Group to discuss.

D Roxborough advised that it might be ready to through to the next Regeneration Steering Group meeting for October.

C Sargison advised that going forward there would be a written update from LINZ for each meeting that will be circulated with the agenda.

6. **REPORTS**

6.1 **EARTHQUAKE INFRASTRUCTURE RECOVERY – COURΤENAY DRIVE ROAD RECONSTRUCTION – CHANGE TO CONSULTED DESIGN**

G Lake gave an update on the changes required for Courtenay Drive and referred to the consultation carried out in May, which included a road design that included swales on either side. At around the same time asbestos was discovered during the sewer renewal works in Courtenay Drive, Charters Street and Wyber Place, which has necessitated a redesign of a proposed new road reconstruction. Two alternative options have been considered, Option 1 – repositioning the swales outside the pavement, or Option 2 replacing the swales with kerb and channel.

It is proposed to adopt the kerb and channel option on the grounds of less disturbance of the contaminated material, lower cost and less impact on existing services.

N Atkinson advised that there was previous discussion around the narrowing of the road in Courtenay Drive and to bring this back to Bowler Street and asked what has happened on that.

D Roxborough advised that a further report would be brought back to the Regeneration Steering Group on the additional threshold at Bowler Street.

P Redmond noted that he prefers Option 2.

Moved: A Blackie
Seconded: N Atkinson

**THAT** the Regeneration Steering Group recommends:

**Recommends** to Council:

(a) **Receives** report No. 170824091734.
(b) **Notes** that the discovery of asbestos during sewer renewal works in Courtenay Drive, Charters Street and Wyber Place has necessitated a redesign of the proposed road reconstruction.
(c) **Notes** that the proposed solution is different to the design consulted upon in May 2017 Kerb and channel will be installed for roadside drainage instead of the swales shown in the consultation material.
(d) **Circulates** this report to the Kaipori Tuahiti Community Board for their information.
(e) **Notes** that staff will bring a further report back on the additional threshold at Bowler Street / Courtenay Drive.

**CARRIED**
6.2 DISTRICT REGENERATION – DRAFT ROAD STOPPING PLANS

D Roxborough advised that the original road stopping report was considered at the last meeting but was left on the table. The new report does include some edits and supersedes the previous report. The content is largely the same, have just updated section within the report where it refers to the Kaiapoi East area, have changed the suggested road stopping to bring it in line with preferred option with regard to road access options into the sport and recreation reserve. D Roxborough advised that in regard to the Pines Beach road stopping plans around Clarke and Hood Avenue. There are still some discussions to be held with the Trust. A further report will come back to the Regeneration Steering Group.

D Ayers noted that Kirk Street might be useful for access in the future.

S Stewart asked what status does the Pegasus Bay walkway have as far as allowing people access.

C Sargison will get back to Sandra with a reply on this.

Moved: N Atkinson
Seconded: A Blackie

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) Receives report No. 170823090835.

(b) Notes that the road stopping process for Regeneration areas is proposed to be undertaken through collaboration with Land Information New Zealand utilising the provisions of the Greater Christchurch Regeneration Act 2016.

(c) Approves that Reay Place, Wyber Place and The Oaks (south of 1 The Oaks and 22 Courtenay Drive) in the Kaiapoi South Regeneration Area be legally stopped and physically removed.

(d) Approves that Ilex Place, Nandina Place, Sheils Place, Palmer Place, Azalea Place, Cassia Place, Day Place, Oram Place (east of the new road link between Feldwick Drive and Cass Street), Blackwell Crescent (between Gray Crescent Reserve and Bracebridge Street), Gray Crescent (between Feldwick Drive and the new road link), Kirk Street, Beswick Street, and Sewell Street (generally east of Beswick Street) in the Kaiapoi East Regeneration Area be legally stopped and physically removed.

(e) Approves that Kay Avenue (west of Dunns Avenue), be legally stopped and physically removed.

(f) Approves that Feldwick Drive (between Gray Crescent and the new link between Feldwick Drive and Cass Street); Moore Street (between Cass Street and Sheils Place); Askeaton Drive; Hall Street; Cass Street (between approximately Beswick Street and Askeaton Drive); and Sewell Street (between Jones Street and 68 Sewell Street) be physically removed with the legal road corridor retained.

(g) Notes that the process for amalgamation of the land legal title arising from the road stopping process into the wider regeneration areas, will be considered by Council as part of the forthcoming review of draft terms and conditions for the future divestment agreement between Council and the Crown.

(h) Notes that staff will be working with the Te Kōhaka o Tūhaitara Trust to confirm their intentions for the two roads in the expanded Coastal Park at The Pines Beach (Hood Avenue and Clarke Avenue).

CARRIED
6.3 KAIAPOI FOOD FOREST, KAIAPOI EAST REGENERATION AREA

C Sargison advised that the Licence to Occupy attached is not the final document. There have been some discussions with the representatives of the Trust as there are a couple of concerns to be addressed. A revised version will go to the Kaiapoi-Tuahiwi Community Board.

C Sargison advised that the intention of the money for the Kaiapoi Food Forest is not a grant to the Trust but will be held by the Council. The Trust would apply to the Council for funding and a purchase order is raised and this keeps all of the transactions going through the council books. The Council will assist with developing a Health and Safety Plan.

M Pinkham asked if the Council have had a look at the constitution of the Trust to be satisfied that they are comfortable with it.

C Sargison advised that there has not been a legal opinion and advised that the intent of the Trust is fine.

Moved: A Blackie
Seconded: C Greengrass

THAT the Regeneration Steering Group recommends:

(a) Receives report no 170822090413

(b) Notes the terms of the Draft Licence to Occupy is aligned with the current lease

(c) Recommends to the Kaiapoi Tuahiwi Community Board the approval of a licence to occupy for the Kaiapoi Food Forest Trust in the Kaiapoi East Regeneration Area

(d) Approves staff working with the Food Forest Trust to finalise the terms of a licence to occupy for the consideration of the Kaiapoi Tuahiwi Community Board based on the draft licence attached.

(e) Recommends to Council the approval of $30,000 of funding for the development of the Food Forest for the 2017/18 year.

(f) Notes that funding for future years will be considered as part of the LTP process

CARRIED

6.4 ADOPTION OF THE WAIMAKARIRI RESIDENTIAL RED ZONE RECOVERY PLAN IMPLEMENTATION FRAMEWORK

D Roxborough advised that the Implementation Framework has been jointly developed but lead by the Crown via LINZ. The purpose of the Implementation Framework is a document that is identified in the Recovery Plan. There are a couple of key diagrams attached which attempt to set out some of the very high-level timeframes around some of the next steps particularly around divestment and some of the higher level implementation activities. Following on from the Implementation Framework it identifies key pieces of work for both the Trust and the Council. The Council are tasked with developing an Implementation Plan, which is currently being worked on and will come to the Regeneration Steering Group later this year.

Moved: P Redmond
Seconded: M Pinkham

THAT the Regeneration Steering Group recommends:

(a) Receives report No. 170719075539.

(b) Receives the Waimakariri Residential Red Zone Recovery Plan Implementation Framework (Trim No. 170706069819).

(c) Notes that a future report will be prepared by staff on the Implementation Plan.

CARRIED
6.5 CLASSIFICATION AND NAMING OF NEW RESERVES IN THE REGENERATION AREAS

M Flanagan advised that the purpose of this report is to outline the process for the naming of new reserves in the Regeneration areas. There are a number of new greenspaces in the Recovery Plan. Once the land is divested from the Crown to the Council, the Council will be responsible to declaring the land as reserve, assigning park categories, removal of reserve classifications and reserve naming.

