

Waimakariri District Council

Agenda

Tuesday 5 December 2023

1.00pm

Council Chambers
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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The Mayor and Councillors
WAIMAKARIRI DISTRICT COUNCIL

An ordinary meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, on **TUESDAY 5 DECEMBER 2023** commencing at 1pm.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 7 November 2023**

12 - 34

RECOMMENDATION

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 7 November 2023.

MATTERS ARISING (From Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

5.1 **Te Whatu Ora Health New Zealand**

Chiquita Hansen (Regional Wayfinder/Commissioning Te Waipounamu) and Bill Eschenbach (Chief Executive Officer, Waitaha Primary Health) will be present to provide an update on Te Whatu Ora Health New Zealand.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

- 7.1 **Skew Bridge Status Report** – J McBride (Roading and Transport Manager) and G Cleary (General Manager Utilities and Roading)

35 - 40

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231123188240.
- (b) **Notes** that Skew Bridge continues to be monitored annually as part of the wider Bridge Inspection Programme and maintenance repairs will be undertaken as required.
- (c) **Notes** that Skew Bridge capacity has been assessed and the bridge is suitable to carry Class 1 vehicles and has been assessed as having approximately 17 years of life remaining.
- (d) **Notes** that improvements have been carried out on the approaches of the bridge in an effort to help improve safety for drivers approaching the bridge.
- (e) **Notes** that replacement of the bridge is a strategic priority and is include in the Long Term Plan to reduce crashes and address safety concerns, allow for increasing growth, better cater for freight movements and renew this aging infrastructure.
- (f) **Notes** that funding criteria for replacement have not previously been met, and that should this continue then alternate options for funding could be considered at a later date by Council once the outcome of the 2024-27 National Land Transport Programme is known.
- (g) **Notes** that the current estimate for the cost of the bridge replacement is \$11M, however a review of these estimated costs is currently underway.

- 7.2 **Waimakariri Gorge Bridge Deck Replacement – Delegation to Approve Award of a Contract** – J McBride (Roading and Transport Manager) and G Cleary (General Manager Utilities and Roading)

41 - 46

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231122187770.
- (b) **Delegates** authority to the Chief Executive to approve the award of tender for the Deck Replacement for the Waimakariri Gorge Bridge by Selwyn District Council.
- (c) **Approves** the Chief Executive approving a tender of up to 20% above the approved budget (refer to recommendation (e) below), noting this would equate to a total budget of \$882,000 for the Waimakariri District Council share (\$147,000 over the approved budget).
- (d) **Notes** that the Waimakariri Gorge Bridge is a boundary bridge which is maintained by Selwyn District Council on behalf of both Selwyn District Council and Waimakariri District Council.
- (e) **Notes** that the current Waimakariri District Council budget share for the deck replacement work is \$735,000 and this assumes a full budget across all partners (Selwyn District Council, Waimakariri District Council and Waka Kotahi co-funding) is \$3 million. The budget breakdown is as follows.

Description	Budget \$
Estimated cost of deck replacement	3,000,000
Selwyn District Council share (funding 24.5%)	735,000
Waimakariri District Council share (funding 24.5%)	735,000
Waka Kotahi share (co-funding at 51%)	1,530,000
TOTAL ESTIMATE	3,000,000

- (f) **Notes** that the reason for delegating the approval to award is to enable the deck replacement work to progress quickly, so that it can be completed while the weather is favourable and prior to winter. The proposed timeline will aim to have the work largely completed by the end of late March / early April 2024.
- (g) **Notes** there is a risk that the total cost of the project may exceed the current budget. There is an allowance for this as noted under recommendation (c), however if the price is more than 20% over budget then a further report will need to be brought back to Council.
- (h) **Notes** that a separate memo has gone to Management Team seeking approval to pre-purchase the deck materials for these urgent repairs, to allow the works to be carried out in a timely manner. Selwyn District Council will purchase the materials as the principal to the contract works.
- (i) **Notes** that a joint Communication Plan is to be developed between Waimakariri District Council and Selwyn District Council, and jointly shared across both Council communication channels.
- (j) **Notes** that budget of \$735,000 is included in the current financial year within PJ102130.000.5134.

7.3 **October 2023 Severe Wind Event – Request for Funding** – J McBride (Roading and Transport Manager), G Cleary (General Manager Utilities and Roading) and G McLeod (Greenspace Manager)

47 - 54

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. TRIM no. 231121187247.
- (b) **Approves** new budget of \$245,000 for recovery from the severe wind event on the 14 and 15 October 2023, with \$195,000 being for Roading related response (PJ102327.588.2442), and \$50,000 to cover expected costs for asset damage on Greenspace administered land (GL 10.538.809.2514).
- (c) **Notes** that an application for emergency event funding has been submitted to Waka Kotahi, seeking co-funding for the roading related response and recovery costs.
- (d) **Notes** that the current funding rate from Waka Kotahi for Roading related emergency response is 51% and as such (and assuming funding is approved) Council share of the cost would be \$95,550 (49% share).

- 7.4 **Request for Approval in Principle for Riverside Road / Inglis Road Seal Extension and to seek prices to allow setting of a Targeted Rate** – J McBride (Roading and Transport Manager) and G Cleary (General Manager Utilities and Roading)

55 - 70

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231123188760.
- (b) **Approves** in principle, the sealing of Riverside Road and Inglis Road, from the S Bend on Riverside Road to Inglis Road, and Inglis Road from the bend to the access of no. 52, on the condition that adjoining property owners agree to fund the “top up” required to bring the development share for sealing to 30% contribution.
- (c) **Notes** that sealing (if approved) will be carried out under the Rural Seal Extension Policy (refer Trim No. 231123188754).
- (d) **Notes** that the previous estimate for the work was \$560,000 excluding GST, however this needs to be tested with the market to provide more certainty on the costs and to inform setting of a targeted rate.
- (e) **Notes** that a Special Consultative Procedure (SCP) for a targeted rate will be carried out once a firmer price has been received, to allow more certainty around the costs and the targeted rate.
- (f) **Notes** that a report will be brought to Council in March 2024 seeking approval of the Special Consultative Procedure (SCP) documentation, timeline and hearings panel.
- (g) **Notes** that based on current traffic volumes, this road would not currently trigger sealing under the current levels of service.
- (h) **Circulates** this report to the Utilities and Roading Committee and the Oxford-Ohoka Community Board for information.

- 7.5 **Climate Change Response Programme – Budget Reallocation (Better Off Funding)** – J Cathcart (Senior Project Engineer) and S Hart (General Manager Strategy, Engagement and Economic Development)

71 - 75

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231109180114.
- (b) **Approves** Council staff to submit a change request to DIA for the reallocation of \$200,000 Better Off Funding within the Climate Change Response Programme.
- (c) **Notes** that the \$200,000 Integrated Transport Strategy budget will be decreased to \$80,000 due to a reduction in scope.
- (d) **Notes** that the remaining \$80,000 will be utilised to review the District’s Parking Strategy in light of Integrated Transport Strategy directions particularly linked to transport choices and emissions reductions.
- (e) **Notes** that \$120,000 will be reallocated to the Climate Change Risk Assessment subproject to offset the predicted budget shortfall.
- (f) **Notes** that the net budget impact on the Climate Change Response Programme Project will be zero.

- (g) **Notes** that this reallocation within the Better off Funding programme of work removes the need to request additional funding through the Long-Term Plan and has no rating impact.

7.6 **Lineside Road Development and Progress Update** – Bex Dollery (Ecologist – Biodiversity)

76 - 108

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231123188159.
- (b) **Notes** that the property has now been leased for \$82,800 GST inclusive on an annual basis.
- (c) **Approves** the recommendation of the Lineside Road development project be governed by the same Working Group as the Arohatia te Awa project to ensure project cohesiveness.
- (d) **Approves** the adoption of the modified Terms of Reference for the Arohatia te Awa Working Group (attachment iii Trim 231123188215).
- (e) **Approves** the use of the Arohatia te Awa budget for any planning or operational works required.
- (f) **Notes** that once a governance structure is in place the project can formally progress with engagement, inform the vision and begin the development design.

7.7 **Establishment of Maori Wards** – S Nichols (Governance Manager and Deputy Electoral Officer)

109 - 112

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231122188011.
- (b) **Resolves** that no Māori Ward be established for the 2025 local government triennial elections.
- (c) **Circulates** a copy of this report to the Community Boards for their information.

7.8 **Management Team Delegations Update** – N Robinson (General Manager Finance and Business Support)

113 - 117

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 231122187694.
- (b) **Approves** the updates to S-DM 1047 Management Team Delegations for the Management and/or the Chief Executive to approve over expenditure on an estimate, quoted, or tendered works up to a lesser amount of 10%, or the value of \$50,000.
- (c) **Notes** that a report will be provided to the Audit & Risk Committee on a quarterly basis detailing the cumulative amount of over expenditure, which will not exceed \$500,000 in any one financial year.

8. MATTERS REFERRED

8.1 Exemption the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002 – P Christensen (Finance Manager) and M Garrod (Accountant)

118 - 121

(Refer to attached copy of report 231108179678 to the Audit and Risk Committee at its meeting of 14 November 2023 and minutes of that meeting, (attached as Item 10.1 on pages 192 – 205 in this agenda).

THAT the Council:

- (a) **Approves** the exemption for the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002.
- (b) **Notes** the Council may revoke the exemption at any time.
- (c) **Notes** the Council must review an exemption every three years.
- (d) **Notes** that it was recommended that the Trust amended the Trust Deed to remove the requirement of an audit.
- (e) **Notes** that unaudited financial statements signed by the Chairperson and another Trustee would be provided to the Council annually, with a six month progress report.
- (f) **Notes** the 2020/21, 2021/22 and 2022/23 financial years would be audited by Audit New Zealand.
- (g) **Notes** that the Statements of Intent were not prepared for 2020/21, 2021/22 and 2022/23.
- (h) **Recommends** that the Trust's financial statements were to be audited when, in each of the two preceding financial years, the operating expenditure of the Trust was more than \$550,000.

8.2 School Road Woodend Drainage Upgrade – M Henwood (Project Engineer) and J Recker (Stormwater and Waterways Manager)

Refer to attached copy of report 230324141614 to the Woodend-Sefton Community Board at its meeting of 4 December 2023. As this matter was still to be considered by the Community Board on Monday 4 December, and this Agenda had previously been collated and circulated, staff will provide a verbal update at the Council meeting. Any updates to the recommendation (as approved by the Woodend-Sefton Community Board), will be included in the Council summary agenda in Diligent on the morning of the Council meeting. This report cannot be held over to the 2024/2025 year as this would impact on carry over budget and in addition, the residents would not be getting the agreed level of service.

122 - 180

THAT the Council:

- (a) **Receives** report No. 230324041614
- (b) **Approves** the proposed solution to:
 - i. Improve the primary network capacity by piping flows to the existing network at Main North Road near Gladstone Road to meet the 5-year level of service.
 - ii. Improve the secondary flow path at the driveway of 10 School Road noting that this will mitigate the secondary flow overtopping the driveway in heavy rainfall events.
- (c) **Notes** that the estimate for this work (including a 20% project contingency, and all associated fees) is \$541,000, while the current budget allowance is \$415,000.

- (d) **Approves** an additional budget of \$126,000 in the 2023/2024 financial year to the Stormwater LOS (PJ 101517.000.5123) budget, for the construction of the School Road Drainage Upgrade. This will give a total budget of \$541,000.
- (e) **Notes** that the additional budget for 2023/2024 will increase the Coastal Urban Drainage rate by approximately \$3.00 or 1.2% per property from 2025/26 onwards.
- (f) **Notes** that a piped solution will improve the level of service in School Road meeting Waimakariri District Council's 1 in 5-year primary system requirement set out in the Engineering Code of Practice.
- (g) **Notes** that the secondary flow path will be altered (subject to the approval of the 10 School Road property owner) to flow southwards over the crown of the road away from the east driveway of 10 School Road. This is expected to prevent secondary flow overtopping the driveway in significant storm events.
- (h) **Notes** that for higher intensity rainfall events there is limited freeboard provided and therefore the flood waters overtopping the driveway may not be prevented, beyond the design events stated.

9. **HEALTH, SAFETY AND WELLBEING**

9.1 **Health, Safety and Wellbeing Report November 2023** – J Millward (Chief Executive)

181 - 191

RECOMMENDATION

THAT the Council

- (a) **Receives** Report No 231121187169
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 **Minutes of a meeting of the Audit and Risk Committee of 14 November 2023**

192 - 205

RECOMMENDATION

THAT Item 10.1 be received information.

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 **Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 16 October 2023**

206 - 217

11.2 **Minutes of the Oxford-Ohoka Community Board meeting of 8 November 2023**

218 - 224

NOTE: The Woodend-Sefton Community Board did not hold a meeting in November as there was no formal business to be considered. A Board Workshop was held.

RECOMMENDATION

THAT Items 11.1 to 11.2 be received for information.

12. MAYORS DIARY

12.1 Mayor's Diaries 1 October – 31 October and 1 – 30 November 2023

225 - 230

RECOMMENDATION

THAT the Council:

- (a) **Receives** report numbers 231121186842 and 231121186763.

13. COUNCIL PORTFOLIO UPDATES

- 13.1 Iwi Relationships – Mayor Dan Gordon
13.2 Greater Christchurch Partnership Update – Mayor Dan Gordon
13.3 Government Reforms – Mayor Dan Gordon
13.4 Canterbury Water Management Strategy – Councillor Tim Fulton
13.5 Climate Change and Sustainability – Councillor Niki Mealings
13.6 International Relationships – Deputy Mayor Neville Atkinson
13.7 Property and Housing – Deputy Mayor Neville Atkinson

14. QUESTIONS

(under Standing Orders)

15. URGENT GENERAL BUSINESS

(under Standing Orders)

16. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
16.1	Confirmation of Council public excluded minutes of 7 November 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
16.2	For information - Public Excluded Minutes Audit and Risk Committee meeting 14 November	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
REPORTS			

16.3	Southbrook Recovery Park	Good reason to withhold exists under section 7	The recommendations in this report are to be made publicly available but the contents remain public excluded as there is good reason to withhold in accordance with section 7, h of the Local Government Official Information and Meetings Act. "The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities".
16.4	Contract Award Darnley Square Water Main Upgrade	Good reason to withhold exists under section 7	The recommendations in this report be made publically available but the contents remain "Public Excluded" as it would be likely to unreasonably prejudice the commercial position of G&T Construction and Council as per Local Government Official Information and Meetings Act 1987 Section 7 (2)(b)(ii).
16.5	Woodend Land Acquisition	Good reason to withhold exists under section 7	The report, attachments, discussion, and minutes remain public excluded until the various negotiations and transactions are concluded, for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i). After negotiations and transactions are concluded, the recommendations in the report may be made public
16.6	Proposed Kaiapoi Land Sale	Good reason to withhold exists under section 7	The report, attachments, discussion, and minutes remain public excluded until the various negotiations and transactions are concluded, for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i). After negotiations and transactions are concluded, the recommendations in the report may be made public.

CLOSED MEETING

Refer to Public Excluded Agenda (separate document)

OPEN MEETING

17. NEXT MEETING

The Council is scheduled to next meet in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora. at 9am on Tuesday and Wednesday 30 and 31 January 2024 to consider the Draft Long Term Plan Budget.

The first ordinary meeting of the Council is scheduled for **Wednesday 7 February 2024**, commencing at 1pm (noting that Tuesday 6 February is Waitangi Day).

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY, 7 NOVEMBER 2023, WHICH COMMENCED AT 1.00PM.

PRESENT

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

IN ATTENDANCE

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roding), K LaValley (General Manager Planning, Regulation and Environment), N Robinson (General Manager Finance and Business Support), S Hart (General Manager Strategy, Engagement and Economic Development), C Brown (General Manager Community and Recreation), K Simpson (3 Waters Manager), S Nichols (Governance Manager), J McBride (Roding and Transport Manager), D Young (Senior Engineering Advisor), K Waghorn (Solid Waste Asset Manager), D Roxborough (Implementation Project Manager – District Regeneration), G MacLeod (Greenspace Manager), M Kwant (Green Space Community Projects Officer), S Docherty (Senior Policy Analyst), V Thompson (Senior Advisor, Business and Centres) (via Teams), C Fahey (Water and Wastewater Asset Manager), S Fauth (Utilities Projects Team Leader), H Wilson (Project Engineer), B Rada (Project Engineer), K Howat (Parks and Facilities Team Leader), S Binder (Senior Transportation Engineer), T Allinson (Senior Policy Analyst) (via Teams), and A Smith (Governance Coordinator).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

Having been appointed as one of the Commissioners for the District Plan Review Hearings, Deputy Mayor Atkinson declared a conflict of interest for open agenda Item 7.1, *Commissioner Recommendation Private Plan Change 31*

3. ACKNOWLEDGEMENTS

Mayor Gordon acknowledged, with sadness, the recent passing of Council staff member Gary Boot. Gary had commenced employment with the Council in 2002, over time reaching the position of Project Delivery Unit Manager. He made a significant contribution to the community in his time with the Council, with the upgrading of rural water supplies and taking a lead in infrastructure repairs and recovery following the 2010 and 2011 earthquakes. Gary succumbed to Motor Neuron disease which he had been diagnosed with almost eight years previously. Two years ago Mayor Gordon presented Gary with his inaugural Mayors Award for his exemplary service to the community. Gary had also been acknowledged with awards for work in his chosen area of expertise in engineering and was well respected for this throughout New Zealand. Mayor Gordon observed that the reason that this districts Three Waters infrastructure was in such a good position, was largely due to Gary's leadership. Mayor Gordon commended staff members Gerard Cleary and Don Young, who both spoke at the service for Gary held the previous day. Councillors stood to observe a minutes silence.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 3 October 2023

Moved: Councillor Mealings

Seconded: Councillor Fulton

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 3 October 2023.

CARRIED

4.2 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 17 October 2023**

Moved: Councillor Goldsworthy Seconded: Councillor Ward

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 17 October 2023.

CARRIED

MATTERS ARISING (From Minutes)

There were no matters arising from the minutes.

5. DEPUTATIONS AND PRESENTATIONS

5.1 Bruce Bellis shared his views on Skew Bridge.

Mr Bellis expressed his concerns on traffic safety on Skew Bridge, noting that the bridge carried 9,900 vehicle movements per day. It was a dangerous narrow bridge, which at 83 years old, and parts crumbling, was in urgent need of replacement in his opinion. Large heavy vehicles could not negotiate the bridge without crossing the centre line and if two trucks had to pass on the bridge it was probable that their drivers mirrors would connect. He had personal experience with truck wing mirrors crashing.

Mr Bellis referred to a report prepared by the New Zealand Transport Agency in 2019 on Skew Bridge and quoted a section from the report on traffic safety for vehicles using the bridge. This report had been made available to the Council at the time it was written in 2019. Mr Bellis believed this was a damning indictment of this piece of Council infrastructure and spoke of a bridge likely to cause death or serious injury. Being so old, the bridge was never designed to carry 50 tonne trucks. Mr Bellis showed photos of the improvements that were undertaken by the Council in 2020 which indicated deterioration and that the structure would not last much longer in his opinion. A picture was shown of a suggested alternative diagonal crossing where a new bridge could be located.

Mr Bellis highlighted a case of Worksafe taking the Rotorua District Council to court for failing to maintain one of its roads and thereby endangering the public. Mr Bellis suggested that this could also be a situation that this Council could face, by exposing the public to this dangerous bridge.

Mayor Gordon requested that the Roading and Transport Manager present a report to the December Council meeting on the situation, noting that the Council shared the aspirations of Mr Bellis for replacing Skew Bridge. The cost estimate was substantial, \$16million, and the Council was regularly endeavouring to get the bridge further up the funding list with Waka Kotahi.

There were no questions from Councillors and Mr Bellis was thanked for his presentation.

6. ADJOURNED BUSINESS

6.1 **Grant for Cust Bowling Club** – K Howat (Parks and Facilities Team Leader)

Following this report being laid on the table at the 3 October 2023 Council meeting, it had been discussed further in a Council workshop. The Cust Bowling Club was seeking approval for a grant of \$2,930 for the installation of a backflow prevention device, to prevent contaminants entering the Council water supply. K Howat noted that this was a small Club with limited membership, and they did not have the ability to pay for the installation of a backflow device. The subscriptions of members were already needed for ongoing maintenance of club facilities, which were all completed on a voluntary basis.

It was confirmed that the Cust Swimming Pool was located on the same property, noting that this was not a Council owned swimming pool and was managed by a Pool Committee. The swimming pool was rated medium risk, so a backflow device was not required for it. The bowling club had the high hazard risk.

Staff had assessed the situation with other bowling clubs, advising that the only other club yet to have a backflow device installed was the Rangiora Bowling Club. Council staff had written to this club advising that the estimated cost of having this done would be \$6,000.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Council

- (a) **Receives** Report No. 230920147556
- (b) **Approves** a grant of \$2,930 to the Cust Bowling Club from Community Grants code 10.487.100.2410 for the installation of a backflow prevention device at the Cust Bowling Club, 1646 Cust Road.
- (c) **Notes** that staff would develop a policy to guide the decision-making process for future funding requests from nonprofit groups seeking financial assistance towards meeting the requirements of Council's Backflow Prevention Policy.
- (d) **Notes** that Three Waters annually tested backflow devices, carrying out minor maintenance as required, however any significant repairs were the responsibility of the property owner.
- (e) **Notes** that the Cust Bowling Club had been working alongside Council's Three Waters Team to understand the works required and had a contractor lined up ready to perform the works to a compliant standard.
- (f) **Notes** the Cust Bowling Club was the only community group that both Three Waters and Community and Recreation were aware of that require funding assistance to implement works for backflow prevention.
- (g) **Notes** Three Waters had communicated across the district with water supply owners who would need to undertake this works. They were currently at 90% compliance and were on track for completion.

CARRIED

Councillor Ward observed that this was a unique situation for this small club, and this grant would mean a lot to the members who provided a great club for the Cust community. Councillor Ward urged colleagues to support the motion.

Councillor Fulton, in supporting this motion also commented on the unique situation with this club and acknowledged the importance of this club to the Cust community.

Mayor Gordon also noted his support this for motion, acknowledging that the answers had been provided to the questions that Councillors had when this matter was first presented to Council on 3 October 2023. This funding would mean a lot to the small membership of this Club to keep it operating, as the members already worked hard fundraising to cover other maintenance costs. Development of a Policy for future decision making was also a good way forward, as indicated in recommendation (c).

7. **REPORTS**

7.1 **Commissioner Recommendation Private Plan Change 31** – M Bacon (Development Planning Manager)

Deputy Mayor Atkinson having previously noted a conflict of interest, moved away from the table, and took no part in the discussion or voting on this matter.

K LaValley spoke to this report which sought the Council's adoption of the Commissioner's recommendation relating to Private Plan Change 31. In response to the comments of the Commissioners on the amount of land that the Council had made available for development in the district, it was considered that with the modelling that the Council had based the development on, that there was sufficient land provided.

There was approximately 321 hectares available for development in the medium term of ten years. It was pointed out that a model was representative of one point in time and that there had been plan changes since it was completed. There had been lots that had been developed, and accordingly this reduced the demand, however it was considered that the model was still fit for purpose and provided an estimate of capacity and was considered to be a more appropriate methodology than what was taken on behalf of the applicant which was a different more simplistic approach used. As an indication, in the rezoning hearings of the Proposed District Plan, there was approximately 3,000 hectares of land relating to rezoning requests.

Mayor Gordon asked that it be reaffirmed that the Council had allowed sufficient land available for residential development in the short to medium term should it be required. This was confirmed.

There were no questions from members.

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** report No. 231031173792.
- (b) **Receives** the report and recommendation of Independent Commissioners Cindy Robinson and Ros Day-Cleavin dated 27 October 2023 in respect of Private Plan Change 31 Rolleston Industrial Developments Ltd.
- (c) **Adopts** the recommendation of Commissioner Robinson and Day-Cleavin in respect of Private Plan Change RCP031 Rolleston Industrial Developments Ltd dated 27 October 2023 as its formal decision on Private Plan Change 31 pursuant to clause 10, Schedule 1 of the Resource Management Act 1991 and declines the plan change request for the reasons given in the Commissioners' recommendation (231031173394).
- (d) **Delegates** staff to publicly notify Council's decision to decline Private Plan Change Request RPC031.
- (e) **Circulates** this report to all Community Boards for their information.

CARRIED

Mayor Gordon noted that this matter to be had been assessed by independent Commissioners. The Council had made the decision to submit in opposition to this proposal. This intensive development would have had a significant change to the rural village aspect of Ohoka and though there were other developments that had allowed for the progress in the Ohoka area, none were of the scale and size that this Plan Change 31 proposed. Over 90% of submissions received opposed the application. Growth was important but not growth at any cost and Mayor Gordon had no hesitation in supporting this motion.

Councillor Redmond noted that the Commissioners had found in favour of the retail proposal, freshwater, waterways and ecology matters, and also found that the drainage and water infrastructure were sufficient for the development. The proposal was declined on the grounds of increased emissions, and transport issues, plus the negative effect on the amenities of Ohoka Village. Councillor Redmond believed this was a sound decision of the Commissioners and encouraged all to support this decision.

Having observed some of the hearing, Councillor Fulton congratulated the submitters who had spoken in support of their objection to this Plan Change and the quality of their submissions. It was obvious that the Commissioners had listened well to all the submissions received.

Mayor Gordon urged colleagues to support this motion and acknowledged the professionalism of staff and consultants who had provided evidence and also the effort of the submitters who had done significant work with their submissions.

7.2 **Northern Pegasus Bay Bylaw Review Seeking Approval for Consultation** – S Docherty (Senior Policy Analyst)

S Docherty spoke to this report which sought the approval of the Council to undertake a consultation process for a review of the Northern Pegasus Bay Bylaw 2016 (amended 2023). This Bylaw was established in 2010 and last reviewed in 2016. The consultation period would be from mid-November 2023 through to late January 2024, noting that the recreational activities in Pegasus Bay were most popular during this time of year.

Following a question from Councillor Redmond, it was agreed that a representative, Chairperson or nominee, from the Kaiapoi-Tuahiwi Community Board should also be included on the Hearing Panel. It was agreed to amend recommendation (c) to include a representative of Kaiapoi-Tuahiwi Community Board on the hearing panel.

On an operational matter, Councillor Brine asked if there was any evidence of dogs attacking birds or bird nests in the area. M Kwant responded that photos had been provided of dogs chasing birds in the area, and having dogs off-lead in the area could cause a disturbance to birds nesting. He had not seen firsthand or photo evidence, of birds being caught, and in the mouths of dogs. Councillor Brine commented on his firsthand experience he had never seen any issues with dogs and birds in the area.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 230912142230.
- (b) **Approves** initiating the consultation process on the Northern Pegasus Bay Bylaw 2016 (amended 2023) from between mid-November 2023 and late-January 2024.
- (c) **Appoints** Councillors Blackie (Chair as portfolio holder), Councillor Goldsworthy and Councillor Redmond, a representative of the Woodend-Sefton Community Board and a representative of the Kaiapoi-Tuahiwi Community Board and a Te Ngāi Tūāhuriri Rūnanga representative, to the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions on the Bylaw and to recommend decisions to the Council (meeting dates to be confirmed).
- (d) **Invites** Te Ngāi Tūāhuriri Runanga to appoint an advisor to the Hearings Panel to provide advice on cultural matters.
- (e) **Notes** that this consultation would inform development of a Statement of Proposal for the Proposed Northern Pegasus Bay Bylaw 2024. The Statement of Proposal would be made available to the wider public for input through the Special Consultative Procedure required by the Local Government Act 2002.
- (f) **Notes** that the Northern Pegasus Bay Bylaw 2016 (amended 2023) would not be required to be formally reviewed for another 10 years.
- (g) **Circulates** this report to the Kaiapoi-Tuahiwi, Oxford-Ohoka and Rangiora-Ashley Community Boards for their information.

CARRIED

7.3 **Adoption of Road Reserve Management Policy** – S Binder (Senior Transportation Engineer) and J McBride (Transportation Manager)

S Binder provided some background information for this report which sought Council's approval to adopt the Road Reserve Management Policy. It was advised that this Policy brought together six former Policies into one through the public submission process. These Policies were the Rural Seal Extension Policy, Private Funding of Seal Extension Policy, Formation of Unformed Roads Policy, Road Reserves Fencing and Grazing Policy, Stock Underpasses Policy and Vehicle Crossings, Entranceways and Driveway Surfacing Materials Policy.

The Hearing Panel included Councillors Redmond, Fulton and Blackie. Four submissions were received and three submitters presented their views to the hearing panel. As Chair of the Hearing Panel, Councillor Redmond noted that the submitters all made good points in their submissions, with significant comments on paper or unformed roads. It was advised that there would be further consultation with affected rural landowners with roadside grazing areas and reported back to the Council at a future date.

Councillor Blackie commented on the significant number of unformed roads in the district (1,100, with only 145 currently with licences to occupy), which were occupied/grazed and suggested that there was a financial implication on this matter. There needed to be licence for occupation of all these unformed roads which would be a significant cost to the Council. Councillor Blackie said the matter of paper roads only worked because of the goodwill and cooperation of farmers who had managed these pieces of land for decades, and in some cases over generations. The OAC "Outdoor Access Commission" had overall control of these roads, and it was confirmed that the public had unfettered access to these paper roads.

Councillor Fulton observed with the development of outdoor recreation, walking and access, this has moved over time from cooperative mediation with access, to enforced access. Councillor Fulton noted the lawful and unlawful desires of the recreational users, eg. hunters, shooters and others who may choose to use loopholes.

Mayor Gordon noted recommendation (d) and suggested that this matter lie on the table until this consultation with rural landowners had taken place. J McBride said staff had considered this, however advised that as the Policy covered wide areas of road reserve management within the district, whereas the roadside grazing would be a targeted consultation. The same Hearing Panel would be reconvened to consider this consultation with rural landowners.

Deputy Mayor Atkinson asked why the Council was being asked to adopt the Policy today and then again if there were further updates after the separate targeted consultation. J McBride confirmed that the targeted consultation to be carried out would only alter the Appendix to the Policy, which was a list of the rural roads used for roadside grazing. There would be no material changes to the Policy. J McBride advised that getting this Policy in place would give both staff and the community good guidance on the use of road reserves, which added value for staff when working with the community. The further consultation would be undertaken in February and March 2024.

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 231024169428.
- (b) **Adopts** the Road Reserve Management Policy as included in attachment i (TRIM: 221117200292) of the report.
- (c) **Circulates** this report to the Community Boards for their information.
- (d) **Notes** a separate targeted consultation would be carried out with rural landowners who could be affected by any proposed changes to roadside grazing areas and reported back to Council at a future date.

Councillor Redmond said the Hearing Panel considered all submissions received and were unanimous in the changes that were made and the Appendix currently remained unchanged. Any changes to the roads allowed for roadside grazing were to be considered separately following targeted consultation with adjacent landowners.

Deputy Mayor Atkinson, though in support of this motion, had concerns with the order that the process was being undertaken. Having recently attended a LGNZ Rural Provincial meeting in Wellington, Deputy Mayor Atkinson referred to a presentation from Federated Farmers, who spoke on the shared goals of local government and Federated Farmers and stressed the importance of any council policies or plans to support, rather than inhibit, how farmers carry out their operations.

Procedural Motion

A procedural motion was then put.

Moved: Councillor Mealings Seconded: Mayor Gordon

That the report lie on the table pending the targeted consultation being undertaken and further report was referred back to the Council.

CARRIED

A Division was called.

For: 6 - Mayor Gordon, Deputy Mayor Atkinson, Councillors Cairns, Fulton, Mealings, Ward.
Against: - 5 Councillors Blackie, Brine, Goldsworthy, Redmond and Williams.

7.4 **Adoption of Waimakariri District Community Outcomes** – T Allinson (Senior Policy Analyst)

T Allinson and S Hart presented this report which sought the approval of the Council to adopt the Waimakariri District Community Outcomes. A public consultation had recently been held on for the Community Outcomes with a hearing panel which included Councillors Ward, Redmond, and Goldsworthy hearing submissions.

There were no questions from members.

Moved: Councillor Ward Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 231012163082.
- (b) **Adopts** the community outcomes for use by Council in its draft Long-Term Planning, annual planning, and strategy development. (TRIM 230620091148).
- (c) **Circulates** this report and the attached community outcomes to the Community Boards for their information.
- (d) **Notes** that the community outcomes are no longer linked to the United Nations Sustainable Development Goals but rather targeted to align with the four dimensions of well-being.
- (e) **Notes** that officers would continue to seek to work with Te Ngāi Tūāhuriri representatives to get their feedback on the community outcomes and that there may be targeted indicator statements resulting from this process which would be tabled before Council as they arise in the future.

CARRIED

Councillor Redmond said this had been a good consultation process and the community outcomes reflect the Council's four well-beings and the Local Government Act.

Mayor Gordon noted the thorough process that this matter had gone through, noting that there had also been views expressed during the Annual Plan process earlier in the year. Mayor Gordon referred to the United Nations Sustainable Development Goals, advising that staff had looked at what was thought to be appropriate. Though these were not considered to be unhelpful measures to have included, it was determined that these goals were not adding particular value. Mayor Gordon confirmed that several years ago it had been considered of value to add these to the Council's goals at that time however he wanted to reassure those who expressed concerns that there was linkage or relationship with the United Nations as is being alleged by some in the community.

7.5 **Adoption of Waimakariri District Strategic Priorities** – T Allinson (Senior Policy Analyst)

T Allinson spoke to this report which sought the Council's approval to adopt its draft strategic priority statements. It was noted that there had been workshops held with the Council on the Strategic Priorities. There had been no public consultation undertaken for this, as this was an elected member owned document and once it was adopted it would be made available to the public.

At a meeting with the Rūnanga held the previous week, these priorities were discussed, and feedback provided to the Council in the wording for the narrative for the Priority Statement “Embrace partnership with Ngai Tuahuriri”, and staff proposed an update as follows:

*“Pursue a meaningful, open and trusting relationship based on the principals of Te Tiriti with **our partner Ngai Tuahuriri**”.*

There were no questions from members.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** Report No. 231017165864.
- (b) **Adopts** the strategic priorities, as shown in section 3.7 of this report, for the purposes of planning, strategy development and inclusion in the draft Long-Term Plan.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Mealings noted that this document represented the Council exercising its responsibility to the community.

7.6 Waimakariri Economic Development Strategy for Adoption V Thompson (Senior Advisor, Business and Centres)

This report sought approval to adopt the Waimakariri Economic Development Strategy and the Implementation Action Schedule. V Thompson advised that the six-week public engagement period had recently been completed. Not a lot of feedback was received, and there were minor changes incorporated into the Strategy document. There would not be any funding sought in the Long Term Plan, but there may be budget sought in outer years.

S Hart extended thanks to V Thompson for her work on the Strategy. With the adoption of the Strategy, there were some initial actions that could be progressed; however these would not require any budget.

Moved: Councillor Ward

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 231009160007.
- (b) **Approves** the Waimakariri Economic Development Strategy and the accompanying Implementation Action Schedule for adoption.
- (c) **Notes** that budget to deliver on the Implementation Schedule would be requested through the 2025/26 Annual Plan, following a period of investigation across 2024/25 to determine the project costs and requirement for a new budget.
- (d) **Notes** that where possible, prioritised projects that could be delivered within existing budgets and resources would be progressed from 1 July 2024.
- (e) **Notes** the feedback from the community as a result of public consultation had been summarised within the report and reflected (where appropriate) within the relevant strategic priorities and implementation action items.
- (f) **Notes** that the adopted Strategy would cover a delivery timeframe from 1 July 2024 to 30 June 2034 (a period of 10 years).
- (g) **Circulates** this report and the approved Waimakariri Economic Development Strategy to the community boards for their information.

CARRIED

Councillor Ward congratulated the work of staff member V Thompson with the community consultation sessions undertaken for the Economic Development Strategy.

Councillor Cairns reiterated the comments from Councillor Ward. A key vision of the Strategy was a thriving, progressive and environmentally responsible economy that underpinned a desirable local lifestyle. This was a good strategy for this great place to be part of.

Mayor Gordon endorsed the Councillors comments and supported the adoption of this Strategy.

7.7 Adoption of ChristchurchNZ's Destination Management Plan – V Thompson (Senior Advisor, Business and Centres)

This report requested the Council's endorsement of the ChristchurchNZs Destination Management Plan and covers the tourism areas of Christchurch, Ashburton Selwyn and Waimakariri districts. The plan needed to be endorsed by all partner organisations for ChristchurchNZ before the end of November 2023, in order to meet the criteria to receive its funding. The Management Plan sat alongside the Waimakariri Visitor Strategy however the primary focus of the Destination Management Plan was to attract visitors to Christchurch. This would in turn, provide potential benefits to the Waimakariri district. There would be no budget required for the initial adoption of the Destination Management Plan.

Councillor Williams questioned if there could be some future cost to the Council, following the initial adoption. V Thompson replied that there was no obligation for the Council to agree to funding, even if it endorsed the Plan initially. If there was any further funding required, there was no obligation on the Council and any requests would come back to the Council.

Councillor Mealings noted in the Management Plan document that there was no mention of the Waimakariri District. Staff had agreed to follow up on this, suggesting this would have been an oversight on the part of those putting the document together for ChristchurchNZ.

Councillor Ward sought clarification that Enterprise North Canterbury (ENC) was the promotional organisation for Waimakariri and was involved in destination marketing for the area. S Hart confirmed that this was the case and ENC had arrangements with different groups for promotion of the district. It was explained that Government funding had been made available for Regional Tourism Operators previously, of which ChristchurchNZ was able to apply, however as ENC was not a tourism operator, it did not qualify for this funding. ENC were still undertaking all the work relating to the Waimakariri Visitor Strategy.

Councillor Fulton mentioned the sporting facilities in the Waimakariri district and asked were these included as assets when promoting visitor attractions. S Hart confirmed this was the case and noted that a significant number of visitors that come to Waimakariri were from Christchurch. The Visitor Strategy looked at this, however also looked at other opportunities, including attracting visitors through regional or national sporting events.

Councillor Cairns asked if there could be an opportunity for more involvement of local input into the document, to keep the information on Waimakariri more current than what was currently included in the Plan. S Hart said the additional wording in recommendation (d) allowed for these updates to be included.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 230524075371.
- (b) **Notes** that Ministry for Business and Innovation and Employment had funded ChristchurchNZ to develop a Destination Management Plan (MBIE) for the regional tourism area covering Christchurch, Ashburton, Selwyn and Waimakariri districts.
- (c) **Notes** that the Destination Management Plan must be endorsed across the partner Councils and adopted by ChristchurchNZ by 30 November 2023 to meet MBIE's funding conditions.

- (d) **Notes** that there was no implementation budget associated with the Destination Management Plan (DMP) however following adoption of the plan by ChristchurchNZ, staff would work with the Regional Tourism Organisation delivery partners and Enterprise North Canterbury (ENC) to determine what, if any, Waimakariri District related implementation actions would require further resourcing. These projects would need to be considered alongside Council's existing work programme or priorities, and any DMP projects identified for progression would be submitted to Council through the 2025/26 Annual Plan for funding consideration.
- (e) **Notes** that the Destination Management Plan would sit alongside the Waimakariri Visitor Marketing Strategy (developed in 2020) as the Council's strategic delivery mechanisms for supporting the local visitor economy.
- (f) **Endorses** the 2023-2030 Ōtautahi Christchurch Waitaha Canterbury Destination Management Plan and confirms that ChristchurchNZ, in their role as the Canterbury Regional Tourism Organisation, should adopt the Destination Management Plan for the Canterbury region, subject to relevant references to Waimakariri District being included.

CARRIED

Deputy Mayor Atkinson suggested that the ChristchurchNZ organisation provided benefits to Waimakariri, which was a good arrangement for the district and for Canterbury as a whole. Deputy Mayor Atkinson reminded members that 80% of the visitors to Waimakariri come from Christchurch. Waimakariri would also pick up some of the international visitors that come to Christchurch, and this would be at no cost to this district.

Councillor Ward supported being part of the ChristchurchNZ Destination Management Plan and acknowledged the benefits to this district.

7.8 **Adoption of Updated Code of Conduct** - S Nichols (Governance Manager)

S Nichols advised that this report followed on from recent workshop and sought the Council's approval of the adoption of the update Code of Conduct document following a review. This outlined the expected behaviour of elected members when they were conducting the business of Council. It was confirmed that this document did not relate to the Register of Interests. There would be a further report to the Council in February 2024 considering the Register of Interests.

Following a question from Councillor Redmond, it was confirmed that there would still be just one Register of Interest document, which would include spouse interests.

There was a brief adjournment of the meeting at this time (3.02pm) to allow time for Councillor Redmond to form an amended recommendation.

Moved: Councillor Redmond

Seconded: Mayor Gordon

THAT the Council:

- (a) **Receives** Report No. 231026170890.
- (b) **Adopts** Trim document 230918145779 as the Code of Conduct document, for the Council (Mayor and Councillors), effective from 8 November 2023, replacing document 190228024595 with Clause 4.7 altered as follows:

4.7 Register of Interests

Elected members will be requested to make a bi-annual declaration of interest at the ordinary Council meeting held in June and December each year. These declarations are recorded in a Register of Interests pursuant to the Local Government (Pecuniary Interests Register) Act 2022 maintained by the Council and listed on the Council website.

Delete (a) through to (e).

Please Note: *Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable by notifying the Governance Manager.*

- (c) **Notes** the Community Boards operate a similar Code of Conduct and would review their Code of Conduct and practices in the first quarter of 2024.

CARRIED

Councillor Redmond noted that Councillors need to comply with statutory regulations.

Mayor Gordon thanked S Nichols for all the work that had been put into this document and believed that adoption of this Code of Conduct was a good way forward.

7.9 **Voting Direction at LGNZ National Council** – S Nichols (Governance Manager)

S Nichols presented the report which was taken as read. The report sought voting direction for the Mayor, representing the Council, at an upcoming Special General Meeting of the Local Government NZ National Council.

Mayor Gordon had attended the recent Future for Local Government meeting, where it had been recommended that there would be a package of 17 recommendations to take to the incoming Government, though he did not support this approach. It was felt that there would be several other Councils that would also not be comfortable with this arrangement, and it would be challenging to get consensus of agreement from all Councils. A Special Annual General Meeting was planned to be held in December 2023, where this matter would be considered.

Having also attended this meeting, Deputy Mayor Atkinson said care needed to be taken in committing to anything in these early stages of the Future for Local Government and a new Government.

Councillor Redmond had also attended the meeting which he had found beneficial. Though not everyone agreed, there were some themes where there was consensus. Councillor Redmond did not support going to the Government with all 17 issues and suggested just going with the finance issue in the first instance, as he considered this was the most important.

Mayor Gordon said the LGNZ had a working group established that had worked on this strategy, however it would be his preference to wait until the new Government had settled in.

Moved: Councillor Ward

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 231026170985.
- (b) **Authorises** Mayor Gordon to cast the Council vote at the LGNZ Special General Meeting to be held on 11 December 2023 in the most appropriate manner that supported the direction of the Waimakariri District, based on feedback received from Councillors once they had viewed the final proposal papers.
- (c) **Notes** when the final Special Annual Meeting papers were available with the proposed options, these would be circulated to the Councillors for consideration and feedback to the Mayor.

CARRIED

The meeting adjourned at 3.20pm for refreshments and reconvened at 3.30pm

8. **MATTERS REFERRED**

8.1 **Approval of Design for Project 2 of the Transport Choices Programme (Rangiora Town Cycleway – Stage 1)** – K Straw (Civil Project Team Leader) and D Young (Senior Engineering Advisor)

The Rangiora-Ashley Community Board considered report 230919145813 at its meeting of 11 October 2023.

K Straw provided an update on this matter and noted the updated recommendation from staff for the Council's consideration. This had been necessary due to the timing differences for funding that had occurred since the Rangiora-Ashley Community Board had considered this matter. It was not expected that there would be an outcome on the decision on funding until the new Government was in place. There was also an additional recommendation (o) tabled by staff at the meeting, providing more information on the total "Transport Choices" estimate across the "Strategic Cycleways" package, and the funding to come from Waka Kotahi Transport Choices. This recommendation also detailed the estimate of construction costs for this specific project and the expected funding from Waka Kotahi. If the resolution was passed today and funding did become available within the next three months, staff would be proceeding with the project. There had been one key design change in the design that had been submitted for approval. The refuge island with the crossing facility on South Belt had moved from the eastern side of the intersection to the western side. This change was a direct result of the feedback received during the neighbourhood drop-in sessions. This change also reduced impact on traffic turning right into King Street. The remainder of the design remained the same. It was highlighted that there was \$45,000 remaining in the minor improvements budget and this had been targeted for safety improvements on Railway Road, fencing off the parking from the railway line. It was the intention to proceed with this fencing and seal widening, regardless of the outcome of the Transport Choices funding.

D Young noted the ongoing opposition advised in an email from Foodstuffs and the possibility of a legal claim against the Council, of which members were all aware. Staff would continue to work with Pak n Save regarding any issues that they felt would be exacerbated by the cycleway or other issues that remained whether the cycleway was installed or not. It was pointed out that if the Council chose not to continue with the cycleway today, there remained issues that still needed addressing and conversations would continue with Pak n Save. Staff believed due process had been carried out and if the Council passed the recommendation today, that good defensible systems were in place if legal proceedings were taken against the Council.

Councillor Redmond enquired if the Safety Audit had been received. It was confirmed that this had been received from Ableys, and there now needed to be comments from four different people. There were three issues raised in the audit, however these were minor and matters that Council staff were already working on. There were no concerns raised in the audit of truck movements on Railway Road and K Straw confirmed that the cycleway did not pass across the rear entrances of Pak n Save. It was also confirmed that the redesigned layout would have no negative impact on truck movements.

Councillor Williams sought clarification on the \$45,000 to be spent on fencing. It was confirmed that this did not impact on any car parking spaces, as the parking had been moved to the other side of the road approximately 18 months ago. It was pointed out that the \$45,000 also included the cost of widening the seal that would be required, and the fencing would go between Dunlops Road, and the back entrance of Pak n Save, on the railway side. This side of Railway Road had previously been where Pak n Save trucks were parked, but the Council had previously made provision for trucks to park on the western side of Railway Road. This would be a bollard and wire fence.

Councillor Williams had concerns that the residents who attended the drop-in sessions had expressed verbal comments which were not recorded as part of the consultation process. It was pointed out that all the people who attended the drop-in sessions were handed information flyers which included a section to write any comments and all attendees were encouraged to complete these, so their views would be recorded.

D Young advised that part of the continued engagement with Foodstuffs would include the hours of delivery to Pak n Save and the routes used by these delivery trucks into and out of Rangiora, whether this included delivering to New World Supermarket. Staff believed that the Council had responded to every issue that Pak n Save had raised. Councillor Williams suggested that this matter could be left to lay on the table until it was known that Foodstuffs were not intending to pursue legal proceedings and whether there was going to be funding available. D Young suggested that staff would advise the process continuing and believed for good reasons, that the work should continue. Schedule 1 approval of the Transport Choices funding had been approved and it was only Schedule 2 that had been put on hold. It was understood that the funding had been oversubscribed however suggested that if the Council approved this recommendation, and then the funding was granted, it would be beneficial for this project to be ready to proceed.

Speaking on the possibility of facing legal proceedings, J Millward noted that the cost of both lodging and defending a judicial review was an expensive process. He believed that the Council had undertaken a thorough process to date, having consulted with the community and the Community Board. This project was a health and safety matter, proposing to take cyclists off the high-density traffic usage on Southbrook Road and providing a safer alternative route with significantly less traffic use.

Following a question from Councillor Ward, J Millward and D Young confirmed there was a Resource Consent in place for Pak n Save, which covered the hours of delivery and did not allow deliveries after 7am. There may be a variation applied for, with the main issue being increased noise impacting on neighbours.

Councillor Ward sought clarification on the distance of the proposed cycleway passing behind commercial property was 380metres and that it went through residential area for 1,400metres, and also provided a safe route for children getting to and from Southbrook school. Staff could not confirm the exact distances but believed those suggested by Councillor Ward would be correct. K Straw did confirm that the eastern side of Railway Road from Marsh Road to the rear of Pak n Save was only approximately 150 metres.

Councillor Goldsworthy asked staff if there were aware of any other judicial challenges to other Councils relating to cycleways. D Young referred to the challenge in Wellington however believed this was more related to the process undertaken, which was considered that it did not allow for sufficient consultation with the community or effected parties. This had been a successful challenge.

Following the presentation of the report to the Rangiora-Ashley Community Board in August, staff had undertaken a door-to-door approach to all businesses in the area and it was advised that there had been no negative comments from any other commercial properties and businesses in the area. There had been some positive support received for the cycleway proposal during this exercise.

Mayor Gordon noted the concerns raised by Pak n Save on the turning room for trucks turning right out of Station Road and it was confirmed that this matter had been addressed. Marsh Road had been given priority so trucks could start turning sooner. D Young acknowledged this was a difficult area, however it was workable with this plan, and conformed to Waka Kotahi's approved turning circles. There may be a difference of view with the Pak n Save management on this. If it was the desire of the Council, staff would also engage directly with the trucking companies on this matter. It was confirmed that there had been conversations held with other business owners in the area, both in an informal setting and then in more a formal situation with information shared which provided the opportunity for these business owners to respond back to the Council. Apart from the verbal feedback received from staff, there had been no other feedback received from these businesses. Regarding the concrete business, which was currently not operating, however was intending to resume operation, information and plans on the cycleway proposal had been circulated to the management and they responded that they had no problems with the proposal. D Young believed that staff had been involved in a reasonable level of engagement with Pak n Save and Foodstuffs over the matter of vehicle movements, including three onsite visits and numerous emails.

Following a question from Councillor Fulton, D Young quoted from emails to Council staff from Pak n Save management which stated, *"I don't believe there is anything you can do to make us agree that this is a good idea"*, which gave the impression that they had formed a view on the cycleway.

D Young confirmed that once staff became aware of the initial level of objection, there had been several amendments to the original plan in an endeavour to overcome the concerns raised by Pak n Save. It was felt that initially some of concerns were valid and that the Council had responded with multiple actions to address the concerns. It was now up to the Council to decide on this matter.

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the Council:

- (a) **Approves** the detailed design as per attachment i. for Project 2, Rangiora Town Cycleway.
- (b) **Notes** that this project was funded through the Climate Emergency Response Fund (CERF) for both the Transport Choices programme and VKT Reduction planning, and that this fund had been put on hold until the new Government was in place and Waka Kotahi received clear direction on the incoming Government's priorities for transport investment.
- (c) **Notes** that if the Transport Choices Programme funding was made available within the next three months, then the work would proceed as planned, and the Council and all Community Boards would be advised.
- (d) **Notes** that if the funding was not made available within the next three months, then this would be brought to the Council as part of the Long Term Plan for a further decision.
- (e) **Approves (Subject to funding being made available)**
 - (i) The installation of no stopping lines required as per the following schedule, noting that these would be added to the Councils Schedule of Parking Restrictions upon completion.

• Railway Road	West	Outside 642 Lineside Rd (southern end)
• Railway Road	West	Outside 642 Lineside Rd (northern end)
• Railway Road	West	Outside 16 Railway Road
• Railway Road	West	Outside Allied Concrete 20
• Railway Road	East	Angle parking south of Dunlops Road
• Railway Road	East	For 10 metres north of Dunlops Road (extending existing by 5m) to improve sight lines at level crossing.
• Torlesse Street	South	Outside No 36 Southbrook Rd (Torlesse Street side)
• Coronation Street West		Cul-de-sac head
• Country Lane	Both	South Belt to end of public laneway.
• South Belt	North	No. 7 King Street
• South Belt	South	No. 99 37
 - (ii) The removal of 12 street trees, noting they would be replaced with at least as many new street trees:

• Railway Road East	Outside Carters - To be replaced in kerb build out within carriageway
• Railway Road East	Outside Carters - To be replace in berm on western side of road
• Railway Road East	Outside Carters - To be replaced in kerb build out within carriageway

- Railway Road East Outside Carters - To be replace in berm on western side of road
 - Railway Road East within Outside Carters - To be replaced in kerb build out carriageway
 - Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road
 - Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road
 - Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road
 - Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road
 - Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road
 - Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road
 - Coronation Street South No. 10 Coronation St - To be replaced west of Buckleys Road.
- (iii) The installation of “STOP” priority control on Railway Road (northbound) at Station Road intersection, a “STOP” control on the west of the Marsh Road railway crossing, and removes the existing “STOP” priority control on Station Road (east bound) as per the proposed intersection design.
- (iv) The implementation of one-way (northbound) on Railway Road for approximately 60m between Station Road, and the rear PAK’nSave entrance.
- (f) **Notes** that these changes would result in the loss of 29 carparks partly balanced by the addition of 10 new carparks (leaving a nett loss of 19 carparks).
- (g) **Notes** the Council had received 50 submissions which have been summarised as 26 generally in support, 22 in opposition for a number of reasons, and two blank.
- (h) **Notes** that feedback from the consultation process had been incorporated into the design where applicable.
- (i) **Notes** that as a result of consultation, staff had made significant changes to the South Belt connection to King Street, relocating the crossing location to the western side of the intersection.
- (j) **Notes** that the detailed design drawings had been subject to an Independent Road Safety Audit, and that this process was being completed. A verbal update on any further changes that were required would be brought to the meeting.
- (k) **Notes** that the KiwiRail SFAIRP process had confirmed that the installation of half-arm barriers at the Marsh Road, and Dunlops Road level crossings were not financially practicable, and therefore not required as a result of the proposed cycleway.
- (l) **Notes** that the likely risk associated with projected usage of Marsh Road and Dunlops Road railway crossings would need reviewing as part of the Rangiora Eastern Link project, which may lead to either closure, or half arm barriers being installed at that point.

