

# Waimakariri District Council

## Community and Recreation Committee

# Agenda

Tuesday 28 May 2024

3.30pm

Council Chambers  
215 High Street  
Rangiora

**Members:**

Cr Robbie Brine (Chairperson)

Cr Al Blackie

Cr Brent Cairns

Cr Niki Mealings

Cr Philip Redmond

Mayor Dan Gordon (ex officio)

## **AGENDA CONTENTS – COMMUNITY AND RECREATION COMMITTEE MEETING**

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**A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 28 MAY 2024 AT 3:30PM.**

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 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Community and Recreation Committee held on 19 March 2024**

7-15

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 19 March 2024 as a true and accurate record.

**3.2 Matters arising (From Minutes)**

**4 DEPUTATIONS**

Nil.

## 5 REPORTS

### 5.1 Kaiapoi Community Hub – Reallocation of Budget – Isibea Clark (Project Manager – Community and Recreation)

16-47

#### *RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 240426066065.
- (b) **Notes** that the main contract for the construction of the car park and Croquet Lawns at the Kaiapoi Community Hub has been tendered, awarded, and is near completion. This has created more certainty around the allocated budget for this project.
- (c) **Notes** the progress that has been made over the last year through staff working with the key Kaiapoi Community Hub user groups, including completion of the carpark, croquet lawns and infrastructure design along with lease negotiations and commitments from these community groups to the Hub.
- (d) **Approves** Option 1 to reallocate \$327,000 from the Land Purchase Ravenswood Community Centre budget to allow completion of services and electrical at Kaiapoi Community Hub site this will leave budget which is considered adequate of \$3,973.00 in the Land Purchase Community Centre Ravenswood for the purchase of land in the North Woodend area.
- (e) **Notes:** Council will own and maintain the services installed in the design attached (Trim: 240430067899), the lessee will be responsible for their services beyond this.
- (f) **Notes** Lessees will be responsible for connecting services from their building to the central systems.
- (g) **Notes** The Kaiapoi Croquet Club are currently working with Council Staff to finalise a Sale and Purchase agreement for the Council to receive their current site located at 8c and 10c Revell Street in exchange for the building of two new greens at the Kaiapoi Community Hub Site. At the settlement of the Sale and Purchase Agreement the Croquet Club will own the lawns constructed by Council, the club is responsible for the construction of the storage shed and club rooms and will own these assets.
- (h) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.

5.2 **Changes to Criteria for the Biodiversity Contestable Fund – Bex Dollery (Ecologist - Biodiversity)**

48-61

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 230529078453.
- (b) **Notes** the amount available in the Biodiversity Contestable Fund totals \$98,370 (with \$8,459 allocated to an Significant Natural Area (SNA) landowner in December 2023, Report No. 231124189477).
- (c) **Approves** to extend criteria to include landowners who do not have SNAs listed in the District Plan with the improved criteria assessing six areas: Representativeness; Rarity/Distinctness; Connectivity; Protection; Size; and Partnerships and Collaborations.
- (d) **Approves** the recommendation to have two funding rounds for the fund to allow for projects to be considered against other similar applications and ensure the fund is being used to the best potential.
- (e) **Approves** the administration under the Biodiversity Contestable Fund of the Zone Implementation Programme Addendum (ZIPA) budget of \$20,000 per annum for organisational support (Recommendation 2.8) with separate criteria.
- (f) **Note** that the adoption of the changes will mean that Council only considers the fund twice a year and have specific measures against which to judge merit.

5.3 **Aquatics May Report – Matthew Greenwood (Aquatics Manager)**

62-72

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 240430067634.
- (b) **Notes** strong attendance at the Aquatic Facilities with April up 1400 visits against last year.
- (c) **Notes** a financial result of \$133,000 better than budget.
- (d) **Approves** the request for seven free annual memberships for staff of the Rescue Helicopter service to ensure they are able to continue to meet physical health and swim test requirements.
- (e) **Approves** facilities continuing to offer a 25% discount off the standard entry price for a parent and preschooler entry in line with its wider pricing structure following a successful trial period which saw 612 parents with a preschooler who hold a community services card.
- (f) **Circulates** this report to the Community Boards for their information.

5.4 **Libraries Update to 16 May 2024 – Luke Sole (Acting District Libraries Manager)**

73-79

*RECOMMENDATION*

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. LIB-04-01 / 240516078963.
- (b) **Notes** the establishment of the Rangiora Library Code Club.
- (c) **Notes** that operational expenses are current tracking under budget due to vacancies being carried throughout this financial year. This has put pressure on the team and recruitment is underway however will result in a likely year end saving.
- (d) **Circulates** the report to the Community Boards for their information.

**6 CORRESPONDENCE**

Nil.

**7 PORTFOLIO UPDATES**

- 7.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor AI Blackie.**
- 7.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.**
- 7.3 **Community Development and Wellbeing – Councillor Brent Cairns.**
- 7.4 **Waimakariri Arts and Culture – Councillor AI Blackie.**

**8 QUESTIONS**

**9 URGENT GENERAL BUSINESS**

**NEXT MEETING**

The next meeting of the Community and Recreation Committee will be held on Tuesday 23 July 2024 at 3.30pm.

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 19 MARCH 2024 AT 3:30PM.**

**PRESENT**

Councillors R Brine (Chairperson), A Blackie, B Cairns, N Mealings, P Redmond and Mayor D Gordon.

**IN ATTENDANCE**

Councillors T Fulton, J Goldsworthy and P Williams.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G MacLeod (Community Greenspace Manager), P Eskett (District Libraries Manager), T Sturley (Community Team Manager), I Carstens (Team Leader Resource Consents), M McGregor (Senior Advisor Community and Recreation), O Stewart (Airfield Manager and Safety Officer), B Steven (Policy Planner), J Mason (Landscape Architect) and C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

None.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Community and Recreation Committee held on 20 February 2024**

Moved: Councillor Cairns

Seconded: Councillor Redmond

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 20 February 2024, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

Nil.

**4 DEPUTATIONS**

**4.1 Community Wellbeing North Canterbury Trust (The Trust) – Deidre Ryan**

D Ryan explained that the Trust provided free social and community services to support the wellbeing of North Canterbury. The Trust strived to be a values-need organisation that put those whom it served at the forefront. The Trust provided:

- family social work.
- promoted wellbeing and positive mental health for tamariki in primary schools.
- provided wellbeing support for Rangatahi including counselling and specialist alcohol and drug support. The Trust had a wellbeing coordinator who worked in secondary schools with Rangatahi and families, supporting them with a range of

mental health and wellbeing issues. The coordinator also ran a parent drop-in service where they could get free advice and support on these issues.

- provided early childhood education through their Karanga Mai service.
- the Trust had a food bank and volunteers through Kaiapoi Community Support.
- provided a restorative justice service and a trust next steps facilitator who supported people and whanau in gaining access to a range of services.
- Aōraki te Rā which supported people who had been impacted by death through suicide.
- Rangatahi mentor, who worked alongside young people who were transitioning from Oranga Tamariki to independence.

D Ryan noted that the Trust had been operating for 36 years in the Waimakariri and Hurunui Districts. The majority of its funding came from contracted services and grants. The Trust also received some support from the Waimakariri and Hurunui District Councils. The Trust worked hard to keep itself accountable to its supporters and the community. It evaluated the impact of its programmes, and it was found that 97% of its clients were satisfied with the trust's services.

D Ryan commented on the economically challenging climate, noting that the need for food parcels had increased over the last three years. In the last seven months, the food bank distributed 1,155 food parcels, and in the last year, it spent \$45,000 on food for the community. Thanks to the generosity of the community and the Trust's Christmas-giving partners, the Trust gave out 1,400 Christmas presents to families in need. The Trust will be launching a new initiative in conjunction with Karanga Mai called Kai is Life, which was aimed at teaching tamariki about where their food came from.

In response to a question from Councillor Redmond, D Ryan advised that the Council's financial contribution did not include the use of Council facilities.

Councillor Cairns asked if the Karanga Mai was growing fruit on site. D Ryan noted that there were some fruit trees on site; however, they went foraging around the area and at the Kaiapoi Food Forest.

Furthermore, Councillor Cairns questioned whether having a small food forest nearby would be advantageous for the tamariki and that centre, and D Ryan confirmed that it would be a great advantage.

Mayor Gordon commended D Ryan and the team for their work. He visited the food banks prior to Christmas and was really impressed. He saw the families selecting the presents and thought that was a really empowering thing to do.

Councillor Brine also thanked D Ryan for all her work and the presentation.

## **5 REPORTS**

### **5.1 Libraries Update to 7 March 2024 – P Eskett (District Libraries Manager)**

P Eskett highlighted the following:

- The new 'Our Stories Make History' initiative, which aimed to support students in exploring their identity through the lens of local history. It was an idea in response to a rapidly evolving New Zealand History curriculum.
- The 3D printer provided an opportunity for young people to prototype design development, conceptualise ideas, and understand the structural and visual qualities of a piece they wanted to design.
- The shelving in the Rangiora Library was over 30 years old and no longer compliant with health and safety or seismic standards, it was unable to be moved easily or



adjusted for the daily rhythms of the modern library public services. Visitors to the library had very little choice in the space that they may use. Libraries staff had almost daily occurrences of distressed visitors with increased social and psychosocial needs. Staff had worked through the costs and anticipated that, with a \$20,000 contingency, they would be able to replace the shelving for \$232,000. Staff were requesting a reallocation of money from the Library Resources budget, which had been reported to the Council in previous meetings.

Councillor Cairns enquired about what would happen to the old shelving. P Eskett noted that another district council, which had not been able to replace its shelving for more than 30 years, had requested if it may have some of the shelving. The Council investigated other options for the disposal of the remaining shelving.

Councillor Cairns asked if the increase in distressed visitors was only at the Rangiora Library and if steps were being taken to ensure staff safety.

P Eskett noted that libraries across New Zealand were experiencing an increase in antisocial behaviour. As the busiest library in the Waimakariri District, the Rangiora Library dealt with the more distressed visitors. The situation was aggravated by the inability to offer separate spaces for activities and the background noise the activities could generate.

Councillor Williams noted the reallocation of \$162,000 from the Libraries Resource Purchase budget and questioned whether projects would not be funded due to the realisation. P Eskett explained that additional funds were available as funding was not committed over the covid period because of supply chain challenges, therefore, no projects would miss out on funding.

Moved: Mayor Gordon

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 240306035239.
- (b) **Notes** the customer service improvements.
- (c) **Notes** that the current estimate to replace shelving at Rangiora Library is \$232,000, based on an estimated linear metre rate of \$1,367 for shelving, including hardware and fittings.
- (d) **Approves** a reallocation of \$162,000 from Libraries Resource Purchase (Capital Projects) 100132.000.5023 to Rangiora Shelving Renewal.
- (e) **Notes** that the required balance of \$70,000 is budgeted for and allocated in Rangiora Library and Fittings Renewals 101809.000.5033.
- (f) **Notes** that if the funding reallocation is approved, staff will begin the tendering process in March 2024.
- (g) **Circulates** the report to the Community Boards for their information.

**CARRIED**

Mayor Gordon thanked P Eskett for a thorough report and commended staff for identifying savings to fund the new shelving, which had been a priority for some time. He commented that he had an opportunity to see how the new digital system works and was impressed. Mayor Gordon was constantly astonished by the work that library staff did. He received nothing but compliments about the Waimakariri Libraries and the important role they played in the community.

Councillor Blackie endorsed Mayor Gordon's comments.

5.2 **Covid-19 Social Recovery – Key Projects Update – T Sturley (Community Team Manager)**

T Sturley provided an update on a number of projects that resulted from the recovery from Covid-19. Many of these projects had now been absorbed into the Community Team's business as usual. She highlighted the nature of community-based planning, in particular, the progress of the food security project. She noted that staff and Social Services Waimakariri were working hard to ensure the Next Steps Website was being used across the district. The website had had 7,100 hits. T Sturley

T Sturley commented that three lease agreements had been signed for the Kaiapoi Community Hub, and staff were working with Men's Shed to clarify and address queries that had held up the signing of their lease. She also noted that following a lengthy, collaborative process Ngā Toi o Waimakariri – Waimakariri Arts Strategy had been published. The Council was planning on launching the strategy in May 2024. In conclusion, T Sturley highlighted the success of the Mayor's Taskforce for Jobs.

Councillor Cairns noted that Food Secure North Canterbury has been used by the Ministry of Social Development as a 'best practice' exemplar for creating a food-secure District. He asked if the Council would continue to fund that organisation. T Sturley undertook to investigate the matter and report to the Committee.

Councillor Cairns enquired if staff had received any feedback from the participants who were able to find employment through the Mayor's Taskforce for Jobs. T Sturley commented that the animated conversations she heard indicated that they were very delighted.

Moved: Councillor Cairns

Seconded: Councillor Mealings

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 240307035863.
- (b) **Notes** the collaborative approach applied to facilitating social recovery from COVID-19, which gives effect to the social recovery aspects of the Council's 2020 draft COVID-19 Recovery Plan.
- (c) **Notes** a number of key projects, including Food Security, the Kaiapoi Community Hub, Arts Strategy Development, and the establishment of the 'Next Steps' website, including the acquisition of funding for its development, promotion, and maintenance.
- (d) **Notes** that, with the Central Government's significant financial contribution and the collaborative approach, sound governance, and planning applied to date, key funders, including the Rata Foundation and the Department of Internal Affairs (DIA), have expressed interest in continuing to support the further development of these projects, as appropriate.
- (e) **Notes** that Food Secure North Canterbury has been used by the Ministry of Social Development as a 'best practice' exemplar for creating a food-secure District.
- (f) **Notes** that the purchase and fit-out of the mobile hub were fully funded externally and that the hub fit-out has now been completed.
- (g) **Notes** the success of the Mayor's Taskforce for Jobs pilot, resulting in a two-year contract with progress, year to date, detailed in this report.

- (h) **Notes** that the Council has now adopted the Waimakariri Arts Strategy, and staff are currently programming implementation, which will commence in the new financial year.

**CARRIED**

Councillor Cairns commented on the detailed report and thanked staff for the work they were doing.

Councillor Mealings noted that the Community Team was doing essential work that improved the lives of people in the Waimakariri District. She was proud to be a part of the Council that had such a team working for the community.

Mayor Gordon noted that he was looking forward to seeing the Mobile Community Hub in action. He commented that supporting the Loburn community after the fire had taken up much of T Sturley's time. She was able to access funding that would significantly help the community recover. He was proud of where the team was at and supported the impact they were making.

Councillor Brine noted that he was impressed with the young people who obtained their licenses through the Mayor's Taskforce for Jobs.

### 5.3 **Aquatics March Report – M Greenwood (Aquatics Manager)**

C Brown spoke to the report, noting that aquatics customer attendance was still strong and tracking in a positive direction. A lot more talented people had come through the recruitment process, and the Council was able to recruit additional instructors to take on the extra learn-to-swim. Recreation Aotearoa's Poolsafe assessment was completed, and the Council passed. The summer pool wrap-up was also done. Staffing levels and greater availability enabled access right up to the season's end, unlike in previous years. Unfortunately, Oxford, at times, experiences cold weather, which cooled the pools and kept customers away.

Councillor Fulton noted that the Lions Club did not want to proceed with covering the Oxford pool. C Brown noted that the Council compiled a District Aquatic Strategy three years ago, which was being revised during the Draft 2024-34 Long Term Plan process. The strategy identified the district's priorities, which included the development of hydrotherapy and leisure facilities in Kaiapoi and Rangiora, not the covering of the Oxford Pool.

Moved: Councillor Blackie

Seconded: Mayor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 240228031048.
- (b) **Notes** Aquatic Facilities progress against key performance indicators including facility Attendance and a Financial result, \$118,000 better than budget.
- (c) **Notes** increased interest in Aquatics recruitment activities.
- (d) **Notes** a result of 96% for overall customer satisfaction as part of our biannual customer satisfaction survey which is up from our previous result of 94% six months prior and ahead of our target of ≤90%.
- (e) **Notes** a successful audit by Poolsafe, pending final feedback.

- (f) **Notes** that more seasonable weather means the summer pools were well attended this season.
- (g) **Circulates** this report to the community boards for their information.

**CARRIED**

Councillor Blackie thanked M Greenwood; he noted that in the current economic climate, the aquatic facilities were doing well.

Councillor Brine expressed a concern regarding staff shortage due to illnesses.

## **6 CORRESPONDENCE**

Nil.

## **7 PORTFOLIO UPDATES**

### **7.1 Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.**

- Ashely Gorge Advisory Group hosted a successful fun day.
- He met with the Harbour Master to discuss the challenges of dealing with unruly youths at the Kaiapoi River marina.
- Huria Reserve – The stage three contract had come in under the engineer's estimate and work will commence soon.
- Te Kōhaka o Tūhaitara Trust – The Trust was recruiting a new General Manager. The young man who was involved in the fire and the restorative justice came to the Trust as part of his rehabilitation. He had turned around and was now employed.

### **7.2 Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.**

- Staff were planning to close down Kaiapoi and Rangiora Aquatic facilities for maintenance. It would be well advertised to the community.
- MainPower Stadium - Staff was working on clarifying the building's role in a civil defence emergency. Solar panel discussions were continuing, the current proposal looked favourable, and a report with details would be coming back to the Council.
- Southbrook Sports Club – A meeting was held, which several Councillors attended. The point was emphasised that the Club needed to submit to the Council's Long Term Plan and ways forward on raising the extra money.

### **7.3 Community Development and Wellbeing – Councillor Brent Cairns.**

- Received many complaints regarding the challenges being experienced by those living and working on the Kaiapoi River. Youths swimming close to boats, youths urinating into the river, youths dive bombing people, damaging infrastructure on the marina (electrical boxes, life preservers), rubbish, unsociable behaviour, and intimidating visitors.
- There had been issues with the speed of boats and jet skis going up and down the river. Despite Environment Canterbury (ECan) installing large Buoys with a 5knot speed limit. This summer season, ECan invested more time in monitoring the Kaiapoi River and educating the drivers, and behaviour was slowly changing. However, more signage and education were needed.

- Volunteer Expos were hosted throughout March 2024 in Rangiora, Kaiapoi, and Woodend. There was a good turnout in Rangiora; however, Kaiapoi was rather light in terms of numbers, which may have been due to it being hosted on a Thursday night rather than a Saturday.
- Attended Kaiapoi Garden Awards presentation. The overall garden winner was Jane Hughes, for her work on a neighbouring Council reserve. At the March Kaiapoi-Tuahiwi Community Board meeting, it was decided that the reserve would be named “Janes Garden Reserve” as an acknowledgement of the years of work and the investment Jane had put into this public reserve.
- Kaiapoi Food Forest hosted tours on 10 March 2024 as part of Openfarms.co.nz events day.
- Ashley Gorge Reserve Advisory Group, after conducting successful fundraising events, was planning to install a path that they plan to make accessible (suitable for wheelchair users, etc.).
- Oxford Promotions Association Annual General Meeting.
  - No change to Chair, Treasurer, Secretary and Deputy Chair positions.
  - Membership was up when compared to 2023, currently at 50 plus.
  - Expanding the number of business members by expanding the geographical boundary of the group.
  - The Treasurer was to create a budget for 2024 events, as there was overspending when compared to income due in main to a number of expenses, donations to Dark Sky, Jingle, etc.
- Kaiapoi Promotions Association had its first Mix and Mingle event at CBK Kaiapoi. One new member attended, but it was disappointing to see a low turnout.
- Staff were conducting a targeted survey of local Kaiapoi businesses about having a “night market” in Kaiapoi. At this stage, staff were reporting a low response rate.
- Food Secure North Canterbury held one of the three planned yearly community meetings. Angela Clifford, CEO of Eat New Zealand, was the guest speaker. This forum kicked off a series of three events focused on fostering collaboration and innovation to address local food security challenges.
- Pegasus had raised over \$8,000 for the community CCTV camera project. Sovereign Palms, as of last Friday, had enough funds for three community-funded CCTV cameras. Community Watch asked if the Council-owned cameras in Kaiapoi could be cleaned, which was happening this week or, at the very latest, next week.
- Rowing for Life passed through Waikuku on 9 March 2024, raising money for various charities.
- Kaiapoi High School was to start the CACTUS leadership program again. This program was great for the students who were chosen to attend it. The Kind Foundation partly supported the Course.
- Arthur Burke Amberley had provided a brand new vehicle to North Canterbury Neighbourhood Support to assist with the great work they were doing. Wendy Howe of the Community team had been taking the Trust through a review of their Vision, Values and Strategy.
- Kaiapoi Food Forest Trust had started developing the funding strategy to build the educational hub and had also been having meetings with staff to go over what costs the Trust would incur in relation to Development Contributions etc. A national company approached the Trust to fund a marketing strategy to assist in securing funding. They came back with an impressive presentation along with lists of companies that we should approach to request funding from.
- The Community Van (externally funded) was now sign-written and ready to support the community events, etc. I believe staff were working on a policy as to where the van would be used in the community.
- Waimakariri Stash and Swap event would at the Kaiapoi library on 23 March 2024.
- The “The Last Wednesday” Rangiora Business Mingle would be held on 27 March 2024.

- The Back to Basics event would be held on 20 April 2024.
- North Canterbury Youth Futures Business breakfast will be held on 30 April 2024.

#### 7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- The mural in Kaiapoi on the Cure Rowing Club building, which the Waimakariri Public Arts Trust were managing, was proceeding well.
- Approximately 200 people in attendance attended the Silverstream event.
- Arts Strategy was finalised and would be launched in May 2024.

### 8 **QUESTIONS**

Nil.

### 9 **URGENT GENERAL BUSINESS**

Nil.

### 10 **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: Councillor Brine

Seconded: Councillor Cairns

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

Item 10.1 Report from Management Team Meeting of 11 December 2023.

Item 10.2 Report from Management Team Meeting of 5 February 2024.

Item 10.3 Report from Management Team Meeting of 11 March 2024.

The general subject of the matters to be considered while the public was 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-
10.1 Report from management Team Meeting of 11 December 2023	Good reason to withhold exists under section 7	To enable the local authority to carry on negotiations (including commercial and industrial) without prejudice or disadvantage, as per LGOIMA Section 7 (2) (i).
10.2 Report from management Team Meeting of 5 February 2024	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
10.3 Report from management Team Meeting of 11 March 2024	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

**CLOSED MEETING*****Resolution to resume in Open Meeting***

Moved: Councillor Brine

Seconded: Councillor Redmond

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

**CARRIED****NEXT MEETING**

The next meeting of the Community and Recreation Committee will be held on Tuesday 28 May 2024 at 3.30pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.48PM.

CONFIRMED

\_\_\_\_\_  
Chairperson  
Councillor Robbie Brine

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RGN-05-24 /240426066065**REPORT TO:** COMMUNITY AND RECREATION**DATE OF MEETING:** 21 May 2024**AUTHOR(S):** Isibea Clark, Project Manager – Community and Recreation.**SUBJECT:** Kaiapoi Community Hub – Reallocation of Budget**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)
  
 \_\_\_\_\_  
 General Manager

  
 \_\_\_\_\_  
 Chief Executive
**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval for reallocation of budget from the Land Purchase Ravenswood Community Centre budget to the Kaiapoi Hub Budget to allow completion of services and electrical at Kaiapoi Community Hub site.
- 1.1. The installation of services and electrical was not included in the initial tender or budget allocation as the responsibility for their installation had been deemed the responsibility of the lessees. This was in line with normal Council practice where the Council is typically responsible for services to the boundary of a leased site. It is proposed the additional budget will allow installation of services and electrical at the Kaiapoi Hub.
- 1.2. The Kaiapoi Community Hub Trust was established in 2022 to improve fundraising opportunities, own and manage buildings, and initiate activation and programming opportunities for the site as well as install services. Throughout 2023 some changes to the funding environment and a lack of willingness from some groups to join the trust and not own their buildings meant that the Trust model was reviewed and put on pause. It has become clear due to the Trusts dissolution and the number and layout of buildings on the site that the provision of these services to the street boundary was not going to be adequate and would become a barrier to the development on the site in both the immediate and long-term future.
- 1.3. In addition to the need for additional services through the resource consent process it was also determined that the site would require carpark lighting which was also not part of the original budget.
- 1.4. There is an option available that the Hub user groups install services themselves, however due to staff are not confident that funders would provide for this kind of work. The Ravenswood Land Purchase has been less than expected due to valuation of preferred site. This is currently going through the public works act and it is anticipated that there will be budget available that could be transferred to this project for the shortfall. As the driver for both is new and not renewal, this is an appropriate funding source.

**Attachments:**

- i. Kaiapoi Hub Master Plan – April 2024 (240430067899)
- ii. Electrical preliminary design - (240507072829)
- iii. Proposed Services design – option 1 (240403051468)
- iv. Proposed Services design – option 2 (240507072830)



## 2. **RECOMMENDATION**

**THAT** the Community and Recreation Committee

- (a) **Receives** Report No. 240426066065.
- (b) **Notes** that the main contract for the construction of the car park and Croquet Lawns at the Kaiapoi Community Hub has been tendered, awarded, and is near completion. This has created more certainty around the allocated budget for this project.
- (c) **Notes** the progress that has been made over the last year through staff working with the key Kaiapoi Community Hub user groups; including completion of the carpark, croquet lawns and infrastructure design along with lease negotiations and commitments from these community groups to the Hub.
- (d) **Approves** Option 1 to reallocate \$327,000 from the Land Purchase Ravenswood Community Centre budget to allow completion of services and electrical at Kaiapoi Community Hub site this will leave budget which is considered adequate of \$3,973.00 in the Land Purchase Community Centre Ravenswood for the purchase of land in the North Woodend area.
- (e) **Notes** Council will own and maintain the services installed in the design attached (Trim: 240430067899), the lessee will be responsible for their services beyond this.
- (f) **Notes** Lessees will be responsible for connecting services from their building to the central systems.
- (g) **Notes** the Kaiapoi Croquet Club are currently working with Council Staff to finalise a Sale and Purchase agreement for the Council to receive their current site located at 8c and 10c Revell Street in exchange for the building of two new greens at the Kaiapoi Community Hub Site. At the settlement of the Sale and Purchase Agreement the Croquet Club will own the lawns constructed by Council, the club is responsible for the construction of the storage shed and club rooms and will own these assets.
- (h) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.

## 3. **BACKGROUND**

- 3.1 The Kaiapoi Community Hub is located in the Kaiapoi South Regeneration Area at 38 Charters Street, Kaiapoi. This site is to the west of Courtenay Drive and south of Charters Street. Community consultation was undertaken during 2021 and resource consent was granted for the development of the site in August 2022.
- 3.2. There are four community groups currently planning to be part of the Kaiapoi Community Hub. These include the Kaiapoi Menz Shed, Kaiapoi Croquet Club, Satisfy Food Rescue and the Youth Development Opportunities Trust (YDOT). A lease agreement with the Kaiapoi Croquet Club has been approved and executed and construction of the Croquet Lawns is near completion. Lease agreements for Satisfy Food Rescue and YDOT are in the process of being executed and we are in the final stages of lease negotiations with The Kaiapoi Menz Shed.
- 3.3. The Kaiapoi Community Hub provides space for a range of uses such as recreation and leisure activities, arts and hobby activities, and social and cultural activities, to co-locate and collaborate. The Hub provides a place that is open and accessible to the community and provides services and activities the community wants and needs, for the purposes of enhancing physical, mental, social and cultural wellbeing.

3.4. The Kaiapoi Community Hub Trust was established in 2022 to improve fundraising opportunities, own and manage buildings, and initiate activation and programming opportunities for the site as well as install services. Throughout 2023 some changes to the funding environment and a lack of willingness from some groups to join the trust and not own their buildings meant that the Trust model was reviewed and put on pause. This may be revisited in the future once the groups are established on-site. In the absence of an overarching trust the user groups agreed to 5 key values to ensure groups that co - locate at the site still enter into the ethos of the hub and ensure the benefits of colocation. These Values have been crafted in consultation with the groups.

