

Waimakariri District Council

Agenda

Tuesday 4 February 2025

9.00am

Council Chambers

215 High Street

Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 4 February 2025** commencing at 9am.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

3.1 **Mrs Marguerite Christophers, of Pegasus.**

For services to Para sports.

3.2 **Mr Ross McQueen, of Rangiora.**

For services to the community.

3.3 **Mr Darryl Smith, of Rangiora.**

For services to survivors of abuse in care.

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 3 December 2024**

RECOMMENDATION

9 – 23

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 3 December 2024.

MATTERS ARISING (from Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1 Parking Management Plan Project: Approaches to Managing and Meeting Parking Demand and Supply for Rangiora and Kaiapoi Town Centres to 2040 for Public Consultation – H Downie (Strategy and Centres Team Leader) on behalf of the Parking Management Plan Project Advisory Group (PAG)

RECOMMENDATION

24 – 40

THAT the Council:

- (a) **Receives** Report No. 250114004581.
- (b) **Approves** public consultation on the proposed approaches for managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040, and the accompanying Let's Talk web content and Feedback Form attached to this report (attachment i and ii).
- (c) **Notes** that public consultation will occur from early February to end of February / early March 2025.
- (d) **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the Let's Talk web content and Feedback Form attached to this report (attachments i and ii) as required prior to public consultation commencing.
- (e) **Notes** that the proposed approaches for managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040 have been informed by key project inputs including a strategic context review, technical investigations, and elected member, stakeholder and community engagement to date.
- (f) **Notes** that the proposed approaches for managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040, together with the Let's Talk consultation material attached to this report (attachments i and ii), have been endorsed by the Parking Management Plan Project Advisory Group (PAG) on whose behalf this report is written.
- (g) **Notes** that feedback gained through public consultation on the proposed approaches will help inform a Parking Management Plan for Rangiora and Kaiapoi town centres, which will be presented to Council for adoption in May 2025, and which will contain more details than the approaches to be tested through public consultation.
- (h) **Circulates** this report to Community Boards, acknowledging the involvement of the Rangiora Ashley, and Kaiapoi Tuahiwi Community Boards during the course of the Parking Management Plan project to date, and noting that Community Boards have the opportunity to submit on the proposed approaches during public consultation.

7.2 Request to Bring Forward Budget for Kendall Park Sport Field Lighting – G MacLeod (Greenspace Manager) and K Straw (Civil Projects Team Leader)

RECOMMENDATION

41 – 51

THAT the Council:

- (a) **Receives** Report No. 241129212035.
- (b) **Approves** staff recommendation of funding this project through the renewals fund as depreciation has been collected on the asset. This will result in no rates impact.
- (c) **Notes** the Capital Budget of \$132,860 in PJ 102558.000.5223 (Light Upgrade at Kendall Park) from the 2025 / 26 financial year will become a saving.
- (d) **Notes** that the request to bring forward Capital Budget is to ensure that the lights are upgraded and therefore more reliable for the upcoming 2025 winter season.

- (e) **Notes** that a Request for Proposals has already been tendered and closed in order to ensure a timely completion of the work, but that tenderers were advised that award was subject to the Council approval.
- (f) **Notes** that the Request for Proposals closed on 22 January 2025, and the evaluation is yet to be completed, however the highest proposal submitted would be within the combined budget (taking into account other committed costs).
- (g) **Notes** that the award of the contract is within staff delegation and will happen as a matter of course if the Council approve bringing the budget forward.
- (h) **Notes** that the level of service for the playing field will remain the same as the existing lighting, with a 200 lux maintained average light level suitable for “semi-professional” play.
- (i) **Circulates** this report to the Kaiapoi-Tuahwi Community Board for their information.

7.3 **Chairperson’s Performance Report for the Kaiapoi-Tuahwi Community Board, 1 February to 31 December 2024 – J Watson (Chairperson Kaiapoi-Tuahwi Community Board)**

Kaipoi-Tuahwi Community Board Chairperson J Watson will be present to speak to this report.

RECOMMENDATION 52 – 57

THAT the Council:

- (a) **Receives** report No. 2411219917.
- (b) **Circulates** a copy of this report to all the Community Boards.

7.4 **Chairperson’s Report for the Period 1 January to 31 December 2024 – J Gerard (Chairperson Rangiora-Ashley Community Board)**

Rangiora-Ashley Community Board Chairperson J Gerard will be present to speak to this report.

RECOMMENDATION 58 – 62

THAT the Council:

- (a) **Receives** report No. 241211220173.
- (b) **Circulate** a copy of this report to all the Community Boards.

7.5 **Chairperson’s Report for the Period of 1 January 2024 to 31 December 2024 – S Barkle (Chairperson Oxford-Ohoka Community Board)**

Oxford-Ohoka Community Board Chairperson S Barkle will be present to speak to this report.

RECOMMENDATION 63 – 68

THAT the Council:

- (a) **Receives** report No. 241029187467.
- (b) **Circulates** a copy of this report to all the Community Boards.

7.6 **Chairperson's Report for the Period 1 January to 31 December 2024 – S Powell**
(Chairperson Woodend-Sefton Community Board)

Woodend-Sefton Community Board Chairperson S Powell will be present to speak to this report.

RECOMMENDATION

69 – 73

THAT the Council:

- (a) **Receives** report No. 241211219825.
- (b) **Circulates** a copy of this report to all the Community Boards.

8. **HEALTH, SAFETY AND WELLBEING**

8.1 **Health, Safety and Wellbeing Report December 2024 to Current - J Millward** (Chief Executive)

RECOMMENDATION

74 – 85

THAT the Council:

- (a) **Receives** Report No 250121009277
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

9. **COMMITTEE MINUTES FOR INFORMATION**

9.1 Minutes of a meeting of the Audit and Risk Committee of 10 December 2024

9.2 Minutes of a meeting of the Utilities and Roading Committee of 10 December 2024

RECOMMENDATION

86 – 104

- (a) **THAT** Items 9.1 and 9.2 be received for information.

10. **COMMUNITY BOARD MINUTES FOR INFORMATION**

10.1 Minutes of the Woodend-Sefton Community Board meeting 3 December 2024

10.2 Minutes of the Oxford-Ohoka Community Board meeting of 4 December 2024

10.3 Minutes of the Rangiora-Ashley Community Board meeting of 11 December 2024

10.4 Minutes of the Woodend-Sefton Community Board meeting of 12 December 2024

RECOMMENDATION

105 – 133

- (a) **THAT** Items 10.1 to 10.4 be received for information.

11. MAYORS DIARY - SUNDAY 1 DECEMBER 2024 – 25 JANUARY 2025

RECOMMENDATION

134 – 136

(a) **THAT** the Council receives report no 250129014590.

12. COUNCIL PORTFOLIO UPDATES

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

13. QUESTIONS

(under Standing Orders)

14. URGENT GENERAL BUSINESS

(under Standing Orders)

15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

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

- 15.1 Confirmation of Public Excluded Minutes of Council meeting of 3 December 2024
- 15.2 Local Water Done Well - Financial and Economic Analysis Update and Request for Decision on preferred Water Services Delivery model for consultation with the Waimakariri Community
- 15.3 Mainpower Stadium – Solar Panels
- 15.4 Contract 23/29 – Streetlight Maintenance Contract - Tender Evaluation and Contract Award Report
- 15.5 Contract 24/78 Closed Landfill Cover Investigations Tender Evaluation and Contract Award Report
- 15.6 Electricity Supply Contract with Meridian Energy for Non-Half Hourly (NHH) Metered Sites for Four Years – 1 April 2025 to 30 September 2029 and Electricity Supply Contract with Meridian Energy for Time of Use (TOU) Metered Sites for Five Years – 1 September 2025 to 30 September 2030

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
MINUTES			
15.1	Confirmation of Public Excluded Minutes of Council meeting of 3 December 2024	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
15.2	Local Water Done Well Update	Good reason to withhold exists under section 7	To enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
			legal professional privilege as per LGOIMA Section 7 (2)(g) and (i).
15.3	Mainpower Stadium – Solar Panels	Good reason to withhold exists under section 7	Section 7(h) of the Local Government Official Information and Meetings Act; “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”.
15.4	Contract 23/29 – Streetlight Maintenance Contract - Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
15.5	Contract 24/78 Closed Landfill Cover Investigations Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
15.6	Electricity Supply Contract	Good reason to withhold exists under section 7	To enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) as per LGOIMA Section 7 (2) (i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

16. NEXT MEETING

The next ordinary meeting of the Council is scheduled for Tuesday 4 March 2025, commencing at 9am to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

However, the Council will meet on 18 February to consider matters pertaining to the consultation of the Annual Plan.

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 3 DECEMBER 2024 WHICH COMMENCED AT 1PM.

PRESENT

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

IN ATTENDANCE

J Millward (Chief Executive), K LaValley (General Manager, Planning, Regulation and Environment), G Cleary (General Manager Utilities and Roading), C Brown (General Manager Community and Recreation), S Hart (General Manager Strategy, Engagement and Economic Development), G Bell (Acting General Manager Finance and Business Support), M Bacon (Development Planning Manager), J Recker (Stormwater and Waterways Manager), C Roxburgh (Project Delivery Manager), K Simpson (3 Waters Manager), M Maxwell (Strategy and Business Manager), C Fahey (Water and Wastewater Asset Manager), S Docherty (Policy and Corporate Planning Team Leader), M Kwant (Senior Ranger Biodiversity), L Lee (Senior Environmental Compliance Officer), S Binder (Senior Transportation Engineer), D Young (Senior Engineering Advisor), G Maxwell (Project Support Coordinator), M Kwant (Senior Ranger, Biodiversity) and C Fowler-Jenkins (Governance Support Officer).

There were nine members of the public present.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

Item 7.2 – Deputy Mayor Atkinson and Councillor Mealings declared a conflict as they were Commissioners on the District Plan Review.

3. ACKNOWLEDGEMENTS

Mayor Gordon acknowledged the passing of the four-term Mayor of Selwyn District Council, Michael McEvedy. He was also Chairperson of the Canterbury Museum and a long-time friend to the Waimakariri District. The Council observed a moment's silence.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 5 November 2024

Moved: Deputy Mayor Atkinson

Seconded: Councillor Mealings

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 5 November 2024.

CARRIED

MATTERS ARISING (from Minutes)

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1 **Cholmondeley Children – Darel Hall**

The new General Manager of the Cholmondeley Children Centre, D Hall, thanked the people, volunteers, businesses and donors of Waimakariri for supporting the Cholmondeley Children Centre (the Centre). The Centre had been providing free short-term planned emergency respite care to children aged five to twelve across Canterbury since 1925. Children stay at the Centre during stress or crisis, allowing them to manage difficult situations. Children housed at the Centre received 24/7 support comprising of structured social interactions and learning, outdoor activities, sleep, hygiene and meals. The Centre's respite services provided families time to breathe and make better decisions for their future. It also offered community outreach to children and families through its team of social workers, youth workers and Te Whatu Ora navigators. The cost of providing these services was approximately \$3 million annually, of which the Central Government funded 20%, and 80% was funded by trusts, grants and donations. D Hall reminded the Waimakariri residents that they could utilise the Centre's free services.

Councillor Williams enquired about the number of children the Centre assisted per annum. D Hall advised that the Centre dealt with around 400 children from all over Canterbury annually. However, some children stayed at the Centre multiple times in a year. He estimated that the Centre housed approximately 50 children from the Waimakariri District per year.

5.2 **Drinking Water Quality Concerns – Marnie Prickett**

M Prickett explained that she was a Public Health Research Fellow at Otago University. She now focused on drinking water issues such as source water protection. M Prickett observed that the Havelock North enquiry covered all drinking water systems across New Zealand, how drinking water was supplied, and the agencies involved. The report emphasised international best practices, which stated that multiple barriers were needed to protect freshwater. The report found that source water protection was the most significant barrier. Several agencies were responsible for source water protection; however, the most important responsibility lay with Regional Councils, as they were the only entities that regulated polluting activities and protected source water from contamination.

M Prickett noted that the second barrier was the adequate treatment of water supplies by councils and individual households. Unfortunately, although councils do not protect water sources, they were responsible for the financial cost and health risks associated with unsafe water.

M Prickett advised that the existing nitrate levels standard was 11.3mg/l, and the drinking water standards were only for human health protection. She was concerned that councils saw this as a ceiling they could not go above. In terms of Plan Change 7, the Council had a maximum of half the allowable value at 5.65mg/l. However, the latest sample from Oxford Rural 1 was at 5.17mg/l, close to the maximum allowable. She was, therefore, concerned about whether ECan was doing enough to protect the Waimakariri District's source water.

Mayor Gordon asked what M Prickett's qualifications were in this area. M Prickett confirmed that she had a background in Agriculture Science and Freshwater Ecology. She, therefore, understood how nutrients moved through catchment areas.

Councillor Fulton sought M Prickett's opinion on the view that private landowners were using their full water allotment to the detriment of the environment when, in fact, Environment Canterbury (ECan) were stopping the renewal of these consents under Plan Change Seven. M Prickett noted large volumes of information were contained across multiple platforms and in various documents. She did not believe people were linking the data in such a way that the full impact of nitrate levels could be established.

Mayor Gordon enquired if M Prickett had approached ECan or Taumata Arowai regarding her concerns. M Prickett advised that she would be meeting with ECan to understand what data they held. She had contacted Taumata Arowai however she felt that they could be more involved.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1 **Mandeville Resurgence Channel Upgrade Project Stage 1 – Approval to consult with Residents** – J Recker (Stormwater and Waterways Manager)

J Recker spoke to the report, noting approval was being sought to consult with residents and community groups, including the Mandeville Residents Association and the Ohoka Mandeville Drainage Advisory Group, on stage one of the Mandeville Resurgence Channel Upgrade Project (the project).

Councillor Fulton noted during the previous consultation that there had been a clear steer that No 10 Road should not be in the scoping. However, staff had indicated that No 10 Road was still being considered. He asked whether No 10 Road would be included in the public consultation. K Simpson explained that public consultation and engagement would predominantly focus on the work to be done as part of stage one of the project. Staff intended to evaluate No 10 Road as an option during stage two of the project.

Councillor Redmond commented that as stages one and two were effectively combined, it was challenging to evaluate stage one in isolation. He enquired whether the consultation about stage one would allow respondents to comment on possible alternatives for stage two. J Recker explained that staff would mainly focus on discussing the Council's proposals and design for stage one with property owners and how that would affect their properties.

Councillor Williams enquired if there was not general consensus between the Mandeville Residents Association and the Ohoka Mandeville Drainage Advisory Group that stage one should be stopped and No 10 Road progressed. K Simpson reiterated as part of the consultation, staff would clarify that both stages one and two needed to occur. He acknowledged that some residents saw the more significant benefit in stage two. However, that did not negate the need for the stage one upgrades.

Councillor Williams observed that the Ohoka Mandeville Drainage Advisory Group thought that the Council would not be able to deliver stage two in the next twenty years. He questioned whether No 10 Road would solve the issues rather than stage one. K Simpson stated that was why No 10 Road would be included for evaluation as part of the stage two options to consider the merits and challenges of the project. He reiterated that stage one would still need to be done.

Deputy Mayor Atkinson sought clarity on what the Council would be consulting on. G Cleary provided a brief background to the previous public consultation as part of the 2024-34 Long Term Plan process. The proposed consultation and engagement would be with immediately affected property owners and only focus on the Council's proposals and design for stage one.

Councillor Mealings noted that the report indicated that peak flows would increase slightly in smaller rain events, but for larger storms, peak flows would decrease. K Simpson explained this was due to hydraulics. The Council was not changing the channel; however, it was upgrading the culverts. During a five-year storm event, the peak flow increases slightly due to the proposed upgrade works, which removed constrictions in the system. At the same time, this may place additional pressure on the system during more frequent storms; most of the flow was contained within the channel, and downstream culverts could still handle this minor increase in flow.

Councillor Redmond expressed a concern that it was not open public consultation if only immediately affected property owners were consulted. G Cleary advised that any member of the public would be able to provide the Council with feedback on stage one. However, staff would specifically engage with property owners to ensure they were aware of the Council's plan.

Moved: Councillor Fulton

Seconded: Councillor Mealings

THAT the Council:

- (a) **Receives** report No. 241105193007.
- (b) **Authorises** Council staff to conduct public consultation on the proposed Stage 1 improvements for the Mandeville Resurgence Channel Upgrade Project.
- (c) **Delegates** authority to the Mayor and Chief Executive to approve the finalised consultation material prior to distribution.
- (d) **Notes** that Council staff will develop consultation materials in conjunction with the Council's Communications Team.
- (e) **Notes** that the results of the public consultation and the final design, including any community-driven adjustments, will be presented for Council approval in April 2025.
- (f) **Notes** that the construction of Stage 1 will not commence until the Council has approved the final design following consultation with residents.
- (g) **Notes** that Council Staff will be requesting an additional budget of \$376,670 for the Stage 1 improvements as part of the 2025/26 Annual Plan for a total budget of \$2,050,000.
- (h) **Circulates** this report to the Oxford-Ohoka Community Board for information.

CARRIED

Councillor Fulton thought one of the key understandings was that the work in stage one was a precursor to the work to be done in stage two. The Mandeville Resurgence Channel flowed and forked above Two Chain Road. One part of the fork ran behind the Swannanoa School on Tram Road into Mandeville and Ohoka, and the other naturally flowed into the Eyre River. Stage one primarily dealt with the fork flowing into Ohoka/Mandeville, and stage two dealt with the fork flowing into the Eyre River. The evidence, reports, and previous consultation supported public consultation on stage one and progressing with the work. Councillor Fulton noted that it was essential to understand that stage one provided short to medium-term solutions and stage two a more permanent solution for the whole catchment area, which may or may not include No 10 Road. He urged Councillors to support the motion.

Councillor Ward believed that the Council had thoroughly investigated the challenges experienced with flooding in this area. Therefore, she supported the motion to proceed with public consultation and move forward with stage one to address residents' immediate concerns. Stage two needed to be implemented to complete the work and future proof the area.

Mayor Gordon supported the motion, noting that he fronted several meetings with residents in the area and the Council received substantial feedback on flooding in the area. The Council had been dealing with flooding in Mandeville since 2014, and the community wanted the matter resolved. Residents wanted to understand how stage one would be implemented, particularly how it would affect their properties. He supported the Council's long-term approach to stage two. Mayor Gordon commended staff for the work they were doing in this space

Councillor Williams supported the motion; however, he was concerned that the Ohoka Mandeville Drainage Advisory Group thought there was a better solution in No 10 Road. He felt the public should be consulted on No 10 Road during the planned stage one consultation, as stage two may not be implemented within the next 20 years, and the No 10 Road may provide an immediate solution and possibly a similar cost.

Councillor Redmond supported the motion because there were benefits that would be achieved with stage one. However, he would be interested in the feedback received from the wider community and not just the affected property owners.

Deputy Mayor Atkinson commented that stage one would not be wasted when stage two was done. Thus, he supported the motion.

Councillor Mealings was pleased that the Council had arranged a bus trip for the Ohoka Mandeville Rural Drainage Advisory Group to see what was being proposed and understand the physical limitations, parameters and the science behind the project. Irrespective of whether stage one was done before or after stage two, it would alleviate the conditions the stage one residents had been experiencing for a long time and was needed.

In his right of reply, Councillor Fulton thanked staff for their patience and diligence in processing this project. Stages one and two were only part of the waterway network that emanated from the hills above Oxford. He felt it was worth spending this time working out the engineering and the catchment needed.

7.2 **District Plan Review – Request to Government for Further Extension of Time to Make Decisions** – K LaValley (General Manager, Planning, Regulation and Environment) and M Bacon (Development Planning Manager)

K LaValley spoke to the report, noting that approval was being sought to apply to the Ministers for RMA Reform and Environment for an extension to the deadline for making decisions on the Waimakariri Proposed District Plan and Variations 1 and 2. She noted that the overall District Plan review hearing process took longer than anticipated due to various factors; however, all scheduled hearings had now been completed. Once staff received the hearing panel recommendations, they would need approximately two months to prepare for the Council, which would allow time for workshops. Staff considered time constraints, decision-making, public interest and possible delays in development plans when determining the new proposed deadline.

Councillor Fulton expressed concern about the potential for politicising the District Plan debate, as the proposed date of 30 September 2025 was close to the local body elections. Mayor Gordon commented that, ideally, the Council would decide on the District Plan earlier in 2025. Councillor Fulton questioned the cost and risk to the Council in delaying. J Millward noted there was a risk of delaying the decision-making until after the 2025 local body elections as many people were depending on the new District Plan being approved.

Councillor Williams was concerned about the time it took the Council to finalise the District Plan compared with other councils. M Bacon explained that they were relatively extensive processes. The Waimakariri District was in both a fortunate and unfortunate position regarding the medium-density residential standards (MDRS), which staff had been able to incorporate into the process, which had taken time. He noted that the change in Central Government and consideration of new regulations had also contributed to the extension of the process.

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 241118202775.
- (b) **Approves** the Council requesting a time extension from the Ministers to make decisions on the Waimakariri District Plan Review.

- (c) **Approves** the Council requesting a time extension from the Ministers to make decisions on the Waimakariri District Plan Review and Variations 1 and 2 as its response to the 2021 Housing and Other Matters Amendment Act.
- (d) **Delegates** to the Mayor, District Planning and Regulation Chairperson and Chief Executive determination of the exact extension date to include in the request based on feedback from the panel Chair.
- (e) **Notes** the progress to date on the District Plan Review.
- (f) **Delegates** approval of a letter to the Ministers seeking the requested time extension to the Mayor and General Manager Planning, Regulation, and Environment.
- (g) **Notes** that the request to the Ministers is expected to be made prior to 17 December 2024, being the current date that decisions are due.

CARRIED

Mayor Gordon expressed a desire to have the District Plan finalised as soon as possible. However, he wanted to ensure that the Council could make the right decision and, therefore, did not wish to rush the process. He observed that Environment Canterbury had to delay their Regional Policy Statement; he did not want the Council to have to delay the District Plan unnecessarily. Hence, Mayor Gordon supported the motion.

Councillor Redmond noted this was a complex process, and he believed it was sensible to seek an extension in decision-making now to provide the delegated parties room to finalise a date.

Councillor Fulton commented that the public wanted certainty on the Distinct Plan process and what came next. The longer those processes continued, the more the disinformation would be spread, and people may speculate that the process was not sound. He did not want this to become a politicised issue close to the elections. He supported the motion, however, reiterated his concern about the potential for politicising the District Plan debate.

7.3 Parking Bylaw 2019 Section 155 Review Assessment – G Maxwell (Project Support Coordinator)

G Maxwell spoke to the report, noting that a Section 155 Review of the Parking Bylaw 2019 had been completed, which was a legal requirement to ensure that the bylaw was fit for purpose and that the Council was not impeding on people's rights. Over 1,996 service requests were lodged between the bylaw coming into effect on 1 January 2021 and 30 June 2024 about parking in the Waimakariri District. In general, the Bylaw was found to be fit for purpose; however, during consultation with stakeholders, a few issues and opportunities were raised to improve and clarify the definitions contained in the bylaw. Staff also highlighted emerging issues that the Parking Bylaw 2019 did not cover. G Maxwell recommended that the Council draft a new iteration of the Bylaw within the next two years.

Responding to a question from Mayor Gordon, G Maxwell confirmed that the public would be consulted on the proposed review of the Parking Bylaw 2019.

Councillor Williams queried how the reviewed Parking Bylaw 2019 would affect cars parking on grass verges. L Lee advised that the bylaw contained various conditions regarding illegal parking, one of which specifically dealt with vehicles parked on grass verges in residential zones. However, the bylaw did not deal with parking on grass verges in rural zones.

Councillor Blackie noted that there had been some incidents through the whitebait season where people parked their vehicles and camped on the beach. He enquired if the reviewed Parking Bylaw 2019 allowed for parking on beaches. G Maxwell explained that the Council's Policy Team, in conjunction with the Greenspace Team, was in the process of drafting a Freedom Camping Bylaw, which would deal with parking and camping on Waimakariri beaches.

Councillor Fulton asked if there was any discretion or ability to have temporary exemptions for major community events or allow additional parking on grass verges. L Lee noted the simple solution for those occasions was a temporary Traffic Management Plan.

Councillor Cairns noted that the New Zealand Motor Caravan Association (NZMCA) did not consider the Waimakariri District motorhome friendly because the Council did not have a Freedom Camping Bylaw. He asked if the staff would consult the NZMCA on the proposed Freedom Camping Bylaws. S Docherty noted that in early 2025, staff would start to work to investigate the feasibility of a Freedom Camping Bylaw, at which time public consultation would take place.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Report No. 241118202705.
- (b) **Notes** that the Parking Bylaw 2019 enables the Council to set out the requirements for parking control of vehicular or other traffic on any road or area under the care, control or management of the Council.
- (c) **Approves**, in accordance with the requirements of the LGA section 155, the assessment report (Trim 241118202718), that:
 - the Bylaw is the most appropriate way of addressing the perceived parking and related traffic problems.
 - the Bylaw is the most appropriate form of bylaw; and that
 - the Bylaw is potentially inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA) but is a justified limitation consistent with s5 of NZBORA.
 - improvements to the existing Bylaw are recommended to include refinements of the Bylaw, specifically definitions and sections 6, 8, 9, 12, 13 and 14 as well as new additions to the Bylaw that address solid waste collection; traffic restrictions; mobile trading, explanatory notes and residential parking permit zones, resulting in a new Parking and Traffic Bylaw.
- (d) **Endorses** staff proceeding to investigate refinements of the Bylaw, specifically definitions and sections 6, 8, 9, 12, 13 and 14 as well as new additions to the Bylaw that address solid waste collection; traffic restrictions; mobile trading, explanatory notes and residential parking permit zones.
- (e) **Requests** staff report to the Council on the findings and any recommendations following the review.
- (f) **Circulates** the report and attachments to the Community Boards for their information.