M Flanagan advised that there are seven new reserves across the Regeneration areas and will be great to get some though into how we might go about naming these reserves. The delegation for naming of reserves sits the Kaiapoi-Tuahiwi Community Board.

C Sargison advised there will be a workshop held with the Kaiapoi-Tuahiwi Community Board on how they would like to go through this process.

Moved: A Blackie
Seconded: J Meyer

THAT the Regeneration Steering Group recommends:

(a) Receives report No. 170329030600.

(b) Approves the following new green spaces (as identified in the Waimakariri Residential Red Zone Recovery Plan) being classified as Recreation Reserve under the Reserves Act 1977:

- Kaiapoi West - Sport and recreation reserve (between Raven Quay and Hilton Street).
- Kaiapoi South - Recreation and ecological linkages:
  - Between Dawson Douglas Place and Wyber Place,
  - Between The Oaks and The Oaks Reserve
  - Adjacent to Courtenay Drive Esplanade Reserve; and
  - Adjacent to the Courtenay Drive Accessway Reserve
- Kaiapoi East - Sport and recreation reserve
- Kaiapoi East - Recreation and ecological linkages:
  - Between Feldwick Drain to Moore Street;
  - Between Moore Street to Feldwick Drive;
  - Between Feldwick Drive and Gray Crescent;
  - Between Bracebridge Street and Cass Street;
  - Between Oram Street and Cass Street;
  - Between Cass Street and Charles Street;
  - Adjacent to the proposed Charles Street extension and
  - Adjacent to Feldwick Drain and Askeaton Park.
- Kaiapoi East – Neighbourhood Park
  - Between Gray Crescent Reserve and Bracebridge Street;
- The Pines Beach – Recreation and ecological linkage (on Dunns Avenue)
- Kairaki – Recreation and ecological linkage (adjacent to the Kairaki Beach Car Park Reserve).

(c) Approves the memorial gardens (as identified in the Recovery Plan) be classified as Local Purpose – Cemetery under the Reserves Act 1977.

(d) Approves the stormwater management areas in Kaiapoi East (as identified in the Recovery Plan) be classified as Local Purpose – Drainage under the Reserves Act 1977.

(e) Approves that the reserve naming process (for additional green spaces) include a community engagement process managed through the Kaiapoi-Tuahiwi Community Board.

(f) Notes that the Reserves Act classification, park category and name for the Heritage and Mahinga Kai Area (in Kaiapoi South) will be determined as part of the development of this area in partnership with Te Ngāi Tūāhuriri Rūnanga.

(g) Notes that the reserve classification for Kirk Street Reserve will be revoked.
7. COMMUNITY ENGAGEMENT

7.1 DISTRICT REGENERATION COMMUNICATIONS REPORT – AUGUST 2017

D Roxborough noted that the purpose of this report is to provide a monthly communications update. In regard to Clause 3.1.5, the August e-newsletter has now been issued and copied to all members. Clause 8.1.8, in regard to public communications around the Food Forest there have been some changes to some of the dates and activities that have already taken place. A media release has been issued around the work that has been done to date. There is a planting day being held at 10am on Saturday 16 September which will involve public participation and a blessing from Te Ngāi Tūāhuriri.

Moved: N Atkinson  
Seconded: J Meyer

THAT the Regeneration Steering Group:

(a) Receives report No 170824091600

CARRIED

8. MATTERS REFERRED FROM COUNCIL

Nil.

9. GENERAL

A Blackie noted that in reply to a couple of questions from M Pinkham regarding road removals.

1. Q). What is the state of the road after it has been removed? A). The top soil goes back in and the land is left in a rural state.

2. Q). Is there a re-use for the pavement and concrete kerbing. A). This is to be checked with Kitty Waghorn to see if there are any way this can be re-used.

D Roxborough noted that through the tendering process we may be able to see if there is any potential innovation in regard to the re-use of the material. We had an approach from a developer 18 months ago who may still have an interest in doing a swap for uplifting the kerbs and crushing and re-using the concrete as fill on the development site.

C Sargison advised that a meeting has been held with the Croquet Executive. They have undertaken to come back by the end of September with a resolution from their committee.

10. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Nil.

11. NEXT MEETING

The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 2 October 2017 at the Ruataniwha Centre, Kaiapoi.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.05PM.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
WILL BE HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH
STREET, RANGIORA ON TUESDAY 19 SEPTEMBER 2017 AT 1.00PM.

PRESENT

Councillors W Doody (Chairperson), A Blackie, and D Gordon.

IN ATTENDANCE

Councillors N Atkinson, J Meyer and P Williams
Messrs J Palmer (Chief Executive), C Sargison (Manager Community and Recreation), C Brown (Community Green Space Manager), M Greenwood (Aquatic Facilities Manager), Mrs T Sturley (Community Team Leader), P Ashbey (Library Manager) and Mrs E Stubbs (Minute Secretary).

1 APPOINTMENT OF COMMITTEE CHAIRPERSON

The meeting was opened by Mr Sargison, who called for nominations for a Committee Chair for this meeting.

Moved D Gordon seconded A Blackie

THAT Councillor Doody be appointed Chair of the Committee for this meeting of the Community and Recreation Committee.

CARRIED

Councillor Doody assumed the Chairpersons role at this time.

A moments silence was held for P Allen.

2 APOLOGIES

An apology was received and sustained from R Brine and D Ayers for absence.

CARRIED

3 CONFLICTS OF INTEREST

Nil.

4 RECEIPT OF MINUTES

4.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 18 July 2017

Moved D Gordon seconded W Doody

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 18 July 2017, as a true and accurate record.

CARRIED
5 **MATTERS ARISING**

Nil.

6 **PRESENTATION / DELEGATION**

Nil.

7 **REPORTS**

7.1 **Aquatic Facilities Update – Matthew Greenwood (Aquatic Facilities Manager)**

M Greenwood explained that the purpose of the report was to provide the Committee with an update on the aquatic facilities for the last financial year.

M Greenwood noted that the Waikswim Schools programme had received $8000 more than the previous year. The programme focused on low cost water safety instruction to the children of the district including safety around rivers, lakes and boats. The Learn to Swim and Aquarobics figures were slightly down on the previous year. In terms of overall budget the figures were $94,000 better than budget.

W Doody asked whether anything was being done to increase awareness of the programmes. M Greenwood replied yes, there would be better advertising of the learn to swim programmes and they were using other ways of getting the message out for example speaking to the Probus Club about the different programmes available.

Moved W Doody seconded A Blackie

**THAT** the Community and Recreation Committee:

(a) **Receives** report No 170907097066.

(b) **Notes** the Aquatic Facilities year to date achievement against key performance indicators including Water Quality, Facility attendance and financial results.

**CARRIED**

7.2 **Community Team Update – Tessa Sturley (Community Team Leader)**

T Sturley advised that the purpose of the report was to provide an update on the key Community Team activities in July and August 2017 and to seek approval for staff seeking $45,000 in Rata Foundation funding toward Safe Community facilitation project costs.

She highlighted the recognition by Safe Community Foundation for the work done in relation to community safety. They had been accredited a Safe Community for nearly 20 years which recognised the teams consistently high quality of work. She acknowledged the large amount of work produced by staff and that this work was currently independently funded.

T Sturley also highlighted the work currently done supporting migrant communities and emphasised that as a key priority. Work was being done identifying emerging leaders in migrant communities and facilitating events that connected local migrant communities.
Another area highlighted was the shared service hub in Kaiapoi where Wellbeing North Canterbury, Plunket, YouMeWeUs were in a shared location that provided greater accessibility and anonymity to local residents.