1. Connection: The Kaiapoi Community Hub is a place that is welcoming - encouraging rich diverse community connection and collaboration.
  2. Resourcefulness: The Kaiapoi Community Hub operates in a manner that embraces sustainability and encourages growth for the future of our community.
  3. Accessibility: The Kaiapoi Community Hub is accessible to everyone as a collective, community-focused resource.
  4. Service: The Kaiapoi Community Hub serves the community by providing a space for participation, education and knowledge sharing.
  5. Impact: The Kaiapoi Community Hub is a thriving space that makes an immediate and lasting impact in the community.
- 3.5. Furthermore, as noted above as the funding environment has changed with less funding now available for builds. With groups needing to obtain external funding for provision of services this will be challenging in the current funding environment.

3.6. A summary of the works undertaken over the last 12 months on the project include:

- Tender award to On Grade
- Construction of carpark
- Construction of 2 croquet lawns
- Construction monitoring
- Appointment of in-house Project Manager
- Refinement of concept plan
- Regular meetings with user groups
- Lease negotiations.
- Updated cost estimates and timeline.
- Services design
- Electrical design

Next steps currently being worked on include:

- Services installation
- Electrical installation
- Carpark lighting installation
- Addition of new playground to the Community Hub site (effectively relocation of NCF Park) – separately funded project
- Landscaping

- 3.7. When the initial services design for the proposed buildings was completed, there was an understanding that the Lessees would be paying for the services from the boundary. It became clear that with was going to be a very complicated arrangement with regard to cost sharing amongst the groups and timing of installation. With the pausing of the trust model and the addition of YDOT to the site, planning for the provision of services was further complicated and it was no longer deemed viable for all groups to contribute to shared services from the site boundary.
- 3.8. Through the services design process it was identified that the sewer main in closest proximity (Courtenay Drive) was not able to accommodate a lateral connection and the services would need to be provided from the other side of the site (Charters Street).
- 3.9. Several different design options were worked through and considered during the planning process. Consideration was given to the location of services on the site, cost, and connectivity for planned and future buildings. The preferred design was considered and approved by the Kaiapoi Community Hub PCG.
- 3.10. Through the pricing process for the installation of services it was established that extensive dewatering, and associated cost, will be required due to services intersecting with the high groundwater table.
- 3.11. In addition to the need for additional services through the resource consent process it was also determined that the site would require carpark lighting which was also not part of the original budget.
- 3.12. An engineers estimate to supply services within the Kaiapoi Community Site is \$160,000 and cost estimates for the electrical work is \$267,100. Both items were not part of the original scope budgeted.
- 3.13. To supply water only to the boundary, the installation of some public water infrastructure is required by the Council at an estimated cost of \$43,700. In addition to this each lateral, including all components Council would usually require a developer to install for a new connection, is estimated to cost \$4,400 outside the boundary.
- 3.14. No additional public infrastructure is required to supply sewer to the boundary, each lateral can connect directly to the existing sewer main. It is advised to install each lateral in one go, rather than installing to the boundary for each lessee to join onto later, to minimise the risk of pipe levels not matching at the boundary. However this approach may complicate Council bearing the cost of sewer to the boundary, which is estimated at \$17,700 per connection.
- 3.15. Development contributions will be incurred and are proposed to be paid for by the Council as the services are being installed by the Council. These were allowed for under the original budget.

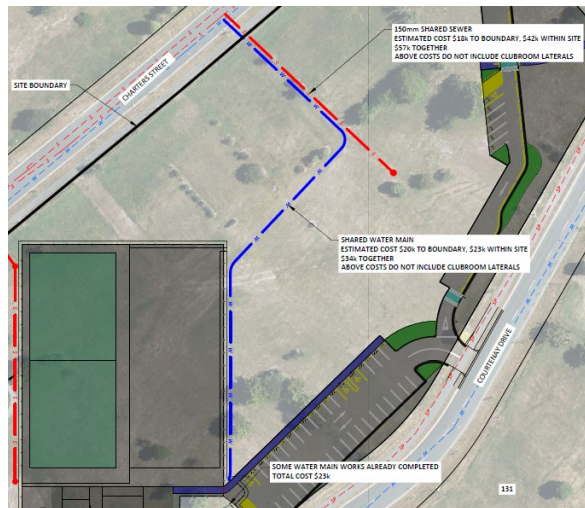
#### **4. ISSUES AND OPTIONS**

##### **4.1 WDC Budget Options**

Options to consider include:

**Option 1** - Increase the budget for the project by \$327,000 through reallocation of budget from the Land Purchase Ravenswood Community Centre allow the provision of services within the Kaiapoi Community Hub site boundary and electrical work to occur.

- 4.2. The installation of the shared water and wastewater services as shown in attachment (iii) will allow the construction of proposed buildings and any future proposed buildings as soon as the community groups are in a position to do so. The provision of services will not be a barrier to the timing or cost of their facilities.
- 4.3. The installation of carpark lighting and electrical services will allow groups to operate on site when they are ready. The Hub will be compliant with all resource consent conditions. There will also be sufficient load capacity for future growth of the hub.

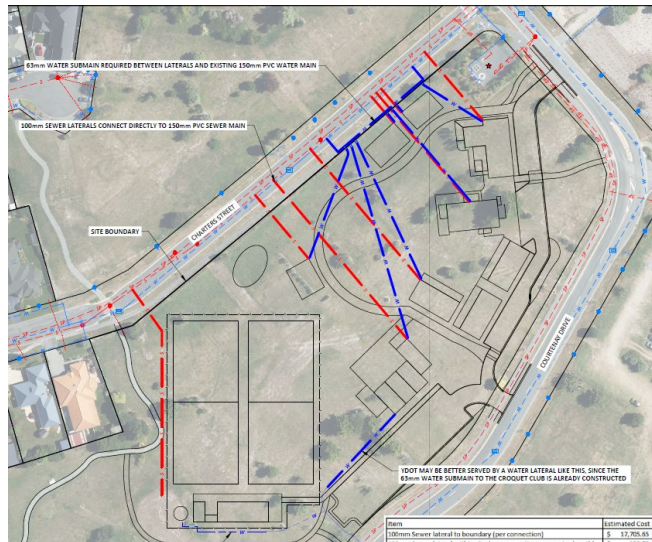


- 4.4. Community Groups will be able to manage their building independently of each other without reliance on the ability of other groups to part-fund the services and be in a position to do so at a time that is suitable to the other stakeholder.
- 4.5. The staff recommendation is option 1 – increase the budget by a further \$327,000 through reallocation of budget from the Land Purchase Ravenswood Community Centre allow the provision of services within the Kaiapoi Community Hub site boundary and electrical work to occur.

**Option 2** - Increase the budget for the project by \$240,000 through reallocation of budget from the Land Purchase Ravenswood Community Centre to allow the provision of services to the boundary at the Kaiapoi Community Hub and electrical work to occur.

- 4.6. Now that more information is known regarding the on-street services the closest main that the buildings can connect to is located on Charters Street on the opposite side of the site. Should the groups be required to connect separately at their expense this would be very inefficient both from a cost and materials perspective.
- 4.7. Retaining the current Council position of providing services to the boundary only will leave an unresolved issue of how the new buildings will connect to wastewater, and water services. This will impede the planning of buildings and become a barrier for groups establishing themselves at the site.

- 4.8. All buildings connecting separately to the services on Charters Street would also mean that the future development sites for the hub would be significantly limited by the number of services that would be located across the site as shown in attachment (iv) and below:



- 4.9. For the groups to deliver the attached plan to ensure the most efficient installation of services they would be required to come up with a cost-share arrangement with the Council. All groups are at different stages of their projects with varying amounts of funding on hand. The timing of each of the buildings will also be dependent on their ability to obtain funding and will not be aligned. This option would be problematic due to the differences in timing and funds between the groups and is not seen as a viable option to enable the development of the site.
- 4.10. If Option 2 was chosen, this would mean we would be promising the lessees that the Council would pay for services to the boundary at the time they connect. \$17,000 may cover one sewer connection to the boundary at this time, but in 2 years' time with inflation and material cost increases this will push the cost higher – and the budget available may no longer be sufficient.
- 4.11. The installation of carpark lighting and electrical services will allow groups to operate on site when they are ready. The Hub will be compliant with all resource consent conditions. There will also be sufficient load capacity for future growth of the hub.
- 4.12. Therefore option 2 is not recommended.

### Option 3 - Do nothing.

- 4.13. Carpark and pathway lighting is required under the approved resource consent (RC225008). Should the lighting not be installed when groups establish themselves on site this will mean there will likely be restrictions on hours of use for the site which will prove a barrier in groups operating. Satisfy Food Rescue and YDOT will utilise their buildings in the hours where additional lighting will be required and without this, we will be in breach of our resource consent, and this will also prove to be a safety issue for the occupants.
- 4.14. All current user groups have confirmed their commitment to the hub with 2 groups leases ready to be executed (YDOT and Satisfy Food Rescue) and Kaiapoi Menz Sheds lawns near completion. In addition, staff are supporting groups in seeking funding for their buildings.

- 4.15. Should Council not fund the services for the community hub, there is a risk that the groups cannot raise sufficient funding to locate a building on site, or later chose not to locate on site. This could potentially leave redundant facilities, make the facility not viable, or see a delay in the uptake/use of the site.
- 4.16. If Council does not wish to fund the services and lighting for the Hub, it would put the project at risk through groups having to find additional budget themselves. With multiple services going across the site, it will compromise it for future development. Council has already invested in the site through the development of the carpark and croquet lawns.
- 4.17. Therefore option 3 is not recommended.

### Cost Estimates

- 4.18. Updated cost estimates prepared indicate that the remaining WDC-funded elements of the work are likely to cost approximately \$548,854.82. The high-level breakdown is shown below:

Item	Estimate – Option 1 (Services within site)	Estimate – Option 2 (Services to boundary only)
<u>Construction Works</u>		
Electrical and lighting <i>(includes 10% contingency and 60k for transformer upgrade)</i>	\$272,480.84	\$272,480.84
Utilities <i>Includes 10% contingency</i>	\$160,000	\$72,600
General landscaping and fencing	\$85,095.00	\$85,095.00
Professional fees including staff labour	\$31,278.98	\$31,278.98
<b>TOTAL</b>	<b>\$548,854.82</b>	<b>\$461,454.82</b>

The current budget situation for the WDC-funded site development and infrastructure works at the Kaiapoi Community Hub for option 1 is therefore:

Current Budget	\$1,493,230.00
Current Spend	\$1,129,433.49
Forecasted spend	\$1,659,647.97
Shortfall	-\$326,417.97

This above indicates an overall budget shortfall of \$326,417.97.

Reasons why the current budget is not sufficient and was not included in high-level estimate from 2022.

- This project originally had a contingency budget of 20% for construction and 5% for professional fees. Due to the complexity of the site this contingency has been utilised through variations awarded totalling 16%. The remaining contingency budget has been utilised by increased PDU fees and project management fees all of which were not anticipated.
- The Trust model has been put on hold and it was intended that groups would be paying for installation of their services.
- Some construction cost escalation.

### **Implications for Community Wellbeing**

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

Council supplying the proposed services will significantly improve the viability of the Community groups building at the Kaiapoi Community Hub site. Social connection and physical activity opportunities will be provided through the activities provided by the Menz Shed and the Kaiapoi Croquet Club.

Satisfy Food Rescue will be able to improve and grow its services of redistributing surplus food to struggling families. YDOT will be able to establish a presence in Kaiapoi and deliver trade training opportunities for at-risk youth who have struggled as part of the traditional school system.

All groups currently looking to locate their operations at the Community Hub are in accommodation which is impacting or restricting their sustainability and growth.

The infrastructure proposed to be installed by Council will also service the site into the future allowing more groups to co-locate and add further benefits to the community.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. Consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021, the locating of these facilities at this site and in these locations is in line with this consultation.

#### **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.

- Kaiapoi Croquet Club
- Satisfy Food Rescue
- Kaiapoi Menz Shed
- Youth Development and Opportunities Trust

The recommendations included in this report will also have an impact on future groups who have an interest in locating at the Kaiapoi Hub.

## 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. The additional budget request will likely be of interest as there could be rates implications.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

- 6.2 There are no financial implications of the decisions sought by this report.
- 6.3 Reallocating \$327,000 from Land Purchase Ravenswood Community Centre budget to the Kaiapoi Hub Budget would have no impact to rate payers. The Land Purchase Ravenswood Community Centre has a total budget of \$4,300,000 and by reallocating \$327,000 to the Kaiapoi Community Hub budget this will leave \$3,973,000 remaining for land in the North Woodend area. This is deemed adequate due to recent valuations taken from previous land purchases. The Land Purchase Ravenswood Community Centre budget is fully loan funded.

The current budget situation for the WDC-funded site development and infrastructure works at the Kaiapoi Community Hub for option 1 is therefore:

Current Budget	\$1,493,230.00
Current Spend	\$1,129,433.49
Forecasted spend	\$1,659,647.97
Shortfall	-\$326,417.97

Further Clarifications and exclusions regarding the Community Hub budget are:

1. Any WDC contributions to clearance or reinstatement of the current Croquet site at Murphy Park is allowed for within the separate Murphy Park landscaping project budget.
2. The proposed playground inclusion is funded entirely from a separate playground renewals budget (originally set aside for NCF Park playground renewal).

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

### 6.4 Sustainability and Climate Change Impacts

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

However, by installing one central sewer and water line this avoids multiple site overheads, connections.

It should also be noted that one of the key drivers for Satisfy Food Rescue is the sustainable provision of food. By supporting their operation through the awarding of a ground lease Council will be ensuring their activities are delivered in a financially sustainable way.

### 6.5. Risk Management

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

With the main contract for the Croquet lawns nearing completion and more now known about the site the scope for unexpected events to affect the project significantly in terms



of timeframe or budget is limited. There has however been a contingency of 10% which has been added to the engineers estimates for electrical and services.

The key area of risk in terms of the remaining physical works is the high-water table and also the design for electrical ensuring we cover all parts of the site to allow for future growth. Specific thought has been put into this during the design stage, the successful contractor should demonstrate a sound methodology as to how they will manage the high-water table when installing the services.

This situation may establish a precedent for other groups in various locations. Nevertheless, to get to the recommendation above we have undergone negotiations and extensive discussions with these groups, stemming from the intricacies of this specific site. It is expected that any future developments will require discussion, albeit on a case-by-case basis.

#### 6.6. **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  
Resource Management Act

#### 7.3. **Consistency with Community Outcomes**

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

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- 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.
- 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.
- Enterprises are supported and enabled to succeed.
- There are sufficient skills and education opportunities available to support the economy.
- People are supported in improving the health and sustainability of our environment.

#### 7.4. **Authorising Delegations**

The Community and Recreation Committee has the delegated authority to receive this report and accept the reallocation of the budget, on behalf of the Council.



LINKAGES PATHWAY  
1000m3 of excavated material to create mounds.  
Contours at 0.3m intervals

INDICATIVE LOCATION FOR POTENTIAL PLAYGROUND  
(Separate Budget)

0 10 20 30 40 50



**KAIAPOI COMMUNITY HUB  
LEASEHOLDERS PLAN**

DATE: 30/04/2024  
VERSION: 02  
PREPARED BY: Julie Mason



#### DRAWING INDEX

E01	LIGHTING	LOCATION MAP, LEGEND AND NOTES
E02	POWER	LOCATION MAP, LEGEND AND NOTES
E03	LIGHTING	STANDARDS TABLES, CALCULATION RESULTS AND SCHEDULES
E11	LIGHTING	AERIAL LAYOUT
E21	LIGHTING	DESIGN LAYOUT
E31	LIGHTING	ISOLUX LAYOUT
E41	POWER	POWER LAYOUT
E42	POWER	LIGHTING COLUMN POWER DETAIL
E43	POWER	TRENCHING DETAIL
E51	POWER	CENTRAL METER BOARD SINGLE LINE DIAGRAM
E52	POWER	CARPARK LIGHTING DB SINGLE LINE DIAGRAM
E53	POWER	SITE POWER SINGLE LINE DIAGRAM
E54	POWER	CARPARK LIGHTING SINGLE LINE DIAGRAM

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# KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES

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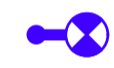
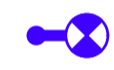
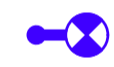
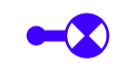
## ELECTRICAL & LIGHTING SERVICES PRELIMINARY DESIGN FOR COMMENT

Project No: 6-DHLHH.01 - 60176  
Date: 26/04/2024



LOCATION MAP - COURTENAY DRIVE, KAIAPOI

**LEGEND**

-  A1 SUPPLY AND INSTALL A NEW GROUND PLANTED OCTAGONAL GALVANISED STEEL COLUMN WITH A 1.3m CURVED OUTREACH ARM AND 90mm x 60mmØ LUMINAIRE MOUNTING SPIGOT COMPLETE WITH A NEW CREE ENERGY UNO TRSA 02 AFN 6L 308 27W (3180 LUMENS) 3000K LED LUMINAIRE. THE LUMINAIRE SHALL BE MOUNTED AT A HEIGHT OF 7.3m AND BE TILTED AT AN ANGLE OF 5° TO THE HORIZONTAL.
  -  A2 SUPPLY AND INSTALL A NEW GROUND PLANTED OCTAGONAL GALVANISED STEEL COLUMN WITH A 1.3m CURVED OUTREACH ARM AND 90mm x 60mmØ LUMINAIRE MOUNTING SPIGOT COMPLETE WITH A NEW CREE ENERGY UNO TRSA 02 200 4L 308 19W (2327 LUMENS) 3000K LED LUMINAIRE. THE LUMINAIRE SHALL BE MOUNTED AT A HEIGHT OF 7.3m AND BE TILTED AT AN ANGLE OF 0° TO THE HORIZONTAL.
  -  A3 SUPPLY AND INSTALL A NEW GROUND PLANTED OCTAGONAL GALVANISED STEEL COLUMN WITH A 1.3m CURVED OUTREACH ARM AND 90mm x 60mmØ LUMINAIRE MOUNTING SPIGOT COMPLETE WITH A NEW CREE ENERGY UNO TRSA 02 100 6L 308 27W (3118 LUMENS) 3000K LED LUMINAIRE. THE LUMINAIRE SHALL BE MOUNTED AT A HEIGHT OF 7.3m AND BE TILTED AT AN ANGLE OF 0° TO THE HORIZONTAL.
  -  A4 SUPPLY AND INSTALL A NEW GROUND PLANTED OCTAGONAL GALVANISED STEEL COLUMN WITH A 1.3m CURVED OUTREACH ARM AND 90mm x 60mmØ LUMINAIRE MOUNTING SPIGOT COMPLETE WITH A NEW CREE ENERGY UNO TRSA 02 100 4L 308 19W (2320 LUMENS) 3000K LED LUMINAIRE. THE LUMINAIRE SHALL BE MOUNTED AT A HEIGHT OF 7.3m AND BE TILTED AT AN ANGLE OF 0° TO THE HORIZONTAL.
- ALL COLUMNS TO ALLOW FOR CUSTOM PIR SENSOR MOUNTING BRACKET PROVIDED AT MANUFACTURER.

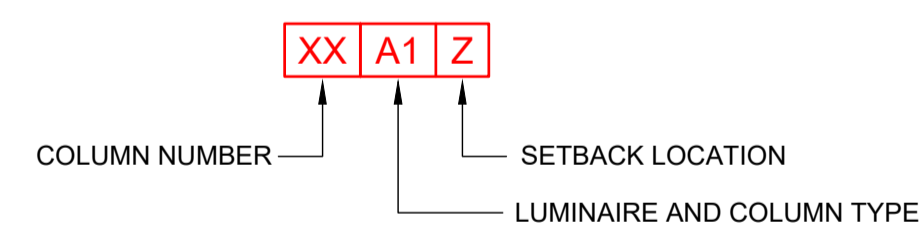



**GENERAL NOTES**

1. ALL DISTANCES ARE IN METERS UNLESS STATED OTHERWISE.
2. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF WAIMAKARIRI DISTRICT COUNCIL, AS/NZS 1158 & AS/NZS3000:2007.
3. ENSURE THAT ALL COLUMNS ARE CLEAR OF UNDERGROUND SERVICES. IF NECESSARY POSITIONS MAY BE ALTERED BY UP TO 1m WHILE RETAINING GENERAL POLE ARRANGEMENT TO AVOID CLASHES WITH UNDERGROUND SERVICES.
4. ENSURE THE RAMM DATABASE IS ACCURATELY UPDATED FOR EVERY NEW OR MODIFIED ROAD LIGHT LOCATION, AND LIAISE WITH THE WAIMAKARIRI DISTRICT COUNCIL TO ENSURE RECORDS ARE APPROPRIATELY COMPLETED.
5. ALL LUMINAIRES SHALL BE FITTED WITH A 7 CONTACT NEMA SOCKET (COMPLIANT WITH ANSI C136.41:2013).
6. ALL LUMINAIRES SHALL HAVE A SHORTING CAP FITTED.
7. LUMINAIRE TILT SHALL BE 0° TO THE HORIZONTAL FOR ALL NEW LUMINAIRES INSTALLED UNLESS STATED OTHERWISE.
8. ALL NEW LUMINAIRES SHALL BE SUPPLIED WITH LABELS.
9. COLUMN MANUFACTURER STANDARD FOUNDATION SOLUTIONS SHALL BE PROVIDED BY THE CONTRACTOR. THE ASSOCIATED DESIGN AND PRODUCER STATEMENT DOCUMENTATION SHALL BE BY OTHERS.
11. THE STREETLIGHT COLUMN INTERNAL WIRING BETWEEN THE COLUMN INTERNAL SWITCHBOARD AND THE LUMINAIRE SHALL BE 2C 2.5mm<sup>2</sup> Cu/NS CIRCULAR CABLE.

**SPECIFIC NOTES**

- a. THIS SECTION OF COURTENAY DRIVE HAS BEEN DESIGNED TO THE PC3 LIGHTING SUB-CATEGORY OF AS/NZS 1158.3.1:2020.
- b. THE COLUMN HEIGHT AND OUTREACH ARM LENGTH MAY BE ADJUSTED SLIGHTLY TO MATCH STANDARD SUPPLIER OPTIONS TO ALLOW FOR COMPETITIVE TENDERING. ALTERNATIVE COLUMN AND OUTREACH ARMS SHALL BE SUBMITTED TO THE CONSULTANT ENGINEER FOR REVIEW AND APPROVAL PRIOR TO PROCUREMENT.
- c. ENSURE ALL COLUMN SPIGOTS AND LUMINAIRE TENONS ARE ORDERED CORRECTLY TO MATCH THEIR MOUNTING ARRANGEMENT AND DIAMETER REQUIREMENT.
- d. VEGETATION TO BE REMOVED WHERE ANY POLE POSITION OR LIGHT OUTPUT IS OBSTRUCTED.

**LEGEND CONTINUED**

<b>TYPICAL COLUMN DESIGNATION</b>	<b>SETBACKS</b>	<b>ILLUMINANCE DESIGN AREA</b>
	<p>Z 0.7m DIRECTLY BEHIND THE EDGE OF THE KERB / SEAL.</p> <p>Y 0.5m DIRECTLY BEHIND THE EDGE OF THE FOOTPATH.</p>	<p> SPEED TABLE ILLUMINANCE DESIGN AREA</p> <p> ACCESSABLE ILLUMINANCE DESIGN AREA</p> <p> CAR PARK ILLUMINANCE DESIGN AREA</p>

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



**wsp**  
Christchurch Office  
+64 3 363 5400

PO Box 1482  
Christchurch 8140  
New Zealand

**ELECTRICAL & LIGHTING SERVICES**

SCALES		ORIGINAL SIZE
NOT TO SCALE		A1
DRAWN	DESIGNED	APPROVED
D. SINGH	N. O'LOUGHLIN	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

**PRELIMINARY DESIGN**

PROJECT		
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES		
TITLE		
LIGHTING LOCATION MAP, LEGEND AND NOTES		
WSP PROJECT NO. (SUB-PROJECT)	SHEET NO.	REVISION
6-DHLHH.01 - 60176	E01	A



LOCATION MAP - COURTENAY DRIVE, KAIAPOI









**GENERAL NOTES**

1. THIS INSTALLATION HAS BEEN DESIGNED IN ACCORDANCE WITH AS/NZS 3000 PART 2.
2. THE CONTRACTOR SHALL BUILD, TEST AND COMMISSION THIS INSTALLATION IN ACCORDANCE WITH THE DESIGN PLANS AND SPECIFICATION DOCUMENT. ALL SUPPORTING DOCUMENTATION AND EVIDENCE SHALL BE PROVIDED TO THE WSP CONSULTANT ENGINEER FOR APPROVAL.
3. COPPER CABLE SHALL NOT BE LEFT EXPOSED OR ABOVE GROUND WHERE IT IS VULNERABLE TO THEFT.
4. ALL CABLES UNDER FOOTPATHS AND SEALED SURFACES (EXISTING OR FUTURE) SHALL BE LAID IN CONDUIT.
5. THE ENDS OF ALL CABLES SHALL BE LABELED TO IDENTIFY THE ASSOCIATED POINT OF SUPPLY (WHERE WITHIN A STREETLIGHT COLUMN THE SUPPLY CABLES SHALL BE LABELED TO IDENTIFY THE STREETLIGHT SUPPLYING THE CABLE OR THE STREETLIGHT THE CABLE IS SUPPLYING).
6. THE CONTRACTOR SHALL DETERMINE A SUITABLE AND CONSISTENT OFFSET FOR CABLES. THE POSITION OF CABLES ON THE DRAWINGS PROVIDED ARE NOT INTENDED TO REFLECT THE ACTUAL OFFSET OF CABLES UPON INSTALLATION. ALL CABLE OFFSETS SHALL BE RECORDED ON THE AS-BUILT DOCUMENTATION.
7. THE USE OF IN-GROUND CABLE JOINTS SHALL BE AVOIDED UNLESS APPROVED BY THE CONSULTANT ENGINEER. IN THE EVENT OF IN GROUND CABLE JOINTS BEING REQUIRED THE POSITION SHALL BE RECORDED ON THE AS-BUILT DOCUMENTATION.
8. ALL CABLE ENDS SHALL BE PROTECTED FROM WATER/MOISTURE INGRESS AT THE TIME OF INSTALLATION THROUGH THE USE OF GEL-FILLED HEAT SHRINK CAPS. INSULATION TAPE IS NOT AN ACCEPTABLE METHOD.
9. FOR CABLE TERMINATIONS WITHIN STREETLIGHT COLUMNS SEE SHEET E42.
10. THE CONTRACTOR SHALL DETERMINE A SUITABLE FOUNDATION/MOUNTING ARRANGEMENT FOR THE CENTRAL METER CABINET INCLUDING ANY ENGINEERING AND DESIGN OR PRODUCER STATEMENT REQUIREMENTS.
11. ALL LOW VOLTAGE CABLES AND CONDUITS SHALL BE BURIED WITH A MINIMUM COVER OF 500mm.
12. ALL LOW VOLTAGE CABLES AND CONDUITS SHALL HAVE ELECTRICAL MARKER TAPE COMPLIANT TO AS/NZS 2648.1 LAID AT 300mm BELOW FINAL GROUND LEVEL.
13. ALL CONDUITS SHALL BE CATEGORY "A" RATED CONDUIT.