CARRIED

Councillor Ward thanked staff for the work they had been doing.

Councillor Goldsworthy commented it was good to review the Parking Bylaw 2019 as the Parking Management Plan was also being reviewed.

7.4 **Adoption of Road Reserve Management Policy with Revisions** – Hearing Panel – Road Reserve Management Policy

S Binder spoke to the report, observing that the Road Reserve Management Policy was meant to combine all of the Council's existing roading policies to minimise duplication. In 2023, when the Council had last considered the policy, there was some concern about restrictions on grazing on the roadside and further public consultation was requested.

Staff, therefore, prepared a second consultation targeted to landowners along the roads proposed for new grazing restrictions and received feedback that banning or limiting grazing in road reserves would impact berm maintenance and the risk of stock escaping into the road, causing accidents. There were 49 vehicle crashes involving livestock in the last 10 years.

Councillor Williams asked how many stock-related crashes were due to stock being grazed in the road reserve. S Binder advised that that data was unavailable.

Councillor Williams enquired if the Council had budgeted for the additional maintenance of the road reserve, if grazing on the berms was banned. S Binder noted that the existing informal policy was that the Council maintained approximately 1m to 1.5m of the road reserve adjacent to the road; thus, the bulk of the road reserves were already being maintained, but this had historically not been formalised.

Councillor Fulton queried that people could apply for permission to graze livestock in the road reserve based on their performance being reviewed. S Binder noted that they would be, but it was unlikely that the Council would have the resources to actively monitor them.

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 241122206820.
- (b) **Adopts** the Road Reserve Management Policy (Trim 221117200292).
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Redmond commented that the Road Reserve Policy targeted affected property owners, and the feedback received was largely positive. This was the second part of the policy; the Council considered the first part in 2023 and was tabled until the targeted consultation occurred. There were several submissions, and the hearing panel had to balance the road safety concerns of stock grazing on roadside berms against the adjacent landowners' use of the road reserve. There was limited evidence of accidents due to grazing in the road reserves. The main change to the draft policy was that the Council recommended an exemption process, which would be administered by Roding staff. If that were not favourable, then a decision would be made by the Utilities and Roding Committee. He noted that the imperfection of the policy would have no budget implications.

Councillor Blackie supported Councillor Redmond's comments. He remarked that the policy was still far from perfect, and there were things in it that he disagreed with, but the hearing panel believed it took the best decision, considering the issues at hand.

8. MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD

8.1 Gift from Ashley Rakahuri Rivercare Group of Proposed Ashley Rakahuri Estuary Viewing Platform – M Kwant (Senior Ranger, Biodiversity)

M Kwant spoke to the report, noting approval was being sought to install a viewing platform at the Ashley/Rakahuri Estuary, which would be funded by the Ashley/Rakahuri Rivercare Group and pass into the ownership of the Council. The Council had just been through a robust review of the Northern Pegasus Bay Bylaw, and one of the issues raised was the ability to walk dogs along the spit. That gave rise to a bit of debate regarding the impact dogs may have on the wildlife and ecological value of the estuary. The final resolution was that dogs would be allowed on a lead on the spit but not in the estuary area. This platform was a handy way that Council could help to promote awareness and values of the estuary.

Councillor Fulton asked if staff would use the viewing platform as an opportunity to discuss the regulatory side. M Kwant noted that staff always wanted to focus on the positive aspects of what they saw rather than the regulatory side.

Moved: Councillor Blackie

Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** the construction of an accessible viewing platform and proposed location adjacent to the Ashley Rakahuri Estuary car park as per the Platform Design Drawings (Trim 241031189658).
- (b) **Approves** Greenspace on behalf of the Council taking ownership of this asset as a gift from the Ashley Rakahuri River Care Group.
- (c) **Notes** that Council staff will support the Ashley Rakahuri Rivercare Group through the design, consenting and construction phases of the project.
- (d) **Notes** that the value of the asset is estimated at \$30,000 to be depreciated over a 50-year period, which will have a minor impact on rates.

CARRIED

Councillor Blackie supported the motion as it would provide disabled access, and people would be able to view the estuary and its assets without walking through it and was almost cost-neutral to the Council.

Councillor Ward supported the motion and commented on the success of the other viewing platforms at Pegasus and Waikuku Beaches, which were well received.

Mayor Gordon thanked the Ashley Rakahuri Rivercare Group for installing the viewing platform in a beautiful and well-used area. He also supported the motion.

Councillor Cairns commented on the popularity of the Pegasus and Waikuku Beach viewing platforms. He thanked the Council for supporting the proposal and the staff for their work with the platforms.

9. **HEALTH, SAFETY AND WELLBEING**

9.1 **Health, Safety and Wellbeing Report November 2024** - J Millward (Chief Executive)

J Millward spoke to the report, noting there were 20 new incidents detailed in the report.

There were no questions from members.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Report No 241118203184.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

10. COMMITTEE MINUTES FOR INFORMATION

- 10.1 Minutes of a meeting of the Audit and Risk Committee of 12 November 2024
 10.2 Minutes of a meeting of the Utilities and Roading Committee of 19 November 2024
 10.3 Minutes of a meeting of the Community and Recreation Committee of 26 November 2024

Moved: Councillor Goldsworthy Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** Items 10.1 to 10.3 for information.

CARRIED

11. COMMUNITY BOARD MINUTES FOR INFORMATION

- 11.1 Minutes of the Kaiapoi-Tuahivi Community Board meeting of 21 October 2024
 11.2 Minutes of the Oxford-Ohoka Community Board meeting of 7 November 2024
 11.3 Minutes of the Woodend-Sefton Community Board meeting of 11 November 2024
 11.4 Minutes of the Rangiora-Ashley Community Board meeting of 13 November 2024
 11.5 Minutes of the Kaiapoi-Tuahivi Community Board meeting of 18 November 2024

Moved: Councillor Ward Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Items 11.1 to 11.5 for information.

CARRIED

12. LOCAL GOVERNMENT NEW ZEALAND QUARTERLY REPORT

- 12.1 Local Government New Zealand Quarterly Report July to October 2024

Moved: Councillor Goldsworthy Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Item 12.1 for information.

CARRIED

13. COUNCIL PORTFOLIO UPDATES

- 13.1 **Iwi Relationships** – Mayor Dan Gordon

There was no update at this point in time.

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

There was no update at this point in time.

- 13.3 **Government Reforms** – Mayor Dan Gordon

There was no update at this point in time.

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

- The Canterbury Water Management Strategy Waimakariri Zone Committee (CWMS) went on a field trip to assess one of the properties that had applied for Action Plan Funding. The application focused on waterway and stream health. The Committee would continue their work programme till June 2025.
- He acknowledged the contribution of Youth Member Ruby Gill-Clifford, who was stepping down as a member of the CWMS Committee.

Deputy Mayor Atkinson noted that all CWMS committees would be reassessed in 2025. Some Committees seemed to be doing very little, and others were doing exceptionally well. The Mayoral Forum would be liaising with all Committees about what the makeup for the future could be and designing them for each area.

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

- Three events occurred; the sustainability workshops were held in the Oxford, Kaiapoi and Rangiora Libraries, where the public could learn how to grow from seed. It was a well-received initiative.
- Biodiversity Volunteer Celebration – volunteers were acknowledged and able to promote their organisations to others.
- Enviroschools Waitaha Celebration – the event was attended by 14 Canterbury Schools, including West Eyreton, Loburn and North Loburn Schools. Each school showcased projects they had been working on and was presented with certificates.
- Swannanoa School was the first school awarded the Golden Wheelie Bin Award for a 100% perfect recycling bin collection in 15 years.
- She hoped to attend the Canterbury Biodiversity Champions meeting, which focused on a refresher of the Canterbury Biodiversity Strategy.
- Launch of the Canterbury Climate Partnership Plan, which would be a significant milestone for the climate change work in Canterbury. It represented work from the 10 Councils across Canterbury.

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

There was no update at this point in time.

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

- The next Property Portfolio Working Party meeting was on 5 December 2024. One of the properties on Ohoka Road was confirmed as sold, and the other would hopefully be confirmed by the end of the week.

14. **QUESTIONS**

Nil.

15. **URGENT GENERAL BUSINESS**

Nil.

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

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

Moved: Councillor Ward

Seconded: Councillor Blackie

THAT the Council:

- (a) **Approves** that 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), the public be excluded from the following parts of the proceedings of this meeting.

16.1	Confirmation of Public Excluded Minutes of Council meeting of 1 October 2024
16.2	Confirmation of Public Excluded Minutes of Council meeting of 5 November 2024
17.1	Contract 23/36 Raven Quay 3 Waters Renewals Tender Evaluation and Contract Award Report
17.2	Partial Property Acquisition - Loburn
17.3	Acquisition of MainPower sites no. Rangiora and Tuahiwi
17.4	Partial acquisition of Bradleys Road, Ohoka (WTP upgrade)
17.5	Housing for the Elderly

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Public Excluded Minutes of Council meeting of 1 October 2024	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
16.2	Confirmation of Public Excluded Minutes of Council meeting of 5 November 2024	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
17.1	Contract 23/36 Raven Quay 3 Waters Renewals Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
17.2	Partial Property Acquisition - Loburn Whiterock Road, Loburn	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege LGOIMA Section 7 (2)(a), and (i).
17.3	Acquisition of Mainpower sites Rangiora and Tuahiwi Road	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege LGOIMA Section 7 (2)(h).
17.4	Partial acquisition Bradleys Road, Ohoka (WTP upgrade)	Good reason to withhold exists under section 7	The report, attachments, discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege, but that recommendations a, c, d, e, f, g, h, i, k and l can be made public after completion of the successful purchase. LGOIMA Section 7 (2)(a), and (i)

17.5	Housing for the Elderly Development	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or prevent the disclosure or use of official information for improper gain or improper advantage LGOIMA Section 7 (2) (h, i & j).
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CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 3:12 pm and concluded at 5:47 pm.

Resolution to resume in Open Meeting

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT the Council

- (a) **Approved** the open meeting resuming, and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING

- 17.1 **Contract 23/36 Raven Quay 3 Waters Renewals Tender Evaluation and Contract Award Report** – J Recker (Stormwater and Waterways Manager), C Fahey (Water and Wastewater Asset Manager) and R Rankin (Project Engineer)

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No. 241030188603.
- (b) **Approves** an additional budget of:
- \$235,000 in the 2023/2024 financial year Raven Quay Gravity Sewer – Renewals Budget (102503.000.5114) for the construction of the Raven Quay Gravity Sewer Main. This will give a total budget of \$763,000 for this portion of the work.
 - \$200,000 in the 2023/2024 financial year Raven Quay Stormwater – Renewals Budget (102480.000.5124) for the construction of the Raven Quay Stormwater Main. This will give a total budget of \$350,000 for this portion of the work.
- (c) **Notes** that there is not forecast to be any rating impact due to the budget increases for the following reasons:
- Raven Quay Gravity Sewer will be funded by the Eastern District Sewer Renewal Fund, which has sufficient balance to fund the additional budget without any rating impact on the scheme.
 - Raven Quay Stormwater Main will be funded by the Kaiapoi Urban Drainage Renewal Fund, which has sufficient balance to fund the additional budget without any rating impact on the scheme.
- (d) **Notes** that there is a forecast underspend of the Water Main Renewals Budget of approximately \$130,000.

- (e) **Authorises** Council staff to award Contract 23/36 Raven Quay 3 Waters Renewals to Ongrade Drainage and Excavation Ltd for a sum of \$1,144,156.58 excluding GST.
- (f) **Notes** that the project is considered essential for the renewals of ageing infrastructure and will provide capacity upgrades to support future development in the area.
- (g) **Notes** that the forecast budgets include a 10% contingency allowance to cover any unforeseen construction costs.
- (h) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and prices of all tenders and the number of tenders received. This information will be made available to the public if requested.
- (i) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

17.2 **Contract 24/05 Matai Place Drainage Upgrade Tender Evaluation and Contract Award Report** – J Recker (Stormwater and Waterways Manager) and R Rankin (Project Engineer)

Moved: Councillor Williams

Seconded: Councillor Futon

THAT the Council:

- (a) **Receives** Report No. 241030188912.
- (b) **Approves** an additional budget of \$55,000 in the 2024/2025 financial year Matai Place LOS budget (102121.000.5123) for the construction of Contract 24/05 Matai Place Drainage Upgrade.
- (c) **Notes** that this additional budget will increase the Oxford Urban Drainage Scheme Rate by approximately \$4.87 per rating unit per year, which equates to 2.1% of this rate. These impacts will take effect in the 2025/26 financial year.
- (d) **Authorises** Council staff to award Contract 24/05 Matai Place Drainage Upgrade to Stewart Civil Ltd for a sum of \$194,511.65.
- (e) **Notes** that this project is funded from Matai Place LOS (102121.000.5123) and that there is currently a combined budget available for construction of \$153,358.96.
- (f) **Notes** that the forecast budgets include a 10% contingency allowance to cover any unforeseen construction costs.
- (g) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and prices of all tenders and the number of tenders received. This information will be made available to the public if requested.
- (h) **Resolves** that the recommendations in this report be made publicly available but that the contents remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

17. **NEXT MEETING**

The Council was scheduled to meet in the Council Chamber, Rangiora Service Centre, Rangiora, at 9 am on Tuesday, 28 January 2025, to consider the Draft Annual Plan Budget for 2025/26.

The next ordinary meeting of the Council was scheduled for Tuesday, 4 February 2025, commencing at 9am, to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 5:57PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BAC-03-101 / 250114004581

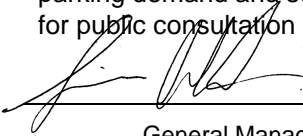
REPORT TO: COUNCIL

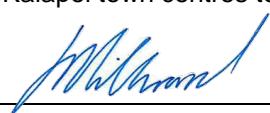
DATE OF MEETING: 4 February 2025

AUTHOR(S): Heike Downie, Strategy & Centres Team Leader, on behalf of the Parking Management Plan Project Advisory Group (PAG)

SUBJECT: Parking Management Plan project: Approaches to managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres to 2040 for public consultation

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 Council approval to consult on the proposed approaches to meeting and managing parking demand and supply in the Rangiora and Kaiapoi town centres out to 2040.
- 1.2. The feedback gained through public consultation will help inform the Rangiora and Kaiapoi Town Centres Parking Management Plan (PMP) – a project that has been progressing since March 2024, following Council’s adoption of the Integrated Transport Strategy (ITS).
- 1.3. This report follows the most recent workshop held with Council in December 2024, at which staff presented draft proposed approaches to managing and meeting parking demand and supply in both town centres. Feedback received from Council at this workshop has now been addressed and integrated into the approaches proposed for consultation.
- 1.4. The proposed approaches have been informed by a range of key project inputs, including a strategic context review, technical investigations, and elected member, community and stakeholder engagement. The proposed approaches for Rangiora and Kaiapoi town centres differ to reflect each centre’s unique current parking occupancy trends, and modelled future demand influenced by a range of factors including population projections and anticipated land use changes out to 2040.
- 1.5. For Kaiapoi town centre, it is expected that parking demand can be met by the existing supply, and it is proposed that the focus is largely on optimising the current parking supply through a range of measures, including refining and extending time restricted parking, improving wayfinding and enforcement, reviewing parking for special uses (mobility, cycle, loading zones etc), investigating opportunities to convert on-street parallel parking to angled parking where it is safe to do so, and assessing on-site parking requirements for any future development that may progress on the Mixed Use Business Areas (MUBAs).
- 1.6. The same optimisation measures are proposed for Rangiora town centre over the next five years (excluding relating to MUBAs), with the addition of trailing parking technology to test its role in data collection and targeting enforcement.
- 1.7. A reasonably high predicted parking demand for Rangiora town centre to 2040 means that measures to manage demand and increase supply are also proposed. It is proposed that a pilot for graduated priced parking (where the first hour or two is free, with charges applied thereafter) in trial location(s) is carried out in the next few years, with wider applications by 2035.

- 1.8. It is proposed that parking supply in the Rangiora town centre will be increased by reconfiguring the off-street Blake Street carpark to create more parks in the next few years, by acquiring another central site for more at-grade parks by 2035, and by adding another parking facility by 2040. The latter could be an area on the periphery of the centre for all-day parking, and/or a central parking building. This approach allows for flexibility for longer term investments.

Attachments:

- i. Let's Talk About Parking – Draft WDC Let's Talk web content for public consultation on proposed approaches to parking in Rangiora and Kaiapoi town centres (250116005961)
- ii. Let's Talk About Parking – Draft Feedback Form for public consultation (250116005978)
- iii. Summary of Context and Background, Project Approaches and Key Messages Heard to Date for Rangiora and Kaiapoi Town Centres Parking Management Plan Project (250114004714)
- iv. Summary of Key Technical Inputs for Rangiora and Kaiapoi Town Centres Parking Management Plan Project (250115004873)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 250114004581.
- (b) **Approves** public consultation on the proposed approaches for managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040, and the accompanying Let's Talk web content and Feedback Form attached to this report (attachment i and ii).
- (c) **Notes** that public consultation will occur from early February to end of February / early March 2025.
- (d) **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the Let's Talk web content and Feedback Form attached to this report (attachments i and ii) as required prior to public consultation commencing.
- (e) **Notes** that the proposed approaches for managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040 have been informed by key project inputs including a strategic context review, technical investigations, and elected member, stakeholder and community engagement to date.
- (f) **Notes** that the proposed approaches for managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040, together with the Let's Talk consultation material attached to this report (attachments i and ii), have been endorsed by the Parking Management Plan Project Advisory Group (PAG) on whose behalf this report is written.
- (g) **Notes** that feedback gained through public consultation on the proposed approaches will help inform a Parking Management Plan for Rangiora and Kaiapoi town centres, which will be presented to Council for adoption in May 2025, and which will contain more details than the approaches to be tested through public consultation.
- (h) **Circulates** this report to Community Boards, acknowledging the involvement of the Rangiora Ashley, and Kaiapoi Tuahiwi Community Boards during the course of the Parking Management Plan project to date, and noting that Community Boards have the opportunity to submit on the proposed approaches during public consultation.

3. BACKGROUND

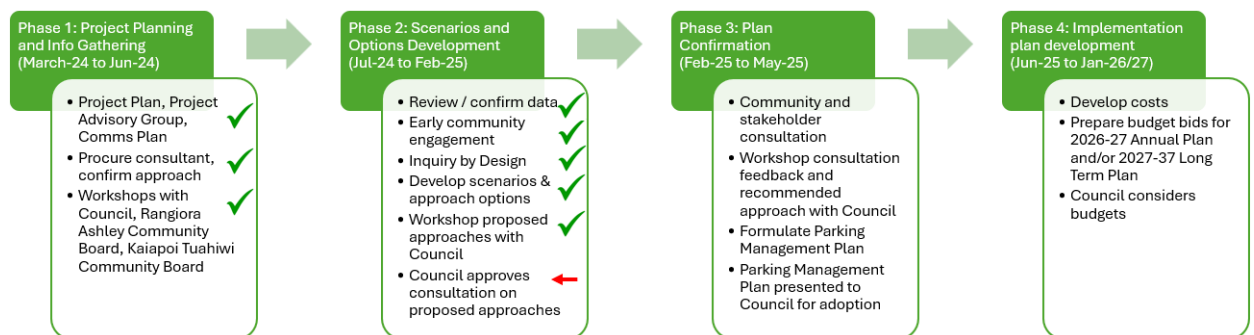
Background, Context and Project Approach

- 3.1. Staff have been developing approaches to managing and meeting parking demand and supply in Rangiora and Kaiapoi town centres out to 2040 to inform the development of a

Parking Management Plan (PMP) for the District’s two largest centres. The PMP project is an implementation project identified in the Council’s ITS as well as the District Parking Strategy.

- 3.2. The full context and background for the PMP project has been shared with Council on several previous occasions - during workshops last year and in pre-reading memos. Attachment iii provides a summary of the relevant project context and background, together with more detailed information on project approach, key messages heard through a range of channels, and key technical inputs.
- 3.3. It should be noted that the technical investigations and engagement stages for the PMP project to date have highlighted some matters to be updated / clarified in the 2021 District Parking Strategy. It is anticipated that staff will recommend that some edits to the District Parking Strategy are approved by Council at the time of seeking adoption of a PMP in May 2025, to bring it in line with current information and ensure there is consistency across the strategic documents. These will be discussed with Council at the upcoming PMP workshop in March 2025.
- 3.4. The PMP project involves four key phases as shown in Figure 1. Phase 1 is complete and Council’s approval to consult on the proposed approaches marks the end of Phase 2. Public consultation commences Phase 3, at the end of which, a Parking Management Plan will be presented to Council for adoption. This will reflect on the submissions received over February, and further discussions with Council at a workshop to be held in March.

Figure 1: Parking Management Plan Project Phases



Key Messages Heard to Date

- 3.5. Staff have undertaken considerable early engagement over 2024 to help inform the proposed approaches to managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040, discussed in this report. This included reviewing previous parking related consultation feedback, administering surveys of town centre businesses, employees and visitors, holding evening meetings with businesses, facilitating an Inquiry by Design (IBD) workshop with key stakeholders, elected members and staff, and holding several workshops with Council and the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards. Details of key messages heard are contained in attachment iii.
- 3.6. In summary, parking and accessibility is considered important to encourage town centre visitations, connected through good pedestrian routes and well-managed traffic. For Rangiora town centre in particular, there are concerns that there is an under-supply of parking (including for short stay and all-day parking), traffic flow and congestion issues on main streets, and insufficient parking enforcement. There is less concern relating to parking availability in Kaiapoi town centre.
- 3.7. The results to Council’s survey show that, particularly for Rangiora town centre business owners / operators, it is harder to find a park than it is for the public. Parking for special uses such as mobility, cycle parking, loading zones etc should be reviewed to ensure they meet demand. Survey results indicate that there is unlikely a willingness to pay for parking.

- 3.8. Generally, there is a low tolerance for walking from a carpark to a town centre destination for more than a few minutes. Discussions at the IBD workshop showed a general open-mindedness and appetite for Council to investigate extending the time restricted footprint in the centre, enhancing existing time restrictions, and trialling parking technology and graduated parking when the parking occupancy warrants it. Improving wayfinding, signage and enforcement are considered important to optimise the existing supply.