N Atkinson requested that the Community Team speak to the Licensing Committee about alcohol related harm to provide some feedback on what they were seeing in the community. T Sturley to arrange.

D Gordon noted that the Safer Communities was coming up for reconsideration and asked if it still had relevance to which T Sturley replied yes.

D Gordon asked if the Kaiapoi Hub had been named. C Sargison advised that the shared service hub in Kaiapoi was still called the Kaiapoi Community Centre and there were still public meeting rooms available. The Darnley Club had also expanded into the space and would look after bookings and administration.

W Doody noted that the North Canterbury Family Violence Network were promoting the white ribbon campaign in November and asked if there was anything they could do as a group. T Sturley advised that they were trying to raise awareness right across the community and were working with local business for shopfront displays. They were also looking for a white tie event.

With regard to the Kaiapoi Hub, W Doody asked if there was an opportunity for Councillors to view. C Sargison advised that only half the building was currently operating. When completed there would be a proper opening to which there would be an invitation.

A Blackie referred to local police continuing to partner in community projects and asked for an explanation of that in terms of the disestablishment of the community constable position. T Sturley advised there was still police involvement in the family violence network, suicide prevention and alcohol related harm. There would be more than one police person involved.

Moved D Gordon seconded A Blackie

THAT the Community and Recreation Committee:

(a) Receives report No 170908097406
(b) Requests that the Community and Recreation Committee approve Community Team staff seeking $45,000 in Rata Foundation funding toward Safe Community facilitation and related project costs to the end of the 2017/2018 financial year.
(c) Notes that the Community Team have received a one-off Lotteries funding grant of $25,000 towards supporting the facilitation of suicide prevention and family violence initiatives to the end of the 2017/18 financial year

CARRIED

D Gordon commented that it was a good report. His question around naming of the Kaiapoi shared service facility was in respect to staff thinking about naming part in honour of the late Peter Allen who had played a role in its development. C Sargison advised that it was not up to staff however he would raise it with the Trust and Wellbeing North Canterbury subject to the Allen family approval.

W Doody thanked T Sturley for the report. She recognised it was a big portfolio with few staff.
7.3 **Community Team Annual Report 2016/17 – Tessa Sturley (Community Team Leader)**

T Sturley spoke to a PowerPoint presentation to provide a thorough overview of the annual report and provide details of the work carried out by the team. She emphasised that the report used results based accountability to provide quantifiable results. Benchmarks were set to work towards. T Sturley gave a summary of the ‘Top 5’ overall achievements for 2017/2018 including

1. New faces around the table particularly in migrant projects and TimeBank.
2. Volunteer projects – better support and better mechanisms to link people, noted volunteers were getting older.
3. Suicide prevention – link with suicide Canterbury co-ordinator which provided the opportunity to be part of pilot programmes.
5. Regional initiatives and collaborations.

A Blackie noted that some of the benchmark figures were low, for example 30% of respondent households were satisfied with the information about what is going on in the District. He asked why they were that low to start with. T Sturley was not sure why they were so low and believed they were due for review.

With reference to the information pack for new residents P Williams asked how were they distributed. T Sturley advised that it was through places like preschools, schools and medical practices. They were not actively promoted but they did get asked for them. The packs did not just target ratepayers.

Moved W Doody seconded A Blackie

**THAT** the Community and Recreation Committee:

(a) **Receives** report No 170908097437

CARRIED

8 **MINUTES FOR INFORMATION – REGENERATION STEERING GROUP**

8.1 **Minutes of a meeting of the Regeneration Steering Group held on Monday 7 August 2017**

8.2 **Minutes of a meeting of the Regeneration Steering Group held on Monday 4 September 2017**

Moved A Blackie seconded D Gordon

**THAT** the information in Items 8.1 – 8.2 be received.

CARRIED

9 **PORTFOLIO UPDATES**

9.1 **Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine**

No update.
9.2 **Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody**

P Ashbey provided an update on the recent opening of the Oxford Library and Service Centre. It had been a great team effort to transition from the pavilion to the new building. The whole facility was smart and ready for business on day one. P Ashbey spoke to a slideshow with photographs of the new building. She commented that it was light and airy and spacious. The old banking strongroom was the only remaining part of the old building. Highlights were the interview space, full range of technology and security gates in the library, recycled rimu flooring from the Wrightsons seed store, study and work space, free public computers and the children’s area with interactive nook. The layout of shelves was more informal to create ‘zones’ rather than rows. There were now 10,000 collection items in the library. The library would be open six days a week including Saturday morning. Statistics on use would now be available with a door counter. There is to be a formal launch of the centre.

W Doody acknowledged the work of staff and commented that the two buildings complemented each other and looked great.

9.3 **Community Development and Wellbeing – Councillor Wendy Doody**

W Doody advised of the Oxford Area School Road Safety Programme the previous work. It was a well presented extremely good day. Advised that she had been part of judging of story writing and commented on the range and significance of topics that the students addressed.

9.4 **Regeneration – Councillor Al Blackie**

A Blackie advised that there had been minor alteration to road works at Courtney Drive due to the discovery of asbestos in the ground from the old freezing works. Instead of swale there was curb and channel at an extra cost of $180,000 which was within contingency.

A Blackie had met with Duncan Roxburgh regarding the trust walkway. LINZ had provided advice and it was a work in progress.

The Food Forest had had a very successful opening with 300 people planting 300 trees. People came from as far north as Amberley and as far south as Ashburton. A resident had even delivered a tree via zimmer frame. The Anglican Church and Rūnanga provided blessings. There was a performance by the Kaiapoi North School kapa haka group and Kaiapoi High School donated two picnic tables. It was a very visible project with a great vibe for the community to get involved in.

W Doody queried the replanting of established trees and A Blackie advised there had been good value for money as 17 trees had been moved rather than the quoted 10-12 and good weather conditions would assist with reestablishment.

10 **QUESTIONS**

 Nil

11 **URGENT GENERAL BUSINESS**

 Nil
There being no further business, the meeting closed at 2.03pm.

CONFIRMED

________________________________________
Chairman

________________________________________
Date

**BRIEFING**

At the conclusion of the meeting, Chris Brown presented a Briefing to discuss the following:

- Playground Strategy
- Toilet Strategy
- Mandeville Update.
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, OHOKA
ON THURSDAY 7 SEPTEMBER 2017 AT 7PM.

PRESENT
D Nicholl (Chair), M Brown (Deputy Chair), W Doody, J Ensor, S Farrell, K Felstead, J Lynn and T Robson.

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), G Cleary (Manager, Utilities & Roading), C Roxburgh (Water Asset Manager), B Rice (Senior Transport Engineer), K Simpson (3Waters Manager), O Davies (Drainage Asset Manager), K Graham (Journey Planner/Road Safety Coordinator), C Brown (Community Green Space Manager), V Caseley (Plan Implementation Manager), S Nichols (Governance Manager), E Stubbs (Minutes Secretary) and D Ayers (Mayor).

55 members of the public were in attendance for a portion of the meeting.

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 3 August 2017

Moved J Ensor seconded M Brown
(a) THAT the Oxford-Ohoka Community Board:
Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 3 August 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING
It was noted the adjourned report on the mural for the Oxford toilets would be reconsidered at the October meeting.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Public Forum
Noel Fraser from the Eyereton Residents Association spoke about a composting operation by Canterbury Landscape Limited on Diversion Road. Issues raised included a terrible smell, truck noise including night-time deliveries, lack of resource consent, risk to water due to its location on the Eyer River catchment, health risks including legionnaire’s disease and the stress it was causing residents. V Caseley responded acknowledging the valid concerns raised. A WDC land use consent had been applied for with the application received 27 July. Further information had been sought 1 August,
which had been received 29 August and was currently being worked through. Additional consents had been sought through ECan for discharge to water and discharge to air. These were on hold awaiting further information. ECan had issued an abatement notice which had been appealed by the company.