- (m) **Notes** that staff would proceed with the preparation of tender drawings, and documents in anticipation of receiving an approval to move to construction from Waka Kōtahi.
- (n) **Notes** that current Waka Kotahi timelines require that all work was complete by June 2025 (following a recent extension to the completion date). It was unknown if a further extension would be granted if and when funding was confirmed.
- (o) **Notes** that the total “Transport Choices” estimate across the “Strategic Cycleways” package of works was \$5,886,100, of which \$3,924,300 was funded by Waka Kotahi Transport Choices funding. For this specific project, the total construction estimate was \$1,213,238, of which \$812,869 was funded by Waka Kotahi.

CARRIED

A Division was called:

For: 10 – Mayor Gordon, Deputy Mayor Atkinson, Councillors Blackie, Brine, Cairns, Fulton, Goldsworthy, Mealings, Redmond and Ward.

Against: 1 – Councillor Williams.

Councillor Ward said this matter was about the safety of cyclists and providing a safe passage into Rangiora, cycling to school and also those linking up with the Passchendaele Path. This matter had been under consideration since 2016 and Councillor Ward would be very disappointed if the cycleway did not proceed, however only if the Waka Kotahi funding was made available. All options had been considered for this safer passage for cyclists and Councillor Ward did not believe any legal proceedings from Pak n Save would have a strong case.

Councillor Williams expressed his concerns that the existing cycleway was going to remain on Southbrook Road and that this would still be a safety issue. Councillor Williams also noted his disappointment that there were parking spaces lost with this proposal.

Deputy Mayor Atkinson supported this motion and proposal, but expressed concern that Waka Kotahi standards for trucks and turning cycles still needed to be tested and believed that the Council should be aware of the required standards for trucks. He believed that due diligence had been done for this cycleway and supported moving forward with it and expressed the importance of connecting the existing cycleways to make them accessible for people to use, however only if the Transport Choices funding was made available.

Mayor Gordon supported this motion and believed that there had been a thorough process undertaken. Staff had been very accommodating of the concerns raised by Pak n Save, and it was noted that the owner was protecting his business, which was understandable. It was pointed out that the road space was not just for Pak N Save, there were other people who used the road. With 26,000 daily traffic movements on Southbrook Road, this was not a safe environment for cyclists. To continue with this project, would put the Council in a good space, once the funding was made available from Waka Kotahi. This had been considered thoroughly by the Rangiora-Ashley Community Board and Mayor Gordon believed the Council had done the best that it could. Mayor Gordon encouraged members to support this motion.

Councillor Mealings was also in support of this motion, noting the amount that the Council had to pay to get this project completed, approximately \$400,000 with the additional two thirds Traffic Choices funding if it was approved. The two thirds/one third breakdown of costs was a more favourable option for other projects jointly funded with Waka Kotahi (usually 50/50). Councillor Mealings suggested the additional savings to the Council with this project could possibly be used to cover the cost involved in defending a judicial review, if that was lodged against the Council. Councillor Mealings also noted that more confident cyclists would still use Southbrook Road but that was an individual choice.

Councillor Redmond was in support of the proposal. Foodstuffs had a right to challenge the Council, noting that a judicial review was primarily focused on the process. If Waka Kotahi were to offer the Council reduced funding for this project, Councillor Redmond would not like to think that this project would proceed at the expense of other cycleway projects. Staff confirmed that any updates on this matter would be brought back to the Council for a decision.

In supporting the motion, Councillor Goldsworthy noted that some members of the community may be facing an uncertain future and cycling to work may be their only transport choice. The Council should be seen as an enabler for this sort of initiative.

Councillor Fulton expressed his support of this motion, noting the economic, social and environmental benefits of cycling.

Item 8.2 and Item 13 Portfolio Updates were considered after the public excluded agenda items. The open meeting resumed at 6pm.

8.2 Southbrook Resource Recovery Park: Preferred Layout Option for Upgrade - K Waghorn, Solid Waste Asset Manager) and D Young, (Senior Engineering Advisor)

(refer to report no. 230519073284 to the Solid and Hazardous Waste Working Party meeting of 20 October 2023)

The report sought the Council's approval to proceed with the detailed design of the Southbrook Resource Recovery Park (SRRP) upgrade based on Option 1 Concept Plan. K Waghorn advised that staff intend to make application to the Waste Minimisation Fund for these upgrades with much of this planned work being eligible for this funding. This was a contestable fund, and it was not known at this stage how much the application would be for, this was dependant on the criteria. Staff also propose to carry out design and construction of Stormwater Improvements in 2023/24 and a storage building, with design in 2023/24 and construction in 2024/25.

Moved: Councillor Brine

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 230519073284.
- (b) **Endorses** the Design Criteria as outlined in Attachment iv (TRIM Ref 231002154701)
- (c) **Approves** staff proceeding with detailed design of the Southbrook Resource Recovery Park Upgrade based on Concept Plan Layout Option 1 as shown in Attachment i, (TRIM Ref 230519073297) subject to Council approving the recommendations in Report No. 230518072726 which was to be heard in the Public Excluded section of this meeting.
- (d) **Notes** that there was a total budget allowance of \$647,449 in the 2023/24 financial year to fund the resource recovery park and transfer station upgrade design and consenting costs: \$419,626 in the Waste Minimisation Account and \$227,823 in the Disposal Account.
- (e) **Notes** that staff proposed to proceed with two separate improvements (stormwater improvements, and a new storage building) in advance of the upgrade to remedy existing site deficiencies, that this work would be compatible with the proposed site layout, that there were budget allowances totalling \$97,500 over the 2023/24 and 2024/25 financial years, and that the budgets that would be used to fund these works were separate to the overall upgrade design budgets.
- (f) **Notes** that staff would bring a report to the Council once the upgrade design had progressed sufficiently for cost estimates to be prepared, to inform them of the likely final costs of the upgrades, and which would be included in the Long-Term Plan for consultation.
- (g) **Notes** that staff propose to work with WSP to apply to the Waste Minimisation Fund for funding toward construction of the planned upgrades.
- (h) **Circulates** Report No. 230519073284 to the Community Boards for their information.

CARRIED

Councillor Brine was optimistic that the Council would be successful with a funding application from the Government and was hopeful there would be a decision on this before the Council LTP budgets were decided early in 2024. At this stage it was not known how much this funding would be. The Southbrook Resource Recovery Park was in need of upgrading due to its age noting the Council had been receiving complaints about it.

Councillor Williams supported this proposal but would also like to see a proposal considered for a new location for a transfer station, the cost of such a proposal and what funding would be available. Mayor Gordon noted that this had been discussed earlier by the Council. D Young said the points raised by Councillor Williams would require a wider investigation into alternative sites which was a significant amount of work over and above what staff were currently committed to. D Young suggested there could be a comment on a further study at the LTP and asked for Council's mandate over and above what staff was currently committing to. This would look at the options for a long term site.

9. **HEALTH, SAFETY AND WELLBEING**

9.1 **Health, Safety and Wellbeing Report October 2023** – J Millward (Chief Executive)

J Millward took this report as read and there were no questions from members.

Moved: Councillor Cairns

Seconded: Councillor Blackie

THAT the Council

- (a) **Receives** Report No 231026170547.
- (b) **Notes** that there were no notifiable incidents this month. The organisation was, so far as was reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 **Minutes of a meeting of the Utilities and Roading Committee of 17 October 2023**

10.2 **Minutes of a meeting of the Community and Recreation Committee of 17 October 2023**

Moved: Councillor Mealings

Seconded: Councillor Fulton

THAT Item 10.1 and 10.2 be received information.

CARRIED

11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 **Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023**

11.2 **Minutes of the Oxford-Ohoka Community Board meeting of 4 October 2023**

11.3 **Minutes of the Woodend-Sefton Community Board meeting of 9 October 2023**

11.4 **Minutes of the Rangiora-Ashley Community Board meeting of 11 October 2023**

Moved: Deputy Mayor Atkinson

Seconded: Councillor Brine

THAT Items 11.1 to 11.4 be received for information.

CARRIED

12. **CORRESPONDENCE**

There was no correspondence.

The meeting went into public excluded at this time, 4.45pm and Portfolio Updates were dealt with when the meeting returned to open meeting and following consideration of open agenda Item 8.2.

13. **COUNCIL PORTFOLIO UPDATES**

13.1 **Iwi Relationships** – Mayor Dan Gordon

Nothing new to report.

13.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

As a member of the Greater Christchurch Partnership Spatial Planning Hearing Panel, Councillor Brine commented on the significant size of this project. Councillor Brine was complimentary of the Chair and fellow hearing panel members. All submissions had been considered with hearings completed, and commencement of the deliberations would begin soon. Mayor Gordon extended thanks to Councillor Brine for his role on this hearing panel.

13.3 **Government Reforms** – Mayor Dan Gordon

Nothing new to report.

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

Thanks were extended to the Council from the Zone Committee members for incorporating the inaugural Environmental Awards in with the Community Service Awards recently held. Mayor Gordon confirmed he would like to include the presentation of the Environmental Awards in future Community Service Award functions.

Councillors were invited to attend the Environment Canterbury consultation on the Regional Policy Statement scheduled for 24 November 2023. Councillors were encouraged to attend.

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

There was continued work on the Strategies.
Climate risk assessments were looking at providing quarterly reporting back to the Council.

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

Nothing new to report. The next meeting of the Waimakariri Passchendaele Advisory Group was scheduled for 15 November.

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

The next meeting of the Property Portfolio Working Group was scheduled for 8 November 2023.

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

There were no questions.

15. **URGENT GENERAL BUSINESS (under Standing Orders)**

There was no urgent general business.

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

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

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

Moved: Mayor Gordon

Seconded: Councillor Ward

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Council public excluded minutes 3 October 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i))).
<u>ADJOURNED BUSINESS</u>			
16.2	28 Edward Street: Purchase from NCSRT and Lease Agreement with Ice Gymsports North Canterbury	Good reason to withhold exists under Section 7	As per LGOIMA Section 7 (2)(a), (g), and (i) that the report, attachments, discussion, and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege
<u>REPORTS</u>			
16.3	Contract 23/03 Mairaki Downs Eastern Pipeline Renewal – Request for Additional Budget	Good reason to withhold exists under section 7	As per LGOIMA Section 7 (2)(b)(i) the recommendations in the report be made publicly available but that the contents remain “Public Excluded” as it would be likely to unreasonably prejudice the commercial position of the Water Unit and Council.
16.4	Contract 23/24 Central Rangiora Gravity Capacity Sewer Upgrade Stage 8 – Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	The recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with section 7, (h) of the Local Government Official Information and Meetings Act. “The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.
16.5	Kaiapoi Historic Railway Station Building Relocation – Railway Heritage Precinct	Good reason to withhold exists under section 7	This report, attachments, discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information, and to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; as per the Local Government Official Information and Meetings Act 1987 (LGOIMA) section 7 (2)(a) & (2)(b)(ii) & (2)(h)
16.6	Council Enterprise System (CES) Programme – Budget Provision	Good reason to withhold exists under section 7	To enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial), and maintain legal professional privilege as per LGOIMA Section 7 (2) (g) and (i)

MATTER REFERRED FROM WOODEND SEFTON COMMUNITY BOARD - PUBLIC EXCLUDED REPORT			
16.7	Pegasus Community Centre	Good reason to withhold exists under section 7	The recommendation has become public, and the report, discussion, and minutes to remain public excluded for reasons of enabling the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and to prevent the disclosure or use of official information for improper gain or improper advantage as per LGOIMA 7(2)(h) and (j).
PUBLIC EXCLUDED MATTER REFERRED FROM SOLID AND HAZARDOUS WASTE WORKING PARTY			
16.8	Southbrook RRP: Property Valuation and potential land Purchase	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations), and that both this report and the recommendations remain Public Excluded owing to the commercial sensitivity of the proposed negotiations

CARRIED

CLOSED MEETING**Resolution to resume in open meeting**

Moved: Mayor Gordon

Seconded: Councillor Goldsworthy

THAT open meeting resumes and the business discussed with the public excluded remains public excluded unless otherwise resolved in the individual resolutions.

CARRIED

OPEN MEETING

16.3 Contract 23/03 Mairaki Downs Eastern Pipeline Renewal – Request for Additional Budget – H Wilson (Project Engineer) and C Fahey (Water and Wastewater Asset Manager)

Moved: Councillor Williams

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Report No. 231006159333.
- (b) **Approves** an additional capital budget of \$60,000 be assigned to the Mairaki Downs Renewal and Growth budgets (split proportionally) to make a combined total budget of \$261,000.
- (c) **Notes** that this work was required to replace an existing water main that was in very poor condition and which would ensure that the Council continued to meet its level of service for the Summerhill Water Supply Scheme.
- (d) **Notes** the additional \$60,000 in budget was required to deliver on this project.
- (e) **Notes** that this would increase the Summerhill rates per 2-unit property by approximately \$23 per year, which equated to about 1.8% of the total Summerhill water rate.
- (f) **Notes** if the additional budget had been approved by the Council, staff would award Contract 23/03 Mairaki Downs Eastern Pipeline Renewal to Waimakariri District Council Water Unit for a sum of \$204,415.47.

- (g) **Notes** there was currently a budget of \$201,000 funded from the following project budgets as detailed below:

1.0. Funding Source	1.1. Available Budget 2023/2024
Mairaki Downs – Renewals (101908.000.5104)	1.2. \$ 160,000.00
Mairaki Downs – Growth (101908.000.5105)	1.3. \$ 41,000.00

- (h) **Notes** that the reason for not externally tendering this work was because of the additional costs anticipated by tendering externally and the expectation that the Council are unlikely to gain a better combination of price and quality through an alternative method of tendering.
- (i) **Notes** the Water Unit had subcontracted out the mole ploughing for this Contract. As per Council Procurement Policy, three quotes were obtained by the Water Unit through VendorPanel ensuring a competitive price was received.
- (j) **Resolves** that the recommendations in this report be made publicly available but that the contents remain “Public Excluded” as it would be likely to unreasonably prejudice the commercial position of the Water Unit and Council, as per Local Government Official Information and Meetings Act 1987 Section 7 (2)(b)(i).

CARRIED

16.4 Contract 23/24 Central Rangiora Gravity Capacity Sewer Upgrade Stage 8 – Tender Evaluation and Contract Award Report – B Rada (Project Engineer), S Fauth (Utilities Projects Team Leader, and C Fahey (Water and Wastewater Asset Manager)

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No. 231017165892.
- (b) **Approves** \$100,000 of budget be transferred from the Rangiora Sewer Capacity Upgrade Stage 6 budgets (PJ 101910.000.5113, 101910.000.5114 and 101910.000.5115) to the Rangiora Sewer Capacity Upgrade Stage 8 budget, as the Stage 6 budgets had an expected surplus of \$466,000.
- (c) **Authorises** Council staff to award Contract 23/24 Central Rangiora Gravity Capacity Sewer Upgrade Stage 8 to Ongrade Drainage and Excavation Ltd for a sum of \$1,054,887.69.
- (d) **Notes** that the sewer portion of the work was to be paid by PJ 101557.000.5115, which had a total budget of \$1,059,000, with \$933,334 available for construction (would increase to \$1,159,000 following transfer of budget from Stage 6 to Stage 8), noting that this made allowance for a 10% construction contingency.
- (e) **Notes** that of the tendered amount, up to \$123,097 was to be paid for by the roading budget PJ 100185.000.5133, which had an overall budget of \$595,000 (excluding carry-over), and the proposed roading works as part of this contract can be accommodated within the overall budget. A large portion of this roading component was made up of ‘Provisional Items’ and would not be awarded.
- (f) **Notes** that in accordance with the Conditions of Tendering, all tenderers would be advised of the name and price of the successful tenderer, and the range and number of tenders received. This information would be made available to the public if requested.

- (g) **Notes** that the programmed start date for the works was 16 November 2023, and completion date was 20 March 2024.
- (h) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with section 7, h of the Local Government Official Information and Meetings Act. "The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities".
- (i) **Circulates** the report to the Rangiora Ashley Community Board "In Committee", and notes that there is a public communication strategy.

CARRIED

16.5 Kaiapoi Historic Railway Station Building Relocation – Railway Heritage Precinct Budget and Capital Contribution – D Roxborough (Implementation Project Manager – District Regeneration)

Moved: Deputy Mayor Atkinson

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 231026171223.
- (d) **Notes** that the total WDC project cost over all years was forecast to be approximately \$161,445 which also included forecast \$14,128 of direct costs incurred by WDC at completion for legal and valuation advice, some of which had already been expensed.
- (e) **Notes** that the remaining unspent budget would remain on the project ledgers, and staff would work with Kaiapoi-Tuahiwi Community Board on future recommendations to come to the Council regarding how the remaining budget could possibly be utilised or otherwise potentially reallocated to other recovery or Kaiapoi Town Centre projects.

CARRIED

17. NEXT MEETING

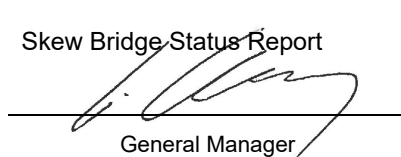
The next ordinary meeting of the Council is scheduled to commence at 1pm on Tuesday 5 December 2023, to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

There being no further business, the meeting closed at 6.15pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** RDG-32-72 / 231123188240**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Joanne McBride, Roding & Transport Manager
Gerard Cleary, General Manager Utilities & Roding**SUBJECT:** Skew Bridge Status Report**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is to provide an outline of the work undertaken on Skew Bridge to date as requested at the Council meeting in November 2023.
- 1.2. At the Council meeting Bruce Bellis presented on Skew Bridge and this raised a number of questions which this report looks to answer or clarify.
- 1.3. In 2020 work was undertaken on the bridge to carry out investigations and localised concrete repair works on the structure. This was undertaken to enable a capacity check on the bridge with more accurate information than was previously held by Council.
- 1.4. In 2021 a posting evaluation was completed for Skew Bridge which confirmed the capacity of the bridge being suitable to carry 100% of Class 1 vehicles. It is however noted that this route is not available as an HPMV route, as HPMV routes are restricted for vehicle weights over 44 tonnes.
- 1.5. A number of safety improvements have been undertaken around the bridge approaches due to the crash history and these were completed in July 2022.
- 1.6. Skew Bridge was added to the annual bridge inspection list 2022/23, due to its age and the criticality of this route. Previously it was inspected at a three-yearly frequency.
- 1.7. In 2019 staff developed and submitted a Point of Entry request to Waka Kotahi for funding associated with development of a business case which is required before funding for replacement would be approved. This was incorrectly referred to as a Waka Kotahi report by Mr Bellis during his presentation. Waka Kotahi do not provide safety or condition reports on local network bridges.
- 1.8. Waimakariri District Council considers this bridge to be important infrastructure on the network and a major constraint. As such Council has continued to strongly advocate for the replacement work to proceed.
- 1.9. Skew Bridge has again been put forward for inclusion in the 2024-27 Regional Land Transport Plan (RLTP) as a regionally significant project and is included in the Long Term Plan for consideration.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 231123188240;
- (b) **Notes** that Skew Bridge continues to be monitored annually as part of the wider Bridge Inspection Programme and maintenance repairs will be undertaken as required;
- (c) **Notes** that Skew Bridge capacity has been assessed and the bridge is suitable to carry Class 1 vehicles and has been assessed as having approximately 17 years of life remaining;
- (d) **Notes** that improvements have been carried out on the approaches of the bridge in an effort to help improve safety for drivers approaching the bridge;
- (e) **Notes** that replacement of the bridge is a strategic priority and is include in the Long Term Plan to reduce crashes and address safety concerns, allow for increasing growth, better cater for freight movements and renew this aging infrastructure.
- (f) **Notes** that funding criteria for replacement have not previously been met, and that should this continue then alternate options for funding could be considered at a later date by Council once the outcome of the 2024-27 National Land Transport Programme is known.
- (g) **Notes** that the current estimate for the cost of the bridge replacement is \$11M, however a review of these estimated costs is currently underway.

3. **BACKGROUND**

- 3.1. Skew Bridge is located on Skewbridge Road, approximately 460m west of the Ohoka Rd / Mill Road intersection.
- 3.2. Flaxton Road, Fernside Road, Skewbridge Roads are part of a wider route which has an important role to play in the district's roading network. It provides a link between Rangiora and SH1 and is an alternative to the Southbrook Road / Lineside Road (SH71).
- 3.3. The western areas of both Rangiora and Kaiapoi have experienced significant growth over the past 10 years. This growth is reflected in the increase in traffic volume on the route. The route is also convenient for heavy vehicles accessing the commercial area of Southbrook. Growth in traffic volumes along this corridor is expected to continue as Rangiora grows.
- 3.4. The Skew Bridge Replacement project is included in the Long Term Plan and was identified for replacement due to a number of factors including:
 - to address safety concerns with the existing bridge, particularly the bridge geometrics
 - to cater for growth in traffic along the wider West Rangiora Route
 - to better cater for heavy freight using the corridor
 - to address the aging nature of the bridge which will require replacement in the shorter to medium term.
- 3.5. There have been several crashes on the approaches to the bridge, as well as on the bridge structure itself over a number of years. Recorded crashes have largely been on the approaches rather than on the structure, however there is plenty of evidence of barrier damage in the structure and there is considered to be a significant amount of under reporting of near misses and vehicle / barrier clashes. In addition to this there are reports of larger vehicles hitting mirrors and waiting on approaches due to the narrower width of the structure.

- 3.6. The bridge is also a barrier for those who may wish to use other modes of transport (e.g., biking, walking, etc) as it does not provide any space for these road users on the bridge.

4. **ISSUES AND OPTIONS**

- 4.1. Bridges when built have a design life of 100 years, and with ongoing maintenance, may exceed this design life. However, over a period of a hundred years the needs of a network change significantly and as have the vehicles that we see on our roads.
- 4.2. A good example of this is the Ashley River Bridge, which was opened in 1912, being described in the local newspaper as being “wide enough for two horse and carts pass”, yet in 2010 was not sufficiently wide for two trucks to pass, resulting in delays as a truck would wait on the approach if there was another truck on the bridge.
- 4.3. While Skew Bridge is aging and nearing the later stages of its useful life, the condition is not yet such that it triggers the need for immediate replacement. The bridge has been assessed by Structural Engineers and estimated to have been built in the 1930's from the style of construction, however the exact date is not known.
- 4.4. On 16 June 2020 a contract was awarded to carry out detailed investigations and localised concrete repair works on Skew Bridge. This work included the localised exploration and breaking out of concrete to confirm reinforcing details and sizes, and well as repair of a number of defects. This was undertaken to enable a structural capacity check on the bridge with more accurate information than was previously held on this structure. Works associated with this contract were completed and practical completion was issued on 7 September 2020.
- 4.5. Bridge inspections are carried out across the district on a three yearly rotation, so that all infrastructure is inspected at least once every three years, with a number of more critical and higher risk structures (such as timber bridges) being inspected on an annual basis. These bridge inspections are undertaken and reviewed by WSP Structural Engineers, who are engaged as Waimakariri District Council's Professional Service Consultant and are specialists in their field of expertise.
- 4.6. Given the age of Skew Bridge and the criticality of the route, the decision was made in 2022/23 to add this bridge to the annual bridge inspection list. This decision was made to ensure that the bridge continues to be monitored to a high level and early intervention of any developing issues can be progressed quickly.
- 4.7. A posting evaluation for Skew Bridge was completed for by Stantec in March 2021 and this stated that the bridge had a confirmed capacity to carry 96% of Class 1 vehicles. In accordance with the NZ Bridge Manual this is rounded to the nearest 10% which means it can be used as full 100% Class 1 and does not require formal posting and signage for a weight restriction. This posting had taken into account the testing work and findings of the reinforcing assessment (including bar sizing) that was undertaken in 2020.
- 4.8. It is however noted that this route is not available as a HPMV route, as HPMV are for weights over 44 tonnes and are only allowed on permitted routes (which Skew Bridge is not). Given that Skew Bridge forms part of a key connection to SH1 and the Northern Motorway, this is seen as a deficiency in the route which requires addressing to improve access and resilience.
- 4.9. A number of safety improvements have been undertaken around the bridge approaches due to the crash history and were completed in July 2022. These improvements included signage improvements, the installation of active warning signs on both approaches with “SLOW DOWN” messaging for drivers approaching the bridge above the recommended curve advisory speed of 65km/h, installation of a wide centre line on the approach to better align drivers as they approach the bridge through the curves, installation of audio tactile profiled roadmarkings (ATP) along the wide centreline to act as an audio warning when vehicles crossing over the centreline.

- 4.10. In 2019 staff developed and submitted a Point of Entry request to Waka Kotahi, outlining the Waimakariri District Council case for funding for replacement of the bridge and requesting funding to undertake a Single Stage Business Case to further develop the case for funding for replacement.
- 4.11. This Point of Entry document was incorrectly referenced by Mr Bellis during his deputation as being a Waka Kotahi report on the bridge condition which Council had not actioned, which is not the case. Waka Kotahi do not investigate or report on the condition or safety of bridges on local authority roads. The responsibility to build a case and raise local network issues sits with the local Road Controlling Authority (RCA).
- 4.12. In 2021 Waka Kotahi approved funding for a single stage business case for Skew Bridge. Stantec were engaged to undertake preliminary work to start developing this business case however through the early phases of the work it became clear that funding criteria for replacement would not be met at that time for replacement on either safety or condition grounds. As such the business case work did not progress any further at that time.
- 4.13. Despite this, Waimakariri District Council continues to see this as key infrastructure and a major constraint within the roading network and has continued to strongly advocate for the replacement work to proceed. Skew Bridge has again been put forward for inclusion in the 2024-27 Regional Land Transport Plan (RLTP) as a regionally significant project and is included in the Long Term Plan for consideration.
- 4.14. Should this project not receive funding from Government in the next National Land Transport Plan (NLTP), then Council may wish to give consideration for other funding options, or of fully funding the replacement. This will need further consideration once the outcome of the next National Land Transport Plan (NLTP) is known.
- 4.15. Further work is continuing to build a case for replacement however the bridge is currently assessed as having approximately 17 years of life remaining.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

Road safety and protection of waterways is of importance to Rūnanga.

5.2. Groups and Organisations

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

Heavy haulage and companies, bus providers and cyclists would likely have an interest due to the current restrictions on the bridge.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report as this bridge is located on a key transport route within the district.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

This budget is included in the Long Term Plan, with the timing of the project to be agreed through the upcoming 2024-34 Long Term Plan process.

Should this not receive funding from Government in the next National Land Transport Plan (NLTP), then Council may wish to give consideration to other funding options, including fully funding the replacement. This will need further consideration once the outcome of the next National Land Transport Plan (NLTP) is known.

6.2. **Sustainability and Climate Change Impacts**

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

Restrictions on vehicle movements can result in some providers needing to take alternate and sometimes longer routes, which can result in an increase in emissions.

6.3 **Risk Management**

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

There is a risk that funding is not available through the next National Land Transport Plan (NLTP) and that consideration of other funding options may be necessary. This will need further consideration once the outcome of the next National Land Transport Plan (NLTP) is known.

There is a risk that the bridge may deteriorate faster than anticipated. Regular monitoring and maintenance will help reduce this risk.

6.3 **Health and Safety**

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

This site has a crash history, particularly around the bridge approaches, which has been identified. A suite of safety improvements has been carried out to help reinforce to the approaches to drivers and warning where slower speeds are required.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

As such this project will be consulted upon as part of the upcoming 2023-34 Long Term Plan process.

7.2. **Authorising Legislation**

The Land Transport Management Act is the relevant legislation in relation to Roadway activities.

7.3. **Consistency with Community Outcomes**

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

There is a safe environment for all

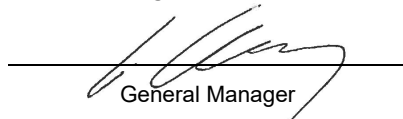
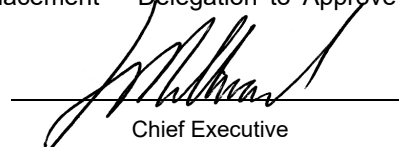
- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

Transport is accessible, convenient, reliable and sustainable

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

7.4. Authorising Delegations

Council has the authority to receive this report and consider the content included.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-30 / 231122187770**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Joanne McBride, Roading & Transport Manager
Gerard Cleary, General Manager Utilities & Roading**SUBJECT:** Waimakariri Gorge Bridge Deck Replacement – Delegation to Approve Award of a Contract**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is to seek approval to delegate authority to approve the award of a contract for the Waimakariri Gorge Bridge Deck Replacement contract to the Chief Executive.
- 1.2. The Waimakariri Gorge Bridge is a boundary bridge jointly owned by Selwyn District Council and Waimakariri District Council, which is maintained by Selwyn District Council on behalf of both Councils.
- 1.3. The deck has suffered accelerate deterioration over the last two to three years, to the point where a deck replacement is now required.
- 1.4. Staff have been working closely with Selwyn District Council, Beca (Structural Consultants) and Waka Kotahi, to progress the design and tender for the replacement of the bridge deck.
- 1.5. The replacement work needs to be completed within the 2023/24 financial year and as such there is a tight timeframe to complete the design, tender and contract award process, to allow construction to be carried out in early 2024.
- 1.6. The replacement deck will be a timber plywood panel deck with an epoxy chip seal surface, and the existing handrail will be replaced with a vehicle compliant barrier and handrail system.
- 1.7. It is planned to tender the works and complete the tender evaluation pre-Christmas. The award of the contract would be anticipated to be made in early January 2024.
- 1.8. To allow the deck replacement work to be carried out in a timely manner and before winter, the pre-purchase of the plywood deck materials has been approved by Management Team. The lead time for this material is around 12 weeks and to meet the required timeline for replacement, the materials need to be pre-ordered in advance of the contract award.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 231122187770;
- (b) **Delegates** authority to the Chief Executive to approve the award of tender for the Deck Replacement for the Waimakariri Gorge Bridge by Selwyn District Council;
- (c) **Approves** the Chief Executive approving a tender of up to 20% above the approved budget (refer to recommendation (e) below), noting this would equate to a total budget of \$882,000 for the Waimakariri District Council share (\$147,000 over the approved budget);
- (d) **Notes** that the Waimakariri Gorge Bridge is a boundary bridge which is maintained by Selwyn District Council on behalf of both Selwyn District Council and Waimakariri District Council;
- (e) **Notes** that the current Waimakariri District Council budget share for the deck replacement work is \$735,000 and this assumes a full budget across all partners (Selwyn District Council, Waimakariri District Council and Waka Kotahi co-funding) is \$3 million. The budget breakdown is as follows:

Description	Budget \$
Estimated cost of deck replacement	3,000,000
Selwyn District Council share (funding 24.5%)	735,000
Waimakariri District Council share (funding 24.5%)	735,000
Waka Kotahi share (co-funding at 51%)	1,530,000
TOTAL ESTIMATE	3,000,000

- (f) **Notes** that the reason for delegating the approval to award is to enable the deck replacement work to progress quickly, so that it can be completed while the weather is favourable and prior to winter. The proposed timeline will aim to have the work largely completed by the end of late March / early April 2024;
- (g) **Notes** there is a risk that the total cost of the project may exceed the current budget. There is an allowance for this as noted under recommendation (c), however if the price is more than 20% over budget then a further report will need to be brought back to Council;
- (h) **Notes** that a separate memo has gone to Management Team seeking approval to pre-purchase the deck materials for these urgent repairs, to allow the works to be carried out in a timely manner. Selwyn District Council will purchase the materials as the principal to the contract works;
- (i) **Notes** that a joint Communication Plan is to be developed between Waimakariri District Council and Selwyn District Council, and jointly shared across both Council communication channels;
- (j) **Notes** that budget of \$735,000 is included in the current financial year within PJ102130.000.5134.

3. **BACKGROUND**

- 3.1. The Waimakariri Gorge Bridge is a boundary bridge which is maintained by Selwyn District Council on behalf of both Selwyn District Council and Waimakariri District Council.

- 3.2. The bridge carries the Waimakariri Gorge Road over the Waimakariri River and is a single lane, two direction bridge which is approximately 111m long.
- 3.3. The bridge was originally built in 1876 by Williams Stocke and until the 1930's it carried the Oxford-Rangiora-Sheffield railway line between Oxford and Sheffield. Following this, the bridge was modified and repurposed to allow vehicles to cross the structure.
- 3.4. In 2011, the bridge deck was replaced with timber baulks across the main of the structure and new concrete deck panels at each abutment.
- 3.5. The deck has suffered accelerate deterioration over the last two to three years, to the point where a deck replacement is now required. Due to this ongoing timber deck deterioration, the bridge is restricted with a temporary 30km/h speed restriction.
- 3.6. Staff have been working closely with Selwyn District Council, Beca (Structural Consultants) and Waka Kotahi, to provide input into the design of the new bridge deck and barriers.
- 3.7. The replacement deck will be a timber plywood panel deck with an epoxy chip seal surface. At the same time as the deck is replaced, the existing handrail will be removed and replaced with a vehicle compliant barrier and handrail system.
- 3.8. It is planned to tender the works and complete the tender evaluation prior to Christmas. This would then allow award of the contract around early January 2024.

4. ISSUES AND OPTIONS

- 4.1. Work has been underway on the detailed design and preparing the tender documentation for the replacement of the bridge deck, with the releasing this to the market late November / early December 2023.
- 4.2. The replacement work needs to be completed within the 2023/24 financial year and as such there is a tight timeframe to complete the design and tender award process, to allow construction to be carried out in early 2024.
- 4.3. The work to replace the deck is likely to take around 5 weeks to complete. One week at either end of this period would be for installation and then removal of the scaffolding.
- 4.4. To allow the work to be carried out on the proposed timeline (and prior to winter), the plywood deck material needs to be ordered ahead of the contract being awarded. As such a memo has been taken to Management team seeking approval for the purchase of materials for the Waimakariri Gorge Bridge Deck Replacement ahead of the works being tendered.
- 4.5. The plywood deck material will be ordered by Selwyn District Council as the Principal to the contract works.
- 4.6. There are two known suppliers who manufacture plywood bridge deck panels suitable for the replacement works. Prices and sizes of plywood panels were checked and only one supplier is able to provide the panel sizes required for this renewal. This supplier also provided the lowest price.
- 4.7. It is noted that there will be some additional work required at either end of the bridge to address guardrail deficiencies. This is being done at the same time due to efficiencies but is not funded from the bridge deck replacement budget but will instead be separately funded by each Council from within existing budgets. For Waimakariri District Council this will be from within the Minor Safety Roadside Hazard Removal budget.
- 4.8. The following options are available to Council:

4.8.1. Option One – Approve delegation of the approval to award the Waimakariri Gorge Bridge Deck Replacement contract.

This is the recommended options, as this will allow the tender for the replacement works to be awarded in a timely manner, to ensure construction can be completed within the required timeframes.

4.8.2. Option Two – Decline delegation of the approval to award the Waimakariri Gorge Bridge Deck Replacement contract.

This is the not the recommended option, as this would impact the delivery of the replacement works until later in 2024 (after the winter), of which there is risks of continuing deterioration and possible use restrictions.

Implications for Community Wellbeing

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

Failure to replace the deck could result in the restriction of movements across the bridge which would impact those who use it regularly. The alternative detour is approximately 115km long and would add about 1 hour 15 minutes to the journey. This would have impacts on the Community.

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Runanga are generally supportive of having a safe & efficient road network.

5.2. **Groups and Organisations**

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

The project team have engaged with Heritage NZ about the proposed works due to the historic nature of the bridge.

Ongoing discussion has also been underway with Fonterra regarding the impacts of the work which needs to be undertaken. In addition, there are many businesses which rely on this bridge as a critical connection.

5.3. **Wider Community**

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

A joint communications plan will be developed and implemented between Waimakariri District Council and Selwyn District Council in advance of works beginning on this bridge. This will include messaging to the Community on the planned closures and the impacts for the travelling public. This will be rolled out via a number of channels of communication.

In addition to this there will be a requirement for signage to be installed at key decision points along the key transport routes warning of the closures and encouraging the use of alternate routes.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

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

Budget of \$735,000 is included in the Annual Plan/Long Term Plan for the Waimakariri District Council share of the cost of the deck replacement.

Description	Budget \$
Estimated cost of deck replacement	3,000,000
Selwyn District Council share (funding 24.5%)	735,000
Waimakariri District Council share (funding 24.5%)	735,000
Waka Kotahi share (co-funded at 51%)	1,530,000
TOTAL ESTIMATE	3,000,000

This report request approval for the Chief Executive to approve the award of a tender of up to 20% above the budget as noted above, to enable the contract to be progressed should the price come in over budget. Noting that 20% overbudget would equate to \$882,000 for the Waimakariri District Council share (this is \$147,000 over the approved budget).

It is noted that there will be some additional work required at either end of the bridge to address guardrail deficiencies on the approaches. This is being done at the same time due to efficiencies but is not funded from the bridge deck renewal budget and will instead be separately funded by each Council from within existing budgets. For Waimakariri District Council this will be from the Minor Safety Roadside Hazard Removal budget.

6.2. Sustainability and Climate Change Impacts

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

Failure to replace the deck would in time likely require movements over the bridge (particularly heavy vehicles) to be restricted or banned. If this was to occur, then the alternate route is a detour of approximately 115km (about 1 hour 15 minutes)

6.3 Risk Management

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

The work to be undertaken requires specialist bridge technical knowledge and skills for both the design and the construction. Because as the specialist bridge consultants have undertaken the design work and this is being peer reviewed. Through the tender process there is a requirement for contractors to clearly demonstrate their skills and relevant experience to demonstrate that they have undertaken work of this nature previously.

Failure to replace the deck could result in the restriction of movements across the bridge which would impact those who use it regularly. The alternative detour is approximately 115km long and would add about 1 hour 15 minutes to the journey.

There is a risk that the tender price may exceed the budget. An allowance for this has been made within the report and should this occur then a further report would be brought back to Council.

Risks are being identified and managed in conjunction with Selwyn District Council.

6.3 Health and Safety

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

The contractor carrying out the physical works will be required to be SiteWise registered (or equivalent) and have an appropriate Health & Safety Plan. As work will be carried out at heights, the contractor will be required to notify WorkSafe and have appropriately qualified staff undertaking the replacement works.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The Land Transport Management Act is the relevant legislation in relation to Roothing activities.

7.3. Consistency with Community Outcomes

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

There is a safe environment for all

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

Transport is accessible, convenient, reliable and sustainable

- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. Authorising Delegations

Council has the authority to receive this report and delegate authority to the Chief Executive.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: RDG-22-05 / 231121187247

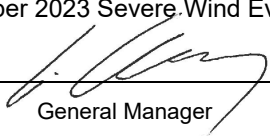
REPORT TO: COUNCIL

DATE OF MEETING: 5 December 2023

AUTHOR(S): Joanne McBride, Roading & Transport Manager
Gerard Cleary, General Manager Utilities & Roading
Grant McLeod, Greenspace Manager

SUBJECT: October 2023 Severe Wind Event – Request for Funding

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to provide an overview of the October 2023 extreme wind event and to seek budget of \$245,000 for the emergency response, immediate recovery works and the removal of the trees / debris, allowing roads to be reopened.
- 1.2. This overall budget consists of \$195,000 for Roading related emergency response and \$50,000 for Greenspaces.
- 1.3. The extreme wind event occurred over the weekend of the 14th & 15th October and resulted in significant tree fall along with road restrictions or closures. There were also significant areas where power lines were also brought down with the trees.
- 1.4. During the wind event, treefall was removed from the road where it was safe to do so. Where it was not safe to do so, then either a lane or the road was closed until the wind dropped and the branches / trees could be dealt with safely. Treefall also included Greenspace asset areas.
- 1.5. Staff have worked with the maintenance contractor and property owners to ensure that fallen trees and debris are removed and the road cleared.
- 1.6. From a 3 Waters perspective, the response is being funded from existing operational budgets, and as such no additional funding is required.

Attachments:

- i. Map of Road Closures Areas
- ii. Photos of Fallen Trees (Roading)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. TRIM no. 231121187247;
- (b) **Approves** new budget of \$245,000 for recovery from the severe wind event on the 14th & 15th October 2023, with \$195,000 being for Roading related response

(PJ102327.588.2442), and \$50,000 to cover expected costs for asset damage on Greenspace administered land (GL 10.538.809.2514).

- (c) **Notes** that an application for emergency event funding has been submitted to Waka Kotahi, seeking co-funding for the roading related response and recovery costs;
- (d) **Notes** that the current funding rate from Waka Kotahi for Roading related emergency response is 51% and as such (and assuming funding is approved) Council share of the cost would be \$95,550 (49% share).

3. **BACKGROUND**

- 3.1. An extreme wind event occurred across the Waimakariri District Council between 14th & 15th October 2023.
- 3.2. Impacts were felt across the district, however the worst affected areas were around the foothills around Oxford, West Eyreton, Loburn, Whiterock and Woodend.
- 3.3. This severe wind resulted in a significant number of fallen trees, roads blocked or closed, fallen power lines and debris on road surfaces and within Greenspace controlled areas.
- 3.4. Where possible and safe to do so, trees were cut back and/or pulled off the road to maintain access for the public, with further tidy up then following.
- 3.5. Where trees were either snagged with other trees or power lines and unable to be safely removed, the road was closed until such time as the wind dropped to a point where the Power Company could isolate the power lines and the maintenance contractor could remove the fallen trees.
- 3.6. In a number of cases this meant closing the road until such time as this work could be completed. As such a road closure including signage had to be installed and managed for the duration of the closure.
- 3.7. Post event, staff have worked with the maintenance contractor and property owners to identify areas where tree fall has occurred and ensure that any trees and debris are removed, and the road cleared.
- 3.8. For 3 Waters the response included deployment of generators to areas without power and some minor tree works. This is able to be funded from existing operational budgets.

4. **ISSUES AND OPTIONS**

- 4.1. Due to the nature of these events, there is no ability to be able to plan in advance for what may need to be replaced or repaired.
- 4.2. As such staff often need to make informed decisions in a very short timeframe regarding repairs to infrastructure but are aware of the need to make sound decisions regarding carrying out cost effective works to repair or reinstate assets.
- 4.3. The following options are available to Council:
 - 4.3.1. Option One – Approve funding for the Extreme Wind Event Response
This is the recommended option, as work has been required to be undertaken to clear roads, to ensure the network can operate safely.
 - 4.3.2. Option Two – Decline the request for funding for the Extreme Wind Event Response
This is the not the recommended option, as work has been required to be undertaken to clear roads, to ensure the network can operate safely. Not undertaking these works would impact the transport network and create safety issues for road users.

Implications for Community Wellbeing

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

Safe and reliable Roding infrastructure is critical for wellbeing. Roding infrastructure is required to provide safe egress and enable residents to access goods and services within the community.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

This budget is not included in the Annual Plan/Long Term Plan, and as such is requested as part of this report. The cost estimate for the works associated with responding to and recovery from the extreme weather event is summarised in the table below:

Description	Estimate
ROADING	
Initial Wind Event Response - General (48 hours)	\$ 66,474.60
Ongoing clean-up and TTM (road closure areas and hazard warnings)	\$ 25,000.00
Sign Reinstatement - damaged, turned or knocked over by wind or falling trees / branches	\$ 11,797.89
Skewbridge Rd Tree Removal	\$ 50,000.00
Bridge Rd Bridge Handrail Repairs	\$ 25,000.00
Consultant / WDC Staff time	\$ 5,000.00
Contingency 10%	\$ 11,727.51
GREENSPACES	
Initial Wind Event Response and clean up	\$ 50,000.00
Total	\$ 245,000.00

Roadway assets attract Waka Kotahi co-funding for emergency weather events. Work category 141 enables funding from the National Land Transport Fund (NLTF) in response to a defined, major, short-duration natural event (a qualifying event) that has reduced or will reduce customer levels of transport service significantly below those that existed prior to the event and results in unforeseen, significant expenditure.

Events that qualify for NLTF funding as emergency works will:

- Be of unusually large magnitude or severity for the particular area in which they occur (as a guide, they would be expected to have an annual return period greater than 1 in 10 years).
- Originate from natural, short duration triggering events, including very high intensity rainfall, severe wind, severe drought in government declared drought areas or seismic events.
- Have reduced, or will reduce within a 12-month period, levels of transport service significantly below those that existed prior to the event.
- Involve a total cost of \$100,000 or more per event per approved organisation or Waka Kotahi NZ Transport Agency (state highways) region.
- Be clearly defined, named and described, with a separate funding application required for each event.

An application of \$195,000 for emergency event funding has been submitted to Waka Kotahi, seeking co-funding for the recovery from this event. Council's approved funding rate is 51% subsidy from Waka Kotahi and 49% Council share. As such (and subject to approval) Council share will be \$95,550.

Roadway has a surplus balance and as such this should be able to be accommodated with, however if this was being loan funded then this would have a rating impact of 0.06% on the Roadway rate which equates to approximately \$0.27 per property.

Greenspace currently has a budget of \$22,430.00 in GL 10.538.809.2514 specifically for storm damage as well as a GL for Pegasus of \$6,390.00. It is expected when final cost of works is due (November 2023) that this would require an additional amount to ensure works are covered. It is expected that this would be between an additional \$30,000 to \$50,000, hence the request for an up to budget of \$50,000.

For 3 Waters the response has incurred cost of \$40,000, however this is being funded from existing operational budgets, and as such no additional funding is required.

6.2. **Sustainability and Climate Change Impacts**

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

The frequency and severity of wind events is likely to increase due to the impacts of climate change.

6.3 **Risk Management**

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

Weather events require management of impacts to ensure the community are kept safe.

6.3 **Health and Safety**

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

Responding to weather events and the removal of trees is undertaken by the Road Maintenance Contractor who is required to have a safety plan and procedures in place, for responding to weather events.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Land Transport Management Act is the relevant legislation in relation to Roothing activities.

7.3. **Consistency with Community Outcomes**

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

There is a safe environment for all

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

Transport is accessible, convenient, reliable and sustainable

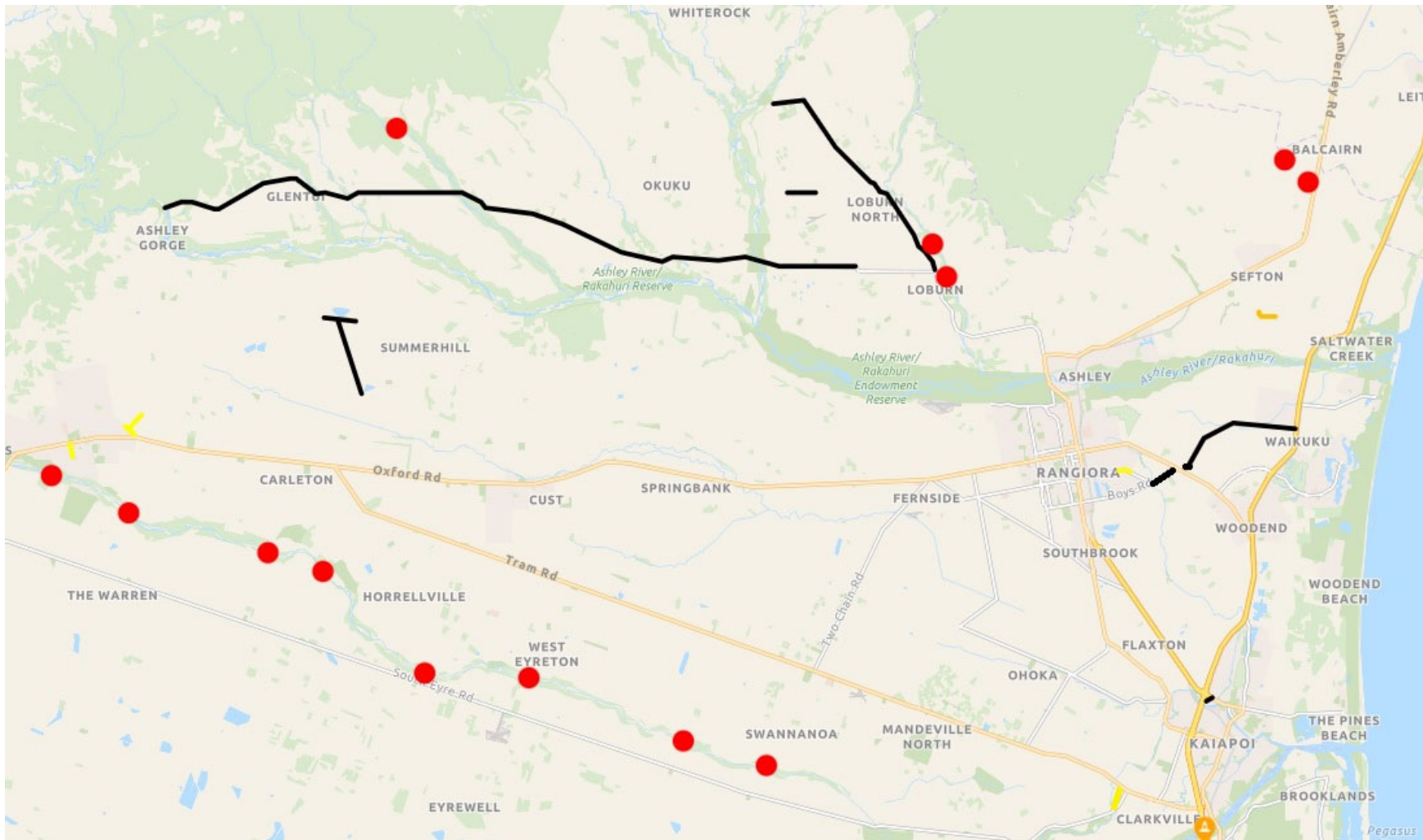
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. **Authorising Delegations**

Council has the authority to receive this report.

Relevant staff have delegation to authorise unbudgeted emergency works where needed. These delegations have been exercised during this response and to carry out immediate works to tidy up post event, in association with this wind event.

Attachment i – Map of Road Closures



Attachment ii – Photographs



Photograph 1 – Ashley River – Trampoline



Photograph 2 - Boys Road – Fallen tree



Photograph 3 – Gressons Rd.



Photograph 4 – Tulls Road – fallen tree.



Photograph 5 – Haylands Rd, Oxford.



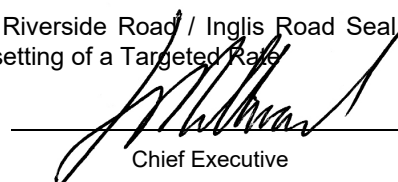
Photograph 6 – Birch Hill Rd



Photograph 7 – Loburn Whiterock Rd



Photograph 8 – Loburn Whiterock Rd

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-10 / 231123188760**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Joanne McBride, Roading and Transport Manager
Gerard Cleary, General Manager Utilities and Roading**SUBJECT:** Request for Approval in Principle for Riverside Road / Inglis Road Seal Extension and to seek prices to allow setting of a Targeted Rate**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1 This report is to seek approval in principle for the sealing of Riverside Road from the S Bend to Inglis Road, and a short section of Inglis Road from the bend to the west of the driveway of no. 28 Inglis Road to the access to no. 52, on the condition the adjoining property owners agree to fund the "top up" required to bring the development share for sealing to 30% contribution, under the Rural Seal Extension Policy.
- 1.2 Following a request for sealing under the Seal Extension Policy, staff have sought initial feedback from residents of Riverside Road and Inglis Road on three options for the road which included:
 - a. Option One - Seal Riverside Road from no. 256 along the straight to no. 450 (length of approximately 2.4km).
 - b. Option Two - Seal of Riverside Road and a short section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Road to the access to no. 52 (length of approximately 2.8km).
 - c. Option Three - Retain the status quo and leaving the road unsealed.
- 1.3 Letters were sent to 22 property owners in May 2023, with a further follow up with a number in August 2023 where response had not been received.
- 1.4 To date staff have received responses from 20 of the 22 property owners which is considered to provide sufficient support to progress pricing and a formal Special Consultative Procedure to set a targeted rate.
- 1.5 Of the 20 responses received:
 - 6 were in favour of the status quo (retaining the unsealed road)
 - 13 in favour of either option 1 or 2 which involves sealing
 - 1 was generally in favour of option 2 but with a number of caveats

This means that approximately 70% are generally in favour.
- 1.6 As the costs to date have been based on estimates, it is recommended that a firmer price is now sought to allow more certainty around the costs and that following this a targeted rate can be set through a Special Consultative Procedure (SCP).

- 1.7 A timeline for the Special Consultative Procedure and hearings will be brought to the March Council meeting along with an update on estimated cost and the targeted rate.
- 1.8 It is noted that based on current traffic volumes, this road would not currently trigger sealing under the current levels of service.

Attachments:

- i. Map of Sealing Area (included below).
- ii. Rural Seal Extension Policy (Trim No. 231123188754).
- iii. Riverside Road Request for Seal Extension - Letter to Residents - May 2023 (Trim No. 230519073072).

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 231123188760;
- (b) **Approves** in principle, the sealing of Riverside Road and Inglis Rd, from the S Bend on Riverside Road to Inglis Road, and Inglis Road from the bend to the access of no. 52, on the condition that adjoining property owners agree to fund the “top up” required to bring the development share for sealing to 30% contribution;
- (c) **Notes** that sealing (if approved) will be carried out under the Rural Seal Extension Policy (refer Trim No. 231123188754);
- (d) **Notes** that the previous estimate for the work was \$560,000 excluding GST, however this needs to be tested with the market to provide more certainty on the costs and to inform setting of a targeted rate;
- (e) **Notes** that a Special Consultative Procedure (SCP) for a targeted rate will be carried out once a firmer price has been received, to allow more certainty around the costs and the targeted rate;
- (f) **Notes** that a report will be brought to Council in March 2024 seeking approval of the Special Consultative Procedure (SCP) documentation, timeline and hearings panel;
- (g) **Notes** that based on current traffic volumes, this road would not currently trigger sealing under the current levels of service;
- (h) **Circulates** this report to the Utilities and Roothing Committee and the Oxford-Ohoka Community Board for information.