Summary of Key Technical Inputs

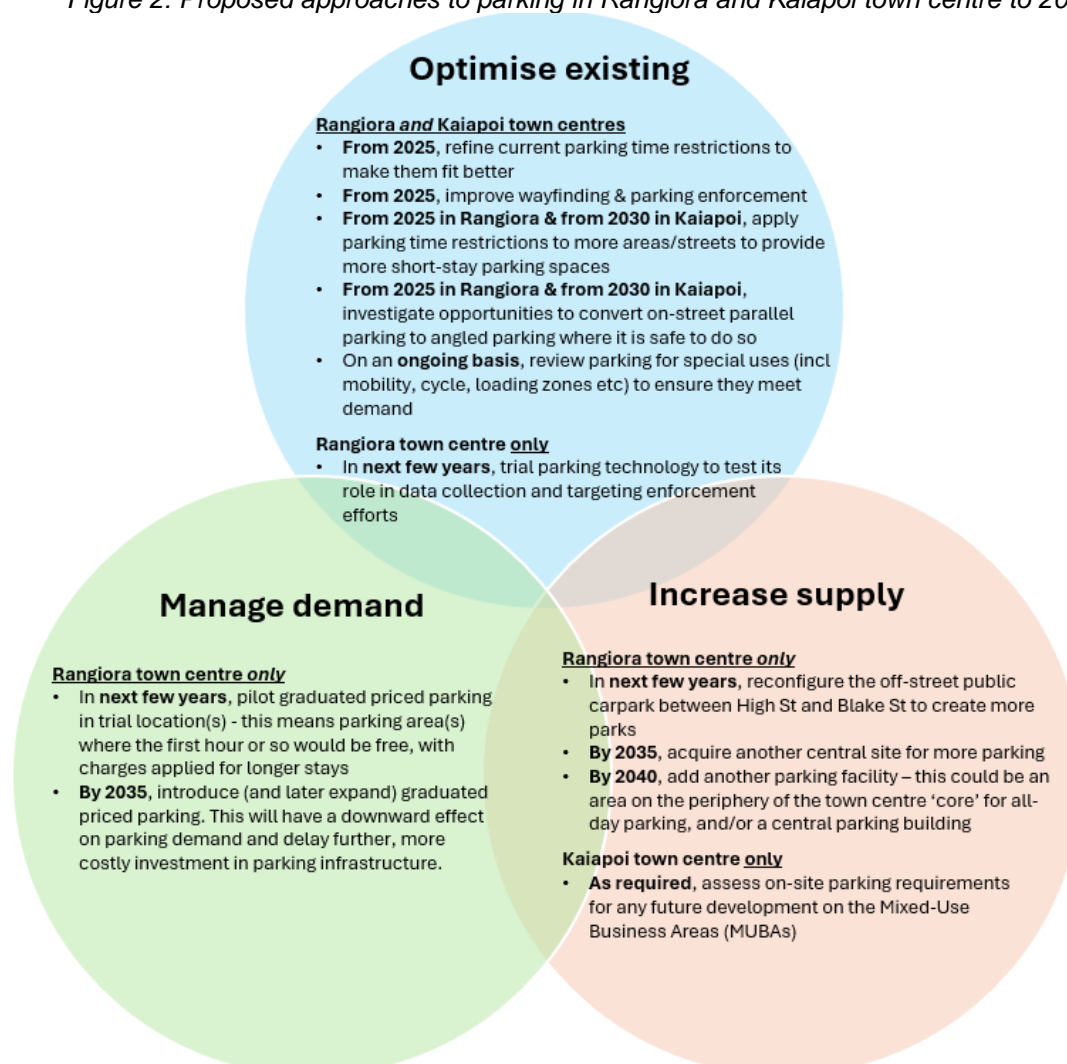
- 3.9. Several technical investigations have been carried out, outputs of which have informed the proposed approaches for managing and meeting parking demands and supply in Rangiora and Kaiapoi town centres for consultation. These include regular parking surveys for Rangiora and Kaiapoi town centres, parking models, a review of data including parking complaints and infringements, a review of parking tools and strategic responses available, development of future scenarios, and a multi criteria assessment process of scenarios. Attachment iv provides more details of the key technical investigations to date, particularly outputs from the parking surveys and models. Section 4 of this report summarises strategic responses and touches on the development and assessment of scenarios.
- 3.10. In both town centres, Council's parking surveys show that peak parking occupancy of Council owned off-street parking occurs from around mid-morning until shortly after noon. In Rangiora town centre, the overall occupancy of the public parking supply sits at below 60%, and in Kaiapoi, at around 40%. Most in demand is the Council off-street supply, which in Rangiora reaches around 75% occupancy during peak periods. Through the PMP project, Council aims for a target parking occupancy of between 70% and 85%. This is considered a good balance that ensures appropriate use of prime town centre land (that is not underutilised by otherwise vacant car parks) and having suitable parks available to avoid shopper / visitor frustration in seeking a park, which increases traffic circulation and non-compliant parking occurring in the centres.
- 3.11. The parking model for each town centre (which is a 'what-if' tool to understand the impacts of changes in land use activity, parking demand, parking supply and parking time restrictions on the availability and usage of parking) demonstrates that by 2040, there are projected to be still 165 parks available until the 70% occupancy threshold is reached in Kaiapoi town centre, and 295 until the 85% threshold is reached. By 2040, a few additional sub-areas within the Kaiapoi town centre study area will experience higher occupancy levels, however overall, the model shows there is still ample capacity within the network.
- 3.12. For Rangiora town centre, the parking model shows that there is expected to be demand for an additional 50-100 parks by 2035, or 150-200 parks by 2040 to stay near a 70% occupancy threshold. Several sub-areas within the Rangiora town centre study area currently experience parking occupancy that exceeds the optimal range during peak times. At present, there are opportunities for adjacent sub-areas to help absorb the demand, however this becomes more difficult as parking demand increases by 2030 and 2040.

4. ISSUES AND OPTIONS

- 4.1. There are a range of tools available to Council for managing and meeting parking demands and supply, which fit within three broad strategic responses that have been discussed at several engagement points with Council and stakeholders in 2024. These are:
- Optimising current parking supply through best practice parking management
 - Managing demand for parking
 - Increasing parking supply through investing in infrastructure
- 4.2. These responses do not sit in isolation but rather, may be developed into a hybrid approach to meet different objectives at different stages. It is also acknowledged that the different responses have varying degrees of effect on key factors relevant to town centres, such as cost, traffic, urban amenity and public perception. For example, whilst increased infrastructure to provide more parks may result in the most positive public perception (relative to other responses), it is also the costliest response, creates the most traffic in

centres, and is less 'place-focused' in light of urban amenity outcomes. Figure 2 outlines the proposed approaches within these three broad strategic responses.

Figure 2: Proposed approaches to parking in Rangiora and Kaiapoi town centre to 2040



- 4.3. Whilst a few sub-areas in Kaiapoi town centre will experience reasonably high parking occupancy levels by 2040, the parking model shows that overall, there is predicted to still be ample capacity within the network. Therefore, the proposed approach for Kaiapoi town centre shifts to optimising the current parking supply with clear guidance around monitoring ongoing performance, whilst acknowledging the potential impact and need to assess parking requirements of the Mixed Use Business Areas (MUBAs) as development proposals progress.
- 4.4. For Rangiora town centre, technical work has indicated a reasonably high demand for additional parks by 2040. Scenarios were developed reflecting on the three broad strategic responses and were assessed against key criteria including affordability, economic wellbeing, urban amenity, feasibility, public support, and sustainability / alternative transport choices. The proposed approach for Rangiora town centre in Figure 2 responds to the projected parking demands, and acknowledges key influential factors that were considered, including (but not limited to):
- Optimising existing parking alone through measures such as refining and extending time restrictions, improving wayfinding and enforcement, converting parallel parks to angled parks where safe to do so etc (see Figure 2) does not meet long term demands for parking, and additional interventions and investments are required
 - There's an opportunity to reconfigure the public off-street carpark facility at Blake Street in the next few years to gain more spaces, as well as to secure an additional

central site and configure this to add to the short-stay parking stock by 2035 (location to be considered in light of key criteria such as proximity to the town centre core, key anchors, good pedestrian routes etc); however, there is still demand for an additional significant infrastructure investment by 2040

- Flexibility is provided for an additional significant infrastructure investment by 2040, allowing time in the years leading up to this to actively explore opportunities for Council to acquire suitable land on the periphery of the town centre for an off-street facility for all-day parking, or progressing plans for a central future retail / car parking building
- Introducing paid parking optimises the existing parking supply and can reduce demand - it therefore delays additional costly parking infrastructure. The proposed approach includes undertaking a pilot of graduated parking (where the first hour or two is free with charges applied thereafter) in the next few years in a key location(s), and then a wider application of graduated parking by 2035
- Trialling parking technology in the next few years allows testing the role of technology in regular parking data collection, targeting enforcement efforts (by identifying overstayers) and futureproofing for introducing graduated pricing in the future; a trial will enable the benefits of this to be understood with minimal initial expense

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report, as the provision of parking in the District's two main town centres has an accessibility and convenience impact on a large proportion of Waimakariri's residents and local businesses. Feedback gained through public consultation will help to inform the direction of the PMP for Rangiora and Kaiapoi town centre.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not specifically 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. Attendance at the September 2024 IBD workshop included representatives of key stakeholder groups to ensure their concerns were heard early in the project. These included the Community Boards, local businesses and developers, Enterprise North Canterbury and the Waimakariri Access Group. Evening meetings were also held and surveys administered to capture the views of businesses. Key stakeholder groups and local businesses will be alerted when public consultation commences to encourage feedback through submissions. Feedback gained through the submissions process will help to inform the direction of the PMP for Rangiora and Kaiapoi town centre.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As outlined in this report, an early engagement survey was developed to provide the opportunity for shoppers and visitors to the centres to share their views early in the project. In addition, community feedback on previous consultations related to parking matters was reviewed at the commencement of the project. Feedback gained through the upcoming public consultation period will help to inform the direction of the PMP.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. Whilst this report seeks approval to consult on proposed approaches for managing and meeting parking

demands and supply, feedback gained through the consultation process and a further workshop with Council in March will inform a PMP for Rangiora and Kaiapoi town centres. A PMP will be presented to Council for adoption in May and will require budget to implement. Phase 4 of the project (see Figure 1), following adoption, involves developing costs and preparing budget reports for the 2026-27 Annual Plan and/or the 2027-37 Long Term Plan. Both provide opportunities for Council to fully consider implementation costs and any related budget decisions will be made as part of those processes.

It is also noted that the 2024-34 Long Term Plan and Infrastructure Strategy includes budget allocated to parking related projects in the two town centres. Having an adopted PMP provides the framework for appropriately directing such budget and confirms the required timeframes for interventions and investments. The budget for developing a PMP is not included in the Annual Plan/Long Term Plan, but rather is met through the Better Off Funding, Climate Change Response Programme – Stage 1 Development.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Potentially meeting future parking demand through additional parking infrastructure supports private vehicle travel, as opposed to mode shift and more sustainable transport choices. However, other interventions proposed in this report seek to manage parking demand and do have a role in supporting mode shift and more sustainable travel modes.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. Gaining approval to publicly consult on the proposed approaches to meeting and managing parking demand and supply eliminates the risk that a final PMP is developed in absence of messages gained through wide community feedback.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

7.3. **Consistency with Community Outcomes**

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

- Enterprises are supported and enabled to succeed
- Infrastructure and services are sustainable, resilient, and affordable
- There are sufficient and appropriate locations where businesses can set up in our District
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing

7.4. **Authorising Delegations**

Council has the designated authority to approve and adopt new Council strategies.



WAIMAKARIRI
DISTRICT COUNCIL

Let's talk

about
Parking



Home / Let's Talk about Parking

Let's Talk about Parking



Here is how Council proposes to meet and manage car parking demand out to 2040 in Rangiora and Kaiapoi town centres.

Why we need to plan for town centre parking

The District will have 30,000 new residents by 2050 with an estimated population of 100,000! The Council must plan for this growth; this includes looking after the vibrancy and functionality of our town centres.

Having enough (and the right type of) parking is important in making town centres successful and economically resilient, and meeting the needs of our community, including those with special purposes or requirements, such as our low mobility users.

To make sure parking meets the needs of the centres and visitors today, tomorrow and in the future, the Council is developing a Parking Management Plan for Rangiora and Kaiapoi town centres (plans for other District towns will be developed later).

After listening to ideas and feedback from the community, stakeholders and local businesses, and undertaking technical investigations, we've come up with a staged approach for meeting and managing parking demand out to 2040.

We now want to hear what our community thinks of these.

Parking trends and projections

Our goal

We want to aim for a target parking occupancy of 70% to 85%. In real terms, this means that at peak times, on average nearly one in every three (at 70% occupancy) to one in every seven or so (at 85% occupancy) parks will be available to park in.

Current

We have done surveys that show that both of our town centres can cope with the current parking demand. While some areas are busier than others, generally, there are enough nearby areas within a short walking distance with plenty of parking available for shoppers, visitors and all-day parkers.

Future

We've developed parking models for Rangiora and Kaiapoi town centres that show us the predicted stress on parking areas out to the year 2040.

To get realistic future projections, we've inputted projected population growth and key changes in land use that we are expecting to see, and when. This allows us to get a good sense of the impact growth has on parking demand, and how much parking will be available in the future across different areas in the town centres.

Our model for Kaiapoi shows that by 2040, there is actually still ample parking available.

In Rangiora however, we will need up to 100 more car parks by 2035, and a further 100 after that by 2040 to stay within our desired target parking occupancy range.

Tools for managing and meeting parking demands

There are lots of different tools for managing and meeting parking demands. These range from things like better signage to direct drivers to parking areas, improving and/or extending the time restrictions, building more carparks, charging for parking, introducing graduated priced parking (where the first hour or two is free with charges applied for longer stays), and better monitoring and enforcement. These sorts of tools generally fit into three key strategic responses:

- Optimise existing assets (e.g. make best use of what we already have)
- Manage demand (e.g. paid parking)
- Increase supply (e.g. build more carparks)

We've considered these, and have come up with a staged approach for each centre that we think strikes the right balance between these three strategic responses.

A staged approach to managing and meeting parking demand out to 2040

The future demand for parking is different in the two town centres, and so our approach for each centres is different.

Both town centres could see some gains made from making best use of existing parks. However, on its own, this won't be sufficient to keep up with growth in Rangiora. Therefore Rangiora town centre will require additional measures to manage parking, and to add more parking supply. Our proposed staged approach is as follows:



Key inputs into developing Parking Management Plans for Rangiora & Kaiapoi town centres



Survey

Let's Talk - Feedback Form

We've come up with staged approaches for meeting and managing parking demand in both Rangiora and Kaiapoi town centres out to 2040. The approach for each town centre is different, because each town centre is unique, as is its current parking supply and future demand.

Thinking about our proposed approach for each town centre, please tell us what you think.

TAKE SURVEY



Who's Listening

Heike Downie

Strategy & Centres Team Leader'
Waimakariri District Council



Phone 0800 965 468

Email transportstrategy@wmk.govt.nz



[Home](#) / [Let's Talk about Parking](#) / [Let's Talk - Feedback Form](#)

Let's Talk about Parking – Feedback Form

We've come up with staged approaches for meeting and managing parking demand in both Rangiora and Kaiapoi town centres out to 2040. The approach for each town centre is different, because each town centre is unique, as is its current parking supply and future demand.

Thinking about our proposed approach for each town centre, please tell us what you think.

Kaiapoi town centre

1. **OPTIMISE EXISTING** - Do you **agree** with the following proposed measures to make the best of use of **Kaiapoi town centre's** existing parking supply?

	Yes	No	Don't know
a. Refine current parking time restrictions to make them fit better (e.g. allowing longer duration parking in some areas, shorter in others)			
b. Improve wayfinding to town centre parking (e.g. more / better signs to parking)			
c. Improve parking enforcement (e.g. addressing overstayers)			
d. Apply time restrictions to more areas/streets in the future (e.g. extend area of restricted parking further down key streets)			
e. Investigate opportunities to convert on-street parallel parking to angled parking where safe to do so in the future			
f. Review parking for special uses (e.g. amount and location of parking for cycles, mobility permit holders, loading zones etc)			
Do you have any comments on making best use of Kaiapoi town centre's existing parking supply?			

Rangiora town centre

2. **OPTIMISE EXISTING** - Do you **agree** with the following measures to make the best of use of Rangiora town centre's existing parking supply?

	Yes	No	Don't know
a. Refine current parking time restrictions to make them fit better (e.g. allowing longer parking in some areas, shorter in others)			
b. Improve wayfinding to town centre parking (e.g. more / better signs to parking)			
c. Improve parking enforcement (e.g. addressing overstayers)			
d. Apply time restrictions to more areas (e.g. introduce time restricted parking to Queen, King, Blakett and Ivory Streets)			
e. Investigate opportunities to convert on-street parallel parking to angled parking where safe to do so (e.g. on Victoria Street north of Queen Street)			
f. Review parking for special uses (e.g. amount and location of parking for cycles, mobility permit holders, loading zones etc)			
g. Trial parking technology to test its role in data collection and targeting enforcement efforts			
Do you have any comments on making best use of Rangiora town centre's existing parking supply?			

3. **MANAGE DEMAND** - Do you **agree** with the following measures to manage demand for parking in the Rangiora town centre?

	Yes	No	Don't know
a. Pilot graduated priced parking in trial location(s) (e.g. where first hour or two is free with charges applied for longer stays) in the next few years			
b. Investigate introducing graduated priced parking in some areas by about 2035 (or when occupancy trigger is reached)			
Do you have any comments on reducing parking demand in the Rangiora town centre?			

Attachment iii: Summary of Context and Background, Project Approaches and Key Messages Heard to Date for Rangiora and Kaiapoi Town Centres Parking Management Plan Project

Context and Background

Since early 2024, staff have been working on a project to develop a Parking Management Plan (PMP) for Rangiora and Kaiapoi town centres. This is an implementation project identified in the recently adopted (February 2024) *Moving Forward: Waimakariri Integrated Transport Strategy (ITS)* and funded from the Better Off Funding, Climate Change Response Programme – Stage 1 Development. *“Ensure Council’s Parking Management Strategy optimises parking demand and supply, while continuing to monitor the effectiveness of parking enforcement”* is highlighted in one of the ITS’s five Key Moves. The Strategy’s high level implementation table identifies an action to ensure Council’s Parking Plan optimises parking demand and supply aligning with the district’s sustainability goals. Other actions also touch on continuing to monitor the effectiveness of parking enforcement and investigating incentives to encourage travel behaviour change (which would lessen the demand on centre parking).

In December 2021, the Council adopted the *District Parking Strategy*, which provides a framework to guide Council’s efforts and decision-making in managing parking within the Waimakariri District. Its overarching goal is to ensure parking is managed appropriately and effectively for our context, which means balancing a competing set of issues that have an influence on parking supply requirements and management criteria. The Strategy outlines 18 policy responses that address the competing demands for public parking space and a diverse range of parking issues, covering such areas as the allocation of roadside parking space, who should be prioritised, provision of additional supply, parking restrictions and the potential introduction of priced parking, amongst other considerations.

Policy 18 refers to the development of parking management plans and identifies that development of these will be prioritised *“for the Rangiora and Kaiapoi town centres that assess key parking issues and provide short, medium and long term recommendations to address these”*, and that *“parking management plans for other locations will be assessed on a case-by-case basis and specific plans created as needed”*. An Action Plan was included as Appendix 1 of the Strategy, and two of the actions agreed by the Council to be carried out within 1-3 years are: *“Update the existing parking management plan for Rangiora and review internally on a triennial basis.”*, and *“Complete a new parking management plan for Kaiapoi and review internally on a triennial basis.”*

In July 2024, Council endorsed a programme approach that sees PMPs developed for Rangiora and Kaiapoi town centres and adopted within 12-18 months, and PMPs developed for the District’s other centres at later stages. To that end, staff and consultants have been focusing on developing PMPs for the District’s two largest centres and have held workshops with the Woodend Sefton and Oxford Ohoka Community Boards in October / November 2024 to discuss pressing parking issues in their wards in the interim.

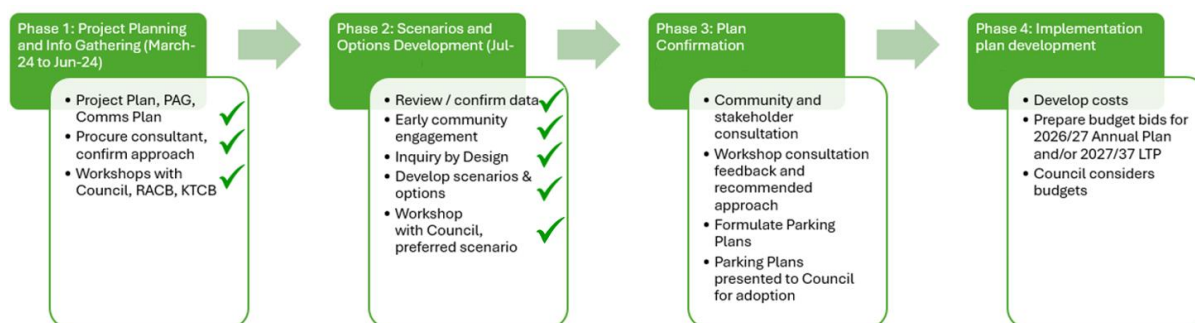
The Council owns and controls significant public parking assets in both Rangiora and Kaiapoi town centres and undertakes parking related enforcement. These two centres play the most pivotal roles in the District and face the most growth pressures and related demand. Because of this, the Council has committed significant parking related budget in its Long Term Plan (LTP) and Infrastructure Strategy (IS) for additional parking supply. The role of the PMPs is to provide clear direction for addressing current and future parking in Rangiora and Kaiapoi town centre, which then enables more deliberate decisions regarding Council investment in parking related infrastructure and interventions.

The Waimakariri District is growing rapidly and is expected to be home to an additional 30,000 new residents by 2050, reaching an estimated population of 100,000 by the same time. This growth needs to be planned for well, whilst looking after the vibrancy and health of our centres. Both the Rangiora and Kaiapoi town centre strategies identify that access to the town centre and parking are important elements that contribute to making town centres successful and help to underpin economic benefits for local businesses. Through the development of PMPs, we importantly also need to recognise and respond to meeting the needs of an urban and rural District, which often places competing demands on our transport system. We need to make it easy for people to drive to our town centres especially

for those living in rural areas, while also enabling more easily those who live in town to walk or cycle to the centres. Meeting parking demands continues to play an essential role in helping to support the economic resilience of our centres. However, a critical consideration that needs to go hand-in-hand with Council's ultimate approach to parking provision in our centres is also ensuring we make good use of prime central town centre land. It is important to balance the desire for convenient central parking with enabling other opportunities for intensified land use in our centres through commercial / mixed use development, which consolidates and activates continued economic activity.

Project Approach

The PMP project is being delivered through four key phases as shown below.



The project approach incorporates several engagement points, both with key stakeholders and elected members. To date, staff have engaged with elected members as follows:

- Project introduction workshop with Council (and Community Boards) in June 2024, covering the background and context, scope for PMP, and project approach. This provided an opportunity to brainstorm key issues and options relating to parking.
- Report to Council in July 2024 where Council adopted a programme approach for developing a PMP.
- Inquiry by Design workshop with elected members, stakeholders and staff in September 2024, which generated discussion about current issues and future options for parking in both town centres.
- Workshop with Council in October 2024, where staff provided details about the town centre parking modelling outputs, developing scenarios, and key messages from stakeholders and the community to date. This workshop also provided the opportunity for Council to further discuss key intervention and investment approaches for Rangiora and Kaiapoi town centres.
- Workshop with Council in December 2024, where staff presented proposed approaches for managing and meeting parking demand and supply in Rangiora and Kaiapoi town centres out to 2040, with a view of gaining elected member buy-in to develop consultation material based on these.

Key messages heard to date

Considerable early engagement has been undertaken to inform the proposed approach to parking in Rangiora and Kaiapoi town centres, and key messages have been distilled from a range of sources including:

- existing community feedback relating to town centre parking gained through previous Council consultations
- meetings held with Rangiora and Kaiapoi town centre businesses in August 2024
- surveys directed at town centre business owners / operators and the wider public / users of the town centre in August 2024
- Inquiry by Design workshop held with key stakeholders, elected members and staff in September 2024

In brief, parking and accessibility is considered important to encourage town centre visitations, connected through good pedestrian routes and well-managed traffic. For Rangiora town centre in particular, there are concerns that there is an under-supply of parking (including for short stay and all-

day parking), traffic flow and congestion issues on main streets, and insufficient parking enforcement. There is less concern relating to parking availability in Kaiapoi town centre. There are suggestions that parking restrictions could be enhanced for both town centres. The results to Council's survey show that, particularly for Rangiora town centre business owners / operators, it is harder to find a park than it is for the public. Around three in four survey respondents representing the public / town centre users find parking easy. Provision for special parking uses is thought to be about right. One in three respondents representing business owners / occupiers would pay for parking, while only 13% of the wider public would. Generally, there is a low tolerance for walking from a carpark to a town centre destination for more than a few minutes.

A review has been undertaken of existing community feedback related to town centre parking gained through previous consultations undertaken by Council, including through the:

- District Parking Strategy
- Customer Satisfaction Survey 2022
- Parking in Kaiapoi town centre survey
- Rangiora Town Centre Strategy
- Kaiapoi Town Centre Plan
- Rangiora's North of High Redevelopment Plan and Parking Building
- Quick Poll for 2021-31 LTP on Parking Building
- Integrated Transport Strategy
- Greater Christchurch 2050 Consultation
- Community Survey 2019
- District Development Strategy 2018

The key message was that parking and accessibility is considered important to encourage town centre visitations, connected through good pedestrian routes and well-managed traffic. Some specific messages in summary were:

- Top perceived issues: undersupply of parks; traffic flow / congestion on main streets; need all-day parking
- Town centre strategies: need more / better located parks, or all-day parks
- Surveys: changing satisfaction with off-street parking over last 10 years: from 30% to 65% in Rangiora; from 40% to 44% in Kaiapoi
- Mixed views on need for a parking building in Rangiora

In August, staff held evening public meetings in Rangiora and Kaiapoi town centres to which town centre businesses were invited to attend. The key messages heard at these meetings were:

- Kaiapoi town centre:
 - No pressing perceived problem with parking
 - Need to refresh parking time restrictions to ensure they are right
- Rangiora town centre:
 - Reviewing parking supply and management is critical
 - Parking issues are heightened in weekends due to lack of enforcement
 - Need more / better parking enforcement
 - Safety concerns for staff walking too far in evenings in winter
 - Need to balance needs of short-term (visitors) and long-term (commuters) parkers

Staff also developed and administered online surveys directed at town centre business owners / operators, and the wider public / users of the town centres. Twenty-six surveys were returned from business owners / operators (77% of which operate in Rangiora town centre, 23% in Kaiapoi), and 195 surveys were returned from the wider public (87% of these respondents primarily visit Rangiora town centre and answered questions accordingly with Rangiora town centre in mind, and 13% primarily visit Kaiapoi town centre and answered questions with Kaiapoi in mind). In summary, the survey results, which represent Rangiora town centre more heavily than Kaiapoi town centre due to survey response figures, show that:

- 57% of businesses find parking difficult ('hard to find', or 'can't find')
- 74% of the general public say finding a park is never an issue, it takes 1-2mins, or there's no problem off-peak. Only 25% find parks hard to find.
- Provision for special parking uses (mobility, cycle, loading zones, pick up/drop off zones, motorbike, EVs) is thought to be about right but need more shopper / short stay parking
- Businesses think we need more commuter parking
- 54% of businesses wouldn't pay for parking (31% would)
- 77% of the general public wouldn't pay for parking (13% would)

46% of business owners/operators would only walk up to 2 minutes from a park to work, another 46% would walk 3 to 5 minutes. 39% of the general public would walk up to 2 minutes from a park to their destination and 47% would walk 3 to 5 minutes. 15% of the general public would walk more than 5 minutes, and only 8% of business would.