V Caseley advised staff had spoken to the company regarding night time deliveries and had received assurance that would stop. Enforcement officers had been on site last week and the company had received a notice to fix a toilet. V Caseley advised a copy of the resource consent application could be supplied to N Fraser.

S Farrell queried how the company could continue without a resource consent and V Caseley advised that the Company had not believed they would require a consent however after a site inspection by the Council they had been persuaded to apply for a consent. Once a resource consent had been applied for enforcement activity could not be undertaken unless there were serious health or environmental issues. WDC could not give a valid abatement notice on stockpiling.

Rosetta from the Eyrton Residents Association commented that in the past the Council had stopped partially treated sewerage on the same ground due to risks to the waterway. V Caseley noted that during processing of the consent historical information was taken into account.

It was advised that trucks were still accessing the site at night. V Caseley thanked people for the information and said that matter would be followed up.

J Lynn enquired on the process if information was not received on time. V Caseley replied that the applicant could ask for another extension. It was likely a call on the notification status of the application would be before the end of September.

The requirement for consultation was queried. V Caseley advised there was no requirement on the applicant to consult. Consultation would depend on the notification status and the Council did take into account the effects on residents.

A concerned resident listed the type of waste composted including chicken litter, filter liquid and treated sewerage waste.

Richard Jackson raised concerns around flooding. In 2014 water had missed his home by 3metres. The neighbour’s bridge had acted like a dam.

K Simpson said the Council were aware of capacity issues. The work at Braeburn Estate was helping divert water from Mandeville Park Drive. Council were also looking at management of the undercurrents in the area. A diversion down No.10 Road was being considered in the Long Term Plan (LTP) for 2025. The diversion needed more thought and public consultation.

In 2014 event was a 50-year event and the ground water level had been high prior to the event. R Jackson was concerned about the dirty stockwater races and had photos to show the Council.

A resident raised concern that the issues in Wetherfield Lane were occurring in any rain event. K Simpson advised that Wetherfield Lane was listed on the works programme. Residents expressed concern that 2025 was too far away for a fix for No.10 Road. Asphalt and roading was deteriorating.

D Nicholl asked why stockwater races were used as drainage. K Simpson advised that surface water could not be discharged into the races, but the races naturally picked up surface water. During heavy rain events the water race system was actively managed at Browns Rock so no water was taken out of the Waimakariri to go into the race system.
Kay Dear raised concerns regarding flooding at Mandeville. K Simpson confirmed that he had viewed the flooding at her property and surrounding areas during the 2014 event. K Dear advised that a neighbour’s bridge acted as a bottle neck and believed the diameter of the bridge under Mandeville Park Road was too small. K Simpson advised that the works at Braeburn Estate would assist. If the pipe diameter was increased then it was a challenge to upsize every pipe downstream. Due to their nature, water race pipes got smaller as they went downstream and the required approach was to manage flow upstream.

Ian Shrimpton of Wetherfield Lane raised flooding concerns. He did not accept that Council could apportion blame to the stockwater race. He noted culverts on Peacock Lane had had no maintenance. He was concerned that the Diversion Road works had been pushed out to 2025.

G Cleary addressed the forum. He acknowledged speaking to many residents during 2014. Consideration had been given to using emergency powers for the Diversion Road works but there had been strong opposition from members of the public regarding the downstream impacts. G Cleary advised that $4 million had been spent on immediate works following the 2014 event; a large proportion was in Mandeville. $20 million would be spent over a 10 year period, however the Council did not have unlimited financial resources.

Tom McBrearty advised that flooding this year had been worse than 2014 for his property. Since the rain of couple weeks ago he had been up in an aircraft taking photos and mapping the area. It was noticed that a water race had been diverted around a paddock. T McBrearty believed there needed to be a whole overview solution rather than fixing one problem which appeared to create an issue somewhere else.

The felling of trees in a reserve area between Tram and McHughs Road was raised. C Brown advised that the felling operation was not complete. The reserve was previously a forestry reserve with interesting trees interspersed; acknowledging the area had not been actively maintained. With the development adjacent it was timely to gain access to develop and use the space. Trees not performing well were removed, weeds were removed and the next stage was to level, topsoil and grass. In the future there would be a small park style fence and path. Currently the roading team were working around safety issues for access.

Graham Tisnall of Ohoka Meadows queried whether felled trees would be cleaned up on the Mandeville side. C Brown advised that they could not control felling outside of Council reserves however he would investigate the matter.

A resident thanked the Board for their assistance in getting the sealing on North Eyre Road completed.

5.2 Ohoka Domain Advisory Group

Representatives of the Ohoka Domain Advisory Group provided an update on the Ohoka Homestead Gatekeepers Lodge project. A Bonifant advised that they were seeking support for the project of moving the Ohoka Homestead Gatekeeper’s Lodge to the Ohoka Domain and making it into a museum due to its strong historical significance. The lodge was an 1870’s Category 2 wooden building that had been gifted. The exterior of the building was in good condition and the interior required some work. A Bonifant expressed gratitude
to the Councillors and Community Board members who had attended a recent viewing of the lodge.

Currently the community had no communal place to house artefacts. Residents and the school were prepared to share their artefacts with the museum. It was envisaged there would be a similar arrangement to the Amberley and Rangiora Cobb cottages where access to the inside of the building could be made by arrangement. It was believed there would be interest from visitors at the Ohoka Farmers Market.

The work would be completed in stages. Stage 1 was transportation, which involved foundations, and navigation of two bridges and power lines. The estimated cost was $25,000. Stage 2 was a lock up shell, replacement of broken window frames and new cladding on the north west corner following the guidelines from an expert’s detailed restoration report. Stage 3 was making the inside suitable for use inside including power light and heating.

Sponsorship for the work had been sought from Daniel Smith Ltd, Mainpower and the Council. Pub Charity had approved $25,000 for transportation of the lodge. Mainpower had provided verbal approval. It was advised that any funding request from the Council for the project would need to be considered through the Long Term Plan process that occurs in March 2018.

The Chair also advised that the Ohoka Domain Plan was currently at the concept stage, with an expect report next month to the Board to consider matters for consultation. Furthermore J Lynn as a member to the Ohoka Domain Advisory Group would keep the group updated.

The Chair thanked the group for their informative presentation.

6 ADJOURNED BUSINESS

6.1 Application for Oxford-Ohoka Community Board Discretionary Grant 2017-2018 – E Cordwell (Governance Adviser)

S Nichols noted that there had been an application to the Board in August regarding Welcome Bags. It was a Social Inclusion Initiatives Group project under the YouMeWeUs umbrella. A memo from staff had been circulated to the Board to help answer questions the Board raised the previous month. Since the last Board meeting a similar application before the Rangiora-Ashley Community Board had been declined and another application was before the Woodend-Sefton Community Board had been left to lie on the table, pending further information.

D Nicholl commented that he had clarified that the bags distributed in Ohoka were from the Social Inclusion Initiatives Group.

Moved S Farrell seconded T Robson

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170720075877.
(b) **Declines** the application from Social Inclusion Initiatives Group.

CARRIED

J Lynn commented he was still struggling with the application as it was not clear where they would get all the funding required.

S Farrell advised she had never heard of the Welcome Bags, and her enquiries at the Oxford Service Centre and Oxford School confirmed no knowledge of the concept, although the Pastor at the Baptist Church was
aware of the bags. There was already information distributed to newcomers
from the Oxford Service Centre.