**SCHEDULE**

- |  |  |
|--|--|
| <p><b>1</b> TRENCH/THRUST AS REQUIRED:<br/>2 X 50mm DIAMETER ORANGE PVC CONDUITS<br/>PULL THROUGH:<br/>1 x 2C 6mm<sup>2</sup> Cu NS STREETLIGHT CABLE<br/>1 x 1C 2.5mm<sup>2</sup> Cu NS PIR SENSOR CABLE<br/>SIGNAL STRIP<br/><br/>REFER TO SHEET-E42 CABLE ARRANGEMENT 1</p> <p><b>2</b> TRENCH AND LAY:<br/>1 x 2C 6mm<sup>2</sup> Cu NS STREETLIGHT CABLE<br/>1 x 1C 2.5mm<sup>2</sup> Cu NS PIR SENSOR CABLE<br/>SIGNAL STRIP<br/><br/>REFER TO SHEET-E42 CABLE ARRANGEMENT 2</p> <p><b>3</b> TRENCH AND LAY:<br/>4 X 100mm DIAMETER ORANGE PVC CONDUITS<br/>1 X 2C 6mm<sup>2</sup> Cu NS STREETLIGHT CABLE<br/>1 x 1C 2.5mm<sup>2</sup> Cu NS PIR SENSOR CABLE<br/>SIGNAL STRIP<br/>PULL THROUGH:<br/>3C 35mm<sup>2</sup> Cu NS CABLE TO CROQUET<br/><br/>REFER TO SHEET-E42 CABLE ARRANGEMENT 3</p> <p><b>4</b> TRENCH AND LAY:<br/>4 X 100mm DIAMETER ORANGE PVC CONDUITS<br/>1 X 2C 6mm<sup>2</sup> Cu NS STREETLIGHT CABLE<br/>1 x 1C 2.5mm<sup>2</sup> Cu NS PIR SENSOR CABLE<br/>SIGNAL STRIP<br/>PULL THROUGH:<br/>3C 35mm<sup>2</sup> Cu NS CABLE TO CROQUET<br/><br/>REFER TO SHEET-E42 CABLE ARRANGEMENT 4</p> | <p><b>5</b> TRENCH AND LAY:<br/>3 X 100mm DIAMETER ORANGE PVC CONDUITS<br/>1 X 2C 6mm<sup>2</sup> Cu NS STREETLIGHT CABLE<br/>1 x 1C 2.5mm<sup>2</sup> Cu NS PIR SENSOR CABLE<br/>SIGNAL STRIP<br/>PULL THROUGH:<br/>3C 35mm<sup>2</sup> Cu NS CABLE TO CROQUET<br/><br/>REFER TO SHEET-E42 CABLE ARRANGEMENT 5</p> <p><b>6</b> TRENCH AND LAY:<br/>1 X 100mm DIAMETER ORANGE PVC CONDUITS<br/>1 X 2C 6mm<sup>2</sup> Cu NS STREETLIGHT CABLE<br/>1 x 1C 2.5mm<sup>2</sup> Cu NS PIR SENSOR CABLE<br/>SIGNAL STRIP<br/>PULL THROUGH:<br/>3C 35mm<sup>2</sup> Cu NS CABLE TO CROQUET<br/><br/>REFER TO SHEET-E42 CABLE ARRANGEMENT 6</p> <p><b>7</b> INSTALL 715 x 410 x 800mm ACO CABLE MATE TYPE 4 CABLE PIT.</p> |
|--|--|

**LEGEND**

-  MAIN SWITCH BOARD
-  CABLE PIT
-  UNDERGROUND LOW VOLTAGE DUCT
-  UNDERGROUND STREET LIGHTING DUCT
-  LOW VOLTAGE MAINS CABLE
-  LOW VOLTAGE STREETLIGHT AND PIR CABLE
-  INDICATIVE ROUTE FOR LOW VOLTAGE SUPPLY CABLE
-  REFERENCE NOTE TO SCHEDULE

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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Christchurch Office  
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Christchurch 8140  
New Zealand

**ELECTRICAL & LIGHTING SERVICES**

SCALES	ORIGINAL SIZE	
NOT TO SCALE	A1	
DRAWN	DESIGNED	APPROVED
D. SINGH	N. O'LOUGHLIN	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

**PRELIMINARY DESIGN**

PROJECT	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	E02	A
TITLE POWER LOCATION MAP, LEGEND AND NOTES		
WSP PROJECT NO. (SUB-PROJECT) 6-DLHH.01 - 60176		

TABLE 3.7 - VALUES OF LIGHT TECHNICAL PARAMETERS FOR OUTDOOR CAR PARKS (INCLUDING ROOF-TOP CAR PARKS) - AS/NZS 1158.3.1:2020				
1	2	3	4	5
LIGHTING SUBCATEGORY	LIGHT TECHNICAL PARAMETERS (LTP)			
	AVERAGE HORIZONTAL ILLUMINANCE <sup>a,b</sup> ( $\bar{E}_h$ )	POINT HORIZONTAL ILLUMINANCE <sup>a,b</sup> ( $E_{ph}$ )	ILLUMINANCE (HORIZONTAL) UNIFORMITY <sup>c</sup> CAT.P ( $U_{E2}$ )	POINT VERTICAL ILLUMINANCE <sup>a,b</sup> ( $E_{pv}$ )
	lx	lx		lx
PC1	14	3	8	3
PC2	7	1.5	8	1
PC3	3.5	0.7	8	-
PCD <sup>d</sup>	-	$\geq 14$ and $\geq (\bar{E}_h)^d$	-	-
PCX <sup>e</sup>	21	5	8	-

- a. THESE VALUES ARE MAINTAINED.
- b. CONFORMANCE IS ACHIEVED BY BEING GREATER THAN OR EQUAL TO THE APPLICABLE TABLE VALUE.
- c. CONFORMANCE IS ACHIEVED BY BEING LESS THAN OR EQUAL TO THE APPLICABLE TABLE VALUE.
- d.  $E_{pv}$  SHALL BE DETERMINED FOR EACH PCD AREA IN THE CAR PARK AND, IN EACH CASE, IT SHALL BE GREATER THAN THE VALUE STATED AND GREATER THAN THE AVERAGE FOR THE OVERALL CAR PARK.
- e. THIS LEVEL SHALL BE USED FOR ANY MARKED AREAS FOR PEDESTRIANS TO CROSS.

**CAICULATION RESULTS**

ILLUMINATION CAICULATION SUMMARY

SUB-CATEGORY PP3

LABEL	CAIC TYPE	UNITS	$\bar{E}_h$	$E_{ph}$ MAX.	$E_{ph}$ MIN.	$U_{E2}$
NEW SHARED CAR PARK	ILLUMINANCE	LUX	5.36	21	0.2	3.92
SPEED TABLE 1	ILLUMINANCE	LUX	7.57	9.7	4.6	1.28
SPEED TABLE 2	ILLUMINANCE	LUX	9.99	12.9	6.4	1.29
ACCESSABLE PARK 1	ILLUMINANCE	LUX	15.23	20.1	11.7	1.32
ACCESSABLE PARK 2	ILLUMINANCE	LUX	15.22	21	9.9	1.38
ACCESSABLE PARK 3	ILLUMINANCE	LUX	13.34	15.2	10.6	1.13

EQUIPMENT SCHEDULE		
EQUIPMENT	QUANTITY	REFERENCE (IF APPLICABLE)
7.3m GROUND PLANTED OCTAGONAL GALVANISED STEEL COLUMN WITH 1.3m ARM OUTREACH	9	A1, A2, A3, A4
CREE ENERGY UNO TRSA 02 AFN 6L 308 27W LED LUMINAIRE	2	A1
CREE ENERGY UNO TRSA 02 200 4L 308 19W LED LUMINAIRE	1	A2
CREE ENERGY UNO TRSA 02 100 6L 308 27W LED LUMINAIRE	2	A3
CREE ENERGY UNO TRSA 02 100 4L 308 19W LED LUMINAIRE	4	A4
ACO CABLE MATE TYPE 4 75990, CABLE PIT	4	
TRENCHING	278m	
100mm DIAMETER ORANGE PVC CONDUIT	473m	
50mm DIAMETER ORANGE PVC CONDUIT	37m	
2C 6mm <sup>2</sup> Cu NS STREET LIGHT CABLE	230m	
1C 2.5mm <sup>2</sup> Cu NS PIR SENSOR CABLE	230m	
3C 35mm <sup>2</sup> Cu NS CABLE	255m	

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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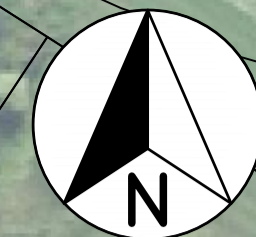
PO Box 1482  
Christchurch 8140  
New Zealand

**ELECTRICAL & LIGHTING SERVICES**

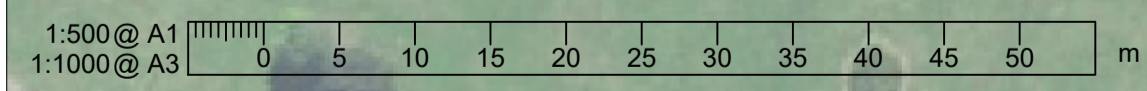
SCALES	ORIGINAL SIZE	
NOT TO SCALE	A1	
DRAWN	DESIGNED	APPROVED
D. SINGH	N. O'LOUGHLIN	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

**PRELIMINARY DESIGN**

PROJECT	TITLE	WSP PROJECT NO. (SUB-PROJECT)	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	LIGHTING STANDARDS TABLES, CAICULATION RESULTS AND SCHEDULES	6-DHLHH.01 - 60176	E03	A



300 mm  
200  
100  
50  
0 10 mm



REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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**ELECTRICAL & LIGHTING SERVICES**

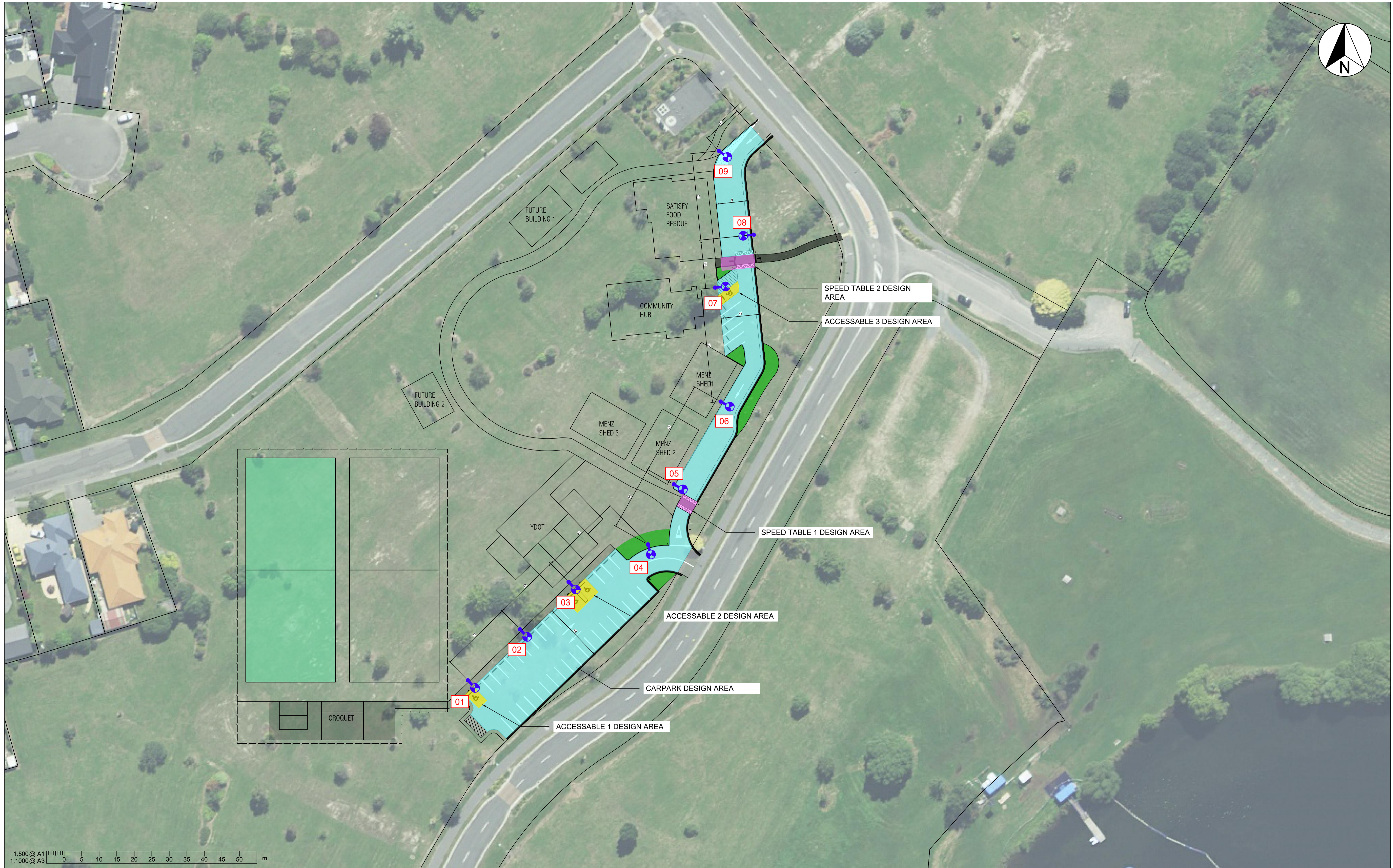
SCALES	DESIGNED	APPROVED	ORIGINAL SIZE
1:500 @ A1 ; 1:1000 @ A3	N. O'LOUGHLIN	A. STRONG	A1
DRAWN	DESIGN VERIFIED	APPROVED DATE	
D. SINGH	N. O'LOUGHLIN	26-04-2024	

**PRELIMINARY DESIGN**

PROJECT	TITLE	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	LIGHTING AERIAL LAYOUT	E11	A
WSP PROJECT NO. (SUB-PROJECT) 6-DLHH.01 - 60176			



300 mm  
200  
100  
50  
0 10 mm



1:500 @ A1  
1:1000 @ A3

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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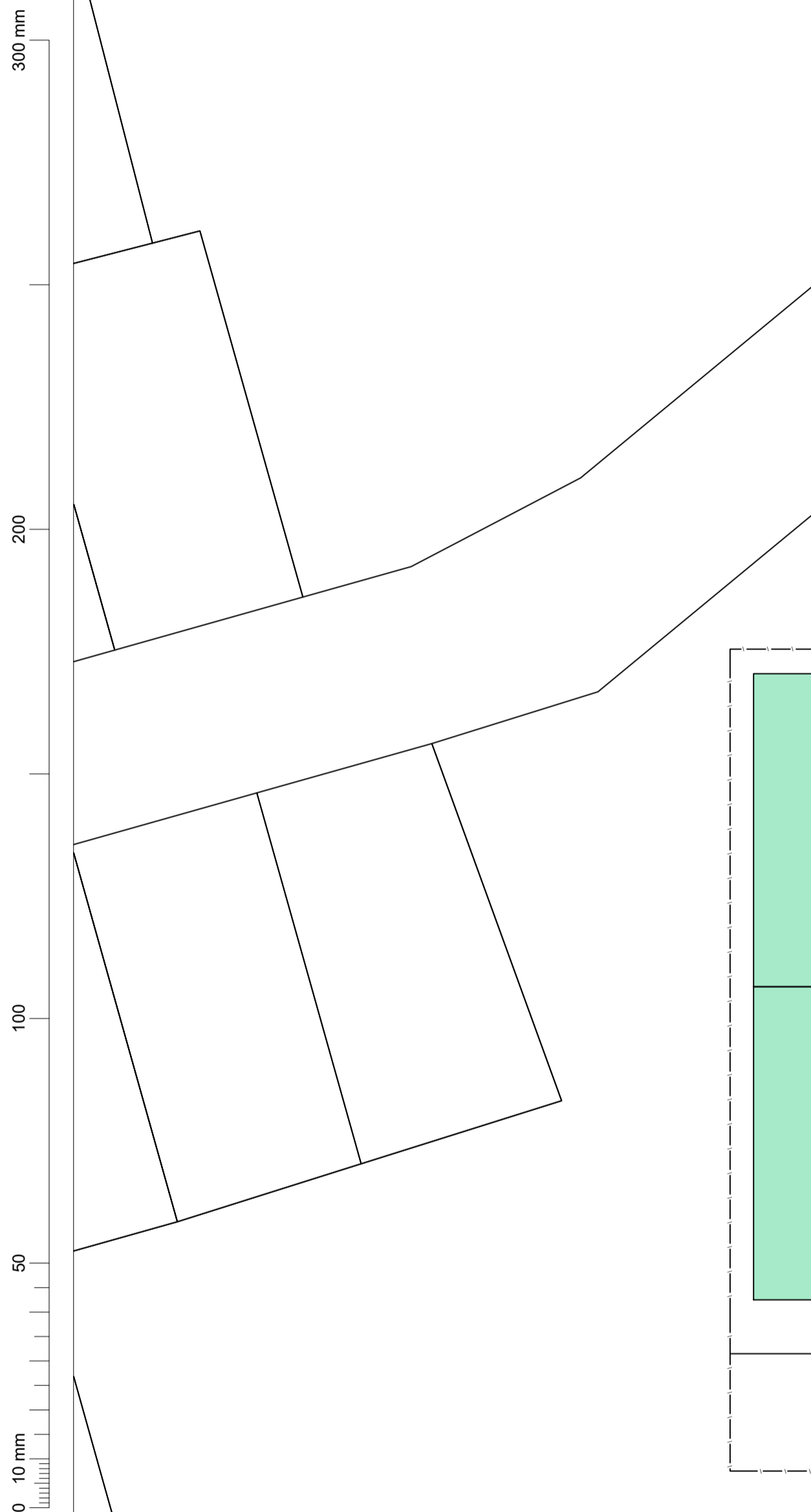
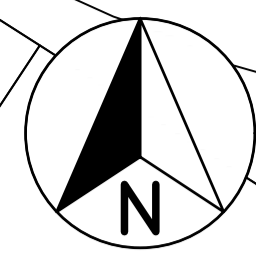
**ELECTRICAL & LIGHTING SERVICES**

SCALES	DESIGNED	APPROVED	ORIGINAL SIZE
1:500 @ A1 ; 1:1000 @ A3	N. O'LOUGHLIN	A. STRONG	A1
DRAWN	DESIGN VERIFIED	APPROVED DATE	
D. SINGH	N. O'LOUGHLIN	26-04-2024	
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE	
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024	

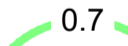


**PRELIMINARY DESIGN**

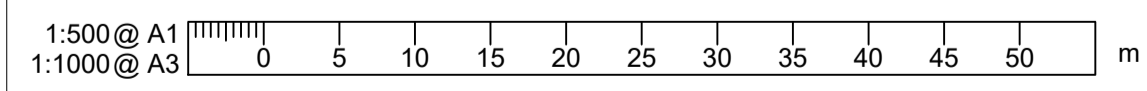
PROJECT	TITLE	WSP PROJECT NO. (SUB-PROJECT)	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	LIGHTING DESIGN LAYOUT	6-DLHH.01 - 60176	E21	A





**LEGEND - ISOLUX LINES**

	0.7	ILLUMINANCE LEVEL - 0.7 LUX.
	1	ILLUMINANCE LEVEL - 1 LUX.
	2	ILLUMINANCE LEVEL - 2 LUX.



REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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**ELECTRICAL & LIGHTING SERVICES**

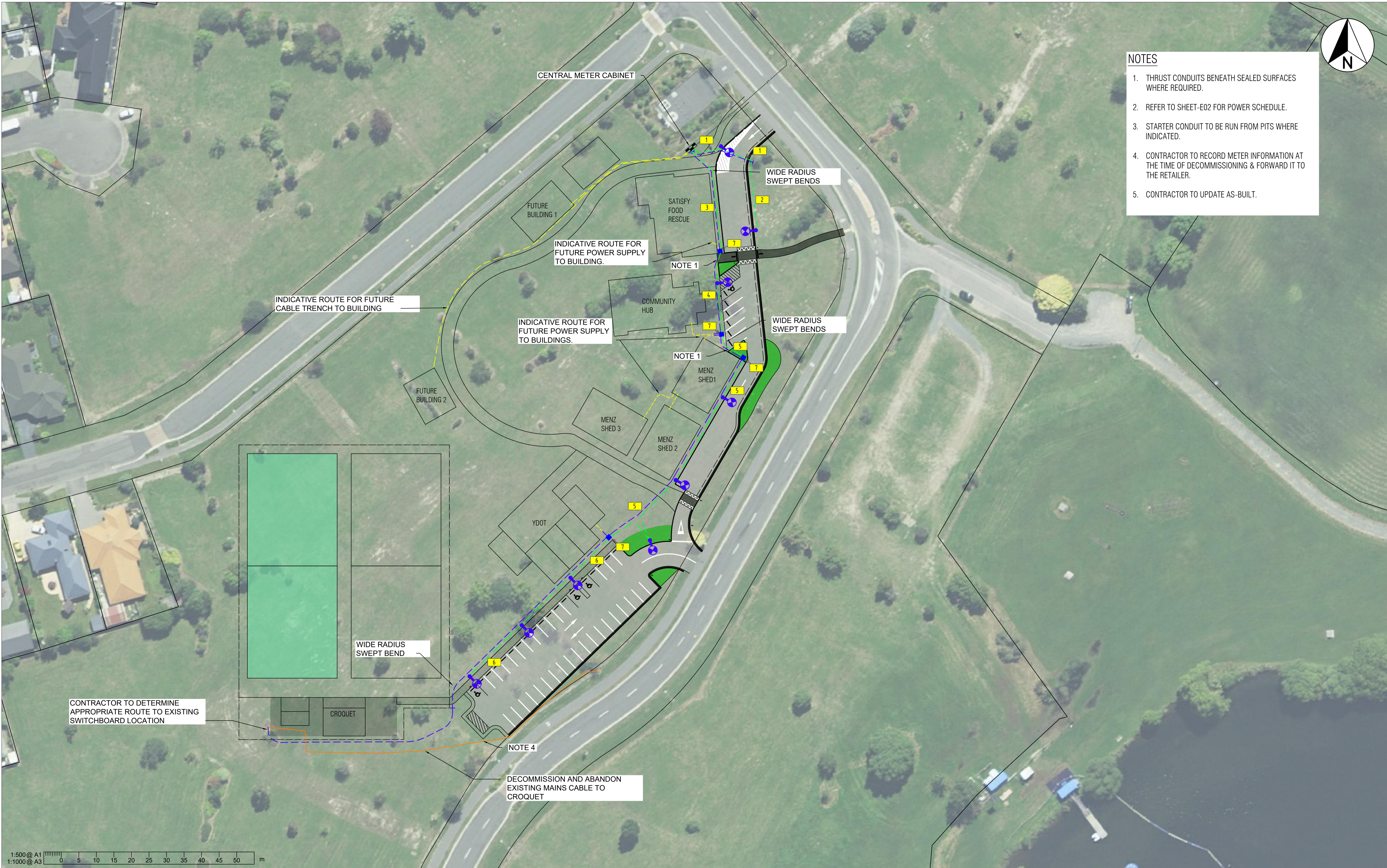
SCALES		ORIGINAL SIZE
1:500 @ A1 ; 1:1000 @ A3		<b>A1</b>
DRAWN	DESIGNED	APPROVED
D. SINGH	N. O'LOUGHLIN	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

**PRELIMINARY DESIGN**

PROJECT		SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES		E31	A
TITLE			
LIGHTING ISOLUX LAYOUT			
WSP PROJECT NO. (SUB-PROJECT) 6-DLHH.01 - 60176			



- NOTES**
1. THRUST CONDUITS BENEATH SEALED SURFACES WHERE REQUIRED.
  2. REFER TO SHEET-E02 FOR POWER SCHEDULE.
  3. STARTER CONDUIT TO BE RUN FROM PITS WHERE INDICATED.
  4. CONTRACTOR TO RECORD METER INFORMATION AT THE TIME OF DECOMMISSIONING & FORWARD IT TO THE RETAILER.
  5. CONTRACTOR TO UPDATE AS-BUILT.



REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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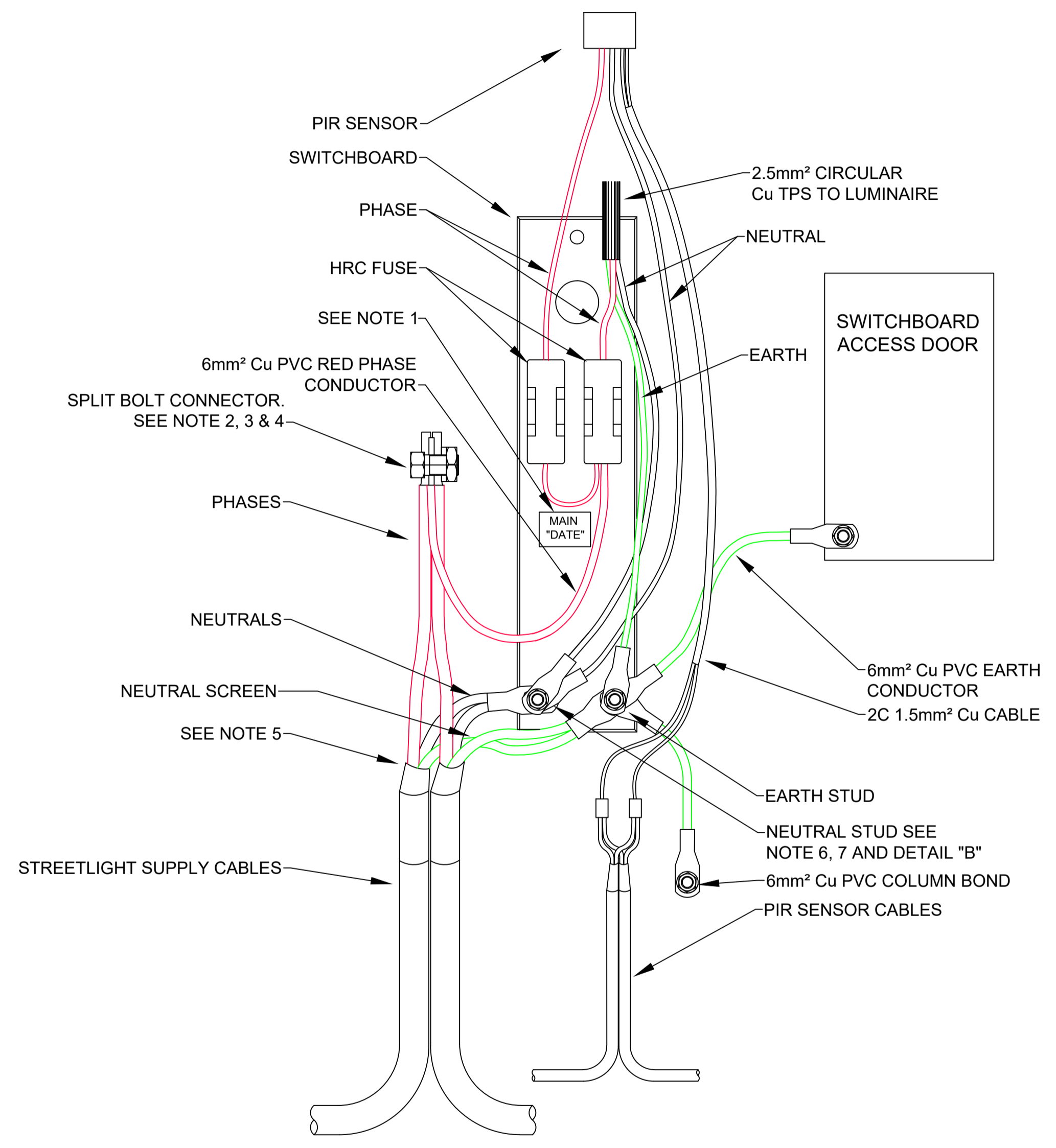
**ELECTRICAL & LIGHTING SERVICES**

SCALES	DESIGNED	APPROVED	ORIGINAL SIZE
1:500 @ A1 1:1000 @ A3	N. O'LOUGHLIN	A. STRONG	A1
DRAWN	DESIGN VERIFIED	APPROVED DATE	
D. SINGH	N. O'LOUGHLIN	26-04-2024	
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE	
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024	

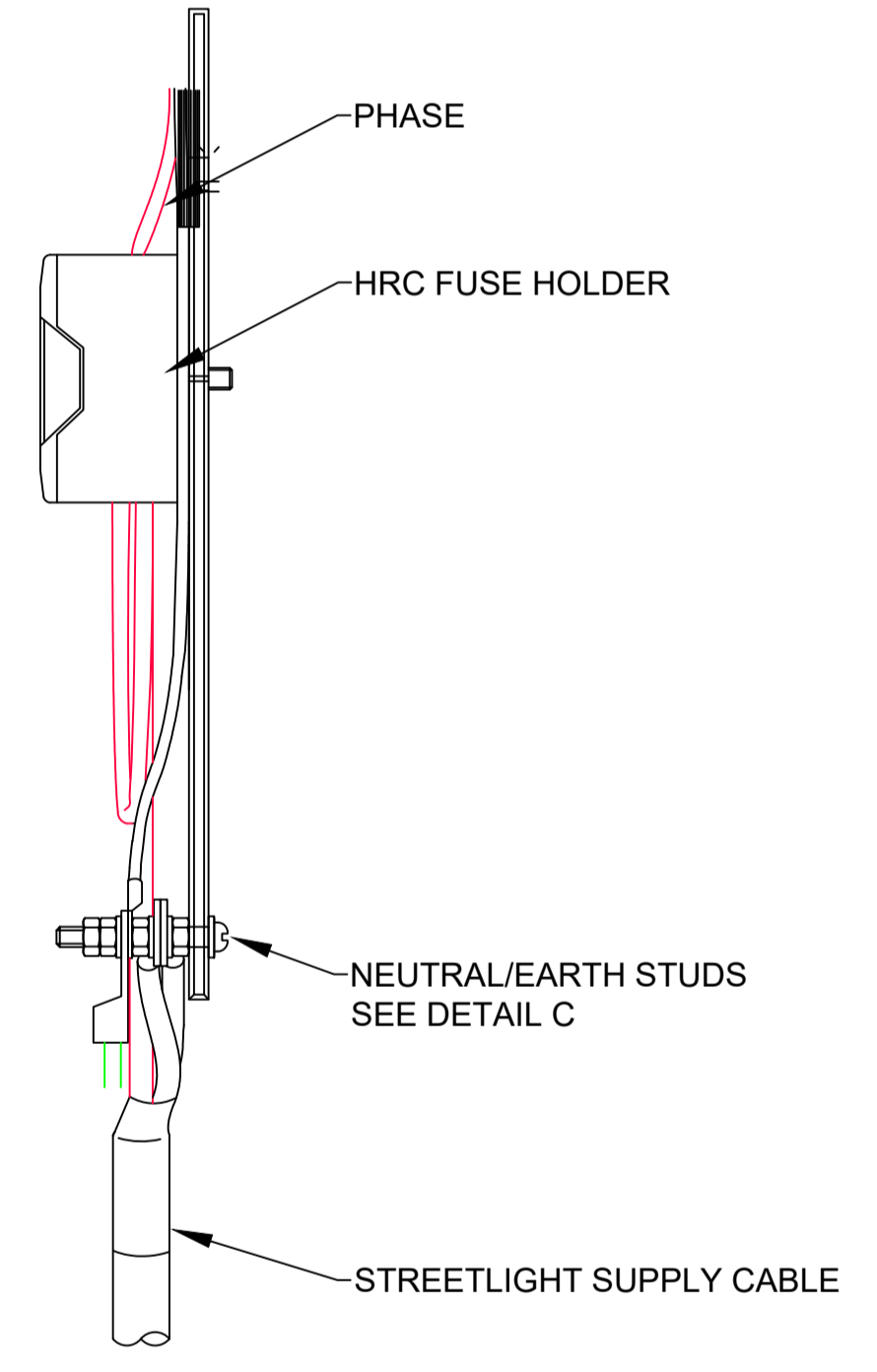
**PRELIMINARY DESIGN**

PROJECT	TITLE	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	POWER SITE POWER LAYOUT	E41	A
WSP PROJECT NO. (SUB-PROJECT) 6-DLHH.01 - 60176			

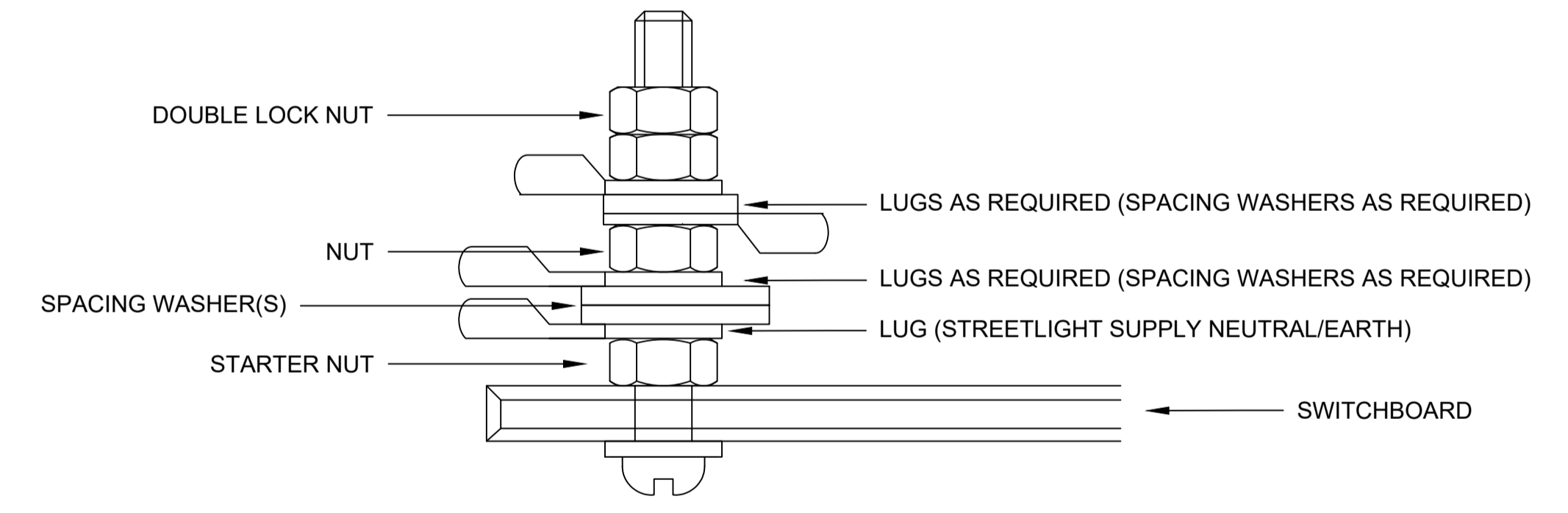
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**DETAIL "A" - TYPICAL CONNECTIONS**



**DETAIL "B" - TYPICAL CONNECTIONS**



**DETAIL "C" - TYPICAL EARTH/NEUTRAL STUD CONNECTIONS**

**NOTES**

1. SUITABLE LABEL TO BE MOUNTED ON SWITCHBOARD WITH INSTALLATION DATE RECORDED.
2. WHERE ONLY ONE STREETLIGHT SUPPLY CABLE IS TERMINATED THE PHASE CONDUCTOR CAN BE TERMINATED DIRECTLY TO THE HRC FUSE.
3. SPLIT BOLT CONNECTOR TO BE WELL WRAPPED USING INSULATION TAPE PRIOR TO APPLYING A GEL-FILLED HEAT SHRINK CAP.
4. GEL-FILLED HEAT SHRINK CAP TO BE APPLIED.
5. BREAKOUT GEL-FILLED HEAT SHRINK BOOTS TO BE APPLIED.
6. EARTH AND NEUTRAL STUDS TO BE M6 x 50 BRASS SCREWS, NUTS AND WASHERS.
7. THE STREETLIGHT CABLE EARTH AND NEUTRAL LUGS ARE TO BE SECURED ONTO THE EARTH/NEUTRAL STUD FIRST. THE LUMINAIRE CABLE IS TO BE INSTALLED LAST SO THAT ANY FUTURE REMOVAL OF THESE WILL NOT REQUIRE THE REMOVAL OF THE STREETLIGHT SUPPLY CABLE CONNECTIONS.
8. GEL-FILLED HEAT SHRINK SLEEVE TO BE APPLIED ON ALL CABLE LUGS.
9. SWITCHBOARD TO BE SECURED TO THE INSIDE OF THE STREETLIGHT COLUMN.

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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Christchurch Office  
+64 3 363 5400  
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Christchurch 8140  
New Zealand

**ELECTRICAL & LIGHTING SERVICES**

SCALES	ORIGINAL SIZE
NTS	A1
DRAWN	DESIGNED
D. SINGH	N. O'LOUGHLIN
APPROVED	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED
N. O'LOUGHLIN	N. O'LOUGHLIN
APPROVED DATE	26-04-2024

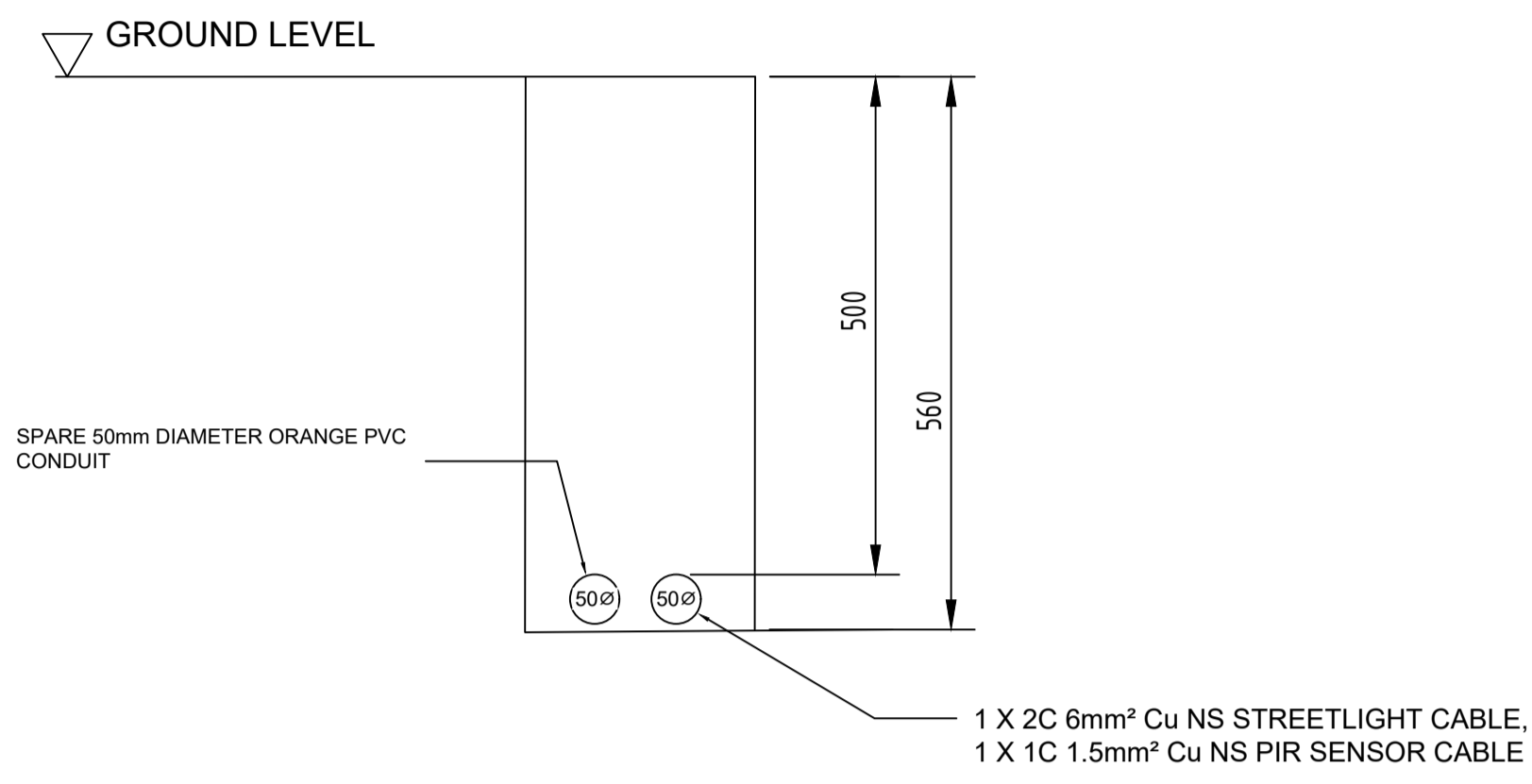
**PRELIMINARY DESIGN**

PROJECT	KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES
TITLE	LIGHTING LIGHTING COLUMN POWER DETAIL
WSP PROJECT NO. (SUB-PROJECT)	6-DHLHH.01 - 60176
SHEET NO.	E42
REVISION	A

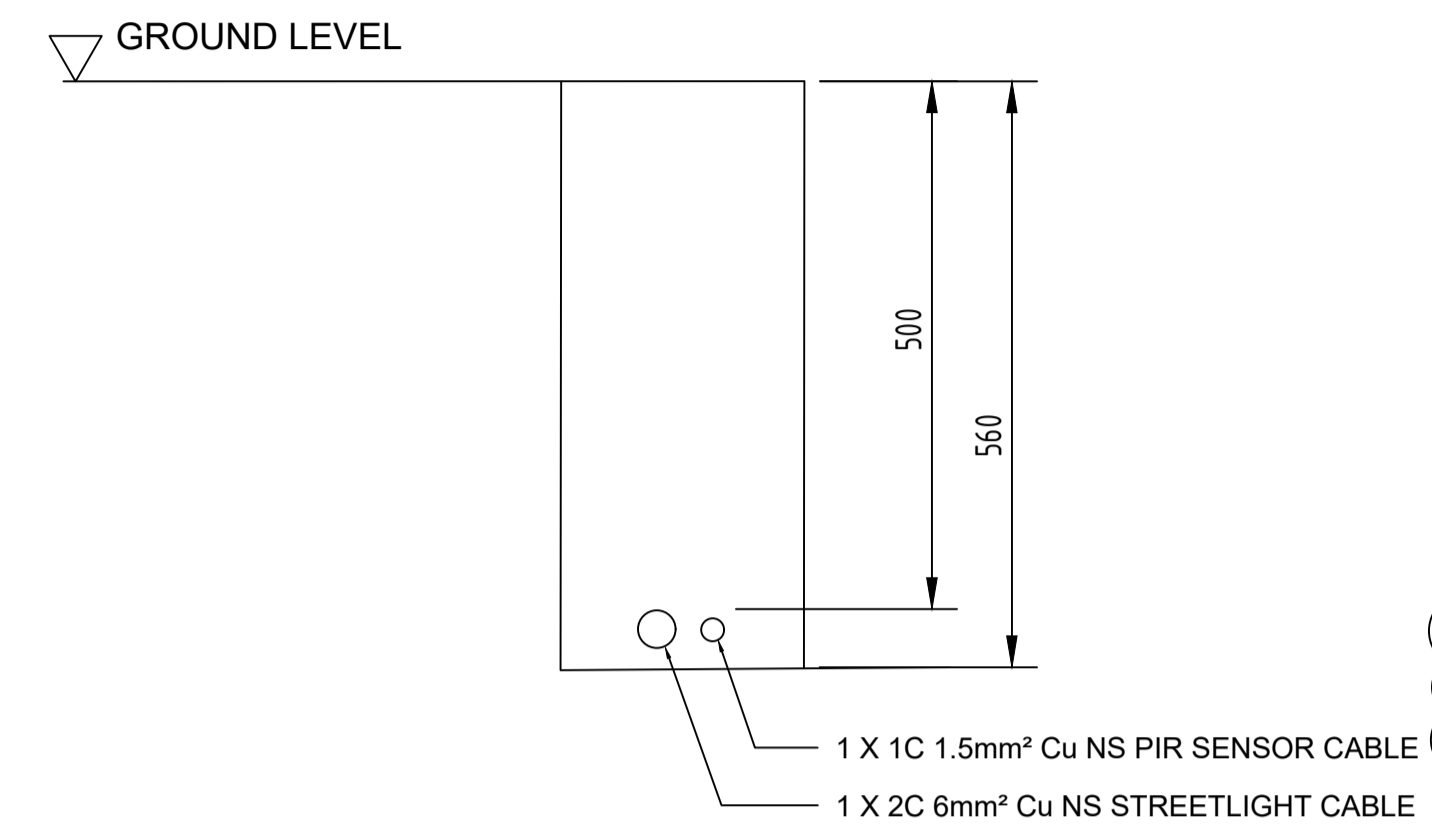
NOTES

1. MAINS CABLE SIZING SPECIFIED ON ESTIMATED LOADS AT THE TIME OF DESIGN.

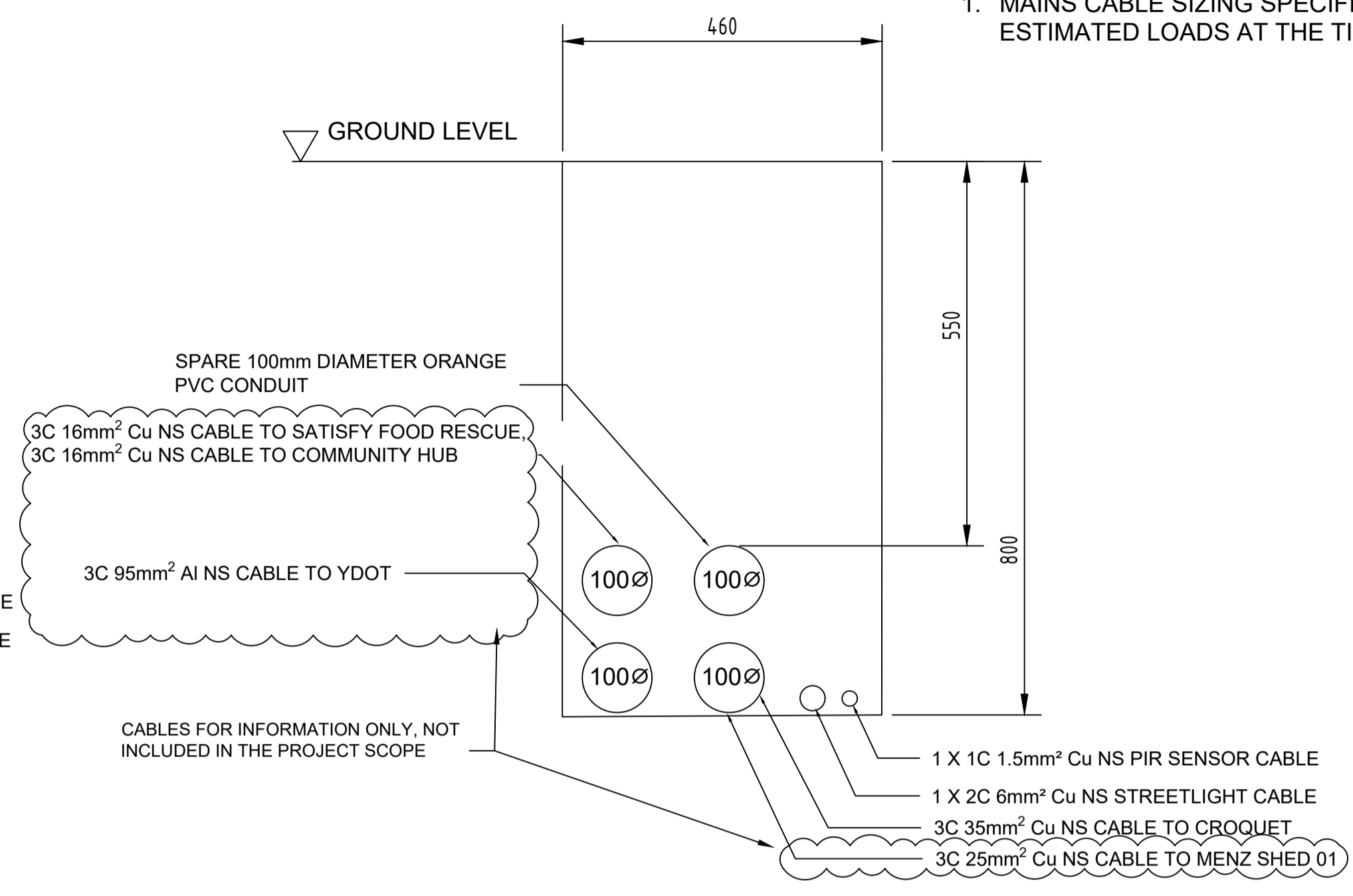
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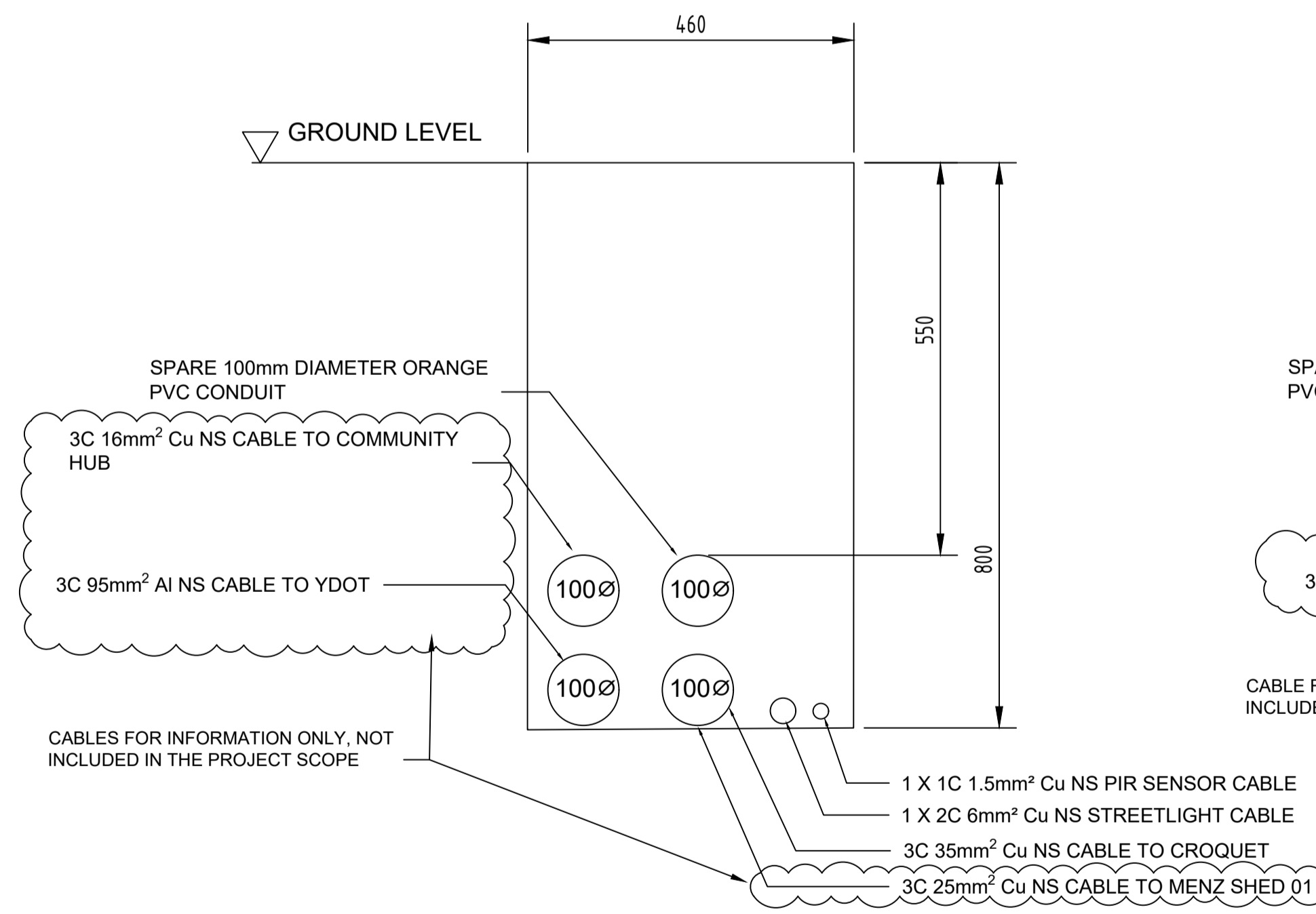
**CABLE TRENCH ARRANGEMENT 1**  
REFER TO POWER SCHEDULE ON SHEET-E02