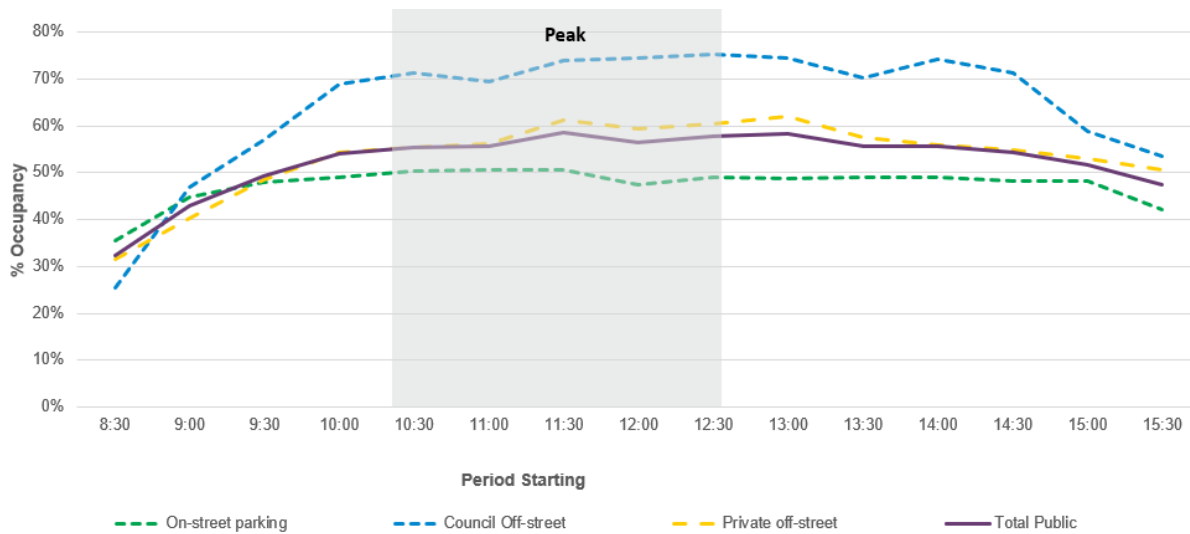
Discussions at the Inquiry by Design workshop held in September showed a general open-mindedness and appetite for Council to investigate parking interventions to manage parking demand, particularly in Rangiora town centre, such as extending the time restricted footprint in the centre, enhancing existing time restrictions, and trialling parking technology and graduated parking when the parking occupancy warrants it. The option of a parking building for Rangiora town centre was not overtly supported by attendees. Improving wayfinding, signage and enforcement are considered important in order to optimise the existing supply.

Attachment iv: Summary of Key Technical Inputs for Rangiora and Kaiapoi Town Centres Parking Management Plan Project

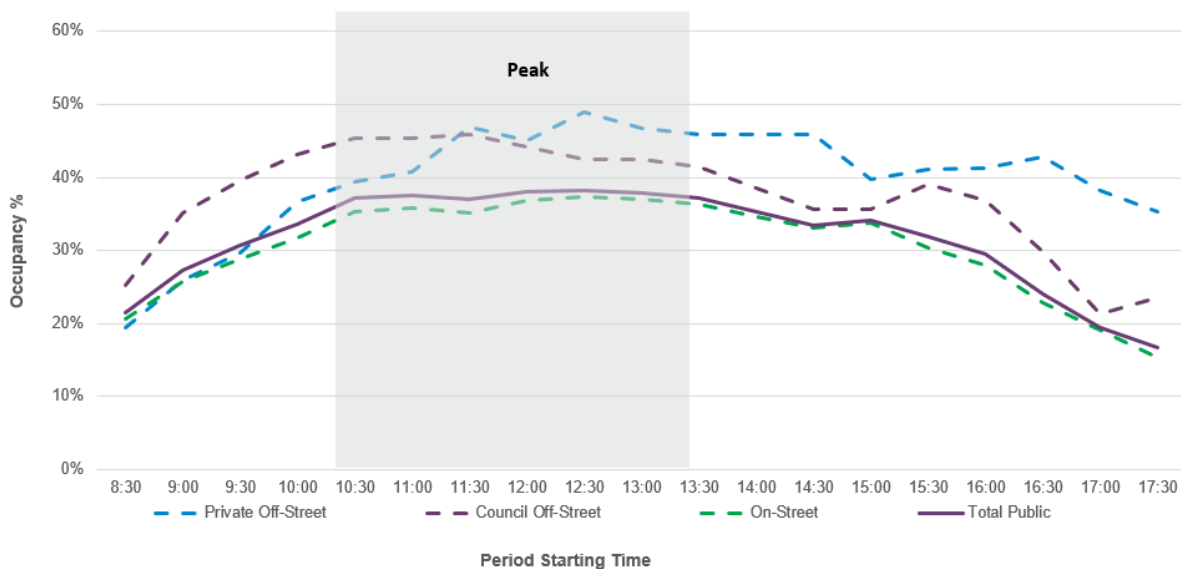
Key Technical Inputs

Regular parking surveys are carried out in both Rangiora and Kaiapoi town centres. The most recent parking survey (2022) shows that in Rangiora town centre, the peak occupancy occurs between 10:30am and 12:30pm on a typical weekday, where overall occupancy across the public parking supply in the study area sits at below 60%. Most in demand is the Council off-street supply, which reaches around 75% occupancy during the peak period. In Kaiapoi, the peak parking occupancy occurs between 10:30am and 1:30pm. The occupancy of the total public supply sits below 40% during the peak, and the Council off-street supply at around 45%.

Rangiora town centre parking occupancy profile



Kaiapoi town centre parking occupancy profile



Council data on parking infringements show that between January 2022 and June 2024, there were over 700 infringements in the Rangiora town centre, with the most common infringement being parking over the time limit (82%). Most occur in the Rangiora Service Centre carpark and the Blake Street carpark, at Percival, High Street and Blake Street. In Kaiapoi town centre, there were over 100 infringements for parking between January 2022 and June 2024. Most common infringements were

parking over the time limit (51%), incorrect kerb parking (18% and parking on footpaths or cycle paths (12%). Most infringements occurred at Charles Street and Williams Street.

Parking models have been developed for both town centres. The parking model is a 'what-if' tool to understand the impacts of changes in land use activity, parking demand, parking supply and parking time restrictions on the availability and usage of parking. Running the model enables the understanding of impacts that changes in supply make to overall parking occupancy, based on inputs of different land use assumptions. In order to understand the future parking demand in both town centres, the parking models have been updated to account for population growth in each town and anticipated land use changes in the centres. Projected population growth out to 2040 has been input into the parking model, and staff have worked closely with Abley to identify key anticipated land use changes within the town centres as these will have an effect on parking demand and supply.

For Kaiapoi, the key anticipated land use change inputted into the parking model was the South MUBA development based on the Kaiapoi Town Centre Plan, which was assumed would be 50% developed by 2030 and fully developed by 2035 and include on-site parking.

For Rangiora, key anticipated land use changes inputted into the parking model to test the effect on parking demand and distribution included:

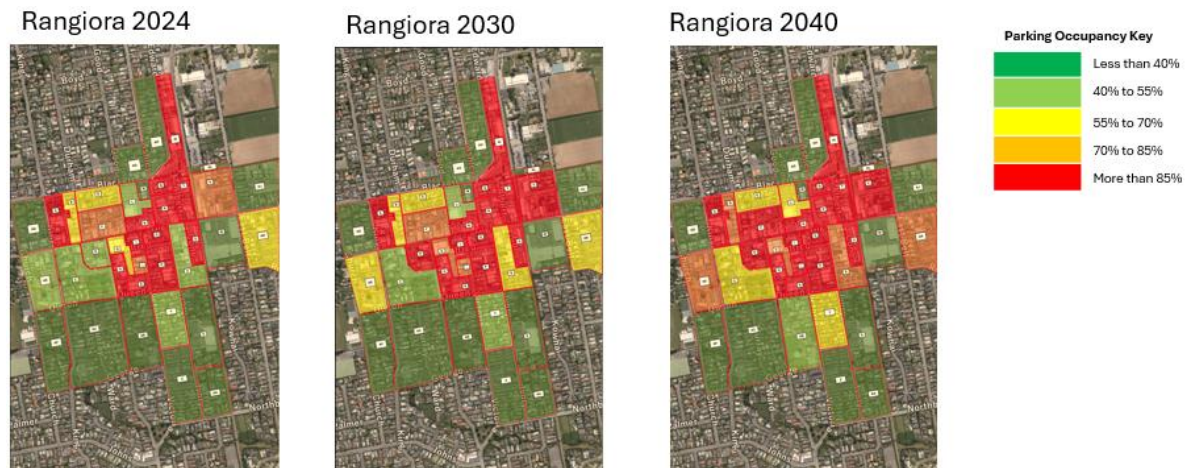
- the anticipated additional off-street restricted public parking supply soon to be developed at 309 High Street (with an assumption these would be available for the next 15 years, noting the site was purchased strategically to enable long term expansion of the Town Hall / entertainment precinct)
- library extension and service centre extension, with a net loss of public off-street restricted parking at the site in 2027/28 together with more intensive land use activity
- potential net loss in parking if the Durham Street privately-owned but publicly managed off-street restricted parking facility would instead be developed for commercial activity, by 2030
- reconfigured Blake Street off-street at-grade restricted parking facility, resulting in a net gain of parks due to better utilisation of the site, as well as a net gain in parking if the site was to be developed into a mixed-use retail and carparking building
- opportunity for an off-street all-day parking facility at 14 Keir Street
- new multi-storey retail / commercial development at the 'BNZ corner', creating additional demand through more intensive land use

The below maps depict the outputs of the parking models for parking occupancy in 2024, 2030 and 2040, based on population growth and anticipated land use changes.

The Council's Parking Management Plan Project Advisory Group (PAG) agreed that a desirable peak parking occupancy across the public car parking supply in either town centre sits between 70% and 85%. This is considered a good balance that ensures appropriate use of prime town centre land (that is not underutilised by otherwise vacant car parks) and having suitable parks available to avoid shopper / visitor frustration in seeking a park, which increases traffic circulation and non-compliant parking occurring in the centres. In real terms, at 70% occupancy, this means that one in every 3-4 spaces is available to park in and at 85% occupancy, one in every 6-7 spaces is available. However, it is acknowledged that the 70 to 85% target range is a continuum, and it might be appropriate to apply a lower target for P5/loading zones and accessibility parks, for example. At the top end of the range, 85% is generally suitable for long-stay parking (commuters).



For Kaiapoi town centre, the model shows that a small number of sub-areas within the wider Kaiapoi town centre currently experience parking occupancy that exceeds the optimal range, at more than 85%. However, ample parking is available in adjacent sub-areas that can absorb the additional demand. By 2040, a few additional sub-areas within the study area experience higher occupancy levels, however overall, the model shows there is still ample capacity within the network. In real terms, it is anticipated that 165 parks will be available until a 70% occupancy threshold is reached by 2040; and 295 parks available until an 85% occupancy threshold is reached for the same time period.



For Rangiora town centre, the model shows that that several sub-areas within the Rangiora town centre study area currently experience parking occupancy that exceeds the optimal range, at more than 85% during peak times. At present, there are opportunities for adjacent sub-areas to assist in absorbing the demand, however this becomes more difficult as parking demand increases by years 2030 and 2040. For parking occupancy in Rangiora town centre to remain near 70%, an additional 50-100 parks are required by 2035, and an additional 150-200 parks (that is, up to an additional 100 from 2035) by 2040. Taking into account known and anticipated changes in current parking supply out to 2040 (including the temporary addition of parking at 309 High Street, the potential loss of parking at Durham St, and a net loss at Rangiora service centre), cumulatively, this means there is demand for an additional 60 parks by 2030, 160 by 2035, and 320 by 2040. The consequences of not meeting this parking demand are that in the future it will become increasingly difficult to find parking in the Rangiora town centre for shoppers, workers and other visitors.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CPR-04-34-07-08 / 241129212035

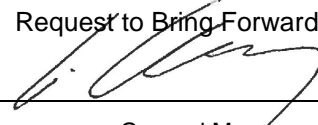
REPORT TO: COUNCIL

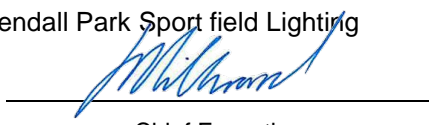
DATE OF MEETING: 4 February 2025

AUTHOR(S): Kieran Straw – Civil Project Team Leader
Grant MacLeod – Greenspace Manager

SUBJECT: Request to Bring Forward Budget for Kendall Park Sport field Lighting

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to request Council approval to bring forward Capital Budget of \$132,860 from 2025/26 into the 2024 / 25 financial year, to allow the upgrade of the Kendall Park Sport field Lighting to LED.
- 1.2. Council currently has \$20,000 in the 2024 / 25 year for the design of the lighting, with the procurement and implementation budget of \$132,860 in the 2025 / 26 year.
- 1.3. Due to the end of financial year timing, having the implementation budget in the next financial year will result in the lighting being installed too late in the winter playing season to benefit the 2025 winter season.
- 1.4. Bringing the Capital Budget forward will allow the new lighting to be installed, and ready for the winter playing season for 2025.
- 1.5. The process is advanced sufficiently to have confidence that the budget will be spent in 2024/25.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 241129212035.
- (b) **Approves** staff recommendation of funding this project through the renewals fund as depreciation has been collected on the asset. This will result is no rates impact.
- (c) **Notes** the Capital Budget of \$132,860 in PJ 102558.000.5223 (Light Upgrade at Kendall Park) from the 2025 / 26 financial year will become a saving.
- (d) **Notes** that the request to bring forward Capital Budget is to ensure that the lights are upgraded and therefore more reliable for the upcoming 2025 winter season.
- (e) **Notes** that a Request for Proposals has already been tendered and closed in order to ensure a timely completion of the work, but that tenderers were advised that award was subject to the Council approval.
- (f) **Notes** that the Request for Proposals closed on 22 January 2025, and the evaluation is yet to be completed, however the highest proposal submitted would be within the combined budget (taking into account other committed costs).

- (g) **Notes** that the award of the contract is within staff delegation and will happen as a matter of course if the Council approve bringing the budget forward.
- (h) **Notes** that the level of service for the playing field will remain the same as the existing lighting, with a 200 lux maintained average light level suitable for “semi-professional” play.
- (i) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board for their information.

3. **BACKGROUND**

- 3.1. Kendall Park has existing sport field lighting that was installed in 2014.
- 3.2. The lighting consists of 16 individual flood lights, installed across six 19.5m poles.
- 3.3. These flood lights consist of Mercury Vapour lamps, which are an obsolete fitting, and have an expected life of 3 – 4 years. The lamps, and associated fittings for the lamps are difficult to source.
- 3.4. Due to the age of these fittings, water ingress is beginning to occur. As a result there have been on-going failures. Due to the shortage of available parts, there has been extensive periods of time where several of the individual flood lights have not been operational.
- 3.5. While some of the flood lights being inoperative reduces the level of lighting on the field, it has not prevented the lights being used for their intended purpose.
- 3.6. During the 2024 / 25 year to date, staff have proceeded with the investigation of the options available. A structural assessment has been completed on the existing poles, which has concluded that any new LED lighting solution may be installed using the existing 19.5 lighting poles.
- 3.7. Due to the specialist nature of lighting designs, the approved Procurement Plan is suggesting a “Request for Proposal” is forwarded to three known suppliers. These suppliers have been requested to prepare a proposal for consideration that includes:
 - i. A recommended product, with an example sport field lighting project previously completed
 - ii. A lighting design that demonstrates compliance with AS / NZS 4282: 2019 and AS 2560.1:2018 and AS 2560.2:2021.
 - iii. All product and warranty information
 - iv. Indicative lead times for their product.
- 3.8. This Request for Proposal was a single envelope process that closed on 22 January 2025. The price responses have been opened, however at time of writing this report the evaluation is yet to be completed. The Request for Proposal includes several sub-options from the suppliers and may take additional time to complete the evaluation.
- 3.9. Product lead times from the three suppliers range from 8 to 12 weeks.
- 3.10. Award of the proposal will not occur until after the Council has considered this request to bring the budget forward. Tenderers were informed that the award was subject to Council approval. If the Council chooses not to approve this request, then staff would negotiate with the preferred respondent about any additional costs of delaying the purchase until July 2025.

4. **ISSUES AND OPTIONS**

- 4.1. The following options are available to Council:
- 4.2. Option One – Approve Funding being brought forward.

This option will allow the new sport field lighting to be installed ahead of the 2025 Winter Sports season. Installation of lights during Autumn will also have less likelihood of damaging the adjacent sports turf due to soft ground conditions associated with winter.

It is therefore recommended to bring the Capital Budget forward to proceed with the installation of the LED lights in a more favourable time of year and benefit the sports field users of the upcoming season.

Based on the longest lead time of 12 weeks, this option would have the lights installed week commencing 12 May 2025.

4.3. Option Two – Decline Funding being brought forward.

This option would require that the staff negotiate with the preferred supplier (yet to be determined) to delay the order of the LED lights until the 2025 / 26 year, including any potential cost escalation that may occur due to the delay. Depending on the lead time of their product, this could result in either the light installation occurring mid-winter when the access conditions are not favourable, or in Spring 2025, following the winter playing season. Due to the ongoing risks and costs of the existing lights, this option is not recommended.

4.4. Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Bringing the budget forward will increase the reliability of lighting at the Sports ground, and lead to less disruptive outages.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are 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.

The Waimak United Football Club has an interest in this report. The existing sport field lighting is designed to achieve a 200-lux maintained average, suitable for semi-professional play. The existing light levels are below this standard when fittings have failed.

Proceeding with the recommendations within this report will reduce on-going maintenance costs and provide greater reliability in maintaining the required lighting levels.

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

This Capital Budget is included in PJ 102558.000.5223 (Lighting Upgrade at Kendall Park) the Annual Plan/Long Term Plan. This included \$20,000 for design in 2024 / 25 and \$132,860 for implementation in the 2025 / 26 year.

This report seeks approval to bring forward implementation only (not budget) into 2024/25 by funding the project through the renewals budget from this financial year. Depreciation has been collected over the life of the asset, which can be transferred into the project code.

This will allow the project to be completed ahead of the Winter 2025 playing season. Note at this stage the preferred tenderer is not confirmed, however the recommendations seek to bring forward the full Capital Budget. This is sufficient to cover the highest price and allows for a project contingency.

The Capital Budget of \$132,860 in PJ 102558.000.5223 (Light Upgrade at Kendall Park) from the 2025 / 26 financial year will become a saving.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Replacing the aging lights sooner will result in less inefficient expenditure on responding to outages, and maintenance.

6.3 **Risk Management**

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

Should the recommendations in this report not be adopted, the procurement of the replacement sportfield lighting will be delayed until the 2025 / 26 financial year, with installation occurring ahead of the 2026 winter playing season.

This may result in further lamp failures, however at present, all existing flood lamps are operational.

6.4 **Health and Safety**

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

Installation of these lights is a specialist activity, due to the working at heights, and electrical requirements. It is therefore a requirement of the Request for Proposal that the suppliers use either Power Jointing Ltd (Councils Street Lighting maintenance contractor) for installation, or an alternative contractor with appropriate SiteWise accreditation and lighting installation experience.

Retaining the existing lighting, when not fully operational, poses a health and safety risk to players, as Kendall Park Turf is used for senior games. The lighting is therefore required to meet an average maintained light level of 200 lux.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act 2002 is relevant to this matter.

7.3. **Consistency with Community Outcomes**

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

Social

A place where everyone can have a sense of belonging...

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

Economic

...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

7.4. **Authorising Delegations**

The Council has authority to receive this report and make a decision on this matter.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-08-06 / 241211219917

REPORT TO: COUNCIL

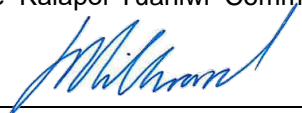
DATE OF MEETING: 4 February 2025

AUTHOR(S): Jackie Watson – Chairperson Kaiapoi-Tuahiwi Community Board

SUBJECT: Chairperson’s Performance Report for the Kaiapoi-Tuahiwi Community Board, 1 January to 31 December 2024

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

_____ General Manager


_____ Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to inform the Council of the Kaiapoi-Tuahiwi Community Board’s activities for the period 1 January to 31 December 2024 in accordance with the Board’s Terms of Reference.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 2411219917.
- (b) **Circulates** a copy of this report to all the Community Boards.

3. BACKGROUND

- 3.1 It is customary for Community Board Chairpersons to report their Board’s progress and achievements to the Council. The report for the previous year was presented to the Council at its meeting held on 7 February 2024.
- 3.2 The Board has seven members, consisting of five elected Board members and two appointed Ward Councillors, who took their oath of office at the Board’s Inaugural meeting on 27 October 2022. All four Kaiapoi-Woodend Ward Councillors are active members of the Board, contributing to discussions at Board meetings. However, only the two Councillors specifically appointed by the Council to the Board are permitted to vote on matters before the Board.
- 3.3 The Board developed a three-year Community Board Plan (the Plan) after the Local Government Elections in 2022, which reflects the Board’s objections, key achievements and current work. The actions contained in the report link directly with the Board’s performance expectations as set out in its Community Board Plan.

4. ISSUES AND OPTIONS

- 4.1 There were 11 scheduled ordinary Board meetings for the period 1 January to 31 December 2024. However, no meetings were held in January 2024, and the December 2024 meeting was cancelled due to a lack of business. The ordinary meetings were held on the third Monday of each month at the Ruataniwha Kaiapoi Civic Centre. Four members were present for all the ordinary Board meetings, with three members tendering apologies for meetings they were unable

to attend within this period. An additional two 'All Boards' sessions held during the period under review.

- 4.3 The Board also attended numerous workshops and considered a range of matters that included:
- Long Term Plan discussions for both Environment Canterbury and Waimakariri District Council
 - Charles Street roundabout
 - Restoration of 46 Main North Road
 - Waimakariri Parking Plan Project
 - Boat trailer parking
 - Northern Pegasus Bay Bylaw Review
 - Discretionary Grant fund criteria review
 - Charles Street dump station upgrade
 - Review of Alcohol Control Bylaw
 - Review of Animal Control Bylaw
 - Landscape Budget allocations
 - Charles Street kerb and channel renewal
 - Murphy Park rowing precinct
 - Lease for the historic railway station
 - Reviewing the Board Plan
 - Capital Works Programme
 - Mahi Mātātoa Trust Update
 - Update on the District Plan Review
 - Resource Management Act 1991 Process
 - Community Emergency Hubs
 - Update from the Waimakariri Libraries
 - Draft 2025/26 Annual Plan update
- 4.4 The Board also made submissions in relation to the Environment Canterbury and Waimakariri District Council's 2024-34 Draft Long Term Plans and the Northern Pegasus Bay Bylaw review.
- 4.5 The Board heard deputations on the following topics:
- Blue Zone
 - Environment Canterbury Long Term Plan 2024-34
 - Building Communities
 - Lease for the historic railway station
 - Kaiapoi North School
 - Hays Road closure
 - Courtenay floodgate repair
 - Youth Development Opportunities Trust for funding support
 - Alwin G Heritage Trust
 - Kaiapoi Community Gardens
 - Water Access at Murphy Park
 - Possible doll and bear expo in Kaiapoi.
- 4.6 There were a number of significant issues the Board considered, including:
- Lease for Satisfy Food Rescue
 - Northern Pegasus Bay Bylaw Review
 - Naming of new reserve
 - Proposal to name Tuahiwi footpath Johnno's Way
 - Naming of new roads
 - Bus stop for Tuahiwi School
 - Williams Street bus stop safety improvements
 - Submissions on behalf of the community on various matters
 - Lease for Kaiapoi Menz Shed
 - Roding Capital Works
 - Request of no stopping restrictions
 - Licence to occupy for Alwin G Heritage Trust
 - Saline Incursions in Kaiapoi and Cam Rivers
 - Norman Kirk and Currie Park playground consultations

- Charles Street dump station upgrade
- Food Forest request to use capital funding to construct an education shelter
- Kaiapoi North School Moorcraft Reserve fencing
- Consultation for a concept plan for Kaiapoi Community Hub

4.7 The Board also approved a range of grants to community organisations. In summary, the Board received 19 applications for funding from 1 January 2024 to 31 December 2024, four of which were declined, and one application returned the funding due to the event being cancelled.

Year	Amount Allocated	Approved	Declined	Balance Remaining	Balance Outcomes
2022/23	\$3,839 (As at 1 January 2024)	\$3,112	2	\$727 (as at 30 June 2024)	Funds were not carried forward to the 2024/25 financial year
2024/25	\$8,600 (As at 1 July 2024)	\$4,399	2	\$4,201 (as at 31 December 2024)	Until June 2025

4.8 The Board received an allocation of \$26,790 from the Council for its 2024 Landscape budget. Currently, the following projects are being progressed:

- Town entrance development
- Interpretive signage - completed
- Installation of seats and anchor in Patchina's walkway - completed
- Installation of rugby posts at Ryder Park - completed
- Raymond Herber sculpture - completed

4.9 Board members attended public meetings and drop-ins, which included Long Term Plan drop-ins, the Northern Pegasus Bay Bylaw, and Environment Canterbury's Regional Public Transport Plan.