W Doody commented that the bags were actively distributed around the Cust
area. A lot of information went into the bags and children from the Cust School
decorated the bags. She was not aware of their distribution in Oxford.

T Robson commented that the bags did not appear to be actively distributed
and as younger people would not go into the Service Centre they would not
receive one in that way.

7 REPORTS

7.1 Summary of Discretionary Grant Accountability 1 January 2017 to
30 June 2017—E Cordwell, (Governance Adviser)

S Nichols spoke briefly to the report noting that it was to update the Board
and that staff would continue to work with groups appropriately to receive
paperwork in a timely manner.

Moved W Doody seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170825091888.

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

CARRIED

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for August 2017

Moved M Brown seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170829093224.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Rangiora-Ashley Community Board meeting minutes – 9 August 2017
(Trim No. 170713072971)

10.2 Annual Report: Dog Control 2016/2017 – Malcolm Johnston,
(Environmental Services Manager) – Report to Planning and Regulation
Committee meeting 15 August 2017 (Trim No. 170710071156)

10.3 Changes to Mandeville Speed Limits – Ken Stevenson (Roading Manager)
B Rice (Senior Transport Engineer), and H Davies (Roading Projects Engineer
– Report to Council 1 August 2017 (Trim No. 170713072773)
10.4 **Water Conservation Strategy Implementation Summary for 2016/17** – Colin Roxburgh (Water Asset Manager) – Report to Utilities and Roading Committee 15 August 2017 (Trim No. 170803082745)

10.5 **Poyntz’s Road Source Upgrade – Request to Consult Community Regarding Proposed Pipe to Connect to West Eyreton** – Report to Council 5 September 2017 (Trim No. 170816088611)

Moved M Brown  seconded J Lynn

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.5.

CARRIED

### MEMBERS’ INFORMATION EXCHANGE

11.1 **M Brown**
- Attended Swannanoa Cricket Club meeting; he had made the club aware of the Board grants. A further support request for the clubrooms would eventually come to the Board. M Brown had volunteered to be a Board member representative for the Swannanoa Cricket Club and S Nichols advised a formal report could be presented to the October meeting.
- Viewed the West Eyreton Domain planting. The tennis clubrooms were in need of repair and C Brown was to look at the maintenance programme.

11.2 **S Farrell**
- Commented on the flooding issues raised at the public forum.
- Advised that Oxford may lose KiwiBank, currently based at the Supermarket.

11.3 **T Robson**
- Attended General Election candidates meeting organised by the Youth Council. There was a good turnout with relevant questions.
- Attended Pearson Park meeting. There were concerns around maintenance of the water race which he had raised the issue at the Drainage Advisory Group.
- Viewed the Gatekeepers Lodge.
- Attended Ashley Gorge Advisory Group meeting.

11.4 **J Ensor**
- Attended Waste Management consultation drop-in sessions and hearings. There had been over 3,000 submissions.
- Attended Mandeville Sports Club Board Meeting, noted letter tabled from Western Riding, Pony Club, archery and rodeo groups requesting more toilets.
- Viewed the Gatekeepers Lodge.
- Attended Swannanoa AGM, had been actively involved in planting of the area in the past.
- Commented on the flooding issues raised at the public forum and requested urgency on addressing the issues.

11.5 **J Lynn**
- Presented the Oxford-Ohoka submission to ECa regarding the motorway bridge.
- Attended two Neighbourhood Support meetings and had met with the new Chairperson.
- Gatekeepers Lodge – fantastic that $25,000 funding had been received. Staff had advised that the Gatekeepers Lodge proposal could be added to
the material for the Ohoka Domain Concept Plan which would go to public consultation.

11.6 K Felstead

Council

- Acknowledgement of the passing of Councillor Peter Allen and Kaiapoi stalwart John Shivers.
- Presentation by Mark Inglis of Hurunui Trails Trust regarding the Heartland Trail from Picton to Christchurch. The Waimakariri walk and cycle ways would link in.
- Compass FM sought funding support for the radio station.
- Presentation of Kaiapoi High School regarding Indoor Court facility.
- National Land Transport Programme information would come to the Board.
- Feature Street Lighting Rangiora Town Centre would take place before Christmas.
- Poyntz Road Source upgrade, first stage connecting Poyntz Road to West Elyron, there were two options and approval had been given to speak to property owners to determine the most popular option.
- Appointment of Councillor D Gordon to the Rural Primary Health Organisation.
- Sinking of the West Elyron backup well had been approved and the local water advisory group had been consulted.
- Funding approved for the Bramleys Road well to supply Tuahiwi which was an important well as a secondary source.
- The Cones Road speed limit report was lying on the table pending further information to Council.

11.7 W Doody

- Encouraged members to attend the Oxford Area School Road Safety Education day Wednesday 13 September.
- Options for Oxford Museum, entrance with canopy $171,000, entrance without $72,000.
- Opening of the new Oxford Library/Service Centre.
- Noted the Birch Hill interpretation panel was marvellous.
- Reviewing a booklet for migrants and newcomers to the area and had applied for funding from Creative Communities.
- Suicide Prevention Group meeting.
- Viewed Swannanoa Cricket Ground and can see common-sense in shifting the pavilion.
- The Waste Management and Minimisation Consultation process had been a mammoth task.

12 CONSULTATION PROJECTS
12.1 Accessibility Strategy

Consultation closed 5pm, 8 September 2017.

S Nichols advised that the submission on the Accessibility Strategy had been circulated, feedback incorporated and would be submitted on 8 September 2017.

13 REGENERATION PROJECTS
13.1 Town Centre, Oxford

Updates on the Oxford Town Centre projects are located using the link below:

13.2 **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections and these updates can be accessed using the link below:


S Markham advised there would be a workshop the following meeting in relation to the Oxford Town Centre.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 7 September 2017: $4,900.

Members would continue to encourage groups to make applications to the grant.

Clarification had been requested on the Landscape Budget.

15 **MEDIA ITEMS**

Nil.

16 **QUESTIONS UNDER STANDING ORDERS**

Nil.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 5 October 2017 commencing at 7.00pm, at the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.58PM.

CONFIRMED

__________________________
Chairperson

__________________________
Date
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE UPSTAIRS FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON WEDNESDAY 13 SEPTEMBER 2017 AT 7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), R Brine, M Clarke, K Galloway, D Gordon, J Hoult, S Lewis, C Prickett and P Williams.

IN ATTENDANCE
J Millward (Manager Finance and Business Support), Mayor Ayers, G Barnard (Parks Community Assets Officer), E Cordwell (Governance Adviser) and E Stubbs (Minute Secretary).

1 APOLOGIES
An apology was received and sustained from G Miller for absence.

2 CONFLICTS OF INTEREST
Nil.

3 ACKNOWLEDGEMENT
3.1 Peter Allen
The Chair acknowledged the outstanding service and commitment of Councillor Peter Allen to the Community Board, the Council and the District and asked for a period of silence.

4 CONFIRMATION OF MINUTES
4.1 Minutes of the Rangiora-Ashley Community Board – 9 August 2017

Moved M Clarke seconded P Williams

THAT the Rangiora-Ashley Community Board:

(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held on 9 August 2017, as a true and accurate record.

CARRIED

5 MATTERS ARISING
Nil.

6 DEPUTATIONS AND PRESENTATIONS
J Hoult arrived at 7.05pm during item 6.1

6.1 Cust Community Network
Kirstyn Barnett - Chair of the Cust Community Network provided an update on the Network’s proposed rural recycling initiative. K Barnett hoped that the Community Board would support a trial in the Cust area. The initiative had been prompted for a variety of reasons including concerns regarding the increasing volume of plastic being found in the Oceans and to try to alter the historical rural practices of burning or burying waste. It was hoped to show the wider community that recycling was an easy option and to build on the fact that a number of residents who had moved out from town were already used to being able to recycle. A survey of residents had provided 100 responses, 98% of whom said they would recycle at a collection point in Cust.