3. **BACKGROUND**

- 3.1 Staff have been in communication with property owners from Riverside Road regarding a request to seal a section of Riverside Road from the S Bend through to the Inglis Road intersection.
- 3.2 A roading financial contribution was taken under RC155263 (the subdivision of 426 Riverside Road) in 2015. The subdivision which created 11 lots (i.e., 10 new lots), required a contribution of \$88,272.00 excluding GST to be paid (\$101,512.80 including GST) towards the cost of sealing from no. 256 to 450 Riverside Road (before the bend on Riverside Rd).
- 3.3 There has been no further development on Riverside Road since this time and as such the financial contributions held for sealing this section of road currently remain at 18.69% of the costs of upgrading the road from the S Bend to the end of Riverside Rd but excluding Inglis Rd (as calculated at the time of consent).

- 3.4 To comply with the Rural Seal Extension Policy, further development along this road would need to occur for the 30% threshold to be met and sealing to be triggered, or alternatively adjacent property owners to the unsealed road would need to be prepared to top up the amount collected to meet the 30% minimum threshold for sealing to occur. This being subject to Council approval.
- 3.5 As well as this, an option to extend the seal around the bend and for a short distance up Inglis Road has also been explored with the residents.
- 3.6 A letter was sent to 22 residents who own property adjacent to the proposed area(s) of sealing in May 2023, with a further follow up with a number in August 2023 where response had not been received. This letter provided information around high level costings and options for payment.
- 3.7 Feedback received has been that a number of parties would like the option of a targeted rate levied on properties, to allow the sealing costs to be paid off over time.

4. ISSUES AND OPTIONS

- 4.1. Staff have sought feedback from residents of Riverside Road and Inglis Road on three options for the road which included:
 - 4.1.1. Seal Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km).
 - 4.1.2. Seal of Riverside Rd and a short section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km with 400m being on Inglis Rd).
 - 4.1.3. Retain the status quo and leaving the road unsealed.
- 4.2. Most responses were in favour of Option Two, being to seal into Inglis Road. Of those properties along Inglis Road, four preferred option two, one preferred option one and two wanted to retain the status quo.
- 4.3. Most responses from property owners living adjacent to Riverside Road preferred option two. This is likely due to the fact that this splits the cost of sealing across more properties, meaning the overall cost per property is lower.
- 4.4. As the costs to date have been based on estimates, it is recommended that a firmer price is now sought to allow more certainty around the costs and that following this a targeted rate can be set through a Special Consultative Procedure (SCP).
- 4.5. It is noted that the traffic volumes currently seen on Riverside Road would not trigger sealing under Council's current levels of service. The following counts have previously been undertaken:
 - North end of Riverside Road (400m south of Inglis Rd) in 2020 from 3rd to 10th December - Annual Daily Traffic (ADT) count of 30 vehicles per day (noting this is the top end of this catchment).
 - South end of Riverside Road (400m north of Birch Hill Rd) undertaken in 2017 from 13th to 20th October 2017 - Annual Daily Traffic (ADT) count of 219 vehicles per day (noting the lower half of Riverside Road is already sealed).

4.6. The following options are available to Council:

4.7. Option One – Approve in principle the sealing of Riverside Road / Inglis Road and seek firm prices to inform an SCP process.

The option would approve in principle the sealing of Riverside Road and a section of Inglis Road, subject to the adjoining property owners agreeing to fund the “top up” required to bring the development share for sealing to 30% contribution.

This would then allow firmer prices to be sought for the work and an SCP process to follow to determine the targeted rate area for the area.

A further report will then be brought back to Council to confirm the targeted rate amount, the sections of road to be sealed, the proposed timeline and the Hearings Panel.

The proposal would give property owners the option of paying their share by a lump sum payment or by a targeted rate on their property.

4.8. Option Two – Decline the request for sealing of Riverside Road / Inglis Road

This would very likely result in the sealing not being considered affordable for the affected property owners and as such sealing would be unlikely to proceed.

4.9. Not all property owners within the area agreed with sealing the road. The reasons for not sealing ranged from preferring the existing amenity of a rural area with an unsealed road, to affordability issues in a financially constrained time.

4.10. It is noted that there are a number of properties which have houses located a reasonable distance from the road, and that dust is unlikely to be considered an issue for them.

Implications for Community Wellbeing

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

Dust can impact the health & wellbeing of those living alongside an unsealed road.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

Safety and the wellbeing of the community is important for Rūnanga.

5.2. Groups and Organisations

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

This sealing has been specifically requested by resident living on Riverside Road.

5.3. Wider Community

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

This budget is included in the Annual Plan/Long Term Plan in the 2023/24 year within the Roding Subdivision Contribution area, which has a budget of \$1,519,077 across the Council Performed Works (PJ100361.000.5133) and Direct Payment to Developers (PJ 100364.000.5133) codes.

The rough order cost estimated for the sealing Riverside Rd and Inglis Rd to the west of the driveway of no. 28 Inglis Rd (a total length of 2.8km) is approximately \$560,000.00 (excluding GST). Therefore 30% of the cost of sealing would equate to \$168,000 excluding GST.

The current contribution held as part of RC155263 is \$89,649.04 which is 16% of the cost of sealing, therefore meaning the residents would be required to fund the remaining 14%, which equates to approximately \$78,250.96 excluding GST between 22 properties. This equates to approximately \$3,561.41 (excluding GST) or \$4,095.62 including GST per property, **noting that these costs have not yet been tendered and as such will need to be confirmed.**

The Council share of the sealing (at the previous estimate of \$560,000) would be 70% of the cost which is \$392,000 (excluding GST). Therefore, under the current estimates, a targeted rate would be around \$380 (excluding GST) per year / per property over a twenty-year period, with an assumed interest rate of 5%.

As noted above, at this time the physical works have not been tendered and as such are based on estimates. Further work needs to be undertaken to firm up on prices early in 2024.

6.2. **Sustainability and Climate Change Impacts**

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

Sealing roads creates more impervious areas and increases run-off, which can have impacts on areas which are prone to flooding due to increased concentration of run-off during events. Sealed roads generally have higher operating speeds than unsealed, which results in slightly higher vehicle emissions.

6.3 **Risk Management**

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

It is noted that at this time the physical works have not been tendered and as such are based on estimates. Further work will be undertaken to firm up on prices early in 2024.

6.3 **Health and Safety**

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

There are positives and negatives in terms of sealing unsealed roads. Sealed roads tend to attract higher speeds than unsealed roads, which can increase impact should a crash occur, however unsealed roads tend to have more variable conditions due to the nature of the road and the unbound surface.

A contractor carrying out any physical works will be required to be SiteWise registered (or equivalent) and have an appropriate Health & Safety Plan.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Under Section 83 of the Local Government Act a Special Consultative Procedure is required because there is a change being made to the rating regime for these properties from that which is shown in the Long Term Plan and a new targeted rate is being set.

7.3. **Consistency with Community Outcomes**

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

There is a safe environment for all

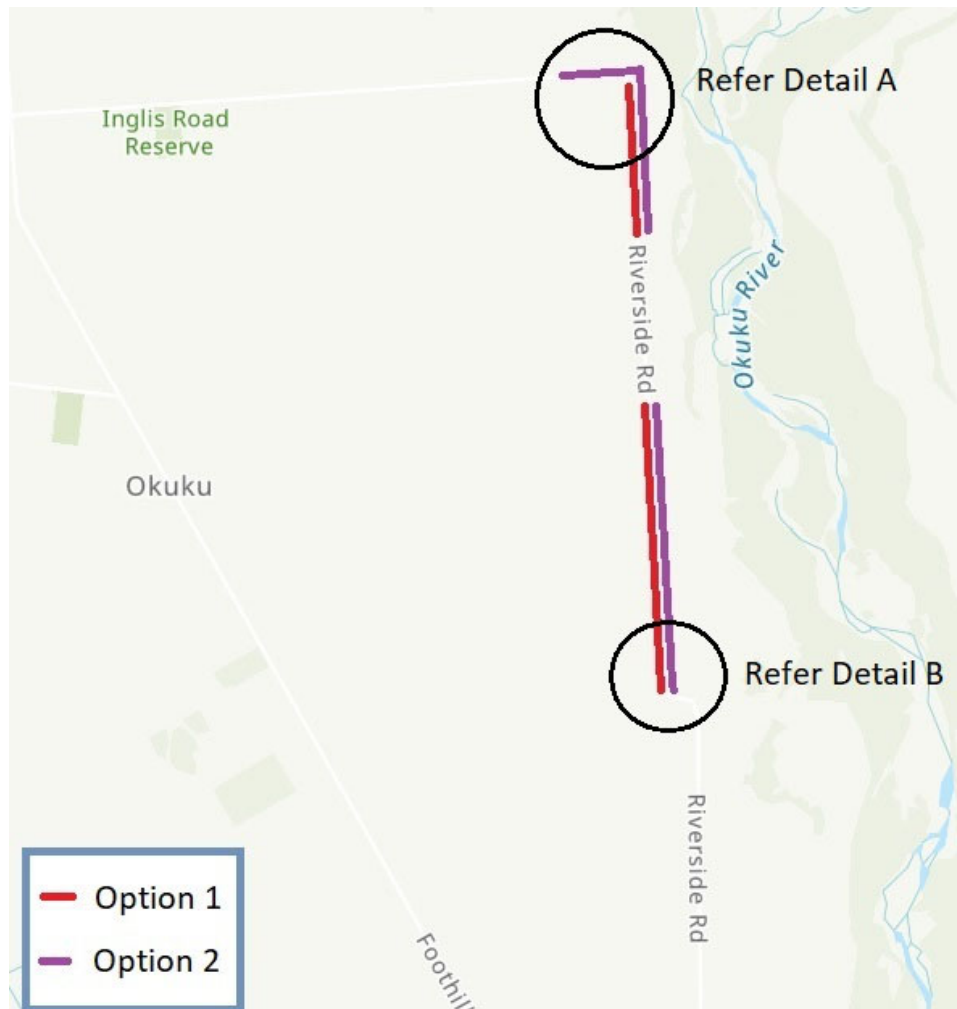
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

Transport is accessible, convenient, reliable and sustainable

- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. **Authorising Delegations**

Council has the authority to consider this report and the information within, especially as it relates to targeted rates.

ATTACHMENT i- Map of Sealing Area



Note - Option Two was the preferred option.



POLICY

S-CP 4520
 Issue: 7
 Date: 02/04/13
 Page: 1 of 2

Roads and Streets

RURAL SEAL EXTENSION

1 Introduction

There are currently 615 kilometres of unsealed roads in the District (at 30 June 2012), 93% of which carry fewer than 100 vehicles per day and none carry more than on average 200 vehicles per day. It is difficult to justify the cost of sealing unsealed roads that carry less than about 300-400 vehicles a day on economic grounds alone.

The Council signalled in the 2012/22 Long Term Plan that it did not wish to fund seal extensions unless it qualified for subsidy from New Zealand Transport Agency (NZTA). NZTA factors for subsidy approval include road user benefits such as lower vehicle operating costs, improved travel times and improved safety, and benefits to productive land through less dust. Road maintenance costs are also a factor. To qualify for a subsidy a road with average maintenance costs must typically carry more than 300-400 vehicles per day.

When subdivisions are built on unsealed roads the developer is normally required to make a contribution towards sealing the road in proportion to the extra traffic the subdivision generates.

2 Policy Context

The Council will only seal roads where a subsidy is available either from the New Zealand Transport Agency (NZTA), or from financial contributions from subdivisions, or when privately funded.

3 Policy Objective

This policy seeks to achieve the sealing of rural roads where a subsidy is available through NZTA criteria being met; through development contributions where the total contributions amount to at least 30% of the cost of sealing; or through private funding of seal extensions based on a 50-50 cost share arrangement.

4 Policy Statement

Rural roads are defined as those with speed limits greater than 70km/hr.

The Council will only seal rural unsealed roads in the following situations:

- (a) when approved by the New Zealand Transport Agency, or
- (b) when financial contributions from subdivisions of at least 30% of the cost of sealing the road are available, or
- (c) when privately funded under the Private Funding of Seal Extension Policy (S-CP 4525).

4.1 New Zealand Transport Agency Approved Projects

4.1.1 The Council will seal all rural unsealed roads when they meet New Zealand Transport Agency criteria and are approved by the New Zealand Transport Agency.

4.1.2 The amount of funding provided by the Council will depend on the expected number of roads meeting New Zealand Transport Agency criteria, and the amount will be reviewed annually as part of the Annual Plan or LTP process.

4.1.3 Roads meeting New Zealand Transport Agency criteria will be identified on an ongoing basis and submitted to the Annual Plan process for funding allocation.

4.1.4 The options available to the Council are as follows:



POLICY

S-CP 4520
 Issue: 7
 Date: 02/04/13
 Page: 2 of 2

Roads and Streets

RURAL SEAL EXTENSION

- (a) programme the seal extension in the earliest year the funding is available, or bring forward the funding to the following financial year.

4.2 Financial Contribution Projects

- 4.2.1 The Council will seal all rural unsealed roads when financial contributions from subdivisions to at least 30% of the cost of sealing the road are available.
- 4.2.2 Funding for these projects will come from the Subdivision Projects budget.
- 4.2.3 The Council will attempt to obtain subsidy from the New Zealand Transport Agency either fully or by using the contributions to offset the capital cost of the work, however the sealing will be completed whether New Zealand Transport Agency approval is obtained or not.

5 Links to legislation, other policies and community outcomes

5.1 Community Outcomes:

Transport is accessible, convenient, reliable, affordable and sustainable:

- *The standard of our District's roads is keeping pace with increasing traffic numbers*
- *Christchurch is readily accessible by cycle, car, truck, bus or train, and the communities in the District are well linked with each other*

There is a safe environment for all:

- *Crime, injury and road accidents are minimised.*

5.2 Land Transport Management Act, Government Policy Statement on Transport

6 Adopted by and date

Adopted by Council on 2 April 2013

7 Review

Review every six years or sooner on request.

Our Reference: RDG-32-10 / 230519073072

May 2023

<name>
 <address>

Dear Property Owner(s),

Re: Request for Sealing of Riverside Road

I am writing to you as the owner(s) of no. xx Riverside Road / Inglis Road.

Staff have been in discussion with a number of residents on Riverside Road regarding options for sealing of the unsealed portion of the road from the "S" bend through to Inglis Road. We have also received a request to extend this further around the bend into Inglis Rd.

This letter is to outline the options for consideration of sealing and requesting feedback from residents on these options. We would like to get an indication from residents as to whether they support sealing the road on the basis that this would require funding from property owners. This will help forming a decision on whether Council should consider commencing a more formal consultation process, prior to a final decision. We do not require any form of commitment at this stage.

Background for Policy

The Council signalled in the 2012/22 Long Term Plan that it did not wish to fund seal extensions unless they:

1. Qualify for subsidy from Waka Kotahi (New Zealand Transport Agency),
2. Meet the requirements of the "Funding of Seal Extension Policy",
- or
3. Adjoining landowners request for the sealing to be undertaken under the "Private funding of Seal Extensions" Policy.

The following links are to the policies on Council's website.

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0029/28469/S-CP-4520-Rural-Seal-Extension.pdf

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0021/28470/S-CP-4525-Private-Funding-of-Seal-Extension-Policy.pdf

Riverside Road

A Roding Financial Contribution was taken under RC155263 (the subdivision of 426 Riverside Road) in 2015. The subdivision which created 11 lots (i.e., 10 new lots), required a contribution of \$88,272.00 excluding GST to be paid (\$101,512.80 including GST) towards the cost of sealing from no. 256 to 450 Riverside Rd (before the bend on Riverside Rd).

There has been no further development on Riverside Road since this time and as such the financial contributions held for sealing this section of road currently remain at 18.69% of the costs

of upgrading the road (as calculated at the time of consent).

To comply with the Seal Extension Policy, further development along this road would need to occur for the 30% threshold to be met and sealing to be triggered, or alternatively adjacent property owners to the unsealed road would need to be prepared to top up the amount collected to meet the 30% minimum threshold for sealing to occur. This would be subject to Council approval.

Therefore, the following options are available to the residents:

- 1) Option One - Request the sealing of Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km). Refer map in Attachment A.

The difference to meet the 30% contributions is 11.61% of the cost of sealing (rough order estimate of \$480,000 excluding GST) which equals \$55,728 excluding GST or \$64,087.20 including GST. This would need to be split equally between the residents adjoining the sealing area.

There are 15 properties which are adjacent and considered within the area for sealing. This would require a contribution of approximately \$4,272.48 including GST per property to fund the difference.

- 2) Option Two - Request the sealing of Riverside Rd including the section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km) including up to no. 52. Refer map in Attachment A.

The rough order estimate to carry out the sealing is \$560,000 excluding GST. Therefore 30% of the cost of sealing would equate to \$65,016 excluding GST or \$74,768.40 including GST.

There are 22 properties which are adjacent and considered within the area for sealing. This would require a contribution of approximately \$3,398.56 including GST per property to fund the difference.

- 3) Option Three – Retain the status quo and leaving the road unsealed. Note that consideration of alternative options for the suppression of dust could be progressed. While Council will not fund dust suppressants directly, staff can work with residents to consider this further and assist with reaching the desired outcome, subject to residents funding this.

If there was agreement from the residents and Council that sealing work could proceed, then there would be two options for payment of the property owner's contribution:

1. Option One – Apply a targeted rate to the property.
- or**
2. Option Two – Property owner may pay a lump sum for their share, so they do not have the targeted rate applied.

Seeking Feedback:

To enable decision making to progress we are seeking feedback from residents along the road on which option is preferred, noting that a decision to seal would require residents to contribute towards funding.

Therefore, we ask that property owners complete the attached feedback form and return either by post or email. We would like a 100% return and as such would appreciate it if you could give this your earliest attention.

Next Steps:

Once feedback is received and collated then a decision will be made on whether to progress a sealing request with Council.

If the majority of property owners are in favour then the steps as outlined below will be followed.

Process:

1. Report taken to Council seeking approval to carry out a Special Consultative Procedure on setting a targeted rate.
2. Formal consultation is undertaken for a period of one month.
3. Hearings Panel reviews the consultation feedback, received submissions, and makes a recommendation to Council.
4. Report to Council for decision on the targeted rate and request for sealing

Subject to approval of sealing and a targeted rate:

5. Tender Physical Works
6. Construction begins (likely early 2024)

If a targeted rate is progressed, then a Special Consultative Procedure must be followed. As part of this process, consultation documents are made publicly available on Council's website and delivered to all properties within the proposed special rating area. Submissions on the proposal are open for 4 weeks. Once the submissions close there is a public hearing and then the results and recommendation from this hearing are taken in a further report to Council for decision.

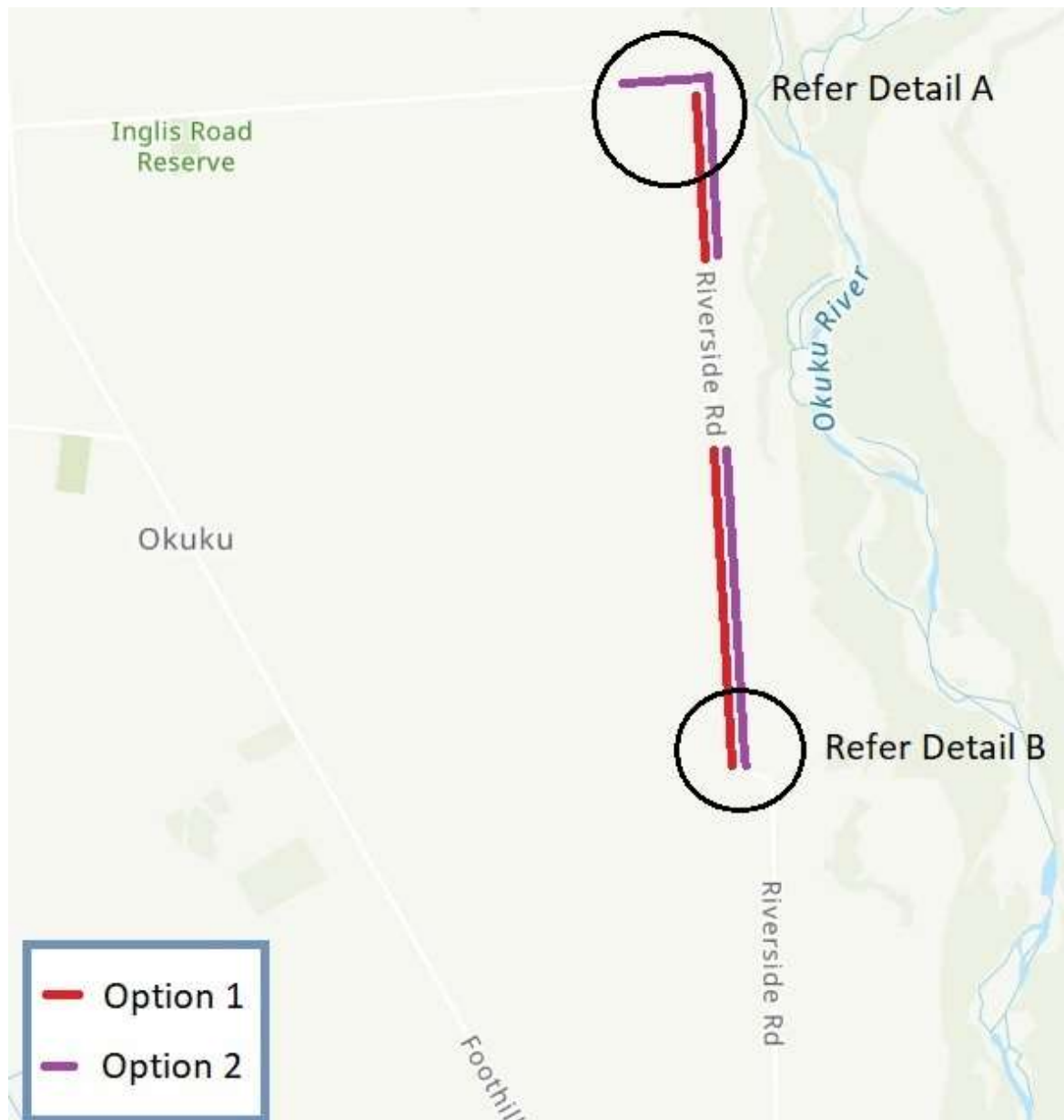
Should you have any further questions regarding the content of this letter then please do not hesitate to contact me via email joanne.mcbride@wmk.govt.nz or Phone 0800 965 468 (0800 WMK GOV).

Yours sincerely

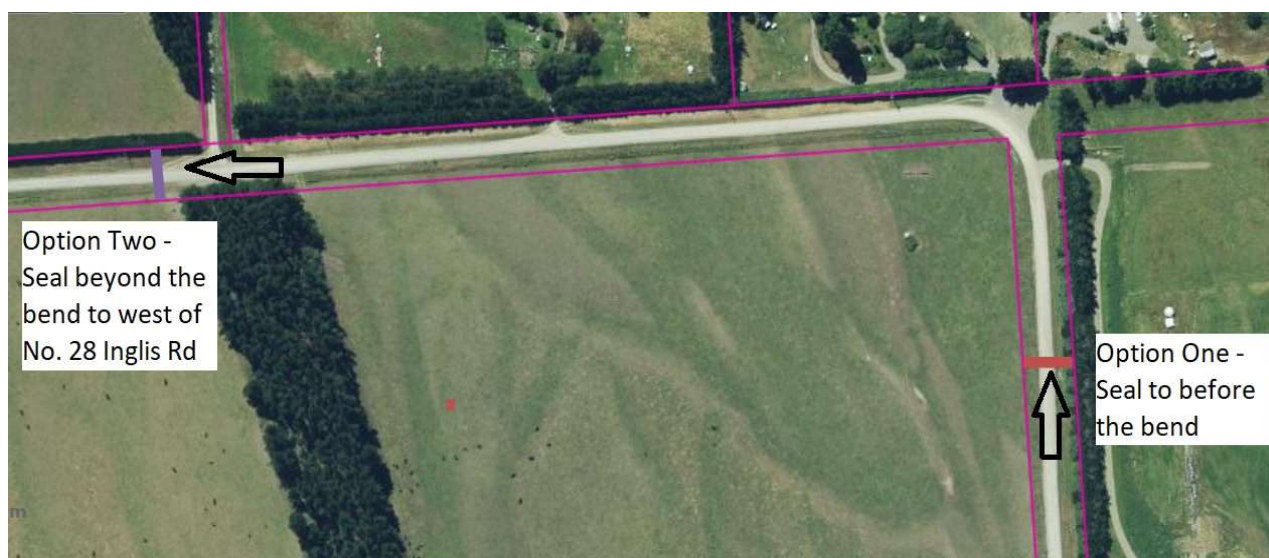


Joanne McBride
Roading & Transport Manager

Attachment A – Map



Refer to next sheet for Detail A & B.



Riverside Road – Request for Sealing Feedback Form

In response to the Request for Sealing of Riverside Road letter dated 19th May 2023, please complete the following form:

I / We (**name/s**)

Of (**address**)

Indicate support for proceeding to formal consultation on Option (**please enter preferred option number**)

.....

Outline of Options:

- 1) **Option One** - Request the sealing of Riverside Rd from no. 256 along the straight to no. 450 (length of approximately 2.4km).

The difference to meet the 30% contributions is 11.61% of the cost of sealing (rough order estimate of \$480,000 excluding GST) which equals \$55,728 excluding GST or \$64,087.20 including GST. This would need to be split equally between the residents adjoining the sealing area.

There are 15 properties which would be adjacent to and considered within area for sealing. This would require a contribution of approximately \$4,272.48 including GST per property to fund the difference.

- 2) **Option Two** - Request the sealing of Riverside Rd including the section of Inglis Rd from the bend to the west of the driveway of no. 28 Inglis Rd (length of approximately 2.8km) including up to no. 52.

The rough order estimate to carry out the sealing is \$560,000 excluding GST. Therefore 30% of the cost of sealing would equate to \$65,016 excluding GST or \$74,768.40 including GST.

There are 22 properties which would be adjacent to and considered within area for sealing. This would require a contribution of approximately \$3,398.56 including GST per property to fund the difference.

- 3) **Option Three** – Retain the status quo, noting consideration of alternative options for the suppression of dust could be progressed. While Council will not fund dust suppressants directly, staff can work with residents to consider this further and assist with reaching the desired outcome.

Once feedback has been received and collated, staff will provide an update to residents on the outcome and update next steps.

Signed: Date

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: EXC-51-10 / 231109180114

REPORT TO: COUNCIL

DATE OF MEETING: 5th December 2023

AUTHOR(S): Jordan Cathcart, Senior Project Engineer
Simon Hart, General Manager, Strategy, Engagement & Economic Development

SUBJECT: Climate Change Response Programme – Budget Reallocation (Better Off Funding)

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This purpose of this report is to request Council's approval to submit a change request to Department of Internal Affairs (DIA) for the reallocation of \$200,000 Better Off Funding within subprojects of the Climate Change Response Project.
- 1.2. The Integrated Transport Strategy (ITS) subproject is proposed to be reduced by \$120,000 (from \$200,000 to \$80,000). The decrease is due to a reduction in scope following additional project planning that occurred in late 2022, which removed the necessity to undertake a complete District Transport Model in order to inform the development of an ITS.
- 1.3. It is proposed that the remaining \$80,000 in the ITS will be utilised to deliver a strategic ITS implementation project to carry out a review of the District's Parking Strategy. The review is in light of ITS directions particularly linked to supporting sustainable transport choices and reducing transport related emissions, of which may have an impact on future planning for car parking. The utilisation of Better Off Funding removes the need to request Council budget through the LTP process.
- 1.4. The Climate Change Risk Assessment budget will be subsequently increased by \$120,000 from \$80,000 to a total of \$200,000. The increase is requested due to a budget shortfall. The quoted costs for carrying out the extent of the risk assessment are more significant than originally budgeted.

Attachments: Nil

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 231109180114.
- (b) **Approves** Council staff to submit a change request to DIA for the reallocation of \$200,000 Better Off Funding within the Climate Change Response Programme.
- (c) **Notes** that the \$200,000 Integrated Transport Strategy budget will be decreased to \$80,000 due to a reduction in scope.
- (d) **Notes** that the remaining \$80,000 will be utilised to review the District's Parking Strategy in light of Integrated Transport Strategy directions particularly linked to transport choices and emissions reductions.
- (e) **Notes** that \$120,000 will be reallocated to the Climate Change Risk Assessment subproject to offset the predicted budget shortfall.
- (f) **Notes** that the net budget impact on the Climate Change Response Programme Project will be zero.
- (g) **Notes** that this reallocation within the Better off Funding programme of work removes the need to request additional funding through the Long-Term Plan and has no rating impact.

3. **BACKGROUND**

- 3.1. The Better Off Funding package consists of several projects worth a total of \$5.54M. The Climate Change Response Programme proportion is \$730,000.
- 3.2. Since the initial Better Off Funding application, the components comprising the Integrated Transport Strategy (ITS) have been better defined. At the time of Council applying for Better Off Funding, it was anticipated that the development of a full District Transport Model would be advantageous in underpinning the development of an ITS. However, by utilising existing available information across a range of local and sub-regional resources, the ITS's scope was reduced to no longer require a full District Transport Model and hence, a budget surplus of \$120,000 has been created.
- 3.3. The delivery of a strategic ITS implementation project to carry out a review of the District's Parking Strategy will enable the remaining \$80,000 funding to be fully utilised. The review is in light of ITS directions particularly linked to supporting sustainable transport choices and thus contributing to travel related emissions reductions. The strategy will enable the consideration of any related impact on parking supply and management.
- 3.4. The Climate Change Risk Assessment subproject has a predicted budget shortfall due to the quoted costs for carrying out the Rest of Council Assets Risk Assessment and District Climate Risk assessments being more significant than originally estimated. The shortfall can be sufficiently offset by reallocation of the \$120,000 from the ITS.
- 3.5. A project change request is the mechanism used to request Better Off Funding project changes, for example the reallocation of funding or changes to programme dates, through the Crown Infrastructure Partners online portal.

4. **ISSUES AND OPTIONS**

- 4.1. **Option One – Authorise** staff to seek approval from DIA through a change request for the reallocation of \$200,000 to subprojects within the Climate Change Response Programme.

This provides for the budget shortfall of the Climate Change Risk Assessment and allows, through Better Off Funding, the delivery of a key strategic project identified in the ITS that sees a review of the District's Parking Strategy. This is the recommended option.

The District's Parking Strategy review is in light of ITS directions that are particularly linked to enabling and supporting sustainable travel options in order to contribute to the Council's sustainability goals and overall VKT reductions. This will enable thorough and updated consideration of any impacts on the supply and management of public car parking.

- 4.2. **Option Two – Decline** the reallocation of \$200,000 and **request** a wider investigation of other projects to utilise the \$200,000.

This option is not recommended as the proposed projects in Option One align closely with the Climate Change Response project. Other projects investigated would require specific justification that the Better Off Funding outcome criteria is met. In addition, the Climate Change Risk Assessment would subsequently require budget funding from Council as it is needed to provide the evidence base for Council's climate response planning.

- 4.3. **Option Three – Decline** the reallocation of \$200,000 and **retain** existing budgets as they currently are. This is not recommended because the Better Off Funding would not be fully utilised.

Implications for Community Wellbeing

- 4.4. There are implications on community wellbeing by the issues and options that are the subject matter of this report. A broad range of direct and indirect climate change impacts have been identified for the District in the 2022 NIWA Technical Report. These have the potential to significantly affect the health and wellbeing of residents.
- 4.5. If budget is not reallocated, then the subprojects would not fully utilise the Better Off Funding package and benefits of completion would be delayed until funding is available. The Climate Change Risk Assessment would require additional funding to be fully delivered, and the review the District's Parking Strategy in light of ITS directions relating to supporting travel choices and with it, emissions reductions, would require funding approval through the LTP process.
- 4.6. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

- 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by and have an interest in the subject matter of this report. Ngāi Tahu and Te Ngāi Tūāhuriri hapū are concerned about the impacts of climate change as changes to the natural environment affect Māori cultural, economic and spiritual wellbeing. The District Climate Change Risk Assessment will provide an evidential base that will assist the Runanga with their climate change planning.

Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. These include groups who support and don't support climate action. In addition, several groups have an interest in the provision and management of car parking, particularly in our centres, including local businesses, shoppers, landowners and developers.

5.2. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. In the 2019 Community Survey over 70% of respondents were either concerned or very concerned about climate change. In the 2022 Customer Satisfaction Survey 38% of respondents were satisfied with Council's response to climate change and 21% were dissatisfied. These rates were lower than for the majority of other services and satisfaction was lower among the 30 to 59 year old age group than those aged 60 and over. The district risk assessment will provide the evidence base needed to accelerate Council's climate action planning.

The 2022 Customer Satisfaction Survey revealed that 63% and 44% of respondents are satisfied with off-street parking in Rangiora and Kaiapoi respectively. Car parking provision and management, and its relationship with supporting travel choices and impacting on emissions reductions, is a topic of interest to the wider community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

This budget is not included in the Annual Plan/Long Term Plan. If the Better Off Funding is not reallocated and fully utilised, implementing specific projects will impact Council funding through the Long Term Planning Process.

- 6.2. Proposed budget reallocation within the Climate Change Response Programme is summarised in Table 6-1.

Table 6-1 Proposed Budget Reallocation (changes in red)

Project	Sub Project	Current	Proposed
Climate Change Response Programme – Stage 1 Development	Carbon Footprint/Emissions Profile/Emissions Strategy	\$200,000	\$200,000
	Climate Change Risk Assessment	\$80,000	\$200,000
	District Sustainability Strategy	\$100,000	\$100,000
	District Adaptation/Resilience Strategy	\$100,000	\$100,000
	Integrated Transport Strategy – District Parking and Transport Strategy Review	\$200,000	\$80,000
	Local Business Carbon Footprint Offsetting	\$50,000	\$50,000
	Total	\$730,000	\$730,000

6.3. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The subprojects fall within the overarching Climate Change Response Programme project.

6.4. Risk Management

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

There is a minor risk that DIA could consider the reallocation as surplus to requirements and withdraw the funding. Staff correspondence with DIA has given indication that this funding reallocation is an acceptable process, however, until the reallocation is formally accepted, the risk remains present.

6.5. **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy. The matter is likely to be significant if the impact or consequences of the decision or proposal will have on climate change mitigation or adaptation is substantially negative. The inability to complete the climate change risk assessment work because of the current budget shortfall will meet this criteria as Council's climate change response will be significantly adversely impacted due to a lack of baseline data.

7.2. **Authorising Legislation**

Not applicable.

7.3. **Consistency with Community Outcomes**

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

- Climate change challenges are addressed in an appropriate, timely, cost-effective and equitable manner.
- Climate change considerations are incorporated into all infrastructure decision making processes.

7.4. **Authorising Delegations**

The Mayor and Councillors have delegation to seek approval from DIA for the reallocation of Better Off Funding.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES -35-03 / 231123188159**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Bex Dollery, Ecologist - Biodiversity**SUBJECT:** Lineside Road Development and Progress Update**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to update Council on progress of the development for the Lineside Road project and to consider the governance structure and consultation required to create a vision, strategy and lead the development of land.
- 1.2. The 85 ha property was bought in May 2023 on the grounds that the area could be successfully used to increase recreational opportunities and public access to the natural environment whilst enhancing biodiversity and assisting in improving water quality for the waterways in the vicinity.
- 1.3. The property has been initially scoped on the ground to gain a preliminary understanding of the opportunities and challenges. This information has enabled a lease for the land to be accepted by Downie Flat Ltd for grazing (non-dairy) and cropping over 77.5 ha.
- 1.4. There has been an interest from both elected members and Council staff for the development of the project to have input from Te Ngāi Tūāhuriri rūnanga, organisations such as ECan and the wider public.
- 1.5. The project now requires a formal governance structure to develop a strategy that defines development trajectory. It is noted that the objectives for the land are aligned with the vision for the Arohatia te Awa scheme and the Natural Environment Strategy. The steering group for this project includes significant stakeholders such as representatives from Te Ngāi Tūāhuriri rūnanga, elected members, Ecan and technical staff members and it is recognised that this group could offer sound governance for the project.

Attachments:

- i. Lineside Road Phase 1 Map and Target Notes Ecology Survey May 2023. (Trim 230524075783).
- ii. Arohatia te Awa – Cherish the River' project approval report July 2019. (Trim WAT-11/190314033747).
- iii. Arohatia te Awa terms of reference report Modified November 2023. (Trim RES-35-03/231123188215).
- iv. Draft Community Outcomes (Trim POL-08-77/230620091148).

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 231123188159.

- (b) **Notes** that the property has now been leased for \$82,800 GST inclusive on an annual basis.
- (c) **Approves** the recommendation of the Lineside Road development project be governed by the same Working Group as the Arohatia te Awa project to ensure project cohesiveness.
- (d) **Approves** the adoption of the modified Terms of Reference for the Arohatia te Awa Working Group (attachment iii Trim 231123188215).
- (e) **Approves** the use of the Arohatia te Awa budget for any planning or operational works required.
- (f) **Notes** that once a governance structure is in place the project can formally progress with engagement, inform the vision and begin the development design.

3. **BACKGROUND**

- 3.1. In May 2023, two adjacent properties located at 40 Lineside Road and 107 Revels Road were purchased. The properties amount to a combined area of approx. 85 ha within a low-lying area of the district (less than 1m above sea-level, Figure 1) which is regularly flooded restricting farming activities to the drier months.



Figure 1. Location of properties and an aerial view of the extent of flooding in July 2022.

- 3.2. At a Council meeting held on 7 March 2023, the land was agreed to be purchased due to its potential to:
- a) Provide more public greenspace and meet level of service requirements - The existing level of service pertaining to the hectareage of natural parks per 1,000 residents is 5- 15 ha. Currently, and including the purchase of the Lineside Road property, the Council has a deficit with only 3.1 ha per 1,000 residents;
 - b) Enhance, protect and maintain the biodiversity of the area;
 - c) Enhance cultural opportunities within the District;
 - d) Become a nature-based solution to mitigate effects of climate change;

- e) Nurture partnerships with key stakeholders such as Te Ngāi Tūāhuriri rūnanga, ECan and the wider community; and
 - f) Provide wider ecosystem services such as water cycling regulation and water purification for the surrounding landscape and potential recreation and ecotourism opportunities for the District.
- 3.3. The property had been considered as an option for mitigating or alleviating flooding in the area. However, it was noted that “there would not be any major change to improvements to flood mitigation, apart from designating it as an area of land that was subject to flooding” with “the majority of water from a flood point of view being above the ground”.
- 3.4. To date, staff have been collating information regarding the hydrology and biodiversity of the area. Regular aerial drone imagery has been collected since July 2023 to assess the standing water on site alongside bird surveys and a preliminary ecological assessment (see attachment i).
- 3.5. These surveys have enabled the lease of the land to Downie Flat Ltd for cattle grazing (non-dairy) and cropping. The wettest area of the land has been excluded from the lease leaving approx. 77.5 ha under a grazing regime (Figure 2). In addition to the usual lease requirements, the use of fertilisers (organic or synthetic) and the use of chemical sprays is to be agreed by Council prior to application.

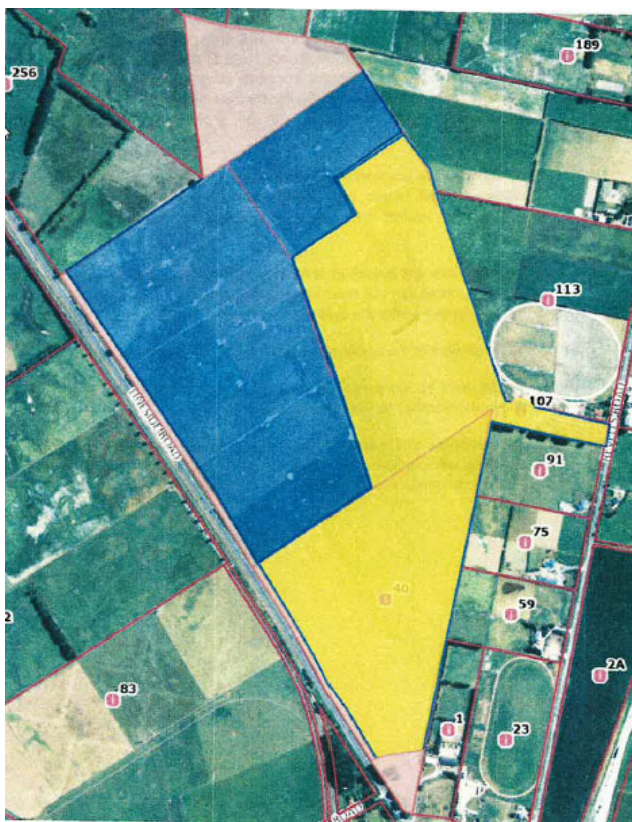


Figure 2. Except from the lease documentation showing the extent of land to be grazed (yellow and blue) and that which is excluded (red).

- 3.6. In addition to the surveys, a desk study of the hydrology of the area has shown that the wetland extends beyond the boundary of the purchased land, to the north and the west (Figure 3). Council staff have been approached by some landowners in these properties to enquire about further land purchases of their respective areas of wetland. Whilst Council will not commit to further land purchase, there could be an option of entering into land swap arrangements whereby the drier areas are given to landowners and Council gains more of the wetland.



Figure 3. Extent of flooding in the wider environment illustrating the true extent of the wetland on adjacent properties.

4. ISSUES AND OPTIONS

- 4.1. There are several issues and opportunities to be presented for this project to scope, progress and monitor the trajectory. The options available to Council are either approve or decline the recommendations. If the recommendations are accepted, the steering group can be approved and direction for consultation and design can commence in the new year. If the recommendations are declined, further work to establish a steering group for governance and potential funding will be required.

Governance

- 4.2. The Lineside Road property has significant potential to provide benefits to biodiversity, the natural environment and the community, however, the project requires governance to steer the consultation and development of a strategy. This includes:
- 4.2.1. Establishing a baseline: identifying the current state of the land (such as hydrology, soil and biodiversity assessments) and the aspirations of community and interested parties;
 - 4.2.2. Determining the most beneficial use of land: gathering information to develop a vision for the development and high-level concept plans to inform actions; and
 - 4.2.3. Develop the implementation plan: this includes formulating a work plan with milestones and monitoring methods but also considering all options such as the prospect of land swaps or purchases.

- 4.3. This is a high-profile development which needs careful consideration in a stepwise process, ensuring consultation encompasses all interested parties in a transparent manner. To date, and to avoid any potential for bias in the process, consultation with groups external to Council has been limited whilst the lease was prepared and preliminary data gathered. There have now been some clear data gaps acknowledged and potential opportunities for the land identified (such as the land swap option) which require the transparent governance of a steering group.
- 4.4. Council staff have been approached by several external groups and organisations, such as the Waimakariri Water Zone Committee, showing a strong interest for involvement in the development of the Lineside Road land or potentially leading the development. Whilst it is acknowledged that these groups have principals which align with some of the aims for the land, there is no one group that speaks to all the reasons that the land was purchased, namely biodiversity, cultural opportunities, water quality and recreation (see 3.2). The land was also bought as a potential mechanism to have a collaborative project with some key stakeholders and therefore giving the project to another organisation could remove this opportunity.
- 4.5. The project Te Arohatia Te Awa (the Cam/Ruataniwha River Restoration Fund) currently includes members from the rūnanga, Ecan, the Waimakariri Water Zone Committee, elected members and Council staff. The aims for the project are to (see attachment ii):
- a. improve recreational amenity;
 - b. enhance cultural values;
 - c. encourage biodiversity improvements through ecological corridor creation;
 - d. catalyse economic diversification, for example through agri-tourism along the network; and
 - e. create a 'drawcard' or promotional vehicle for Waimakariri District.
- 4.6. This vision aligns with the reasons for the Lineside Road land purchase and the group includes key stakeholders. Therefore, it is recommended that this steering group also be invited to oversee the governance of the Lineside Road property.
- 4.7. There has been a suggestion, due to the nature of the potential works, to include community board members in the steering group. There are pros and cons of including community board members to the group. In considering this, staff have identified the following considerations:
- Size of the group is already large. Four additional members would have an impact on the efficiency of the group.
 - While Arohatia te awa can be implemented all over the district, at present all projects are in the Kaiapoi Tuahiwi ward so other Board members may not have an interest.
 - Councillors who report back to the Boards are currently represented on the group.
 - The Board members do have a lot of knowledge about their respective areas and may provide some real benefit to ensuring informed decision making.
- 4.8. Staff have not modified the Terms of Reference to have Community Board Members included, however Council may choose to modify the recommendations to do so. If the status Quo remains staff could look to invite community Board members to meetings at such time as work specifically related to their ward.

- 4.9. Options available to Council are to accept governance from the Arohatia te Awa Working Group as stated in the modified Terms of Reference (attachment iii), accept the Arohatia te Awa Working Group with different Terms of Reference and membership or consider other groups and organisations for governance such as Waimakariri Water Zone Committee, the community board., a Council committee or Council staff.

Initial Funding

- 4.10. Funding for the development of the area has been included in the Natural Environment Strategy submission to the Long Term Plan process. If accepted, this will provide funding for restoration plantings and infrastructure for the site over a period of 10 years. However, before work begins on the site there are some items which require operational funding to fully inform the site design (see 4.10 Scientific Data Requirements below).
- 4.11. The Arohatia te Awa project currently has \$320,400 in the budget with an annual addition of \$110,000 over the next 10 years. This project has been stalled due to logistics and relations with local landowners.
- 4.12. Due to the alignment of the project with the Lineside Road development, it is recommended that funding be received from this project prior to any decisions from the LTP bid. If funding from this project is not agreed, the works will be delayed until mid-2024 when the LTP decision is finalised. Any allocation of funds will be a subject for the steering group approve or otherwise.

Consultation, Partnerships and Collaborations

- 4.13. The high-profile nature of the project has drawn much enthusiasm from the local community, from individual residents, local community groups, non-governmental organisations, commercial enterprises (including the Christchurch International Airport Ltd) and government bodies. Governance is required to guide decisions on the process for consultation to ensure transparency, clarity and inclusivity. The agreed steering group will develop a strategy for communications and involvement for the Lineside Road development.

Scientific Data Requirements

- 4.14. Surveys of the site has led to a number of data gaps being identified. For the project to be fully informed the following data is required:
- a) a hydrology assessment for the area detailing the impact of any works on surrounding properties and environmental assets;
 - b) a mapping of any hydric or organic soils to protect this resource;
- 4.15. Whilst there may be in-house capacity to undertake these tasks, current resourcing capacity from staff is limited. Therefore, it is likely that there will be costs associated with the undertaking of the surveys and some will need to be outsourced to contractors. Council staff will work alongside the steering group to price, prioritise and progress these actions as required.

Implications for Community Wellbeing

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

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri Rūnanga are likely to have significant interest in the subject matter of this report, particularly as the project is directly related to enhancing indigenous biodiversity values using mahinga kai and taonga species which are aligned to Te Ao Māori. The land also borders the MR873 land and therefore will have direct and indirect impacts on MR873 with regard to biodiversity, water quality, safe food and fibre gathering and other ecosystems services.

Initial consultation has been undertaken with senior management informally introducing the project to determine interest level. There has been a confirmation of interest and a formal partnership is required.

5.2. **Groups and Organisations**

There are numerous groups and organisations likely to have an interest in the subject matter of this report and many have already made contact with the Council to express interest in the Lineside Road project. This includes Fish and Game, Waimakariri Biodiversity Trust, and the Waimakariri Water Zone Committee. Groups have been advised that they will be included in engagement and a list of interested parties has been gathered. However, this is not exhaustive and further consultation is required to ensure all groups have an option to comment.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The public are aware of the purchase and are keen to know what the progress and plans are for the development of the land and to be included in the consultation and design of the land.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. As stated, the land has now been leased and will be generating an income. Additionally, the budget for the project is included in the Long Term Plan submission and any funds required beforehand will be considered from the Arohatia Te Awa fund due to the alignment of objectives between the projects. As stated in 4.10 the hydrological and soils assessments are likely to require outsourcing due to current resourcing capacity.

6.2. **Sustainability and Climate Change Impacts**

This project would be considered an exemplar for sustainable projects which integrate climate change mitigation and adaption strategies and techniques. The outcomes from the project will deliver significant positive benefits for both sustainability and climate change by researching, trialling and demonstrating ecologically informed land management for both the public and private landowners. The project will be a flagship project for the District but with a wider reach to support and connect other schemes in the region, and potentially informing schemes at a national and international level.

6.3 **Risk Management**

There may be risks arising from the adoption/implementation of the recommendations in this report. The overall project is high profile for the Council and the District with the potential to offer many benefits to the community. Proper management and governance is required to ensure that all risks are being managed accordingly with regards to financing, momentum and engagement.

6.3 **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. The wider project will require careful consideration of health and safety and be part of the design process.

7. **CONTEXT**

7.1. **Consistency with Policy**

- 7.1.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy. Full consultation on the project will be delivered by the steering group.
- 7.1.2. Aotearoa Biodiversity Strategy (2020) – “Placing treaty partners at the centre of biodiversity work” and “Collaboration, co-design and partnership are delivering better outcomes”.
- 7.1.3. Canterbury Biodiversity Strategy (2009) – Target 8 “There is an on-going increase in the number of inter-agency and agency/community partnerships that result in biodiversity improvements”.

7.2. **Authorising Legislation**

- 7.2.1. National Policy Statement for Indigenous Biodiversity (2023) – “recognise the obligation and responsibility of care that tangata whenua have as kaitiaki of indigenous biodiversity” and “recognise the role of people and communities (including landowners) as stewards of indigenous biodiversity” and “form strong and effective partnerships with tangata whenua”

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report. The wider project will deliver results in each of the four values of the community outcomes (see attachment iv). The table below shows a synopsis of how the project can tie into each of the four values:

Relevant Community Outcome Values	The Lineside Road Project Results
Social - <i>A place where everyone can have a sense of belonging..</i>	
<ul style="list-style-type: none"> Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation. Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities. Our community has equitable access to the essential infrastructure and services required to support community wellbeing. 	<ul style="list-style-type: none"> The project provides public open space. The open space will offer ecosystem services around physical and mental health and wellbeing. A large open space accessible to the whole community.
Cultural - <i>where our people are enabled to thrive & give creative expression to identity & heritage..</i>	
<ul style="list-style-type: none"> Public spaces express our cultural identities and help to foster an inclusive society and the distinctive character of our takiwā / district, arts and heritage are preserved and enhanced. All members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers. 	<ul style="list-style-type: none"> The project aims to include mahinga kai and taonga species. Full consultation will be enabled and opportunities for the physical development of the land
Environmental - <i>that values and restores our environment...</i>	
<ul style="list-style-type: none"> People are supported to participate in improving the health and sustainability of our environment. Land use is sustainable; biodiversity is protected and restored. Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change. Our district transitions towards a reduced carbon and waste district. The natural and built environment in which people live is clean, healthy and safe. Our communities are able to access and enjoy natural areas and public spaces. 	<ul style="list-style-type: none"> Public participation in the restoration of the land will be offered and encouraged. Landuse will be designed with appropriate ecological input. Providing climate change mitigation and adaptation strategies and techniques. <p>The area will be open to the public.</p>

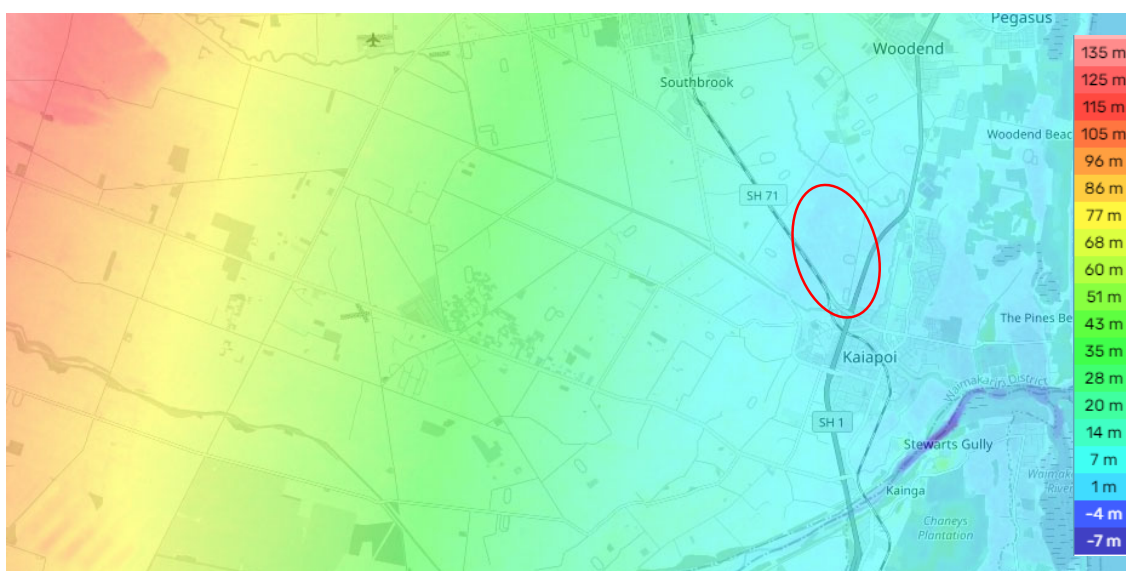
Economic - and is supported by a resilient and innovative economy.	
<ul style="list-style-type: none"> • There is access to meaningful, rewarding, and safe employment within the district. • Our district recognizes the value of both paid and unpaid work. • Infrastructure and services are sustainable, resilient, and affordable. • Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy. 	<ul style="list-style-type: none"> • Potential to provide eco-tourism for the area; • Potential job creation for development and restoration works; • Potential to offer new opportunities in an emerging climate change resilience/adaptation realm.

7.4. **Authorising Delegations**

Council has the delegations to approve and accept the recommendations in this report.










Lineside Road Phase 1 Map and Target Notes**Brief Description**

The property along Lineside Road/Revels Road has an interesting topography which undulates across the site but generally all sits within a basin (Figure 1). The site has been drained in recent years to facilitate agricultural use, both husbandry and cropping. A walkover of the site was undertaken on 18 May 2023 by Mike Kwant and Bex Dollery in order to view certain features and assess the area for further survey and suitable landuse. The results noted in this document are not extensive and features may have been missed during the survey. A further, detailed assessment including soil and hydrology properties is required.