4.10 The Board's performance expectations link directly to the Council's Community Outcomes. The four key performance expectations are:

- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
- (2) Develop closer links and relationships with key settlements and groups in the Kaiapoi-Woodend Ward and with significant district-wide organisations.
- (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.

4.11 By reviewing the 34 staff reports and decisions during the period of 1 January to 31 December 2024 against the above-listed community outcomes, we believe the following table represents the performance outcomes:

Performance Expectations	(1)	(2)	(3)	(4)
Number of Reports (34)	29	33	23	20

4.12 Chairperson's Comments

The Kaiapoi-Tuahiwi Community Board has continued to work on projects and improvements that could potentially increase visitors to the area and create a pleasant environment for residents.

The improvements to town entrances have been slow to progress. New signage and tree plantings at the northern entrance will be completed in autumn 2025. This will complement the proposed restoration of the reserve at 46 Main North Road, which should create a more welcoming entrance to the town from the old Main North Road.

Concerns had been raised with the Board regarding the damage to plantings caused by large vehicles unable to navigate the Charles Street roundabout; therefore, signage encouraging trucks to take alternative routes has been installed.

The Board continues to advocate for Waka Kotahi to maintain the traffic islands leading from the motorway into Kaiapoi. However, with the fast-tracking of Woodend Bypass, there may be an opportunity for progress on this front. The Board will continue to negotiate a better outlook for town entrances.

The leases for the Community Groups making their base at the Kaiapoi Community Hub on Courtenay Drive have been finalised. The combined work between the Board and Te Kōhaka o Tūhaitara Trust, including planting Huria Park, has enhanced the area and now offers more opportunities for public use, with the creation of walks and cycleways.

Community support through the distribution of Discretionary grants enabled a wide range of projects to be carried out and community groups to function more effectively. The Board usually supports the requests arising from deputations or presentations to the Board; however, the Board ruled against the fencing of the Moorcroft Reserve for Kaiapoi North School, allowing the reserve to remain primarily for public use.

The motorhome park continues to attract large numbers of tourists and visitors to Kaiapoi. Therefore, a new dump station has been approved to support the increase in caravans, motorhomes, and boats requiring dump facilities.

A five-year lease to the Alwyn G Heritage Trust was approved to allow the restoration of the historic scow, "Success", and will provide another nautical attraction on the riverbank.

The state of the water in the Kaiapoi River is an important matter for the Board. Scientist Adrian Meredith shared with the board the results of an investigation, which indicate that saline intrusion is the cause of the weed dieback and the poor quality of the water. The Board is working with Environment Canterbury to verify these conclusions.

The Board supports opportunities for the development of boat access to the river offered by private concerns.

The generous gift by Harry Harper, a deceased member of the Kaiapoi community, has been received. The gift stipulates that the funds are to be used for the beautification of Kaiapoi within a seven kilometre radius of the Charles Street roundabout. A working group consisting of Harper family members, council staff and the Waimakariri Arts Trust have started planning a revamp of the town's bridge across the Kaiapoi river. This will be a significant improvement on the town centre aesthetics and the Board are extremely grateful for the opportunity to add to the vibrancy of the town centre.

Thanks must go to Board members for their continued work in supporting their community.

4.13 **Implications for Community Wellbeing**

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

4.14 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, the Board strives to build and maintain good relationships within the community and Board members, therefore, regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

There are no financial implications of the decisions sought by this report, as the servicing of Community Boards is met within the Council's existing Governance Budgets.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

5 **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 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

7.3 **Consistency with Community Outcomes**

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

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2019.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-11-06 / 241211220173

REPORT TO: COUNCIL


DATE OF MEETING: 4 February 2025

AUTHOR(S): Jim Gerard – Chairperson Rangiora-Ashley Community Board

SUBJECT: Chairperson’s Report for the Period 1 January to 31 December 2024

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

_____ General Manager

_____  Chief Executive

1. SUMMARY

The purpose of this report is to inform the Council of the Rangiora-Ashley Community Board's activities for the period 1 January to 31 December 2024 in accordance with the Board's Terms of Reference.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 241211220173.
- (b) **Circulate** a copy of this report to all the Community Boards.

3. BACKGROUND

- 3.1 It is customary for Community Board Chairpersons to report their Board's progress and achievements to the Council. The report for the previous year was presented to the Council at its meeting held on 7 February 2024.
- 3.2 The Board has 12 members, eight elected and four appointed Ward Councillors, who took their oath of office at the Board's Inaugural meeting on 27 October 2022.
- 3.3 The Board developed a three-year Community Board Plan (the Plan) after the Local Government Elections in 2022, which reflects the Board's objections, key achievements and current work. The actions contained in the report link directly with the Board's performance expectations as set out in its Community Board Plan.

4. ISSUES AND OPTIONS

- 4.1 From 1 January to 31 December 2024, 11 scheduled ordinary Board meetings were held, as no meetings were held in January 2024. The meetings were held on the second Wednesday of the month in the Council Chamber at the Rangiora Service Centre. Two members attended all the meetings during this time, while the other ten members submitted apologies for the meetings, they were unable to attend. An additional to 'All Boards' sessions held during the period under review

- 4.2 The Board also attended numerous workshops which considered a range of matters, including:
- The Council's Capital Works Programme
 - The Board's 2023/24 Landscape Budget allocations and updates
 - The Board's 2023/24 Board Plan
 - 2024/34 Long Term Plans for Environment Canterbury and the Waimakariri District Council
 - Southbrook Road Reference Group update
 - Members' attendance of the 2024 Local Government New Zealand Community Board Conference
 - South of High Master Plan
 - Waimakariri Parking Plan Project
 - Discretionary Grant Criteria Review
 - High Street Property Acquisition
 - Proposed Animal Control Bylaw
 - Rangiora Town Centre Parking Plan
- 4.3 The Board made three submissions during the period in relation to:
- Waimakariri District Council 2022/34 Draft Long Term Plan
 - Environment Canterbury's Draft Long Term Plan 2024/34
 - Resource Consent for a Landfill at 150, 154, 174 and 176 Quarry Road Loburn.
- 4.4 Five deputations were heard and progressed concerning:
- Whiterock Community Group
 - Solar Farm in Sefton
 - Seasonal, temporary closure of paper roads for protection of nesting birds
 - King and Charles Streets safety concerns
 - Queen Street trees.
- 4.5 There were several significant issues for the Board, including:
- Approval of no-stopping restrictions
 - Naming of new roads
 - Land exchange between the Council and the Drama Club
 - Installation of artificial cricket pitch at Ashgrove Park
 - Attendance at the NZ Community Board conference
 - Environment Canterbury Air Quality Monitoring Station
 - Changes to bus stops
 - Council's Capital Works Programme
 - Whiterock Quarry
 - Queen Street Tree Management Plan
 - Appointment to Landmarks Committee
 - Design for 309 High Street carpark
 - East Belt new footpath
 - Kippenberger underpass.
- 4.6 The Board approved a range of grants to community organisations. In summary, the Board approved 23 applications for funding from 1 January to 31 December 2024 and declined five applications. (The financial year runs from 1 July to 30 June.)

Year	Amount Allocated	Approved	Declined/Withdrawn	Balance Remaining	Balance Outcomes
2023/24	\$8,511 (as at 1 January 2024)	\$5,654	One	\$2,857 (as at 30 June 2023)	Funds were not carried forward to the 2024/25 financial year
2024/25	\$14,200 (As at 1 July 2024)	\$4,415	Four	\$9,785 (as at 31 December 2024)	Ongoing until 30 June 2025

- 4.7 The 2023/24 General Landscaping Budget as of 1 July 2023 was \$26,190, and an unspent amount of \$5,501 was carried forward from the 2023/24 financial year, thereby bringing the total of the 2023/24 Landscape Budget to \$31,691. From January to June 2024, the Board focused on planting at the Loburn Domain Memorial, upgrading the Canterbury Street Reserve, and installing benches and planting along the Passchendaele Walkway.
- 4.8 The Board's General Landscaping Budget, allocated by the Council for the 2024/25 financial year, was \$42,970. A carryover from the 2023/24 financial year of \$28,656 made the total \$71,626. The Board is currently focusing on beautifying the Kippenberger Avenue entrance to Rangiora.
- 4.9 Board members attended public meetings and drop-ins, which included:
- The Council's 2024/34 Long Term Plan drop-ins,
 - Drop in session for Environment Canterbury's Draft Canterbury Regional Public Transport Plan.
 - Public meeting regarding the Southbrook Sports Club
 - Public meeting regarding the proposed Lodurn Quarry
- 4.10 The Board's performance expectations link directly to the Council's Community Outcomes. The four key performance expectations are:
- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
 - (2) Develop closer links and relationships with key settlements and groups in the Kaiapoi-Woodend Ward and with significant district-wide organisations.
 - (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
 - (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.
- 4.11 By reviewing the 36 reports referred to the Board and decisions against the above-listed community outcomes for the period of 1 January to 31 December 2024, we believe the following table fairly represents the performance outcomes:

Performance Expectations	(1)	(2)	(3)	(4)
Number of Reports (36)	27	35	20	30

4.12 **Chairperson's Comments:**

The Board had a busy year, with much of its recent focus on the continued development and improvements required in its Ward. To achieve good outcomes, the Board worked closely with the Council and its Committees on matters such as reserves, water scheme improvements, and road improvements. The Board also made submissions on the Council and Environment Canterbury's 2024-34 Long Term Plans.

The Board's primary role is to manage issues within the Rangiora-Ashley Ward, working with the Council and community to improve the area. The Board, therefore, supports the Council's commitment to developing the proposed Rangiora Eastern Link Road, providing sufficient parking in Rangiora, revamping the Civic Precinct, the Rangiora Airfield Upgrade and the River Road upgrades.

The Board looks forward to the proposed development of the Cenotaph Corner, as the location will provide a focal point for two main roads in Rangiora, which is of strategic significance. The Board had also long supported the development of a War Memorial at the Loburn Domain, as members believed that it was essential to have a permanent commemorative structure where the local community could gather for Anzac Day. The Board is pleased with the completed War Memorial, which will be officially opened in February 2025.

The Board is concerned about the proposal to construct and operate a Class 3 managed-to-fill Landfill at 150, 154, 174, and 176 Quarry Road, Loburn. The Board is aware of strong community opposition to Resource Consent (RC245076 and CRC243700 and associated) applications. Therefore, at its meeting on 10 July 2024, the Board resolved to object to the Resource Consent applications based on the nature of the Whiterock area, the possible impact on water quality, road safety concerns, lack of long-term management, and community views. The Board wishes to thank the Council for its financial support, enabling it to secure assistance from a technical expert to draft its submission.

Additionally, the Board is aware of the increased safety challenges that our local communities and businesses face. Therefore, the Board strongly believes that there should be a New Zealand Police presence in the Rangiora Town Centre. The Board similarly supports local organisations committed to improving safety, including the Rangiora Volunteer Fire Brigade, St John's Ambulance Services, Neighbourhood Support North Canterbury, and Rangiora Community Patrol.

The Board will continue to support a wide range of local community groups through the Board's discretionary funding grants.

As Chairperson, I wish to acknowledge the Community Board members' effort, dedication, and commitment. The Board also wishes to acknowledge and thank Mayor Gordon and the Councillors for their continued support and the staff for their help and assistance.

4.13 **Implications for Community Wellbeing**

The issues and options that are the subject of this report have no implications for community well-being.

4.14 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana Whenua**

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

5.2. **Groups and Organisations**

No other groups and organisations are likely to be affected by or interested in this report's subject matter.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the Board strives to build and maintain good relationships with the community and, therefore, regularly attends community meetings and events and takes opportunities to gather feedback during these opportunities.

6. **IMPLICATIONS AND RISKS**

6.1 **Financial Implications**

The decisions sought by this report have financial implications, as the servicing of Community Boards is met within the Council's existing Governance Budgets.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

There are no health and safety issues 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 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

7.3 **Consistency with Community Outcomes**

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

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Delegation to Community Boards, Part 3, S-DM 1041, Issue 11, as at 25 October 2019.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-10-06 / 241029187467

REPORT TO: COUNCIL


DATE OF MEETING: 4 February 2025

AUTHOR(S): Sarah Barkle – Chairperson Oxford-Ohoka Community Board

SUBJECT: Chairperson’s Report for the period of 1 January 2024 to 31 December 2024

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

_____ General Manager

_____  Chief Executive

1 SUMMARY

This report aims to inform the Council of the Oxford-Ohoka Community Board's activities for the period 1 January 2024 to 31 December 2024 in accordance with the Board's Terms of Reference.

2 RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 241029187467.
- (b) **Circulates** a copy of this report to all the Community Boards.

3 BACKGROUND

- 3.1 It is customary for Community Board Chairpersons to report their Board's progress and achievements to the Council. The report for the previous year, covering the period from 1 January to 31 December 2023, was presented to the council at its meeting on 7 February 2024.
- 3.2 The Board has eight members, six elected and two appointed Ward Councillors, who took their oath of office at the Board's Inaugural meeting on 27 October 2022.
- 3.3 The Board developed a three-year Community Board Plan (the Plan) after the Local Government Elections in 2022, which reflects the Board's objections, key achievements and current work. The actions contained in the report link directly with the Board's performance expectations as set out in its Community Board Plan.

4. ISSUES AND OPTIONS

- 4.1 There were 11 scheduled ordinary Board meetings for the period 1 January to 31 December 2024, as no meetings were held in January 2024. Two members were present for all the Board meetings, with other members tendering apologies for the meetings they could not attend. An additional two 'All Boards' sessions held during the period under review
- 4.2 Ordinary meetings were usually scheduled for the first Wednesday after the Council meeting. The venue for meetings rotated around the Ward, with meetings held at the Ohoka Community Hall, West Eyreton Community Hall, and the Oxford Town Hall.

4.3 On 31 October 2019, the Board resolved to hold public forums as part of its scheduled meetings. As a result, public forum sessions occurred at five meetings during the period under review, where the public raised the following issues:

Meeting	Presenter	Organisations Represented	Issue
May 2024	B Weir	Oxford Resident	Possible rezoning of land from rural to residential
July 2024	Dorethy and Lauren Scott	Residents	Concern at the lack of progress regarding the level of waste and storm water on their property
August 2024	AJ Lowe	Ohoka Residents Association	Plan Change 31
August 2024	Barbara and Brian	Residents	Concern regarding fast track projects and Plan Change 31
August 2024	K Gilby	Oxford Football Club	Request for funding support
September 2024	J Ensor	Mandeville Resident	Nitrate testing
November 2024	J Stagg	New Zealand Police	Support for public meeting to set up community patrol/cameras

4.4 The Board also attended numerous workshops and briefings which considered a range of matters, including:

- Woodstock Quarries Submission discussions
- Rooding Capital Works Programme
- Environment Canterbury Updates by Councillor C MacKay
- Parking issues in Oxford
- Mandeville Resurgence Channel Update
- Landscape budget
- Draft Long Term Plan Overview
- Mahi Mātātoa Trust Update
- Update on the District Plan Review
- Resource Management Act 1991 Process
- Community Emergency Hubs
- Update from the Waimakariri Libraries
- Annual Plan Process

4.5 The Board made two submissions during the period under review in relation to:

- Waimakariri District Council 2024-34 Draft Long Term Plan
- Environment Canterbury's Draft Long Term Plan 2024-34

4.6 The Board heard deputations on the following issues:

- Updates from Environment Canterbury's Councillor C McKay, who attended three meetings during the year.
- West Eyreton Domain
- Flooding at Washington Place
- Pearson Park Pump Track
- Nitrate levels in drinking water
- Seasonal, temporary paper road closures for nesting bird protection
- Oxford Medical Centre
- Community-funded restoration of Wolffs Bridge
- Possible pump track at Pearson Park.

4.7 There were several significant issues the Board considered, including:

- Funding applications and how to best utilise its landscaping budget
- Amendments to Funding criteria
- The Woodstock Quarry application and Plan Change 31.
- Flooding issues, especially at Washington Place
- Mandeville resurgence project
- Board attendance of the 2024 Local Government New Zealand's Community Board Conference
- Submission to both Waimakariri District Council and Environment Canterbury's Long Term Plans
- Capital Works Programme
- Ashley Gorge Advisory Group appointments
- Proposed closure of Stockwater Race R3A and R3A-7
- Appointment to Land Marks Committee
- Storage container for Oxford Art Gallery.

4.8 The Board approved a range of grants to community organisations.

In summary, the Board approved 14 applications for funding during the period from 1 January to 31 December 2024, with one application being withdrawn due to the cancellation of the event. A total of \$6,228 was allocated during this period. (The financial year runs from 1 July to 30 June.)

Year	Amount Allocated	Approved	Declined	Balance Remaining	Balance Outcomes
2023/24	\$2497 (as at 1 January 2024)	\$2,000	One	\$498 (as at 30 June 2024)	No funds were carried forward to the 2024/25 financial year.
2024/25	\$6330 (As at 1 July 2024)	\$4,228	Zero	\$2,102 (as at 31 December 2024)	Balance to be spent before July 2025

4.9 The Board received an allocation of \$13,680 from the Council for its 2024 Landscape Budget, and due to a lack of resourcing, the budget was not allocated during the 2024 period. Therefore, the current balance available for allocation is \$27,083, with the following projects close to completion from the 2023 allocations:

- Ashley Gorge Track
- Ohoka Stream walkway seat
- West Eyreton historic signage
- The Oaks Reserve development
- Flag tracks for Oxford flags

Some of the projects being considered for the 2024 budget are:

- Mandeville Reserve Legacy Area recognising the contribution of Ron Dalley, Gordin Fulton and Bob Ralls.
- Mandeville Cemetery – Bradleys Road Cemetery tidy up
- Oxford Dog Park seating and shelter
- Railway siding signage
- Warren Reserve swimming pool modification for children's play element.

4.10 Board members attended several public meetings and drop-in Sessions, which included:

- Mandeville resurgence public meetings
- Environment Canterbury and Waimakariri District Council Long Term plans
- Environment Canterbury's Draft Canterbury Regional Public Transport Plan
- Information meeting on Woodstock Quarry submission

- 4.11 The Board's performance expectations link directly into the Council's Community Outcomes. The four key performance expectations are:
- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
 - (2) Develop closer links and relationships with key settlements and groups in the Oxford Ward, as well as with significant district-wide organisations.
 - (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
 - (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.
- 4.12 By reviewing 28 reports referred to the Board and decisions for the period of 1 January to 31 December 2024 against the above-listed community outcomes, we believe the following table fairly represents the performance outcomes:

Performance Expectations	(1)	(2)	(3)	(4)
Number of Reports (28)	25	27	14	21

4.13 Chairperson's Comments

Before I begin this report, I would like to express my gratitude to the Oxford-Ohoka Community Board members and all the staff that we have had the pleasure to work alongside. We have a great set of Board members who are dedicated to their positions. The Board work together to produce the best outcomes for our communities and I am so proud and grateful for this. The staff members we have worked with are incredible, nothing is a problem, and they are only too willing to support the Boards work. I would also like to thank all Councilors and especially our Mayor, whom give the Community Boards the respect to enable us to do the work we do. I like to think we have a two-way relationship which is healthy and strong, ultimately benefiting our local communities.

The 2024 year continued to be a very busy one for our Board, with RMA hearings, Environment Court Proceedings, District Plan and the flooding which is an ongoing issue.

RMA commissioners ruled against the establishment of a landfill within the Woodstock Quarry. Woodstock Quarry Ltd (WQL) then filed proceedings with the Environment Court to appeal this decision. The Board has become a party to these proceedings alongside Transwaste and the two respective authoritarian councils Environment Canterbury and Waimakariri District Council. The Court asked for mediation to be considered. WQL and the other parties compiled a list of all the information that they would require for progressing the case and WQL presented a timeline to the Court to gather this information. The Court declined this timeline and have now ordered WQL to provide information in a timelier manner with the intention of either entering mediation, if the parties agree there is enough changes to warrant this or proceed with a hearing. This has been scheduled for later in 2025.

As you would be aware the Carter Group's Plan Change for the Ohoka Development proposal was declined. They too took this decision to the Environment Court to appeal alongside applying for the development under the Proposed District Plan and to the Government's fast track projects. As a Board we have submitted against this development on all fronts and have been actively advocating this stance on behalf of our Ward and also the District. We continue work in this area as the various proceedings play out.

Flooding has been an ongoing issue in our Ward, particularly the areas within the resurgence channels. As a Board we believe this is a critical issue and one that needs further research. We need to know the intricacies of this water flow so that land can be used appropriately and future effects minimized. If this is not done then it will affect the Council's budgets, as costly mitigation measures would have to be put in place. The Board, led by Mark Brown and Councillor Tim Fulton, recently advocated for residents in Washington Way who were experiencing significant and persistent flooding issues. Works have since taken place in this area which should assist with these issues. The other major project in this field is known as the Mandeville Resurgence Project. This is very much a work in progress and has some ways to go before it will be resolved. The underlying issues here are houses in the wrong place, underdeveloped infrastructure through the initial subdivision development and the potential downstream impacts. The resurgence channels are complex and somewhat unpredictable in their flow patterns. Simply put, we effectively live on top of an underground river system which can breach surface levels and cause a myriad of issues. A longer-term fix is needed however this should not be done without a better understanding of what we are dealing with and how it could be tackled. This is something that needs to be done but will be a huge investment for the rate payers so surety and sound research should be exercised.

Water quality issues are always at the forefront of our minds as we have a large portion of private well owners. We understand the need to look after this resource and to remind well owners to conduct regular testing. This is an area we will continue to educate and promote. It is important that we don't get caught up on just focusing on nitrates but consider the whole spectrum of potential contaminants.

Wolff's Road suspension bridge has also been a great project that the Board has been involved with. Councillor Tim Fulton has been an integral part of this and is driving a passionate group of locals to get this project off the ground. The bridge is an important part of the history of our area and one that we support the preservation of.

The Board has also recently helped fund the establishment of signage to inform visitors of the history of the old railway that used to be the backbone of our agricultural area. Remnants of this infrastructure still exist and are a wonderful reminder of what was. A dream of our Board has long been the establishment of our own districts rail trail. The foundations of the railway itself already existing along the wide berms of the roadsides. This would be an incredible asset to the district, potentially putting us on the tourist map, while also establishing connections between townships for our own communities benefit as well. A future vision well worth keeping in mind.

Pearson's Park Pump Track in Oxford is another exciting up and coming project. This was initiated by the local youth who were taking it upon themselves to shape piles of dirt into jumps. This highlighted the desire for such an asset for the youth in Oxford. Local community members approached the Board with a plan to create this into an official pump track. A plan is currently being worked on with a variety of community members, Bike Oxford community group, Council staff and the Oxford Community Trust. The first stages of this could be up and running as soon as a plan is agreed upon.

The long-awaited dog exercise area in Oxford is also very close to becoming a reality. This has been many years in the making! Plans have been approved and the contract has gone out for tender. All going well construction should begin within the first quarter of this year. Alongside this has been the beautification of the adjoining Oaks Reserve which is now a well-kept, useable space.

This coming year is set to be another busy one for our Board and the next elected Board as these bigger issues continue through their legal processes as well as usual business.

4.14 **Implications for Community Wellbeing**

The issues and options that are the subject of this report have no implications for community well-being.

4.15 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana Whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, the Board strives to build and maintain good relationships within the community and Board members, therefore, regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The decisions sought by this report have no financial implications, as the servicing of Community Boards is met within the Council's existing Governance Budgets.

6.2 **Sustainability and Climate Change Impacts**

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

6.1 **Risk Management**

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

6.4 **Health and Safety**

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

5 **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 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

7.3 **Consistency with Community Outcomes**

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

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2019.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-09-06 / 241211219825

REPORT TO: COUNCIL

DATE OF MEETING: 4 February 2025

AUTHOR(S): Shona Powell, Chairperson Woodend-Sefton Community Board

SUBJECT: Chairperson's Report for the period 1 January to 31 December 2024

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

General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to inform the Council of the Woodend-Sefton Community Board's activities for the period 1 January to 31 December 2024 in accordance with the Board's Terms of Reference.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 241211219825.
- (b) **Circulates** a copy of this report to all the Community Boards.

3. BACKGROUND

- 3.1 It is customary for Community Board Chairpersons to annually report their Board's progress and achievements to the Council. The reports for the previous year were presented to the Council at its meeting held on 7 February 2024.
- 3.2 The Board has seven members consisting of five elected Board members and two Ward Councillors, who took their oath of office at the Board's Inaugural meeting held on 27 October 2022.
- 3.1 The Board developed a three-year Community Board Plan (the Plan) after the Local Government Elections in 2022, which reflects the Board's objections, key achievements and current work. The actions contained in the report link directly with the Board's performance expectations as set out in its Community Board Plan.