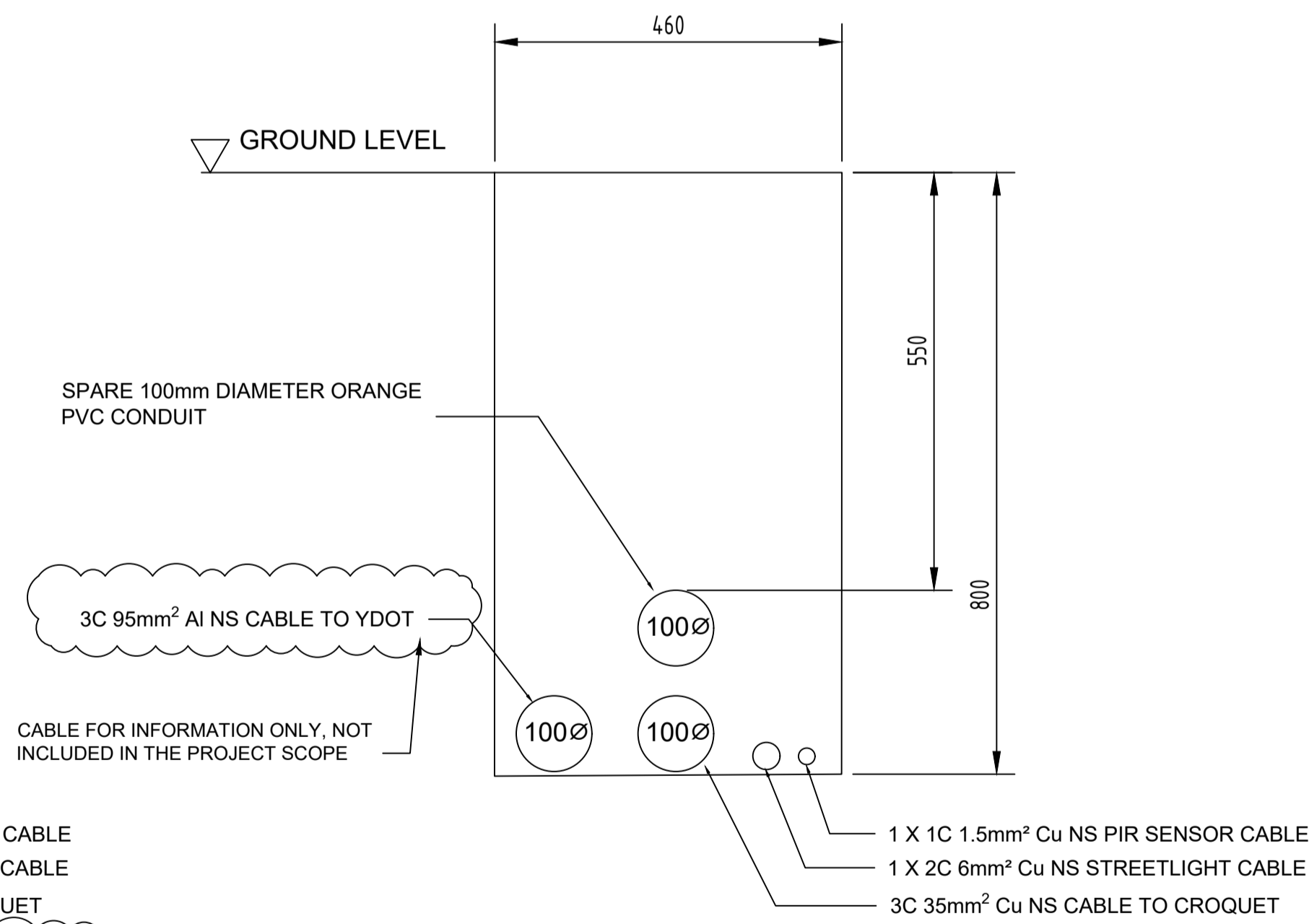
**CABLE TRENCH ARRANGEMENT 2**  
REFER TO POWER SCHEDULE ON SHEET-E02



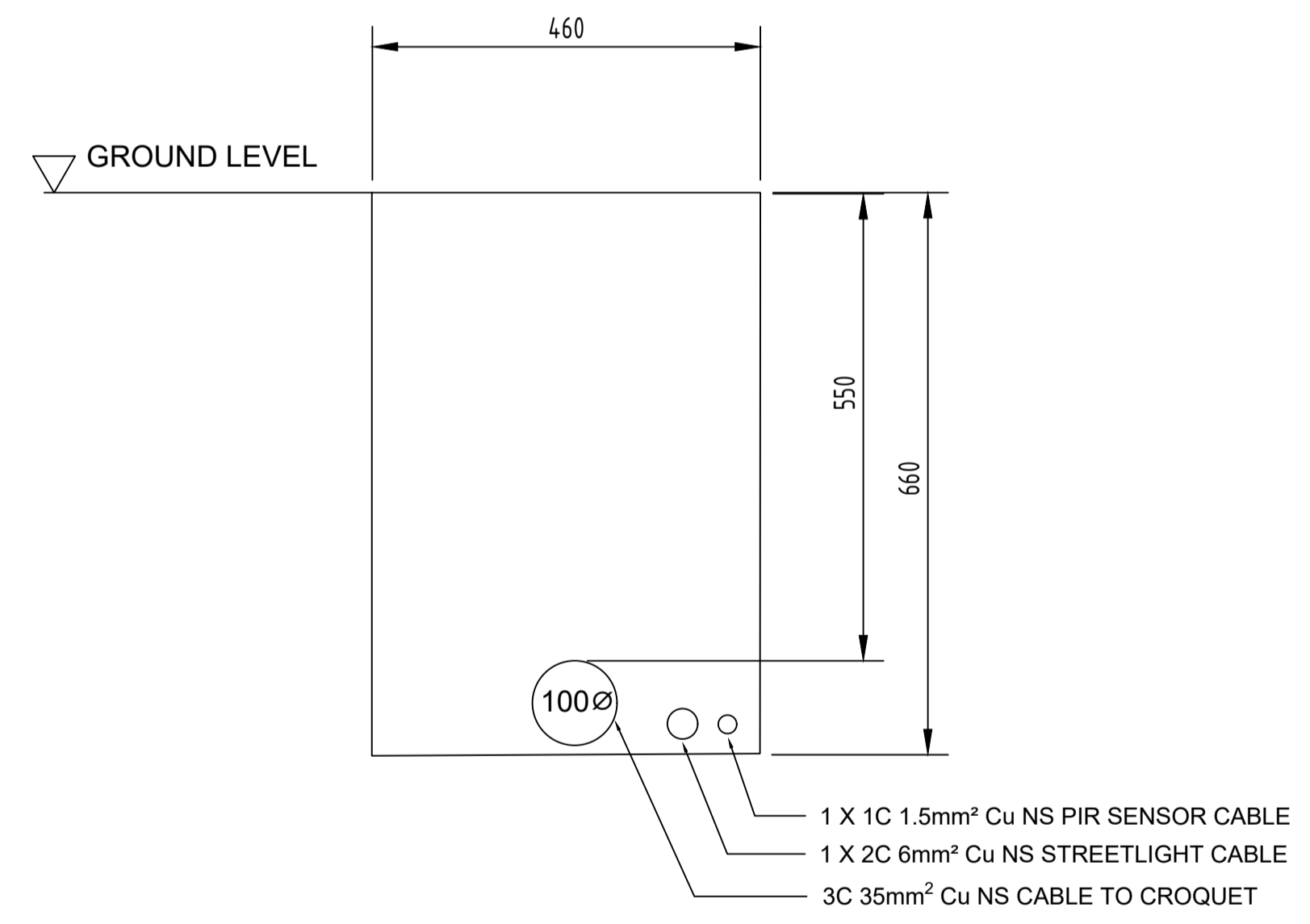
**CABLE TRENCH ARRANGEMENT 3**  
REFER TO POWER SCHEDULE ON SHEET-E02



**CABLE TRENCH ARRANGEMENT 4**  
REFER TO POWER SCHEDULE ON SHEET-E02



**CABLE TRENCH ARRANGEMENT 5**  
REFER TO POWER SCHEDULE ON SHEET-E02



**CABLE TRENCH ARRANGEMENT 6**  
REFER TO POWER SCHEDULE ON SHEET-E02

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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Christchurch 8140  
New Zealand

**ELECTRICAL & LIGHTING SERVICES**

SCALES	DESIGNED	APPROVED
NTS	N. O'LOUGHLIN	A. STRONG
DRAWN	D. SINGH	N. O'LOUGHLIN
DRAWING VERIFIED	N. O'LOUGHLIN	APPROVED DATE
		26-04-2024

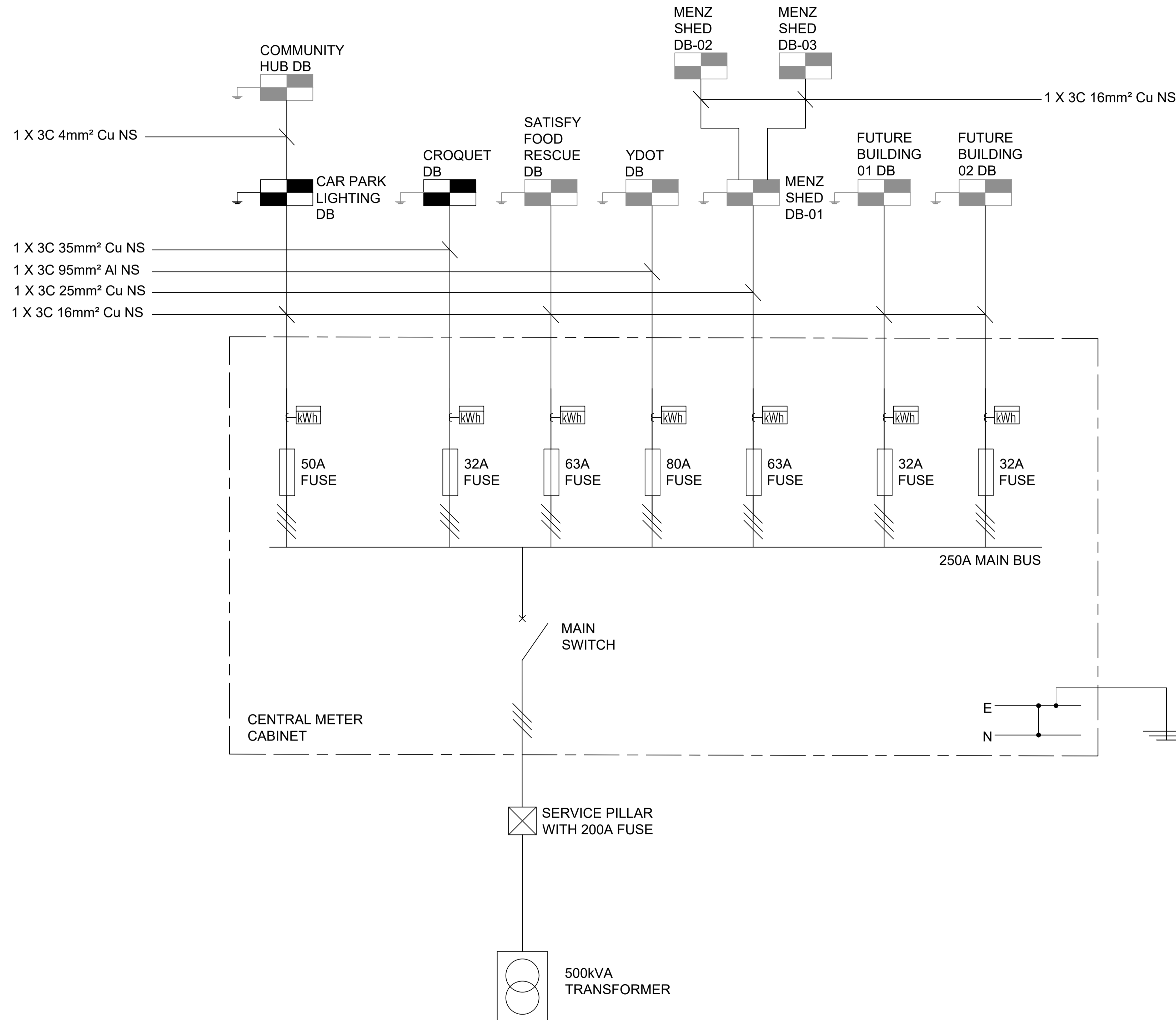
ORIGINAL SIZE  
**A1**

**PRELIMINARY DESIGN**

PROJECT <b>KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL &amp; LIGHTING SERVICES</b>
TITLE <b>POWER TRENCHING DETAIL</b>
WSP PROJECT NO. (SUB-PROJECT) <b>6-DLHH.01 - 60176</b>
SHEET NO. <b>E43</b>
REVISION <b>A</b>

NOTES

- 1. MAINS CABLE SIZING SPECIFIED ON ESTIMATED LOADS AT THE TIME OF DESIGN.



LEGEND

- MAIN SWITCHBOARD BOARD
- DISTRIBUTION BOARD
- FUTURE DISTRIBUTION BOARD
- CIRCUIT BREAKER
- PIR MOTION SENSOR
- PHOTOCELL
- DAYLIGHT SENSOR
- TIME RELAY
- REVENUE METER

300 mm  
200  
100  
50  
0 10 mm

REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



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ELECTRICAL & LIGHTING SERVICES

SCALES	DESIGNED	APPROVED	ORIGINAL SIZE
NTS	N. O'LOUGHLIN	A. STRONG	A1
DRAWN	DESIGNED	APPROVED	
D. SINGH	N. O'LOUGHLIN	A. STRONG	
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE	
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024	




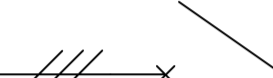
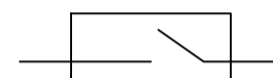


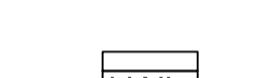
PRELIMINARY DESIGN

PROJECT	TITLE	WSP PROJECT NO. (SUB-PROJECT)	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	POWER CENTRAL METER BOARD SINGLE LINE DIAGRAM	6-DHLHH.01 - 60176	E51	A

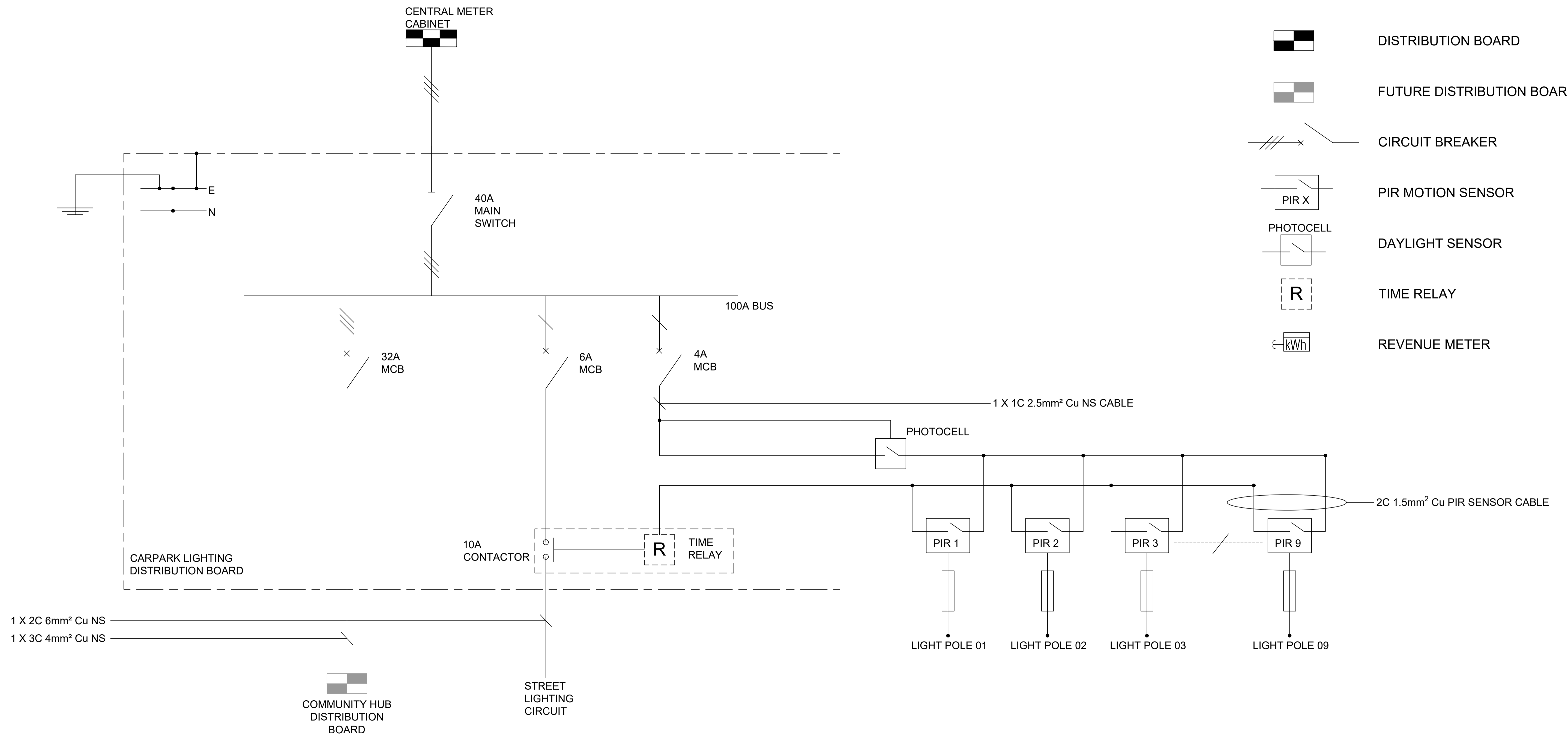
NOTES

1. RECOMMENDED MINIMUM 30 MINUTE TIME RELAY SETTING TO MINIMISE IMPACT OF NUISANCE TRIPPING TO SURROUNDING PROPERTIES.

LEGEND

-  MAIN SWITCHBOARD BOARD
-  DISTRIBUTION BOARD
-  FUTURE DISTRIBUTION BOARD
-  CIRCUIT BREAKER
-  PIR MOTION SENSOR
-  DAYLIGHT SENSOR
-  TIME RELAY
-  REVENUE METER

300 mm  
200  
100  
50  
0 10 mm



REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



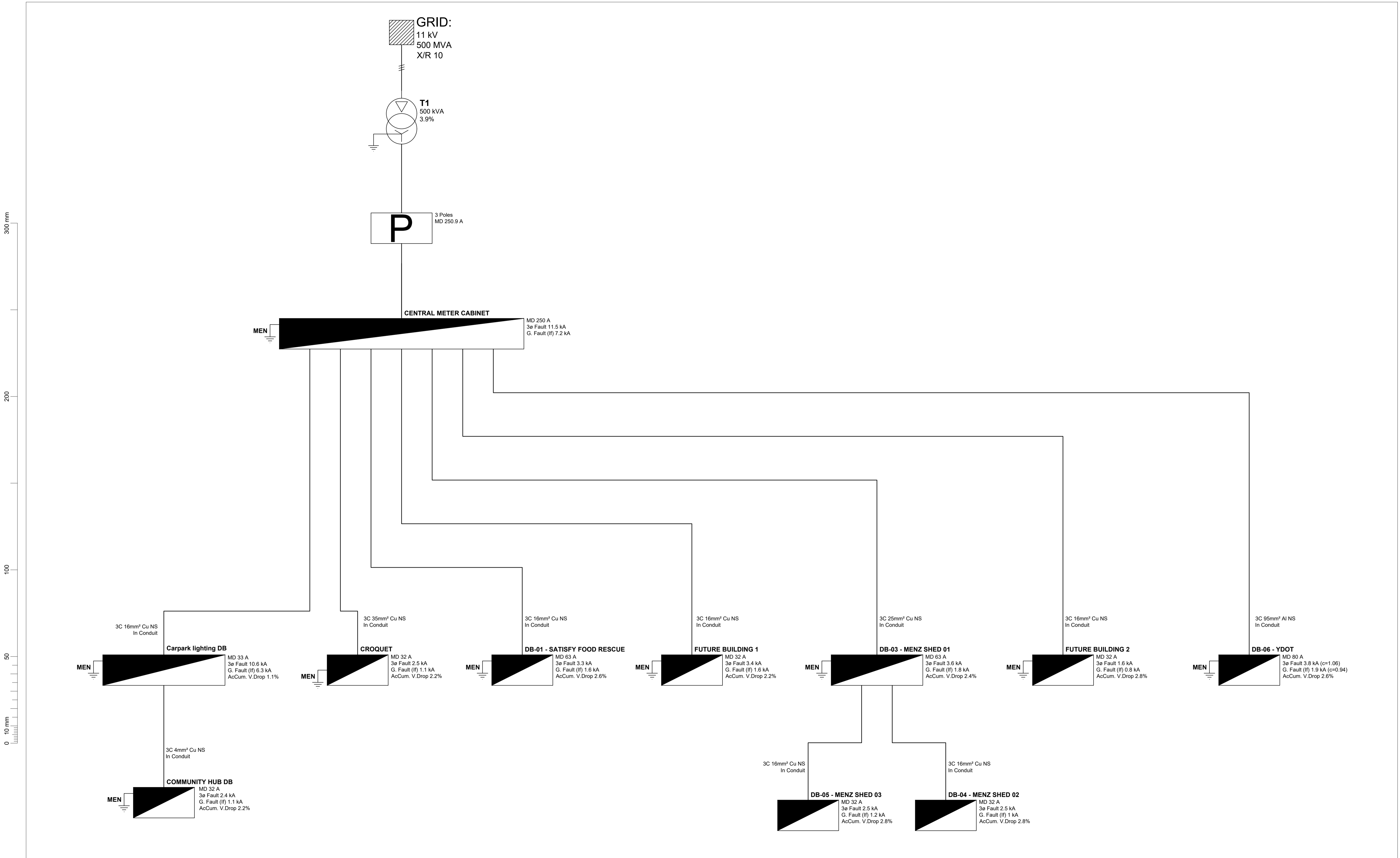
**wsp**  
Christchurch Office  
+64 3 363 5400  
PO Box 1482  
Christchurch 8140  
New Zealand

ELECTRICAL & LIGHTING SERVICES

SCALES	DESIGNED	APPROVED
NTS	N. O'LOUGHLIN	A. STRONG
DRAWN	D. SINGH	A. STRONG
DRAWING VERIFIED	N. O'LOUGHLIN	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

PRELIMINARY DESIGN

PROJECT	TITLE	WSP PROJECT NO. (SUB-PROJECT)	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	POWER CAR PARK LIGHTING DB SINGLE LINE DIAGRAM	6-DHLHH.01 - 60176	E52	A



REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



**wsp**  
Christchurch Office  
+64 3 363 5400

PO Box 1482  
Christchurch 8140  
New Zealand

**ELECTRICAL & LIGHTING SERVICES**

SCALES		ORIGINAL SIZE
NTS		A1
DRAWN	DESIGNED	APPROVED
D. SINGH	N. O'LOUGHLIN	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

**PRELIMINARY DESIGN**

PROJECT	
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	
TITLE	
POWER SITE POWER SINGLE LINE DIAGRAM	
WSP PROJECT NO. (SUB-PROJECT)	SHEET NO.
6-DHLHH.01 - 60176	E53
REVISION	A

300 mm  
200  
100  
50  
0 10 mm



REVISION	AMENDMENT	APPROVED	DATE
A	PRELIMINARY DESIGN FOR COMMENT	A.S	26/04/2024



**wsp**  
Christchurch Office  
+64 3 363 5400  
PO Box 1482  
Christchurch 8140  
New Zealand

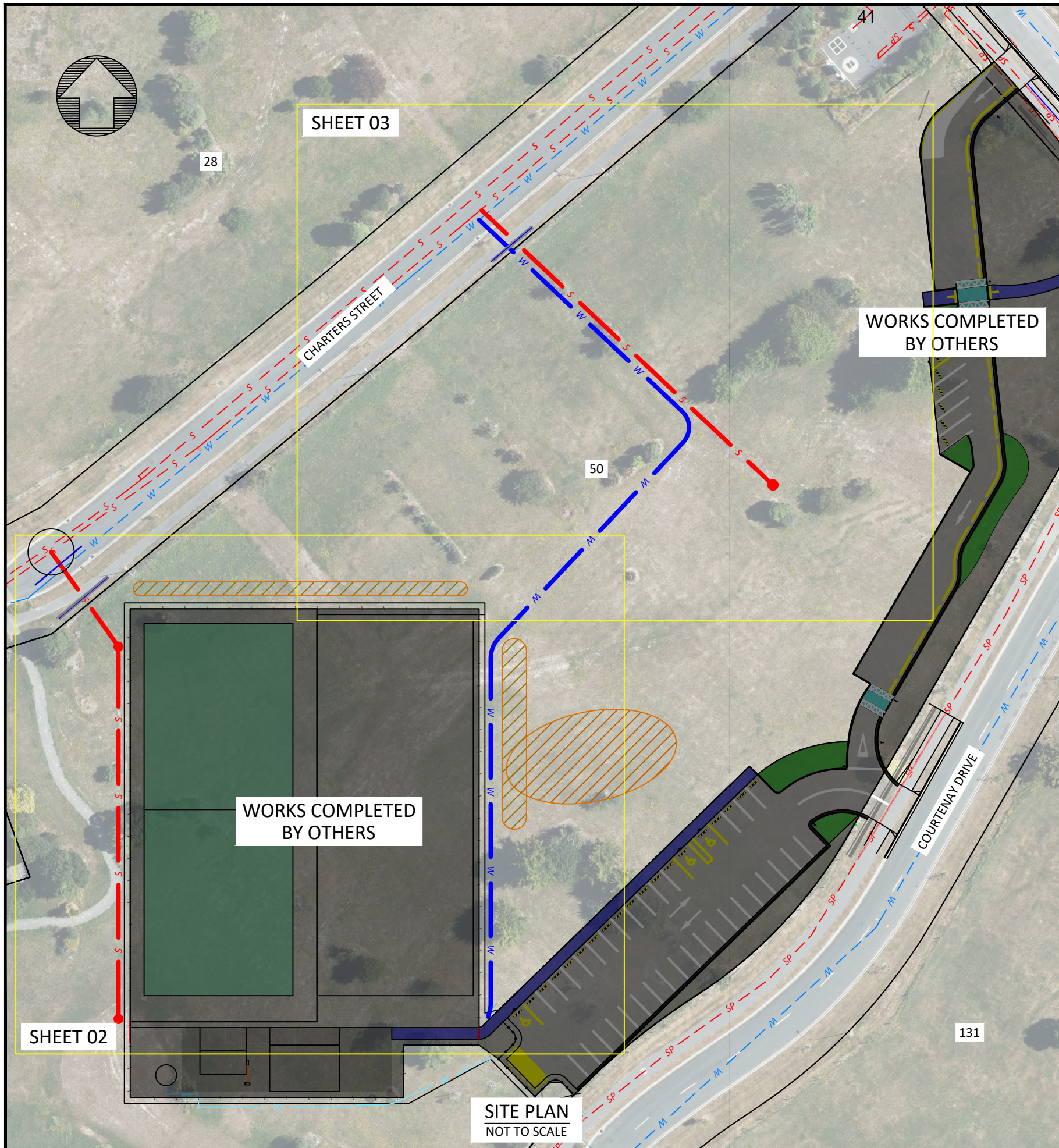
**ELECTRICAL & LIGHTING SERVICES**

SCALES	ORIGINAL SIZE	
NTS	A1	
DRAWN	DESIGNED	APPROVED
D. SINGH	N. O'LOUGHLIN	A. STRONG
DRAWING VERIFIED	DESIGN VERIFIED	APPROVED DATE
N. O'LOUGHLIN	N. O'LOUGHLIN	26-04-2024

**PRELIMINARY DESIGN**

PROJECT	TITLE	SHEET NO.	REVISION
KAIAPOI COMMUNITY HUB COURTENAY DRIVE ELECTRICAL & LIGHTING SERVICES	POWER CAR PARK LIGHTING SINGLE LINE DIAGRAM	E54	A
WSP PROJECT NO. (SUB-PROJECT)			
6-DLHH.01 - 60176			

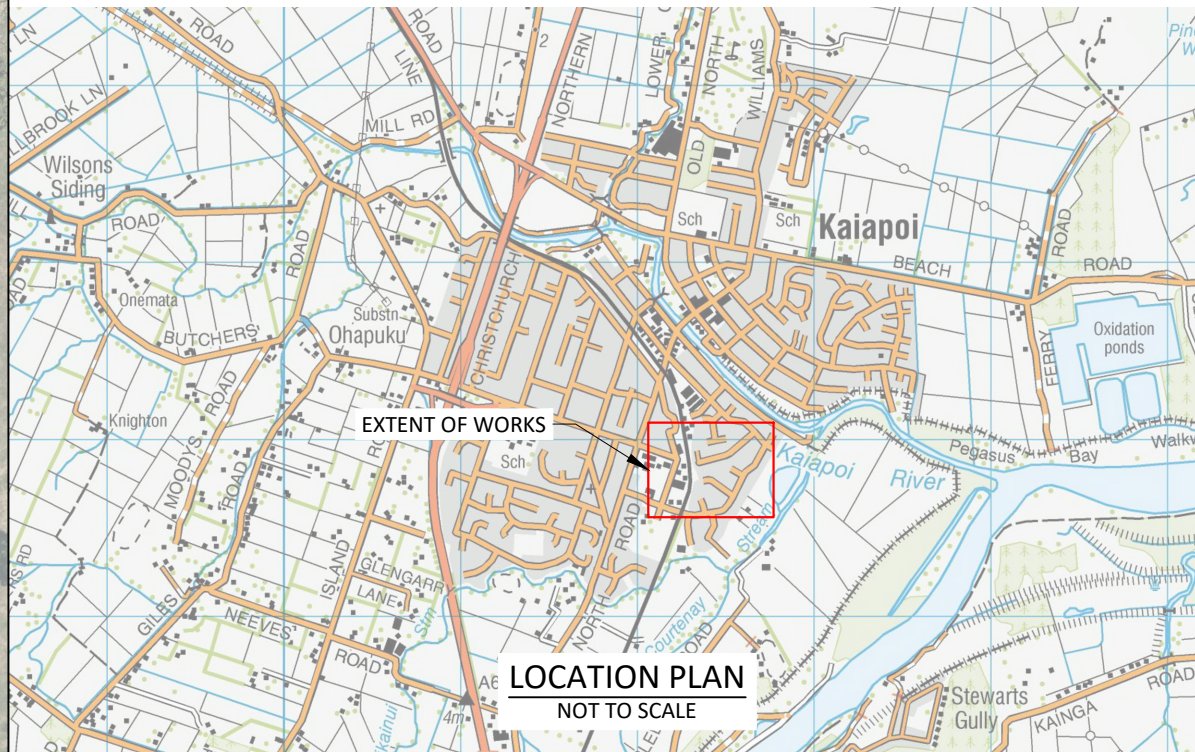




SHEET INDEX	
SHEET NO.	SHEET TITLE
01	LOCATION, SITE PLAN, SHEET INDEX, GENERAL NOTES
02	SITE PLAN 01
03	SITE PLAN 02
04	SP A DN100 WASTEWATER LONG SECTION
05	SP B DN150 WASTEWATER LONG SECTION
06	SP C WATER SUPPLY LONG SECTION