The main points to note from the assessment are:

- The buildings retained on the site (Target notes 3 and 21);
- Areas of marshy grassland (Target Notes 13, 15 and 19);
- Areas with indications of previous standing water (Target Notes 6 and 22).

- | | | | | | |
|---|-------------------------|---|--------------------|---|-------------------|
|  | Target Note |  | Dry Ditch |  | Watercourse/drain |
|  | Fenceline |  | Native plantings |  | Gorse/woody weeds |
| SI | Semi-improved grassland | I | Improved grassland | MG | Marshy grassland |
|  | Open Water |  | Gate |  | Culvert |



Target Notes

1. Collection of 8 black walnut trees. Tree inspection for H&S required for some.



2. Mature macrocarpa trees with the remains of a small broken outhouse/shed building underneath. Would need removing.



3. Large shed (possibly used for shearing), potentially with power, adjacent to gate from Lineside Road. Some deterioration of floor and mostly sealed from the weather. Potential to be used as an asset when developing the area. Behind the shed were immature hawthorn (*Crateagus monogyna*, sycamore () and ash trees ().





4. Beautification project including planted flax (*Phormium tenax* or *Phormium hookerianum*) and an exotic shrub (possibly a *Cotoneaster* sp.).



5. Resown improved grassland predominately with perennial rye grass (*Lolium perenne*).



6. Paddock with tufts of grass pulled from the field, possibly indicative of a wet field that has been previously grazed by geese, pukekos or other water fowl. Many of the fields had shallow drains/scrapings.



7. Grassed roadside ditch approx. 1.5 below road height and <1m wide. Some bramble present (*Rubus fruticosus* agg.). The ditch is dry from this point south and gains water further north. Adjacent the roadside planting of karakeke (*Phormium tenax*) and tī kouka (*Cordyline australis*).

8. Gorse (*Ulex europaeus*) and a hawthorn tree in the fenceline, may need removal/control.



9. Damp field drain adjacent to gate.



10. A number of dry ditches were present through the site.



11. Roadside drain crosses under the road at this point and contains water.



12. Two culverts from under road drain into roadside drain.



13. Another areas of roadside karakeke and ti kouka planting adjacent to a shallow, dry drain in field which drains an area of ponded water.



14. More roadside planting



15. Wet area will *Juncus* sp. and hummock hollow formation. Soil pit required.



16. Drains being cleared around the perimeter of the site leading to sedimentation in drains.



17. Field drain from adjacent property entering perimeter drain.



18. Evidence of hydric soils with mottling seen in soil profile.



19. Areas of marshy grassland and standing water with *Juncus* sp. and *Carex* sp. present.



20. Damp ditch through marshy grassland.



21. Entrance from Revells Road with three large, open barns and one smaller shed.



22. Many fields through the site had evidence of previous standing water where grass had been unable to grow.

ATTACHMENT ii**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

FILE NO and TRIM NO: WAT-11 / 190314033747

REPORT TO: Land and Water Working Group, Council

DATE OF MEETING: 25 July 2019

FROM: Sophie Allen – Water Environment Advisor
Gerard Cleary – Manager Utilities and Roading
Grant McLeod – Manager Greenspace

SUBJECT: 'Arohatia te Awa – Cherish the River' project approval

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

Department Manager



Chief Executive

1. SUMMARY

- 1.1 This report seeks the approval, in principle, from Council for the concept 'Arohatia te Awa' (Cherish the River), creating a network of recreational walkways and cycleways along waterways, to be adopted as a Council project.
- 1.2 This report also seeks to define the objectives, scope, and timelines of the project 'Arohatia te Awa.'
- 1.3 Councillor Stewart proposed the concept Arohatia te Awa to the Waimakariri District Council (WDC) Management Team in December 2018 (refer to attachment 190306027090). Management Team are supportive of the concept in principle (MTO minutes, 17 December 2018), awaiting scoping of project details around governance, staff resourcing, funding and project(s) ownership. Gerard Cleary, Manager Utilities and Roading and Chris Brown, Manager Community and Recreation were nominated as staff leads to progress the concept within Waimakariri District Council.
- 1.4 It is recommended by WDC staff to establish a Project Control Group (PCG) to discuss governance, staff resourcing, funding and project(s) ownership, to provide a co-ordinated and strategic approach to Arohatia te Awa across Council departments.
- 1.5 The proposed objectives of Arohatia te Awa are to:
 - a. improve recreational amenity;
 - b. enhance cultural values;
 - c. encourage biodiversity improvements through ecological corridor creation;
 - d. catalyse economic diversification, for example through agri-tourism along the network; and
 - e. create a 'drawcard' or promotional vehicle for Waimakariri District.

2. **RECOMMENDATION**

THAT the Land and Water Working Group recommends that:

THAT the Council:

- (a) **Receives** report No. 190314033747.
- (b) **Approves** the 'Arohatia te Awa' project objectives, scope and timelines in principal.
- (c) **Notes** that a scoping phase, conducted by the Land and Water Project Action Group, is recommended in 2019-2020 to assess staff resources, project areas, similar initiatives and funding availability.
- (d) **Circulates** this report to Community Boards, the Utilities and Roading Committee and Community and Recreation Committee for their information.

3. **BACKGROUND**

- 3.1. In 2015, WDC Green Space staff proposed a Recreation and Ecological Linkage Reserve Management Plan. Initial consultation was carried out with the community, however was placed on indefinite hold due to reallocation of staff resourcing. This Plan, created under the Reserves Act (1977) proposed to help Council make decisions on the management of recreation and ecological linkages. Recreation and ecological linkages, as noted by the initial consultation document, provide corridors for fauna to move along waterways and links for walking and cycling, among other benefits.
- 3.2. Councillor Stewart, in her role as the Drainage and Canterbury Water Management Strategy Portfolio holder and WDC representative on the Waimakariri Water Zone Committee, has articulated a concept of 'Arohatia te Awa – Cherish the River'. Arohatia te Awa is proposed to link up and provide access to publicly-owned land along waterways in the District, while also carrying out restoration work, with community input and ownership to enhance biodiversity. This would also have the potential to increase the recreation and amenity offering throughout the district. Economic enterprises would be encouraged by the Council to utilise the river access network, such as for cycling tours and agri-tourism ventures.

Related local initiatives

- 3.3. Environment Canterbury manages an existing recreational trail network along the ecological corridors of the Waimakariri River Regional Park and Ashley Rakahuri Regional Park. These trails are popular for recreation. The regional parks also have associated biodiversity projects such as native plantings and Īnanga habitat creation.
- 3.4. Environment Canterbury has allocated \$300,000 in the 2018-19 to the project 'Clean Green Silverstream', creation of a cycleway/walkway loop from Kaiapoi, following the Silverstream catchment, to the existing Waimakariri River corridor walkway/cycleway, with a return to Kaiapoi. This loop track has associated biodiversity and water quality improvements, which will be showcased along the loop to the public.
- 3.5. Te Kōhaka o Tūhaitara Trust maintains the Pegasus and Tutaepatu Trails (see Figure 1), providing recreational cycleways and walkways through wetland and backdune coastal ecosystems of the District.

- 3.6. Waimakariri District Council is progressing an Urban Cycleways Programme (see Figure 1), for cycling traffic. There is potential for parts of this network to connect to an Arohatia te Awa network.



Figure 1: Urban Cycleways Programme network and selected recreational trails in the Waimakariri District

- 3.7. Enterprise North Canterbury is facilitating a proposal for a 'Wheels to Waipara' coastal cycleway and walkway along Pegasus Bay from the Waimakariri River to Waipara. Funding has been sought from the Provincial Growth Fund, with a decision still pending. This will connect to an existing 'Vineyard tour of Waipara cycleway' in the Hurunui District.
- 3.8. A cycle lane on the State Highway One bridge over the Waimakariri River is due for completion in 2019. This cycle lane will increase the potential for cycling and walking options to, and from, Christchurch into North Canterbury.

4. ISSUES AND OPTIONS

Scope

- 4.1. The recommended project scope of Arohata te Awa is:
- a. To create a network of walkways and cycleways primarily suitable for recreational users. It is not anticipated to receive any significant commuter usage.
 - b. A network to be placed alongside waterways off-road, with some connector sections along other networks, such as road, only if required.
 - c. To focus on biodiversity restoration of threatened ecosystem types of the Canterbury plains, such as wetland and drylands ecosystems.
 - d. For the whole of the Waimakariri District, however with initial pilot areas potentially along the Cam River and coastal area of the District.
 - e. To focus on the use of Waimakariri District Council and other public land, however with the possibility for access negotiations with private landowners, such as easements.

Timelines

- 4.2. A scoping phase, conducted by the Land and Water Project Action Group, is recommended in 2019-2020 to assess staff resources, project areas, similar initiatives and funding availability.
- 4.3. A report on existing budgets, future funding needs and proposed governance structure will be presented to the Land and Water Working Group late in 2019-20, provided there is Council approval to adopt the project.
- 4.4. Future work post 2019-20 could include the preparation of business cases, network plans, and implementation and maintenance of works.
- 4.5. Arohata te Awa is proposed to be on-going until such a time as the project is deemed to no longer be required.

Strategic Alignment

- 4.6. Arohata te Awa aligns with objectives of other Council work, such as the Canterbury Biodiversity Strategy to create ecological corridors from the mountains to the sea, and projects under the Zone Implementation Programme Addendum (ZIPA). Recommendation 1.26 of the ZIPA seeks that: 'Environment Canterbury and the Waimakariri District Council support projects that have enduring benefits for improved stream health, Ngāi Tūāhuriri values, improved recreational amenity in the North Waimakariri River Tributaries.'
- 4.7. The WDC Greenspace Manager has indicated it is a priority for the Greenspace team to re-commence work on a recreation and ecological linkages management plan. This plan would include direction for creation of esplanade reserves along specified waterways under the Resource Management Act (1991). This plan could underpin work carried out by the Land and Water Project Action Group.

Funding

- 4.8. The Zone Implementation Programme Addendum (ZIPA) was adopted by Council in December 2018. \$70,000 per annum for two years has been allocated to implementing Recommendation 1.26 for 'improved stream health, Ngāi Tūāhuriri values, and improved recreational amenity': This allocated budget fits well with Arohata te Awa objectives.

- 4.9. Central government funding is potentially available for implementation of Arohatia te Awa, for example through the Provincial Growth Fund.

Relationships and Community Engagement

- 4.10. It is recommended for the Land and Water Project Action Group to coordinate and cooperate with similar local initiatives, for example the Environment Canterbury 'Clean, Green, Silverstream' loop and the work of Enterprise North Canterbury to promote recreational trails.
- 4.11. Agreements for easement access over private land could be sought by Waimakariri District Council, however is only recommended for circumstances only where an access easement would permit completion of a network section along primarily public land.
- 4.12. It is anticipated that there will be a high level of community interest and engagement. Opportunities are recommended to be created for community to participate in planning and on-going use of the Arohatia te Awa network, such as trail maintenance, tree planting and weeding bee events.
- 4.13. It is recommended for the Land and Water Project Action Group, when considering governance structures for Arohatia te Awa, to consider establishment of a charitable trust, as a separate entity from the Council. A successful example of the use of this governance structure is the Hurunui Trails Trust, which has facilitated the creation of trails in the Hurunui District. Advantages of a separate trust could include access to a wider range of philanthropic / charitable funding sources.

Mapping

- 4.14. GIS mapping of public land along waterways will be key for scoping potential network sections. The WDC Geospatial Team have trialled a pilot mapping exercise with the Cam River and tributaries. The pilot mapping exercise found that further mapping of the exact location of waterways, particularly smaller tributaries could be required by WDC. Features such as unformed legal roads and esplanade strips could require mapping manually, as no GIS layer currently exists.
- 4.15. The Management Team has reviewed this report and supports the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Environment Canterbury

The Arohatia te Awa project would complement the 'Clean, Green Silverstream' project with similar objectives led by Environment Canterbury.

5.1.2. Waimakariri Water Zone Committee (WWZC)

Arohatia te Awa would support the implementation of WWZC Recommendation 1.26 in the ZIPA seeks that: 'Environment Canterbury and the Waimakariri District Council support projects that have enduring benefits for improved stream health, Ngāi Tūāhuriri values, improved recreational amenity in the North Waimakariri River Tributaries.'

5.1.3. Te Ngāi Tūāhuriri Rūnanga

Consultation on the project is proposed to be undertaken at a WDC-Rūnanga meeting. Consultation could focus specifically on how to improve cultural values, such as providing

access for mahinga kai (customary food gathering) and the desired role of the rūnanga with the project.

5.1.4. Enterprise North Canterbury

Arohatia te Awa fits well with a current Enterprise North Canterbury project to promote recreational trails to tourists and local community. Enterprise North Canterbury has indicated an interest to work with the Land and Water Project Action Group.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. Staff resourcing is available to progress this project within existing budgets at the initial phase of the project in 2019-20, particularly by the Water Environment Advisor role and proposed Biodiversity Officer role. Any funding requests would be presented in a future report to Council.

6.2. Community Implications

6.2.1. The community would receive;

6.2.1.1. increased recreational amenity;

6.2.1.2. improved biodiversity with more extensive ecological corridors;

6.2.1.3. opportunities for economic diversification; and

6.2.1.4. support for cultural values, such as providing access for mahinga kai, and providing habitat to sustain taonga species.

There is potentially a cost to ratepayers, if additional funding was sought to implement the project Arohatia te Awa from rates.

6.3. Risk Management

6.3.1. It is recommended to continually monitor and review the scope of the Arohatia te Awa project, to minimise the risk of losing focus and not meeting objectives. There is a risk of the scope changing over time, due to the multi-disciplinary nature of the project. It could be advantageous to focus on completing a few pilot sections, followed by an evaluation before up-scaling.

6.4. Health and Safety

6.4.1. There are no health and safety considerations regarding the adoption of the Arohatia te Awa project in itself. Health and safety considerations for sections of the recreational cycleway and walkway network, such as road traffic, heights and uneven ground, would be considered as part of the design process.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

- 7.2.1. Canterbury Biodiversity Strategy (2008) – The vision statement of the strategy support ecological corridors with a vision for ‘a full range of healthy ecosystems stretching from the mountains to the sea.’
- 7.2.2. Resource Management Act (1991) – Sections 229-231 for vesting of esplanade reserves to a Council. Section 232 for creation of esplanade strips.
- 7.2.3. Reserves Act (1977) – Esplanade reserves are set aside as reserves under the Reserves Act (1977). The Act also permits the creation of a Reserve Management Plan, such as the ‘Recreation and Ecological Linkage Reserve Management Plan’, which was proposed by WDC in 2015.

7.3. **Community Outcomes**

There is a healthy and sustainable environment for all

- 7.3.1. Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.
- 7.3.2. Cultural values relating to water are acknowledged and respected.
- 7.3.3. The demand for water is kept to a sustainable level.
- 7.3.4. Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

There are areas of significant indigenous vegetation and habitats for indigenous fauna

- 7.3.5. Conservation and restoration of significant areas of vegetation and/or habitats is encouraged.

Public spaces and facilities are plentiful, accessible and high quality

- 7.3.6. People enjoy clean water at our beaches, rivers and lakes.
- 7.3.7. There is a wide variety of public places and spaces to meet people’s needs.
- 7.3.8. There are wide-ranging opportunities for people to enjoy the outdoors.

Transport is accessible, convenient, reliable and sustainable

- 7.3.9. Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

Businesses in the District are diverse, adaptable and growing

- 7.3.10. There are growing numbers of businesses and employment opportunities in our District.
- 7.3.11. There are sufficient and appropriate places where businesses are able to set up in our District.

7.4. **Delegations**

No delegations apply.



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 Version: 1.0
 Adopted: DRAFT
 Page: 1 of 4

TERMS OF REFERENCE

AROHATIA TE AWA WORKING GROUP

1. Purpose

The Working Group is to offer high-level support to the Arohatia te Awa and the Lineside Road project team to endorse to Council to scope, concept and design, the work plan and oversee implementation. The Working Group will assist in decision making for key issues during the life cycle of the projects including enabling inclusive communication and consultation. The Working Group will create the vision for the Lineside Road project and ensure that the vision for each project is adhered to with goals being met.

Arohatia te Awa Vision: *To improve instream rehabilitation, ecological and recreational networks along our district waterways to create healthy ecosystems and a community of guardians.*

2. Membership

- Dan Gordan, Mayor
- Niki Mealings, Biodiversity Portfolio Holder/Councillor representative
- Al Blackie, Greenspace Portfolio Holder/Councillor representative
- Chris Brown, Manager Community and Recreation/Chair/Project Sponsor
- Gerard Cleary, Manager Utilities and Roading
- Grant MacLeod, Greenspace Manager
- Bex Dollery, Technical lead and Project Manager, Ecologist-Biodiversity
- Arapata Reuben, Te Ngai Tūāhuriri Rūnanga representative
- Anna Veltman, ECan representative

3. Staff, Consultant and Community Support

- Sophie Allen, Water Environment Advisor
- Greg Bennett, Storm Water Engineer
- Mike Kwant, Community Projects Officer
- Grant Stephens, Design and Planning Team Leader

4. Administrative Support

- Mandy Fox, Parks and Facilities Administrator

5. Quorum

Four members, noting no more than half of this being Waimakariri District Council staff. No Quorum can be reached unless there is at least one Elected Member in attendance.

TERMS OF REFERENCE

AROHATIA TE AWA WORKING GROUP

6. Objectives

- 6.1 To scope, promote and govern the development and delivery of the Arohatia te Awa and Lineside Road projects with recommendations to Council for future works and funding.
- 6.2 To agree and endorse to Council a work plan and implementation plan for Arohatia te Awa and the Lineside Road project.
- 6.3 To meet and agree on action items within an agreed work plan for both projects and ensure project capital and operational plan is meeting timeline targets.
- 6.4 To work through solutions for issues that require escalation from the project group and to govern the agreed work plan for the projects.
- 6.5 To continue to progress the Arohatia te Awa project aims of creating a network of walkways and cycleways primarily suitable for recreational users and create further recreational and cultural opportunities within the District.
- 6.6 To increase biodiversity pathways for flora and fauna within the district and create nature-based solutions for issues such as climate change, degraded water quality.
- 6.7 Catalyse economic diversification, for example through agri-tourism along the network and potentially create a 'drawcard' or promotional vehicle for Waimakariri District.
- 6.8 To partner with other agencies as required and offer high level support to the project team as required.
- 6.9 To work effectively with the community through engagement and to ensure they have a role within the projects. The Working Group will also endorse opportunities for the community to be directly involved through onsite works and planning discussions as required.

7. Outcomes

- 7.1 Governance support and decision making is implemented through to the project team.
- 7.2 Agreed work plans are approved, with clear targets for implementation delivered to the project team. Noting that this must follow agreed budget timelines as per the Long Term Plan.
- 7.3 Lineside road wetland is developed in partnership with Runanga and achieves the overall vision as set by the Working Group.

8. Delegation

TERMS OF REFERENCE

AROHATIA TE AWA WORKING GROUP

8.1 The Working Group will have delegation to create and recommend the work plans for Arohatia te Awa and Lineside Road to the Community and Recreation Committee, as well as general governance of the projects once the work plans are approved by the Committee.

8.2 The Group can only request staff to carry out maintenance work or capital expenditure where there is sufficient budget approved by Council and it is justifiable under our Levels of Service or Activity Management Plan

8.3 If there is no approved budget for work that the Advisory Group wishes to undertake it will have to make a recommendation to the Community and Recreation Committee of Council.

8.4 All financial work orders and purchase orders can only be issued by Council staff

8.5 Only Council staff can authorise work to be undertaken and for the issuing of orders for services/supplies and the authorising of invoices for payment.

9. Decision Making

9.1 Decisions will, in so far as it is possible, be reached by consensus. Where this is not achievable, decisions will be made by voting with a simple majority being required.

9.2 The Working Group will have the option of referring any matter to the Project Sponsor (Manager Community and Recreation) for a decision.

9.3 Key decisions once finalised will be reported back to the Community and Recreation Committee as recommendations.

10. Financial Management

10.1 The Council's financial year is from 1 July to 30 June.

10.2 Accounts are closed off at the end of each year, and any under/over expenditure is absorbed into the Council's consolidated funds when it is targeted funds. This does not apply to group funds raised for developments either through Council development channels and/or community initiatives.

10.3 Carrying forward of unspent funds is possible where they relate to capital or programme maintenance works which were not completed for a specific reason. These funds must be approved by the Council during the budget process.

11. Legal Responsibilities

In working together to achieve the objectives of the project, the Council and the Arohatia te Awa Working Group are required to comply with all relevant legislation and regulations.

TERMS OF REFERENCE

AROHATIA TE AWA WORKING GROUP

These include, but are not limited to:

- The Health and Safety at Work Act 2015
- Local Government Act 2002
- Reserves Act 1977

12. Administration

The agenda and minutes for the Arohatia te Awa Working Group meeting will be prepared by the Greenspace Administrator. The agenda and minutes will be filed in TRIM and distributed to all members.

The outline agenda for the meeting shall generally be as follows:

1. Apologies
2. Previous Minutes
3. Matters Arising
4. Staff Reports (milestones, programme, issues, budget, risk, health and safety)
5. Risks, Issues or Concerns
6. Community Engagement and Media
7. Reports to Council, Committee or Community Board
8. General Business

13. Meeting Frequency

The Arohatia te Awa Working Group shall meet bi-monthly or when requested to do so for urgent matters, or matters relating to the purpose of the Arohatia te Awa Working Group.

14. Duration

The Arohatia te Awa Working Group will function until the completion of both projects.

Community Outcomes – 2024

(FINAL version adopted by Council 7 November 2023)

<p>Social</p> <p>A place where everyone can have a sense of belonging...</p> <ul style="list-style-type: none"> • Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation. • Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities. • Housing is available to match the changing needs and aspirations of our community. • Our community groups are sustainable and able to get the support they need to succeed. • Our community has access to the knowledge and skills needed to participate fully in society and to exercise choice about how to live their lives. • People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces. • Our community has equitable access to the essential infrastructure and services required to support community wellbeing. 	<p>Cultural</p> <p>...where our people are enabled to thrive and give creative expression to their identity and heritage...</p> <ul style="list-style-type: none"> • Public spaces express our cultural identities and help to foster an inclusive society. • The distinctive character of our takiwā / district, arts and heritage are preserved and enhanced. • All members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers. • Waimakariri's diversity is freely expressed, respected and valued. • There is an environment that supports creativity and innovation for all. • Local arts, culture and heritage are able to make a growing contribution to the community and economy.
<p>Environmental</p> <p>...that values and restores our environment...</p> <ul style="list-style-type: none"> • People are supported to participate in improving the health and sustainability of our environment. • Land use is sustainable; biodiversity is protected and restored. • Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change. • Our district transitions towards a reduced carbon and waste district. • The natural and built environment in which people live is clean, healthy and safe. • Our communities are able to access and enjoy natural areas and public spaces. 	<p>Economic</p> <p>...and is supported by a resilient and innovative economy.</p> <ul style="list-style-type: none"> • Enterprises are supported and enabled to succeed. • There is access to meaningful, rewarding, and safe employment within the district. • Our district recognizes the value of both paid and unpaid work. • Infrastructure and services are sustainable, resilient, and affordable. • Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy. • There are sufficient and appropriate locations where businesses can set up in our District. • There are sufficient skills and education opportunities available to support the economy.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-01-11 / 231122188011**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Sarah Nichols, Governance Manager & Deputy Electoral Officer**SUBJECT:** Establishment of Māori Wards**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to provide information on the process for a Council decision for the establishment of Māori wards, prior to the 2025 triennial local elections.
- 1.2. The Local Electoral Act 2001 provides for decisions on the establishment of Māori wards to be made apart from, and prior to, the formal representation review process.
- 1.3. To establish a Māori Ward the statistical threshold as described in the Local Electoral Act 2001 must be reached, based on the number of people enrolled on the Māori Electoral Roll (currently 2,880 people). There is a statistical threshold that essentially requires each elected member of the council to represent a similar number of ratepayers. Until the threshold of 0.50 is reached no Māori ward can be established. The current Māori ward member ratio for Waimakariri is 0.42 meaning the statistical threshold of 0.50 is not met.

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No. 231122188011.
- (b) **Resolves** that no Māori Ward be established for the 2025 local government triennial elections.
- (c) **Circulates** a copy of this report to the Community Boards for their information.

3. BACKGROUND

- 3.1. The Local Electoral Act 2001 provides that Māori wards (territorial authorities) or constituencies (regional councils) may be established. The statutory provision for establishing Māori wards are set out in sections 19Z and 19ZH and Schedule 1A of the Local Electoral Act 2001.
- 3.2. If Māori wards are to be established for the next election, the local authority involved must undertake a Representation Review (whether or not it conducted a review before the previous election).
- 3.3. Māori wards provide a way for Māori in our communities to contribute to decision-making and have representation at the Council. People elected onto Māori wards represent Māori communities for fair and effective community representation.
- 3.4. If a Māori ward is established, electors enrolled on the Māori electoral roll vote for candidates standing for the Māori ward(s) (as well as for the Mayor). Similarly, electors enrolled on the general electoral roll will vote for candidates standing for general wards (and for the Mayor).

- 3.5. To establish a Māori Ward the statistical threshold as described in the Local Electoral Act 2001 must be reached. Under Scheduled 1A of the Act if the number of the Māori ward members (other than the Mayor) includes a fraction, the fraction must be disregarded unless it exceeds a half. This statistical threshold essentially requires each elected member of the council to represent a similar number of ratepayers.

4. **ISSUES AND OPTIONS**

- 4.1. It is recommended that no Māori Ward be established for the 2025 local government triennial elections. The reasons for this recommendation are:
- The statistical number of Māori voters do not meet the statistical threshold, therefore a Māori ward can not be legally established.
 - The required statistical threshold with the existing number of councillors is not met.
 - The only way of meeting that statistical threshold would involve increasing the number of councillors and such a change would go against the Council and communities previous desire to have less elected members. (The 2021/22 and 2015/16 Reviews determined 10 Councillors based on community consultation during these reviews).
- 4.2. A local authority may decide under section 19Z to establish Māori wards. This decision should be made by 23 November in the year two years before the election. Due to the meeting schedule it is acknowledged that this report is being considered a few days later than that date. Had the Council had the appropriate population of people enrolled on the Māori Roll and the possibility of a Māori ward being established then this report would have been considered prior 23 November 2023, as the requirement to hold a Representation Review would have been triggered. However the Council cannot establish Māori wards because the population of people registered on the Māori Roll does not reach the required threshold therefore there is no impact on the requirement to undertake a Representation Review and the associated timings for that review milestones. The Council last undertook a Representation Review ahead of the 2022 local body election and are therefore legislatively required to undertake another review in six years ahead of the 2028 local body election (with work commencing in the 2026/27 years). If a review was undertaken in 2024 the census information that must be used is out of date and therefore no change to the current arrangements would occur.
- 4.3. In considering the options for Māori wards local authorities need to identify their Māori and general electoral populations. This information is provided by Statistics New Zealand as shown below.

District	Māori Electoral Population	General Electoral Population	Total Population	Total Members	Māori Ward Member Ratio	Māori Ward Members (rounded)
Waimakariri	2,880	66,100	68,980	10	0.42	0

As at 30 June 2023, data provided by Stats NZ using 2018 census as their base

- 4.4. The population used in the table above is calculated as follows:
- General electoral population – the total ordinarily resident population at the last census less the Māori electoral population
 - Māori electoral population – a calculation based on the number of electors on the Māori electoral roll and proportions of those of Māori descent not registered and those under 18 years of age.
- 4.5. The Waimakariri District Council currently has 10 elected members (councillors) so the Māori ward member ratio is calculated at 0.42 based on the current 2,880 people enrolled on the Māori roll meaning the statistical threshold of 0.50 is not met. Until the threshold of 0.50 is reached no Māori ward can be established. The number of people required to be enrolled on the Māori roll would need to be at least 3,450 to consider establishment of a Māori ward.

- 4.6. The statistical threshold of 0.50 could be met if elected members (councillors) were increased from 10 to 12. If the number of councillors increased (excluding the Mayor) to 12, the Council could then, if it wished resolve to establish a Māori ward. However, such a change would go against the Councils previous review determination to have 10 councillors and the community feedback during the last representation review to have less councillors.
- 4.7. The Council has two options:
- One: Resolve not to establish a Māori ward (recommendation).
 - Two: Resolve that the number of elected members (councillors) increase to 12 and a Māori Ward be established. Noting this would also trigger a full representation review to occur in 2024 (which is not recommended based on requirement to use estimates based on 2018 census data, unbudgeted expense, uncertainty of the Future for Local Government report impacts, awareness that the Council must undertake a representation review in 2026/27 ahead of the 2028 local body elections).

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. From previous discussions with local iwi and hapu, staff are of the understating that iwi as a whole do not support the creation of a Māori ward at this current time.

When the Council adopted its committee structure for the 2022 triennium Te Ngāi Tūāhuriri Runanga were asked to nominate three representatives as full members of the Mahi Tahi Joint Development Committee.

It is recognised that there are matawaka, people from other iwi who whakapapa to other areas in New Zealand, living in Waimakariri. Local iwi do not specifically represent those people in terms of iwi structures and whakapapa, however on matters such as this the local iwi typically take a pan-Māori view that is in the interest of all Māori.

5.2. Groups and Organisations

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

5.3. Wider Community

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

Neighbouring Councils of Selwyn, Hurunui and Christchurch, alongside Environment Canterbury have resolved not to establish Māori wards for the 2025 local body triennium. Environment Canterbury have alternative Māori representation via specific legislation.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications if the recommendations of this report are accepted as effectively nothing would change. If the Council decided to undertake a Representation Review then the associated unbudgeted cost would be in excess of \$50,000.

The recommended approach would not have any financial implications. If the Council decided to increase the number of councillors, then there would need to be a reapportionment of the salary pool for councillors (resulting in less remuneration per councillor as the salary pool remains unchanged), but the overall financial position would remain unchanged.

- 6.2. Costs for a comprehensive Representation Review with robust consultation that involved boundary changes are estimated to be in the order of \$100,000 including Statistics NZ costs of approximately \$50,000. Additional costs would include \$20-30,000 for consultants to peer review the critical components of data analysis and consultation. It is important that the Council can show that a robust consultation and peer review process has been followed as each year several Representation Reviews are required to go to an external Local Government Commission Hearing where the process is closely inspected. The Council decisions are also open to appeal to the Local Government Hearing who make the final determination.

6.3. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. There may be unfilled expectations in the wider community that a Māori ward could be established and that there would be no formal Māori representation at full Council. However the matter of a Māori ward can be reconsidered in 2026/27 in conjunction with a Representation Review, ahead of the 2028 local body elections and the option not to establish a Māori ward is consistent with current legislation. It also enables the Council to explore other opportunities which are supported by iwi for greater Māori participation in Council decision making.

Consideration of a Representation Review occurring in 2024 is not recommended for a number of reasons which include (but not limited to) availability of valid/current Census data in relation to the growth of the district (not available until mid-2024), providing fair representation with number of elected members to population ratio, Central Government reforms (eg Future for Local Government impacts), financial costs (budgeted for 2026/27), limited staffing resource (GIS, Communications and Governance). Also the population estimates from the 2018 census were used for the 2022 Representation Review however there would be little value in utilising the same statistics for a further review, as it has been confirmed that the 2018 census data must be used.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Electoral Act 2001.

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

The Council has the delegated authority to make the decision about the establishment of Māori wards.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-08/ 231122187694**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Nicole Robinson, General Manager Finance & Business Support**SUBJECT:** Management Team Delegations update**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

- 1.1. This purpose of this report is to provide an update to S-DM 1047 Management Team Delegations to better reflect the appropriate level of decision making. This Delegation was last updated in March 2017.
- 1.2. The Delegation update reflects the ability for Management and/or the Chief Executive to approve over expenditure on an estimate up to a lesser amount of 10%, or the value of \$50,000. Previously there was no delegation for this at this level.
- 1.3. The risk to over expenditure in the Annual Plan and Long-Term Plan are mitigated, as the approval is contingent on the over expenditure being funded through departmental savings.

Attachments:

- i. Draft S-DM 1047 Management Team Delegations (231102175103)

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 231122187694.
- (b) **Approves** the updates to S-DM 1047 Management Team Delegations for the Management and/or the Chief Executive to approve over expenditure on an estimate, quoted, or tendered works up to a lesser amount of 10%, or the value of \$50,000.
- (c) **Notes** that a report will be provided to the Audit & Risk Committee on a quarterly basis detailing the cumulative amount of over expenditure, which will not exceed \$500,000 in any one financial year.

3. BACKGROUND

- 3.1. The purpose of Delegations is to define methods and means of operation and managerial and administrative relationships. S-DM 1047 Management Team Delegations forms part of the Delegations Manual for the Waimakariri District Council and is related to other key documents including Council's Bylaws and other formal expressions of policy, especially the Annual Plan and Long-Term Plan.

- 3.2. The Waimakariri District Council Delegations Manual states that it is essential, in the interests of good management and effective administration, to encourage the delegation of decision making to the lowest competent level.
- 3.3. The current Management Team Delegation governs the approval of spend for the sale of property (<\$50,000) and purchase of land (<\$20,000), both with a ratable value and expenditure in excess of budgeted levels for capital expenditure where the cumulative department costs remain within the department budget. This is to be extended to the approval of an over expenditure to an estimate up to the lessor of 10%, or the value of \$50,000.
- 3.4. Any over expenditure on an estimate must be funded through departmental savings, and this will be confirmed by the Department Manager and the General Manager Finance & Business Support.
- 3.5. The General Manager Finance & Business Support will report on a quarterly basis to the next relevant committee and/or Audit and Risk the cumulative value of over expenditure in estimates, noting that this will not exceed \$500,000 in any one financial year. This is equivalent to a maximum of 10 projects.

4. ISSUES AND OPTIONS

- 4.1. The Council may adopt the updated Delegation for the Management Team.
- 4.2. This approach ensures alignment with the purpose of the Delegations Manual ensuring the appropriate level of decision making is achieved.
- 4.3. This provides the Management team with greater discretion, ensuring timely decision making in a volatile and constantly changing market, and will help to reduce administrative tasks and costs associated with this process.
- 4.4. While mitigations are in place around control and limit of the variation value, it does mean that the Audit & Risk Committee will be retroactively informed (on a quarterly basis) of the change in estimates.
- 4.5. Council may also choose not to adopt this updated Delegation for the Management Team.
- 4.6. Not updating the Delegation will mean that the Audit & Risk Committee are included in the approval process, regardless how small the value of the variation is.
- 4.7. If a project requires Audit & Risk approval this could delay the project due to timing of these meetings.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report as any over expenditure as a result of this change will be managed through further reports and will be mitigated through savings within the relevant department budgets.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report as mitigating controls have been put in place through monitoring and reporting requirements.

6.3 **Health and Safety**

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

7. CONTEXT

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act 2002.

Waimakariri District Council Delegations Manual.

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

The Council has the authority to provide this Delegation to the Management Team.



DELEGATIONS

Part 5

Delegation to Staff

Management Team

1. Authority to approve the sale of property with a rateable value of less than \$50,000 provided the property has not been identified as being a significant Council property and has little likelihood of being strategically useful to the Council, and thorough internal investigation identifies no reason for retaining it.
2. Authority to approve the purchase of land with a rateable value of less than \$20,000 to enable essential works to proceed.
3. Authority to enter into contracts with a duration of up to 5 years, provided that:
 - The expenditure has been approved in the LTP;
 - The annual value of the contract does not exceed the level specified as Contractual Authority N° 1 in S-DM 1046 *Contractual Authorities - Staff Schedule*; and
 - The total value of the contract does not exceed twice the level specified as Contractual Authority N° 1 in S-DM 1046 *Contractual Authorities - Staff Schedule*.
4. Expenditure in Excess of Budgeted Levels
 - 4.1. Authority for the Management Team and/or Chief Executive to approve the over-expenditure, where an item of capital expenditure has been provided for and approved in the annual plan and the actual expenditure is expected to exceed the approved amount, provided that:
 - on a cumulative basis the total capital expenditure for the year for the relevant cost centre is not exceeded; and
 - this delegation does not result in a reduction in the level of service associated with other capital expenditure items within the cost centre.

Where operating results are forecast to be worse than expected as at the end of the financial year, the following provisions shall apply:

 - where the total operating expenditure for a Significant Activity (based on the classifications in the LTP) is expected to exceed budget by more than 5%, the Departmental Manager shall prepare a report for the Chief Executive indicating factors contributing to the over-expenditure and the steps which are being taken to offset or reduce the over-expenditure.
 - 4.2 The Chief Executive shall prepare a report for the Audit and Risk Committee indicating factors contributing to the adverse financial result and indicating steps which are being taken to improve the financial result, where:
 - a) the Net Operating Surplus for the Council is expected to be worse than the amount shown in the Annual Plan by more than \$500,000;
 - or**
 - b) where the Total Operating Expenditure for a Significant Activity is expected to be greater than expected by more than 10% and the higher level of expenditure is not expected to be offset by increased income streams —

Note: Delegations 4.1 above do not apply to emergency expenditure which is already provided for in Delegation S-DM 1046 Contractual Authorities - Staff Schedule.



WAIMAKARIRI
DISTRICT COUNCIL

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DELEGATIONS

Part 5

Delegation to Staff

Management Team

- 4.3 Authority of the Management Team and/or Chief Executive to approve the over expenditure on an estimate represented in the supporting documents to the Annual Plan and the Long Term Plan (LTP) adopted by the council for that year, provided that:
- a) An over expenditure to an estimate up to the lesser amount of 10%, or the value of \$50,000.
and
 - b) The over expenditure will allow the department concerned to better achieve the purpose for which the estimate was adopted.
and
 - c) The over expenditure is funded from savings within that department's budgets which are to be confirmed by the relevant Department Manager and the General Manager Finance and Business Support, who will report on a quarterly basis to the Audit & Risk Committee.
and
 - d) The cumulative value of over expenditure in estimates will not exceed \$500,000 in any one financial year. This is equivalent to a maximum of 10 projects.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXT-03-10 / 231108179678**REPORT TO:** AUDIT AND RISK COMMITTEE**DATE OF MEETING:** 14 November 2023**AUTHOR(S):** Paul Christensen, Finance Manager
Michael Garrod, Accountant**SUBJECT:** Exempting the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report for the approval of exempting the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002.
- 1.2. The nature and scope of activities provided by the Trust are to promote art and culture in the Waimakariri District.
- 1.3. The Trust as a small non-profit Council Controlled Organisation (CCO) can be exempted by a local authority from performance reporting in accordance with the Local Government Act 2002, section 7.
- 1.4. Given the nature, scope, number of transactions, control and size of the Trust, the audit is not required.
- 1.5. This would save the Council approximately \$2,500 a year. Council does not currently provide an exemption for any CCO's.

2. RECOMMENDATION**THAT** the Audit and Risk Committee:

- (a)
- Receives**
- Report No. 231108179678

AND**THAT** the Audit and Risk Committee recommends:**THAT** the Council:

- (b) **Approves** the exemption for the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002.
- (c) **Notes** Council may revoke the exemption at any time.
- (d) **Notes** Council must review an exemption every three years.
- (e) **Notes** it is recommended that the Trust amends the Trust Deed to remove the requirement of an audit.

- (f) **Notes** that unaudited financial statements signed by the Chair and another Trustee will be provided to Council annually, with a 6-month progress report.
- (g) **Notes** the 2020/21, 2021/22 and 2022/23 financial years will be audited by Audit New Zealand.
- (h) **Notes** that the Statement of Intent's were not prepared for 2020/21, 2021/22 and 2022/23.
- (i) **Recommends** that the Trust financial statements are audited when in each of the two preceding financial years, the operating expenditure of the Trust is more than \$550,000.

3. **BACKGROUND**

- 3.1 The Waimakariri Public Arts Trust is a CCO which currently requires a Statement of Intent prepared before the start of each financial year, half-yearly financial reports within two months after the end of the half of each financial year and an Audited Annual Report within three months of each financial year.
- 3.2 Section 7 of the Local Government Act 2002 provides exemption from the requirements for CCO's.
- 3.3 Small non-profit CCO's can be exempted by a local authority. A non-profit CCO is small if in any of the two preceding financial years, the total operating expenditure of the non-profit CCO is less than \$550,000, as per s42D of the Charities Act 2005. When exempting a non-profit CCO, the local authority must consider the nature and scope of the activities provided by the CCO, and the costs and benefits.
- 3.4 The Waimakariri Public Arts Trust is a registered charity which currently requires an Annual Report to be submitted with the Charities Services within six months of each financial year.
- 3.5 The Trust Deed contains a clause to have the financial accounts audited and made available to the public as soon as practicable after the end of every financial year, and s67 of the Local Government Act 2002 requires the financial accounts audited within 3 months after the end of every financial year.

4. **ISSUES AND OPTIONS**

- 4.1 There are two options available:
 - 4.1.1 Continue with Local Government Act reporting on performance requirements.
 - 4.1.2 Exempt the Trust from Local Government Act reporting on performance requirements.
- 4.2 Exempting the Trust from Local Government Act reporting on performance requirements would mean the Trust would no longer require an audit.
- 4.3 Removing the Trust Deed clause requiring audited financial accounts would mean the Trust would no longer require an audit.
- 4.4 The nature and scope of activities provided are to promote art and culture in the Waimakariri District.
- 4.5 The performance reporting requirements for CCO's are onerous due to the nature, scope, number of transactions, size of financial turnover and degree of controls in place. The Trust has less than 25 transactions and the financial turnover is less than \$50,000 in a financial year.
- 4.6 As a register charity the Trust is still required to submit an unaudited Annual Report to the Charities Services.

- 4.7 The deed requirement for audited financial accounts is unnecessary due to the number of transactions and controls in place which mitigate key risks.
- 4.8 Unaudited financial statements signed by the Chair and another Trustee will be provided to Council annually, with a 6-month progress report.
- 4.9 Financial Statements for 2020/21 through to 2022/23 will be audited as an exemption from reporting on performance requirements under the Local Government Act 2002 cannot be retrospectively applied.
- 4.10 Financial Statements are recommended to be audited when in each of the two preceding financial years, the total operating expenditure of the Trust is more than \$550,000.
- 4.11 **Implications for Community Wellbeing**
There are not implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.12 The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

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

5.2 **Groups and Organisations**

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

Council controls the Trust and has the power to appoint and remove all Trustees.

5.3 **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Local Government Act 2002
Trusts Act 2019

7.3 Consistency with Community Outcomes

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

The Waimakariri District Libraries Trust contributes to the outcome:

"There are wide-ranging opportunities to participate in arts and cultural activities."

7.4 Authorising Delegations

This is a Council decision, so delegations need not be considered.

MATTER REFERRED FROM WSCB
MEETING OF 4 DECEMBER 2023

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: DRA-20-25-08 / 230324041614

REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

DATE OF MEETING: 4 December 2023

FROM: Mark Henwood – Project Engineer
 Jason Recker – Stormwater & Waterways Manager

SUBJECT: School Road Drainage Upgrade

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


 Department Manager


 Chief Executive

1. SUMMARY

1.1 This report is to:

- a) Update the Community Board and Council on progress with the investigation work for the School Road Drainage Upgrade in Woodend and seek approval of the proposed solutions to flooding at 10 School Road, Woodend.
- b) Seek approval of an additional \$126,000 in budget from Council to deliver on Contract 20/41 School Road Drainage Upgrade.

1.2 It is recommended that this report not be held over to 2024/25 and the project reconsidered as part of the Long Term Plan as this will impact the capital works delivery for this year and residents will not receive the improved level of service expected from this project in the 23/24 year.

1.3 It is noted that the proposed timing of the report (going to the Community Board on 4 December and Council on 5 December) will mean that any changes or feedback recommended by the Community Board will need to be explained verbally at the Council meeting, as Council agenda will be published prior to this feedback being incorporated.

1.4 The proposed solution of piping the flow into the existing stormwater network at Main North Road by Gladstone Road is presented. This solution will meet Engineering Code of Practice requirements by providing piping capacity for the 1 in 5-year stormwater flow into the 79 Petries Road Stormwater Basin / McIntosh Drain which flows across Main North Road down Gladstone Road.

1.5 It is also proposed to raise the eastern driveway level of 10 School Road at the boundary as part of the works (subject to approval of the 10 School Road property owner). This is to increase the secondary flow path capacity at 10 School Road and direct flow towards the southside of School Road away from the habitable dwelling at 10 School Road. This will provide an increased level of protection in higher intensity rainfall events at the driveway of 10 School Road.

1.6 The proposed solution at 10 School Road will provide a 1 in 5-year primary network stormwater level of service and increase the secondary flow path capacity as well as

diverting the flow to the southern side of School Road before it flows over at the eastern driveway of 10 School Road.

Attachments:

- i. Report to Utilities and Roading Committee 18 May 2021 – TRIM 210507072989
- ii. School Road Drainage Upgrade Preliminary Design Report – TRIM 230324041611

2. **RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230324041614.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the Council:

- (b) **Receives** report No. 230324041614
- (c) **Approves** the proposed solution to:
 - i. Improve the primary network capacity by piping flows to the existing network at Main North Road near Gladstone Road to meet the 5-year level of service.
 - ii. Improve the secondary flow path at the driveway of 10 School Road noting that this will mitigate the secondary flow overtopping the driveway in heavy rainfall events.
- (d) **Notes** that the estimate for this work (including a 20% project contingency, and all associated fees) is \$541,000, while the current budget allowance is \$415,000.
- (e) **Approves** an additional budget of \$126,000 in the 2023/2024 financial year to the Stormwater LOS (PJ 101517.000.5123) budget, for the construction of the School Road Drainage Upgrade. This will give a total budget of \$541,000.
- (f) **Notes** that the additional budget for 2023/2024 will increase the Coastal Urban Drainage rate by approximately \$3.00 or 1.2% per property from 2025/26 onwards.
- (g) **Notes** that a piped solution will improve the level of service in School Road meeting Waimakariri District Council's 1 in 5-year primary system requirement set out in the Engineering Code of Practice.
- (h) **Notes** that the secondary flow path will be altered (subject to the approval of the 10 School Road property owner) to flow southwards over the crown of the road away from the east driveway of 10 School Road. This is expected to prevent secondary flow overtopping the driveway in significant storm events.
- (i) **Notes** that for higher intensity rainfall events there is limited freeboard provided and therefore the flood waters overtopping the driveway may not be prevented, beyond the design events stated.

3. **BACKGROUND**

- 3.1 The need for an upgrade was identified following flooding of the property at 10 School Road in the 1 June 2019 flood event. This event was a short duration and high intensity event, with a return period in excess of the 1 in 100-year (1% AEP) event.

- 3.2 The existing primary network in this area is not meeting the desired 1 in 5-year return period (20% AEP) level of service, and the house is lower than the road reserve. This results in flooding of the roadway, and in extreme events (such as 1 June 2019), into the lower section of the house.
- 3.3 The report to the Utilities and Roading Committee on the 18th of May 2021 (TRIM 210507072989) recommended a piped solution to divert more flow into the Box Drain catchment (drainage reserve at 63 Rangiora Woodend Road) which flows into the Tuahiwi Stream.
- 3.4 Subsequent detailed hydraulic modelling determined that a piped solution to the drainage reserve at 63 Rangiora Woodend Road was not feasible due to the limited driving head and an alternative solution was investigated.
- 3.5 Further investigation into piping to the DN375 pipe in Main North Road (Asset ID: SW005116) included detailed hydraulic modelling. This confirmed that a piped system out to Main North Road would provide capacity for the 5-year event to meet Waimakariri District Council's primary drainage level of service and improve the drainage in the vicinity of the property at 10 School Road (School Road Drainage Upgrade Preliminary Design Report – TRIM 230324041611).
- 3.6 A DN375 and DN300 main is proposed from the corner of School Road / Main North Road to outside 12 School Road. A high-capacity sump is to be installed outside 12 School Road.
- 3.7 Driveway alterations are proposed to increase the crest height to improve the secondary flow path capacity and divert flow southwards over the crown of the road before overtopping the east driveway entrance to 10 School Road.
- 3.8 While the primary beneficiary of the work is the 10 School Road resident, the remainder of the street will benefit from the improved primary drainage network.
- 3.9 Numerous alternatives were investigated, as described in the Preliminary Design Report (TRIM 230324041611).
- 3.10 It is proposed to tender this contract this year and construct in the 2023/2024 financial year.

4. ISSUES AND OPTIONS

- 4.1. Option 1 (recommended option) – Proceed with the upgrade of the pipework and driveway alterations. This will meet Council's 1 in 5-year primary level of service, increase secondary flow path capacity and divert flow away from the driveway. This is the recommended option as it meets the target level of service requirements, is cost effective, and is supported in principle by the most affected resident. It is noted that while the resident is supportive with the concept, staff are still working through the process of gaining final approval of the design, but it is expected that this will be able to be gained.
- 4.2. Option 2 – Proceed with the upgrade of the pipework only and then implement the driveway alterations later if budget allows. This option is not recommended as secondary flow in large and intense storm events will still enter the property and the landowner may have expectations around works to provide increased secondary flow protection. This option does not meet the required level of service and only partially resolves the issue.
- 4.3. Option 3 – Do not proceed and investigate further options. This is not recommended due to the existing system on School Road not meeting Council's 1 in 5-year level of service and the 1 in 50-year secondary flow path guidelines in the road reserve.

- 4.4. Option 4 – Proceed with the upgrade as per Option 1, in a future financial year, through a reconsideration of the merits and priority of the project through the LTP. This is not recommended as the issue would remain unresolved and the required level of service would not be met in the interim period, and it is likely the cost of the work would increase.
- 4.5. Other options have been considered such as property purchase and a passive barrier at the driveway entrance. The property owner has been presented with these options and is in support of the pipe upgrades and driveway alterations. Staff do not recommend trying to pursue these options without the support of the property owner, especially given the viability of Option 1.

Implications for Community Wellbeing

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

Social – *Increasing the stormwater level of service and mitigating the impact of flood events provides increased protection for the property owner(s) in storm events, and will therefore improve their social wellbeing.*

The key milestone dates for this project are shown in Table 1.

Table 1: Key Milestones and Dates

Key Milestone	Start	Complete
Tender	December 2023	21/02/2024
Construction	11/03/2024	31/05/2024
Project Complete		30/06/2024

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

5. COMMUNITY VIEWS

5.1. Mana Whenua

Te Ngāi Tūāhuriri hapū via Mahaanui Kurataiao (MKT) were included in discussions when additional catchment was being added to Woodend Box Drain at 63 Rangiora Woodend Road. As the current design does not go into Box Drain (which feeds into Tuahiwi Stream) and does not alter the current flow path of water in storm events it is understood that the initial concerns raised with the original proposal have been addressed.

5.2. Groups and Organisations

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

- The landowner at 10 School Road has been informed of the proposal for this project, and is supportive in principle, although staff are still working through gaining approval on some final details.
- No community groups or organisations have yet been consulted on this proposal.

5.3. Wider Community

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

- There has been no consultation as yet with the wider community on this proposal.
- The local community will be notified of the project works via letter drop, once the concept and budget has been approved and prior to construction starting.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

- The current budgets have the following allocations:
 - School Road Drainage Upgrade - \$415,000 (P.J. 101517.000.5123) (construction 2023/2024)

For Option 1 the Engineer's Estimate including professional fees is outlined in Table 2.

Table 2: Option 1 Engineer's Estimate

Committed to Date	Remaining Costs	Amount
2021 / 2022 Design fees		\$18,000
August 2022 Mahaanui Kurataiao Report		\$2,000
2022 / 2023 Design fees		\$39,000
2023 / 2024 Design fees to date		\$11,000
	Construction Pipeline	\$297,000
	Contingency Pipeline (20%)	\$59,000
	Professional Fees Pipeline	\$43,000
	Total Pipeline	\$399,000
	Construction Driveway Alterations	\$56,000
	Contingency Driveway Alterations (20%)	\$11,000
	Professional Fees Driveway Alterations	\$5,000
	Total Driveway Alterations	\$72,000
	Overall Estimate	\$541,000

- For Option 2 the Engineers Estimate is \$476,000 (excludes or defers driveway alterations).

- For Option 3 more costs associated with investigation and design will be incurred before construction of a preferred solution is completed.
- For Option 4, a 5% per year inflation increase would be expected on the Option 1 costs presented in Table 2.

6.1.1 Taking into consideration, professional fees and the 20% contingency, the following budget amendments are proposed in order to achieve Option 1.

Funding Source	Current Budget	Proposed Budget	Proposed Amendments
101517.000.5123	\$415,000.00	\$541,000	Seeking an additional \$126,000 to 2023/24 financial year

6.1.2 Upon approval of this report, there will likely be adequate budget available to allow the project to proceed without any adverse effect on the project.

6.1.3 The additional budget of \$126,000 will have a rating increase of \$3.00 per property (or 1.2%) on the Coastal Urban Drainage account, increasing the average drainage from \$253.06 to \$256.06 per year. This increase will take effect from the 2025/26 financial year onwards.

6.2. Sustainability and Climate Change Impacts

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

The recommendation is to increase the primary drainage level of service to 1 in 5 year and to improve the secondary flow path at the driveway. With heavy rainfall events predicted to occur more often in the future this will help mitigate flooding at 10 School Road.

6.3. Community Implication

The recommended approach would benefit the community by reducing the impact of storm events in the catchment and the risk of private property flooding.

6.4. Risk Management

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

- There is a risk in the interim period before an upgrade is implemented that property flooding could occur during significant rainfall events.
- There remains a residual risk following the works of flooding of habitable spaces of 10 School Road in large storm events due to limited freeboard protection and downstream backwater effects. However, the proposed solution will provide a significant improvement to the status quo, and will reduce the risk of flooding to the property.
- The normal risks associated with construction apply and are partially addressed by provision of a 20% overall project contingency within the cost estimates.