4. ISSUES AND OPTIONS

- 4.1 There were 11 scheduled ordinary Board meetings for the period 1 January to 31 December 2024, as no meetings were held in January 2024. The March 2024 meeting was cancelled due to a lack of business; however, the Board held a workshop in place of the meeting. An extraordinary meeting was called for 12 December 2024 due to urgent business that required a Board decision. One member attended all the meetings held during this time, while six members submitted apologies for the meetings they were unable to attend. An additional two 'All Boards' sessions held during the period under review

- 4.2 The ordinary meetings were scheduled for the second Monday of each month. They were primarily held at the Woodend Community Centre, with the February 2024 meeting held at the Sefton Public Hall and the April and December 2024 meetings held at the Waikuku Beach Hall.
- 4.3 The Board also attended numerous workshops and briefings which considered a range of matters, including:
- Long Term Plan discussions for both Environment Canterbury and the Waimakariri District Council
 - Allocation of the Landscape budget and Greenspace projects
 - Relocation of Woodend Beach playground and toilet facilities
 - Review of Board funding criteria
 - Pegasus Dog Park
 - Pegasus Lake
 - Pegasus Youth Facility
 - Board Plan
 - Surf Lifesaving dates over summer
 - Statutory Review of Alcohol Control Bylaw
 - Animal Control Bylaw
 - Parking discussion
 - Future Woodend Bypass impact of Woodend/Pegasus Area Strategy
 - Mahi Mātātoa Trust Update
 - Update on the District Plan Review
 - Resource Management Act 1991 Process
 - Community Emergency Hubs
 - Update from the Waimakariri Libraries
 - Draft 2025/26 Annual Plan update
 - Woodend Bypass.
- 4.4 The Board made submissions during the period in relation to:
- Waimakariri District Council 2024-2034 Draft Long Term Plan
 - Environment Canterbury's Draft Long Term Plan 2024-34
 - Northern Pegasus Bay Bylaw Review
 - Environment Canterbury Regional Public Transport Plan.
- 4.5 Ten deputations were heard and progressed in relation to:
- Sefton Public Hall status report
 - Environment Canterbury's Draft Annual Plan
 - Waikuku Beach Surf Life Saving Club
 - Woodend Beach Playground and Toilet Upgrade
 - Proposed Solar Farm in Sefton
 - Allin Drive Reserve – food forest proposal
 - Waikuku Beach Holiday Camp
- 4.6 There were a number of significant issues for the Board including.
- Advocating for the Woodend Bypass
 - Safe pedestrian/cycle access between Pegasus and Ravenswood shopping area, between Pegasus/Ravenswood roundabout and Woodend, and between Woodend and Kaiapoi
 - Allocations of Board funding and landscape budget
 - Waikuku Beach Surf Life Saving Club Storage Shed Licence to Occupy
 - Waikuku Beach Volleyball Court
 - New road naming
 - Waikuku Beach pond improvements
 - Board member attendance of the New Zealand Local Government Community Board Conference
 - Waikuku Beach drainage investigations
 - Sefton Domain and pavilion
 - Capital Works Programme prioritisation

- Bob Robertson Drive proposed bus stop
 - Viewing platform on the Ashley River.
- 4.7 The Board approved a range of grants to community organisations. In summary, the Board received 11 applications for funding during the period 1 January to 31 December 2024, of which one was declined. (The financial year runs from 1 July to 30 June).

Year	Amount Allocated	Approved	Declined	Balance Remaining	Balance Outcomes
2023/24	\$2,381 (as at 1 January 2024)	\$2,000	0	\$381 (As at 30 June 2024)	Funds were not carried forward to the 2024/25 financial year
2024/25	\$6,830 (as at 1 July 2024)	\$3,405	1	\$3,425 (as at 31 December 2024)	Ongoing until June 2025

- 4.8 The Board received an allocation of \$13,680 from the Council for its 2024 Landscape budget. Currently, the following projects are being progressed:

- Woodend Beach entrance sign
- Welcome to Woodend signage
- Information signage on the Owen Stalker family for the park
- Planting around the wastewater unit at Sefton Domain
- Installation of shelter in the Gladstone dog park

- 4.9 Board members attended a number of public meetings and Drop In's which included:

- Long Term Plan public consultations
- Volunteer expo
- Northern Pegasus Bay Bylaw Review public consultation
- Pegasus Residents Group Inc Annual General Meeting
- Environment Canterbury Regional Public Transport Plan consultation
- Launch of Emergency Management Community Hub
- Woodend Community Association Annual General Meeting
- Monthly Community Morning Teas

- 4.10 The Board's performance expectations link directly to the Council's Community Outcomes. The four key performance expectations are:

- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
- (2) Develop closer links and relationships with key settlements and groups in the Woodend-Sefton Area, as well as with significant district wide organisations.
- (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.

- 4.11 By reviewing the 30 reports referred to the Board and decisions against the above-listed community outcomes for the period of 1 January to 31 December 2024, we believe the following table fairly represents the performance outcomes:

Performance Expectations	(1)	(2)	(3)	(4)
Number of Reports (30)	25	27	20	20

4.12 **Chairperson's comments:**

In 2024, the Board's major focus once again was on the area's needs given its ongoing rapid growth. This includes good community and recreational facilities and opportunities, youth space, the Woodend Bypass, drainage, public transport needs, connecting communities, and future planning.

The highlights have included the opening of two accessible viewing platforms at Pegasus and Waikuku Beaches, the new Woodend Town Centre toilets completed, progress on the first stage of the plan to enhance Waikuku Beach pond, completion of the Northern Pegasus Bay Bylaw Review, the opening of the very popular Woodland Estate playground in Parsonage Road, and Council funding which allowed the extension of hours for the paid surf lifesaving patrol at Pegasus and Woodend Beaches over the current summer season. The landscaping budget was divided between two projects, including improving the path leading to Gladstone Dog Park, as it was too steep and planting trees for future shade there. The other was funding for two seats along Bob Robertson Drive in Ravenswood. This was bolstered with Ravenswood Developments funding another two seats and the board was delighted to work with them and staff to find the right locations. Drainage is an ongoing issue and the work from Council staff has been key in improvements completed and in process, which will make a real difference during future heavy rain events.

The one big disappointment for the Board and the community is that the short, shared path between Woodend and Ravenswood is not in place after repeated and strong advocacy. The importance of this for safety and connectivity makes it a high priority.

Looking forward, now that NZTA has commenced design work for the Woodend Bypass, the development of a new Woodend Pegasus Area Strategy, which was delayed, will be an important process to assist planning for the future and will be a focus for 2025. Progress on the new Community Facility in Pegasus, along with the Youth Space, is much anticipated by the community.

The Board has continued to strengthen our links with residents, groups, and businesses, evidenced by high levels of engagement with and from the community. Board members have worked well together, always with the community in mind. As Chairperson, I would like to acknowledge the Council staff for their assistance and work, including the Governance team, for their support.

4.13 **Implications for Community Wellbeing**

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

4.14 The Management Team has reviewed this report.

5 **COMMUNITY VIEWS**

5.1 **Mana whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the Board strives to build and maintain good relationships with the community and Board members therefore regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

6 IMPLICATIONS AND RISKS

6.1 Financial Implications

The decisions sought by this report have financial implications, as the servicing of Community Boards is met within Council's existing Governance Budgets.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.4 Health and Safety

There are no health and safety issues 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 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

7.3 Consistency with Community Outcomes

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

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2019.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57 / 250121009277

REPORT TO: COUNCIL

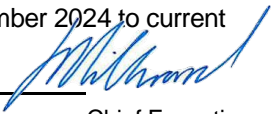
DATE OF MEETING: 4 February 2025

AUTHOR(S): Jeff Millward – Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – December 2024 to current

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

_____ Department Manager

 Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between December 2023 and January 2025. The dashboard reporting in the appendices cover trends between December 2023 and January 2025.
- 1.2. There were 22 incidents which occurred from December 2024 and mid - January 2025 which resulted in 0 hours lost time to the organisation. There were no Flamingo Scooter or Rangiora Airfield incidents reported within this period.
- 1.3. Section 4 of the report provides details on the following areas:
- 4.1 Incidents, Accidents & Hazards
 - 4.2 Rangiora Airfield Update
 - 4.3 Assura Implementation Update

Attachments:

- i. Appendix A: Incidents, Accidents, Near-misses, Hazard reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety and Wellbeing Dashboard Reports.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No 250121009277
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. December 2024 to mid- January 2025 shows a higher trend in Injuries and Adverse Interactions.
- 4.1.2. Adverse Interactions were raised due to interactions with members of the public in both Aquatics Facilities, Libraries and in the field. The majority of these interactions have been notified to the police.
- 4.1.3. There have been some key learnings from the low-risk injuries and mitigations to prevent these in the future have been implemented as part of our procedures.
- 4.1.4. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough.

4.2. Rangiora Airfield Update

- 4.2.1. The Canterbury Recreation Aircraft Club (CRAC) have engaged a specialist from Dunedin to advise them on the physical aspects of a fuel tank. The specialist has given them detail on the modifications that must be completed for compliance (completed) and minimum separation distances from any publicly accessible place.
- 4.2.2. The Airfield Manager and Greenspace Manager are working with CRAC on this. A formal request and plan will be sent to Council for decision. The next step is finding a location suitable for the tank. The area will be bunded and a concrete apron installed
- 4.2.3. The Airfield Manager is starting the design process for the airfield safety and security fencing, using the National Aviation Security Programme Standards (supplied by CAANZ as the document has restricted access), for non-security designated airfields.
- 4.2.4. Fences are to be 1200mm in height and use 50mm x 50mm fence mesh. Access points are to use gates of a similar standard. The costs for the work to ensure the Airfield meets these standards are covered by the Aeronautical Study project funding.

Assura Implementation Update

- 4.2.5. As part of the Computer Enterprise System programme (CES) line of business programme of work, the HS&W team are heavily involved in the implementation of Assura – The HS&W tool Council will be utilising.
- 4.2.6. Assura implementation is on track for a “go live” date by end of March with all testing completed prior to go live
- 4.2.7. The HS&W Team are commencing admin and global admin training this week. Training collateral will be prepared with the Process Specialist. We will look at current state processes currently documented for H&S and align to the functions that will take place within Assura.
- 4.2.8. The Organisation and Managers will be contacted to arrange a training style that meets the needs of their teams prior to going live with the system. Ongoing support will be available via the HS&W team.

Implications for Community Wellbeing

- 4.2.9. There are no implications for community wellbeing by the issues and options that are the subject matter of this report.
- 4.2.10. The Management Team has reviewed this report and support the recommendations.

5. Community Views

- 5.1. Mana whenua
Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.
- 5.2. Groups and Organisations
There are no external groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.
- 5.3. Wider Community
The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

- 6.1. Financial Implications
There are no financial implications of the decisions sought by this report.
- 6.2. Sustainability and Climate Change Impacts
The recommendations in this report do not have sustainability and/or climate change impacts.
- 6.3. Risk Management

The organisation has reviewed its health and safety risk and developed an action plan. Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

6.4. Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

7. **CONTEXT**

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

7.3. Consistency with Community Outcomes

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles.

7.4. Authorising Delegations

An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

**Appendix A
WDC Incident Reports**

Date	Event Description	Incident Type	Person Type	Outcome & Response
01/12/2024	A sail snapped over the Learn to Swim Pool.	Property/vehicle Damage	Employee/Volunteer	No injuries incurred. Under Investigation. Awaiting response.
03/12/2024	A staff member felt back pain while they were at their desk due to a previous injury.	Illness/medical	Employee/Volunteer	Employee went to their GP. Accident noted as happening at home the previous day. Employee was cleared to return to work. No further action required.
04/12/2024	A member of the public was in the library and was assaulted by another member of the public who appeared to be known to them. They both left the library shortly after this. The altercation continued in Victoria park. Library staff called the Police, notified customer services and checked the staff were all OK. Police apprehended both perpetrators	Adverse Interaction	Non-Employee	Staff debriefed with Police and as a team and no further action is required.
06/12/2024	A staff members service Ute truck was hit by a rubbish truck. The tailgate of the rubbish truck was open with a long overhang. When the truck turned the corner the tailgate hit the staff members truck canopy. Staff member was unhurt.	Property/vehicle Damage	Employee/Volunteer	Health & Safety visited the incident location on the date of investigation and revisited the positioning of the involved staff members vehicle on impact. This confirmed this incident was completely unavoidable on the staff members part as the truck came around the corner with the tailgate already open. Had it not been open, there would have been no impact at all. The Ute was parked in a safe place/position. Investigated by both WDC H&S and the truck company.
06/12/2024	During a big day of reservoir inspections at work, including climbing up and down ladders, lots of bending and twisting, a staff member was climbing a ladder and their left knee started feeling sore and unsteady. The knee is still sore, and they are wearing a compression brace with side support.	Injury	Employee/Volunteer	Staff member was referred to physio and is receiving ongoing treatment.

06/12/2024	Adverse interaction between WDC staff carrying out a residential task when a resident became extremely aggravated.	Adverse Interaction	Employee/Volunteer	A health and safety alert has been placed on the property for future reference and staff safety and staff member has been debriefed.
07/12/2024	The pump used for the inflatable at the aquatic's facilities sparked while in use.	Near Miss	Employee/Volunteer	The pump was disposed of and Aquatics have ordered a replacement. Due to the presence of water the whole building is wired for RCDs That tripped as expected and has been reset without issue.
10/12/2024	A staff member was hit by a falling vehicle door. The door was removed by the staff member conducting an insurance assessment with a representative when a gust of wind pushed the door over, contacting the staff members right shoulder and left forearm.	Injury	Employee/Volunteer	Slight bruising to the staff member's arm. To prevent a reoccurrence in the future, doors or other equipment is to be placed down on the ground and secured with sandbags. Medical attention was not required.
11/12/2024	A group of youths were throwing water balloons at passersby .Some staff members went to assist as they were throwing the balloons in to car windows and at staff. Police were called.	Adverse Interaction	Employee/Volunteer	Staff involved were responding to an incident created by two parties neither of which were under council control.
13/12/2024	Staff member tripped in the plantroom and fell on the floor. They put their arm out to break the fall.	Injury	Employee/Volunteer	No medical attention required. A reminder has been added to the staff communications book to raise any obvious trip hazards asap & minimise or eliminate these.
13/12/2024	Threat to staff member out in the field.	Adverse Interaction	Employee/Volunteer	Currently under review. Incident reported to police.
16/12/2024	Staff member hit their head on shelving when standing up from kneeling on the floor.	Injury	Employee/Volunteer	No medical attention needed.
17/12/2024	Some youths at Oxford Pool were teasing & aggravating a dog through the fence. The dog started tearing at the green mesh on the fence. It then ran into the pool area. Staff tried to guide the dog out of the pool. A customer got hold of the dog and passed it onto staff to take it outside. The staff member got bitten on the hand. They managed to get the dog out of the pool. Animal control came & took the dog away.	Injury	Employee/Volunteer	The staff member got a small bite/abrasion on their finger. First aid was applied. The Staff member went to their GP to get a Tetanus Shot. Awaiting further details from staff.

18/12/2024	A staff member was unlatching hooks that hold filters in place. The catch was difficult to release, when it did release it partially took off the staff members nail and skin surrounding.	Injury	Employee/Volunteer	First aid was applied. Confirmation received that the staff member is fine. Gloves to be utilised. No further action required
05/01/2025	A staff member received a registered package from a person that used staff members home address rather than work address.	Adverse Interaction	Employee/Volunteer	Reported to the Police.
07/01/2025	A staff member cut their finger on a metal ruler.	Injury	Employee/Volunteer	Basic first aid required.
07/01/2025	When the concrete saw started up the blade was unbalanced. After the staff member reset it and restarted it, the saw was seized.	Property/vehicle Damage	Employee/Volunteer	Cause determined as General wear and tear. The saw is 10 years old and has been used constantly throughout this period.
09/01/2025	A staff member jarred their hand when digging around a valve box. The spade hit the edge of the valve box.	Injury	Employee/Volunteer	Jarred left hand while digging out valve box left hand feels tender. No further action required.
14/01/2025	A Staff member tripped on a clump of grass and fell on their knee, upper forearm and shoulder. Staff member reported feeling stiff and sore.	Injury	Employee/Volunteer	Sore right shoulder. Incident cause determined as lack of attention to task at hand and tough grass at edge of concrete that has been growing with the rain. This has now been minimised by clearing the area of the longer grass. Staff member to receive check-up from physio due to ongoing pain.
14/01/2025	Verbal abuse and threat towards a staff member.	Adverse Interaction	Employee/Volunteer	The offender is well known to Council and has a history of aggressive behaviour towards Council staff. After evaluation of the history and repeated nature of this abuse, a trespass notice was issued.
16/01/2025	While collecting kerbside rubbish bins a driver noticed smoke in the hopper of the truck. They followed protocol by calling dispatch and drove into a nearby a Cul-De-Sac to dispose of the load. The driver tipped the load in the middle of the road and tried to spread it as much as they could. Dispatch notified FENZ who arrived to assist and extinguish the fire. No harm to driver, no damage to truck or road surface. Source of fire was determined to be a lithium battery, but no way to identify which property/bin was the source of the battery.	Near Miss	Non-Employee	Identified source of fire was a Lithium battery in the load of rubbish. Corrective Action to be taken is releasing a public news story about the fire with risks of batteries in any bin or the rubbish pit explained. More advertising about the safe disposal of batteries. Work with other Councils and businesses to increase network of battery recycling drop-off points.

17/01/2025	Adverse interaction reported of family visiting the aquatic facility. Violence increased from the customers family and the language used was severe. Staff asked the customers to exit the pool, and the violence became more physical.	Adverse Interaction	Employee/Volunteer	Under investigation. Awaiting Response.
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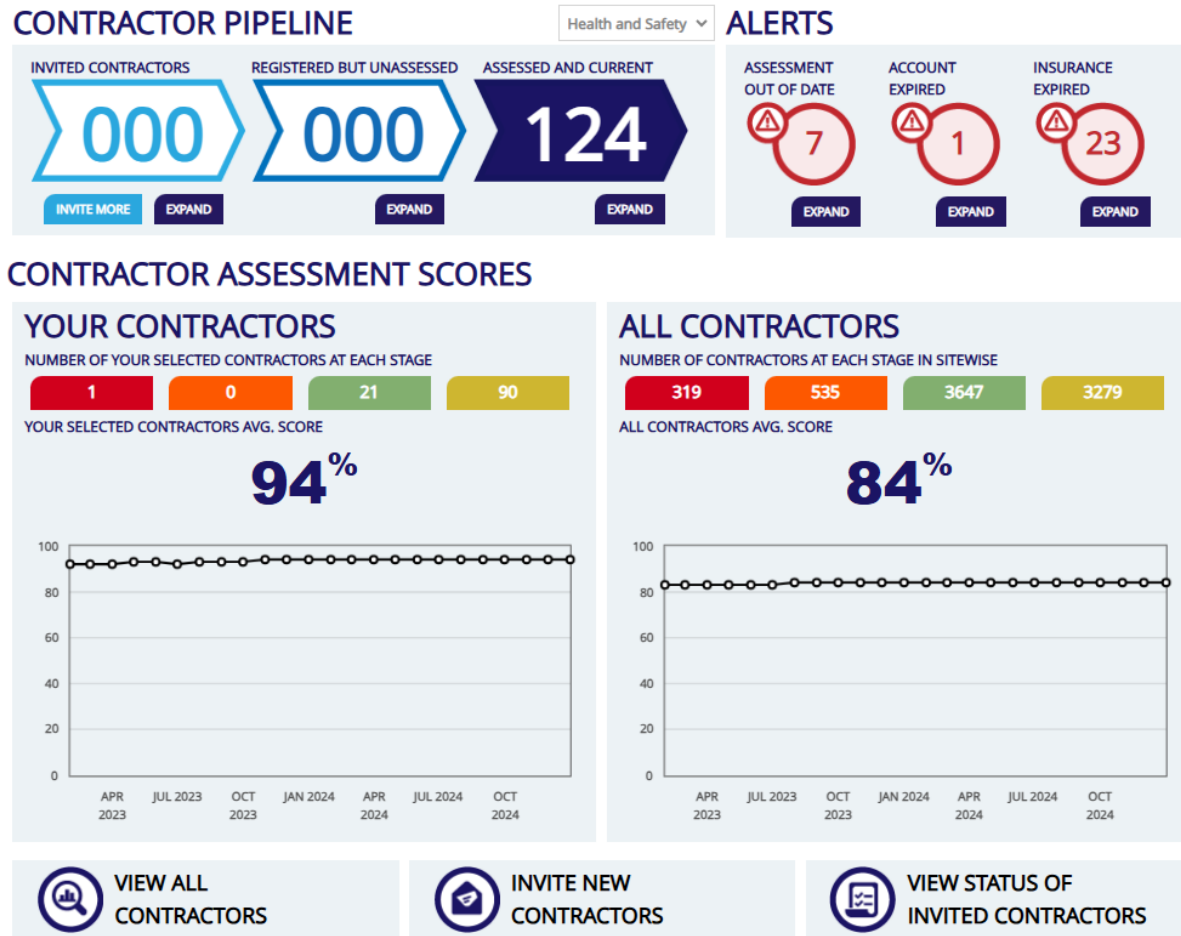
Airfield Incident Reports – Nil to report.

Aqualand: Nil this month.

Flamingo Scooter Incident Reports: Nil to Report

Lost Time Injuries -	NIL
Lead Indicators	
Safety Inspections Completed (Workplace Walkarounds)	Workplace Walkarounds December 2024 – All WDC areas completed, except NZRT12. Next Workplace Walkaround due March 2025 First Aid Kit checks due January 2025
Training Delivered	First Aid training scheduled 11 February 2025 and 2 April 2025 Health & Safety Representative training x 1 (January 2025) Confined Space and Gas Detection Refresher x 3 (December 2024) Height Safety Refresher x1 (December 2024)

Appendix B



Above is the current status of our preferred contractor data base held within SiteWise.

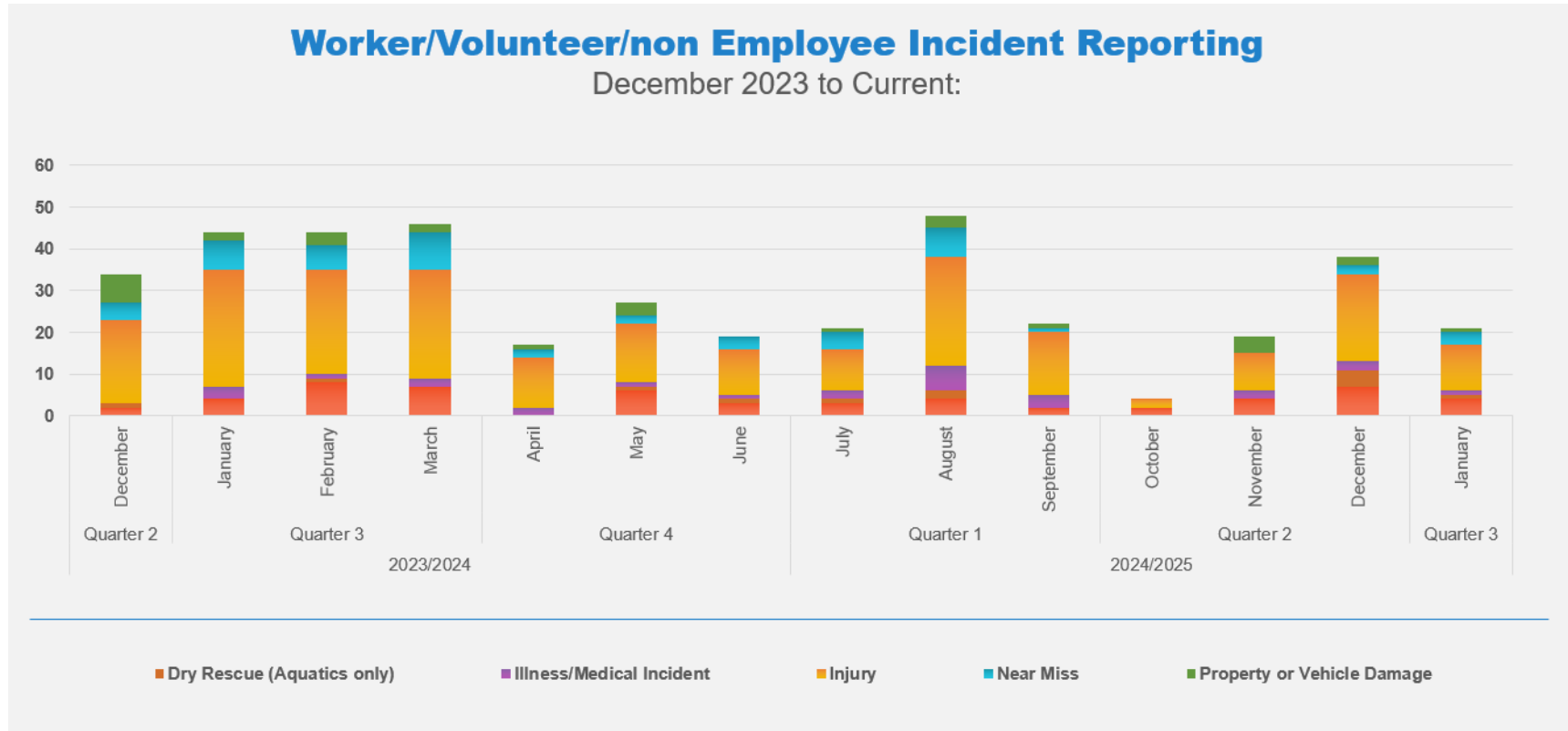
Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

SiteWise issue reminders as well as the HS&W team once a month until they have updated them.