**NOTES**

- CONTRACTOR TO VERIFY DESIGN LEVELS ON SITE AND INFORM THE ENGINEER OF ANY ADJUSTMENTS REQUIRED.
- LOCATION AND DEPTH OF EXISTING SERVICES IS INDICATIVE ONLY. CONTRACTOR TO LIAISE WITH THE RELEVANT SERVICE AUTHORITIES, AND POTHOLE AND MARK AS NECESSARY PRIOR TO COMMENCEMENT OF THE WORKS.
- UNITS ARE IN METRES UNLESS OTHERWISE SPECIFIED.
- WDC TO PROVIDE SETOUT DATA FOR PIPE ALIGNMENTS.
- ADJUSTMENTS TO ANY HORIZONTAL OR VERTICAL ALIGNMENT SHALL BE AGREED TO BY THE ENGINEER.
- ALL WATER MAINS TO BE INSTALLED WITH MINIMUM COVER OF 0.6m TO FINISHED GROUND LEVEL IN BERM OR 0.75m TO FINISHED GROUND LEVEL IN ROAD UNLESS OTHERWISE SPECIFIED.
- ABANDONED PIPES SHALL BE LEFT IN SITU AND END CAP SEALED WITH CONCRETE FOR A MINIMUM 300mm LONGITUDINAL LENGTH. 50mm OR SMALLER PIPES MAY BE END CAPPED WITH A MECHANICAL FITTING.
- ALL CONSTRUCTION INTERFACES WITH EXISTING SURFACES SHALL BE TRIMMED TO A STRAIGHT VERTICAL EDGE.
- ALL MATERIALS AND INSTALLATION WORKS SHALL COMPLY WITH WDC ENGINEERING CODE OF PRACTICE EXCEPT WHERE OTHERWISE SPECIFIED.
- ALL SERVICE CROSSINGS SHALL BE GPR AND POTHOLE VERIFIED PRIOR TO INSTALLING PIPE.
- MANHOLE BENCHING DETAILS SHALL BE IN ACCORDANCE WITH WDC ENGINEERING CODE OF PRACTICE STANDARD DRAWING 600-303A.
- BENCHING CONCRETE SHALL BE 17.5MPa PRE-MIXED CONCRETE, FORMED AND VIBRATED.
- TOP OF BENCHING SHALL BE EQUAL TO THE LARGEST PIPE.
- BENCHING SURFACE SHALL BE SMOOTH TROWEL FINISH.
- WHERE HALF ROUND CHANNELS ARE NOT AVAILABLE, THE CHANNEL SHALL BE FORMED WITH 25MPa PRE-MIXED CONCRETE FORMED AND VIBRATED TO A SMOOTH FINISH. PLASTERING IS NOT PERMITTED.
- PIPE TO MANHOLE SHORT ENDS, YIELD JOINTS AND CORBEL DESIGNS, REFER TO CCC SD341 SHEETS 1 - 6.
- GROUNDWATER IS EXPECTED AT 1.0 - 1.5m B.G.L.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR REVIEW	RR	SM	CB	XX/XX/2024

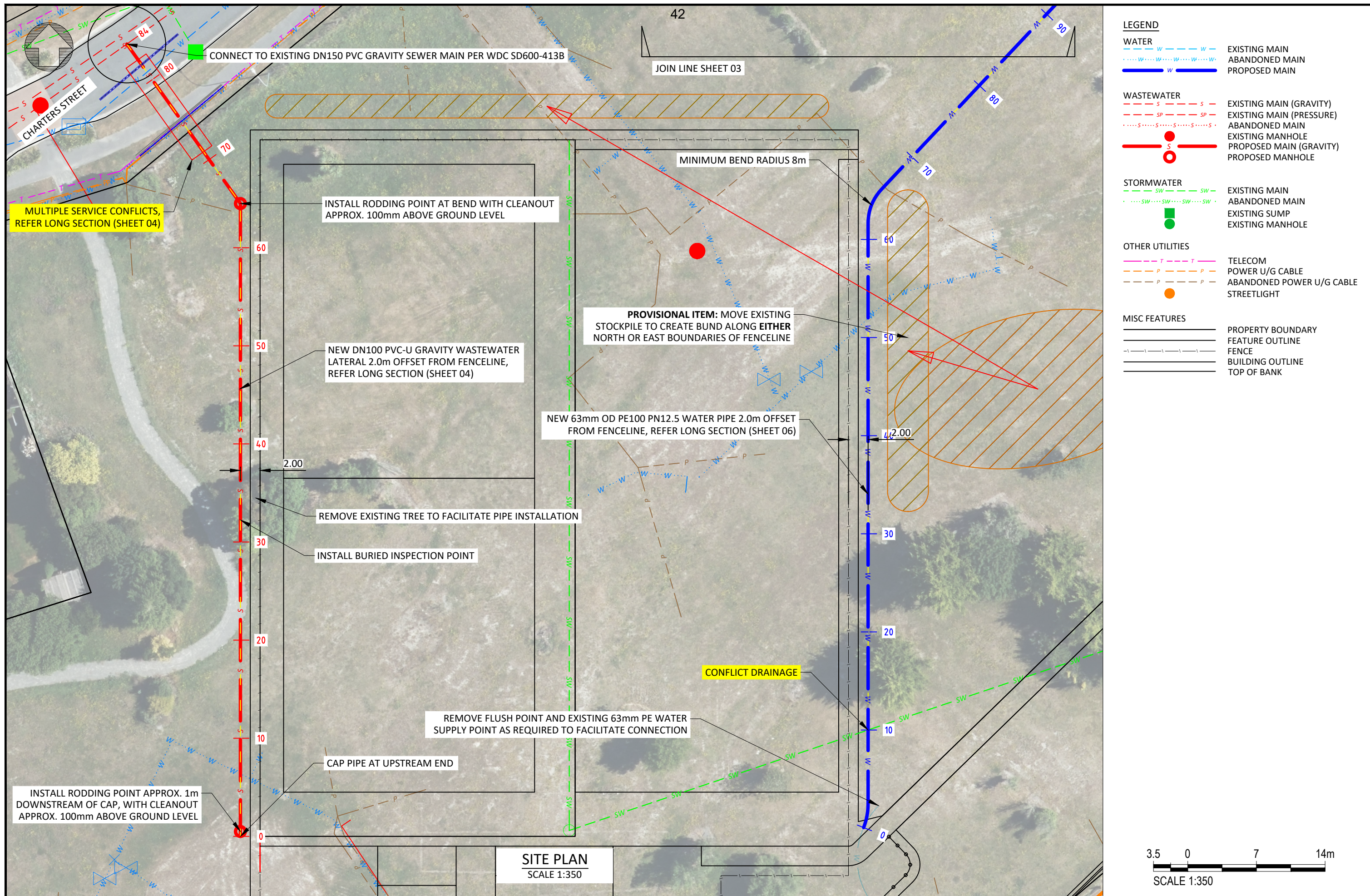
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DRAWN	RR	11/07/2023	CON No	CON2024/21
DRAWING CHKD	SM	13/07/2023	SCALE (A3)	NTS
DESIGNED	RR	11/07/2023	DATUM ORIGIN	
DESIGNED CHKD	SM	13/07/2023	HORIZONTAL	NZTM GD2000
APPROVED	CB	03/10/2023	VERTICAL	NZVD 2016



PROJECT  
**KAIAPOI COMMUNITY HUB SERVICES**

SHEET TITLE  
**LOCATION, SITE PLAN, SHEET INDEX, GENERAL NOTES**

**FOR APPROVAL**  
NOT FOR CONSTRUCTION  
DRAWING  
**4456**  
SHEET  
01  
REVISION  
A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR APPROVAL	RR	SM	CB	XX/XX/2024

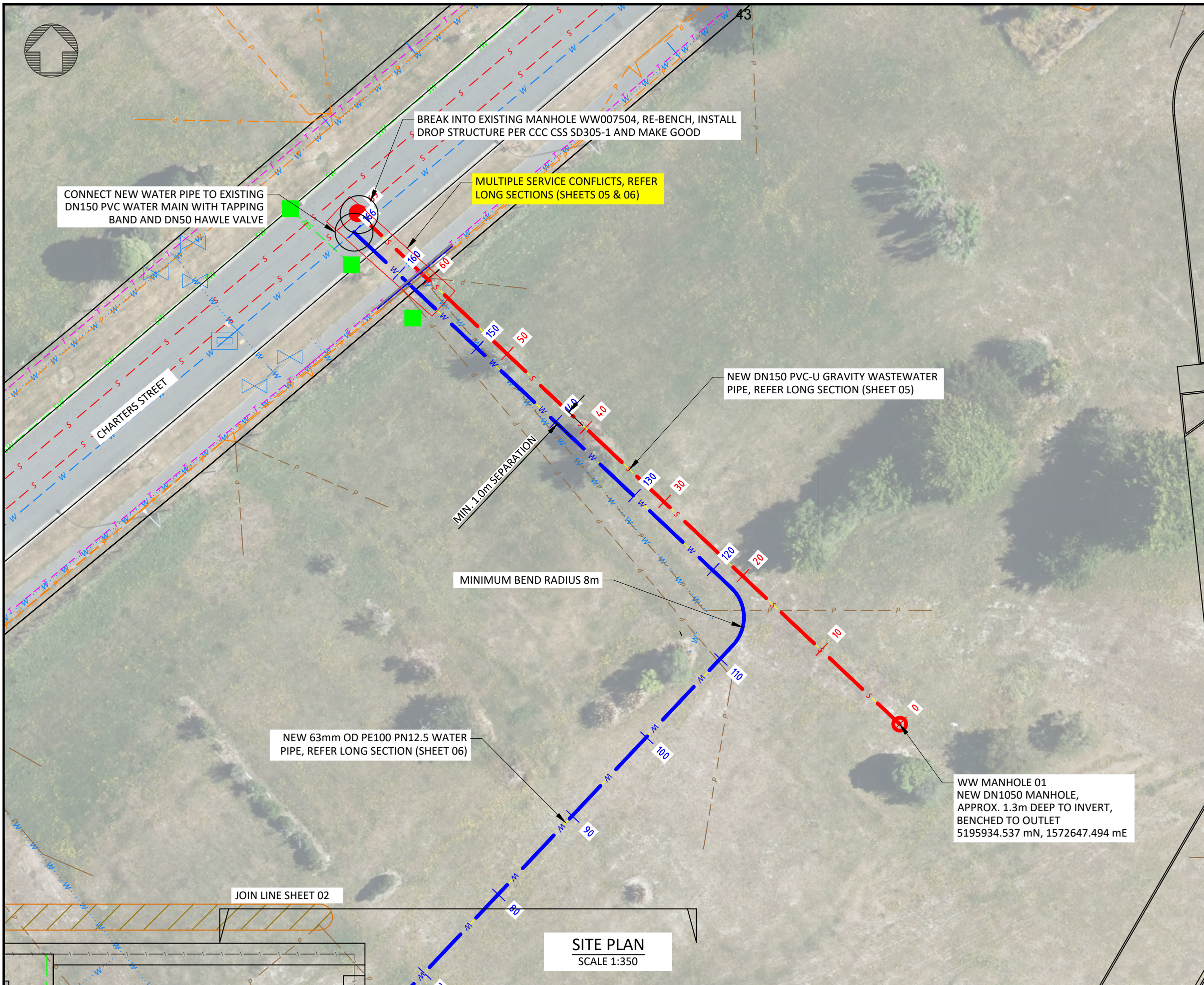
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DRAWN	RR	11/07/2023	CON No	CON2024/21
DRAWING CHKD	SM	13/07/2023	SCALE (A3)	1:350
DESIGNED	RR	11/07/2023	DATUM ORIGIN	
DESIGNED CHKD	SM	13/07/2023	HORIZONTAL	NZTM GD2000
APPROVED	CB	03/10/2023	VERTICAL	NZVD 2016



PROJECT  
**KAIAPOI COMMUNITY HUB SERVICES**

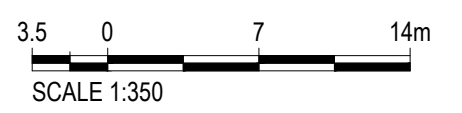
SHEET TITLE  
**SITE PLAN 01**

**FOR APPROVAL**  
NOT FOR CONSTRUCTION  
DRAWING  
**4456**  
SHEET  
02  
REVISION  
A



LEGEND	
<b>WATER</b>	
	EXISTING MAIN
	ABANDONED MAIN
	PROPOSED MAIN
<b>WASTEWATER</b>	
	EXISTING MAIN (GRAVITY)
	EXISTING MAIN (PRESSURE)
	ABANDONED MAIN
	EXISTING MANHOLE
	PROPOSED MANHOLE
<b>STORMWATER</b>	
	EXISTING MAIN
	ABANDONED MAIN
	EXISTING SUMP
	EXISTING MANHOLE
<b>OTHER UTILITIES</b>	
	TELECOM
	POWER U/G CABLE
	ABANDONED POWER U/G CABLE
	STREETLIGHT
<b>MISC FEATURES</b>	
	PROPERTY BOUNDARY
	FEATURE OUTLINE
	FENCE
	BUILDING OUTLINE
	TOP OF BANK

**SITE PLAN**  
SCALE 1:350



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR APPROVAL	RR	SM	CB	XX/XX/2024

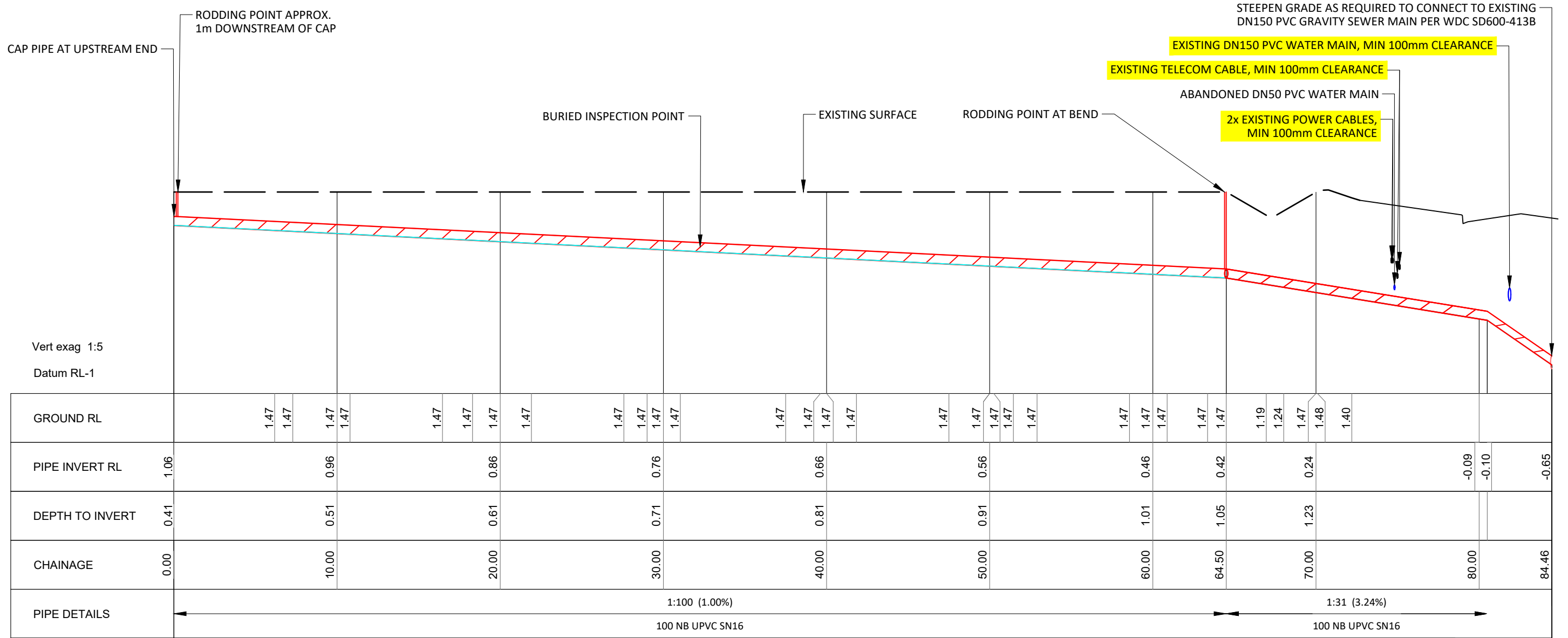
SURVEYED	RR & SF	15/09/2021	PROJECT No	PD001712
DRAWN	RR	11/07/2023	CON No	CON2024/21
DRAWING CHKD	SM	13/07/2023	SCALE (A3)	1:350
DESIGNED	RR	11/07/2023	DATUM ORIGIN	
DESIGNED CHKD	SM	13/07/2023	HORIZONTAL	NZTM GD2000
APPROVED	CB	03/10/2023	VERTICAL	NZVD 2016



PROJECT  
**KAIAPOI COMMUNITY HUB SERVICES**

SHEET TITLE  
**SITE PLAN 02**

**FOR APPROVAL**  
NOT FOR CONSTRUCTION  
DRAWING **4456**  
SHEET 03 REVISION A



**DN100 WASTEWATER LONG SECTION**  
SCALE 1:250H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR APPROVAL	RR	SM	CB	XX/XX/2024

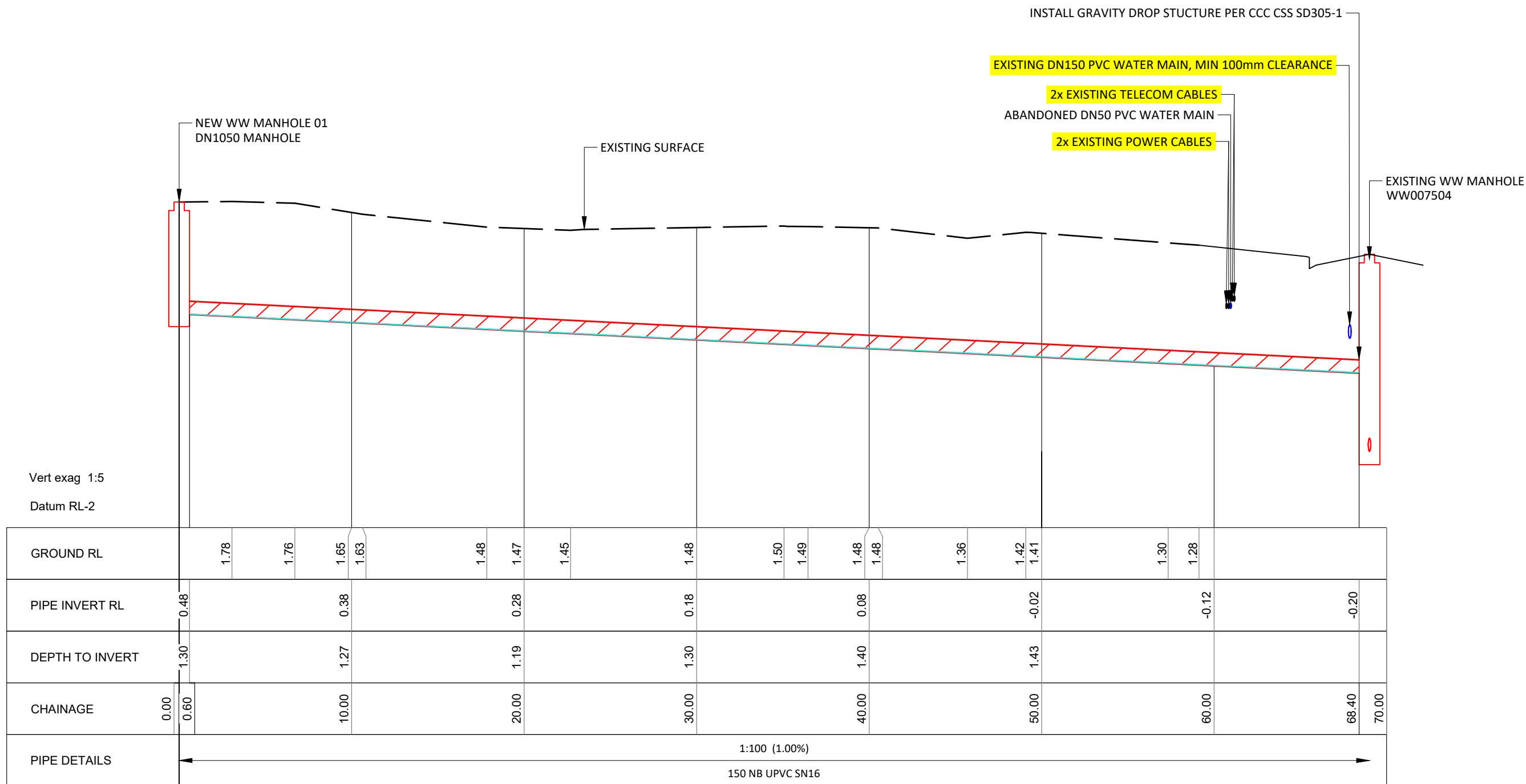
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DRAWN	RR	11/07/2023	CON No	CON2024/21
DRAWING CHKD	SM	13/07/2023	SCALE (A3)	AS SHOWN
DESIGNED	RR	11/07/2023	DATUM ORIGIN	
DESIGNED CHKD	SM	13/07/2023	HORIZONTAL	NZTM GD2000
APPROVED	CB	03/10/2023	VERTICAL	NZVD 2016



PROJECT	KAIAPOI COMMUNITY HUB SERVICES
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SHEET TITLE	SP A DN100 WASTEWATER LONG SECTION
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<b>FOR APPROVAL</b> NOT FOR CONSTRUCTION	
DRAWING	4456
SHEET	REVISION
04	A



**DN150 WASTEWATER LONG SECTION**  
SCALE 1:250H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR APPROVAL	RR	SM	CB	XX/XX/2024

SURVEYED	RR & SF	15/09/2021	PROJECT No	PD001712
DRAWN	RR	11/07/2023	CON No	CON2024/21
DRAWING CHKD	SM	13/07/2023	SCALE (A3)	AS SHOWN
DESIGNED	RR	11/07/2023	DATUM ORIGIN	
DESIGNED CHKD	SM	13/07/2023	HORIZONTAL	NZTM GD2000
APPROVED	CB	03/10/2023	VERTICAL	NZVD 2016

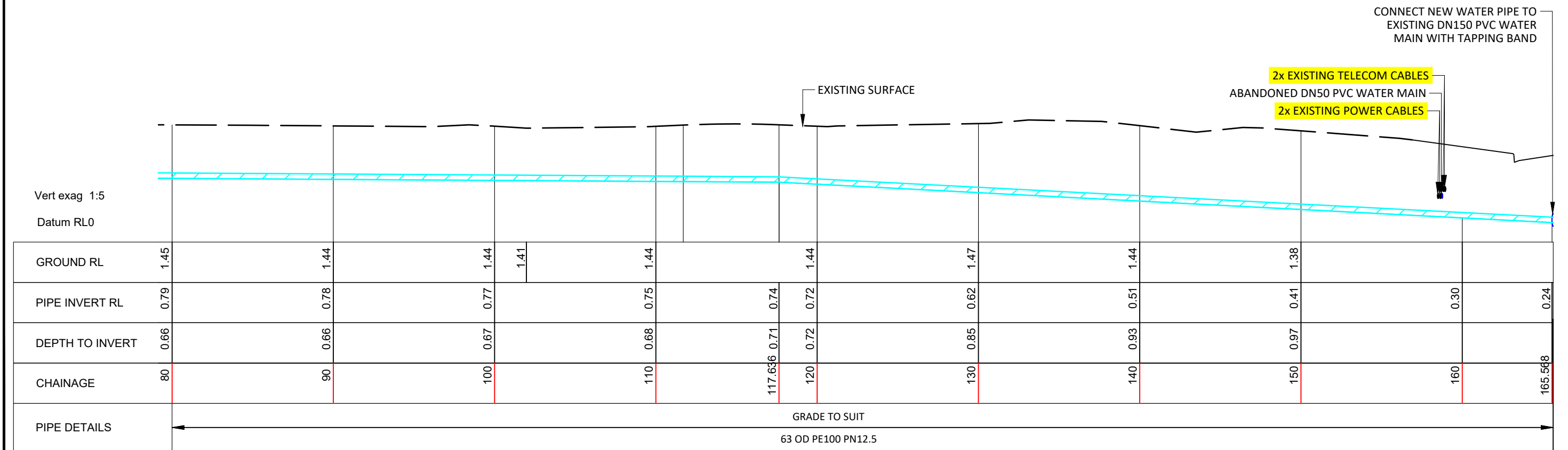
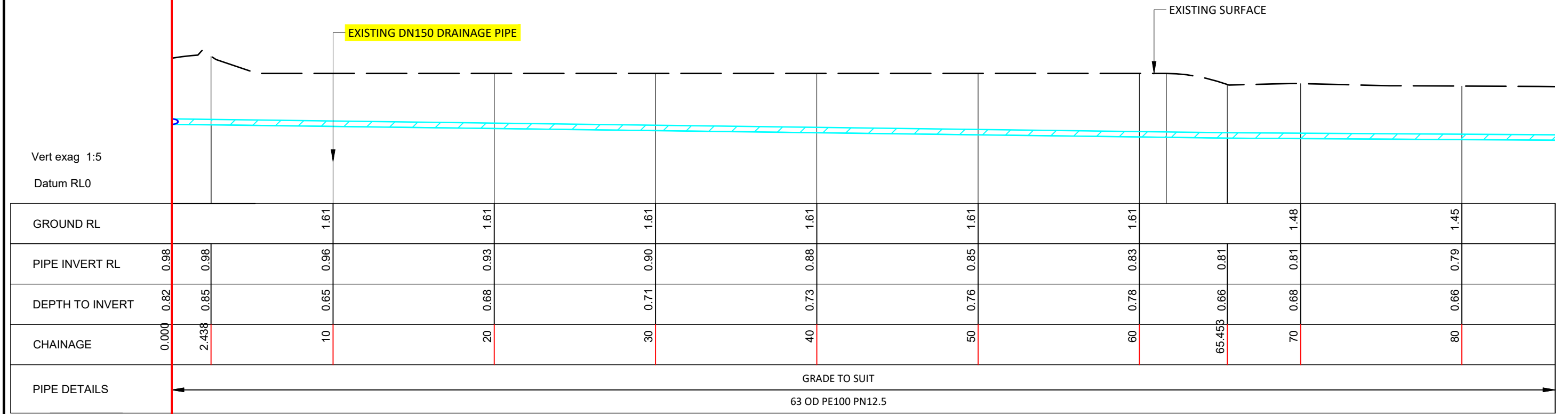


PROJECT	KAIAPOI COMMUNITY HUB SERVICES
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SHEET TITLE	SP B DN150 WASTEWATER LONG SECTION
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<b>FOR APPROVAL</b> NOT FOR CONSTRUCTION	
DRAWING	4456
SHEET	REVISION
05	A

ALREADY CONSTRUCTED  
(BY OTHERS)



**WATER SUPPLY LONG SECTION**  
SCALE 1:250H, 1:50V

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR APPROVAL	RR	SM	CB	XX/XX/2024

SURVEYED	RR & SF	15/09/2021	PROJECT No	PD001712
DRAWN	RR	11/07/2023	CON No	CON2024/21
DRAWING CHKD	SM	13/07/2023	SCALE (A3)	AS SHOWN
DESIGNED	RR	11/07/2023	DATUM ORIGIN	
DESIGNED CHKD	SM	13/07/2023	HORIZONTAL	NZTM GD2000
APPROVED	CB	03/10/2023	VERTICAL	NZVD 2016



PROJECT  
**KAIAPOI COMMUNITY HUB SERVICES**

SHEET TITLE  
**SP C WATER SUPPLY LONG SECTION**

**FOR APPROVAL**  
NOT FOR CONSTRUCTION  
DRAWING  
**4456**  
SHEET  
06  
REVISION  
A

63mm WATER SUBMAIN REQUIRED BETWEEN LATERALS AND EXISTING 150mm PVC WATER MAIN

100mm SEWER LATERALS CONNECT DIRECTLY TO 150mm PVC SEWER MAIN

**NOTES:**

LATERAL ALIGNMENTS SHOWN ARE INDICATIVE ONLY.