6.5. Health and Safety

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

- There will be a Safety in Design process undertaken as part of the detailed design process, to identify and mitigate construction, maintenance and end user risks.
- Contractors Health and Safety methodology and track record will be assessed in the tender evaluations and a site-specific safety plan will be required.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

- The Local Government Act is relevant in this matter.

7.3. **Consistency with Community Outcomes**

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

- There is a safe environment for all
 - Harm to people from natural and man-made hazards is minimised.
 - Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Core utility services are provided in a timely and sustainable manner
 - Harm to the environment from sewage and stormwater discharges is minimised.
 - Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard

7.4. **Authorising Delegations**

- The Council has the delegation to approval additional budget.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** DRA-16 / 210507072989**REPORT TO:** Utilities & Roothing Committee**DATE OF MEETING:** 18 May 2021**FROM:** Kalley Simpson – 3 Waters Manager**SUBJECT:** School Road Drainage Upgrade**SIGNED BY:****(for Reports to Council,
Committees or Boards)**_____
Department Manager_____
Chief Executive**1. SUMMARY**

- 1.1 This report is to update the Utilities and Roothing Committee on progress with the investigation work for the School Road Drainage Upgrade in Woodend.
- 1.2 The need for an upgrade was identified following flooding of the property at 10 School Road in the 1 June 2019 flood event. This event was a short duration – high intensity 1 in 100 year (1% AEP) event.
- 1.3 The existing primary network in this area is not meeting the desired 1 in 5 year (20% AEP) level of service, and the house is lower than the road reserve. This results in flooding of the roadway, and in extreme events (such as June 1 2019), into the lower section of the house.
- 1.4 Investigation work has been completed that shows the upgrading of the pipework in the area will reduce the risk of flooding and improve the level of protection to the property at 10 School Road. This solution will divert more flow into the Box Drain catchment which flows through Tuahiwi.
- 1.5 Further work is proposed in the 2021/22 financial year to refine the design and integrate the School Road Drainage Upgrade solution to address flooding with the Box Drain Improvements project that is focussed on water quality improvements.

Attachments:

- i. 10 School Road Catchment Size and Concept Option Refinement – TRIM 210503069502
- ii. 10 School Road Woodend Surface Water Flooding – TRIM 191016144443

2. RECOMMENDATION**THAT** the Utilities & Roothing Committee:

- (a) **Receives** report No. 210507072989.
- (b) **Notes** that a piped solution will improve the level of protection to the property at 10 School Road.
- (c) **Notes** that further work is proposed in the 2021/22 financial year to refine the design and integrate the School Road Drainage Upgrade with the Box Drain Improvements project.

3. **BACKGROUND**

- 3.1 Following the June 1 2019 flood event, an analysis and options assessment was undertaken, Attachment i.
- 3.2 This work recommended the following options be investigated further:
 - a. Raising of the property driveway crest level.
 - b. Upgrading sumps at the Gibbs Drive / School Road intersection and redirecting flow to Rangiora Woodend Road via a swale.
- 3.3 It was subsequently determined that a swale to Rangiora Woodend Road was not feasible and a piped solution was investigated.

4. **ISSUES AND OPTIONS**

- 4.1. Further investigation work including detailed hydraulic modelling has confirmed that a piped system out to Rangiora Woodend Road would provide additional capacity in the 50 year event to improve the level of protection to the property at 10 School Road, refer Attachment ii.
- 4.2. Currently this is shown as a 900mm pipe in School Road and a 525mm pipe in Gibbs Drive. It is expected that this solution can be refined to reduce the size and extent of the pipework required and hence the overall cost.
- 4.3. The proposed solution will divert more flow into the Box Drain catchment which flows through Tuahiwi. This additional discharge is unlikely to be acceptable to downstream properties owners. Additionally the Runanga have recently raised concerns over discharges from the Woodend area into Tuahiwi Drain.
- 4.4. There is a parallel project that commences next financial year to look at water quality improvements in Box Drain system. There is an existing gross pollutant trap on this system which helps reduce larger contaminants entering the stream. It is proposed to retrofit an additional treatment system to improve the removal of finer sediment and hydrocarbons from the discharge.
- 4.5. As part of the next stage of design to be undertaken next financial year it will be necessary to ensure that downstream effects are mitigated as part of integrating the two projects.
- 4.6. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.1.1. The landowner at 10 School Road has been informed of the timeframes for this project.
- 5.1.2. No community groups or organisations have yet been consulted on this proposal.

5.2. **Wider Community**

- 5.2.1. There has been no consultation as yet with the wider community on this proposal.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. The current budgets have the following allocations:

- School Road Drainage Upgrade - \$415,000 (comprising of \$10,000 in 2020/21, \$55,000 in 2021/22 and \$350,000 in \$2022/23)
- Box Drain Improvements - \$200,000 (comprising of \$20,000 in 2021/22 and \$200,000 in \$2022/23)

6.1.2. No budget changes are proposed as part of this report or staff submission to the Draft Long Term Plan.

6.2. **Community Implication**

6.2.1. The recommended approach would benefit the community by reducing the impact of storm events in the catchment and the risk of private property flooding.

6.3. **Risk Management**

6.3.1. There is a risk in the interim period before an upgrade is implemented that property flooding could occur during significant rainfall events.

6.3.2. The normal risks associated with construction apply, and are partially addressed by provision of a 30% construction contingency and 10% overall project contingency within the cost estimates.

6.4. **Health and Safety**

6.4.1. There will be a Safety in Design process undertaken as part of the detailed design process, to identify and mitigate construction, maintenance and end user risks.

6.4.2. Contractors Health and Safety methodology and track record will be assessed in the tender evaluations and a site specific safety plan will be required.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. The Local Government Act is relevant in this matter.

7.3. **Community Outcomes**

7.3.1. There is a safe environment for all

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

7.3.2. Core utility services are provided in a timely and sustainable manner

- Harm to the environment from sewage and stormwater discharges is minimised.
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard

Delegations

7.3.3. The Utilities and Roading Committee is responsible for activities related to Stormwater drainage.

WAIMAKARIRI DISTRICT COUNCIL

MEMO

FILE NO AND TRIM NO: DRA-16 / 210503069502

DATE: 03/05/2021

MEMO TO: Kalley Simpson, 3 Waters Manager

FROM: Mark Andrews, Utilities Projects Team Leader

SUBJECT: 10 School Road Catchment size and Concept Option refinement

1. Background

A prior concept memorandum was prepared to develop options to reduce the risk of flooding at 10 School Road, Woodend (refer trim 191016144443). The preferred option included several elements including but not limited to construction of a short section of pipework across School Road and a new swale to convey secondary overland flows from the intersection of Gibbs Drive and School Road to the existing swale/drain in Rangiora Woodend Road. However a new dual use cycleway has been proposed along the swale alignment which significantly reduces the available space for a swale, such that insufficient capacity would be available and the preferred option is no longer viable.

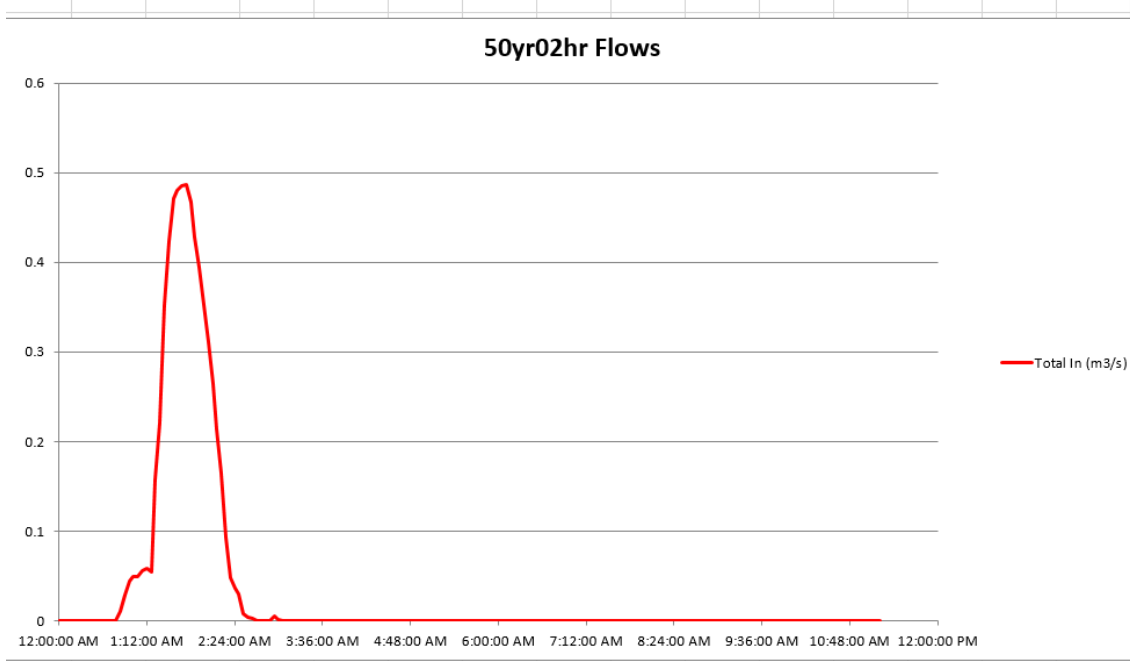
The previous memorandum identified that an alternative but more costly option would be to pipe the primary and secondary flows from the Gibbs Drive/School Road Intersection to a point of discharge to the west of Rangiora Woodend Road. The Asset Manager used the alternative piped option estimate when setting project budgets for subsequent stages. The budget estimate for this option was \$450,000.

The intent of this memorandum is an addendum to the prior concept design report to confirm the effect of the wider network and to more accurately confirm the peak run-off discharging to School Road from Gibbs Drive during a 1 in 50 year event, taking into account the catchment attenuation resulting from upstream infrastructure and topography. This refinement was achieved using the existing calibrated model for Woodend which was not available to be run during the prior stage. The 'Mike Urban 2019 2D-Coupled Woodend-North Kaiapoi Stormwater Model' was also updated/refined to better reflect the potential impact on headloss associated with the gross pollutant trap at the top of Box Drain at Rangiora Woodend Road (refer trim 210503069504). A hydrograph was produced for the section identified in Figure 1 and is shown in Figure 2.

Figure 1 – Location of Hydrograph flow and proposed point of connection (Manhole SW011518)



The 1 in 50 year 2 hour critical duration hydrograph is shown in figure 2 below.



The previous memorandum calculated the upstream catchment using a first principals estimation but acknowledged that this was likely over estimated due to topography creating attenuation/constraints (such as the effect of the centreline of Woodend Road). Refer Figure 3.

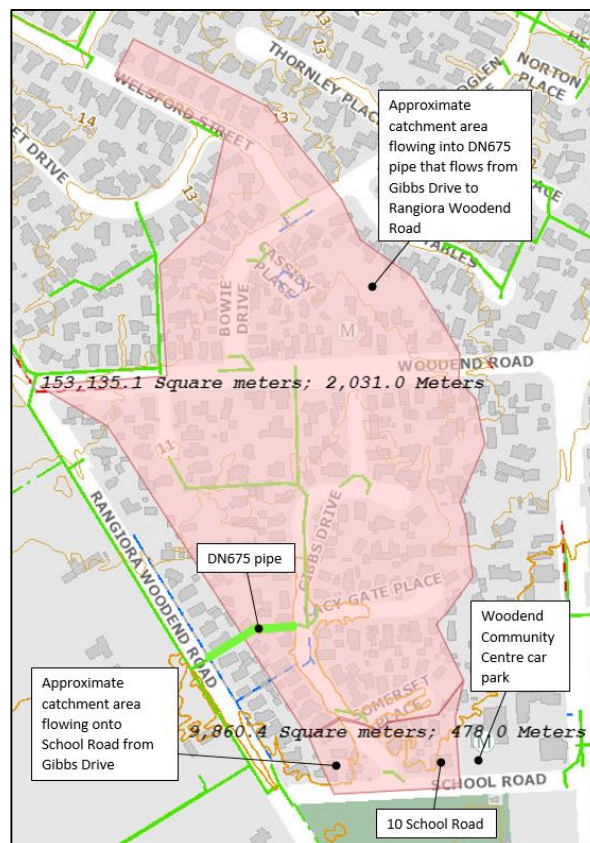


Figure 3 Catchment Areas as identified by prior report

2. Model results for peak run-off from Gibbs Drive

The 'Mike Urban 2019 2D-Coupled Woodend-North Kaiapoi Stormwater Model' was run to estimate the peak run-off entering School Road from Gibbs Drive and the upstream catchment during the critical duration 1 in 5 year, 1 in 50 year and 1 in 100 year storm events. Table 1 identifies the critical duration, peak flow from Gibbs Drive discharging onto 10 School Road and the level of surcharge in what would be the downstream manhole to which primary flow might be discharged.

Return Period	Critical Duration	Overland Flow into School Road from Gibbs Drive	Water Level in existing Manhole SW011518 (lid level 10.0m, IL 8.72m from model)
1 in 5	2 hour	414 l/s	9.54m
1 in 50	2 hour	487 l/s	9.63m
1 in 100	2 hour	776 l/s	9.67m

This estimated flow is notably less than that previously identified, however the level of surcharge in the downstream system to which the pipework would connect is higher than estimated, reducing the hydraulic grade available. Therefore the DN825 pipework originally proposed did not have sufficient capacity and additional network reinforcement was required. The model was used to refine the concept option such the risk of flooding during a 1 in 50 year 2 hour critical duration storm event is reduced.

3. Catchment Performance (pre and post concept option)

Figure 4 shows the predicted flood depth for the existing system during a 1 in 50 year 2 hour critical duration storm event.

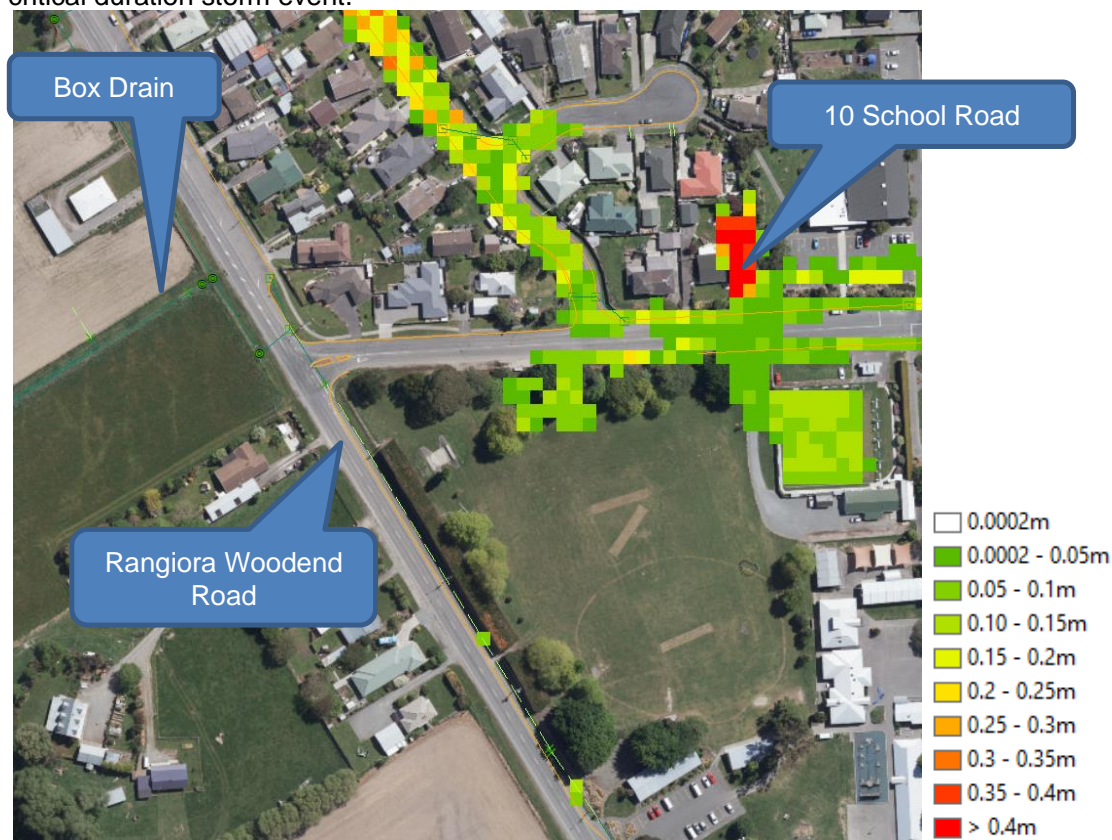


Figure 4 Predicted flood depth for the existing system during a 1 in 50 year 2 hour critical duration storm event

As identified previously, the 'Mike Urban 2019 2D-Coupled Woodend-North Kaiapoi Stormwater Model' was updated with the original concept option to confirm performance. However the extent of surcharge in the downstream system required refinements to the original concept option to reduce the risk of flooding during a 1 in 50 year 2 hour critical duration storm event. These modifications included:

- Additional high capacity sumps at the southern end of Gibbs Drive
- New DN 525mm pipework from existing sump at intersection of Gibbs Drive and Somerset PI through to the new high capacity sumps in Gibbs Drive
- Increasing the size of the pipeline from the end of Gibbs Drive through to box drain to DN900
- Increase pipe under School Rd/Rangiora Woodend Rd intersection from DN225 to DN375
- Additional overflows (e.g. scruffy domed lids) along existing DN675 pipe adjacent to box drain (to allow spilling to existing swale sooner reducing surcharging in the upstream network)
- Additional DN450 overflow pipework as high level overflow upstream of gross pollutant trap at top of Box Drain (Rangiora Woodend Road)

The updated concept option and its performance during a 1 in 50 year 2 hour critical duration storm event are shown in Figure 5

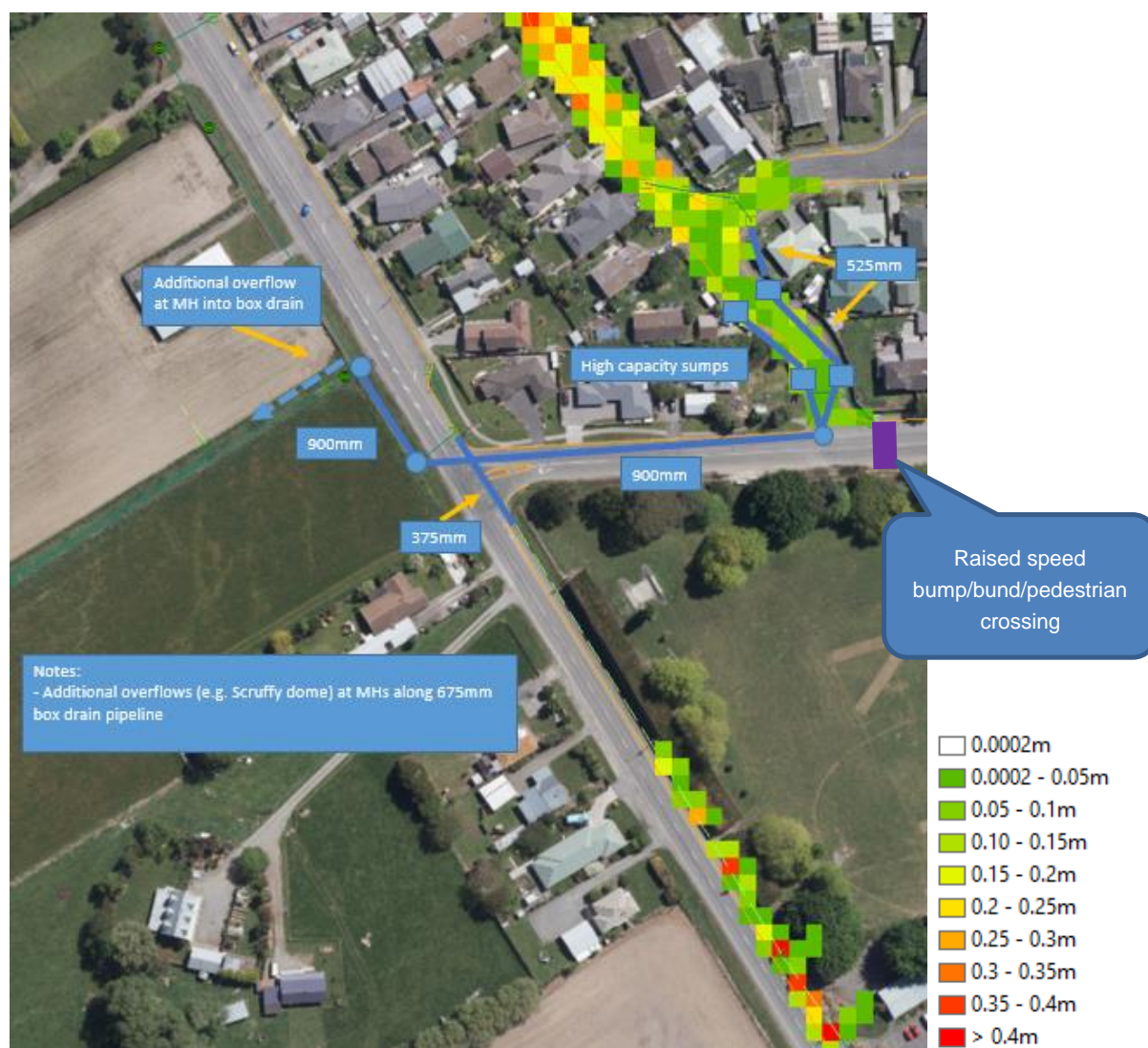
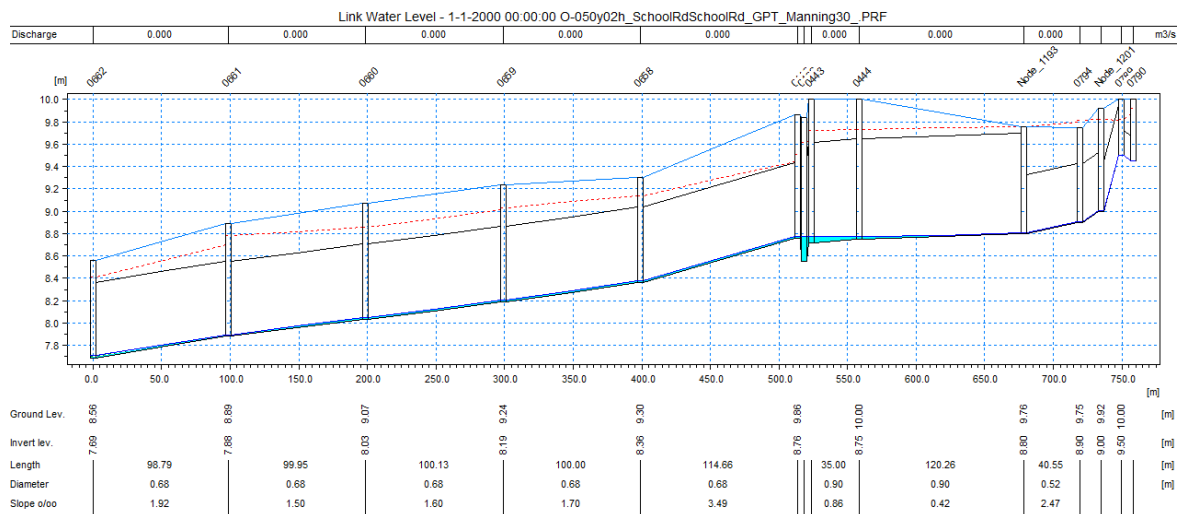


Figure 5 Predicted flood depth for the refined concept option during a 1 in 50 year 2 hour critical duration storm event

It should be noted that although the overland flow map doesn't show it, the kerb and channel is flowing very close to top of kerb along School Road towards Main North Road.

Figure 6 shows the longitudinal section along the alignment of the refined concept option



The concept option results show reduced flood levels in School Road (no overland flow entering private land at 10 School Road) but increased ponding in the drain adjacent to Rangiora Woodend Road.

4. Budget Estimate

The budget estimate for the refined concept option was revisited. The options estimate (191016144437) was amended to reflect the additional works. The revised estimate is identified in the following table:

Component of Budget Estimate	Budget Estimate
Option 1 from concept memo - (raise driveway crest and add bund in community car park berm)	\$10,000
Revised Pipework Option	\$381,000
Contingency (30%)	\$117,000
Professional Fees (10%)	\$39,100
Total Budget Estimate	\$547,400

5. Summary

This addendum to the prior memorandum (191016144443) identifies that, if a piped option to convey flows from Gibbs Drive to manhole SW011518 were the preferred option, it would be required to include DN900 pipework. Additional high capacity sumps with DN525 connections would also be required in Gibbs Drive, with upsizing an existing pipework at the intersection of School Road and Rangiora Woodend Road and additional overflows to box drain. The model predicts that this revised option should reduce the risk of flooding at 10 school road during a 50 year 2 hour critical duration storm event.

The high level cost estimate for a DN900 pipe is in the order of \$550,000 including professional fees, project and construction contingency (30%), detailed design and construction monitoring professional fees. The existing budget is believed to be \$450,000, and the change in pipe size is anticipated to require increasing the budget by \$100,000.

The Woodend hydraulic model was used to confirm pipework sizing, catchment size and option effectiveness. The Gross Pollutant Trap (GPT) at Box Drain (Rangiora Woodend Road) has been adjusted in the model to better reflect the expected loss through the structure. The losses induced are in the order of 0.20m when compared with a typical manhole structure. Due to the overflow mechanisms upstream and downstream, the effect of head loss at this level through the GPT is not impactful. The option identified in this memorandum is predicted to reduce the risk of flooding at 10 School Road during a 1 in 50 year 2 hour critical duration storm event.

Figure 7 shows predicted catchment flooding with the preferred option in place during a 1 in 50 year 2 hour storm event.



Figure 7 Predicted flood depth within wider catchment for the refined concept option during a 1 in 50 year 2 hour critical duration storm event

WAIMAKARIRI DISTRICT COUNCIL**OPTIONS MEMO**

FILE: DRA-16 / TRIM 19101614443

DATE: 18 February 2020

MEMO TO: Kalley Simpson, 3 Waters Manager

FROM: Calum Clark, Project Engineer (Reviewed MA 09/12/19)

SUBJECT: 10 School Road Woodend Surface Water Flooding

1. SUMMARY

The purpose of this memo is to propose design options and recommend a solution from amongst these to reduce the risk of flooding at the property of 10 School Road, Woodend. It also takes into account flooding that occurred at the adjacent Woodend Community Centre car park. A building consent review of 10 School Road determined that the rooms attached to the property's garage are consented as habitable floor levels. The resident had the property driveway resurfaced following the 2010/11 earthquake series and it is understood that it was resurfaced to the same level as before. The strip drain present across the entrance to the property garage was constructed as part of the resurfacing work. A high level hydraulic analysis of the catchments and both existing and proposed primary and secondary flow systems was performed following a walkover and topographical survey of the site. From these, a combination of options are considered. The Council's Roding Team were consulted and confirmed their support of the options proposed and that their team could cover the cost of surface reinstatement in the southern berm of School Road. It was also confirmed that a cycleway is to be constructed through the site in the 2020/21 financial year and it is highly recommended that Roding be liaised with to coordinate this with the drainage works proposed here. Those options recommended comprise: raising the property's driveway; upgrading the sumps at the Gibbs Drive-School Road intersection; constructing a pipe from the upgraded sumps to the southern berm of School Road; constructing a swale from the outlet of the new pipe to the existing swale on Rangiora Woodend Road; constructing a shallow bund along the western boundary of the Community Centre Car park; and, that the affected resident consider installing property level protection. The total estimated cost of the recommended options is in the order of \$130,000 including 30% contingency and professional fees.

At the time of updating this report (07/08/2020) the following elements of the recommended design have been incorporated into the design of the cycleway project:

- Upgrade of sumps at the Gibbs Drive-School Road intersection;
- New pipework between above sumps and a bubble-up manhole at the top of the swale; and,
- Swale construction from bubble-up structure to Rangiora-Woodend Road drain have been incorporated into the design of the cycleway project.

2. BACKGROUND

- 2.1. Flooding occurred in Woodend within the dwelling of 10 School Road and in the car park of the Woodend Community Centre during a storm event on 1st June 2019. Stormwater run-off is understood to have exceeded the capacity of the existing primary flow system consisting of a kerb and channel and downstream sumps and pipework. There was no viable secondary overland flow path within the road reserve before spilling through private

property. Water levels are said to have risen along the road reserve before flowing over the driveway of 10 School Road and into the dwelling, flooding to a depth of approximately 540mm. This is the second recorded time the property has flooded in approximately the last 25 years.

Figure 11 indicates the location of the property and community centre car park, the existing stormwater sewers and the suspected flow dynamics of the site.

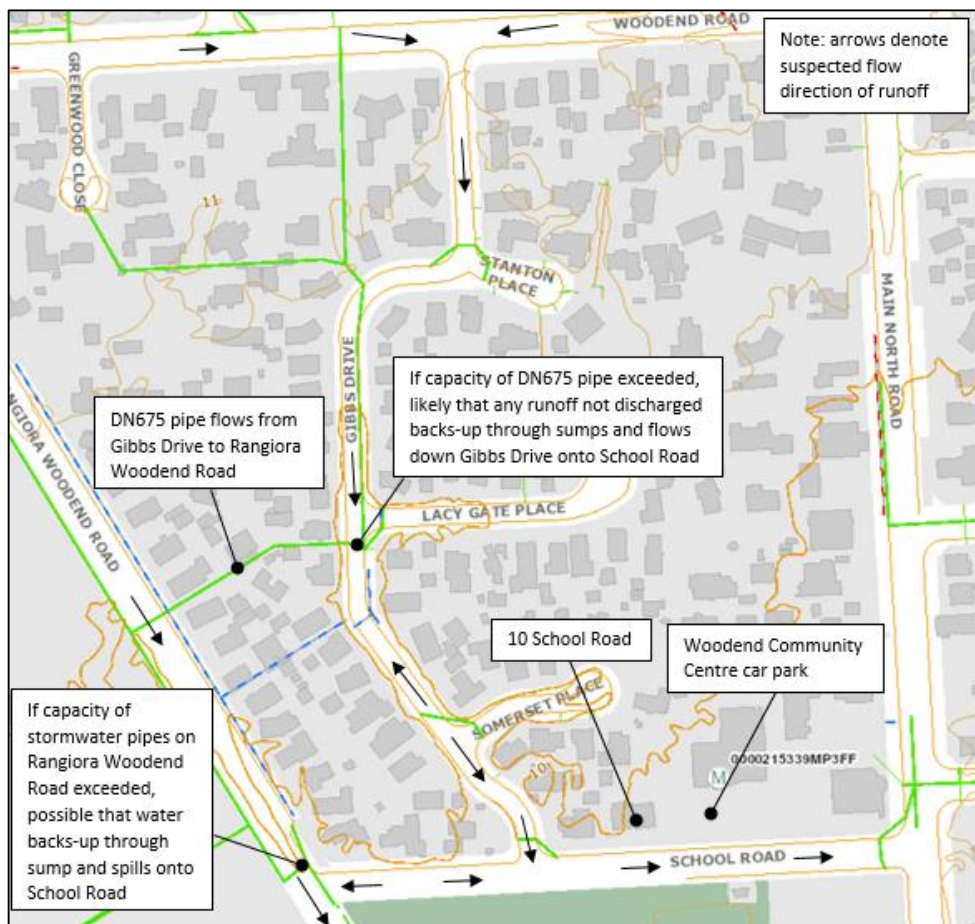


Figure 11: Flow across site

2.2. Factors and mechanisms initially understood to have potentially contributed to the flooding consist of:

- Secondary overland flow path for Gibbs Drive discharging to School Road;
- DN675 pipe flowing from Gibbs Drive to Rangiora Woodend Road may be under capacity, potentially resulting in increased runoff flowing from Gibbs Drive onto School Road;
- Stormwater pipework on Rangiora Woodend Road at intersection with School Road may be under capacity, potentially resulting in water backing-up from the sump at the intersection and spilling onto School Road;
- Build-up of leaves in the kerb and channel on School Road, in the sumps at the School Road-Gibbs Drive intersection and in the sumps of the community centre car park;
- There is no piped primary flow system on School Road to intercept and discharge runoff and the only drainage infrastructure consists of a kerb and channel that discharges to sumps and pipework at the intersection with Main North Road, the connectivity and therefore capacity of which itself is not fully understood;
- Centreline of School Road is significantly higher than kerb and channel;
- No secondary flow path being available within the road reserve prior to spilling through private property;

- Stormwater run-off is generally conveyed along the northern side of School Road with no provision to utilise both sides of the road;
- Potentially insufficient capacity of the property's domestic drainage system to convey runoff from within the property boundary only, which consists of a pipe that conveys roof run-off to the street and a strip drain along the garage entrance that conveys water to a filter drain; and,
- Recent replacement of the property driveway without a raised crest to prevent spill of road run-off into the driveway and garage.

3. **INVESTIGATIONS**

- 3.1. The property file of 10 School Road on TRIM was reviewed in consultation with the Council's Building Unit as a building consent review. This included the original property design drawings which can be found at TRIM link <trim://150121007151?db=wp&open>. The Building Unit confirmed that as the rooms attached to the garage are shown on the original consented drawings, that these rooms would therefore have complied with the habitable requirements at the time of consent. Written confirmation of this can be found at TRIM link <trim://190723103249?db=wp&open>.
- 3.2. A site walkover of School Road, Gibbs Drive and Rangiora Woodend Road was undertaken on 23rd July 2019. The photographs taken during this can be found attached as APPENDIX A. The findings were generally in keeping with the existing information about the site.
- 3.3. A CCTV survey of the pipes at the intersection with School Road, Main North Road and Gladstone Road was requested by the 3 Waters Manager and performed by HydroTech after the flooding event. The survey identified that there were no significant pipework defects which may have contributed to the flooding and which should be rectified.
- 3.4. A topographical survey of the site was undertaken using the Trimble GPS system on 24th July 2019. Photographs taken during this can be found attached as APPENDIX A.

Some select levels from those obtained are indicated in Table 11. This was a relative survey and the levels obtained are therefore not directly tied back to a permanent datum. The level of a permanent datum was obtained during the survey however so if required, the levels could be amended relative to this.

Table 11: Select site survey levels; levels are relative and not relative to a permanent datum

Feature	Level (m)
Tide mark at 10 School Road	9.694
10 School Road driveway crest (high point on driveway)	9.618
Invert of road kerb and channel at 10 School Road driveway	9.445
Lowest point in Woodend Community Centre car park (cover level of sump containing pipe to bubble-up sump on School Road)	9.302
Kerb and channel invert level on School Road adjacent to bubble-up sump outside Woodend Community Centre car park	9.269

The level of the tide mark could not be accurately established during the survey due to poor GPS satellite coverage resulting from the close proximity to the dwelling. It is recommended that the tide level be accurately obtained at a subsequent design stage should the solution considered require this information in order to be designed effectively.

The results of the topographical survey indicate the following:

- There is a high point at the western end of School Road near its intersection with Rangiora Woodend Road. For secondary overland flow to occur from Rangiora Woodend Road to School Road, surcharging within the order of at least 100-150mm depth would have to occur at the sump located at the intersection. The Council's hydraulic model confirms that this would not occur during up to and including a 1 in 50 year scenario. Anecdotal evidence states that it has occurred; however, this may be due to the event exceeding a 1 in 50 year scenario.
- There is a high point on Gibbs Drive between the upstream sump of the DN675 pipe on Gibbs Drive and School Road. For secondary overland flow to occur from the sump to School Road, surcharging within the order of at least 200mm would have to occur at the sump. The Council's hydraulic model suggests that this likely occurs during a 1 in 50 year scenario.
- There is approximately 30mm difference in level between the covers of the inlet and outlet sumps that convey runoff via a pipe from the bottom of the Woodend Community Centre car park to the kerb and channel of School Road. This implies that a water depth greater than approximately 30mm above the outlet bubble-up sump on School Road would result in water backing-up into the car park. It is considered that a water depth of 30mm in the kerb and channel would likely be exceeded due to the kerb and channel being the only flow path at this location on School Road.
- It is not clear whether flood water first enters the property from over the driveway crest or via the boundary with the community centre car park. It is recommended that this be determined should this impact the effectiveness of a solution that is decided to be proceeded with.

- 3.5. A desktop utilities search of the site was undertaken using the Council Waimap GIS system and by consulting the BeforeUDig website. The results of this are provided attached as APPENDIX B.

4. **HYDRAULIC ANALYSIS**

- 4.1. The calculations performed for this investigation can be found attached as APPENDIX C.

- 4.2. **Catchment Analysis – Gibbs Drive and School Road:** Catchment surface water runoff rates were calculated for catchments across the site for storm events of 1 in 5 year (20% AEP) and 1 in 50 year (2% AEP) return periods using the Rational Method, which states the following:

$$\text{Runoff rate, } Q \text{ (l/s)} = 2.78CIA$$

Where:

C = runoff coefficient

I = rainfall intensity (mm/hr)

A = area (Ha)

The runoff rate associated with a 20% AEP is the flow required to be conveyed by primary flow systems. Any runoff rates in excess of this are those required to be conveyed by secondary overland flow systems.

The approximate catchment areas discharging runoff to School Road during 20% and 2% AEP storm events were estimated to comprise those indicated in Figure 22. These comprise an approximately 15.3 Ha catchment for flow into the DN675 pipe that flows from Gibbs Drive to Rangiora Woodend Road and an approximately 1.0 Ha catchment for flow onto School Road from Gibbs Drive.

Whilst the topographical survey undertaken as part of this investigation effectively verified the catchment area of the Gibbs Drive-School Road intersection, this was not possible for the catchment of the DN675 pipe due to its significant size. The hydraulic analysis is therefore subject to this catchment area being confirmed and it is recommended that this be achieved by performing a supplementary topographical survey at a subsequent design stage.

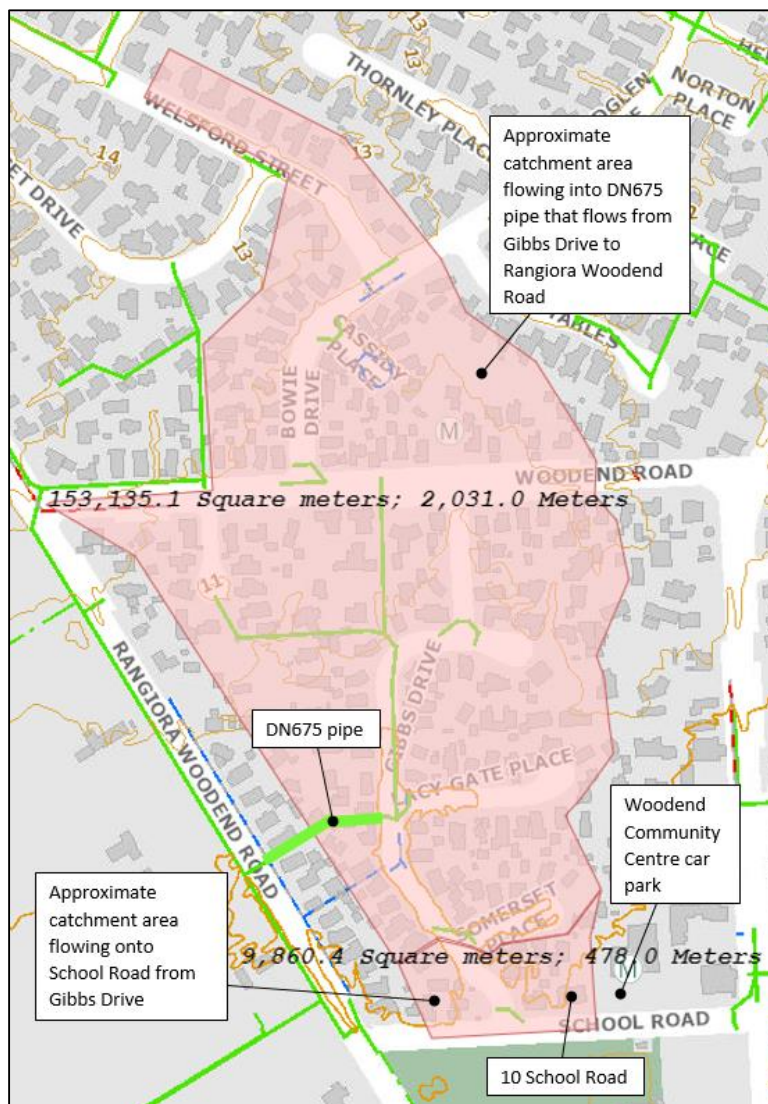


Figure 22: Catchment Areas

The 20% and 2% AEP runoff rates were calculated as approximately 783 l/s and 1,564 l/s respectively for the catchment of the Gibbs Drive DN675 pipe and 50 l/s and 101 l/s respectively for the catchment flowing onto School Road from Gibbs Drive.

In applying the Rational Method, a sample area of the catchment was used to determine the areas of hardstanding and greenspace. This found an approximately 40:60 split which achieved the runoff rates given above. Given the significance of some of these, a sensitivity analysis was performed by varying the percentage of hardstanding to greenspace across the catchments by 10%. The results of this are provided in

Table 22. This shows that a 10% reduction in hardstanding to greenspace results in an approximately 13% reduction in runoff. However, as the runoff rate achieved is still significant due to the significant catchment size, the impact of reducing the percentage of hardstanding to greenspace by such a margin using the Rational Method is considered to be insignificant.

Table 22: Sensitivity Analysis of Runoff Rates

(Green rows represent calculated areas)		Catchment	
		DN675 pipe, Gibbs Drive	Gibbs Drive-School Road Intersection
20% AEP	Runoff rate, 30:70 hardstanding to greenspace (l/s)	679	44
	Runoff rate, 40:60 hardstanding to greenspace (l/s)	783	50
	Runoff rate, 50:50 hardstanding to greenspace (l/s)	860	55
2% AEP	Runoff rate, 30:70 hardstanding to greenspace (l/s)	1,357	87
	Runoff rate, 40:60 hardstanding to greenspace (l/s)	1,564	101
	Runoff rate, 50:50 hardstanding to greenspace (l/s)	1,716	111

Flow Analysis – DN675 Pipe, Gibbs Drive: “Tables for the Hydraulic Design of Pipes, Sewers and Channels” by HR Wallingford was used to determine the approximate capacity of the DN675 pipe flowing from Gibbs Drive to Rangiora Woodend Road. The hydraulic gradient was estimated based on the levels obtained from the topographical survey. The flow rates estimated are those indicated in Table 33. As the catchment runoff rate was found to exceed the discharge rate of the DN675 pipe, this suggests that there is excess runoff from the primary flow piped system that spills over a very shallow crest on Gibbs Drive and flows onto School Road. This analysis is confirmed by the Woodend Stormwater Management Plan Hydraulic Modelling Technical Report from August 2000 (refer Trim 00081900001).

Table 33: Flow Rates for Gibbs Drive DN675 Pipe Catchment

Annual Exceedance Probability	Catchment Runoff Rate (l/s)	Capacity of DN675 Pipe (l/s)	Secondary Overland Flow to School Road via Gibbs Drive (l/s)
20%	783	476	307
2%	1,564	560	1,004

The calculations performed assume that the system downstream of Gibbs Drive on Rangiora Woodend Road has sufficient capacity. This assumption is confirmed by the Woodend Stormwater Management Plan Hydraulic Modelling Technical Report from August 2000 (refer Trim 00081900001) and subsequent hydraulic modelling work. However, during a subsequent design stage it is recommended that the Woodend Stormwater model is updated with the proposed option to confirm the required size of infrastructure and the wider impact on the catchment.

- 4.3. **Flow Analysis – School Road:** To determine the maximum possible secondary overland flow rate on School Road prior to the driveway of the property being flooded, the Manning’s Equation was used to estimate the flow rate over the berm, footpath, shoulder and carriageway outside 10 School Road to a depth not exceeding the level of the property’s

driveway crest. It was assumed that there is free discharge of secondary flow downstream onto Main North Road and that there is excess runoff from the upstream catchment of the Gibbs Drive DN675 pipe. The Manning's Equation states that:

$$\text{Flow rate, } Q \text{ (l/s)} = 0.001A \frac{1}{n} R_h^{2/3} S^{1/2}$$

Where:

A = flow area (m²)

N = Manning's roughness coefficient

R_h = Hydraulic radius (m)

S = slope

The flow rates obtained are those indicated in Table 44.

Table 44: Flow Rates for Catchment of Gibbs Drive-School Road Intersection

Annual Exceedance Probability	Total Catchment Runoff Rate (l/s)	Secondary Overland Flow over Northern Side of Road, Footpath and Berm of School Road (l/s)	Secondary Overland Flow above Driveway Crest of 10 School Road (l/s)
20%	357	191	166
2%	1,104	191	913

Table 4 indicates that neither the kerb and channel nor a larger width of the road reserve have sufficient capacity to convey flows without spilling into private property.

- 4.4. **Catchment Analysis – 10 School Road:** A catchment analysis was undertaken for the property of 10 School Road for 20% and 2% AEP storm events. This determined run-off rates of approximately 3 l/s and 5 l/s for the roof of the property dwelling and 4 l/s and 9 l/s for the area covering the rest of the property, respectively.

The drainage systems of the property to discharge these flows comprise a piped roof-to-street system and a strip drain along the entrance of the garage that discharges to a tile-rubble filter drain. The filter drain also intercepts the discharge from the property's septic tank and discharges to the northeast of the property (refer TRIM link [150121007150](#)). The resident confirmed latterly that the filter drain previously discharged to a pond within the site of what is now the Woodend Community Centre. The pond no longer exists, which suggests the tile-rubble drain no longer has free discharge and now discharges via infiltration into the surrounding soil alone.

Due to the granular makeup of the original drainage solution and means of discharging through infiltration, it is not considered unusual for filter drains to become gradually blocked with fines over time and to thus have their efficiency increasingly reduced. This and the fact that the filter drain is understood to no longer have free discharge implies that there is an increased risk that the drainage system does not have sufficient capacity to discharge the required flow.

The above evidence suggests that the property has overall poor flow hydraulics for the purpose of drainage. However, the property owner confirmed latterly that no flooding of the property has ever occurred without secondary flow over the driveway crest from the street first occurring. This suggests that the domestic drainage system has sufficient capacity to discharge the required flow.

5. Options Assessment

- 5.1. Where calculations were undertaken for those options recommended where possible, these can be found attached as APPENDIX C.

- 5.2. **Option 1 – Raise Property Driveway Crest and Construct Bund along Community Centre Car Park:** The raising of the driveway crest of 10 School Road was considered in order to provide additional freeboard and thus improve secondary flow within the road reserve. Anecdotal evidence suggests that when the driveway was recently resurfaced by the resident following the 2010/2011 earthquake, it was resurfaced to the same level as previously which would therefore not have changed the flood risk at the property.

The levels obtained from site and the 540mm high tide mark recorded imply that the driveway would require to be raised by no less than 100mm to reduce the risk of flooding. This should be expected to reduce the risk of runoff overtopping the driveway to the garage for a storm event of up to the same size as that which occurred on 1st June 2019, whilst also preventing overtopping of the property's second driveway located further up School Road to the west. Due to the limited accuracy of the tide mark level obtained onsite as per Section 3.4, it is recommended that greater certainty first be achieved in this regard for this option to be pursued or that it otherwise be completed in conjunction with other options. Given that the property-side of the driveway is at an approximately 1:14 slope, any raising of the driveway crest should consider to what extent the driveway might be steepened to maintain reasonable vehicular access to and from the garage.

The levels obtained from site indicate a possibility that secondary overland flow to 10 School Road may occur from the boundary with the community centre prior to the driveway being overtopped. The resident reported that during the flooding, it was not possible to confidently establish which of the two flow paths occurred first. **Error! Reference source not found.** indicates that the grass berm between the car park and the property is not significantly higher than the kerb of the car park. It is therefore recommended that should the option presented here be considered further, the levels along the boundary between 10 School Road and the community centre car park be obtained to determine if this option would be effective. Should the freeboard be found to be insufficient, it is advised to consider constructing a bund to raise the ground level along the boundary between 10 School Road and the community centre. The resident has verbally confirmed that they are open to the use of a bund in this manner.

Subject to achieving greater certainty on the above-noted considerations, this option is recommended.



Figure 33: Looking west onto 10 School Road from Woodend Community Centre car park; note the small apparent freeboard between the car park surface and the property boundary

- 5.3. **Option 2 – Lower Kerb and Channel:** Lowering the level of the kerb and channel on the northern side of School Road was considered as an option. This would provide additional

freeboard for the driveway of 10 School Road and thus improve secondary flow. However, the road already has a relatively steep camber of approximately 1:13 from shoulder to kerb invert. There is therefore little if any margin for the kerb and channel to be lowered without unreasonably steeping the road camber. Similarly, the topographical survey indicates a very low kerb and channel gradient of approximately 1:290 towards Main North Road, meaning there is little if any sufficient depth to reduce the level of the kerb and channel without impinging on overall secondary flow along the northern side of School Road. This option is therefore not recommended.

- 5.4. **Option 3 – Pipe from Gibbs Drive to Main North Road via School Road:** There is no exclusive primary flow system present on School Road, with all flow on the road being conveyed by the kerb and channel. The exception is at the bottom of the road at the intersection with Main North Road. There is also no system available to convey water from the north side of School Road to the south side, except potentially at the very bottom at the intersection with Main North Road via the sump and pipe system.

As a solution, the option of installing a pipe from the Gibbs Drive-School Road intersection to the School Road-Main North Road intersection was considered. A recent CCTV survey undertaken by the Council found there to be uncertainty in the configuration and connectivity of the existing pipes around the intersection with Main North Road (SH1). Without this information, it is not possible to determine if the existing primary flow system has sufficient capacity to accommodate additional flow from a new pipe. On this basis, it is not recommended to consider this option further unless greater certainty is achieved in this regard.

Assuming that the configuration of the pipework is similar to that shown on the geospatial mapping system and used in the hydraulic model, the model suggests that ponding will occur at the intersection of School Road and Main North Road. This option could detrimentally impact both the hydraulic capacity of a piped solution discharging to existing infrastructure in Main North Road and the safety of users of State Highway 1.

- 5.5. **Option 4 – Pipe from Gibbs Drive to Rangiora Woodend Road via School Road:** This option aims to provide a system to intercept 20% AEP runoff flowing from Gibbs Drive onto School Road and thus reduce run-off flowing towards 10 School Road. It is depicted as a sketch attached as APPENDIX D and consists of the following:

- A. Upgrade the three existing sumps at the Gibbs Drive-School Road intersection to double rear-entry sumps.
- B. Install a new DN300 Class 4 concrete pipe from each of the above-mentioned sumps to a new manhole to be installed in the northern lane of School Road at the intersection with Gibbs Drive.
- C. From the new manhole, install a new approximately 125m length of DN600 Class 4 concrete pipe to discharge into the existing manhole (asset number SW0011751) located on the western side of the School Road-Rangiora Woodend Road intersection.
- D. To accommodate these additional flows, it was estimated that the existing approximately 35m length of DN300 pipe immediately downstream of manhole SW0011751 would require to be upgraded to a DN750 pipe. It is recommended that the levels of the existing sumps and manholes and the required pipe size be confirmed at a subsequent design stage.

The effectiveness of this solution is reliant on the downstream system having sufficient capacity to accommodate the additional discharge. Interrogation of the hydraulic model results suggests that no flooding is predicted from the current system at the School Road-Rangiora Woodend Road intersection during a 50-year return period storm event. The model extract provided in Figure 4 should be referred to.

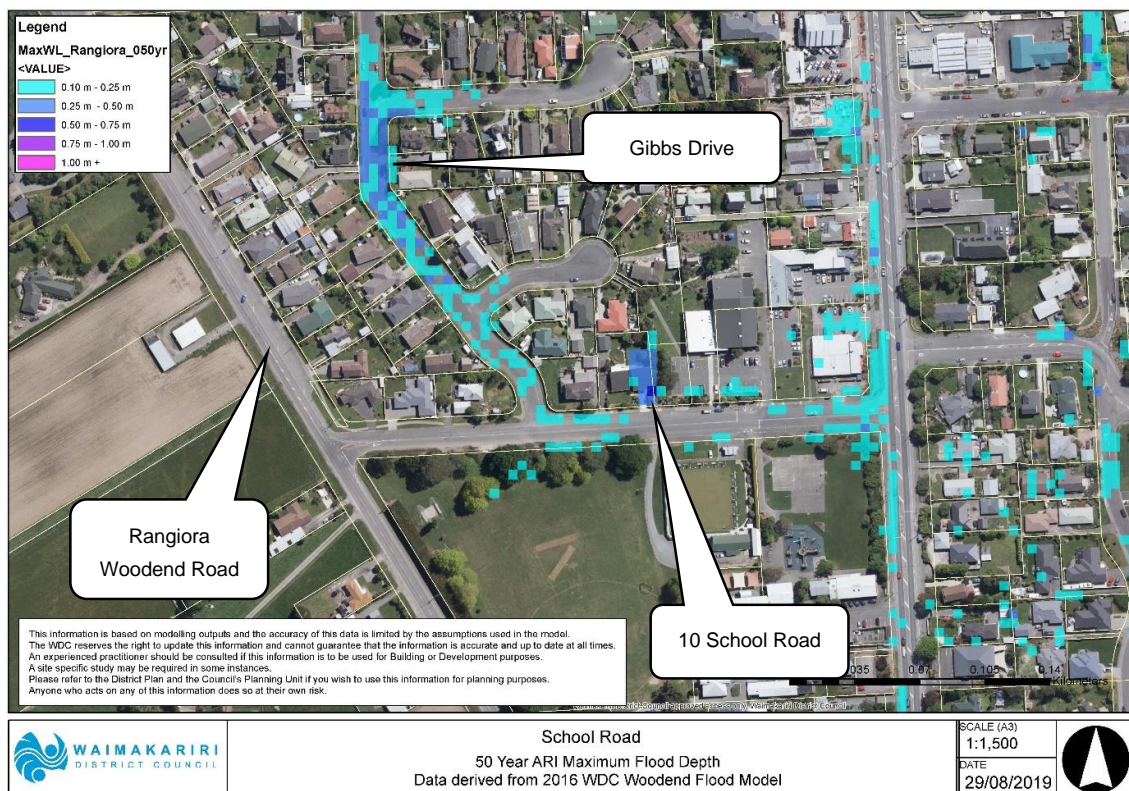


Figure 44: Extract from Woodend stormwater model

This option was estimated to cost in the order of \$222,000 excluding contingency and professional fees (refer APPENDIX E). Relative to its capacity to convey runoff of up to only 20% AEP, it is not considered cost-effective and is therefore not recommended.