“YOUR CONTRACTORS” is referring to our preferred contractor list. “ALL CONTRACTORS” is referring to the full contractor list.

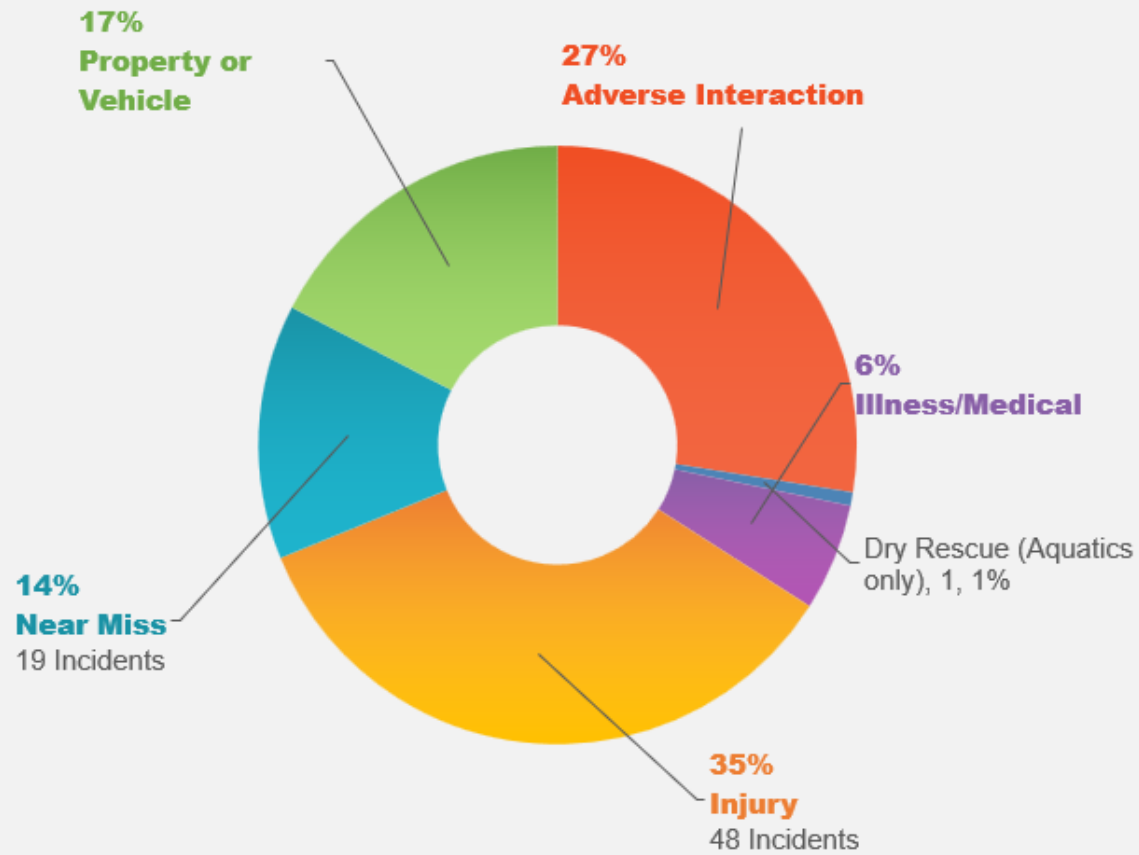
“INVITED CONTRACTORS” is referring to the number of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise but have not submitted documentation for assessment yet.

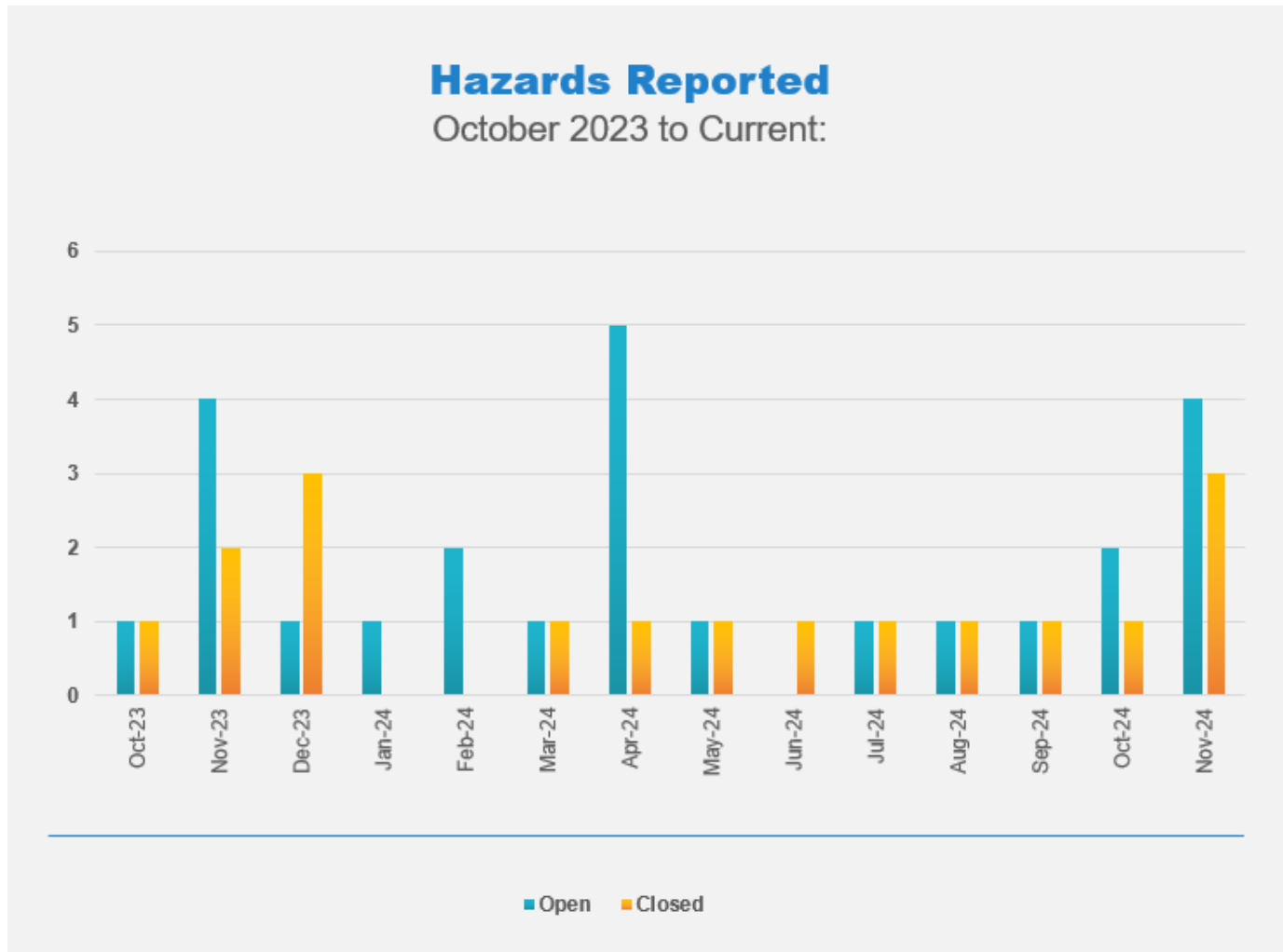
Appendix C



Worker/Volunteer Incident Reporting

December 2023 to Current:





WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, RANGORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY, 10 DECEMBER 2024, WHICH COMMENCED AT 8.30AM.

PRESENT

Councillor J Goldsworthy (Chairperson), Deputy Mayor Atkinson, Councillors T Fulton, J Ward (arrived 8.43am) and P Williams (arrived at 8.37pm).

IN ATTENDANCE

Councillors B Cairns and P Redmond.

J Millward (Chief Executive), G Bell (Acting General Manager Finance and Business Support), P Christensen (Finance Manager), S Hart (General Manager Strategy, Engagement and Economic Development), S Salthouse (General Manager Organisational Development), K Blake (Health, Safety and Wellbeing Manager), A Keiller (Chief Information Officer), Own Payne (Cyber Security Analyst), T Kunkel (Governance Team Leader), and K Rabe (Governance Advisor).

1 APOLOGIES

Moved: Deputy Mayor Atkinson

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives and sustains** apologies for absences from Mayor Gordon and Councillor Blackie.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

1 CONFIRMATION OF MINUTES

1.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 12 November 2024

Moved: Deputy Mayor Atkinson

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 12 November 2024.

CARRIED

1.2 Matters Arising

There were no matters arising from the minutes.

2 PRESENTATION/DEPUTATION

2.1 Kaiapoi Promotions Association

Members of the Kaiapoi Promotions Association were in attendance and gave an update on current events held in Kaiapoi, focusing mainly on the recent carnival. A decision had been made to move the carnival which, although appeared to be unpopular by some, had worked very well. The day was a success with positive feedback from all who attended. The Summer Sounds were also relocated from Kaiapoi Rugby Grounds to Wylie Park due to slow ticket sales and also was a great success. This concert was a great opportunity to showcase local talent, allowing them to learn and working with more experienced performers. It was acknowledged that sometimes changing things up resulted in a better result in the long run and had created a fun vibe. The Association thanked the very many people who assisted them in setting up and running an extremely successful event which had drawn many visitors from Christchurch.

Councillor Goldsworthy commented that he had been unable to attend however had heard plenty of positive feedback from others who had attended.

Deputy Mayor Atkinson congratulated the Association on a fantastic job which showcased the local businesses and talent. He commented that everyone benefited from a carnival, economically as well as allowing families to enjoy a happy local experience. He commended the Association for taking the decision to move the event and advised them not to take notice of the gainsayers.

Councillor Cairns stated it was a bold move to change locations which required a huge amount of effort however this had paid off for the town with many visitors attending and bringing much needed economic benefit to the businesses in the area.

Councillor Goldsworthy congratulated the Association on its successful event encouraging them to keep up the good work. He agreed that events that had been running for some time often needed a refresh and reassessment to keep them current and vibrant. He thanked the association for their presentation.

3 REPORTS

3.1 Audit New Zealand Report to the Council for the year ended 30 June 2024 – G Bell (Acting General Manager Finance and Business Support)

G Bell spoke to the report which presented the Audit New Zealand report to the Council for the year ended 30 June 2024. The Auditor had made three new recommendations relating to the Council's processes. Key matters addressed included the revaluation of assets and the correction of an error in the 2022/23 Annual Report in relation to the number of complaints received about the Council's water supply.

Councillor Williams, in referring to internal controls, queried why these had taken so long to be addressed noting that attention had been drawn to this matter in the 2021 audit. G Bell noted that the issue is being addressed as the new computer system is implemented. P Christensen noted that the other area that was picked up was that the physical data held on job descriptions had not been updated, however the data in the system was correct. He assured members that although the roles were incorrectly labelled the delegations were correct in the system, and no role had been able to authorise an amount not delegated to that role.

In response to Councillor Redmond's query regarding significance of the improvement to valuation process, G Bell stated that the recording of water supply complaints would need to be improved. Councillor Redmond noted that the report makes mention of a letter sent to the Acting General Manager, Finance and Business Support and requested if this could be circulated to the Committee. G Bell agreed that this could be arranged. Councillor Redmond also asked with the Government's new direction on efficiencies if this would impact the Council's focus during its audits. J Millward replied that this matter had been discussed at the Mayoral Forum and it seemed that the Auditor General's wish was to make audits less technical, more efficient and more easily understood by ratepayers.

Councillor Fulton commented he was concerned with the increased audit fees which seemed out of proportion to the task. G Bell stated that auditing a local authority was a complex undertaking and was very technical in nature. Auditors had to abide by the Auditing Standards and the Local Government Act and provide checks and balances to ensure they upheld their responsibilities. Currently audits were more technical in nature than is ensuring that funds were spent wisely which was the change that the Government was looking to administer.

Councillor Goldsworthy asked if there would be any impact on resourcing with the changes and was told there would not be.

J Millward noted that the Council was in the process of changing financial systems and although there were many trials and double checking it was inevitable that some errors would occur which would impact audits until the system had been fully bedded in.

Councillor Fulton queried the contingency for this process and A K Keiller confirmed there was a 15% contingency set aside.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 241125208414.
- (b) **Receives** Audit New Zealand's Report to Council for the year ending 30 June 2024 (TRIM 241127210456).
- (c) **Notes** there are no significant matters arising from the audit. Audit New Zealand have made a number of recommendations where processes could be improved, and staff have agreed with the recommendations.

CARRIED

Deputy Mayor Atkinson noted that this was a good report from Audit New Zealand and for members to remember it was not possible to get 100% on an audit as that was the nature of audits, they highlighted where improvements could be made. He acknowledged that not all improvements happened quickly, especially those that relied on the purchase of new systems. He acknowledged the increase in audit fees however also acknowledged it was the cost of doing business and a reality of life.

Councillor Fulton agreed that this was a good report and acknowledged that auditors were necessary to ensure improvements were ongoing.

Councillor Williams stated it made him nervous when identified improvements took over three years to be addressed.

Councillor Redmond noted that this was mainly a tick box exercise and he hoped in the future that audits would be more meaningful to ratepayers in the future.

3.2 Outcomes of the Waimakariri District Council Health and Safety Risk Register Review September 2024 – K Blake (Health, Safety and Wellbeing Manager)

K Blake took the report as read.

Councillor Goldsworthy queried how staff stress could be measured as a critical risk and K Blake explained that this was assessed against consequences vs likelihood.

Councillor Redmond queried when elected members, attending a community event, had a near miss, if it should be reported through the council or to the event holders. K Blake replied that this matter should be reported to the Council's Human Resources team.

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 241122207615.
- (b) **Notes** that there has been no significant change in risk assessments during this review, however, there has been an improvement in the quality of descriptors of current control measures/risk treatments for each risk.
- (c) **Notes** the current Health, Safety and Wellbeing Risks (Appendix A).
- (d) **Approves** the general updates to Health, Safety and Wellbeing risk register.

CARRIED

Councillor Fulton noted that it was a good report while Councillor Goldsworthy acknowledged his risk assessment was different to most peoples' given he regularly ran into burning buildings.

3.3 Cyber Security – Status Report – O Payne (Cyber Security Analyst)

A Keiller spoke to the report which presented an update on cyber security's work programme through the Cyber Security Status report. The Council's scores were consistent or showing higher than previously which indicated that measures taken were effective in combating risks. Currently A Keiller was investigating the market for a cyber security partner who could assist the Council if it ever had issues with a cyber attack.

In response to Deputy Mayor Atkinson's question on how other council's measured their performance, O Payne replied that there were several different options on the market.

Councillor Williams questioned if the Council's success and high score was due to diligence in security or if it was because the Council spent more money on cyber security than other councils. O Payne replied that it was a bit of both, however to successfully protect the network, the Council needed to continue moving forward.

Councillor Fulton queried the risk of tampering through other devices that may have been left unprotected such as laptops and cell phones. O Payne replied that the Council focused on educating staff on cyber security and best practice. Some of those educational measures would be rolled out to elected members shortly.

Moved: Councillor Ward

Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 241029187446.
- (b) **Notes** that our overall Framework compliance score sits at 84.26% against a New Zealand Wide benchmark of other council of 58.19%.
- (c) **Notes** that the benchmark score is compared against the progress of 49 New Zealand Councils that are enrolled and actively using the framework.
- (d) **Notes** that the Council is currently assessing their targets for the SAM for Compliance Framework.
- (e) **Notes** that in the next 6 months we will focus on improving our Incident response plan, engaging a supplier for extended incident response and support, implementing information governance controls and software and investigating improvements to supplier management.

CARRIED

Councillor Ward thanked the staff for the work they did in minimising the risks of cyber attacks on the Council.

Council Fulton commented that it was a good report.

3.4 Reporting on LGOIMA Requests for the period 1 September 2024 to 30 November 2024 – T Kunkel (Governance Team Leader)

T Kunkel was in attendance and took the report as read noting that during this quarter the Council had received 51 requests for information at a cost of \$9,120 of staff time.

Councillor Fulton queried what constituted a new request if it was similar to a previous request. T Kunkel replied it depended if further information was required to answer the question in full.

Councillor Redmond queried if neighbouring councils were charging for information and if so what were the costs. T Kunkel confirmed that other councils were charging and the costs followed the guidelines put out by the Ombudsman. In clarification, T Kunkel noted that one letter/email could contain six different questions which would then be counted as six different requests even though they may have originated from the same person. If the question required staff to research the response it was treated as a new query.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 241127209850 for information.
- (b) **Notes** that the Council received 51 requests and responded to 60 official requests of information from 1 September 2024 to 30 November 2024, nine fewer than the 69 official requests responded to in the same period in 2022/23.
- (c) **Notes** that a workshop will be held with the Council in February 2025 regarding a proposed LGOIMA charging process.

CARRIED

3.5 Annual Report and audited accounts for Enterprise North Canterbury (ENC) for the year ended 30 June 2024, and Promotion of Waimakariri District Business Plan Report to June 2024 – S Hart (General Manager Strategy, Engagement and Economic Development)

H Warwick and other representatives were in attendance to present on ENC's work during the previous financial year and to look forward to the year ahead.

Key points from the presentation (Trim Ref: 241210219027) covered The Northern Course, 'Why not make a day of it' campaign, visitor industry involvement and an update of the Visit Waimakariri Website.

Councillor William noted that there was little promotion of aviation matters which he believed should be covered given the improvements at the airfield. H Warwick agreed that she would look into the matter, however noted that those contained in the advertising pamphlets had paid to be included which the airfield had not.

Councillor Ward requested that ENC work with promotion associations to support them especially during this economic downturn.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 241111199322.
- (b) **Receives** the Annual Report and Statement of financial Performance for year ending 30 June 2024.
- (c) **Receives** the District Promotion Annual Report to 30 June 2024.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury over the year and thanks the Trustees and staff for their efforts.
- (e) **Circulates** this report to all Community Boards.

CARRIED

Deputy Mayor Atkinson noted that ENC carried out the wishes of the Council as a Council controlled organisation and if there was a desire to see a change in direction it had to come from the Council. He believed ENC provided excellent value for money and was doing an outstanding job of promoting the district and its businesses.

Councillor Redmond concurred.

Councillor Cairns noted that this was an impressive report and presentation and thanked ENC for its work on behalf of the Council.

Councillor Fulton noted that there were plans for a cycleway from Arthurs Pass to Kaikoura which had economic opportunities for the district in the future.

4 PORTFOLIO UPDATES

4.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward

Annual report

Staff met with the Audit Director and Manager to discuss the Auditor's report to the Council, and the report on the agenda reflects those discussions. The Auditor had identified some areas for improvement, but also recognised the good work done by the finance team in what had been a very busy year.

Treasury management

Standard and Poors team are undertaking its annual review of WDC's credit rating currently. They met with the Mayor, Deputy Mayor, Chief Executive, and Acting GM Finance and Business Support last month and are expecting an update soon. As we know Standard and Poors are likely to reduce its score for the institutional framework in which we operate – that was for the New Zealand Local Government sector as a whole - and that this may have an impact on our rating.

Annual Plan 2025/26

Work on the annual plan 2025/26 was now well underway. Budget holders had prepared their draft budgets, and these were reviewed by the Management Team last week. Most budgets were in line with the LTP, however cost pressures remain, and budgets always need to reflect up to date information. Updated budgets would be discussed at the Council Budget meetings on 28 and 29 January 2025.

4.2 Communications and Customer Services – Councillor Joan Ward

Summer Marketing Communications Campaigns

This update provided information on the summer marketing communication campaigns that Communications and Engagement would focus on for social media content.

The broad outline of topics and campaigns were listed below and would be scheduled to run over the summer/Christmas period when the Council was closed. Outside of this time staff would ensure there was more dynamic content as per business as usual.

- Water Safety New Zealand – ‘Swim between the flags’
- Lawa (Land, Air, Water Aotearoa) - ‘Can I swim here?’. This campaign tracks algal blooms across population swim spots nationwide - <https://www.lawa.org.nz/explore-data/swimming>
- Waimakariri Dog Park promotion
- Playground and park promotions – reusing this content - <https://www.waimakariri.govt.nz/council/news-and-information/2024/08/a-guide-to-waimakariri-playgrounds>
- Pegasus Bay Bylaw changes reminder
- Council services/opening hours information for Pools, Libraries, Dumps
- Enterprise North Canterbury promotion of F&B and retail providers
- Online services available from the Council

It also looks like we may have a role to play in supporting the below MPI campaign too:

- MPI (Ministry for Primary Industries) – Bird Flu, Be Ready - <https://www.facebook.com/MPIgovtnz/posts/pfbid02b7FiHriZNTDZXJktxaX7MVfE8VuJi3KUYUch3ZjWKVnAAHYjp7hxAhB23HsjxoqQl>

Draft Annual Plan

Staff are starting the process of drafting the Annual Plan word document based on high level direction from the Project Control Group. This would allow us to hit the ground running in the New Year with the refinement of the document as well as graphic design.

Customer Services

The second rates instalment were due at the end of November 2024. Two thousand and eighty letters/emails had been sent to ratepayers where amounts remained owing. This number was similar to the previous years.

The team were busy with the Datascape implementation with work on rates, cemeteries, cash receipting, sundry debtors, kerbside bins and dog registrations during the last month. It was great to have such a capable team to share the load.

The business continuity plan was being updated with more attention being paid to the information we would need to have on hand if our databases were not available.

LIM numbers were still high in comparison to recent years. November 2024 had 227 LIMs issued and with a month to go we are 100 ahead of last year's total.

We have started regular meetings with the 3 Waters and Water Unit teams to review how we were working together, particularly with regard to customer information and responses.

5 QUESTIONS

Nil.

6 URGENT GENERAL BUSINESS

Nil.

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 11 February 2024 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 9.57AM.

CONFIRMED

Chairperson
Councillor Goldsworthy

2024

Date

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 10 DECEMBER 2024, AT 1PM.

PRESENT

Councillors P Redmond (Chairperson), R Brine, N Mealings, J Ward and P Williams.

IN ATTENDANCE

Deputy Mayor Atkinson, Councillors Fulton and Goldsworthy.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), K Simpson (3 Waters Manager), C Roxburgh (Project Delivery Manager), J Recker (Stormwater and Waterways Manager), S Allen (Water Environment Advisor), L Cardenas Corrales (3 Waters Compliance Officer), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

1 APPOINTMENT OF COMMITTEE CHAIRPERSON

At the commencement of the meeting, the Governance Team Leader, T Kunkel advised that Councillor J Ward would be unable to act as Chair for today's meeting of the Utilities and Roading Committee. Therefore, in terms of Section 14.2 of the Standing Orders, the Committee needed to elect an acting Chairperson for the meeting.

T Kunkel called for nominations for Chairperson.

Moved: P Williams

Seconded: J Ward

THAT the Utilities and Roading Committee:

- (a) **Appoints** Councillor P Redmond to act as Chairperson of the Committee meeting held on 10 December 2024.

CARRIED

Councillor Redmond assumed the position of Chair for the duration of the meeting.

2 APOLOGIES

Moved: Councillor Redmond

Councillor Williams

THAT the Utilities and Roading Committee:

- (a) **Receives and sustains** an apology for absence from Mayor Gordon.

CARRIED

3 CONFLICTS OF INTEREST

There were no conflicts declared.

4 CONFIRMATION OF MINUTES

- 4.1 **Minutes of the meeting of the Utilities and Roading Committee held on Tuesday, 19 November 2024.**

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 19 November 2024 as a true and accurate record.

CARRIED

4.2 **Matters Arising (From Minutes)**

There were no matters arising.

5 **DEPUTATION/PRESENTATIONS**

Nil.

6 **REPORTS**

6.1 **School Cycle Skills Education Programme “Cycle Sense” – J McBride (Roading and Transport Manager) and P Daly (Road Safety Coordinator/Journey Planner)**

J McBride updated the Committee on the delivery of the Cycle Skills Education Programme in the Waimakariri District. In the 2023/24 financial year, training was delivered to 752 primary school students in 22 schools across the district by the North Canterbury Sports and Recreation Trust. She explained the training was delivered to year six students because that was the age when children were starting to use roads on their own. The cost of the training per student was \$148.44.

Councillor Fulton asked if there would be a review of the operational delivery of the programme to ascertain whether they would still be able to deliver the bulk of the programme even with the cutbacks. J McBride explained that the Council would not be able to continue to deliver the current extensive programme due to the funding cuts; it would be scaled back to potentially just in-school training.

Councillor Fulton enquired if, in the past, there had been any on-road training for motorised vehicles. J McBride noted that it was not part of this programme because this was aimed at year six students who were starting to get out on the road.

Moved: Councillor Ward

Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 241127209580.
- (b) **Notes** that Cycle Sense is an established Cycle Skills Education Programme being delivered in schools in the Waimakariri District.
- (c) **Notes** that training has been delivered to 752 Year six students across 22 schools over the last 12 months.
- (d) **Notes** that there are no other similar training programmes on offer or available through other agencies at this time.
- (e) **Notes** that the current contract will run until 30 June 2025 at a scaled-back scope.
- (f) **Notes** that the current budgets set through the Long-Term Plan allow for the continuation of scaled-back cycle skills training in schools to the value of \$60,000.
- (g) **Circulate** this report to Community Boards for their information.

CARRIED

Councillor Ward supported the motion and commented that the Cycle Skills Education Programme was an invaluable education programme for the district. It would be interesting to see how the programme would be implemented over the next six months to June 2025.