IN GENERAL, THE ESTIMATED COST OF INSTALLING ALL PIPES INCLUDES:

- TRENCHING AND LAYING PIPE AND ASSOCIATED STRUCTURES AS SHOWN/DESCRIBED.
- BACKFILLING AND REINSTATING SURFACE TO PRE-EXISTING CONDITION.
- SITE ESTABLISHMENT, TRAFFIC MANAGEMENT, SERVICE LOCATION, LIAISON WITH ADJACENT PROPERTY OWNERS, AS-BUILDING.
- CUT-IN TO EXISTING WATER & SEWER MAINS, INCLUDING ALL PERMITS & STANDOVER REQUIRED BY WDC WATER UNIT.
- TESTING & COMMISSIONING WHERE REQUIRED.

NO ALLOWANCE MADE FOR PLUMBING IN OR AROUND BUILDINGS.

PER-METRE RATES ARE ESTIMATED USING 80m LATERAL LENGTH, AND MAY VARY DUE TO FIXED LUMP-SUM COSTS WITHIN THE ESTIMATE.

GRAVITY SEWER LATERALS MAY CONNECT DIRECTLY TO GRAVITY SEWER MAINS, HOWEVER WATER LATERALS REQUIRE A SUBMAIN IN BETWEEN, WHICH IS COSTED SEPARATELY.

ALL LATERALS SHOWN ARE < 80m LONG. LATERALS LONGER THAN THIS (ESPECIALLY SEWER) REQUIRE SPECIFIC DESIGN.

ALL PIPES DEEPER THAN 1.0m (SEWER LATERALS > 60m LENGTH) INCLUDE PROVISIONAL TRENCH DEWATERING.

ALL SEWER PIPES INCLUDE PROVISIONAL GEO-ENGINEERED PIPE BEDDING.

BACKFLOW DEVICES (BFD) ARE REQUIRED ON ALL WATER LATERALS, BUT THE TYPE AND ASSOCIATED COST MAY VARY. YDOT, MENZ SHED AND CROQUET CLUB REQUIRE HIGH-HAZARD BFDs, ALL OTHER LATERALS SHOULD BE ASSESSED ON A CASE-BY-CASE BASIS.

GRAVITY SEWER CONNECTION TO COURTENAY DRIVE IS NOT POSSIBLE.

WATER LATERAL CONNECTION TO COURTENAY DRIVE IS POSSIBLE AT A SIMILAR COST OUTSIDE THE SITE BOUNDARY. WITHIN THE SITE, THE BENEFITS OF SHORTER PIPE LENGTHS ARE OUTWEIGHED BY HIGHER REINSTATEMENT COSTS AND RISKS.

SITE BOUNDARY

CHARTERS STREET

COURTENAY DRIVE

YDOT MAY BE BETTER SERVED BY A WATER LATERAL LIKE THIS, SINCE THE 63mm WATER SUBMAIN TO THE CROQUET CLUB IS ALREADY CONSTRUCTED

WATER LATERAL TO CROQUET CLUB ALREADY CONSTRUCTED, TOTAL COST \$23K

Item	Estimated Cost	Prov. Items in Total
100mm Sewer lateral to boundary (per connection)	\$ 17,705.65	\$ 2,863.17
100mm Sewer lateral within site (per connection, per metre length)	\$ 352.75	\$ 135.77
Typical total 100mm Sewer lateral cost, assumed 80m length	\$ 45,925.98	
63mm Water submain	\$ 43,661.66	\$ 694.61
20mm Water lateral to boundary (per connection)	\$ 4,347.36	\$ 11.98
20mm Water lateral within site (per connection, per metre length)	\$ 112.18	\$ 47.04
Typical total 20mm water lateral cost, assumed 80m length	\$ 13,322.00	

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A					--/--2018

SURVEYED	---	--/--2020	PROJECT No	PD001712
DRAWN	---	--/--2020	CON No	CON2020--
DRAWING CHKD	---	--/--2020	SCALE (A3)	NTS
DESIGNED	---	--/--2020	DATUM ORIGIN	
DESIGNED CHKD	---	--/--2020	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--2020	VERTICAL	NZVD 2016



PROJECT  
KAIAPOI COMMUNITY HUB SERVICES

SHEET TITLE  
APPROXIMATE SERVICES COST INDIVIDUAL LATERALS

**FOR INFORMATION**  
NOT FOR CONSTRUCTION  
DRAWING 4456  
SHEET 01 REVISION A

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RES-35-08/230529078453

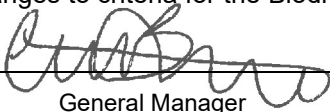
**REPORT TO:** Community and Recreation Committee

**DATE OF MEETING:** 21 May 2024

**AUTHOR(S):** Bex Dollery (Ecologist – Biodiversity)

**SUBJECT:** Changes to criteria for the Biodiversity Contestable Fund

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is for the Community and Recreation Committee to consider changes to the qualifying criteria of the Biodiversity Contestable Fund.
- 1.2. The Biodiversity Contestable Fund is currently provided to landowners of significant natural areas (SNAs) listed in the District Plan. The primary criterion is to demonstrate that the application will support and enhance the biodiversity value and ecosystem function of remaining areas of high value indigenous biodiversity within the listed SNA.
- 1.3. There have been minimal applications to the fund since the separation from the heritage fund in 2021 and as such the fund continues to be carried forward at the end of each financial year. It is considered that criteria are too narrow thereby preventing many people from gaining the support from the council and stymieing meaningful biodiversity gain in the District.
- 1.4. It is recommended that the Biodiversity Contestable Fund criteria be reassessed and strengthened to allow individual landowners who do not own an SNA to apply. This will be supplemented by Zone Implementation Programme Addendum (ZIPA) budget of \$20,000 per year (from 2024-31) allocated to ZIPA Recommendation 2.8 for organisational support of community organisations working to improve indigenous biodiversity. This budget is also proposed to also be managed under the Biodiversity Contestable Fund, however with separate criteria.
- 1.5. Staff recognise a need for the funds to be administered in a way which can support residents to accomplish biodiversity projects, regardless of the significance of their land, and in a manner which facilitates the fair comparison and consideration of projects.

**Attachments:**

- i. CWMS Waimakariri Water Zone Committee Action Plan April 2021 FINAL for print (Trim: 211015167102).
- ii. WDC Biodiversity Contestable Fund Application Form (Trim: 211011163894).



## 2. **RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 230529078453.
- (b) **Notes** the amount available in the Biodiversity Contestable Fund totals \$98,370 (with \$8,459 allocated to an SNA landowner in December 2023, Report No. 231124189477).
- (c) **Approves** to extend criteria to include landowners who do not have SNAs listed in the District Plan with the improved criteria assessing six areas: Representativeness; Rarity/Distinctness; Connectivity; Protection; Size; and Partnerships and Collaborations.
- (d) **Approves** the recommendation to have two funding rounds for the fund to allow for projects to be considered against other similar applications and ensure the fund is being used to the best potential.
- (e) **Approves** the administration under the Biodiversity Contestable Fund of the Zone Implementation Programme Addendum (ZIPA) budget of \$20,000 per annum for organisational support (Recommendation 2.8) with separate criteria.
- (f) **Note** that the adoption of the changes will mean that Council only considers the fund twice a year and have specific measures against which to judge merit.

## 3. **BACKGROUND**

- 3.1. The aim of the Biodiversity Contestable Fund is to support District biodiversity by providing financial assistance to owners of SNAs listed in the Waimakariri District Plan who are undertaking work to protect these assets.
- 3.2. In December 2020 the Heritage, Biodiversity and Ecological Fund was approved to be split from 30th June 2021 into two separate heritage and biodiversity funds.
- 3.3. The Biodiversity Fund has a current balance of \$98,370 that has an annual budget of \$15,000 with an increase of \$10,000 each year after.
- 3.4. A total of \$8,459 has been allocated to biodiversity projects during the 2023-2024 financial year to date.
- 3.5. The Biodiversity Fund is now open as a continuous fund allocation, rather than the previous triannual *Contestable Fund* rounds.
- 3.6. An allocation of \$20,000 per year has been earmarked to Recommendation 2.8 of the ZIPA in the Waimakariri District Council Long Term Plan 2021-31 (attachment i). This allocation of funding is anticipated to strengthen community-led biodiversity work in the District in the future. Recommendation 2.8, states:

*That Environment Canterbury and the Waimakariri District Council work with community groups to address indigenous biodiversity protection and enhancement by means such as:*

- *Provision of administrative support;*
- *Provision of financial assistance;*
- *Identification of funding sources;*
- *Provision of technical advice; and*
- *Endorsement of projects.*

#### 4. ISSUES AND OPTIONS

##### **Biodiversity Contestable Fund**

- 4.1. The options available to the Committee are to either decline or approve recommendations to alter provision of the fund. If the Committee choose to decline the funding, The current model of providing funding only to those with listed SNAs will continue with a continuous fund allocation. The Committee may choose to action only some recommendations, fully support the changes or modify the provision of the fund.
- 4.2. Firstly, changes to the criteria have been devised. The current criteria are vague and only stipulate that applicants should be residents of the District and have land mapped as an SNA in the Proposed District Plan for work to “encourage and assist private landowners to carry out work that benefits biodiversity” (see attachment ii). It only normally funds 50% of works (works can be provided in kind) and should be reported when work is finalised.
- 4.3. Explicitly, criteria include:
  - 4.3.1. The degree to which the work improves, protects, benefits, enhances, restores indigenous biodiversity.
  - 4.3.2. Whether the applicant or project has been past recipient(s) of the Fund. Preference for funding will generally be given to those who have not received grants from this Fund in the past.
- 4.4. Whilst it is important to support SNA landowners who continue to manage and maintain the rare and biodiverse areas of the District, the uptake for monetary support has been limited and the fund continues to increase.
- 4.5. The fund does not offer support to landowners whose projects are not within land assessed as significant. This means that residents who wish to increase biodiversity values and are looking for support cannot access monetary support from the Council. In a District where there is less than 10% indigenous vegetation coverage, it means the Council is only offering support to a minimal amount of people.
- 4.6. The biodiversity staff within Greenspace are increasingly gaining requests from people who want to increase biodiversity resource on the land they own. Selwyn District Council have another model for their Natural Environment Fund whereby land outside of SNAs can also be considered. The criteria for assessment are more formal and includes assessing the merits of projects based on:
  - 4.6.1. The lands protection status, covenants, SNAs etc;
  - 4.6.2. the degree of ecological improvement, enhancement, protection, mitigation;
  - 4.6.3. the natural values of the area;
  - 4.6.4. the benefits and ecological risks of the scheme; and
  - 4.6.5. the amount of commitment shown by the applicant for the duration of the project and into the future.
- 4.7. Staff have considered these criteria in context of our own District and the needs and requests from our residents. In order to enable the most poignant projects the following criteria are suggested.
  - 4.7.1. **Representativeness:** Does the project/activity support biodiversity which is representative, typical or characteristic of the area?
  - 4.7.2. **Rarity/Distinctness:** Does the project/ activity include species which are rare, listed as threatened or those which are at the distribution limit, of restrictive occurrence or rare ecosystem (see DP for description)?

- 4.7.3. **Connectivity:** Will the project/activity provide or support linkages for species to other important habitats in the area?
  - 4.7.4. **Protection:** Is the area protected from future development and degradation (ie. Covenanted, mapped as an SNA)? Is the landowner willing to protect the plantings through a management agreement?
  - 4.7.5. **Size:** Does the project site cover an area larger than 0.1ha.
  - 4.7.6. **Partnerships and Collaborations:** Does the project involve a collaboration of interested organisations, stakeholders and communities?
- 4.8. Secondly, we would like to propose changes to the provision of the fund. Currently the fund is open all year round. Whilst this makes it easy for applicants, it also means that projects cannot be compared against each other for proper consideration of fund allocation. It is therefore proposed that the fund be administered bi-annually and funding spent by the applicant within 1 year of receipt.
- 4.9. Finally, all applicants, regardless of outcome, will be provided relevant information such as best practice techniques and methods for restoration, weed control, other funding sources, volunteer groups, helpful sources of information etc.

#### **Community group criteria (ZIPA budget)**

- 4.10. Criteria proposed for the allocation of the budget are:
- 4.10.1. The community organisation must be a legal entity, such as an incorporated society or charitable trust.
  - 4.10.2. The organisational vision and proposed projects must align with the Waimakariri Water Zone Committee Action Plan 2021-24 or subsequent action plans.
  - 4.10.3. The community organisation must have the ability to coordinate an overarching vision and discussion opportunities for the Waimakariri Community.
  - 4.10.4. The community organisation must be able to provide community engagement support for WDC-endorsed projects.
  - 4.10.5. The community organisation must provide community education and advice to Waimakariri District landowners for indigenous biodiversity projects.
- 4.11. Applicants would be able to apply for multi-year funding of up to a maximum of three years. This allows for longer-term planning and retention of staff by community organisations. However, this may result in full allocation of the budget, with no funding round(s) in some years for organisational support.

#### **Implications for Community Wellbeing**

There are beneficial implications on community wellbeing by the issues and options that are the subject matter of this report. An enhanced natural environment leads to functioning ecosystems being able to provide ecosystem services such as water and air purification, mahinga kai opportunities, climate change mitigation and adaptation, mental and physical health.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū may have an interest in the subject matter of this report, particularly where projects are trying to enhance biodiversity values which are aligned to Te Ao Māori.

### 5.2. **Groups and Organisations**

Owners of SNAs are aware of the contestable fund and any changes may be of interest. Community groups working to enhance indigenous biodiversity are not widely aware of the ZIPA organisational support funding. Promotion will be needed to these groups if approved to become contestable.

### 5.3. **Wider Community**

The wider community is likely to be affected positively as the fund will apply to residents of the District who would like support for their biodiversity project, and community groups for organisational support.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

The Fund has accumulated a total of \$98,370. This budget is included in the Annual Plan/Long Term Plan. The allocation of the fund has been budgeted and is provided to protect and preserve amenity values, heritage resources and biodiversity outcomes.

The ZIPA budget does not accumulate, with a full allocation of \$20,00 in 2023-24, and an anticipated \$20,000 per year until 2031.

<b>Name</b>	<b>Amount/yr</b>	<b>Description</b>
SNA Fund	Determined by budget available	Anyone can apply, assessed using updated criteria
ZIPA Fund	\$20,000	Environmental community group fund assessed using ZIPA criteria.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have positive impacts for sustainability and/or climate change impacts through the protection and enhancement of indigenous biodiversity.

### 6.3. **Risk Management**

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

### 6.4. **Health and Safety**

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

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Allocations are made under the Local Government Act 2002.

**7.3. Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report. The proposed changes to the funds will deliver results for community outcomes, particularly for the environment, by supporting sustainable land use and building biodiversity resilience. Areas of significant natural value will be protected, created, enhanced and maintained.

**7.4. Authorising Delegations**

The Community and Recreation Committee hold the delegation for the Biodiversity Contestable Fund.

# Waimakariri Water Zone Committee

## Action Plan July 2021–June 2024



Image – Ashley River / Rakahuri

This summary highlights the key actions agreed by the zone committee for the next three years.

For more detail on the zone committee and plan, visit [ecan.govt.nz/waimakariri-water-zone](http://ecan.govt.nz/waimakariri-water-zone).

### Our purpose:

To uphold the mana of the freshwater bodies within the Waimakariri Water Zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy (CWMS) vision, principles and targets in our zone.

*The CWMS aims to enable present and future generations to gain the greatest social, economic, recreational and cultural benefits from our water resources within an environmentally sustainable framework.*

### Our functions:

**Community engagement** – continuing an active programme of engaging with communities on freshwater management matters and facilitating the provision of advice to councils (relevant territorial authorities and Environment Canterbury) and others (e.g. private sector) contributing to freshwater management.

**Enhancing delivery capability and coalition of the willing** – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including securing additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that advance CWMS implementation.

**Progress reporting** – annual progress reporting to councils on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.

### Our Councils' priorities for our zone committee are:

#### Waimakariri District Council

##### Ecosystem Health and Biodiversity

- To maintain or improve existing high-quality indigenous dryland ecosystems in intermontane basins and on the plains;
- Reduction of threatened or at-risk status of indigenous fish species compared with 2020;
- All coastal lagoons, hāpua and estuaries show improvement in key ecosystem health indicators compared with 2010.

##### Drinking Water

- Implementation programmes in place for each zone to achieve catchment load limits;
- Achieve nutrient efficiency targets for the zone on all new irrigated land and 80% of other land in major rural land uses (pasture, major arable, and major horticulture crops, and have 100% of rural properties working towards these targets (and for properties within urban boundaries that apply nutrients over significant areas).

##### Recreation and Amenity Opportunities

- Cyanobacterial risk for priority contact recreation sites in Canterbury rivers and lakes is understood and managed for public health;
- Manage water demand through meeting requirements under the Land & Water Regional Plan and continue regular community education/behaviour change campaigns on water use management and conservation.

#### Environment Canterbury

##### Kaitiakitanga Wāhi Taonga and mahinga kai targets

Grow support and resources to achieve the goal of five mahinga kai projects.

##### Ecosystem health and biodiversity targets

- Increased riparian management to protect aquatic ecosystems;
- Reducing the number of fish barriers;
- Protection and enhancement of wetlands.

##### Recreation and amenity targets

Achieving the 2025 target to restore priority freshwater recreation opportunities in each zone.



This taniko (woven pattern for clothing) Pātikitiki, represents lashing or binding together. The smaller diamonds represent pātiki (flounder). The Aramoana are white chevron shaped spaces representing the ocean waves. Together they represent the sustainment of our waters and the binding organisations that protect them. Pātiki is also the symbol for abundance.

– Ariki Creative

# Waimakariri Water Zone Committee

## Action Plan 2021–2024

### Improved monitoring of groundwater and surface water in the zone

**To encourage community understanding and awareness of monitoring and clarify future monitoring requirements in the zone by:**

- Facilitating collaboration to develop a wider monitoring network in the zone;
- Encouraging more monitoring by catchment and landcare groups.

**We will measure this by:**

- Establishing a working group to bring together relevant organisations to review existing freshwater monitoring in the zone and address future monitoring requirements across the zone;
- Promoting the benefits of monitoring and establish options for the community to be involved in monitoring;
- Working with ECan and WDC to ensure monitoring results are accessible and understandable to the community;
- Facilitate catchment and landcare groups and the wider community working together with Councils to expand the freshwater monitoring in the Waimakariri and share information.

### Increased indigenous biodiversity in the zone

**To protect and improve the indigenous biodiversity, habitat or ecosystems in the zone through:**

- Managing and eliminating plant and animal pest species;
- Assisting all landowners and managers to integrate indigenous biodiversity management into the wider aspects of land and water (catchment) management.

**We will measure this by:**

- Facilitating the establishment of a Waimakariri Biodiversity Trust and provide ongoing support to this Trust;
- Provide ongoing support and encouragement to groups in the zone advancing indigenous biodiversity values;
- Encourage catchment and landcare groups to protect, enhance and create more indigenous biodiversity habitat on properties;
- Promoting greater community understanding about biodiversity, and wetlands, and the benefits of their protection and enhancement.

### Promoting the natural braided character and increased flow of the Ashley River/Rakahuri

**To protect the braided river values associated with the Ashley River/Rakahuri, ki uta ki tai, by:**

- Promoting an improved community understanding of land and water use impacts on braided river character and the lower catchment ecosystems;
- Working to make the Ashley River/Rakahuri safe for contact recreation, with improved river habitat, fish passage and customary use, and flows that support natural coastal processes.

**We will measure this by:**

- Encouraging the improved understanding of landowners and wider community of climate change impacts on the Ashley River/Rakahuri;
- Encouraging landowners and agencies to protect the landscape and indigenous biodiversity values in the upper catchment;
- Supporting weed control in the upper and middle sections of the catchment;
- Supporting an investigation into existing consents and water use in the Ashley River/Rakahuri catchment;
- Encouraging landowner and agency efforts to improve the habitat health of lowland spring-fed tributaries;
- Supporting investigations focused on understanding and improving the ecosystem health of Te Aka Aka/Ashley estuary.

### Protection and enhancement of recreation in the zone

**To protect and manage the natural landscape and recreation resources in the Waimakariri Water Zone by:**

- Facilitating the extension of recreation corridors and amenity space in the zone;
- Encouraging awareness of land use impacts on high value landscapes in the zone.

**We will measure this by:**

- Supporting the completion of the Silverstream loop;
- Supporting specific Arohatia te Awa marginal strip recreation works;
- Encouraging investigation into the causes of cyanobacteria blooms;
- Encouraging reductions in pollutants/contaminants to help reduce nuisance algal growths in waterways.



Image – Burgess Stream, near Eyreton

### Improved Mahinga Kai within the Waimakariri Water Zone

**To protect and enhance mahinga kai practices in waterways within the Waimakariri Water Zone, while also:**

- Encouraging a wider understanding of mahinga kai practices in the community;
- Increasing Mahinga kai enhancement and access on the plains.

**We will measure this by:**

- Supporting the Ngāi Tūāhuriri mahinga kai enhancement projects on the plains and in lowland waterways;
- Encouraging catchment and landcare groups to protect and improve riparian habitat to support mahinga kai practices on the plains and lowland waterways;
- Supporting mahinga kai workshops across the zone.

**Want to get involved?**

Head to [ecan.govt.nz/waimakariri-water-zone](https://ecan.govt.nz/waimakariri-water-zone)



Image courtesy of N Ledgard & G Davey



New committee member, Martha Jolly

**GREENSPACE**

# Information Sheet for Biodiversity Contestable Fund Application

## Information

The purpose of the fund is to make available financial assistance to owners of mapped Significant Natural Areas (SNA) listed in the Proposed District Plan to encourage and assist with work that benefits these sites.

A growing number of landowners are protecting and restoring indigenous vegetation sites on their private land, the Contestable Biodiversity Fund was established to encourage and assist private landowners to carry out work that benefits biodiversity.

The fund is a contestable fund which is assessed and approved throughout the year by the Council's District Planning and Regulation Committee. Council staff, with expert advice where necessary, will make recommendations to the Committee.

There is a variable amount available in this Fund, it will be distributed among the successful applicants. If there are no other applications or appropriate projects, the fund may not necessarily be distributed either in whole or in part.

## Guidelines

### Who can apply?

The Fund is open only to ratepayers of the Waimakariri District - individuals or groups - for work relating to either public or private land listed as a mapped SNA in the Proposed Waimakariri District Plan.

The Fund is not available:

- (i) For work that there is a legal obligation to do;
- (ii) To compensate for work already done. It is intended to assist with the cost of future work; and
- (iii) For beautification projects, or to support those driven primarily for financial gain.

### How to apply

Applications will be accepted throughout the year and funding rounds will be advertised. Applications will be acknowledged upon receipt.

### Return completed application form to:

The Waimakariri Contestable Biodiversity Fund, 215 High Street, Rangiora 7400

1. The application must be a signed original of this application form. Applicants are encouraged to attach any supporting documents, such as planting plans, diagrams, maps, and photos.
2. Applications without any supporting documents will still be considered, but applicants may be asked for more information.

*Continued over page*



3. Applications will be assessed throughout the year. <sup>57</sup>
4. The recipient will be required to complete a signed accountability form when the funds have been spent, confirming that they have been spent in the way set out in the application.

### **Funding criteria**

Applications will be assessed on merit based on criteria listed below:

1. The degree to which the work improves, protects, benefits, enhances, restores indigenous biodiversity.
2. Whether the applicant or project has been past recipient(s) of the Fund. Preference for funding will generally be given to those who have not received grants from this Fund in the past.

### **Terms and conditions**

1. Grants will be allocated on a case by case basis.
2. Financial assistance will usually be no more than 50% of a project's total costs.
3. The applicants share of the costs can be by way of in kind contributions (e.g. labour), or cash.
4. Unless prior arrangement is made, grants must be spent within one year of the awarding of the grant.
5. Approval of funding may be subject to conditions.
6. All decisions will be final and no correspondence will be entered into.
7. The Council's District Planning and Regulation Committee may wish to visit sites prior to making a decision.
8. The fund recipients will be required to either make progress reports, or a final report on the project after the grant monies have been spent.

#### **PLEASE NOTE:**

The Council hereby undertakes to all applicants that information concerning private property supplied in this application, or obtained when assessing it, will be used by the Council for no purpose other than for assessing the application or if considered appropriate, for publicity purposes. However, once an application has been received, the information contained within it becomes public information, accessible by members of the public when requested. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.

## GREENSPACE

# Biodiversity Contestable Fund Application Form

To provide financial assistance to owners of mapped Significant Natural Areas (SNA) listed in the Proposed District Plan.

Please read Information and Guidelines before completing this form.

## Details of applicant

Name of applicant: \_\_\_\_\_

Name of contact person for this application (if different to applicant): \_\_\_\_\_

Address of applicant: \_\_\_\_\_

## Contact details

Mobile: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Email: \_\_\_\_\_

## Land details

Name and contact details of landowner (if different to applicant):

\_\_\_\_\_

Mobile: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Email: \_\_\_\_\_

Site Reference: \_\_\_\_\_ Size of vegetation site: \_\_\_\_\_

Have you received funding from the Contestable Fund in the past and if so what was it used for? Yes No

Aim of project (brief):

Date project to be started: \_\_\_\_\_ Two independent quotes attached?

Expected duration and staging of project, including expected costs of each stage:

If you are granted funds, how and when will they be spent?

Have you applied to any other fund for this project? (e.g. Environment Canterbury funding)    Yes    No

If so:

1. What fund? \_\_\_\_\_

2. How much was applied for? \_\_\_\_\_

3. How much has been granted? \_\_\_\_\_

### Description

Provide an overall description of the site and project, keeping in mind the purpose and outcome of the fund (as set out below):

### Work to date

Describe any work that has been carried out to-date toward the project (eg restoration, fencing, pest control etc):

### Future management

Describe the future management, protection and maintenance of the project site, if you are successful in securing this fund:

Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work?    Yes    No

I confirm that:

1. I am authorised to sign this application as the applicant or on behalf of the applicant, and I am prepared to sign an accountability agreement.
2. The answers given on this form are true and correct.
3. The funds will be spent by the applicant in the manner declared in this application.
4. If the applicant is a group, I will be personally responsible for how the funds are spent.
5. I will inform the Waimakariri District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.
6. I have read and agree with the 'Information Sheet for Biodiversity Contestable Fund Application'.