5.6. Option 5 – Swale from School Road to Rangiora Woodend Road

This option aims to provide a secondary flow system that conveys runoff away from the property. It is depicted as a sketch attached as APPENDIX D and consists of the following:

- A. Lower the road level across an approximately 390m² area at the Gibbs Drive-School Road intersection by up to approximately 230mm. Locally raise the level of the road immediately downstream of the sump on School Road to tie-into the top of kerb level across an area of approximately 10m². This would be to convey run-off to the southern side of School Road.
- B. Construct an approximately 115m long, 3m wide swale in the berm along the southern side of School Road from the Gibbs Drive intersection to discharge into the top of the existing swale at the intersection with Rangiora Woodend Road. An easement into the grounds of Owen Stalker Park may be required subject to confirmation of lot boundaries to facilitate this connection. It is recommended that this be determined and obtained during the detailed design phase if required. Consideration should also be given to construction of an earth berm along the southern edge of the swale to reduce the risk of runoff into the grounds of Woodend School.

If water were to back-up above the swale, it would have another flow path along the southern side of School Road to Main North Road by virtue of the area of road relevelled at the intersection with Gibbs Drive. The crest of the locally raised section on the northern side of School Road would have to be overtopped for run-off to flow towards 10 School Road.

The Manning's Equation was used to determine the capacity of this option. Based on the parameters proposed in APPENDIX C and APPENDIX D, the flow rates were estimated to be those indicated in Table 55. These figures imply that this option would have sufficient capacity to discharge the required flows.

Table 55: Flow Rates

	Relevelled Intersection	Swale
2% AEP runoff rate (l/s)	1,094	1,094
Discharge rate (l/s)	1,350 (maximum capacity of option as lowest discharge rate)	1,976
Secondary overland flow (l/s)	-256	-882

Consultation with the Council's Roading Team recommended that potholing be performed within the carriageway of School Road to confirm the pavement depth and thus establish whether an oversized sump/pipe/bubble-up system at the intersection as per Option 9 would be more appropriate than relevelling the carriageway under Option 5. The Council's Water Unit subsequently excavated a pothole at the centreline of School Road at the intersection with Gibbs Drive, the results of which are indicated in Table 66 and Figure 55.

Table 66: Potholing Results

Depth	Material
0-45mm	Bituminous surface course
45-450mm	AP40 base/sub-course
450mm onwards	Clay



Figure 55: Pothole in Centreline of School Road at Intersection with Gibbs Drive

These results imply that to relevel this section of road, full road reconstruction would be required. This would increase this option from an estimated cost within the order of \$87,000+GST to \$93,000+GST (for breakdown, refer [191016144437](#)). From the levels obtained from site and through consultation with Roding and the PDU Civils Projects Team (who are performing the design of a cycleway through the site – refer Section 5.13), it is considered that releveling the road at the intersection would require design and construction of greater complexity and potentially unsightly road modifications in order to achieve compliance with the WDC Engineering Code of Practice (ECP) and may result in the ponding and icing-over of water within the carriageway due to unfavourable gradients. Therefore lowering/releveling the road at the intersection is not a viable option.

5.6.1. Extra-Over to Option 5 – Pipe from New Swale to Existing Manhole at School Road-Rangiora Woodend Road Intersection: The Council's Waimap GIS system identifies that a DN225 pipe trends from the top of the existing swale at the School Road-Rangiora Woodend Road intersection to the sump opposite on the northern side of this intersection. The connection point to the swale could not be observed, although it is indicated on the Council's Waimap GIS system. It is therefore assumed that it is overgrown. It is suspected that this pipe acts as an overflow for the primary flow system to discharge to the existing swale on Woodend Road south of the intersection with School Road. Consideration was given to an extra-over of constructing a new pipe to convey flow from the connection between the new and existing swale to the manhole of the primary flow system located on the western side of the intersection (Asset No. SW011751).

The purpose of this would be to reduce the flow conveyed from the existing swale to drainage infrastructure at the Rangiora Woodend Road-State Highway 1 intersection, where flooding is understood to have occurred in the past. It is understood however that separate drainage improvements may be made to this intersection in the future.

To discharge approximately 5% of the flow conveyed from the new swale to the existing, it was calculated that a DN300 pipe would be required. It is not standard practice to convey secondary flow using primary flow infrastructure.

This was estimated to cost in the order of \$27,000 (refer APPENDIX E). This suggests that this extra-over would not be cost effective in conveying the associated flow relative to the proposed swale and nor would a larger pipe of a greater capacity.

5.7. Option 6 – Domestic-Level Improvements: Given the observations made under Section 4.4, it is recommended that the property owner consider domestic-level drainage solutions such as the following options to alleviate flood risk at the property:

- Installation of a sump pump system within the property boundary; and/or,
- Installation of property level protection such as flood doors.

5.8. Option 7 – Upgrade DN675 Pipe from Gibbs Drive to Rangiora Woodend Road or Construct New Second Pipe: As the DN675 pipe that flows from Gibbs Drive to Rangiora Woodend Road has been indicated to be under capacity and therefore a significant contributor to extent of the flooding, it was considered to upgrade the pipe size or construct a second pipe to sufficiently reduce the secondary overland flow from this catchment onto School Road. This option is not recommended however. It would require construction through private property which would incur significant costs and there is no guarantee that it would sufficiently reduce the risk of flooding on its own as it would not address downstream flooding during events exceeding its capacity.

5.10. **Option 8 – Purchase, Modify and Sell Property:**

The following was considered:

- Purchase 10 School Road;
- Modify the LIM or building consent to designate the garage floor and attached rooms as not suitable for habitation;
- Install a sump pump to the property; and,
- Sell the property.

This may be a more cost effective solution than constructing new infrastructure out on the street, therefore it was considered as an option. If this option was to be considered further, it would be recommended to first determine the market buying and selling value to establish its cost effectiveness. However, as the resident is not supportive of this option and the property is not currently for sale, this option is not recommended.

5.11. **Option 9 –Pipe and Swale from Gibbs Drive to Rangiora Woodend Road:**

Consideration was given to a hybrid option that partly combines the approaches of Option 4 and 5 to convey a 2% AEP secondary flow. This is indicated as a sketch attached as APPENDIX D and would comprise the following:

- A. Replace the three existing sumps at the Gibbs Drive-School Road intersection with Humes HUSH pits (or other similar high flow sumps) to improve runoff interception;
- B. Locally raise the level of the road in the northern lane of School Road to the immediate east of the HUSH pits to tie-into the top of kerb level across an area of approximately 10m², to increase conveyance of run-off into the HUSH pits and reduce run-off along the kerb and channel towards 10 School Road;
- C. Installation of large diameter pipes from each of the HUSH pits to a new manhole located in the carriageway at the intersection;
- D. Installation of a new large diameter pipe from the manhole to a new bubble-up sump to be installed in the berm of the southern side of School Road at the top of where the new swale is proposed;
- E. Construct a swale in the berm of the southern side of School Road as per Option 5 under Section 5.6; and,
- F. Extra-over as per Section 5.6.1.

In relation to the pipes proposed, it is not standard practice to rely on primary flow infrastructure to convey secondary flow. This option (excluding the extra-over which is not recommended as per Section 5.6.1) was estimated to cost in the order of \$131,000 excluding contingency and professional fees (refer APPENDIX E). Although it is not standard practice to convey secondary flow via primary flow infrastructure (pipes), this option is recommended ahead of Option 5 (refer Section 5.6). Although estimated to be of greater cost, this is not considered unreasonable relative to its comparatively simple design and buildability and it has the advantage of not creating the risk of ponding and icing-over of water on the carriageway.

5.12. **Option 10 – Removal or Modification of Kerb Build-Out Blocks:**

The kerb build-out blocks used for traffic control in the shoulder of School Road outside the community centre likely marginally reduce the rate of flow along the kerb and channel, due to the relatively small gap left between the blocks and adjacent kerb for the kerb and channel. Any build-up of leaves and debris at this location may further restrict flow. The camber of road is such that water will likely back-up along the kerb and channel before spilling around the roadside edge of the build-out. However this was a noticeable restriction during recent flooding events.

5.13. **Roading Team Consultation of Options:**

The WDC Roding Team were consulted upon the options recommended that involve work within the carriageway, namely Options 4, 5 and 9. They were supportive of these and of the potential to incorporate some form of traffic calming through the releveling of the carriageway surface under Options 5 or 9, given the proximity to Woodend School.

Where the construction of a swale is proposed under Options 5 and 9, the Roding Team confirmed that they have already had compacted metal installed in the southern berm of School Road and were planning to chip-seal over this during 2020. However, this was put on hold pending the outcome of this flood investigation. Roding commented that they were happy to cover the cost of reinstating the surface of the swale.

5.14. Cycleway Project in the Area:

Subsequent to the flood investigations, the Roding Team confirmed plans to construct a cycleway along School Road. Two of the proposed alignments are indicated in Figure 66 and Figure 77 (for full description of alignments, refer TRIM link [200622075866](#)). Drainage-related annotations have been included within these for the purpose of this Options Memo.

The alignment along the edge of Owen Stalker Park (refer Figure 66) would limit the size of the swale that might be constructed, reducing the capacity and compromising the effectiveness of Options 5 and 9. The swale might still be effective although the width and batter slopes of the swale have a significant impact on the capacity due to the shallow gradient available between Gibbs Drive and the discharge point at Rangiora Woodend Road.

The other alignment indicated in Figure 77 is currently pending approval from Community Greenspace. It is acknowledged that the cycleway might incorporate a blend of the two sketches shown below and as such incorporating the drainage upgrades into the cycleway project might provide an improved outcome.

Both alignments shown indicate a crossing over the existing swale on Rangiora Woodend Road immediately downstream of where the proposed swale under Options 5 and 9 would discharge to it. It is recommended that this crossing be designed to convey beneath it the flow required to be conveyed by the swale during a 2% AEP event.

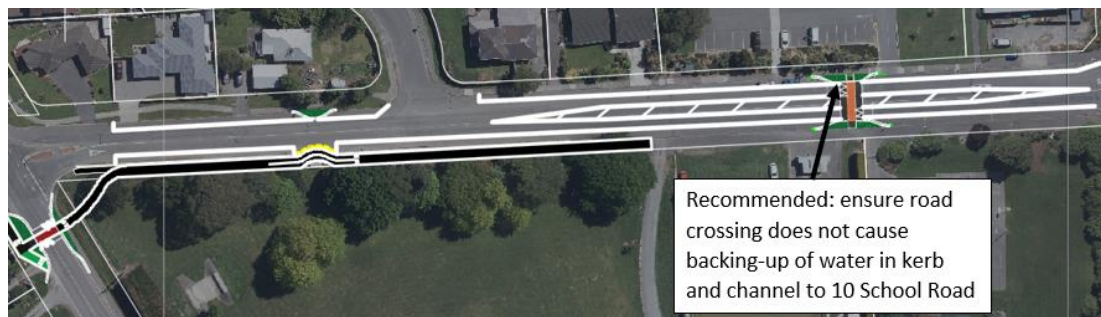


Figure 66: A proposed cycleway alignment – still to be approved by Roding

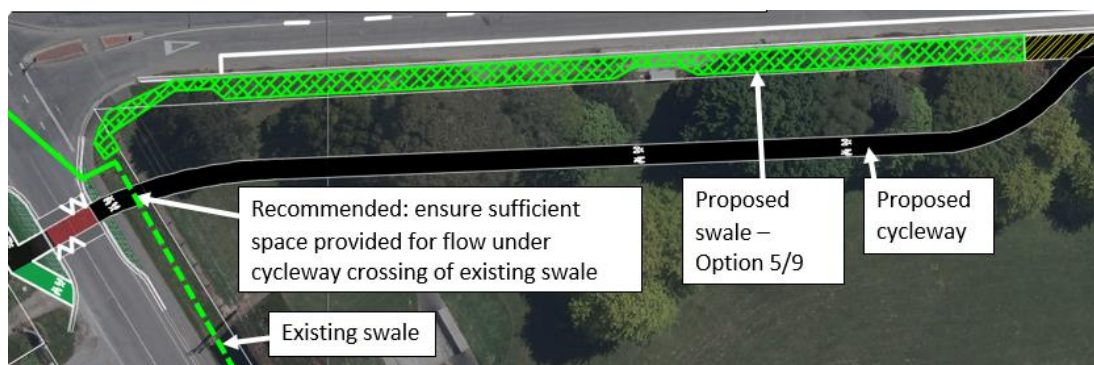


Figure 77: A proposed cycleway alignment – still to be approved by Roading and Community Greenspace

The current programme for the construction of the cycleway is as follows:

- Detailed design: 4 August 2020 – 1 October 2021
- Tender: 4 October 2020 – 3 December 2020
- Construction start: 6 December 2020 – 28 January 2021
- Construction practical completion: 30 June 2021 or earlier

It is recommended that should there be a risk of the chosen option(s) from this Options Memo conflicting with the alignment of the proposed cycleway, that the works be coordinated with Roading with consideration given to constructing the drainage as part of the construction of the cycleway.

- 5.15. **Recommendation:** The findings of this investigation suggest that there are a large number of dynamics associated with the flooding that occurred at 10 School Road on 1st June 2019. Based on these observations and the options considered, a combined approach is recommended of proceeding with Options 1, 9 (with no extra-over) and possibly 6. Option 9 is recommended instead of Option 5 as whilst of greater cost, it is of simpler design and buildability, does not require potentially unsightly modifications to road infrastructure in order to be WDC ECP-complaint and does not create the risk of ponding and icing-over of water in the carriageway. It is recommended that for Options 1 and 9 to be successful, the identified limitations and uncertainties be taken into account as stated. It may be possible to undertake Option 1 in advance of the others, as it would not require to be procured via a full tender procedure. This would be subject to clarifying the uncertainties associated with Option 1.

There is significant risk that depending upon the cycleway position progressed as this might restrict the width and therefore the capacity of the swale required for Option 9 to be effective. If this occurred, consideration could be given to construction of Option 4 which whilst of a higher capital cost, might have a reduced impact from other projects. Alternatively, the effectiveness of the swale might be monitored and a pipework upgrade considered at a later date if flooding continues to occur.

It is recommended that the chosen option(s) be coordinated with Roading as per Section 5.13 to avoid conflict between these works and the proposed cycleway through the site and to ensure that drainage at the site is not worsened and where possible, improved.

The blockage of drainage infrastructure by leaves was initially identified as a potential factor contributing to the flooding. It is considered likely that the blockage of sumps in the road reserve had an insignificant, if any, impact, as these discharge to the kerb and channel. The resident stated that dead vegetation from the cabbage trees within the Woodend Community Centre contributed significantly to the blockage of the sumps within the car park there. This is considered to have potentially contributed more significantly to the flooding at 10 School Road due the risk of cross-boundary flow from the car park to the property (refer Section **Error! Reference source not found.**). It is therefore recommended that the build-up of vegetation over the sumps within the community centre

car park be monitored and cleared more frequently until an effective solution is implemented.

6. OPTIONS ESTIMATE

6.1. Costs were estimated for the recommended Options 1 and 5 as indicated in

6.2. Table 77, with a detailed breakdown provided attached as APPENDIX E.

Table 77: Estimated Costs

Option	Estimated Cost (ex. GST)
Option 1 • Raise Property Driveway Crest	\$10,000
Option 9 (no-extra over) • Pipe and Swale from Gibbs Drive to Rangiora Woodend Road	\$131,000
(Cost Coverable by Roading Team – Reinstatement of Swale Surface, Option 5)	(\$17,000)
Total Options Cost =	\$141,000
Contingency 30% =	\$43,000
Estimated Professional Fees =	\$15,000
Total Estimated Cost =	\$199,000

7. CONCLUSION

7.1. It should be noted that the calculations performed reflect the conceptual level of this flood investigation, whereby approximations have been made to deliver the information required in the necessary capacity and to provide overall clarity. On this basis, it is recommended that any outcomes proceeded with from this memo are supported by the undertaking of further calculations to obtain greater accuracy and thus certainty from the solutions intended, including through the means recommended in this memo.

7.2. The hydraulic analysis undertaken suggests that the existing DN675 pipe flowing from Gibbs Drive to Rangiora Woodend Road does not have sufficient capacity which results in excess runoff flowing onto School Road. This is subject to the estimated catchment area of the pipe being confirmed and it is recommended that this be achieved by performing a supplementary topographical survey at a subsequent design stage. This pipe trends through privately-owned land, therefore it is recommended to not upgrade it and to alleviate the flood risk by applying a solution downstream.

7.3. It is recommended that as part of the detailed design the size of pipework and grades will require confirmation and the option(s) added to the hydraulic model for Woodend.

7.4. Of the proposed options, a combination of these are recommended for further consideration:

Option 1: Raise property driveway crest and add bund along boundary between 10 School Road and Woodend Community Centre to reduce the risk of cross-boundary flow, subject to completion of supplementary topographical survey.

Option 6: Consider domestic-level drainage solutions.

Option 9: Upgrade sumps at Gibbs Drive-School Road intersection, lay pipes to southern side of School Road and construct swale along southern side of School Road to existing swale on Rangiora Woodend Road. An easement into the grounds of Owen Stalker Park may be required subject to confirmation of lot boundaries to facilitate this connection. It is recommended that this be determined and obtained during the detailed design phase if required. Consideration should also be given to construction of an earth berm along the southern edge of the swale to reduce the risk of runoff into the grounds of Woodend School.

The blockage of the community centre car park sumps with vegetation is identified as a potential contributing factor to the flooding at 10 School Road. It is recommended that the build-up of vegetation within these sumps be monitored and if appropriate, have their cleaning frequency increased accordingly.

- 7.5. The Roding Team were consulted and confirmed their support of the options proposed and of the potential to incorporate some form of traffic calming through the relevelling of the carriageway surface under Options 5 and 9, given the proximity to Woodend School. They confirmed that they could cover the cost of reinstatement of the surface of the swale proposed under Options 5 and 9.
- 7.6. Subsequent consultation determined that a cycleway is to be constructed through the site in the 2020-21 financial year. It is highly recommended that Roding be consulted to ensure that any drainage works be coordinated with the cycleway works to avoid conflict between the two and for potential financial benefits.

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: PD001808 / 230324041611

DATE: 28 April 2023

MEMO TO: Kalley Simpson (WDC), 3 Waters Manager

FROM: Mark Henwood, Project Engineer

SUBJECT: School Road Drainage Preliminary Design Report

1. Purpose

The purpose of this memo is to outline the detailed design, decisions and assumptions made for the project School Road Drainage Upgrade to alleviate flooding at 10 School Road.

2. Background

Flooding has occurred at 10 School Road, Woodend within the dwelling and in the carpark of the Woodend Community Centre during a storm event on 1st June 2019 (Figures 1 – 6).



Figure 1: Flooding 01/06/2019 10 School Road Photo 1



Figure 2: Flooding 01/06/2019 10 School Road Photo 2



Figure 3: Flooding 01/06/2019 – Water Level 10 School Road Photo 3



Figure 4: Flooding 01/06/2019 – Water Level 10 School Road Photo 4



Figure 5: Flooding 01/06/2019 – Water Level 10 School Road Photo 5



Figure 6: Flooding 01/06/2019 – Water Level 10 School Road Photo 6

This is the second known time the property has flooded in approximately the last 25 years (10 School Road, Woodend Surface Water Flooding 18 February 2020, TRIM 19101614443) and has been identified as a short duration high intensity 1 in 100-year flood event (School Road Drainage Upgrade memo, 18 May 2021, TRIM 210507072989).

10 School Road is in the low point of the catchment with no outlet. When sufficient stormwater is flowing down School Road it spills over the low point of the road cross-section at the eastern driveway of 10 School Road. It then ponds and floods the garage and the adjacent rooms of the dwelling. The garage and rooms are consented as a habitable floor level.

It is understood in heavy rainfall events that the DN675 pipe between 19 Gibbs Drive to Rangiora Woodend Road has insufficient capacity (Figure 7) and this causes the stormwater runoff to back up in Gibbs Drive where it eventually spills down into School Road towards Main North Road. The stormwater model for Woodend supports this (Figure 8).

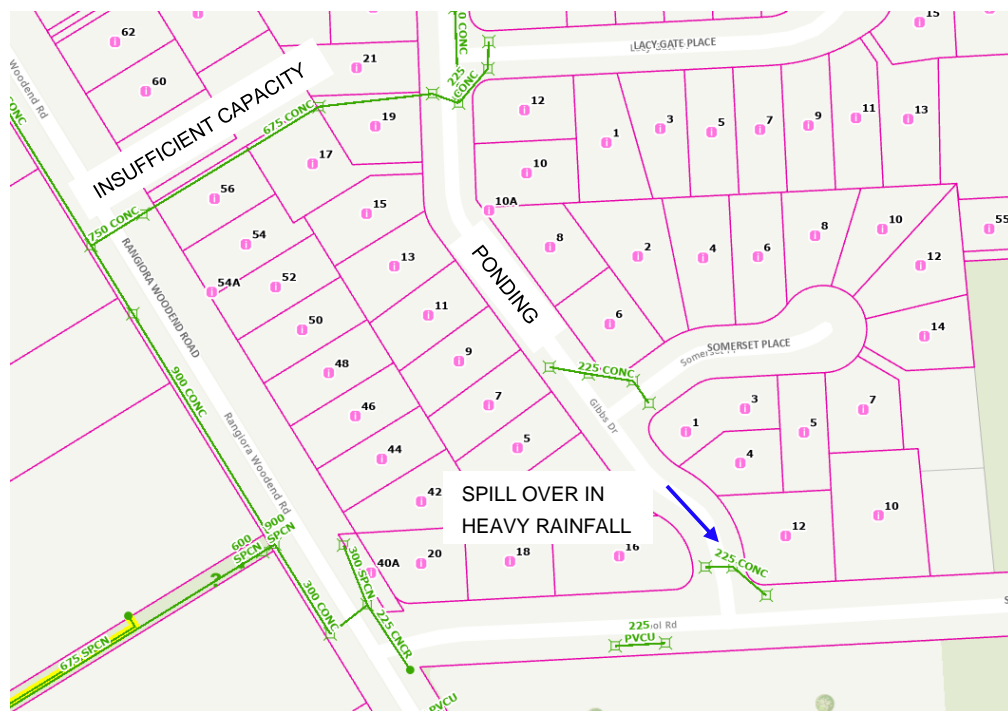


Figure 7: Spill over from Gibbs Drive

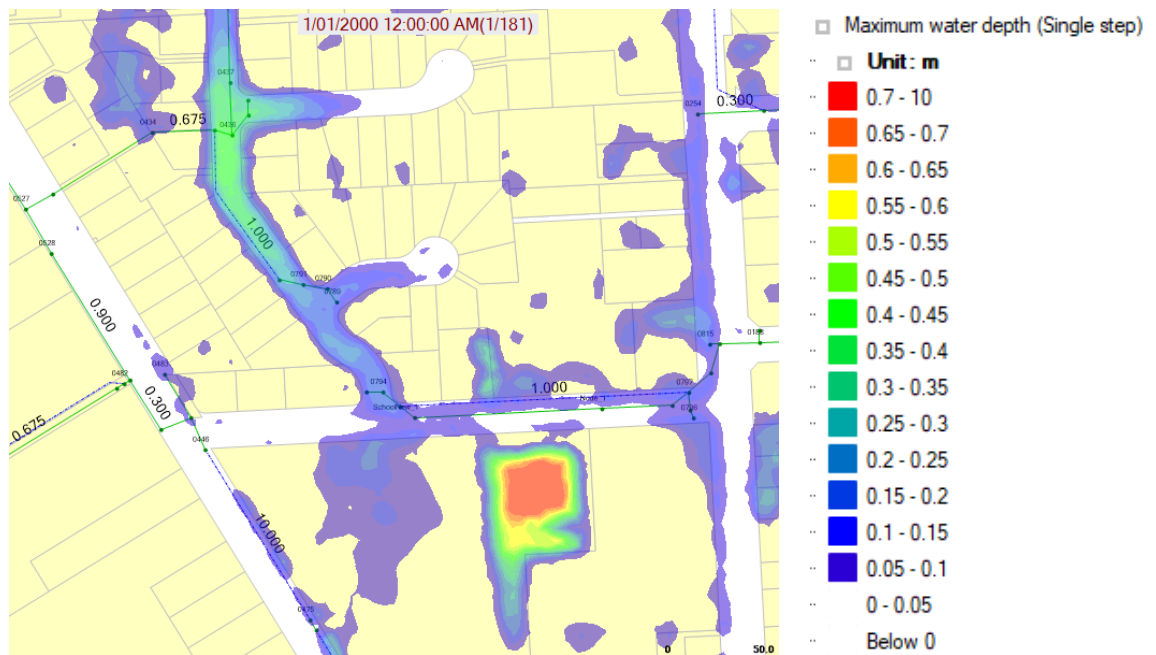


Figure 8: 1 in 50-year storm event – 2-hour Existing Situation School Road

3. **Catchment Analysis**

The catchment analysis from the stormwater model for the overflow from the Gibbs Drive Catchment has been based on the catchment area shown in Figure 9. This comprises of a 15.6-hectare catchment for the flow into the DN675 pipe. Overflow in heavy rainfall events spills from Gibbs Drive to School Road. A 2-hour critical storm duration was used for this catchment.

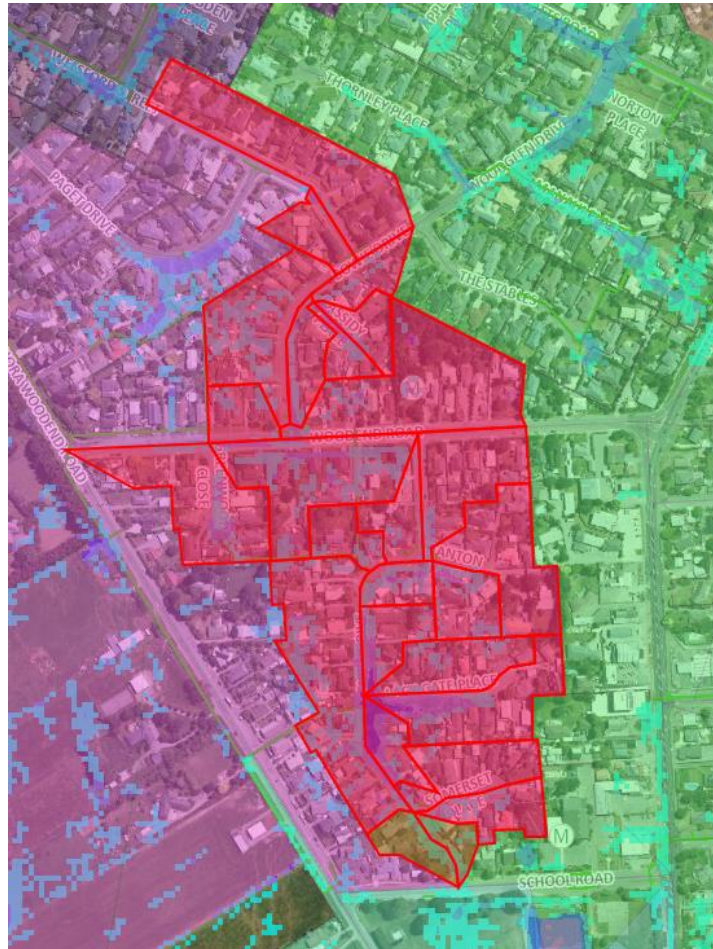


Figure 9: Gibbs Drive Overflow – Catchment Area

The School Road Catchment (1.3-hectares) entering the pipeline was based on a 10-minute storm duration (Figure 10).



Figure 10: 10 School Road – Catchment Area (Pipe to Main North Road Option)

The catchment area has been confirmed as suggested in Section 7.2, 10 School Road, Woodend Surface Water Flooding Options Memo (TRIM 19101614443). This was done

by using Waimap elevation profiles to determine catchment boundaries and then survey of the kerb at key catchment boundary points identified.

3.1. Woodend Community Centre

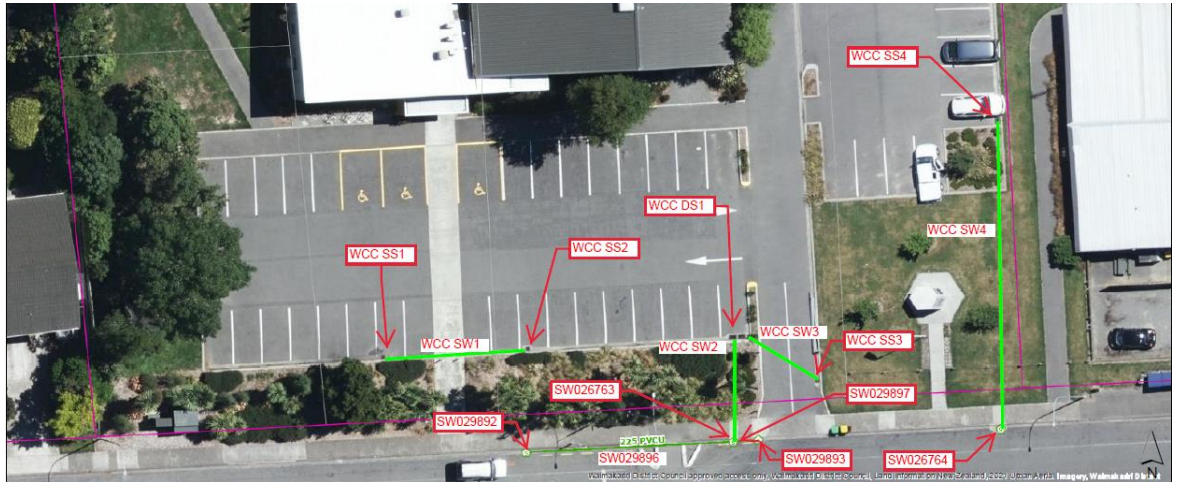
Further survey around the Woodend Community Centre Carpark and the boundary of 10 School Road has been undertaken to help determine whether the water inflows from the community centre. There is potential for the soak pit on the west side of the Community Centre to overflow to the low point of the catchment in 10 School Road (Figure 11).



Figure 11: Community Centre Soak Pit

An option to put a subsoil drain from near the soak pit to the sumps in the Woodend Community Centre Carpark was investigated (see Figure 11). However, due to there being insufficient anecdotal evidence of the stormwater pit overflowing, the option has not proceeded. If it occurs in future rainfall events the property owner is advised to take videos and photos so the Engineer can design an effective solution to stop overflow into the property of 10 School Road.

The sumps and stormwater infrastructure in the carpark and nearby roadside were jet cleaned and CCTV'd (Figure 12). The CCTV showed acceptable condition of the infrastructure.



4. Existing Infrastructure



This infrastructure does not meet the required level of service for Waimakariri District Council (WDC). This is the primary reticulation meeting the 1 in 5-year level of service and the secondary flow path causing no flooding of housing in a storm event with a 2% probability of occurring annually. The current stormwater infrastructure will be based on old design rainfall and housing density standards. It is therefore proposed to upgrade the existing infrastructure to provide the required level of service.

5. **Concept Options Presented**

An initial concept memo was prepared to develop options to reduce risk of flooding at 10 School Road, Woodend on 18 February 2020 (refer trim 191016144443).

From the concept memo the following options were presented:

- Option 1 – Raise Property Driveway Crest and Construct Bund along Community Centre Car Park
- Option 2 – Lower kerb and channel on northern side of School Road to create freeboard.
- Option 3 – Pipe from Gibbs Drive to Main North Road via School Road
- Option 4 – Pipe from Gibbs Drive to Rangiora Woodend Road via School Road
- Option 5 – Swale from School Road to Rangiora Woodend Road
- Option 6 – Domestic Level improvement – sump pump system within the property boundary. Flood doors.
- Option 7 – Upgrade DN675 pipe from Gibbs Drive to Rangiora Woodend Road or Construct New Second Pipe
- Option 8 – Purchase, Modify and Sell Property
- Option 9 – Pipe and Swale from Gibbs Drive to Rangiora Woodend Road
- Option 10 – Removal or Modification of Kerb Build-Out Blocks used for Traffic Control Outside the Community Centre and School.

From this memo a combination of Option 1, 6 and 9 was recommended for further consideration.

Following this memorandum an addendum was done, 10 School Road Catchment size and Concept Option refinement on the 3 May 2021 (TRIM 210503069502). The preferred option was Option 9. However, a new cycleway had been proposed (now constructed) that conflicted with it therefore the piped option to 63 Rangiora Woodend Road was chosen.

This addendum identified that a DN900 pipe is required to convey flows from Gibbs Drive to the 63 Rangiora Woodend Drainage Reserve. The stormwater model predicts in the 50-year, 2-hour critical duration storm event that this revised option should reduce the risk of flooding to 10 School Road (See Figure 14).

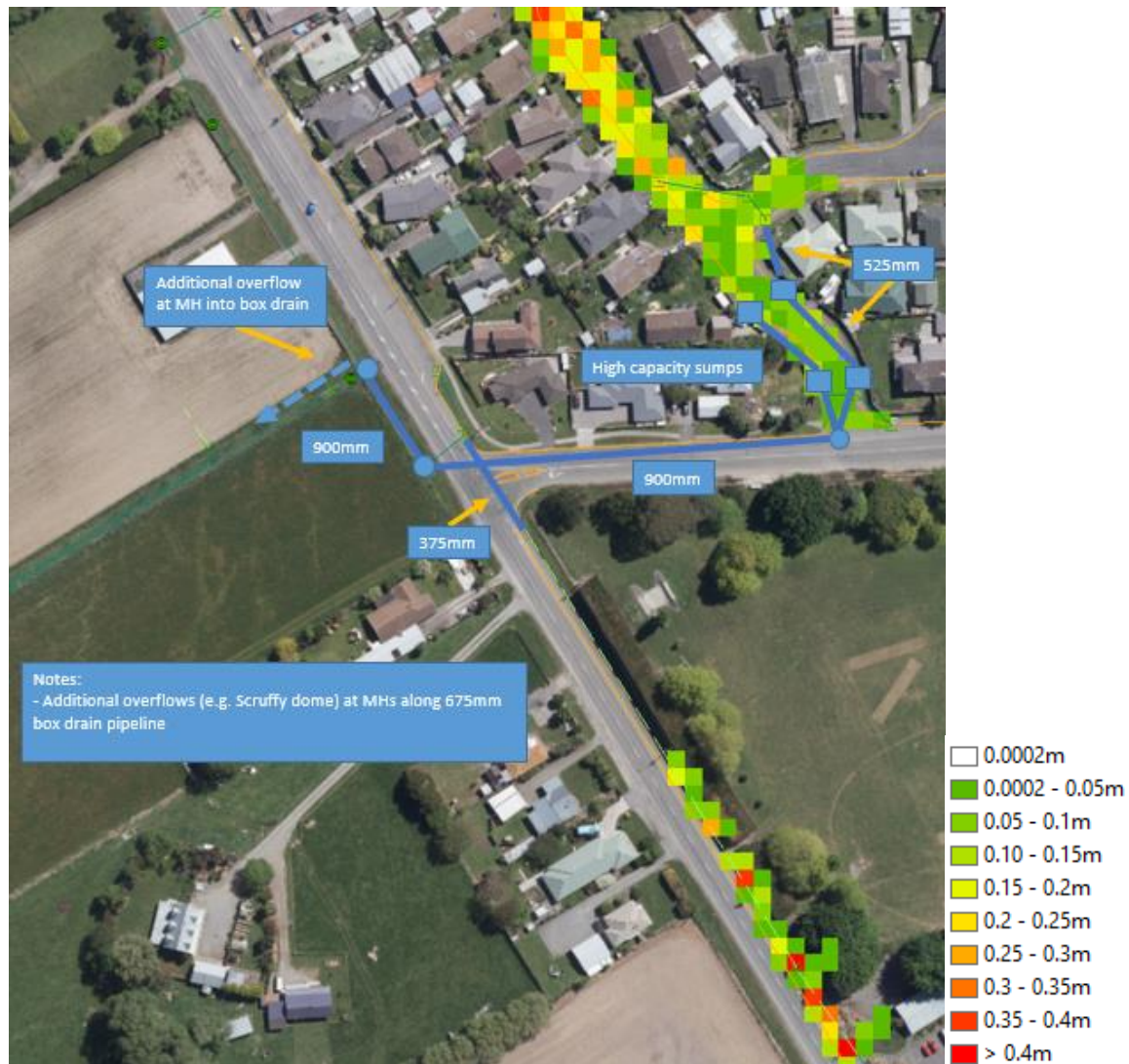


Figure 14: Predicted flood depth for the refined concept option during a 1 in 50-year 2-hour critical duration storm event

On the 18 May 2021 a School Road Drainage Upgrade Report was delivered to the Utilities & Roading Committee (TRIM 210507072989), noting that a piped solution from Gibbs Drive to 63 Rangiora Woodend Road will improve the level of protection in the 50-year storm event to the property at 10 School Road.

This concept option was progressed with a submerged pipe option along School Road to the 63 Rangiora Woodend Road drainage reserve. However, after optioneering with pipe sizes, sumps, road bunds, overflow outlets and multiple model runs no viable solution was found. There was limited head to drive the water from sumps at Gibbs Drive / School Road intersection towards 63 Rangiora Woodend Road drainage reserve. It had a potential cost of \$0.5m to construct with multiple overflows required in the drainage reserve. There was no confidence that the proposed solution would work with such limited driving head. Therefore, it was decided to discard the option rather than risk building something that may not actually solve the flooding issues experienced at 10 School Road.

6. Consultation

6.1. Maahnai Kurataiao

Initial consultation was started with the proposal of a submerged pipe option to 63 Rangiora Woodend Road drainage reserve. This involves discharging water from an increased catchment area of approximately 0.6ha into the “Box Drain” a now piped drain through to an upper reach of the Tuahiwi Stream (see Figure 15).

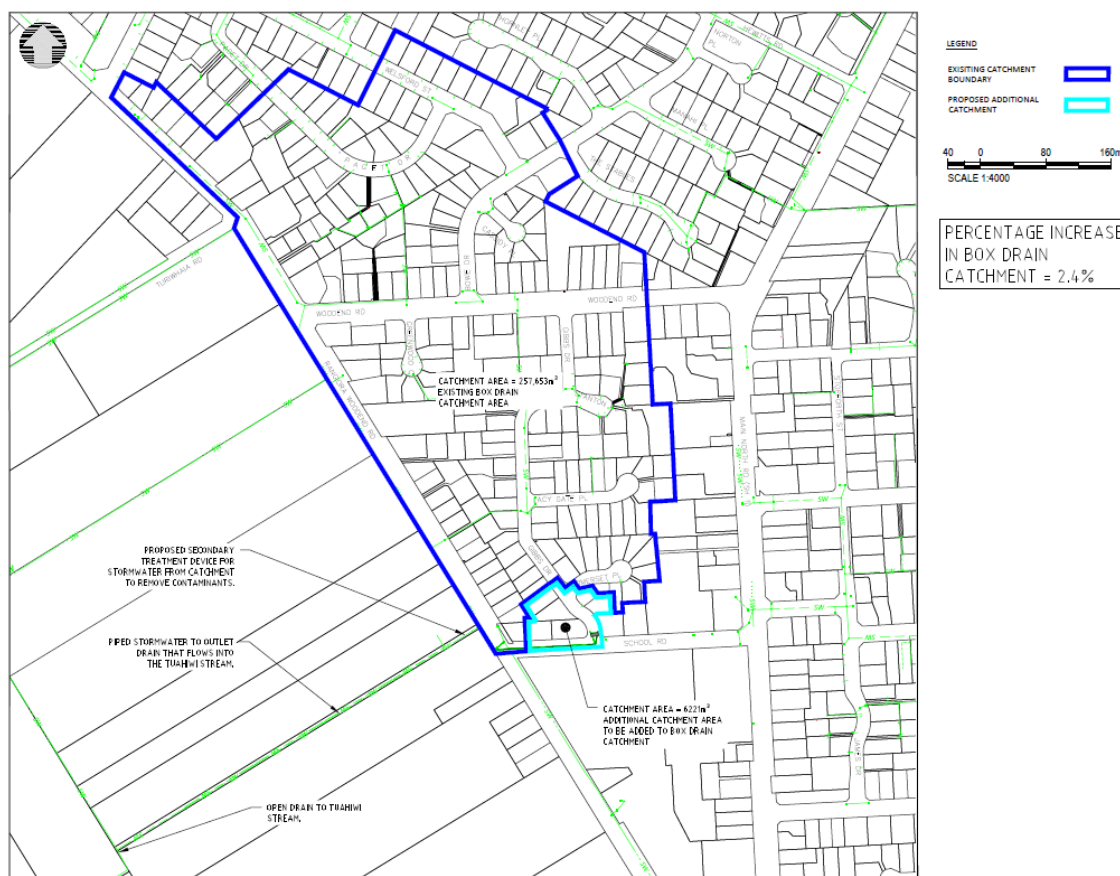


Figure 15: Proposed Additional Catchment to Tuahiwi Stream

The Tuahiwi Stream is of cultural significance to Ngāi Tūahuriri hapū a subtribe of Ngāi Tahu. The tribe has raised concerns on the quality of discharges from the Woodend Catchment.

A service request for adding the additional catchment 0.6 hectares of catchment (see Figure 15) from Woodend to alleviate flooding in School Road into the Tuahiwi Stream was sent to Mahaanui Kurataiao Limited on 29 April 2022. A subsequent meeting with Mahaanui Kurataiao was had on 13 July 2022. Maahnai Kurataiao prepared a report (dated 5 August 2022). This said the Rūnanga were not opposed to the increase in the Box Drain Catchment if the enhancement of Box Drain and installation of a secondary treatment device is prioritised by WDC.

A parallel project is currently in progress looking at options for treatment of the stormwater runoff from the Woodend Catchment (26.4ha) to achieve the proposed consent requirements. Purchase of 65 and 65A Rangiora Woodend Road adjacent to the drainage reserve has been made for the purpose of stormwater facility development.

6.2. 10 School Road

Consultation with 10 School Road has been ongoing with the progress of options and comments have been made in this report regarding proposed options.

7. **Stormwater Modelling**

The Woodend Hydraulic Model was used to confirm pipework sizing, catchment size and option effectiveness as per the 10 School Road Catchment Size and Concept Option Refinement Memo dated 3/05/2021.

7.1. Modelling Assumptions

The design of the preferred option(s) involves several assumptions in the calculations. These are:

1. Catchment Runoff Coefficient

The catchment runoff coefficients are based on inputs for the Kinematic Wave equation (Model B) using MIKE.

WDC uses three components of Model B to model impervious area, Impervious Steep, Impervious Flat and Pervious Medium.

- Impervious Steep
 - o Building Area (calculated from Building Footprint polygons) +
 - o Carriageway Area (calculated based on Road Asset Maintenance Management (RAMM) values for carriageway width)
- Impervious Flat
 - o Footpath Area (calculated from RAMM values for footpath area) +
 - o Greenspace Impervious Areas (Carparks, Footpaths, Sports Courts etc) +
 - o Default Land Zoning Values for other land associated with Land Parcels
- Pervious Medium
 - o Used for all pervious surfaces.

The hydrological parameters to calculate runoff is then based on the soil drainage classification 1 to 5 (Landcare) (see Appendix A).

2. Intensity of rainfall / Storm events

The rainfall intensity is based on the High Intensity Rainfall Data System (HIRDS) v4. The Average Recurrence Interval (ARI) or Annual Exceedance Probability (AEP) data is based on historical data and then future data is calculated / projected allowing for climate change factors. A 1 in 50-year storm event is a probability. This means it has a 2% chance of occurring in any year. This storm event is also based on a limited sample size. For a 1 in 50-year storm event we may have two data points – statistics says we need a sample size of 30 to give a good estimation. Therefore, there may be some inaccuracy in how often a 1 in 50-year storm event may occur.

Rainfall is applied through boundary conditions based on the following:

- Mike Urban Component: Kinematic Wave method
- Mike 21 Component: Rain on Grid

3. Rainfall profile / estimation method

Design rainfall data used in the models is based on the HIRDS v4 data from NIWA and the RCP8.5 2100 scenario to account for climate change. This is based on the most up to date data from NIWA, and guidance from the Ministry for the Environment regarding climate change.

The raw data is used to create rainfall hyetographs with six steps. The shape of the graphs varies depending on the return period of the storm being modelled. The shape is based on analysis undertaken by NIWA and the WDC have adopted the 'East of South Island' profiles.

For further information on the NIWA profiles and HIRDS v4 refer to https://www.niwa.co.nz/sites/niwa.co.nz/files/20180222CH_HIRDSv4_Final.pdf

4. Time of concentration

The model calculates the time of concentration automatically from the furthest point in the catchment to the outlet. This is the time to enter the stormwater network through the sumps and then the time of pipe flow to the outlet.

5. Lidar data / DEM model

The Lidar / Digital Elevation Model (DEM) for the 2D component for the stormwater model is a 5.0m grid spacing. There is also a DEM used with Manning's roughness for the 2D overland flow within the model (see Appendix A).

6. Loss Coefficients

Includes head losses through pipes and structures. Estimated head loss factors have been used in the model.

7. That the modelled outputs reflect reality

There are many factors that go into a model, and it is possible that not all factors have been appropriately accounted for which may produce a skewed model result. From the information we have, and the level of detail required the model has been developed to try to represent what would happen in real life. However, this is not necessarily guaranteed to happen. Therefore, the model should be used with care.

This is particularly with stormwater models where there is not as refined calibration or verification data.

8. Blockages

The sumps have been assumed to be unblocked during normal operating conditions. However, a model test has been done to see what happens if the sumps are fully blocked.

9. Catchment Area

The catchment area for the model has been based on Lidar Data. At some of the key boundaries the kerb invert has been surveyed to confirm the high point of the catchment.

The catchment area is split between the 1D and 2D components (Figure 16).

Mike Urban Component: Kinematic Wave method

- This relates to the urban areas (blue)

Mike 21 Component: Rain on Grid

- More applicable to rural areas (pink)



Figure 16: Catchment Components

8. Optioneering

In August 2022 a revisit of the options for the flooding issues at 10 School Road was had. A list of 22 options was presented to the 3 Waters Manager (TRIM 221216217914) upon request this was simplified to the five options below (TRIM 221216217915).

Table 1: School Road Drainage Upgrade Options August 2022

Option	Description
1. Piping Secondary Flow	Pipe to 63 Rangiora Woodend Road Drainage Reserve with road bund across Gibbs Drive
2. Automated Barrier (either passive barrier or retractable motorised barrier – Wi-Fi operable)	Installation of an automated flood wall system across the vehicle entrance.
3. Raise Driveway / Lower Crown of the Road	Alter driveway and/or road cross-section.
4. Purchase property / Modify property	Look at purchasing property and modifying the property. Options of: <ul style="list-style-type: none"> - turning approximately 50% of it into a drainage reserve and selling the rest. Make floor non-habitable. - reconvert subterranean living area back to garage space and sell off. - demolish house, build 3 x 3 storey townhouses on the lot, and sell off - Extending the Woodend Community Centre grounds - Demolish house, fill in depression with engineered fill changing the secondary flow path away from the property.
5. Piping to Main North Road	Install sumps upstream of 10 School Road Eastern Driveway and pipe secondary flow to main north road.

After discussions with the 3 waters team and 10 School Road homeowner,

- Piping the secondary flow to the drainage reserve was discarded as previously mentioned in Section 5.
- The automated barrier was discarded due to not preferred by homeowner.
- Purchase of the property and modifying the property was discarded as not preferred by homeowner.
- The homeowner was not particularly keen on raising the driveway as he said his vehicle was already close to scraping the pavement. Cross-sections showing how this could work have been developed and may help the homeowner decide if he would like a greater level of secondary flow protection for his property.
- Piping to Main North Road was chosen as it was the natural direction of the catchment flow, provides a dedicated stormwater system meeting WDC's 1 in 5-year primary drainage level of service, and invert levels could be worked with to tie into the downstream connection point in Main North Road.

9. **Piping to Main North Road**

The pipe to Main North Road was first sized using the rational method and then refined using the stormwater model.

The pipe has been sized to take the 1 in 5-year storm flow including any spill over from Gibbs Drive in this storm event. As there is insufficient capacity in the road cross-section options were considered to take part or all the secondary flow. These options were not pursued due to budget constraints.

Secondary flow calculations were produced for cross-sections along School Road using the Conveyance Estimation System software. This showed sections from the eastern driveway of 10 School Road to the pedestrian crossing having significantly reduced capacity.

9.1. Pipe Alignment and depth

The pipe alignment has been located to avoid other services in the road and footpath and to have the manholes located in the centre of the lane outside the main wheel path. The proposed alignment of the stormwater pipe and depth are provided in the drawings in Appendix B. This may need to be updated once potholing information has been received.

The pipe depth at SW005116 (buried chamber) from the SW model is shallow. The design based on connecting at this point will involve a submerged system. Invert levels are being confirmed at SW005116 and downstream manhole chamber SW011746. Should connecting in at SW005116 involve a submerged system it is recommended to upgrade and connect in at SW011746.

10. **Raise the Driveway of 10 School Road / Lower Crown of Road**

10.1. Raise the Driveway of 10 School Road

The option of raising the driveway at the eastern entrance of 10 School Road has been investigated. This is a feasible solution to help mitigate flooding in 10 School Road. This is expected to prevent flood waters overtopping in to the property up to a 1 in 20-year event.

The western vehicle entrance has a height of 9.40m (NZVD 2016) while the eastern vehicle entrance has a height of 9.26m. The eastern vehicle entrance (see Figure 17) can be raised to prevent secondary flow into the eastern garage and adjacent rooms of the property.



Figure 17: 10 School Road Western Vehicle Entrance

There is currently a concrete brick wall along 10 School Road which appears as though it would prevent flood water going through it (See Figure 18).



Figure 18: Concrete Brick Wall 10 School Road – Looking Towards Eastern Vehicle Entrance

As the section of 10 School Road currently has two driveways, the eastern vehicle entrance could potentially be removed to form a higher bund. However, this may not be preferred by the property owner.

From a conversation with the 10 School Road resident and reviewing the previous report (10 School Road Woodend Surface Water Flooding, 18 February 2020, TRIM 19101614443) the resident has reported that during the flooding, it was not possible to confidently establish if secondary flow came first from the Community Centre or the overtopping of the western vehicle entrance.

Due to the current camber of the road, without changing the road cross-section it is difficult to raise the level at the property boundary as the grade changes are already around the limit of 12.5%.

10.2. Option 1 – Raise level within property boundary

The crest level of the driveway could be raised in the property boundary with an increase of 120mm.

The advantages of this option are:

- It is a relatively low-cost option to regrade the driveway.
- That it will divert a greater portion secondary flow path away from the property than the existing option.

The disadvantages of this option are:

- It will make the driveway steeper for the owner (but within the limits for grade changes. CCC Operative Plan Section 7.5.7 Access Design and Gradient - 12.5% grade changes allowable).
- The bund is formed in the property boundary and the property owner could make alterations to the driveway and lower the level of protection provided.

10.3. Option 2 – Raise level outside property boundary

The crest level of the driveway could be raised approximately 240mm in the berm and built out to the edge line of the road. This would provide a high level of protection and any spill over would now head over the crown of the road at a level of 9.37m.

The advantages of this option are:

- It is a relatively low-cost option to regrade the driveway.
- It will divert a greater portion secondary flow path away from the property than the existing option.

The disadvantages of this option are:

- It will make the driveway steeper for the owner (but within the limits for grade changes. CCC Operative Plan Section 7.5.7 Access Design and Gradient - 12.5% grade changes allowable).
- A channel would need to be placed through the build out or a sump and it would not look aesthetically good in the road reserve.
- Building up into the road reserve decreases the width of the secondary flow path.
- Secondary flow is diverted towards the bowling club.

The driveway profile options are shown in Figure 19.

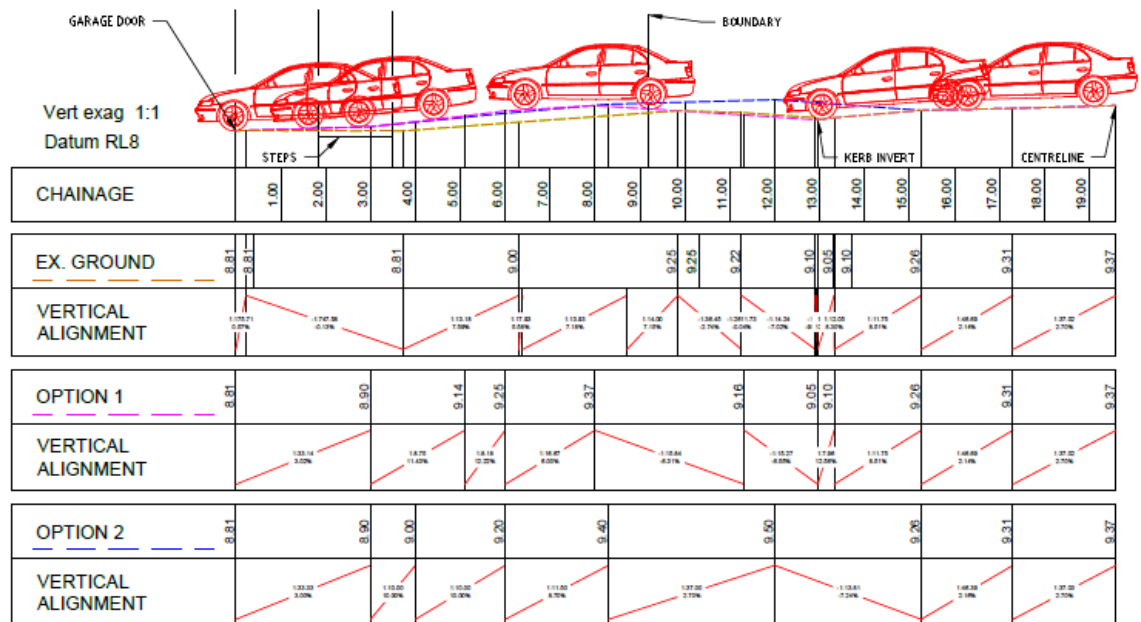


Figure 19: 10 School Road Eastern Driveway Levels

To ensure that flood water does not overflow downstream and come in between 10 School Road and the power box a bund could be formed (Figure 20).