A rural recycling centre would reduce the ‘carbon footprint’ by increasing recycling as more people would recycle if a facility was closer. It would also result in less traffic movements to the Southbrook or Oxford recycling centres and alleviate pressure on those facilities.

K Barnett advised that the preferred location for the facility was the Cust Domain as this location had parking, was off a sealed road and was known to locals but not visitors. There were no close residents to be affected by noise and the facility would be hidden by a fence.

C Pickett asked if K Barnett was aware of the recycling trailer that had been trialled previously in Loburn but had been discontinued. K Barnett replied that she understood it was a North Loburn School community fed facility with individuals delivering the trailer to Southbrook on a rostered basis. She commented that it demonstrated the need, but that in the long-term it was not sustainable to leave it to community volunteers. The Cust Community Network would wish the Council to provide the means of recycling but would act as a local partner to oversee and monitor the site, ensure that it was clean and tidy and also promote recycling in the community and with local schools. Any issues or concerns would be reported to the Council to assist in rectification. K Barnett commented that recycling was now seen as a necessity not just a ‘nice to have’.

P Williams asked if K Barnett was aware of the recycling trial at Kaiapoi that had failed due to contamination of recyclable material and asked how the Network would prevent contamination. K Barnett commented that contamination was an issue with all recycling. Although the facility would not be manned full time, there would be signage and strong community knowledge through education via Facebook and local free media. A trial would identify any issues with contamination which could then be pro-actively reviewed and potentially addressed.

R Brine asked K Barnett if she was aware that the Waste Management and Minimisation Strategy Hearings had been completed and that some funding provision for such a trial had been agreed and would be progressed via a staff working group. K Barnett confirmed that she was aware and was in contact with relevant staff and hoped that a trial service could be launched in February 2018.

D Lundy asked if the Domain Advisory Committee had been consulted and K Barnett said they had not at this stage but that there would be extensive consultation going forward.

6.2 North Loburn School

E Cordwell advised that the School Principal, Darryn Ward, was unable to attend the meeting in person and had instead submitted a formal letter to the Board regarding the school’s solar energy project and funding application to the RATA Foundation and that this would be admitted for the Board’s consideration under Correspondence at Agenda Item 9. A copy of the letter had also been circulated to members prior to the meeting.
7 ADJOURNED BUSINESS
Nil.

8 REPORTS

8.1 Proposed Removal of Poplar Trees in Dudley Park – Greg Barnard (Parks Community Assets Officer)

G Barnard spoke to the report which had arisen from a request by the residents of 2 Park Street for the poplar trees in Dudley Park to be removed. He advised the Board that the trees were well established, mature, around 60 years old, in reasonably good condition, appropriately maintained and regularly monitored particularly after strong wind. The residents had raised concerns regarding seed littering, general nuisance and potential root issues. These were all described in detail in the report.

G Barnard outlined the recommended actions and mitigation that would address the issues raised which included a more frequent and slightly altered mowing regime, with the use of a catcher to pick up the majority of the seeds and leaves, as well as the possibility of a root guard to be installed along the boundary of the park and the residential property. G Barnard also advised that no issues had been reported or found with roots in areas of the park which were much closer to the trees.

There had been extensive public consultation due to the iconic nature and amenity value of the trees to Dudley Park and Rangiora. Facebook and letter drops were used. There were 153 written and 5 verbal responses with 96% being in favour of retaining the trees.

G Barnard advised that he appreciated the issues the residents felt that the trees created however, these could be addressed and the clear majority of residents wanted the trees to stay.

J Gerard asked whether the mitigation measures could be achieved within the existing budget and G Barnard replied yes.

J Hoult congratulated staff on the consultation and queried if it was the largest number of responses they had had for a tree removal consultation to which G Barnard replied that it was.

G Pickett also asked if it would be possible to plant new trees now, so that these would be mature and ready for the time when it would be necessary to remove the poplars. Succession planting.

G Barnard said that this was under discussion not only for Dudley Park but also for other similar mature trees across the District. Proposals for such a planting regime would be made via the Long Term Plan process.

Moved D Gordon seconded M Clarke

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 170831094576
(b) Approves the retention of the Poplar trees located at the northern end of Dudley Park adjacent to the Park Street entrance.
(c) Notes that the retention of the Poplar trees is consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees.
(d) Requests staff to consider succession planting.

CARRIED
D Gordon commended the extensive consultation and that it was the strongest response he had seen to a tree issue. He personally took a lot of persuading to remove trees and, whilst he had sympathy for the residents, the property had been bought in the knowledge that the trees were there. They were lovely trees providing a lovely amenity in one of the District’s finest parks.

M Clarke stated that the only reason to remove the trees would be for public safety. The nuisance aspect was minor compared to the amenity value of the trees and the park.

C Prickett supported the retention of the trees and succession planting.

S Lewis commented that the trees provided good shade in the summer particularly for sports spectators and children.

J Hoult commented that deciduous trees had a nuisance value for a few months each year however; they were an amenity that was valued highly. Staff had provided actions to mitigate problems.

K Galloway supported the comments of C Prickett.

J Gerard supported the motion noting that he also understood the matters raised by the residents.

8.2 **Application for Rangiora-Ashley Community Board Discretionary Grant 2017-2018 – Edwina Cordwell (Governance Adviser)**

E Cordwell spoke briefly to the report noting that it was being presented to the board at its September meeting due to the timing of the event. The Board had previously decided to consider funding applications every two months with the next consideration being at the October meeting. However, members had agreed that this specific application for an annual event occurring in late September could be considered at the intervening meeting.

Moved K Galloway seconded D Lundy

**THAT** the Rangiora–Ashley Community Board:

(e) **Receives** report No. 170830094095.

(f) **Approves** a grant of $350 to International Day of Older Persons’ Group towards the costs of a concert and afternoon tea to mark the International Day of Older Persons.

**CARRIED**

K Galloway commented that the Board had supported the event previously and that it was a successful day which contributed to bringing the community together.

D Lundy acknowledged that the older person demographic was becoming a greater proportion of the wider community.

C Prickett supported the event but noted that it had been funded before and was potentially an annual event and that organisers should be encouraged to seek funds from other sources rather than establish a reliance on the Board’s Discretionary Fund.

8.3 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 - E Cordwell (Governance Adviser)**

Moved D Gordon seconded J Gerard

**THAT** the Rangiora-Ashley Community Board:
(g) **Receives** report No 170831094272.

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

**CARRIED**

8.4 **Ratification of the Rangiora-Ashley Community Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment” — E Cordwell (Governance Adviser)**

E Cordwell noted that the report was to ratify the Board’s submission to the Accessibility Strategy and thanked board members for their comments. It was noted that P Allen had focussed the Board’s attention towards accessibility and made members more mindful of the issues faced.

J Gerard had attended the AGM of the Waimakariri Accessibility Group and provided feedback to WDC staff N Harrison (Manager-Regulation) and M Johnston (Environmental Services Manager) regarding the difficulties the Group had identified with signage being placed on footpaths. There needed to be a clear policy on where signs could be placed and for this to be on the same side of the pavement either against the buildings or against the kerb.

D Lundy queried whether the Council had completed a review of the accessibility of Council buildings. E Cordwell to follow up.

C Pickett asked if the Signage Bylaw stated where signage should be located. E Cordwell to follow up.