**PLEASE NOTE** - A signature is not required if you submit this form electronically. By entering your name in the box below you are giving your authority for this application to proceed.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**Applications must be posted or delivered to:**

**The Waimakariri Biodiversity Contestable Fund**  
215 High Street, Rangiora 7400

**For more information**

Phone 0800 965 468, or email [office@wmk.govt.nz](mailto:office@wmk.govt.nz)

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-01-04 / AQU-02-09 / 240430067634

**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE

**DATE OF MEETING:** 28 May 2024

**AUTHOR(S):** Matthew Greenwood, Aquatics Manager

**SUBJECT:** Aquatics May Report

**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 the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress, as measured against the unit's most significant Key Performance Indicators. It includes a summary of customer attendance and a budget update for the year to 31 March 2024.
- 1.2. This report seeks a decision on whether to offer discounted pool entry to medics working the rescue helicopter service, who live within our district.
- 1.3. Additionally, following the trial of discounted pool entry for parents and preschoolers, this report seeks a decision on the inclusion of a community service card rate which would be consistent with our current pricing structure and better enable access to those effected by financial pressures.

**Attachments:**

- i. Request for subsidised swim training Westpac helicopter medics No. 240503070951

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 240430067634.
- (b) **Notes** strong attendance at the Aquatic Facilities with April up 1400 visits against last year.
- (c) **Notes** a financial result of \$133,000 better than budget.
- (d) **Approves** the request for seven free annual memberships for staff of the Rescue Helicopter service to ensure they are able to continue to meet physical health and swim test requirements.
- (e) **Approves** facilities continuing to offer a 25% discount off the standard entry price for a parent and preschooler entry in line with its wider pricing structure following a successful trial period which saw 612 parents with a preschooler who hold a community services card.
- (f) **Circulates** this report to the Community Boards for their information.

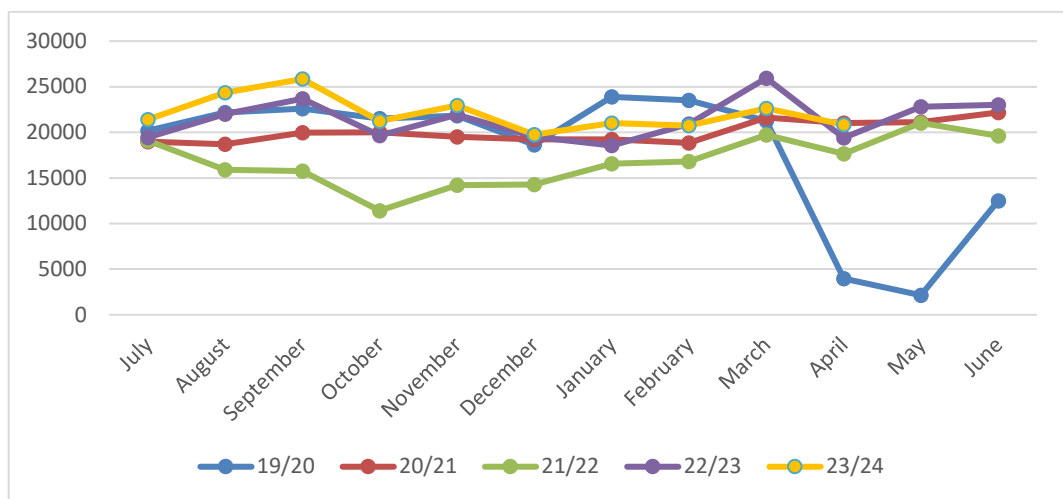
**3. BACKGROUND**

- 3.1. The Waimakariri District Council's Aquatic Facilities team deliver best practice aquatic programmes and enjoyable recreation opportunities for the ongoing wellbeing of our community and visitors. We do so from four sites: two indoor, year-round facilities and two seasonal summer pools, which operate over the summer period from October to April.
- 3.2. The Aquatic Facilities team work closely with partner organisations, clubs, trusts and interest groups to support water safety programmes, grow and develop swimming and Aquatic exercise initiatives, and works with the Council to ensure our facilities are inclusive places, accessible to all members of the community.
- 3.3. In 2017 Christchurch City Council introduced free swims for pre-schoolers and an accompanying adult. This approach is rare in smaller Councils but common across the three main centres possibly due to the cost being shared over a larger rate base. While there is anecdotal evidence that it increases attendance, this is offset against the impact to income and increased risk of service interruption. Subsequently the Aquatics team ran a trial period to remove barriers and better enable access to our facilities by those experiencing financial hardship.
- 3.4. The District Aquatics Plan was first developed in 2019 to help identify capacity within our current network and opportunities for further development. While we didn't foresee the impacts on customer attendance from Covid and the subsequent volatile economy movements, an update was delivered in 2023 which continues to champion facility development to meet the current and future needs of our community.
- 3.5. Customer satisfaction surveys are run every six months as a means of engaging with our users, inviting feedback on the facilities, staff and programmes offered. Overall satisfaction with our offering is measured as part of the survey against a target result of 90% or greater and is one of the facilities non-financial key performance indicators.
- 3.6. The Waimakariri District Council has been part of Recreation Aotearoa's Poolsafe programme since early in its inception as, in lieu of other legislation, the programme offers an independent assessment against key operating criteria, ensuring robust health and safety practices. Recreation Aotearoa enable sharing of best practice examples within the industry while engaging, lobbying and seeking clarification from Government departments on behalf of the industry.

**4. ISSUES AND OPTIONS**

**4.1. Aquatics customer attendance**

The following table provides a summary of ticket sales and facility attendance across the facilities to date, as at 30 April 2024.



The large dip in 2020 (blue) coincides with the first national lockdown in April 2020 with the facilities closed. September through November of 2021 (green) saw the introduction of level restrictions, vaccine passes and head count limits within indoor spaces which restricted our ability to deliver services, on top of a time when the community were cautious of gathering in groups and indoor spaces.

April attendance was up 1400 visits from last year but 150 short of the total visits in April 2020/21. The school holidays falling through this period have impacted attendance, with easter and school holidays seeing a lot more families take this opportunity to travel.

It is also important to note the economic impacts both currently in play and across the last few years, with a surprisingly strong economy initially, post covid outbreak, through to the current economic situation with high inflation and cost of living impacting consumer discretionary spending.

#### 4.2. **Subsidised swim training for Rescue Helicopter flight crew medics**

The Westpac Rescue service provides rescue helicopter coverage to the greater Canterbury West Coast area based out of Christchurch airport. The Helicopter and its crew currently fly an average of 20 life saving missions per week within the greater Canterbury area. This could be anything from attending motor vehicle crashes to rural farm accidents, search and rescue right through to boating related emergencies. Over the course of the year they assist 1000 people to get to hospital level emergency care in the shortest time possible.

All flight crew are required to meet the requirements of the air ambulance standard in order to remain mission ready. This involves a timed swimming component of 400m in under 9 minutes and being both comfortable and confident in water so as to ensure their own safety and that of the persons they are saving.



Currently, these medics are offered a free swim membership by the Christchurch City Council, however seven of their staff live in our district and are seeking approval for a similar arrangement. While these staff are able to make use of the memberships offered through Christchurch City Council, it adds to their travel time and cost of which their employer works hard to minimise any extra fatigue leaving them to concentrate on their training and service to their communities.

The following options are available

- 4.2.1. Option One – offer seven free annual pool memberships with an overall support value of \$3,878.70. Limited cost implication and potentially some additional income generated by incidental family visits. This is the recommended option.
- 4.2.2. Option Two – no discount offered, no cost implication and additional income unlikely. This is not the recommended option.
- 4.2.3. Option Three – offer a partial discount of 30% in line with discounts offered to other groups. This option is unlikely to be taken up, as they can currently access a full discount with CCC, so in effect being similar to option two. This is not the recommended option.

The overall support value as identified in option one, should not be viewed as income for options two and three with the medics more likely to travel to utilise the free passes available at CCC. Further, offering a full discount would likely see them utilise our facilities with other family members at times who would still need to pay, however this would be incidental and is difficult to accurately forecast.



The following is a list of all groups who currently receive discounted entry and details of their arrangements.

Group	Discount detail	Average uptake*	Approx value **
Police/ FENZ/ St John/ CDHB/ NCSRT/ Rangiora High school staff	30% discount off standard full price concession cards and memberships	Around 5 or 6 issued per group	\$100-\$1,000 per group
Waikuku surf club	One free weekly lane hire of 3 lanes at off peak times between February and November for coaching and development of younger club members.  50% discount on concessions and memberships for financial club members	4 issued	\$203.40 for lane hire per week  \$100-\$1,000
NZRT12	Free standard membership per team member	6 issued	\$1119.60
Waimakariri District Council staff	One free 20 swim adult concession per year per staff member, further concessions can be purchased for self or immediate family at 50% discount.	66 issued	\$7900

\*Note average uptake numbers are approximate. This is because customers who are listed as the "Responsible Parent" for a child in the learn to swim programme can not be easily split out but may hold additional accounts, which would in effect under report the final result. Additionally, as is the case with Council staff, a number of concessions are issued however a portion of these are not used, which in effect would over report the number of current users.

\*\* Dollar value is approximate due to uptake varying as noted above and costs differing based on different membership and concession types.

In summary, we have a range of different levels of support provided to different groups who provide benefit within our community, with the recommended option being consistent with these offerings.



#### 4.3. Discounted Parent Preschooler rate

Following enquires in to discounted swims for parent and caregivers, it was agreed in report no.230124008696 to run a trial offering an additional discount for struggling families.

The facilities ran this trial over 6 months from November 23 to April 24 offering the standard 25% discount to Parent and Preschooler swimmers who held a community services card. A 25% discount is the standard rate offered to community service card users and in line with our pricing model.

This was advertised within the facilities and as part of our outreach programme where staff go into Plunket meetings to teach water safety basics.

	Dudley	Kaiapoi	Oxford	Total
Parent Preschooler	5,618	814	390	6,822
Community Service Parent Preschooler	436	176	-	612
<b>Total</b>	<b>6,054</b>	<b>990</b>	<b>390</b>	<b>7,434</b>

Over this 6-month period we saw 612 community card users from Kaiapoi and Rangiora take up the opportunity. By tying the discount to the means tested Community Services card system we ensured that those community members with the greatest financial need would be the ones to benefit from such a change.

It is difficult to say whether this attracted any new business, although it is unlikely to have done so with numbers remaining fairly consistent with the same period last year, which saw 16 more total entries of this type sold during the trial period.

The decision to make it only a partial discount on a standard rate, saw the impact of this trial limited to \$673 dollars over this six month period, well within the projected range.

The following options are available:

- 4.3.1. Option One – Remove all entry fees for Parent and Preschoolers, in line with options offered in some other districts. This would see a decrease in overall ticket sale income of around \$53,000. This is not the recommended option.
- 4.3.2. Option Two – Continue to offer the discounted Parent and Preschooler rate of \$3.30 for community service card holders, and a standard Parent and Preschooler rate of \$4.40. This option ensures any discount is available to those who have been identified as in most need of assistance. This will have a negligible effect to overall budget with an estimated impact of around \$2,000 or less, not being recovered through ticket sales. This is the recommended option.
- 4.3.3. Option Three – Return to one rate for all Parent and Preschooler entries being \$4.40. This will see no impact to budgets. This is not the recommended option.

The recommended option, of retaining a community services rate for Parent and Preschooler entries best aligns with our wider pricing model and our Councils community outcomes of enabling better access to services to ensure a healthy and connected community.

#### **Implications for Community Wellbeing**

Community Wellbeing continues to be the key driver for all activities within the district's Aquatic Centres. From the sharing of knowledge, developing key life skills, fellowship and

the opportunity for recreation, rehabilitation and recovery, the wellbeing of our community is central to our ongoing relationship with our customers.

- 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 a number of groups and organisations who are affected by, or to have a vested interest in the ongoing operation of the districts Aquatic Facilities. Aquatics staff continue to work closely with key community partners and wider industry organisations, including North Canterbury Swim Club, Water Skills for Life, Waimakariri Access Group, Recreation Aotearoa, Swimming NZ and the North Canterbury Sports and Recreation Trust, to name a few.

### 5.3. **Wider Community**

In our most recent General Customer Satisfaction survey run November 2023, Aquatics achieved an overall customer satisfaction rating of 96% as detailed in Aquatics February update report No. 240207017098. This is up from our previous result of 94% six months prior and ahead of our targeted ≤90%. We are currently completing an Aquarobcis customer survey and will incorporate outcomes and feedback into the next update report.

A review of the District Aquatics plan reinforced the outcomes of the original document developed in 2019 being growing community demand for Hydrotherapy, a key area of opportunity, additional leisure space at Kaiapoi and improvements to the changing rooms at Dudley to better enable access and space limitations.

Aquatics staff continue to engage with our community, through platforms such as SwimDesk, the Council's website, Facebook pages and emails to members. Further, we invite feedback through our in-house surveys, customer feedback boxes, staff engagement and social media channels.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

The following table summarises the Aquatic Facilities' operational financial position in the 2023/24 year as at 31 March 2024.

<b>Aquatic Facilities Budget Summary</b>	<b>YTD Actual \$'000</b>	<b>YTD Budget \$'000</b>	<b>Variance \$'000</b>
Operational Income	1,314	1,190	125
Rates Funding	2,961	2,998	(37)
<b>Total Income</b>	<b>4,275</b>	<b>4,188</b>	<b>87</b>
Operation Expenses	2,861	2,873	12
Maintenance	179	158	20
Corporate overheads	609	623	12
Internal Interest	255	246	(9)

Depreciation	662	662	0
<b>Total Expenditure</b>	<b>4,566</b>	<b>4,612</b>	<b>46</b>
<b>Total Surplus (deficit)</b>	<b>(291)</b>	<b>(424)</b>	<b>133</b>

Overall attendance continues to improve year on year, with learn to swim numbers still continuing to grow following the impacts of both covid and cost of living. Of the three main activities, income results remain on budget for recreation and pre-paid entries, with some key attendance types up at Dudley and Learn to swim income higher than forecast due to the recent increased interest. Direct staffing costs remained on budget due to the need to continue to meet contractual obligations and safe operating requirements.

Projecting forward to a year end forecast, expenses will stay on budget with a number of plant servicing tasks being completed ahead of year end. The variance in overall income is likely to remain higher than forecast however the overall variance is likely to decrease somewhat as we head into the slower winter months.

There are financial implications of the decisions sought in this report as detailed in issue 4.2 and 4.3 with a total impact of around \$6,000 on income.

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

## 6.2. Sustainability and Climate Change Impacts

While the recommendations in this report do not have a direct sustainability or climate change impact, the impact our operation has on the community and environment are key drivers for the delivery of services and our planning processes.

As explored in the District Aquatic Strategy, ensuring the efficiency of our operation is key to managing the sustainability of current and future offerings. This ensures that facilities will be well utilised and continue to be good value for money for future generations.

Aquatic staff continue to investigate more sustainable and climate conscious alternatives with examples including switching to LED lighting, closely monitoring our water quality to reduce the need for additional chemical balancing and switching products to prioritise less impactful chemicals for cleaning and filtration.

To further minimise its environmental impact, our pool plant utilises systems to recirculate water and recover heat, which decrease the overall energy required to operate.

## 6.3. Risk Management

The treatment systems and processes around the ongoing monitoring of water quality are designed to minimise risk to customers from water borne illness and communicable disease. Staff will continue to work closely with Te Whatu Ora to address situations as we are made aware of them and take the appropriate steps.

Fluctuating attendance affects the revenue split between ticket sales and rates revenue. Staff will continue to monitor revenue and expenses closely, reporting regularly, working to refine the business model to identify efficiencies and meet the community demand for low cost, safe and enjoyable recreation opportunities.

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

## 6.4. Health and Safety

Customer and staff safety is key to the ongoing success of the facilities with leadership staff working closely with Council's Health and Safety team, SportNZ, and other key

groups to ensure our ongoing operation continues to comply with Ministry of Health instructions and guidance.

A number of staff recently completed Situational Awareness training as part of Council's ongoing in-house training programme. Adverse interactions continue to be issue throughout Aquatics with customers often quick to anger over smaller situations. Unfortunately, this seems to be the case throughout the industry and wider Council.

Community spread from colds, viruses and notifiable diseases can impact our availability to safely operate facilities. The Aquatics Standard Operating Procedures and Pool Water Quality Risk Management Plan outline the steps taken around effective treatment of pool water to ensure we provide a safe environment for our customers. Our Aquatics BCP outlines how we will manage staffing pressures to ensure we continue to operate a safe and secure environment for our customers at all times.

Poolsafe accreditation requires robust practices around reporting, investigation, trending and management of both staff and public accidents. This is on top of the Council's Health and Safety requirements and ensures a comprehensive overview.

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

## **7. CONTEXT**

### **7.1. Consistency with Policy**

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

### **7.2. Authorising Legislation**

Poolsafe - Though not currently a legislative requirement, Poolsafe accreditation is recognised as industry best practice, representing a base safe standard for operating a public aquatic facility following a coronial enquiry delivered in October 2006.

### **7.3. Consistency with Community Outcomes**

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

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 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.

Public spaces express our cultural identities and help to foster an inclusive society.

Waimakariri's diversity is freely expressed, respected and valued.

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

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.

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 skills and education opportunities available to support the economy.

#### 7.4. **Authorising Delegations**

This committee has delegated authority for the governance of the Aquatic Facilities.



## PROPOSAL FOR CONSIDERATION

To: Matthew Greenwood | [Aquatic Facilities Manager, Waimakariri Council](#)

From: Nicola Condon | [HR & HSE Manager, GCH Aviation](#)

Re: **Request for subsidised swim training – Westpac Rescue Helicopter Flight Crew Medics**

### Background



GCH Aviation are the operators of the Canterbury West Coast Rescue Helicopters based in Christchurch and Greymouth as well as the Nelson Marlborough Rescue Helicopter and a range of other aeromedical and commercial aviation services. We employ 39 Flight Crew Medics to service the three helicopters operating 24/7.

Our Flight Crew Medics are all highly trained medical specialists as well as being trained on the operations of the helicopter including navigation, meteorology, and high levels of crew resource management. All Flight Crew Medics must meet and exceed the requirements of the Air Ambulance Standard in order to undertake the role. In terms of swimming, this requires that they are able to swim 16 lengths in 9 minutes and be comfortable and confident in the water so that they can ensure their own safety, and that of those whose lives they are saving.

Access to regular swimming in order to maintain the required fitness standard is imperative and ongoing.

### Current Status

Medical Crew are very fortunate to have been able to utilise Jelly Park Pool for swim training on a free of charge basis and this is ongoing. A number of the medical crew live in the Waimakariri district and for these Crew, this requires an additional travel time and cost, coming into Christchurch on their days off in order to utilise this FOC offer. As an employer, we work hard to mitigate any extra fatigue for our aeromedical employees leaving them to concentrate on their training and safe and efficient service to our communities.



Flight Crew Medics all swim train (approximately) 4 times each week.

7 Flight Crew Medics currently utilise the Waimakariri Council pools at a cost of \$7 per swim.



### Request / Proposal

A reduced or free of charge entry fee for Dudley Aquatic and/or Kaiapoi pools for those employees who are Flight Crew Medics.

### Council Investment

At a rate of 7 Medics swimming 4 times per week @ \$7 each, the investment/sponsorship for the Council would be (maximum – not allowing for annual leave etc) \$10,192.

GCH Aviation are willing to promote Waimakariri Council pools as a sponsor on all of our social media platforms and, offer the Council a tour of the facilities at 73 Grays Road, Yaldhurst, Christchurch to see first hand the life-saving work and training that our Teams do and allow them the opportunity to meet the Team in person.



We are also very happy to provide any other information in support of this proposal/request or alternative offer that the Council may feel is appropriate in these circumstances.

Thank you for your consideration.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Nicola Condon'.

Nicola Condon  
HR & HSE Manager  
GCH AVIATION



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** LIB-04-01 / 240516078963

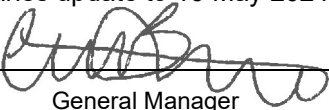
**REPORT TO:** COMMUNITY AND RECREATION

**DATE OF MEETING:** COMMITTEE 28 May 2024

**AUTHOR(S):** Luke Sole – Acting District Libraries Manager

**SUBJECT:** Libraries update to 16 May 2024

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

1.1. This report provides an update on services, programmes and experiences offered to hapori (community) by Waimakariri Libraries from 7 March – 16 May 2024.

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. LIB-04-01 / 240516078963.
- (b) **Notes** the establishment of the Rangiora Library Code Club.
- (c) **Notes** that operational expenses are current tracking under budget due to vacancies being carried throughout this financial year. This has put pressure on the team and recruitment is underway however will result in a likely year end saving.
- (d) **Circulates** the report to the Community Boards for their information.

**3. BACKGROUND**

3.1. Waimakariri Libraries promote reading, literacy, and learning, to support stronger, healthier, and more resilient communities, promote a culture of exploration and creativity, contribute to social and economic wellbeing, and deliver excellence in public service.

**4. ISSUES AND OPTIONS****Dementia-friendly libraries – Collaboration with Alzheimers New Zealand, Dementia Canterbury and The Reading Revolution**

4.1.1. Waimakariri Libraries are working towards becoming an accredited dementia-friendly network as part of the Alzheimers New Zealand Dementia Friendly Recognition Programme. The initiative was introduced to support libraries to meet the diverse needs of those living with dementia in our communities. As our population ages, the number of people with dementia is growing rapidly and those affected should be given the support to pursue an enriched life. Becoming a Dementia Friendly library demonstrates that we're a safe, friendly, accepting, and supportive place for those with dementia.



- 4.1.2. A monthly Next Chapter group co-led with Dementia Canterbury will start in August in Kaiapoi, facilitated by the Waimakariri Libraries Team. The aim is to socially connect dementia patients within our community, and support patients and their families to together invoke positive memories through literature, photos (via [Waimakariri Heritage](#)), and artifacts (Kaiapoi Museum) in safe and supportive environment.
- 4.1.3. Libraries Learning & Heritage Team are looking forward to utilising the Waimakariri Heritage platform as part of this project. Waimakariri Heritage was established as an interactive repository to conserve and curate community knowledge and memories. The platform has grown considerably in recent months and is a vital resource for our community.



- 4.1.4. Five team members are currently being trained to be Reader Leaders with The Reading Revolution to run shared reading groups. The Reading Revolution is a registered charity established with the purpose of using libraries to socially connect isolated older people living alone in our communities. It involves reading aloud and listening to stories in small groups before sharing their unique responses and perspectives.
- 4.1.5. Similar initiatives in other regions have resulted in positive outcomes for participants managing dementia, chronic pain, social isolation, mental health issues, depression, and addiction. The scheme gives voice to members of the community that live alone or are otherwise socially isolated.

- 4.1.6. Once the training is completed Waimakariri Libraries intend to offer the programme within each of the libraries. It may also be offered as an outreach service to rest homes.

4.2. **Waimakariri Libraries launches Code Club – a first in our District**



- 4.2.1. Code Club is a nationwide volunteer-based programme that teaches tamariki and rangatahi how to utilise basic coding systems. It is primarily delivered out of public libraries, is free-of-charge for participants, and participants can utilise library devices if they do not have access to their own device.
- 4.2.2. Code Club provides informal learning opportunities for young people to develop skills, including problem solving and specific digital skills that could foster future interest in the IT profession. Participants also have the opportunity to develop their social skills and expand their networks through interaction with peers outside of their respective schools.
- 4.2.3. After the establishment of Code Club in the final three weeks of Term One, we have seen a move to full capacity sign-up and the establishment of a waiting list this term. We are seeing 10-12 learners on average at this weekly programme, engaging with the coding platform Scratch with the intention of moving towards the more advanced Python platform throughout the year.
- 4.2.4. Reaching initial capacity quickly demonstrates the appetite young members of our community have for enhancing their digital skills. Further streams are planned in the coming months to meet demand, with the possibility of expanding the programme to Kaiapoi and Oxford.

4.2.5. **Waimakariri Libraries celebrate significant visitation during April holidays.**



- 4.2.6. Approximately 16,500 people visited Waimakariri Libraries during the April school holidays, resulting in significant increases in book lending and near-capacity attendance across a range of events and programmes.
- 4.2.7. Over 403 Mystery trails were completed across the three libraries. Children were encouraged to decorate ANZAC wreaths in each of the libraries, which were delivered to cenotaphs on ANZAC Day.
- 4.2.8. Over 80 children attended a series of two insect discovery programmes titled Bugs In Your Backyard which was a collaboration between Waimakariri Libraries, Greenspace, and Canterbury Museum. These sessions involved locating insects outside of the library and viewing them under a high-quality microscope under the supervision of museum staff. The interactive sessions gave children the opportunity to learn about ecology and local biodiversity in a fun and informative format.
- 4.2.9. Waimakariri Libraries partnered with Antarctic Heritage Trust to offer immersive VR sessions at each of the libraries. Users were able to step inside Sir Edmond Hillary's hut and find out what life is like living in the world's most extreme environment. The experience was created for children and adults to develop curiosity around science, exploration, and climate. This is the second time Waimakariri Libraries have hosted the Antarctic Heritage Trust Team, after a very well attended programme last year. Over 100 people participated in the 15 minute experience across the three libraries.

#### 4.3. New Zealand Music Month hitting the right notes



- 4.3.1. During the month of May, Waimakariri Libraries are offering a wide range of events and programmes to celebrate [New Zealand Music Month](#), including live performances, events for children, and a collaborative 'jam session' where



members of the community will join the musicians of the libraries team for a performance of The Fourmyula's 1969 hit *Nature*.

- 4.3.2. The programme is the most comprehensive offered to-date and reflects increasing community demand for opportunities to experience song and live performance in our libraries.
- 4.3.3. The programme launched with a workshop attended by 33 students and 13 parents and teachers which involved repurposing materials destined for landfill into musical instruments. Families learned how to make milk bottle top maracas, bottle cap castanets, jam jar lid banjos, and applied their imagination and creativity to create drums, and rubber band double bass guitars. These activities are a collaboration between Learning Connections Coordinator Jason Clements, and Lesley Ottey from Eco Educate.
- 4.3.4. The remaining events include performances from University of Canterbury's School of Music Voice Students, North Canterbury Academy of Music, and

Rockers of Ages Choir. These events are free to attend, with no bookings required.

## 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.

### 5.3. **Wider Community**

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

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

<b>Library</b>			
<b>Summary Report January 2024</b>			
	<i>Actual</i>	<i>Budget</i>	
<b>Revenue</b>			
Revenue	72,167	169,372	↓
Rates	2,646,965	2,681,189	→
	2,719,132	2,850,561	
<b>Operating Expenses</b>			
Maintenance	1,247,141	1,647,681	↑
Overheads	247,404	368,872	↑
Internal Interest	601,088	627,207	→
Depreciation	8,519	7,525	↓
	596,434	584,738	→
	2,700,585	3,236,023	↑
<b>Surplus/ (Deficit)</b>	18,547	(385,462)	↑

### 6.1. **Sustainability and Climate Change Impacts**

6.1.1. The recommendations in this report do not have sustainability and/or climate change impacts. The report does however discuss the collaboration that Libraries were involved in to deliver the Bugs in Your Back Yard. The interactive sessions gave children the opportunity to learn about ecology and local biodiversity in a fun and informative format.

### 6.2. **Risk Management**

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

### 6.3. **Health and Safety**

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

**7. CONTEXT****7.1. Consistency with Policy**

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

**7.2. Authorising Legislation**

Local Government Act

**7.3. Consistency with Community Outcomes**

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

The Libraries is a place where everyone can have a sense of belonging and where our people are enabled to thrive and give creative expression to their identity and heritage.

**7.4. Authorising Delegations**

There are no specific decisions being required as a result of this report.