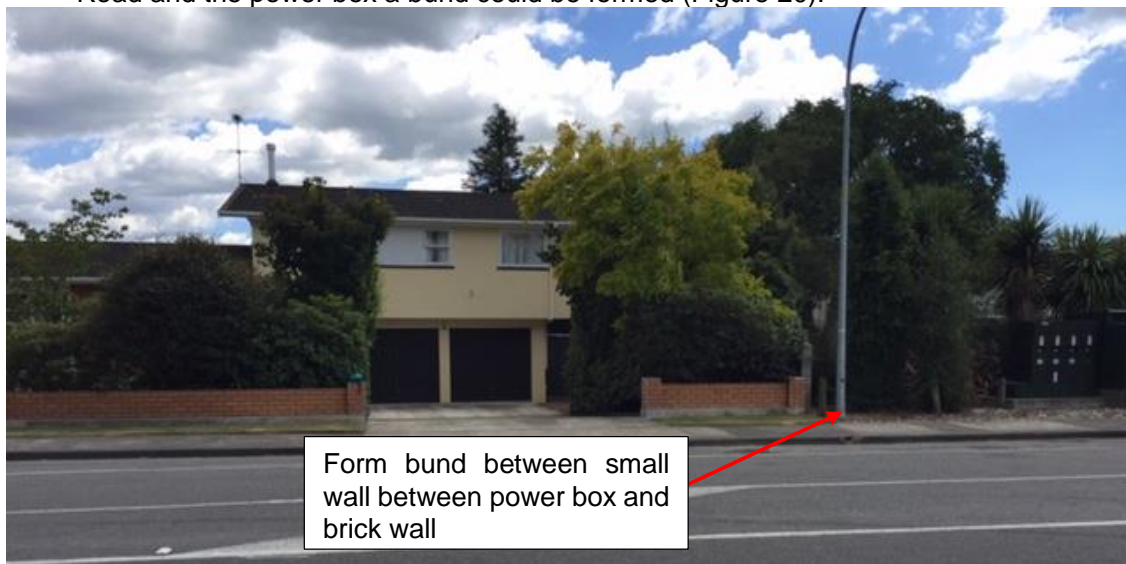


Figure 20: Proposed Bund / Small wall location

10.4. Lowering the Crown of the Road

This involves lowering the crown of the road so that it is lower than the crest of the driveways of 10 School Road. This would mean any spill over would be directed from the northside of School Road to the southside and then flow potentially overtop and flow towards the Woodend Recreation Reserve / Bowling Club.

Lowering the crown of the road would involve a full width road reconstruction in the area, lowering the crown by approximately 100mm over a 30m length.

The concept drawings are located in Appendix B.

The Budget estimate is located in Appendix D.

11. Stakeholders

The following property owners, schools and businesses are likely to be affected by the proposed work that is carried out in School Road:

- Peter and Christine Rowe (10 School Road)
- Martin Ruahine and Pratt Karen Joyce (12 School Road)
- Woodend Community Centre (6A School Road)
- Woodend Hair Design and Grub Hub Café (Rented?), Kong Jie Bin & Kng Chiu Hung (47 Main North Road (SH1))
- Woodend School (39 School Road)
- Woodend Bowling Club (9 School Road)
- Woodend Recreation Reserve – Department of Conservation (40 School Road)

12. Design Considerations

The design process after stormwater modelling confirmed the viable solution was continued by obtaining service plans, ground penetrating road and potholing of critical locations. The table below provides an overview of the design considerations.

School Road – Piping to Main North Road TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
Desktop Survey (Existing Infrastructure)	Existing Council infrastructure	Water	<input checked="" type="checkbox"/>	In berm both sides and centre of road on both sides of the road.
		Waste Water	<input checked="" type="checkbox"/>	Sewer main down along the north side of the road. Some lateral pipe crossings by the pedestrian crossing.
		Storm Water	<input checked="" type="checkbox"/>	Bubble-up sump outside 12 School Road Bubble up system both sides of the road at the pedestrian crossing. Bubble-up sump in kerb and channel east side of community centre Double sump and pipes near Main North Road intersection.
	Utility As-Builts	Underground/Overhead Power Cables	<input checked="" type="checkbox"/>	Underground in berm on both sides of the road reserve. One road crossing. Overhead power on Main North Road.
		Telecommunications Cables	<input checked="" type="checkbox"/>	In berm both sides of the road reserve.
		Fibre Optic Cables	<input checked="" type="checkbox"/>	In berm and roadside on north side.
		Gas Pipes	<input type="checkbox"/>	
	Other Resources of Information	Consultant Reports	<input type="checkbox"/>	
		LLUR	<input type="checkbox"/>	
		Property Records	<input type="checkbox"/>	
	Existing Water Services	AC Pipe	<input checked="" type="checkbox"/>	DN150 AC water pipe crossing
		PVC Pipe	<input checked="" type="checkbox"/>	DN50 PVC Water Pipe Crossing
		PE Pipe	<input type="checkbox"/>	

School Road – Piping to Main North Road TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
		Other Pipe Material	<input type="checkbox"/>	
		Road Crossings	<input type="checkbox"/>	
		Existing Valves	<input checked="" type="checkbox"/>	DN50 gate valve near proposed alignment (47 Main North Road)
		Service Connections along Renewal	<input type="checkbox"/>	
	Fire Hydrants	Fire Hydrants	<input type="checkbox"/>	
		Within 20m of the end of cul-de-sac, complying with ECOP	<input type="checkbox"/>	
		Within 135m spacing complying with ECOP	<input type="checkbox"/>	
	Possible Alignment Restrictions	Power Poles	<input checked="" type="checkbox"/>	Power pole near connection point to existing system, Main North Road.
		Streetlights	<input checked="" type="checkbox"/>	Streetlight on Power Pole Main North Road.
		Signposts	<input checked="" type="checkbox"/>	Stop sign, information sign and road signs at intersection.
		Trees/Root Systems	<input type="checkbox"/>	Trees are mostly in private property. Alignment should not be affected
		Wavering Trench Lines	<input checked="" type="checkbox"/>	The Fibre Optic has a wavering trench line around the pedestrian crossing.
		Power/Fibre/Telecoms	<input checked="" type="checkbox"/>	Telecoms in berm in nearby parallel alignment to proposed gravity sewer. Some road crossings
		Existing Water/Sewer/Drainage	<input checked="" type="checkbox"/>	Sewer main and lateral crossings Water pipe crossing Main North Road
		Other	<input type="checkbox"/>	
	Existing Surface Types for reinstatement	Asphalt	<input checked="" type="checkbox"/>	Main North Road and edge of Pedestrian Crossing.
		Chip-seal	<input checked="" type="checkbox"/>	Chipseal road
		Concrete	<input checked="" type="checkbox"/>	Raised concrete pedestrian crossing with paved top.
		Unsealed (Gravel)	<input type="checkbox"/>	
	Other anticipated Conditions	Area Type (Rural/Urban/Com.)	<input checked="" type="checkbox"/>	Combination of commercial and residential area
		Nearby Facilities / Businesses	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Woodend Community Centre • Woodend Bowling Club • Woodend School • Woodend Public Toilets • Woodend Hair Design • Grub Hub Café
		Soil/Ground Resistance	<input type="checkbox"/>	
		Cultural / Historical Significance	<input type="checkbox"/>	
Design	Investigations	Site Walkover	<input checked="" type="checkbox"/>	Completed as part of Preliminary Design.

School Road – Piping to Main North Road TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
		GPR/Service Locators/GPS	<input checked="" type="checkbox"/>	To be completed after acceptance of recommendation by Utilities and Rooding Committee.
		Potholing/Slip Trenching	<input checked="" type="checkbox"/>	To be completed after acceptance of recommendation by Utilities and Rooding Committee.
		Other	<input type="checkbox"/>	
	Critical Areas/Pinch Points	Utility Service Clashes	<input checked="" type="checkbox"/>	Sewer/Water/Power/Telecoms to GPR and pothole by contractor to confirm the location and depth.
		Council Service Clashes	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • DN150 AC Sewer (CH 4, 22m) • Sewer lateral (CH 77m) • DN150 AC Water (CH 1m) • DN50 PVC Water (CH 14m) • Power (CH 3, 6, 9,13,14, 81, 82,123m) • Fibre (CH 9, 11m) • Telecoms (CH 27m) <p>Pipe sizes based on service plans.</p> <p>GPR and potholing of all clashes by contractor to confirm location and depth.</p>
		Above ground	<input checked="" type="checkbox"/>	Power pole at 47 Main North Road – location of covered sump to be confirmed.
		Other	<input type="checkbox"/>	
	Existing Rooding and Risk of property damage	Risk of Property Damage (Building)	<input checked="" type="checkbox"/>	Risk of Damage to power poles and signage.
		Kerb / Channel / Footpath /Road Renewal	<input checked="" type="checkbox"/>	Contractor to take pre and post condition surveys.
		Existing Road Damage	<input checked="" type="checkbox"/>	Contractor to take pre and post condition surveys.
		Other	<input type="checkbox"/>	
	Alignment	Footpath/Berm	<input type="checkbox"/>	
		Road	<input checked="" type="checkbox"/>	The pipe has been located in the road even though it is less than DN450 due to the preferred alignment (not haven to reinstate kerb and channel) and less sewer lateral crossings.
	Infrastructure Positioning	Valves	<input type="checkbox"/>	
		Hydrants	<input type="checkbox"/>	
		Pipe Depths	<input checked="" type="checkbox"/>	An installation depth of 1.2m cover in the road is recommended to avoid clashes with services. In no circumstances shall the cover be less than 750mm.
		Main-line connection	<input type="checkbox"/>	

School Road – Piping to Main North Road TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
	New Watermain Connectivity	Sub-mains	<input type="checkbox"/>	
		Laterals	<input type="checkbox"/>	
	Pipe Material	PE	<input type="checkbox"/>	
		PVC	<input checked="" type="checkbox"/>	PVC preferred due to ease of installation.
		Other	<input checked="" type="checkbox"/>	Concrete pipes may be required if there is reduced cover any areas.
	Constructability	Potential Services Clashes	<input checked="" type="checkbox"/>	All services crossing to be GPR and potholed in advance of laying pipe to confirm depths and sizes.
		Traffic Management	<input checked="" type="checkbox"/>	Mainly working on northern lane. TM for one lane closure needs to be in place. A detour may be required and extra provisions around School Traffic and pedestrian crossing in place.
		Disruption	<input checked="" type="checkbox"/>	Disruption will occur to the stakeholders listed above.

13. Risk Assessment

A project risk assessment was conducted and can be found in Appendix C. Note that it will be updated as required.

14. Budget Estimate of Preferred Option

The budget estimates for the options are below:

The project budget for 2023/24 is \$415,000.

Option	Construction Cost	Professional Fees	Contingency (20%)	Total
1. Pipe to Main North Road	\$297,000	\$55,000	\$70,000	\$422,000
2. Driveway Alterations	\$56,000	\$13,000	\$14,000	\$83,000
3. Lowering Crown of Road	\$125,000	\$13,000	\$25,000	\$163,000

The pipe to main north road (Option 1) has \$20,000 in provisional items to connect the drainage near the pedestrian crossing at the Community Centre to the proposed main line.

Lowering the crown of the road (Option 3) allows to reconstruct the road for a 30m length of road about the eastern driveway of 10 School Road. Provisional Items include:

- \$12,000 to import AP65 Subbase and AP40 Basecourse if there is poor subgrade material.
- \$50,000 estimate for alterations to the Woodend Recreation Reserve / Bowling Club access (opposite 10 School Road) in the Department of Conservation land at 40 Rangiora Woodend Road to divert water towards the open grassed area.

A breakdown of the costs for each estimate is in Appendix D.

15. **Summary**

After the 63 Rangiora Road discharge option was discarded due to poor hydraulics new options were presented.

Multiple options to alleviate flooding issue in the basement of 10 School Road have been explored and discussed with the 3 Waters Team and the property owner of 10 School Road (see TRIM 221216217915). This flooding is considered to be caused predominantly by secondary overflow from the road in heavy rainfall events down the eastern driveway entrance, with potentially some overflow from the neighbouring Community Centre also.

The proposed solution considering the budget and the opinions of the 10 School Road homeowner is to provide a stormwater pipe to have capacity for the 1 in 5-year storm event from Gibbs Drive along School Road to connect into the existing DN375 pipe in Main North Road where the sump is currently covered over.

Secondary flow path alterations are also proposed to the driveway. This is raising the driveway approximately 100mm to provide more capacity to the flow path.

The proposed option is a 1 in 5-year pipe from Gibbs Drive meeting WDC's level of service. This is to connect into the stormwater system at Main North Road. This would involve a new high-capacity sump near the corner of Gibbs Drive and connecting in the existing sumps along the route.

To increase level of protection for flood events it is proposed to increase the secondary flow path capacity at the eastern driveway of 10 School Road and divert the flow by altering the road cross-section. This will be done by first raising the crest level of the driveway at 10 School Road and regrading it. And secondly by lowering the crown of the road at 10 School Road to divert secondary flow to towards the Woodend Recreation Reserve.

The proposed driveway modifications are expected to prevent flooding into the property up to a 1 in 20-year event. Beyond this it is still expected that flooding of the habitable space below road level would still occur.

There is unlikely sufficient budget to do all the options. It is recommended to proceed with installing the pipeline managing the budgets carefully (considering provisional items within the budget) and should sufficient budget become available consider doing the driveway alterations and then lowering the crown of the road. Alternatively, a staff submission may be made for additional budget for the 2023/24 year to construct both options.

After installation of the pipework and raising the driveway there is residual risk that there will still be some flood flows from the Woodend Community Centre property into 10 School Road.

The diversion of secondary flow from the northside to the southside of School Road will increase the flow on the southside. The Bowling Green on the southside currently experiences flooding in heavy rainfall events. With the installation of a new pipeline this is unlikely to be made worse. As the Bowling Green already experiences flooding in heavy rainfall events this should be looked at as part of a separate project.

The total expected cost of the combined options including all project fees is \$505,000 as per Option 1 & 2 of the cost estimate in Section 14 above.

APPENDIX A: Stormwater Model Parameters

The hydrological parameters to calculate runoff is then based on the soil drainage classification 1 to 5 (Landcare).

Parameter	DRAINAGE 1	DRAINAGE2	DRAINAGE3	DRAINAGE4	DRAINAGE5-
Wetting Impervious Steep (m)	5.00E-05	5.00E-05	5.00E-05	5.00E-05	5.00E-05
Wetting Impervious Flat (m)	5.00E-05	5.00E-05	5.00E-05	5.00E-05	5.00E-05
Wetting Pervious (m)	5.00E-05	5.00E-05	5.00E-05	5.00E-05	5.00E-05
Storage Impervious Flat (m)	1.50E-03	1.50E-03	1.50E-03	1.50E-03	1.50E-03
Storage Pervious (m)	3.00E-03	3.00E-03	3.00E-03	3.00E-03	3.00E-03
Start Infiltration Pervious (m/s)	4.17E-07	1.39E-06	2.78E-06	6.94E-06	2.08E-05
End Infiltration Pervious (m/s)	1.25E-07	4.17E-07	8.33E-07	2.08E-06	6.25E-06
Exponent Pervious (s ⁻¹)	1.16E-04	8.17E-05	7.12E-05	6.46E-05	5.79E-05
Inverse Horton's Equation Pervious (s ⁻¹)	4.63E-06	5.38E-06	6.15E-06	7.89E-06	1.39E-05
Manning Number Impervious Steep	80	80	80	80	80
Manning Number Impervious Flat	65	65	65	65	65
Manning Number Pervious	12	12	12	12	12

Lidar data / DEM model

Mannings Datasource	Rules
Road Land based on RAMM carriageway tables	Mannings = 80
Motorway Land defined by the Road Centreline Layer in the WDC GIS	Mannings = 80
State Highway Land defined by the Road Centreline Layer in the WDC GIS	Mannings = 80
Building Footprint Layer	Mannings = 3
Land Use 20 and 21 in the Landcare LCDB associated with Rivers or Waterways	Mannings = 50
Rivers in the WDC GIS	Mannings = 50
Land Use 2 in the Landcare LCDB associated with Urban Parkland/Open Space	Mannings = 30
Land Zones identified as Business (Bus) or Residential (Res) on the WDC Land Zoning Layer	Mannings = 10
Land Uses 4, 31, 32, 51, 52, 54, 61-69 in the Landcare LCDB associated with Scrubland and Forests	Mannings = 8
Land Uses 1, 5, 41, 45, 46, 70 in the Landcare LCDB associated with Built up Areas, Roads, Grassland, Wetlands and Mangrove	Mannings = 10
Land Uses 3, 15, 30, 40, 43, 47, 55-57 in the Landcare LCDB associated with Cropland, Pastoral Grassland, Tall Tussock, Flaxland, Highland Scrubland	Mannings = 20
All other land	Mannings = 50

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 231121187169**REPORT TO:** COUNCIL**DATE OF MEETING:** 5 December 2023**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – November 2023**ENDORSED BY:**(for Reports to Council,
Committees or Boards)_____
Department Manager_____
Chief Executive**1. SUMMARY**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing matters between mid-October 2022 and November 2023. The dashboard reporting in the appendices cover trends between mid-October 2022 and November 2023.
- 1.2. There were 10 incidents which occurred from mid-September 2023 and October 2023 which resulted in 96 hours lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A. Flamingo Scooter and Rangiora Airfield incidents are included within this report.
- 1.3. Adverse interactions.
- 1.4. Airfield support and adverse interaction.
- 1.5. HSNO Policy. CDEM and Greenspace collaboration.
- 1.6. Vulnerable People on Waimap.

Attachments:

- i. Appendix A: Incidents, Accidents, Near-misses, Hazard reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety and Wellbeing Dashboard Reports.

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No 231121187169
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-October 2023 and November 2023 has shown a Near Miss trend from various areas of the organisation. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Staff are still dealing with adverse interactions frequently. The Near Miss reporting is a good way to mitigate risk before consequence. Great reporting by staff.

4.2. Adverse interactions

- 4.2.1. Our staff and contractors continue to deal with adverse interactions relating to various different department services. We continue to investigate these incidents and act accordingly. There has been a number of properties added to the Health & Safety Alerts list, so staff are prepared in advance if attending properties.
- 4.2.2. With the introduction of the personal alert system (Safelet) and body worn camera's, staff are able to record in real time and request assistance if needed. We will continue to prepare staff via training and alerts to ensure their safety. Local Police are aware of the interactions that are occurring on our premises and out in the public.

4.3. Airfield Support

- 4.3.1. Due to the presence of the Airfield manager at the Rangiora Airfield, the Manager has had some adverse interactions with hanger occupants. We have issued a Safelet to the Airfield Manager, so there is a recording capability and the option for emergency services to be activated if needed.
- 4.3.2. There has been numerous hazards raised over the past 6 weeks to create a workflow regarding housekeeping, hanger occupancies and gates being left open. Each hazard has been followed up with progress.
- 4.3.3. To ensure we capture inspections, Quality Documents have formalised an Airfield Inspection Form that the Airfield Manager can conduct daily and file.

4.4. HSNO Policy

- 4.4.1. CDEM, ESU and HS&W have collaborated to create a HSNO Draft Policy outlining the Council's obligations pursuant to the Hazardous Substances New Organisms Act 1996. And to outline how the Council intends to deal with Hazardous Substances and New Organisms (HSNO) incidents.
- 4.4.2. The Policy is being submitted to MTO and Council for approval via the ESU Department.

4.5. Vulnerable People

- 4.5.1. We have a scattering of “vulnerable people” in our district (e.g., people on dialysis). It is important that Civil Defence and Asset Managers know about these people when services may affect them, e.g., water outage, civil defence event. The list of people comes from a few different sources (e.g., DHB) and needs to be maintained on a regular basis
- 4.5.2. These people should be registered/recorded in TechOne and we would then extract them and display them in WAIMAP. T1 was set up to allow this to happen, but there was never responsibility allocated for maintaining the list of people and there was no process developed for this.
- 4.5.3. The CDEM Advisor has also suggested we look at some sort of self-registration. We are in the process of revisiting this process and who will be involved.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

7.3. **Consistency with Community Outcomes**

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles.

7.4. **Authorising Delegations**

An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

Appendix A

WDC & Airfield Incident Reports/Hazards

Date	Person type	Occurrence	Event description	Response
24/10/2023	Non-Employee	Medical Incident	Person experienced a brief loss of consciousness during instructed free diving lessons. The instructor/spotter who correctly identified the issue brought the individual to the surface. Staff offered assistance but none was required. Customer regained consciousness quickly when at the surface and was able to exit the pool under own power. Brief loss of consciousness while practising diving with a spotter	Person gained consciousness quickly when returned to the surface. Oxygen offered but declined. No further assistance was required. Customer was advised to seek further medical attention if he experienced any other issues. Ongoing investigation by the HSAW team and Aquatics Review of requested H&S documentation from the diving company. We are currently working on a recommendation for the group regarding specific group bookings and at a time when our staff are at full capacity.
25/10/2023	Employee/Volunteer	Near Miss	A cover lid from an air valve chamber has fallen in, Too heavy to lift it.	Sewage pump cover lid, awaiting response to investigation.
30/10/2023	Contractor	Adverse interaction	A Contracted Audit Team were verbally abused by a member of the public after auditing their recycle bin. The member of the public filmed the contractor. The Contractor and staff felt there was a risk of physical assault. Police were called.	The Member of the public is "angry at all Government entities". Auditing will at times incur unhappy members of the public, when having their bins rejected for collection. The audit team undertook correct process.
31/10/2023	Non-Employee	Injury	A staff member Injured their back / pulled muscle lifting manhole covers. The cover was in Normal condition, just hard to open because of fine materials in the hinge but nothing out of the ordinary, possibly from repetitive strain.	The staff member went on GP recommended sick leave and the incident was logged through ACC following this and has since returned to work on the 14th of Nov. Awaiting

				investigation response. 96 Hours lost time incurred.
06/11/2023	Employee/Volunteer	Property/ Vehicle Damage	A staff member was using the loader to load metal onto the back of a truck. The bucket was not locked in properly by the previous user and slid off onto the back of the truck.	The mechanical locking leavers were not engaged on the bucket when changing from forks to the bucket. It appears the levers were not engaged properly. Corrective action following the investigation is visual aids to be installed to the cab as a reminder, pre start checks to be completed and six monthly refresher for staff on how to operate the loader. Minimal damage and no injuries incurred.
07/11/2023	Employee/Volunteer	Near Miss	A member of the public was swimming with a free diving group, when they became dizzy during breath holding exercises. They were supported by a safety swimmer in the group.	The safety swimmer helped the person to side of the pool and monitored them. Still under investigation while the HS&W team support the Aquatics Manager regarding the use of the pool for the free diving group.
10/11/2023	Employee/Volunteer	Near Miss	The water blaster hose blew out on the reel when pressure was put on it.	The hose reel was worn out and now has been replaced. Checks to include hose condition.
13/11/2023	Employee/Volunteer	Injury	A staff member shut their hand in the heavy door by their desk.	Staff member was not paying attention during entry.
16/11/2023	Employee/Volunteer	Near Miss	Staff detected a gas leak on the LPG tanks outside the Kaiapoi pool.	No accident but near miss. Gas leak detected and resolved by supplier

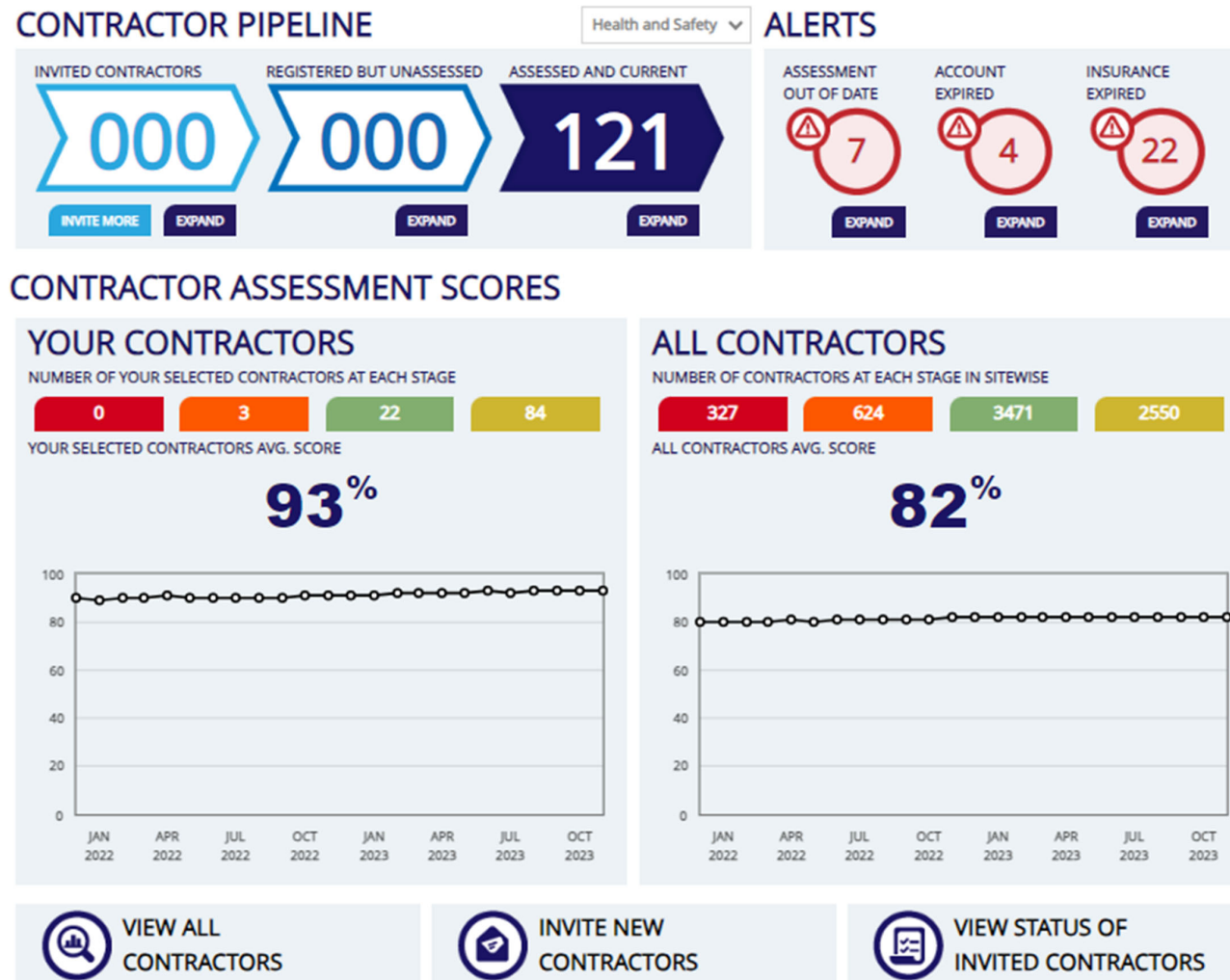
Flamingo Scooter Incident Reports - No report this month.

Lost Time Injuries - Aquatics:	2019 to current	Injury One: Currently fit for some hours however this does not match with duties of role or available work Date of injury 30 July 2017 Weekly contracted hours = 30 5,706 hrs lost to date
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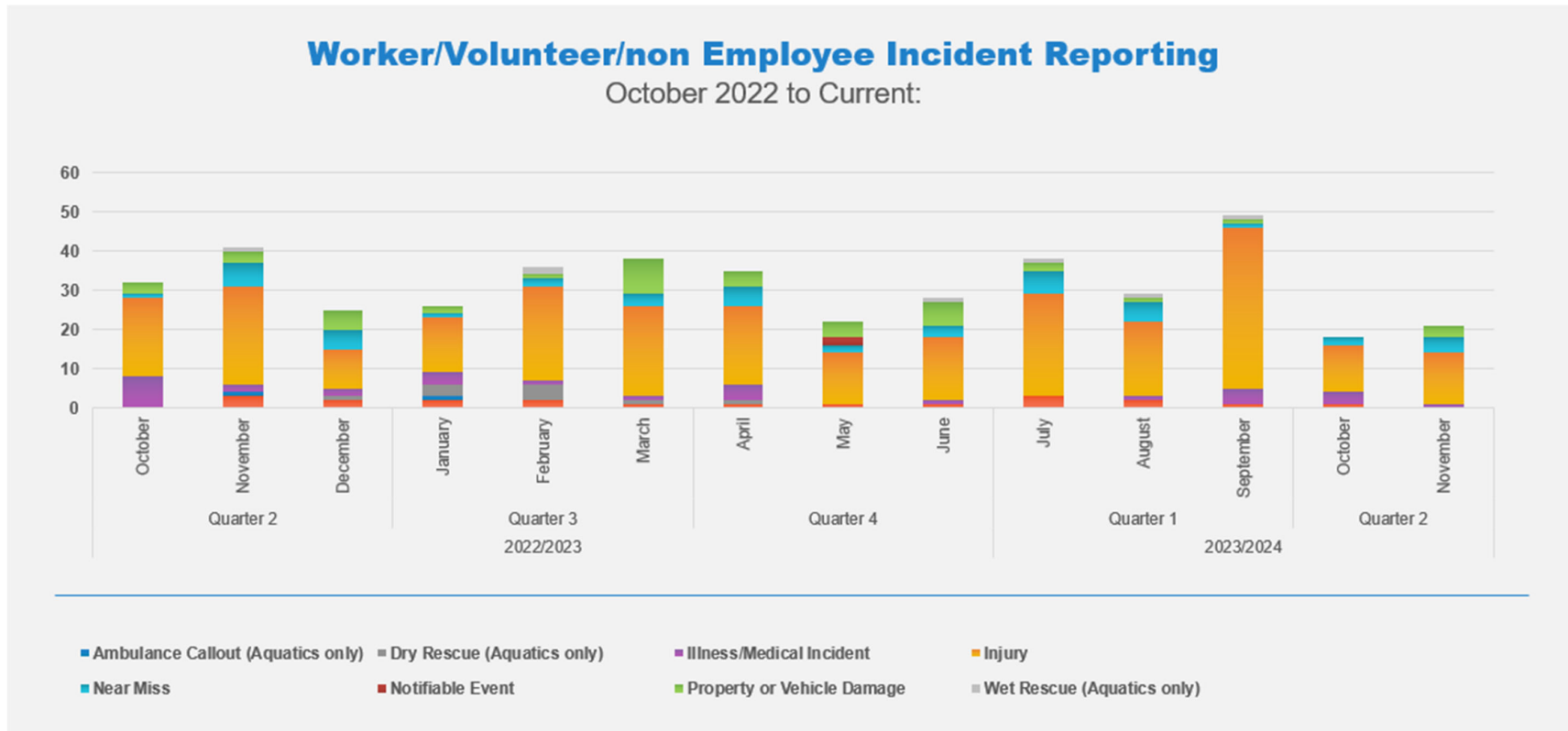
Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	2023	Workplace Walkarounds: 17 distributed, 11 returned since September.
Training Delivered	2023	People Trained: First Health, Safety and Wellbeing in person induction. 20 employees attended this – Thursday 12th October. Onsite Workplace First Aid – Thursday 9th November Advanced Driver Safety Training – Tuesday 28th November. 3 employees scheduled for this

Appendix B

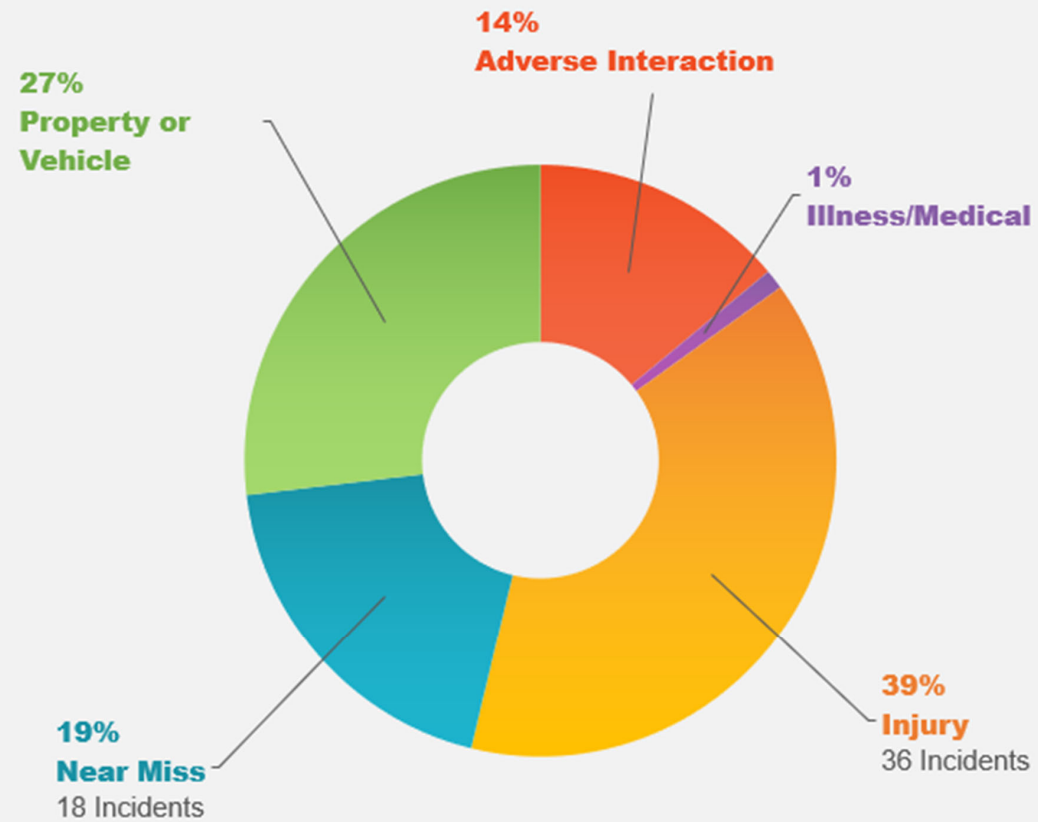


Appendix C



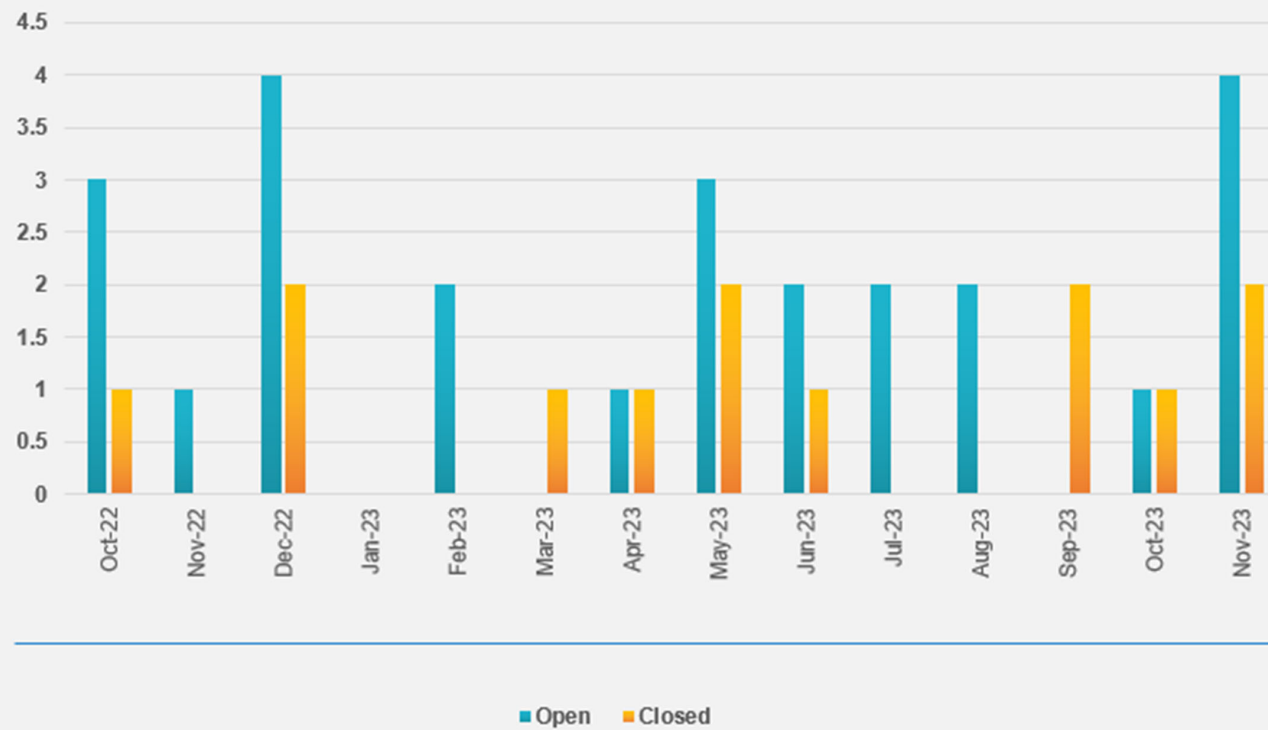
Worker/Volunteer Incident Reporting

October 2022 to Current:



Hazards Reported

October 2022 to Current:



WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, HIGH STREET, RANGIORA ON TUESDAY, 14 NOVEMBER 2023, AT 9AM.

PRESENT

Deputy Mayor N Atkinson (Chairperson), Mayor D Gordon, Councillors T Fulton (arrived at 9.05am), J Goldsworthy, J Ward, and P Williams.

IN ATTENDANCE

Councillors A Blackie, B Cairns, and P Redmond.

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roothing), N Robinson (General Manager Finance and Business Support), S Hart (General Manager Strategy, Engagement and Economic Development), C Brown (General Manager Community and Recreation), P Christensen (Finance Manager), S Nichols (Governance Manager), D Young (Senior Engineering Advisor), M Garrod (Accountant), H Street (Corporate Planner), and K Rabe (Governance Adviser).

1 APOLOGIES

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

An apology for early departure was received and accepted from Mayor Gordon who retired from the meeting at 9.50am.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 12 September 2023

Moved: Councillor Williams

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 12 September 2023.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 PRESENTATION/DEPUTATION

4.1 Oxford Promotions Association Committee – Annual Report (Trim Ref: 231114182982)

A representative from Oxford Promotions Association Committee (OPAC), P Reilly, was in attendance and provided the Committee with an update on work carried out during the previous financial year.

P Reilly noted that OPAC's mission statement was currently being reviewed and proceeded to provide a brief overview of the events which OPAC hosted, included the Mother's Day Colouring Competition, Oxford Winter Lights, the Great Oxford Garage Sale Trail, the Father's Day Colouring Competition, two mix and mingle events and the Christmas Carols. OPAC was also involved in establishing a Water Tower Trail, reducing the speed limit in Oxford Town Centre, planning for a Matariki Celebration, the Great Garage Sale, and the Christmas parade.

In giving an overview of OPAC's financial status, P Reilly acknowledged the grants received from Creative Communities and the Council, as well as the donations from Oxford Fresh Choice and the Oxford-Ohoka Community Board. OPAC had also donated \$1,000 to the Oxford School for a new Telescope and bought flags for ANZAC Day and Matariki celebrations.

The Chairperson thanked Peter Reilly for his report and congratulated OPAC on the outstanding events arranged for its community.

4.2 **Kaiapoi Promotions Association – Annual Report (Trim Ref 231114182995 and 231115183321)**

M Pinkham, Chairman of the Kaiapoi Promotions Association (KPA) was in attendance and provided the Committee with an overview of the work being done by the KPA. He noted that all the members were volunteers other than Tracey Inwood. He informed the Committee that people were no longer keen to attend meetings which had prompted the KPA to investigate other means to engage business owners and stakeholders. Another challenge the KPA faced was the lack of sponsorship and funding due to covid, the economic downturn and rising inflation.

M Pinkham reported that the Christmas Carnival had been a success, however, the street market had proved disappointing even though businesses had received requests to hold a market. The Entertainment Zone had been very popular, and musicians were asked to stay longer to accommodate the public. KPA were considering charging for the Entertainment Zone in the future.

M Pinkham further noted that the River Carnival had to be cancelled, however, the Shaun Wallace Quiz Night had been successful. The KPA encouraged the Council to develop the open air event space that had been included in the Kaiapoi Town Centre Plan as it would allow for more events.

Councillor Ward queried the cost of traffic management and suggested that the various Promotion Associations work together to try and mitigate the cost. M Pinkham disagreed as each Association had the chance to negotiate rates, which often worked in the Association's favour.

The Chair thanked M Pinkham for his presentation and the work the KPA did in promoting the Kaiapoi.

4.3 **Rangiora Promotions Association– Annual Report (Trim Ref: 231114182986)**

Several representatives from the Rangiora Promotions Association (RPA) were in attendance and provide the Committee with an overview on the work done by RPA during the previous financial year.

D Taylor-Hayhurst acknowledged that there had been changes to the Board and the staff which had caused challenges during the year, however, several successful events had been hosted which included Do Good Rangiora, the Big Splash, Family Cinema and Guy Fawkes Fireworks Night, Rangiora Santa Parade and Christmas party in the park, Happyhire's Eats and Beats Festival and the last Wednesday Club. Unfortunately, this would be the last time they would be hosting the Happyhire's Eats and Beats due to rising costs.

D Taylor-Hayhurst explained that the challenges faced included the ability to access funding, sponsorship, the loss of experience due to board members and staff leaving and

the drop in business due to the economic downturn. The coming year would see the RPA refocusing its purpose from business to community and rebuilding.

Councillor Cairns thanked the RPA for their decision to review their focus and thanked them for their honest feedback, however, he reminded them that events brought visitors to the towns which resulted in increased business opportunities and economy for the district.

Councillor Fulton acknowledged the increased costs of hosting events and queried if a nominal charge would help mitigate the costs incurred. T Keeling noted that the RPA had ask for a gold coin donation which had helped to a small degree, however, did not believe that charging for events would be productive and may deter some families from attending.

D Taylor-Hayhurst noted that the RPA planned to start the year with a blank page and to be creative to ensure they could re-engage those in the community who had isolated themselves since Covid.

The Chairperson thanked the PPA for their work and the great events which had been held during difficult times.

4.4 **Enterprise North Canterbury – Annual Report** (Trim Ref: 231114182990)

H Warwick and Board members were in attendance and provided the Committee with an update on the work being done by Enterprise North Canterbury (ENC). She noted that the team won a national award amongst its Economic Development peers in supporting start-up businesses. They also took part in the Waimakariri District Council's Economic Development Strategy and developed a ten year strategy.

H Warwick reported that the ENC had successfully secured \$120,000 from the Ministry of Business, Innovation and Employment (MBIE) to run workshops to upskill businesses and a further \$147,000 towards other projects. Businesses also contributed \$185,000 via sponsorship, Tourism, North Canterbury wine growers and i-Site commission.

Councillor Williams queried if promoting North Canterbury would detract from the promotion of the Waimakariri District and H Warwick replied that was not the case as once the information was uploaded to the website all the information was on the attractions and features of the Waimakariri District.

Councillor Cairns noted that ENC had stated that they would be looking for an increase of 10% to its funding from the Council. S Hart replied that ENC were not asking the Committee to approve a request for increased funding. It was merely noting its intention of requesting an increase during the Long Term Plan process.

Councillor Fulton asked if ENC considered the wellness aspect of the district and promoted the more rural areas of the district. H Warwick acknowledged that this was an important aspect with the ENC promoting the 4x4 trails, walking and cycling trails as well as the wilderness of the mountains and rivers.

This presentation was made in conjunction to the presentation of the following report.

5 **REPORTS**

5.1 **Annual Report for Enterprise North Canterbury for the year ending 30 June 2023 – N Robinson (General Manager Finance and Business Support) and S Hart (General Manager Strategy, Engagement and Economic Development)**

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 231017165674.
- (b) **Receives** the Audited Annual Report to 30 June 2023.
- (c) **Circulates** this report to all Community Boards.

CARRIED

Councillor Ward thanked H Warwick and her team for their work during a difficult year, noting that in the time she had worked with ENC they had progressed and developed into a very successful entity. Councillor Goldsworthy agreed with Councillor Ward's assessment.

Mayor Gordon left the meeting at 9.50am.

5.2 Enterprise North Canterbury (ENC) Strategic Plan Update – S Hart (General Manager Strategy, Engagement and Economic Development)

H Warwick introduced the ENC's Draft Strategic Plan 2023-2033 which included the organisation's vision, values, and objectives for the next ten years. ENC's business was grouped under three themes namely Connect, Invest and Grow.

Deputy Mayor Atkinson noted that the report mentioned 'a reduction in Central Government funding' and queried if that was an assumption. S Hart noted that this was a possible risk in the future which was being highlighted. Deputy Mayor Atkinson further questioned if there were provisions in place if the new Government increased funding in an attempt to attract business and improve the economy of the country. H Warwick replied that ENC could always utilise funding in supporting businesses in the district and in better promotion of the district.

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No 231031174186.
- (b) **Endorses** Updated Enterprise North Canterbury Strategic Plan 2024 – 2034.
- (c) **Notes** the attached 2024/25 Proposed Enterprise North Canterbury Budget Summary.
- (d) **Notes** the current total allocation of Council funding to Enterprise North Canterbury for the 2023/24 financial year was \$696,870 and proposed this be increased to \$719,870 for the first year of the 2024/34 draft Long Term Plan, the later yet to be considered by the Council and to be consulted on next year.
- (e) **Notes** that Enterprise North Canterbury would work alongside Council staff to develop options for implementation of core strategies such as the new Waimakariri Economic Development Strategy, in time for the 2025/26 Annual Plan process.
- (f) **Circulates** this report to all Community Boards.

CARRIED

Councillor Fulton noted that he was happy to support the Plan and congratulated the team on their collaboration and clear direction for the future.

Councillor Ward also congratulated the Board and looked forward to seeing the great work achieved in the next year.

5.3 Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2023 – N Robinson (General Manager Finance and Business Support) on behalf of Te Kōhaka o Tūhaitara Trust

J Hullen (Chairperson Te Kōhaka o Tūhaitara Trust) and Nick Chapman (General Manager Te Kōhaka o Tūhaitara Trust) will be in attendance.

J Hullen spoke to the Committee on the challenges faced by the Trust during the previous financial year which included management of the Waikuku Campground, the resignation of the General Manager and the recruitment of a new General Manager. These events had impacted on the Trust's financial position, however, the Trust was confident that this

could be turned around by the new initiatives introduced by the new General Manager, N Chapman. He acknowledged that the previous General Manager, G Byrnes had got the Trust to a strong start. The Trust's focus was now on becoming financially self-sufficient and growing its education capacity and encouraging more visitors to the park by consolidating its cycling/walking tracks and there was also consideration of introducing a disc golf course within the park.

Another project close to J Hullen's heart was the development of a Tui Bi-node to encourage Tuis to the park and there had already been three sightings of Tuis in the area which was an exciting development.

Deputy Mayor Atkinson noted that in previous years the Trust had held guided tours of the park for elected members and requested if this could be organised again so members could observe the progress in the park.

In response to a query regarding the recent fires at the Pines and at Woodend Beach, J Hullen advised that education was key to ensure that appropriate locations were chosen for activities involving fire. However, he acknowledges that some native plantings were more able to resist fire, and these were used in the park.

Councillor Redmond queried about the impact that the management of Waikuku Campground had on the Trust's finances. J Hullen noted that this had negatively impacted the Trust, however, N Chapman had made a good start in reversing the situation and he was confident that the Trust's finances would recover shortly.

Councillor Williams queried if the Trust worked with ENC to promote the park, and J Hullen confirmed that the Trust had worked with ENC in promoting its cycling infrastructure within the park, however there was further work to be done in improving the promotion of the park to a wider audience.

Councillor Redmon endorsed the return of Tuis to the district and wished the Trust well in its endeavours.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 231031174213.
- (b) **Receives** the Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2023.
- (c) **Acknowledges** the work carried out by the Trust and thanked the Trustee's, and staff for their efforts.
- (d) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Ward congratulated the Trust on its work during a difficult year.

Deputy Mayor acknowledged the challenges the Trust had faced, however, he was confident that the Trust would recover from the setback. He encouraged the Trust to continue to work on leasing the Karaki land to enable it to become financially viable noting that the Council supported this initiative.

The Chairperson called for a 10 minute adjournment at 10.30am and the meeting reconvened at 10.41am.

5.5 **Exempting the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002 – P Christensen (Finance Manager) and M Garrod (Accountant)**

P Christensen spoke to the report, noting that the Waimakariri Public Arts Trust was a Council Controlled Organisation which currently required a Statement of Intent prepared before the start of each financial year, half-yearly financial reports within two months after the end of the half of each financial year and an Audited Annual Report within three months of each financial year. These requirements were complex and time consuming and as the Trust was a small non-profit charity it was recommended that it applied for an exemption from the reporting requirements under the Local Government Act 2002.

Deputy Mayor Atkinson queried if this meant that the Trust would still report to the Audit and Risk Committee once a year and P Christensen confirmed that it would.

Councillor Williams noted that the report stated that there were financial implications and queried what they were, and P Christensen advised that the cost related to staff time in preparing the financial reports.

Councillor Redmond questioned the amount of money the Trust managed yearly, and P Christensen noted that it was less than \$55,000 per annum.

Councillor Fulton queried if it was likely that other small entities would follow this example and P Christensen responded in the affirmative.

Moved: Councillor Williams

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 231024169418.

AND

THAT the Audit and Risk Committee recommends:

THAT the Council:

- (b) **Approves** the exemption for the Waimakariri Public Arts Trust from reporting on performance requirements under the Local Government Act 2002.
- (c) **Notes** the Council may revoke the exemption at any time.
- (d) **Notes** the Council must review an exemption every three years.
- (e) **Notes** that it was recommended that the Trust amended the Trust Deed to remove the requirement of an audit.
- (f) **Notes** that unaudited financial statements signed by the Chairperson and another Trustee would be provided to the Council annually, with a six month progress report.
- (g) **Notes** the 2020/21, 2021/22 and 2022/23 financial years would be audited by Audit New Zealand.
- (h) **Notes** that the Statements of Intent were not prepared for 2020/21, 2021/22 and 2022/23.
- (i) **Recommends** that the Trust's financial statements were audited when, in each of the two preceding financial years, the operating expenditure of the Trust was more than \$550,000.

CARRIED

Councillor Williams stated that this was a sensible approach and Councillor Ward agreed noted anything to make reporting easier on small entities was welcome.

Councillor Blackie agreed commenting that he believed any Arts Committees should be exempt.

5.6 **Audit New Zealand Management Report for the year ended 30 June 2023 – N Robinson (General Manager Finance and Business Support)**

Y Yang from Audit New Zealand was in attendance to speak to Audit New Zealand's Management Report for the year ended 30 June 2023. She noted that the Council had achieved an unmodified opinion for the Annual Report which effectively meant it was a clean (unqualified) report and that the financial statements present a true and fair view in all areas reported on. However, recommendations had been made that would improve internal controls.

Councillor Williams queried the cost associated with the audit, and Y Yang acknowledged the significant increase in fees. She noted that fees were last negotiated in 2021, and since then costs had escalated, especially in relation to staffing and dealing with work that had been delayed due to resourcing issues. Councillor Williams then queried if there would be a refund offered since it seemed that work schedules were back on track. Y Yang replied that the Auditor General was working through some further efficiencies, however, there was unlikely to be any refunds made.

J Millward informed the Committee that the increase in audit costs had been challenged by Chief Executives and Mayors of neighbouring councils. J Millward acknowledged the increase in costs of doing businesses due to increased insurance costs, increased salary costs and other business related expenses.

Councillor Williams noted that it was the Audit and Risk Committee's responsibility to query costs and asked if Y Yang agreed with that assessment. Y Yang agreed stating that the 'catch-up' costs had impacted the overall increase in fees. Deputy Mayor Atkinson clarified that the proposed timelines were back on track for the coming financial year.

Councillor Fulton raised a concern regarding the perception on non-compliance of water quality and queried if an Auditor had the expertise to make such a determination. Y Yang noted that the data provided showed the status and it was not a judgement by the Auditor. Deputy Mayor Atkinson believed that as the Council had applied for exemption, it should not have been recorded as non-compliant while awaiting a response.

Councillor Goldsworthy requested clarification on the term "contingency asset" and questioned the implications of the correction to the Development Contribution. J Millward explained that the correction was of the nature to be immaterial to the audit. Councillor Goldsworthy also queried the impact of an 'open book' policy and Y Yang replied that this would reduce hours required for auditing, however, she was still awaiting the details on how this efficiency would change the scope of what was required during an audit.

Councillor Redmond noted that the report stated that the drinking water non-compliance was of a technical nature and asked if this would raise concern for the general public that their drinking water was no longer safe. Y Yang acknowledged that the non-compliance was a technicality due to the timing of the Government's directive and G Cleary noted that as all drinking water in the district was now chlorinated the public needed not fear unsafe drinking water.

Councillor Ward noted that Audit New Zealand had struggled to find sufficient resourcing locally in the recent years, and enquired if recruiting and retaining local staff would be a priority in the future. Y Yang stated that currently there were very few local accountants with sufficient experience, however, there was a drive to encourage young people to enter the field.

Councillor Fulton queried if auditors became de facto arbitrators on accounting issues and on performance. He believed that the water quality fell under the performance sector of the report rather than under the accounting standards and wondered if this was a factor why some councils submitted incomplete reports. Y Yang disagreed noting that the incomplete reports were due to timing issues.