Moved J Hoult seconded K Galloway

**THAT** the Rangiora-Ashley Community Board:

(i) **Receives** report No. 170830093993.

(j) **Ratifies** the Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment”. (Trim 170830093879)

**CARRIED**

J Hoult commented that there was definitely access issues around the town including public buildings and footpaths. She emphasised the need for a definite policy that was implemented and monitored.

K Galloway supported J Hoult’s comments and noted that even with a policy the difficulty came with ‘policing’ and maintaining clear access. With regard to accessibility of Council buildings, K Galloway commented that in his opinion the Victoria Park Toilets were in dire need of attention. The statutory requirements for building and amenities did not appear to be being adhered to. He strongly supported an urgent review.

M Clarke commented that overhanging branches onto the footpath also created accessibility issues.

J Gerard advised members to raise service requests for any issues they observed and to encourage other to do the same.

K Galloway advised that the Council’s Snap Send Solve app had proved very successful and actions had been taken swiftly on matters that he had raised.

9 **CORRESPONDENCE**

9.1 **Memo** Pedestrian Mazes on High Street and Smart Studs on Wales Street Railway Level Crossings — Bill Rice (Senior Transportation Engineer)
9.2 **North Loburn School** (refer Item 6.2)

E Cordell provided copies of the letter from North Loburn School which provided a brief overview of the school’s solar energy project. The school was seeking the Board’s formal support for its funding application to the RATA Foundation. E Cordwell also tabled a potential draft letter of support for the Board’s consideration.

J Gerard commented that the Board had visited the school recently and that they were doing a wonderful job.

M Clarke commented that solar power was eminently suitable for a school due to energy use being primarily during daylight hours.

Some members wondered whether there were any other possible sources of funding for such projects from within the Ministry for Education itself.

Moved P Williams seconded D Lundy

**THAT** the Rangiora-Ashley Community Board:

(k) **Receives** memo No. 170831094196 and notes the information.

(l) **Receives** the letter from Darryn Ward (Principal, North Loburn School).

(m) **Approves** the Board’s letter of support, as drafted, for the North Loburn School’s Funding application to the RATA Foundation.

**CARRIED**

P Williams commented that he believed that the solar energy project was a great idea that would help the environment and provide learning opportunities for the children.

10 **CHAIRPERSON’S REPORT**

10.1 **Chair’s Diary for August 2017**

Moved J Gerard seconded D Gordon

**THAT** the Rangiora-Ashley Community Board:

(n) **Receives** report No. 17090609644.

**CARRIED**

11 **MATTERS FOR INFORMATION**

11.1 **Oxford-Ohoka Community Board meeting minutes – 3 August 2017** (Trim No. 170808084495)

11.2 **Woodend Sefton Community Board meeting minutes – 14 August 2017** (Trim No. 170822090257)

11.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 21 August 2017** (Trim No. 170818089346)

11.4 **Annual Report: Dog Control 2016/2017 – Malcolm Johnston, (Environmental Services Manager) – Report to Planning and Regulation Committee meeting 15 August 2017 (Trim No. 170710071156)**

11.6 Changes to Kaiapoi (West) Speed Limits – Ken Stevenson, (Roads Manager) – Report to Council meeting 5 September 2017 (Trim No. 170822090290)

11.7 Update on Cam River Enhancement Project - Janet Fraser, (Utilities Planner) and Owen Davies (Drainage Asset Manager) – Report to Utilities and Roading Committee 15 August 2017 (Trim No. 170803082835)

11.8 West Eyreton and Summerhill Backup Source Options – Mark Andrews (Civil Engineer), Jeff Dunn (Engineering Technician) and Colin Roxburgh (Water Asset Manager) - Report to Council meeting 5 September 2017 (Trim No 17062706208)

Moved C Prickett seconded R Brine

THAT the Rangiora-Ashley Community Board receives the information in items 11.1-11.8.

CARRIED

12 MEMBERS’ INFORMATION EXCHANGE

12.1 P Williams

- The Waste Management and Minimisation Strategy Hearing Panel has concluded and is recommending a Three Bin Opt in/Opt out system.
- Noted that a number of water related initiatives are taking place across the town and District.
- Community feedback on the new Southbrook traffic lights had been positive.
- Attended the Memorial Service for Peter Allen

12.2 C Prickett

- Attended Ashley Rural Water Scheme meeting with P Williams where the implications of a subdivision application in neighbouring Hurunui District was discussed. Concerns had been expressed that the decision on such an application would be made outside of the Waimakariri District but with consequential implications for the District’s water supply.
- Noted that a resident had enquired as to whether UK style allotments were available.
- Attended the Memorial Service for Peter Allen

12.3 S Lewis

- Had been honoured to be invited to speak at Peter Allen’s Memorial Service and noted the huge turnout.
- Advised that there was to be a mountain bike charity event to commemorate Peter’s life and service to the community. This would be held on 12 November 2017 (9.30am) starting at the corner of River Road and West Belt and would follow the same route that Peter had undertaken on his last ride. All proceeds being donated to the Motor Neurone Foundation. Publicity and collection buckets would be available shortly.
- North Canterbury Sport and Recreation Trust was to have a soft opening of the new section of the Rakahuri Mountain Bike Track. Access was from the north end of East Belt from 10.30am on 1 October.
12.4 **J Houlte**
- Attended the Waimakariri Community Service Awards and noted the many different ways in which recipients had contributed to the community.
- Attended the Memorial Service for Peter Allen and commended J Gerard and other speakers for their moving personal statements commemorating Peter Allen's life and community work at the Memorial Service.
- Had assisted residents of Brick Kiln Road regarding the passage of trucks to and from the new subdivision development. However, it was a legal right of way and trucks could not be prevented from using it. WDC staff had been very helpful and were working with all parties affected to minimise the difficulties being encountered.
- Neighbourhood Support – noted the assistance that had been given to both the Tsunami warning and the recent missing person at Mount Thomas.

12.5 **M Clarke**
- Attended Waimakariri Health Advisory Group (WHAG) meeting which had been poorly attended and noted that the Chairperson had also resigned.
- Attended the Memorial Service for Peter Allen and commended everyone who had spoken.
- Had been approached for assistance by residents of O'Roakes Road, Fernside regarding flooding. The problem had been traced to some unauthorised earthworks and WDC staff were now dealing with the matter.
- Attended opening of the new facilities for the Rangiota Croquet Club. It was a well-finished building and they now had over 300 members. Table bowls would also utilise the facility.

12.6 **R Brine**
- Commented that there had been an excellent response to the Waste Management and Minimisation Strategy consultation and a range of submissions made to the Hearing Panel. The Panel was recommending an Opt in/Opt out system but there would be an administration charge for those residents wishing to change their requirements. The black bags would continue to be an option but on a fortnightly collection basis. Greypower had made a submission and advised that older residents often did not generate enough waste for organics and only filled a black bag every 2-3 weeks. Retirement village type areas were also often too compact to accommodate three bins per dwelling.
  Contractors were concerned but the Panel had determined that there would be a lead in of potentially 2-3 years which would enable contractors to consider their position with regard to services, fees and charges. The Panel was of the opinion that there would continue to be a need for contractors due to the geographic and rural nature of the District and who could also provide a more convenient service.
  This was the completion of the first stage of the process with the Panel’s recommendations being submitted for the Council’s consideration as part of the Long Term Plan process. This would offer a further opportunity for community feedback. The proposal would only progress to tender and other stages if approved as part of the LTP.
- Met with C Brown regarding Greenspace and the Victoria Park toilets were raised. There was to be a report regarding a proposed Public Toilet strategy before Christmas.
- There had been also been discussion regarding the Parks and Reserve Management Plans.


- Attended the Memorial Service for Peter Allen

12.7 K Galloway

- Had assisted Greypower with its submission on the proposed 3 bin system.
- Advised that there was a Friends of the Millton Memorial Dog Park Facebook page. There would be a meeting next week with The Lions regarding provision of shelters.
- Attended the Memorial Service for Peter Allen

12.8 D Lundy

- Civil Defence training regarding the use of technology in an emergency.
- Attended Farmers Panel meeting on water quality hosted by ECAn.
- Commented that the Passchendaele Display in the Rangiora Chambers was well worth seeing.
- Attended the Memorial Service for Peter Allen

12.9 D Gordon

- Feature lighting was approved for both Rangiora and Kaiapoi. He commended the work and commitment of the Community Board over recent years and months on the project and had tried to ensure that this was reflected in all media statements on the matter. However, this had not been explained correctly by The Northern Outlook. Mainpower anticipated installing lights at the end of October.
- Rangiora Promotions were organising a Christmas Celebration Night on 23 November and it was suggested that this could include an official ‘Light Switch On’ ceremony. There was general agreement to the idea from the Board.
- Had assisted residents of the Oaks who were concerned their properties were on an ECAn HAIL register for potential soil and ground contamination. Proof of testing prior to the subdivision had been provided which showed no contaminants and there had been a good outcome for residents as the HAIL status had been formally removed. Commented that ECAn had undertaken a ‘desk top analysis’ to determine HAIL sites rather than direct soil testing. Concerns from all members as to whether any other sites may have been wrongly classified.
- Commented on the great work of Rosie Oliver of the North Canterbury Sport and Recreation Trust to achieve the extension of the Rakahuri Track. J Hoult noted the support the Board had provided for the Trust’s funding application to Transpower.
- Attended the Memorial Service for Peter Allen

J Gerard asked if Mayor Ayers would wish to comment on the various Passchendaele commemoration events.

Mayor Ayers advised that Freddy Declerck (former Chairman of the Memorial Museum at Passchendaele) was visiting from Zonnebeke together with his son Pieter. Freddy was instrumental in maintaining the relationship between New Zealand and Zonnebeke and had inspired the twinning of Zonnebeke with the District. He had been honoured by the NZ Government and Armed Forces.

On Sunday there was to be a reception to farewell the RSA party to Passchendaele with Freddy as guest speaker.

On Monday 18 September, Freddy would join Mayor Ayers and Matt Doocy (MP) for the turning of the first sod on the Passchendaele Walkway.

J Hoult advised that prints from Zonnebeke students would be displayed in the Chamber Gallery.
13 **CONSULTATION PROJECTS**
There are no current consultation projects.

14 **REGENERATION PROJECTS**
Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:

15 **BOARD FUNDING UPDATE**
15.1 **Board Discretionary Grant**
Balance as at 26 July 2017: $10,914.04

16 **MEDIA ITEMS**
Nil.

17 **QUESTIONS UNDER STANDING ORDERS**
Nil.

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**
Nil.

**NEXT MEETING**
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 October 2017 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.19PM.

CONFIRMED

__________________________
Chairperson

__________________________
Date

**Workshop – 8.20pm to 8.25pm**

*Board Participation in the Rangiora A and P Show*

Board members agreed that this would be dependent on whether there was to be a formal Council presence. At this stage, this appeared unlikely. Members were happy to assist if things altered.
## WAIMAKARIRI DISTRICT COUNCIL

### REPORT

**FILE NO:** GOV-18 / 170918100715  
**REPORT TO:** Council  
**DATE OF MEETING:** 3 October 2017  
**FROM:** David Ayers, Mayor  
**SUBJECT:** Mayor’s Diary 29 August to 16 September 2017

### 1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday 29 August</td>
<td>Interview with Compass FM Radio Station</td>
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<td></td>
<td>Attended North Canterbury Citizen Advice Bureau Annual General Meeting</td>
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<td>Attended Chinese Consul-General Jin Zhijian’s Farewell</td>
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<td>Community Service Awards</td>
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<td>Wednesday 30 August</td>
<td>Interview with Emma Dangerfield, <em>Northern Outlook</em> - Plastic Bag Story</td>
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<td>Early Childhood Education Discussion with local educators.</td>
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<td>Thursday 31 August</td>
<td>Art on the Quay Exhibition Opening - Tim Stephenson</td>
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<td>Friday 1 September</td>
<td>Urban Development Strategy Implementation Committee (UDSIC) meeting</td>
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<td>Meeting with Hellers - John McWhirter, CEO and Brent Ford, CFO.</td>
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<td></td>
<td>Attended John Shivas Funeral</td>
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<td>Saturday 2 September</td>
<td>Ohoka Domain Gatekeepers Lodge site visit</td>
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<td></td>
<td>Opening of Kaiapoi Riverside Bowling Club season</td>
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<tr>
<td>Sunday 3 September</td>
<td>Visited Rangiora Art Society exhibition</td>
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<td></td>
<td>Attended Merchant Navy Day Commemoration Service, Kaiapoi</td>
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<tr>
<td>Monday 4 September</td>
<td>Interview with David Hill - North Canterbury News</td>
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<td>Regeneration Steering Group Meeting</td>
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<td></td>
<td>Attended Woodend Community Association Annual General Meeting</td>
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<tr>
<td>Tuesday 5 September</td>
<td>Interview with Compass FM Radio Station</td>
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<td></td>
<td>Attended Kaiapoi Promotion Association Annual General Meeting</td>
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<td>Wednesday 6 September</td>
<td>Met Pam Mackintosh, Rangiora Museum</td>
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<td>The Press interview - Julian Lee</td>
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<td>Met Maui Brennan, Tuia Programme</td>
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<td>Waimakariri-Passchendaele Trust Meeting</td>
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<td>Thursday 7 September</td>
<td>Met Kaiapoi North School student regarding leadership</td>
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<td>Oxford-Ohoka Community Board meeting</td>
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<tr>
<td>Friday 8 September</td>
<td>Interview with David Hill - North Canterbury News</td>
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<td>Blessing of Housing New Zealand new redevelopment in Rangiora</td>
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<td>Saturday 9 September</td>
<td>Attended season opening of the Woodend Bowling Club</td>
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<td></td>
<td>Attended season opening of the Rangiora Bowling Club</td>
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<td>Monday 11 September</td>
<td>Peter Allen Memorial Service</td>
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<td>Tuesday 12 September</td>
<td>Interview with Compass FM Radio Station</td>
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<td></td>
<td>Attended Justice and Emergency Services Precinct Opening, Christchurch</td>
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<td>Wednesday 13 September</td>
<td>Kaikoura District Council Workshop</td>
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<td>Rangiora-Ashley Community Board meeting</td>
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<tr>
<td>Thursday 14 September</td>
<td>Signed MOU with Kaiapoi High School re Gymnasium</td>
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<td>Friday 15 September</td>
<td>Further meeting with Matt Doocey and Residents, Diversion Road composting.</td>
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<td>Citizenship Ceremony for an individual</td>
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<td>Seven Sharp interview – Election Item</td>
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<td>Citizenship Ceremony</td>
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<td>Saturday 16 September</td>
<td>Food Forest Planting, Kaiapoi</td>
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<td>Mrs Allengonda Schuit (Gonnie) 100th Birthday, Rangiora</td>
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<td>Miss Mary Ager 100th Birthday, Rangiora</td>
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<td>Rangiora Volunteer Fire Brigade Gold Star for John McCabe</td>
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**THAT** the Council:

(a) **Receives** report № 170918100715.

David Ayers

MAYOR