Y Yang thanked the Management Team and staff who had assisted with the audit and had made her task a lot easier.

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 231031173848.
- (b) **Receives** Audit New Zealand's Management Report for the year ending 30 June 2023 (TRIM 231031173846).
- (c) **Notes** there were no significant matters arising from the management letter. Audit New Zealand had made a number of recommendations where systems could be improved, and these improvements had been made or were programmed to be completed.

CARRIED

Deputy Mayor Atkinson stated that he was pleased at the number and quality of the questions from members as this was a vital part of the Committee's responsibility in serving their community.

Councillor Williams noted that he was pleased to hear that Chief Executives were also questioning the increase in fees and that a response was expected.

Councillor Ward thanked the staff for all the work done during the audit and stated she believed that the Council had qualified, efficient staff managing the Council's finances.

Deputy Mayor Atkinson agreed with Councillor Williams stating that the increased fees were unacceptable and requested that Y Yang relayed that message to the Auditor General. He also reiterated his opinion that the water quality should not have received a non-compliance rating given the Council was awaiting a decision on its exemption application.

Councillor Fulton concurred with Deputy Mayor Atkinson and believed it was questionable to include performance within a financial audit.

Councillor Redmond noted that compliance was a subjective issue and thanked Audit New Zealand for a good report.

5.7 Financial Report for the period ended 30 September 2023 – P Christensen (Finance Manager)

P Christensen provided a brief overview on the financial results for the period ended 30 September 2023.

Councillor Williams questioned how the average costs of 4.7% and 4.8% had been determined. P Christensen responded that it depended on whether the funds were borrowed on floating or fixed terms and currently the borrowing rate was approximately 6%.

Councillor Fulton queried the impact of that the possible withdraw of Central Government funding would have on the Council's budgets and timelines for the coming financial year. P Christensen replied it was a matter of timing, as the Council funded projects and was subsequently reimbursed by the Central Government. He noted that the second Tranche Funding was currently on hold.

Councillor Redmond queried if loans were paid off or were they just rolled over. P Christensen replied that technically loans were renewed, payments are made to the total funding pool rather than individual loans. New debt is raised as loans mature.

Councillor Goldsworthy queried if special tax revenue was linked to Central Government to reduce the tax base. P Christensen undertook to investigate and circulate the information to the Committee.

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No.231031173772.
- (b) **Notes** the surplus for the period ended 30 September 2023 was \$1.4 million. This was \$0.2 million under budget.

CARRIED

Councillor Redmond noted that there was good positive information contained in this report which would go a long way to rebut the misinformation being circulated about the Council's financial position and request that this information be widely circulated.

5.8 **Fraud Policy Update – P Christensen (Finance Manager)**

P Christensen noted that the Council's Fraud Policy was last updated in February 2014 and this report highlighted the proposed updates to the policy necessitated by changes in legislation.

Councillor Fulton requested that a workshop be arranged to inform Councillors on the Protected Disclosures (Protection of Whistleblowers) Act 2022.

Councillor Williams queried if there was any indication of fraud within the Council. J Millward stated not to his knowledge and if there had been it would have been brought to the Council's attention.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 231030173234.
- (b) **Approves** the adoption of the updated Fraud Policy.

CARRIED

Deputy Mayor Atkinson stated his appreciation of this report coming before the Committee and noted that the more protections put in place the longer it took to detect fraud, hence this could be a double edged sword.

Councillor Williams noted that there was a fine line between deception and wrongdoing as in acting without intent and actually perpetrating fraud.

5.9 **Non-Financial Performance Measures for the quarter ended 30 September 2023 – H Street (Corporate Planner)**

No questions emanated from this item.

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 231101174505.
- (b) **Notes** 82 (74%) of performance measures for the first quarter of the 2023/24 financial year were achieved, and 27 were not achieved.
- (c) **Notes** eight of the 27 measures that did not meet target were within 5% of being achieved.

- (d) **Notes** two measures would be reported later in the financial year.
- (e) **Notes** all measures were reviewed and incorporated into the 2021-2031 Long Term Plan. All measures were currently being reviewed for the 2024-2034 Long Term Plan.

CARRIED

5.10 **2023/24 Capital Works September Quarterly Report – D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading) and C Brown (General Manager Community and Recreation)**

G Cleary and C Brown presented the report which advised the Committee on the progress of the delivery of the 2023/24 Capital Works Programme. G Cleary gave a brief update on delayed projects which included the cycleway project which was on hold and including UV projection to water schemes, however processed were being put in place to monitor these projects.

C Brown noted the land purchase for Pegasus Community Centre had been duplicated and the possible purchase of land in Ravenswood had been delayed due to complex negotiation process. Deputy Mayor Atkinson requested that the correct figures be circulated to members for their information.

Councillor Fulton queried if projects at risk of noncompletion were reprioritised and staff reassigned to ensure that timelines were met. G Cleary agreed that staff were reassigned regularly to projects under threat, however, this only applied to inhouse work. He also noted that Environment Canterbury's resource consent process caused delays.

It was noted that there seemed to be conflicting information in relation to the shovel ready projects and staff were asked to check the information and circulate an explanation to members.

Moved: Deputy Mayor Atkinson Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 231102175227.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$85.98million total capital spend, \$17.4million (20%) had been completed and \$74.41million (86%) was predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that initial progress towards achieving the 23/24 Capital Works Programme had been good with most projects allocated, with activity well underway. However, there were a number of projects either delayed or at risk, as reported elsewhere, and these would be closely monitored by staff to seek opportunities for improvement.

CARRIED

Deputy Mayor Atkinson noted that this was early reporting for the year and as such it was tricky to get predictions correct, however, the indications looked positive.

Councillor Fulton agreed that it was early days, and the trends were encouraging.

Councillor Williams raised his concern that there would be insufficient contractors to ensure the drainage works would be completed in the short time allowed between whitebait season and fish spawning. G Cleary stated he was aware of the pressures on drainage, and work on the Cam River was being planned now. Also, he was reviewing contractors resourcing of the planned projects for the future.

6 **PORTFOLIO UPDATES**

6.1 **Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward**

- Staff were finalising their budgets for first Management review and completing commentary during December.
- Contrary to mistruths being circulated debt was still \$180 million and in four years risen to \$10 million. Most of the debt related to earthquake rebuild. Another false fact circulating was that the Council was not repaying its debt. However, the Council's financial plans show it was.
- Standard and Poors has started their review. The result was likely to be published in the new year. Retaining the AA credit rating, which was better than major trading banks was expected.

6.2 **Communications and Customer Services – Councillor Joan Ward**

Communications

This was for the July to September 2023 period:

- Ten Comms and Engagement Plans. This includes topics such as:
 - Speed Management
 - Chlorine introduction
 - Kaiapoi Community hub build
 - Economic Development Strategy
 - Mandeville Resurgence Channel
 - Community Outcomes engagement and feedback
- Thirty Media releases
- Engagement platform now had 2,333 registered users. This database was growing in influence. Recently used this database, to increase the public feedback on a topic by 90% through the 'e-news' function. This was because these residents had asked to be informed about the Council topics and could not bear 'direct to inbox' communication.
- Facebook users were now at 23,400. Instagram (which we had recently started aiming to grow) was at 420. LinkedIn had 2,070 followers. The Council's posts were seeing LinkedIn increase in viewers by over 200% in some instances. Staff were also using this to share their professional achievements.
- Over 40+ design projects organised in house. The Council also welcomed a new Graphic Designer Sam Meni who had joined the Council.

Other topics:

- Chlorine Introduction Planning.
The decision from Taumata Arowai was signalled to the Council in September 2023 and as such we started our community planning and material drafting in advance. Once our narrative was established, which included briefing the Council on distribution methods, we organise the letter drop through NZ post, newspaper wrap, social media campaign, sector communications and website updates. While we knew this was going to be an unpopular introduction, the Council received thanks from customers for the thorough and detailed explanation and advocacy against this introduction the Council had undertaken.
- Website launch.
The Council launched the new website on 9 August 2023. Since launch we had been working significantly in the back end to further improve search, remove ties to the old website domain, and incorporate customer feedback. To date we received great feedback from customers across demographics about the easy-to-use search functionality and navigation. Feedback and changes requested by the Council had been made too FYI. Shortly after launch Google changed their Analytics software

which had been a bit of a curveball in terms of our measurement metrics, but we are tracking well to re-establish our performance dashboard.

- **Civil Defence – Public Information Management.**

During this period there were three significant Civil Defence activations that required PIM support. This included:

- 22 July Heavy Rain event.
This involved the precautionary evacuation of Tuahiwi and surrounding areas.
- 11 August Oxford Rural No.1 Boil water notice.
Unexpected turbidity resulted in a boil water notice being issued for this Oxford scheme. The notice went on for well over a month until repairs could be undertaken that would stop this issue happening again. As with any boil water notice you need to get communication to those affected asap. To do this we used the text alert system, community contacts, social media.
- 22 September Heavy Rain and Snow Watch.
While this event didn't eventuate to be as severe as the late July one staff were on standby given the soggy ground conditions.

Customer Services

The main focus over the last couple of months had been working with Datacom and the in-house Programme Team on requirements for the new Datacom computer system. For the team phase one includes Rates, Customer Contacts, Service Requests, Debtors and Receipting.

The second instalment of rates was due next week so payment volumes were starting to increase.

Notices of rates default had been sent to 308 mortgagees where rates were still owing from the last financial year. In three months, the Council was able to demand payment from the mortgagee if rates arrears remained owing.

Getting a great response to letters being sent to ratepayers seeking alternative contact details where currently no email or mobile phone number was recorded in the Customer database. This was being done in stages over several weeks so the team can manage the response among other work.

Recruitment to a couple of vacancies being filled with Temp staff was going well and we are on track to complete this before Christmas.

The Rates team, assisted by Customer Services staff in Kaiapoi and Oxford had been busy processing rebate applications from retirement village occupants. So far 2,651 rebates had been issued for the current year, ahead of 2,405 for the same period last year and closing in on last year's total of 2,944.

LIM applications were increasing and are back to Business as Usual levels prior to the peak of 2020 and 2021. Applications were being completed in an average of four days.

7 QUESTIONS

There were no questions.

8 URGENT GENERAL BUSINESS

Nil.

9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

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

Item 9.1 Confirmation of Minutes of the Public Excluded portion of the Audit and Risk Committee meeting on 12 September 2023

Item 9.2 Update on Insurance Matters

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
9.1 Confirmation of Minutes of the Public Excluded portion of the Audit and Risk Committee meeting on 12 September 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). To prevent the disclosure or use of official information for improper gain or improper advantage LGOIMA s 7(2)(h) and (j).
9.2 Update on Insurance Matters	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA s 7(2)(i).

CARRIED

CLOSED MEETING

The public excluded portion of this meeting commenced at 12.18pm and concluded at 12.32pm.

OPEN MEETING

Resolution to resume in open meeting

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT open meeting resumes and the business discussed with the public excluded remains public excluded until determinations by the Civil Aviation Authority have been made.

MOVED

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 12 December 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 12.33pm.

CONFIRMED

Chairperson

Date

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, T Blair and R Keetley.

P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), S Binder (Senior Transportation Engineer), J McBride (Roading and Transport Manager), T Stableford (Landscape Architect), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There were four members of the public present.

Moved: J Watson Seconded: T Fulton

An apology was received and sustained for B Cairns.

CARRIED

There were no conflicts of interest declared.

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 September 2023

Moved: J Watson Seconded: S Stewart

THAT the Kaiapoi-Tuahivi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 September 2023, as a true and accurate record.

CARRIED

There were no matters arising from the minutes.

3.3 Minutes of the Public Excluded Portion of the Kaiapoi-Tuahiwi Community Board Meeting held on 18 September 2023

4 DEPUTATIONS AND PRESENTATIONS

4.1 Clarkville School – K Barrow

K Barrow the Principal of Clarkville School was in attendance to speak to the Board in opposition to the proposed no-stopping restrictions in Heywards Road. He believed the proposed changes would result in unsafe outcomes for the youngest residents of the Waimakariri. Every weekday afternoon he stood outside the school and helped parents and students to safely cross the road. There was no zebra crossing as it was a rural road.

K Barrow stated that parents generally parked sensibly using the hall car park when it was available. There had been complaints of parents driving recklessly however there was proof of this. The parking situation outside the school was not ideal due to the limited space, however he had never observed a parent deliberately driving unsafely. As the carpark was not large parents were forced to park on the grass berm. Currently parents generally parked within the 40km/h area directly outside of the school or within 50 metres of the sign. If yellow lines were painted on the road across from the school parents would be forced to park further along Heywards Road in the 70km/h area. Other motor users would not expect children to be walking this far from the school with no footpath present.

K Barrow noted the report to the Board stated the school had an increasing roll. This was incorrect, as the school was built for 203 children and currently had a roll of 197 children and there was no intention of growing the roll to over 200 students. The report also mentioned increasing movements around the school during drop-off and pick up times. Excluding these times there was no increase in traffic other than when roadworks occurred in the area. The proposed yellow lines were being extended past the hall which would move the parking further down Heywards Road.

K Barrow tabled photographs which showed both doors on his medium sized vehicle opened within the narrowest stretch of the berm. The unmaintained hedge obstructed views from the corner and forced parents to park closer to the road. This report had inadequate consultation with the primary users of the road. The school was having continuous internal conversations on how to keep their students safe.

T Bartle questioned what communication had gone out regarding the use of the car park and what the outcome had been, if any. K Barrow had contact with P Daly, Councils Road Safety Officer, who was preparing communication for the school to distribute through its newsletter however, nothing had yet been received.

P Redmond asked if K Barrow considered it safe for parents to park on the corner of Heywards Road. K Barrow responded that he did not support parking north of the 40km/h sign however past the sign there was sufficient room if the hedge and berm were well maintained. He would support yellow lines from the intersect of Tram Road and Heywards Road to the warning sign.

P Redmond then sought clarity of whether the school was developing a parking plan or was it relying on the Council to solve the problem. K Barrow clarified he had spoken with the Ministry of Education did not prioritize spending funding on parking. He had appealed for more funding to improve parking however it had not been approved.

J Watson questioned who was responsible for maintaining the hedge. K Barrow replied he was unsure.

5 ADJOURNED BUSINESS

There was no adjourned business.

6 **REPORTS**

6.1 **Request approval of No-Stopping Restrictions in Heywards Road – S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)**

S Binder presented the report and noted that rural schools were not funded for roadside issues such as parking for pick-up and drop-off zones and the Council had no budget to assist in this area either. This became an issue for most rural schools situated on busy roads.

N Atkinson asked if it was sensible to stop teaching children to cross roads safely. S Binder replied that while they did want children to learn to safely cross roads in high-speed areas it was not encouraged. Staff were not proposing to remove the current crossing but wanted to deter people from uncontrolled crossing along the road where cars were parked. Of the sample taken 5% of cars were doing over 90km/h 150 metres from the intersection.

N Atkinson noted from the photographs provided by K Barrow, the 40km/h sign was not visible due to the hedge obstructing sightlines and he wondered why the hedge had not been maintained to ensure the sign was easily visible. S Binder replied that he would have to get back to the Board on who was responsible for maintaining the hedge. N Atkinson then sought clarity on who was responsible if road signs were covered by trees and the owner of the hedge did not maintain it sufficiently. C Brown clarified it would be Council's responsibility however this could be difficult to determine which unit was responsible as Roading was required to maintain sign visibility and Greenspace was responsible for hedge and tree maintenance.

J Watson highlighted drop off and pick up was controlled by school staff and agreed with a statement made by K Barrow that installing a no-stopping restriction would force parents to park further down Heywards Road where the speed limit was higher. She asked if staff had considered this aspect and S Binder replied that they had considered this however the closer a car was parked to the intersection the less visibility there was for cars turning into Heywards Road and people crossing the road. School drop-off and pick-up was always busy and there was not a single solution.

P Redmond noted the school roll was not increasing and questioned if there were any figures showing an increase of traffic on Heywards Road. S Binder responded the figures in 2020 showed a count of 837 vehicles and 2023 was measured at 1,000 and these figures also aligned with numbers found on Tram Road and other nearby roads.

P Redmond stated recommendation (d) noted that the school did not support the installation of no-stopping lines until the speed limit was lowered. He sought information on how staff came to this conclusion. S Binder commented staff were focused on safety. When the posted speed limit was dropped with the speed management plan it would drop the average speed however would not change everyone's behaviour. P Redmond then asked where Clarkville School ranked in priority if the speed management plan as proposed was passed. S Binder would investigate and bring the findings back to the Board.

A Blackie noted stopping people from parking along the section of Heywards Road would move them south where the berm was so rutted that it could not mowed and during wet weather it became a swamp. He enquired what the Council would do to maintain the road reserve to enable safe egress from vehicles on this section of the berm. S Binder replied they were not wanting or encouraging people to park on road.

N Atkinson questioned what other mitigating factors would be investigated. S Binder stated if the speed was reduced staff could look at putting in a patrol at the crossing point. At this point the speed limit was an issue for installing a patrol crossing and not the distance to corner. Staff were also working with the hall to allow more cars to utilise the its car park.

N Atkinson asked why there was no complete safety plan offered to the Board for its consideration rather than a piecemeal option of no stopping restrictions S Binder appreciated N Atkinson's concern however staff did not currently have resources to create a holistic plan.

T Bartle questioned if there was a reoccurring time during the day when high speeds were recorded. S Binder stated speed counts were completed over the span of one week and they were able to obtain hourly break downs. Sit was unlikely for people to be going 90km/h during school drop off and pick up times. Through the speed management plan process staff learnt there was still a 90% chance of killing someone if a vehicle was traveling at 50km/h. There was the option of installing raised platforms at either end of the drop off zone that would be helpful and a physical cue for motorists to slow down.

T Bartle stated the grass verge was not maintained and wondered if it was an option for shingling the verge to stop it from turning to mud in wet weather. S Binder stated berm maintenance was the responsibility of the adjacent landowner. In this case that was the Council. This was a reoccurring issue on many rural roads in the district. Trying to formalise parking in another location was an alternative to consider however it was not currently budgeted. He would be hesitant to recommend metalling in this location as staff were trying to keep children and activity to one side of the road.

Moved: N Atkinson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 230614088078.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** installation of the following no-stopping restriction:
 - i. On the east side of Heywards Road from the intersection of Tram Road to the 40km/h school zone signage.
- (c) **Notes** that staff had met with Clarkville School and Hall representatives and discussed a series of actions to help mitigate safety concerns outside the school.
- (d) **Notes** Clarkville School did not support the installation of no stopping lines until after a lower speed limit was implement on Heywards Road, however due to safety concerns, it was being recommended that installation of the no stopping proceed earlier (after communications on use of the carpark had been sent out via the School Newsletter).
- (e) **Develops** a holistic road safety plan for Heywards Road in conjunction with the school which should include speed options, possible parking options using the Clarkville Community Hall parking area and berm edges and any other mechanisms to ensure children's safety when crossing the road. This plan to be brought back to the Kaiapoi-Tuahiwi Community Board for ratification.
- (f) **Ensures** that the maintenance of the hedge opposite the school on Heywards Road is maintained appropriately to ensure improved visibility for motorists of the 40km/h school warning sign.

CARRIED

N Atkinson felt most people using Heywards Road knew there was a school around the corner and the 5% who did not were the ones who were speeding. If everything was done for 5% of people it would be a problem. Those who were speeding in this area would likely not change their behaviour. He wanted to see a holistic plan of what could be done as well as the no-stopping restriction, for example if a crossing could be put in place if the speed limit was dropped and hedge maintenance. He wanted every kid kept safe. He used Heywards Road often and the school managed the crossing very well. This area was not just a school, it was a community. A Blackie concurred.

P Redmond stated this was the minimum approach and was a step in the right direction. Anyone parking south of the sign was putting their own safety at risk. He acknowledged there were conversations happening regarding split pick up times which would reduce the numbers of vehicles needing to park. This was a problem the community needed to solve. He believed there should also be no parking on the road in front of the hall as the Hall management were helping the community by letting parents park in its carpark.

6.2 **General Landscaping Budget Update – Tori Stableford (Landscape Architect)**

T Stableford took report as read and gave the following background on the two new projects.

Staff had been approached by different groups in the area regarding additional seating in Patchinas Walkway. There were two options the first being two new seats which would be accessible with arm and back rests. The second option were the stored canoe seats which would need to be refurbished. Costs provided were a high estimation as costs were increasing quickly. There was also an old anchor which could be put sited in the town centre. The anchor's costs included cleaning and a concrete plinth for its installation.

The second project was for a combined rugby and football post to be installed in Ryder Park as requested by residents of the area.

T Bartle questioned if the canoe seats had been misplaced. T Stableford replied she had been informed by Board members that there were more seats however staff currently did not know where all of them were currently stored. N Atkinson stated that originally there had been two seats stored however a further two seats that had been located outside the railway station had also been recently stored.

T Bartle asked why they would use the new benches over the boat seats. C Brown answered the District had an aging population and the canoe seats were less accessible due to not having backrests or armrests.

N Atkinson sought information on what work would need to be done to the anchor. T Stableford noted it would be up to the Board and how they wanted it to look. Majority of the work would be the installation.

J Watson wondered what the cost difference would be for using the canoe seats. T Stableford stated she had estimated \$2,500 for refurbishing and installing two of the canoe seats.

Moved: N Atkinson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 231003155980.
- (b) **Approves** the allocation of up to \$2,500 from the General Landscaping Budget for the refurbishment and installation of three 'canoe' shaped seats, currently in storage, in Patchina's Walkway.
- (c) **Notes** that staff would work with the Patchina's Walkway Working Group to determine the location of the seats within Patchina's Walkway.
- (d) **Approves** the allocation of \$5,300 from the General Landscaping Budget for the supply and installation of a combined football and rugby goal post at Ryder Park.
- (e) **Notes** that staff would work with the students to determine a location for placement of the combined rugby and football goal at Ryder Park.
- (f) **Approves** the allocation of \$2,000 from the General Landscaping Budget for the installation of the anchor, currently in storage, in Patchina's Walkway.
- (g) **Notes** that staff would install the Raymond Herber "Wind Swept Tree" when the artwork had been constructed, in coordination Waimakariri Public Arts Trust.

- (h) **Notes** that staff would provide a report to the November 2023 Kaiapoi-Tuahiwi Community Board seeking approval to undertake public consultation on a Concept Plan for the town entrance for Main North Road, Kaiapoi.

CARRIED

N Atkinson remembered when the canoe seats were bought and noted they were extremely high quality. He respected seats with backs and arms were more accessible however there were many other seats in the town and the canoe seats were in keeping with the 'boat' theme for the marine precinct. He looked forward to seeing them be reused.

S Stewart stated she had a soft spot for the canoe seats which were unique. If they did not match any development to come, they could always be relocated at that time. This was a sustainable option and should be used rather than left in storage to rot.

6.3 **Applications to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2023/24 – K Rabe (Governance Advisor)**

K Rabe took the report as read and there were no questions emanating from this item

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 231004156485.
- (b) **Approves** a grant of \$515 to the Pines Kairaki Beaches Association towards the hosting a Christmas event.

CARRIED

J Watson stated they were a great community group who hosted wonderful events.

6.4 **Kaiapoi-Tuahiwi Community Board Meeting dates from February 2024 to December 2024 – K Rabe (Governance Advisor)**

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230915144166.
- (b) **Resolves** to hold Community Board meetings at the Kāikanui Room, Ruataniwha Kaiapoi Civic Centre, commencing at 4.00pm, on the following dates:
 - 19 February 2024
 - 18 March 2024
 - 15 April 2024
 - 20 May 2024
 - 17 June 2024
 - 15 July 2024
 - 19 August 2024
 - 16 September 2024
 - 21 October 2024
 - 18 November 2024
 - 9 December 2024

CARRIED

7 **CORRESPONDENCE**

7.1 **Memo regarding Kaiapoi East Playspaces: Consultation Results**

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence (Trim: 231009159610).

CARRIED

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for September and October 2023**

- Party in the park was very well attended and the town was full of people.
- Attended Official opening for Paris of the weekend.
- All Together Kaiapoi Shop window competition had 52 artists supply paintings. Very fantastic involvement.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 231011161339).

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 September 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 13 September 2023.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 11 September 2023.
- 9.4 July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.5 Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.6 District Regeneration - Annual Progress Report to June 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.7 Request to Bring Forward Budget for the island Rd/Ohoka Rd Intersection Upgrade – Report to Council Meeting 5 September 2023 – Circulates to Kaiapoi-Tuahiwi Community Board.
- 9.8 Re-establishment of Solid and Hazardous Waste Working Party – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.9 Revocation Housing for the Elderly Policy – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.10 Submission: Strengthening the resilience of Aotearoa NZs critical Infrastructure system – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.11 Health, Safety and Wellbeing Report August 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.12 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Oxford-Ohoka Community Board Meeting 6 September 2023 – Circulates to Rangiora-Ashley, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.

- 9.13 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Woodend-Sefton Community Board Meeting 11 September 2023 – Circulates to Rangiora-Ashley, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
- 9.14 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Rangiora-Ashley Community Board Meeting 13 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
- 9.15 July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.16 Transport Choices – New Footpath Programme for Approval – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.17 Amendment to Kerb & Channel Renewal Programme 2023/24 – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.18 Annual Report on Dog Control 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.19 Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.

Public Excluded

- 9.20 Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.19.
- (b) Receives the separately circulated public excluded information in item 9.20.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

N Atkinson

- The canoe seats were in storage.

T Bartle

- Attended On Track workshop, there was a lot of useful information on applying for funding.
- Council workshop on the Long Term Plan, was very educational.
- North Canterbury Neighbourhood Support were working through vision statement and plans. Adapting to the modern world was challenge. Were still growing in numbers.
- Central Drainage Board meeting, there had been had concerns about shingle buildups.
- All Boards Drainage meetings was quite depressing and focused on flooding events from around the world. There was a lot of unknow regarding weather.
- Attended Business Awards night, very wonderful for community. Promotes businesses very well.

A Blackie

- Nothing to report.

T Blair

- Attended Party in the park, there was a very good turnout.
- Attended the craft fair. Was getting bigger every time it was held.
- Monthly Darnley meeting.

Philip Redmond

- Mandeville Resurgence Drop-in at Mandeville and Kaiapoi.
- Visit to the Striling Kaiapoi.
- Darnley Club AGM.
- North Canterbury Sport and Recreation Trust meeting.
- Art on the Quay.
- Waimakariri Eyre Cust River Rating – Environment Canterbury had budgeted \$2m for Cam River upgrades.
- Minister Woods – Belgrove site visit.
- Taumata Arowai – Alan Pragnal and Jim Graham were very receptive to assisting with exemption applications. Council was waiting for UV Treatments units from overseas however they were redirected to Queenstown to assist with their struggles. Whilst Council had agreed to chlorinate water supplies they had not dismissed applying for further exemptions.
- Candidates meeting at Pegasus organised by the Pegasus Residents Group.
- Contractors briefing. Provide an overview of works happening in next 12 months.
- Meeting with Roading Manager and the Mayor regarding State Highway One safety improvements.
- Taumata Arowai zoom meeting with Community Boards.
- Residents Street meeting in Rangiora regarding Southbrook Cycleway.
- Community Outcomes Hearing. No submitters spoke to their submission in person however there was a number of submissions. There was no reference to sustainable development goals.
- Older persons Expo was very well attended.

S Stewart

- Attended several Long Term Plan workshops. Would look at District wide rating and levels of service for the next Long Term Plan.
- Central Rural Drainage meeting had interesting discussions on integrity of stop banks.
- Dead trout were found in the Southbrook River. Environment Canterbury were looking into the cause.
- Workshop on development of Lineside Road property would happen in December 2023.
- Council was removing the willows on Flaxton Road.
- NIWA workshop on climate flooding, incredibly sobering discussion. Scientists believed the bench mark for previous flooding records no longer applied.

R Keetley

- Attended Landmarks unveiling. There is a plaque on the gates of Rangiora Borough School as a part of their anniversary celebrations.

Brent Cairns

- Attended Food Secure North Canterbury strategy meeting and final hui on 25 August 2023. Would be deciding where to go from here and who would be part of the strategic group moving forward.
- Community funded CCTV cameras. Council was developing a policy to take ownership of the cameras once installed. Was concern that a number of areas would not have cameras as there was no active residents group that could raise the required funding.
- Community highlighted the need for youth events in Pegasus – the first event in Pegasus was a movie night with planning for next event and more students assisting.
- Encourages visiting the Waimakariri Heritage website launch with many images and the opportunity to load or send in images, video and audio to tell stories.
- Visited the Oxford Observatory who were progressing with dark sky accreditation. A variety show was held on 10 September 2023. Oxford was becoming a more vibrant community due to the activity of the Oxford Promotions Action Committee and the many volunteers in the community.
- Waimakariri Access Group hosted an inclusive games at Mainpower Stadium, a first for the district. Zack the high school organiser was a dynamo and had worked hard to get this event in the district.
- All Promotion Association stakeholder interviews were complete. The current model was not meeting the needs of the groups. The findings would be presented to the Promotions Working Group.
- Kaiapoi Community Support handed out 188 food boxes this year which was putting pressure on the team. Community services were being stretched, budget advice were dealing with complex and high needs. Other groups were dealing with mental health and family harm issues.
- The police reported they had a full complement of staff serving the community and recently during an alcohol check found that 1/100 were over the limit. If you were stopped by police you would be breath tested.
- Sovereign Palms community residents had raised over \$2000 for their community camera project.

11 CONSULTATION PROJECTS**11.1 Libraries Survey 2023**

<https://letstalk.waimakariri.govt.nz/libraries-survey>

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 30 September 2023: \$5,422.

12.2 General Landscaping Budget

Balance as at 30 September 2023: \$26,790.

13 **MEDIA ITEMS**

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

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

Moved: N Atkinson

Seconded: A Blackie

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

Item 14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023.

Item 14.2 Kaiapoi Stormwater and Flooding Improvements Beach Road Pump Station: Cultural Design Intent.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the 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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.2 Kaiapoi Stormwater and Flooding Improvements Beach Road Pump Station: Cultural Design Intent	Good reason to withhold exists under section 7	protect information where the making available of the information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; (s 7 (2)(i)(ii)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting was held from 5.20pm to 5.29pm.

Resolution to resume open meeting.

Moved: J Watson

Seconded: T Bartle.

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

CARRIED

OPEN MEETING**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

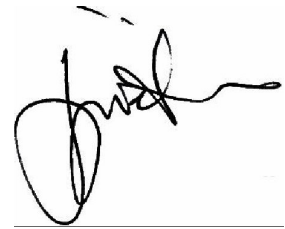
16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 November 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.30PM.

CONFIRMED


 Chairperson

 20 November 2023

Date

Workshop (5.33pm-6.18pm)

- *Kaipoi Car and Boat Trailer Parking – Site Options – Duncan Roxborough (Implementation Programme Manager – District Regeneration) and Chris Brown (General Manager Community and Recreation) – 15mins*
- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 8 NOVEMBER 2023 AT 7PM.

PRESENT

T Robson (Chairperson), T Fulton, R Harpur, N Mealings, and P Merrifield.

IN ATTENDANCE

C Roxburgh (Project Delivery Manager), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

1. APOLOGIES

Moved: P Merrifield Seconded: N Mealings

THAT apologies for absence be received and sustained from S Barkle, M Brown and M Wilson.

CARRIED

2. PUBLIC FORUM

There were no members of the public present for the public forum.

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board meeting – 4 October 2023

Moved: T Fulton Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 4 October 2023, as a true and accurate record.

CARRIED

4.2. Matters Arising

K Rabe provided an update on the Discretionary Grant application from the West Eyreton Friends of the School. She informed the Board two of their funding applications to other funders had been declined and therefore requested their funding application continue to lie on the table until 2024.

4.3. Notes of the Oxford-Ohoka Community Board Workshop – 4 October 2023

Moved: P Merrifield Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the circulated Notes of the Oxford-Ohoka Community Board workshop, held on 4 October 2023.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Councillor Claire McKay – Environment Canterbury (ECan)**

Councillor McKay encouraged the Board to participate in the second stage of Environment Canterbury's Regional Policy Statement consultation 'Let's Pick a Path'. ECan were hosting a public meeting at Mainpower Stadium on Friday 24 November 2023 from 10am to 4pm. From 4pm to 5pm there would be a drop-in session regarding the consultation. The consultation requested feedback on three categories namely Climate Action, Land Use / Biodiversity, and Water and Coast.

Councillor McKay noted the results of the first stage of consultation which showed a wide variety of views across Canterbury. In the Climate area key concerns raised were regarding continued health and wellbeing. The impact on air quality, healthy soils and fresh water were examples given. Many submissions received were regarding resilience with flooding, erosion and sea level rise. There was support for good public transport and more active modes of travel like cycleways. There had been a wide variety of views on how climate action should be implemented. In the Water and Coast area the majority of people agreed they wanted to see water quality improved. There was however concern regarding regional confidence and certainty for business that required water to operate. Many submissions reported the good work that had been completed through the Water Management Policy with Zone Committees. In the Land Use and Biodiversity space many communities wanted to ensure our valuable soils for food production were protected. From a biodiversity perspective they encouraged Environment Canterbury to enable flora and fauna within the district. Urban development was well submitted on and was currently going through a redesign. Smaller communities wanted to ensure new developments were appropriately serviced. She reported they did not receive many responses regarding air, however, they had received many responses regarding renewable energy which staff had not expected. Information collected during consultation would also form other strategies.

T Fulton questioned what tensions had arisen due to renewable energy. Councillor McKay replied they had received many applications for solar farms in Canterbury some of which were not in appropriate locations for example being on highly productive land.

P Merrifield asked if there was a push to do away with wood burners to combat air pollution. Councillor McKay answered there had been information come through a health department that wood burners produced a large amount of pollutants. It had not been included into legislation as yet that wood burners could no longer be purchased or used. Environment Canterbury was not pushing to ban them however they were considering the quality of air and health benefits. The Air Plan was due for renewal in 2028.

T Robson sought information on what advice was being given to those purchasing wood burners. Councillor McKay stated there was no advice publicised however from personal experience stores that sold wood burners were knowledgeable about clean air areas.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Oxford Stormwater Upgrade – Church Street Reserve – M Henwood (Project Engineer) and J Recker (Stormwater and Waterways Manager)**

C Roxburgh presented the report on behalf of M Henwood and J Recker.

C Roxburgh stated the aim of the report was to redirect the flow of stormwater through the Church Street reserve towards 189 High Street. There had been several service requests related to flooding events in this area. Staff had looked at multiple solutions to try and resolve these issues. This first stage of works would provide moderate relief. The second stage was proposed to go through the A&P Showgrounds however these works would seek approval at a later date after

consultation had been completed. The main benefit of the first stage of works was to redirect water through the reserve instead of people's backyards and would ultimately end up in the same location on High Street.

T Fulton noted he spoke to members of the A&P Showground who had concerns about the proposed works in the second stage. C Roxburgh stated staff were aware of concerns and noted there was still a large amount of work to be done before any approval of work would be sought. The stage recommended today would be done independently to any works completed at the A&P Showground.

N Mealings sought clarity that these works would not cause negative impacts on different properties. C Roxburgh clarified that currently the water traveled through the residential properties onto High Street and the proposed works would reroute the water to avoid any residential properties and would still end up flowing into High Street. Rerouting the path into the reserve would also assist with the amount of water ending in High Street as the pond would retain some water.

N Mealings also questioned if these works would intercept any ground water. C Roxburgh stated that would not be a risk in this area of Oxford as the reserve was already very deep.

T Robson highlighted there were stormwater deficiencies in High Street and asked if there were any works proposed to mitigate those issues. C Roxburgh was unsure but would investigate.

T Robson then noted in stage two some of the water would be directed to the Pearson drain which in heavy rain events was regularly at capacity. He wondered if there would be works done to upgrade the Pearson drain at the same time. C Roxburgh replied he did not know however it would be address with the stage two works.

T Robson questioned if it was considered at any point during investigations to install a pipe through the reserve. C Roxburgh did not believe it had been looked at as the philosophy was to redirect the waters path but still end in the same place.

Moved: T Fulton Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 231006159247.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the proposed solution to formalise the secondary flow path in 58 Burnett Street away from residential properties and onto Church Street from Church Street Reserve.
- (c) **Notes** that the secondary flow path would be altered to convey stormflows into the Church Street Reserve where it would drain to ground in moderate storm events. In large storm events the stormflow would spillover into Church Street which outlets into the road reserve.
- (d) **Notes** that there was a separate project at the A&P Showgrounds, with construction programmed in the 2024/25 financial year. This project would mitigate the flooding issues experience at 189 High Street.
- (e) **Notes** that this work was funded by budget PJ 101964.000.5123, which had a total budget of \$200,000 for 2023/24. Total expected project expenditure including construction and design fees was \$157,000.
- (f) **Notes** that a portion of the above costs were allocated to design of the A&P Showground improvements (\$35,000) and would include a through consultation process with all the A&P Showground stakeholders.

CARRIED

8. **CORRESPONDENCE**

8.1. **Correspondence Draft Annual Plan Response**

Moved: R Harpur Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the Annual Plan Response Letter (Trim: 230220022903).

CARRIED

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for October 2023**

Attended speed management drop-in session. Not many residents had attended.

Moved: N Mealings Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim: 231030172396).

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 September 2023.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 11 October 2023.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 9 October 2023.
- 10.4. July 2023 Flood Event Response and Recovery – Forecast Costs and Funding Sources – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 10.5. Submission Emergency Management Bill – – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 10.6. Significance and Engagement Policy for Adoption – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 10.7. Submission: Government Policy Statement on Land Transport – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 10.8. Council Meeting Schedule January 2024 to December 2024 – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 10.9. Health, Safety and Wellbeing Report September 2023 – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 10.10. Consultation on the Draft Speed Management Plan – Report to Council Meeting 17 October 2023 – Circulates to all Boards.
- 10.11. Eastern Districts Sewer Scheme and Oxford Wastewater Treatment Plan Annual Compliance Monitoring Report 2022-23 – Report to Utilities and Roading Committee Meeting 17 October 2023 – Circulates to all Boards.
- 10.12. July 2023 Flood Recover Progress Update – – Report to Utilities and Roading Committee Meeting 17 October 2023 – Circulates to all Boards.
- 10.13. Cam River / Ruataniwha Report – Report to Utilities and Roading Committee Meeting 17 October 2023 – Circulates to all Boards.
- 10.14. Adoption of Road Safety Action Plan 2023/24 – Report to Utilities and Roading Committee Meeting 17 October 2023 – Circulates to all Boards.
- 10.15. Aquatics October Update – Report to Community and Recreation Committee Meeting 17 October 2023 – Circulates to all Boards.

Moved: P Merrifield Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.15.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

S Barkle:

- Enquired about the Tram Road multi-use path and when construction would start. Funding had been received and were waiting to hear back from the contractor.
- Attended Zoom call regarding the Woodstock Quarry submission on draft consent conditions.

M Wilson:

- Attended Violence Free North Canterbury Youth focused professional training day. Presentation from Jim Sole – Brainwave Trust on the Adolescent Brain and Brett Harvey Taima Korero. Helpful to know emerging trends and issues for Youth. Some great connections made with people in Waimakariri.
- Alcohol and Drug Harm Prevention Steering Group meeting. Would meet again in November to discuss action points.
- Community Services Awards. Was great to see people acknowledged for all they had given to the community. There were wonderful stories shared demonstrating their lifelong dedication to others.
- Attended Local Government New Zealand's (LGNZ) Future for Local Government and Choose Localism online zoom. LGNZ Spoke about the work that was done at the first Future for Local Government hui to understand what attendees thought about each of the Panels 17 recommendations.

P Merrifield:

- Attended Ashley Gorge Advisory Group meeting to discuss the pavilion barbeque.
- Attended Oxford Museum Monthly meeting.

T Fulton:

- Attended North Canterbury Neighbourhood Support meeting in Rangiora. Grand opening of first Community Hub in the Waimakariri.
- Attended North canterbury Business Awards.
- Attended Water Zone Committee Biodiversity Working Group meeting.
- Attended Long Term Plan workshop and Council workshop and briefing.
- Attended Resilience Breakfast.
- Attended Community Networking Group.
- Attended Drainage Advisory All Groups meeting. Received a sobering talk from NIWA scientist about the impact of climate change worldwide.
- Attended Community Service and Environmental Awards. Was pleasing to see the inaugural Environmental Awards.
- Attended Road Reserve Hearing. Not many submissions were received however there were interesting comments about land use and public access.
- Attended West Eyreton School Agricultural Day.
- Attended Water Race Advisory Group meeting.
- Attended Pearson Park Advisory Group meeting.
- Attended Wellbeing North Canterbury Annual General Meeting.
- Attended Oxford Area School Awards for years 11-13.
- Attended Waitaha Primary Health Annual General Meeting.

N Mealings:

- Attended Property Portfolio Working Group Meeting.
- Attended Proposed District Plan Hearings. Hearing Stream Six, Open Space Zone and Rural.
- Natural Environment Strategy Project Control Group. Draft Strategy nearly complete.

- All Groups Drainage Advisory meeting. Received fascinating insights from the presentation by Graeme Smart, a principal scientist for natural hazards and hydrodynamics and Joint Expert Team member on global trends.
- Attended Future Coasts Steering Group.
- Attended Utilities and Roothing Committee Meeting. Last meeting as Chairperson.
- Attended Council meeting. Adopted Annual Report. Positive unmodified audit opinion was received, retaining AA+ credit rating. Draft speed management plan was out for consultation.
- Attended Community and Recreation Committee meeting.
- Attended Alcohol and Drug Harm Prevention Steering Group. Heard from Waimakariri District Council's new team leader, environmental health re: six yearly review of Waimakariri District Council's LAP coming up. Also, changes to Sale and Supply of Alcohol Act in Sept 2023 mean *anyone* can now object to an application, they now have 25 days to do so, and as at May 2024 submitters would no longer be subject to cross-examination and could use tikanga. A positive step for making the process less daunting for community members.
- Attended Community Service Awards. A fantastic evening celebrating our amazing award recipients, including a very strong showing from the Oxford-Ohoka Community Board area. Our own Shirley Farrell and Jane Anderson from Oxford, Mary Sparrow from Ohoka, youth recipient Sam King from Swannanoa, and Raul Elias-Drago representing the Oxford Dark Sky Group were all presented awards for their unwavering service to their community.
- Mandeville Sport Centre all clubs meeting. Discussed Tree Management Plan and car park lighting, possible club room plans and club happenings.
- Community Wellbeing North Canterbury meeting and Annual General Meeting. Were in good heart however were farewelling to stalwarts.
- Social Service Waimakariri Hui. Regular meeting of various social service provides in the district.
- Waimakariri Youth Council meeting.
- Council Meeting. Plan Change 31 was declined as per recommendation from commissioners.
- Satisfy Food Rescue were fundraising for their new facility in the Kaiapoi Community Hub.

R Harpur:

- Attended Greypower meeting. Presbyterian Support Services spoke about what they were doing.
- Attended Mandeville Sports Centre meeting. Arborist reported on the state of the trees Mandeville Sports Centre. The maintenance of the trees was not covered by the annual Council grant.
- Attended Community Service Awards. Great to see the services of Shirley Farrell being recognised.
- Attended Waimakariri Access Group meeting. Presentations of new accesses to Waimakariri Beaches.
- Children had been playing in the resurgence channel in Mandeville. Parents were not happy due to the depth and strength of the water and the access to housing under the culvert.

12. CONSULTATION PROJECTS

12.1. Speed Management Plan 2023/27

<https://letstalk.waimakariri.govt.nz/speed-management-plan-2023-27>

Consultation closes Monday 27 November 2023.

Drop In Session – 6 November 2023 5.30pm-7.30pm, Oxford Town Hall, A&P Room.

12.2. Relocating the Pines Beach Playground

<https://letstalk.waimakariri.govt.nz/relocating-the-pines-beach-playground>

Consultation closes Friday 17 November 2023.

12.3. Libraries Survey

<https://letstalk.waimakariri.govt.nz/libraries-survey>

12.4. **Environment Canterbury Let's Pick a Path**

<https://haveyoursay.ecan.govt.nz/hub-page/pick-a-path-ourfuture>

Consultation closes Sunday 3 December 2023.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 October 2023: \$2,745.

13.2. **General Landscaping Fund**

Balance as at 31 October 2023: \$13,680.

14. **MEDIA ITEMS**

Nil.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 6 December 2023 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8:15pm.

CONFIRMED

Chairperson

Date

Workshop (8.15pm to 8.48pm)

- *Community Board Plan – K Rabe (Governance Advisor) – 30mins*
- *Members Forum*

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO: GOV-18 / 231121186842

REPORT TO: Council

DATE OF MEETING: 5 December 2023

FROM: Dan Gordon, Mayor

SUBJECT: Mayor's Diary
Sunday 1 October – Tuesday 31 October 2023

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Sunday 1 October	Meetings: Planning for Council & RSA trip to Passchendaele 2024
Monday 2 October	Meetings: Dan Rosewarne List MP briefing re chlorination decision; Preview of Council Agenda and Regional Transport Committee Agenda; resident and staff re property issue Attended: Older Persons' Expo
Tuesday 3 October	Interview: Compass FM Meetings: Council Workshop and Briefing Session; monthly meeting of Council
Wednesday 4 October	Meetings: Waitaha Primary Health Finance and Risk Committee; citation interview for Community Service Award; Waitaha Primary Health Board
Thursday 5 October	Interview: Compass FM re chlorination decision Meetings: Weekly overview of Council agendas; Canterbury Regional Transport Attended: Canterbury Cricket match at The Willows Speech: Rangiora Art Society Spring Exhibition Opening Night
Friday 6 October	Meeting: Citation interviews for Community Service Award; Resource Management Reform Local Government Steering Group; with Chief Executive of Taumata Arowai, and Council's Chief Executive, re chlorination decision (via Zoom) Hosted: Courtesy visit by the Philippine Ambassador Attended: North Canterbury Business Awards Gala Dinner
Saturday 7 October	Attended: Silverstream Community Emergency Hub Launch Speech: Cust Volunteer Fire Brigade 75 th Anniversary; Woodend Volunteer Fire Brigade Annual Honours
Sunday 8 October	Attended: Canterbury Country Cricket Season Launch; Celebration of Alf's Imperial Army in Ohoka

Monday 9 October	Meeting: North Canterbury Mayors and Chief Executives meeting in Hanmer Springs
Tuesday 10 October	Interview: Compass FM Meetings: Council Workshop and Briefing Sessions; Mayor of Clutha District Council (via Zoom) Attended: The Press 'Minor Leaders' Debate
Wednesday 11 October	Meetings: Residents re 1) Cust water Issue, 2) roading and other matters, 3) chlorination; site visit to Townsend Road with resident and Council's Roading Manager to view concerns re safety Attended: New employee meet and greet
Thursday 12 October	Attended: Resilience Breakfast Speech: Passchendaele Memorial Day, at Kaiapoi Meetings: Business owner re safety concern; Te Matauru Principal re road safety, with Council's Roading Manager Welcomed: Attendees at combined Drainage Advisory Groups Meeting
Friday 13 October	Speech: Opening of 'Paris for the Weekend'
Saturday 14 October	Speech: 50 th Anniversary of St Vincent de Paul Kaiapoi Conference
Monday 16 October	Meetings: Staff briefing re weekend wind storm; residents of Charles Upham Village; representatives of local church re future plans
Tuesday 17 October	Interviews: TV3 AM show re wind storm; The Breeze Breakfast show; Compass FM Meetings: Utilities and Roading Committee; Community and Recreation Committee; proposed Southbrook Cycleway, with staff and Councillor Redmond; Council Workshops, briefing and meeting to adopt the Annual Plan; preview agenda for Climate Action Plan Reference Group meeting Attended: Stroke Club weekly get-together
Wednesday 18 October	Meetings: Greater Christchurch Partnership (GCP, via MS Teams); weekly overview of Council agendas; preview of GCP agenda Hosted: Waimakariri Community Service Awards
Thursday 19 October	Meeting: Climate Change Action Planning Reference Group Hosted: Citizenship Ceremony, welcoming 18 new citizens
Friday 20 October	Meetings: GCP Sub-Group and Committee Attended: Youth Scholarship Awards
Saturday 21 October	Attended: Northern A&P 150 th Show
Tuesday 24 October	Interview: Compass FM Meeting: Local Government New Zealand National Council (via Zoom) Speech: To local business people on 'Rangiora State of the Nation'

Wednesday 25 October	Meetings: Waitaha Primary Health Finance and Risk Committee; staff debrief on response to wind storm; public transport plans for District; resident re immigration issue; Community Wellbeing North Canterbury AGM. Meetings: Rangiora Harness Racing Club AGM
Thursday 26 October	Meetings: Two local business owners; Long Term Plan Project Control Group
Friday 27 October	Meetings: Resource Management Local Government Steering Group; Mayor of New Plymouth (via Zoom); resident re chlorination
Saturday 28 October	Attended: 170 th Anniversary of Anglican Parish of Kaiapoi Collected: for Pink Ribbon Street Appeal Assisted: at the St Patrick's Kaiapoi PTA Twilight Fete
Monday 30 October:	Meeting: Local Government New Zealand Transport Reference Group (via MS Teams)

THAT the Council:

a) **Receives** report N°. 231121186842

MAYOR

Dan Gordon



WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO: GOV-18 / 231121186763

REPORT TO: Council

DATE OF MEETING: 5 December 2023

FROM: Dan Gordon, Mayor

SUBJECT: Mayor's Diary
Wednesday 1 November – Thursday 30 November 2023

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 1 November	Meeting: With staff re: Rangiora Airfield; Standard and Poor's Annual Meeting; Waitaha Primary Health Board Meeting/AGM; Phone call with Mayor of Clutha
Thursday 2 November	Attended: Future by LGNZ Event – Part 2, Wellington
Friday 3 November	Attended: LGNZ Rural & Provincial Sector Meeting; Disability Dance at Rangiora Baptist Church
Sunday 5 October	Attended: USA Day – American Classic Car Club, Gladstone Park
Monday 6 November	Attended: Gary Boot's Funeral with Deputy Mayor & Chief Executive; Speed Management Drop-in Sessions
Tuesday 7 November	Meeting: Speed Management Drop-in Sessions; Council Workshop; monthly meeting of Council Attended: North Canterbury Neighbourhood Support AGM
Wednesday 8 November	Attended: Ronel's Community Cuppa; St Joseph's School - Book Launch – Visions Meeting: Property Portfolio Working Group; Rangiora Civic Precinct and Library Upgrade Steering Group
Thursday 9 November	Meeting: Pines-Kairaki Beaches Association – introduction to Mayor and new CE / discuss property issue; Meeting with Resident; Compass FM Board Meeting; Speed Management drop in session
Friday 10 November	Meeting: Waitaha & Pegasus Health; Recovered Living NZ Attended: Dementia Appeal – Collector; Emma Rutherford Consent - Oxford
Saturday 11 November	Attended: Armistice Day; CDEM Volunteer exercise/lunch, Armistice at Flanders Fields concert at Baptist Church

Sunday 12 November	Attended: Environment Volunteer Showcase, Radio Sailing Club at Pegasus Lake
Monday 13 November	Meetings: GCP Work Programme with Chair and Implementation Manager; Citizenship Ceremony; Roding Portfolio Holder Meeting; Woodend-Sefton Community Board Meeting
Tuesday 14 November	Meetings: Southbrook Working Group; Audit and Risk Committee Meeting; Council Workshop and Briefing Session Attended: Citizenship Ceremony; Rotary Meeting
Wednesday 15 November	Meetings: Tuahiwi path Opening Discussion; Cactus Cars; Farm Source Regional Manager, Fonterra; Passchendaale Advisory Group Attended: 'Artists in Antarctica' – Book launch at Scorpio Books; Waimakariri Passchendaale Advisory Group
Thursday 16 November	Attended: AMP Show Presented: Graduation – Youth in Emergency Management
Sunday 19 November	Speech: Open Oxfords 'Big Family Day Out' Event
Monday 20 November	Meetings: Local Authority Protection Programme Disaster Fund Board Meeting (LAPP); Kaiapoi-Tuahiwi Community Board meeting Attend: Rotary Auction
Tuesday 21 November	Meeting: Public Transport Futures with ECan; Utilities and Roding Committee Meeting; Council Workshop Speech: Opened 'Braided' Art Exhibition
Wednesday 22 November	Meetings: Met with Resident re Pines/ Karaki Lease for Tiny Homes; Met with Resident; Teams call with President Sam re Future for Local Attended: Kaiapoi Croquet Club; Woodpecker Community Trust 'Thank you evening'
Thursday 23 November	Meeting: C4LD; Three Waters Litigation; Williams St FFL Site Visit Attended: Passchendaale Trip Fundraising at Countdown Rangiora; Funeral; Canterbury Mayoral Forum Dinner
Friday 24 November	Meeting: Canterbury Mayoral Forum Attended: Kaiapoi Borough School 150 th Celebration; RACB end of Year Function Speech: Opened 'Art Showcase' – Charles Upham Village
Saturday 25 November	Presented: Young Totara Awards Speech: Kaiapoi Fire Station Opening
Sunday 26 November	Speech: Ashley Gorge BBQ Opening; Ashley Village Defib Opening
Monday 27 November	Meeting: Civil Defence Emergency Management Joint Committee; Canterbury Regional Transport Committee; Met with Resident re Property Issue; Deputy Mayor represented Mayor at Citizenship Ceremony

Tuesday 28 November	Meeting: Health Hub Update by Zoom, Met with Catholic church regarding proposed new church for Rangiora Attended: Karanga Mai Young Parents College Prize Giving and presented prize; Council Workshop Speech: Salvation Army Driving Programme Graduation Night
Wednesday 29 November	Attended: Long Service Awards for Council Staff; Waitaha Health Christmas Function; Rangiora Promotions Christmas Function Meeting: Frisk (Waitaha Health) Zoom Meeting; ENC Board Meeting
Thursday 30 November	Attended: National Council Strategy Day; Rangiora High School Senior Prize Giving

THAT the Council:

- a) **Receives** report N°. 231121186763.



Dan Gordon
MAYOR