Councillor Mealings noted that these changes to the Cycle Skills Education Programme had been well discussed. She believed that it was important to teach children cycle skills, and the proposed changes would enable the Council to stretch out funding to continue to deliver this programme, therefore, she supported the motion.

Councillor Redmond also supported the motion as he thought it was an excellent programme that should continue. He noted that there have been a number of cutbacks in the road safety area by the Central Government; however, he hoped that the Cycle Skills Education Programme would continue after June 2025.

6.2 **Herbicide Update and Usage by Council and Contractors in 2023/24 – S Allen (Water Environment Advisor)**

S Allen spoke to the report, noting it summarised herbicide usage by the Council and its contractors in public areas and/or areas that were beside waterways during the 2023/24 financial year. This included areas in the Work Programmes for maintaining rural drainage, stockwater races, public green spaces such as parks, stormwater management areas, and the road reserve. The Council's herbicide usage and recommendations for improvements would be reported annually to the Utilities and Roading and the Community and Recreation Committees. This annual report would also review important updates in relevant herbicide research, as well as reassessments and approvals of herbicides and their additives under the Environmental Protection Authority (EPA).

Councillor Redmond suggested an additional recommendation under (d) to 'investigate alternative options for weed control'.

Councillor Williams commented that he was under the impression that the Council did not spray over water. S Allen explained that in the 2023/24 financial year, only one Council contractor sprayed a stockwater race; there was not any spraying over water from the other contractors including rural drainage which was dry drains. The Council's Herbicide Spray Management Plan consent CRC120402 clearly sets out that spraying over water could be undertaken.

Councillor Williams remarked that both he and rural drainage groups believed that the Council did not spray over water therefore he was surprised to learn that the Council does sprayed over water, suggesting this information was hidden from the public. S Allen noted spraying over water was targeting emergent weeds which was a permitted activity when consented. The Council had held a consent for this type of spraying since 2012 and they did notify the public when they were spraying.

Councillor Williams referenced the list of sprays used and queried a particular brand, enquiring if the Council was actively looking at more friendly herbicides and how often the list of sprays were reviewed. S Allen explained about the active ingredients and what is suitable for different environments. K Simpson commented that as part of the Council's operating practice it consider not only how well or effective a particular spray is but also what spray is used. Staff were always reviewing the use of herbicides and making sure it followed best practice.

Councillor Williams again queried the spraying on water and it was clarified by staff that although emergent weeds were sprayed, because of their position in the waterway it is classed as spraying over water and therefore a consented activity.

Deputy Mayor Atkinson asked how Councillors were able to provide input into what happens going forward. S Allen noted the Committee was able to make a recommendation as to what herbicides could be used and the areas of spraying.

Moved: Councillor Redmond

Seconded: Councillor Williams

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 241111199427.
- (b) **Notes** that herbicide use is minimised where possible for Council operations and only used where deemed necessary by Council staff and contractors. Other (i.e. mechanical) weed control options are used where they are deemed more appropriate.
- (c) **Notes** the herbicides and their use are as approved by the Environmental Protection Authority (EPA).
- (d) **Notes** the report recommendations:
 - (i) Recommendation 1: Prepare annual herbicide usage reports following a standard format and scope as outlined in this report.

- (ii) Recommendation 2: Instruct staff to update the Herbicide Spray Management Plan for consent CRC120402 for best practice and schedule of locations where the consent applies.
 - (iii) Recommendation 3: Monitor the Environmental Protection Authority for relevant reassessments, reviews or approval changes of herbicides and additives used. Specifically, it analyses the proposed Environmental Protection Authority (EPA) review of Polyoxyethylene Amine (POEA) surfactants used with herbicides when published for recommended actions.
 - (iv) Recommendation 4: Note updates to relevant peer-reviewed research on the health and environmental effects of herbicides and common additives that WDC uses.
 - (v) Recommendation 5: Detail the option on the Council's website to join the 'No Spray' register for properties that do not wish for herbicide spraying on their berms in order to make this option more accessible to all.
 - (vi) Recommendation 6: Create a Council website page of Frequently Asked Questions (FAQs) regarding herbicide usage.
 - (vii) Recommendation 7: Extend the scope of the Council's Roding Team 'No Spray' register to possibly include other areas that border private property such as Council reserves and stormwater management areas, if the private property owner agrees appropriate alternative management. Potentially incorporate the 'No Spray' register information maintained by the contractor for the stockwater races.
 - (viii) Recommendation 8: Require that the minimum level of qualification for any person (WDC staff and contractors) undertaking herbicide application is a Growsafe Basic Certificate.
 - (ix) Recommendation 9: Investigate alternative options for weed control, including spraying over water.
- (e) **Notes** that spraying over water by Council and its contractors is very limited, with a preference for mechanical maintenance for rural drains and stockwater races. If spraying is carried out, it is following consent CRC120402 and glyphosate 360 is applied for this. No diquat has been used by the Council in the 2023/24 financial year, although permitted by CRC120402.
- (f) **Notes** that the budgets in the 2024-34 Long Term Plan have been based on continuing to use herbicides, including glyphosate, for weed control, where deemed necessary by Council staff and contractors.
- (g) **Notes** that the Environmental Protection Authority decided not to review the herbicide glyphosate in 2024, as there was insufficient evidence that an update was required from the previous review conducted in 2016.
- (h) **Notes** the planned review of polyoxyethylene amine (POEA) surfactants commonly used with herbicides by the Environmental Protection Authority due to claims that these surfactants should be restricted.
- (i) **Circulates** this report to Community Boards, Drainage Advisory Groups and the Waimakariri Water Zone Committee.

CARRIED

Councillor Redmond commented that the Council had not been hiding its use of herbicides. Before the Council could manage an issue, it needed to have the data that it was receiving and noted that the Council was using a very small quantity of chemicals. He supported the recommendations to improve our practices going forward and was supportive of the motion.

Councillor Williams also supported the motion, noting that he was not against the spraying of herbicides in general; however, he did not support spraying over water. He would like to see more friendly alternatives to herbicides being investigated and what the cost of the more environmentally friendly sprays would be.

Deputy Mayor Atkinson commented that the Council was always willing to try to improve its practices. He noted with concern that the Environmental Protection Authority had not done a study on glyphosate-based products since 2012, which results were only released in 2016. The results were now eight years outdated, with Waimakariri District's substantial growth, particularly around waterways, new data was required.

Councillor Mealings thanked staff for the report. She noted the use of herbicide was of great interest to the public, and she, therefore, supported information being published on the Council's website. It was important to have that information easily and readily available so people could make the choice for themselves whether they wanted chemicals sprayed on their properties was the best outcome. Councillor Mealings supported the motion.

In his right of reply, Councillor Redmond noted that this related to the Council, not the private user. The Council needed to adopt the best practices that the recommendations would facilitate.

6.3 **Rangiora Stormwater Annual Report 2023/24 and Monitoring Programme Report 2023/24 – J Recker (Stormwater and Waterways Manager) and L Cardenas Corrales (3 waters Compliance Officer)**

L Cardenas Corrales summarised the following key findings of the Rangiora Stormwater Annual Report 2023/24 and Monitoring Programme Report 2023/24:

- The monitoring results.
- The results from wet weather sampling.
- The results from dry weather sampling.
- Recommendations from the Rangiora Stormwater Annual Report and Monitoring Programme 2023-2024.
- All recommendations issued in 2022/23 had either been implemented or were in the process of being implemented

Councillor Redmond asked if the Stormwater Management Plan that was being prepared would address the contaminant exceedances and how to mitigate some of the other contaminants. J Recker noted that the plan would address any budget requirements and define a process for prioritising stormwater water improvement projects.

Councillor Williams sought clarity on how long it took for the process of the sampling done by the Council. L Cardenas Corrales noted that sampling took around one week, depending on the laboratory being used.

Councillor Williams further questioned the timeframe for following up on non-compliant test results. L Cardenas Corrales advised that the Council currently did not have the capacity to carry out additional testing immediately; however, it was a practice that staff were planning on implementing.

Responding to a question from Councillor Mealings, L Cardenas Corrales explained that the main reason for the high ecological value of the Cam River was that it did not flow through the middle of a town; it was, therefore, an exceptionally healthy stream.

Councillor Mealings enquired why the report only covered the Rangiora area. L Cardenas Corrales explained that Rangiora's Stormwater Discharge Consent was the first to be approved in May 2021. Similar consents had been approved for Kaiapoi, Woodend and Oxford in 2024, and comparable reports for these areas would be submitted to the Committee during 2025.

Councillor Fulton questioned whether it was possible to benchmark the differences in contamination in dry and wet years. L Cardenas Corrales reported that there seemed to be an increase in contaminants over time.

Councillor Fulton asked whether there were plans to minimise discharge points into waterways. K Simpson explained there were 13 discharge points within Rangiora. The newer development in Rangiora had stormwater management areas and treatment in place; however, there were older areas that were untreated. Staff needed to establish where the discharge points were, what was causing the contaminants and how to address the problems.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 241113201107.
- (b) **Notes** that compliant results were achieved during wet weather events for total suspended solids in all urban waterways and total ammoniacal nitrogen; likewise, guideline values were met during dry weather sampling as an indicator of stream health components including values for dissolved oxygen, temperature, pH, total ammoniacal nitrogen and total suspended solids in all urban waterways.
- (c) **Notes** that there were exceedances (non-compliances) during wet weather events of dissolved copper and dissolved zinc in some Rangiora waterways, and dissolved reactive phosphorus and *E. coli* in all Rangiora waterways, except Cam River; and during dry weather sampling guidelines were exceeded for conductivity (South Brook and No. 7 Drain), dissolved inorganic nitrogen and *E. coli*, with the last two also specifically showing exceeding results at three sites, two in South Brook and one in No. 7 Drain.
- (d) **Notes** that trend analysis this year identifies an increasing trend for dissolved zinc in the North Brook (at Lilybrook Park), Middle Brook (at Bush Street) and in the North Drain (at Coldstream Road); an increase trend for dissolved copper in the Middle Brook (at Bush Street); a decrease trend of dissolved zinc in the South Brook (at Railway Road) and decrease trends at South Brook Pond C for dissolved copper and total suspended solids.
- (e) **Notes** the follow-up investigations and further improvements summarised in section 4.3 of the report will be carried out by 3 Waters staff under existing budgets in 2024- 25.
- (f) **Notes** that a Rangiora Stormwater Management Plan 2025-2040 is currently being drafted as required by CRC184601, which addresses exceedances and incorporates improvements presented in these reports.
- (g) **Circulate** these reports to the Waimakariri Water Zone Committee and all Community Boards.

CARRIED

Councillor Williams commended staff for the work done. He thought it was important to do more testing to find out where the contaminants were coming from.

Councillor Redmond commented that the report was encouraging, and that the Council was looking forward to the future from an environmental point of view. He was intrigued about the Marina Street sweeping to see if it had an effect on reducing contaminants. Councillor Fulton looked forward to studying the Stormwater Management Plans for the other areas in the district.

7 PORTFOLIO UPDATES

7.1 Roading – Councillor Philip Redmond

The construction season was in full swing, and work had been carried out around the district. The focus over the next two weeks would be on getting all sites tidied up and as much traffic management removed as possible prior to Christmas.

Focus areas for staff:

- The resealing programme was in full swing.
- Mowing was continuing around the district as Christmas nears.
- The high winds overnight on 8 December 2024 took down a number of trees and toppled a pivot irrigator. One tree fell on the Christmas Road Bridge.
- Urgent pavement repairs were being carried out ahead of Christmas.
- The Tram Road and Fernside Road Pavement Rehabilitation works were completed.

- Work was planned to start in early January 2025 to carry out pavement rehabilitation on Plasketts Road in the area around Egans Road. Traffic management requirements were currently being worked through, and communications would follow.

Capital Works:

- The Ellis Road Seal Extension work was completed.
- Riverside Road Seal Extension tender had been awarded and the works were planned to start mid-January. An information notice was currently being prepared for the residents.
- The Kerb and Renewal Contract was currently out to tender, closing on 18 December 2024.

Other works:

- The Street Light Maintenance Contract had been tendered, with tenders closing on 27 November 2024. Two tenders were received. The tender evaluation was currently underway.
- New trunk main was being installed on East Belt. A closure was currently in place between Coldstream Road and Wales Street. This closure would be moving south from 10 December 2024. This had been agreed in conjunction with the school, as the school term would be complete from this date.
- KiwiRail and the New Zealand Transport Agency had some work planned around the Lineside Road Rail Crossing. This would be carried out as night work early in January 2025. A detour could be in place via Flaxton Road / Skewbridge Road / Ohoka Road.
- Over the last two weeks, an automated inspection of a number of our sealed networks was completed as part of a national testing regime. This inspection captures roughness, rutting, texture, cracking and geometry on the sealed road network. This survey involved a vehicle with special testing equipment driving around the network. Arterial and collector roads were surveyed annually. Local roads were surveyed over a two-year cycle.

Events:

- Oxford Santa Parade – Sunday 15 December 2024.
- Muscle Car Madness – 25 and 26 January 2025.
- Coast to Coast - 7 and 8 February 2025.

Funding:

- Further funding opportunities for Low Cost Low Risk Projects and Setting of Speed Limits have been announced by the New Zealand Transport Agency.
- The Low-Cost Low-Risk funding would be prioritised for projects which have resilience, economic growth and productivity or reduce the whole-of-life cost benefits.
- Setting of Speed Limits Funding related to the requirement for setting variable speed limits around schools.
- Applications for both closed on 25 February 2025.

Setting of Speed Management Rule

- No Regional Speed Management Plans.
- Variable speed limits outside all schools.
- Speed restrictions on specified roads to be reversed by 1 July 2025.
- No specified roads in the Waimakariri District; therefore, no changes.
- Rule-specific public consultation and cost-benefit requirements which did not apply to schools.
- Less flexibility to respond to community requests for lower speeds.
- Variable speeds outside schools.
- Two categories: Category One – Urban schools 30km/h and Category Two – 60km/h or less.
- Maximum time allowed for variable speeds was 45 minutes at the start and end of the school day.
- Category Two schools were allowed a 600 metre zone (300 metres on each side) of the main school gate – i.e. roads with a permanent speed limit of 100km/h.

- Category One schools allowed for a 300 metre zone (150 metres on each side) of school gates. Area under restriction could wrap around corners allowing students to crossroads within the 150 metre zone.
- Each school would need to be dealt with individually to achieve the best results.

Councillor Mealings asked if there were going to be road rehabilitation works on Mill Road, Ohoka, in early 2025. J McBride noted that it was planned but it would not be done until after the Plasketts Road works.

7.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams**

Councillor Williams attended the Mandeville Resurgence bus trip with the Ohoka Mandeville Rural Drainage Advisory Group to see Stage One and Stage Two plans. He thought it was one of the best trips he had been on, with a reasonable amount of debate occurring. He was disappointed with it being pointed out that it was happening when the Council had only agreed to put it out to consultation. The big debate was almost unanimous of the Mandeville Ohoka Rural Drainage Advisory Group that Stage One was possibly not the right answer for that situation and the Council could spend a lot of money for little gain. The Drainage Group had implied that No 10 Road was the quickest and the easiest and possibly even the best value, cheapest way to go through. He remarked it would be interesting what happens in the consultation because he knows himself that the Mandeville side; some people wanted the Mandeville upgrade to get rid of water but some of those people did not want their swales bigger because when there was water in them it could create problems for children drowning so there is still a lot of debate to happen.

Deputy Mayor Atkinson noted that he had received calls from a couple of members from the Drainage Group questioning the fact that it was a very biased trip by Councillors pushing certain ways and asking leading questions. He asked Councillor Williams if that was something he saw. Councillor Williams thought that it was biased because it had been continuous on the Drainage Group on what was happening. A lot of the Drainage Group members were very concerned, particularly the Ohoka members of all the extra water that was going to be accumulated on this Mandeville Stage One upgrade was going to hit the Ohoka Stream and Kaiapoi quicker than what it used to be before. He noted that yes there was a lot of bias on that including from himself as well. He thought it was wrong that Stage One, there were some prominent questions that needed to be answered on the situation. He thought quite a lot of it had been biased and it was very biased particularly on the staff side.

Councillor Fulton called for a point of order. He thought that was a pejorative statement on staff and would like to speak to that matter.

Councillor Redmond called the discussion to an end and to move on with the update portion of the meeting. He commented that there was a field trip and there were diverging views.

Deputy Mayor Atkinson called for a point of order again. He asked when were Councillors able to address the issue because the Committee has heard one view, and it is not the view that he has received from other people that have contacted him about the matter. Councillor Atkinson accepted that now is not the time, but enquired when is and he would like some time put aside to discuss the matter as he has had other views expressed to him. He noted that criticism of staff was not fair, and he did not accept it.

Councillor Redmond was not prepared to accept comments criticising staff and said the time to discuss the field trip views was not now.

K Simpson noted that it was a good meeting that staff had with the Ohoka Mandeville Drainage Advisory Group last week with robust discussion. He noted that Council had received a report in December setting out the engagement with the community around the Stage One works. He explained that would be undertaken in the new year and staff would be bringing a report back to the Council in May 2025 summarising all the feedback received from the community including feedback from the Ohoka Mandeville Drainage Advisory Group for the Council to make a decision.

Councillor Ward thought that Council had recommended unanimously 9/1 on proceeding positively with Stage One. She understood that was ambushed on the field trip by a Councillor.

Councillor Redmond stopped the discussion, stating that the matter will be debated when the information from the consultation comes to the Council in 2025. Although he did confirm that the Council had agreed to go out for consultation regarding Stage One.

- The Ashley water main was going well; the footpath was getting replaced in places. Staff member J McBride provided a brief update on the works.

7.3 **Solid Waste– Councillor Robbie Brine**

- Recycling bin audits
 - These had been ongoing for the last few months, and this was the last week for the audit team. Eco Educate had given out gold stickers to quite a few bins, in addition to a lot of 'educations', but were still finding a good number of bins with unacceptable items in them – from toilet seats and bags of nappies to food and drink in unwashed containers. However, we do seem to be making headway.
 - Eco Educate have also done sort-and-weigh audits of a number of school recycling bins, with variable results. Some had shown improvement, some not so much and a few were over the 10% contamination upper limit. Detailed reports of the audits were sent to all audited schools, and this resulted in new bookings for the contractor to go in and talk to caretakers, admin, and teaching staff as well as students in 2025.
 - Audits will begin again in January.
- Impacts of the strong winds on 8 December:
 - Some of the smaller poplars on the northern boundary of Southbrook transfer station were blown down, damaging the fence and taking the guttering off the waste oil shed. The Council employed a contractor to remove the trees and undertake repairs.
 - There was no observed damage at Oxford Transfer Station after the winds. However, the Council's contractor would need to do a clean-up of unsecured recycling materials that were scattered around the site.
 - The Council had a larger portacom installed at the back of the kiosk for site and collection staff to have their breaks in and for meetings. This was a temporary arrangement until the upgrades were completed, and the plan was to sell it once construction had been completed.
 - M Ball had asked Waste Management to do extra collections from the Cust rural recycling facility to make sure locals did not have any issues with the skips being too full over the holiday period.
- Attended the Transwaste Annual General Meeting – no significant changes however looking at reducing the size of the Board. Gill Cox was standing down as Chairperson. The Committee acknowledged his work over the years.
- A member of the public had been critical of the Southbrook Transfer Station staff that did not assist them in unloading their trailer. However, staff could not help people unload their trailers as it was a health and safety hazard.

Councillor Cairns asked for an update in terms of since the bin audits had started if that had resulted in less contamination. Councillor Brine explained that it had, but there was still contamination.

7.4 **Transport – Mayor Dan Gordon**

Mayor Gordon was not present to provide an update.

8 **QUESTIONS UNDER STANDING ORDERS**

Nil.

9 **URGENT GENERAL BUSINESS**

Nil.

10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED*Section 48, Local Government Official Information and Meetings Act 1987.*

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Approves** that 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), the public be excluded from the following parts of the proceedings of this meeting.
- 9.1 Confirmation of Public Excluded Minutes from 19 November 2024.
 - 9.2 Contract 24/41 Rangiora Woodend Road Booster Main Stage 1 Tender Evaluation and Contract Award Report.
 - 9.3 Contract 24/60 Water Main Crossing Wales Street Rail Corridor Tender Evaluation and Contract Award Report
 - 9.4 West Eyreton UV Treatment Upgrade – Tender Approval
 - 9.5 Contract 202480 309 High Street Demolition (Old Police Building) Report to Accept Invited Price.
- (b) **Notes** that the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
9.1	Confirmation of Public Excluded Minutes from 19 November 2024	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities LGOIMA 7(2)(h).
9.2	Contract 24/41 Rangiora Woodend Road Booster Main Stage 1 Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
9.3	Contract 24/60 Water Main Crossing Wales Street Rail Corridor Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
9.4	West Eyreton UV Treatment Upgrade – Tender Approval	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
9.5	Contract 202480 309 High Street Demolition (Old Police Building) Report to Accept Invited Price	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 2:35pm and concluded at 2:42pm.

OPEN MEETING

NEXT MEETING

The next meeting of the Utilities and Roading Committee would be held on Tuesday 25 February 2025 at 9am in the Council Chambers.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 3.01PM.

CONFIRMED

Chairperson

Date

UNCONFIRMED

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WAIKUKU BEACH HALL, WAIKUKU ON TUESDAY, 3 DECEMBER 2024, AT 5.30PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns (arrived at 5.55pm), I Fong, R Mather and P Redmond (arrived at 6.00pm).

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), J Mason (Greenspace Landscape Architect), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: S Powell

Seconded: I Fong

THAT apologies for lateness from B Cairns and P Redmond, and an apology for absence from A Thompson, be received and sustained.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 11 November 2024

Moved: M Paterson

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Confirms** the Minutes of the Woodend-Sefton Community Board Meeting held on 11 November 2024 as true and correct.

CARRIED

3.2 Matters Arising

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 11 November 2024

Moved: R Mather

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshop held on 11 November 2024.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Woodend-Sefton General Landscaping Budget – J Mason (Greenspace Landscape Architect)

J Mason introduced the report which requested approval of funding allocations from general landscaping budget. Projects had been selected following feedback from the Board and included were seating for Pegasus Boulevard, Waikuku Beach Volleyball planting, landscape improvements at Sefton Domain, Pegasus 'What's On' sign and Gladstone Dog Park improvements.

J Mason advised that the Waikuku Beach Volleyball project was in its early stages and a report would come to the Board in early 2025. It would be better to delay funding for the project until after that time.

Staff had suggested delaying Sefton Domain entrance improvements to combine with the Sefton Hall replacement project. It was now understood that this project could be some time off however a current alternative project requiring funding at the domain was native planting around the new dispersal field.

The sign for Pegasus was not considered a priority project at this stage however could be kept on the list for future allocation. A suggestion was made that local businesses might sponsor this sign rather than use Board landscaping funds.

J Mason noted that staff had carried out further consultation with the community regarding the dog park and based on the feedback the community indicated that they rated both agility equipment and a shelter as an equal priority. Staff recommended one shelter in the large dog park which could be completed before the end of the 2024/25 financial year.

R Mather queried funding available for Pegasus Boulevard seating and it was confirmed that the recently installed bus stop seating near SH1 would be funded through Roading under Public Transport Infrastructure.

The meeting was adjourned at 5.20pm to move into a workshop for further discussion of the options put before the Board.

The meeting reconvened at 5.40pm

Moved: M Paterson Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 241118202850.
- (b) **Notes** the Board has \$14,326 available to spend from the 2024/2025 General Landscaping Budget (101054.000.5224).
- (c) **Notes** that previously the Board have funded the accessible pathway and trees at Gladstone Dog Park and requested staff undertake

consultation with the community regarding the shelters and agility equipment and any other projects the community would like to see at Gladstone Dog Park.

- (d) **Notes** the projects discussed in this report are based on the results of feedback regarding the dog park and projects identified by the Board to staff in October/November 2024.
- (e) **Approves** the allocation of \$4,326 towards planting around the wastewater unit at Sefton Domain.
- (f) **Approves** the allocation of \$10,000 towards the installation of one shelter in the Gladstone Dog Park to be located in the Large Dog Park Area subject to an agreed design being finalised and circulated to members.
- (g) **Notes** that this will fully allocate the budget available to the Board within the 2024/25 financial year.

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairpersons Report for November 2024

Moved: S Powell

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 241126208660).

CARRIED

S Powell noted that she had received feedback from the community regarding poor communication from Environment Canterbury (ECan) regarding felling poplars on the Ashley River stop bank. An onsite meeting had been organised by ECan to discuss concerns. She will now receive notifications from ECan on future works in the area. She noted the Pegasus Lake toxic algae alert.

9 MATTERS FOR INFORMATION

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 7 November 2024.**
- 9.2. **Rangiora-Ashley Community Board Meeting Minutes 13 November 2024.**
- 9.3. **Kaipoi-Tuahiwi Community Board Meeting Minutes 18 November 2024.**
- 9.4. **Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2024 – Report to Audit and Risk Committee Meeting 12 November 2024 – Circulates to all Boards**
- 9.5. **Kaipoi North School/Moorcroft Reserve Fencing – Report to Kaipoi-Tuahiwi Community Board Meeting 18 November 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Woodend-Sefton Community Boards**
- 9.6. **Amended Roading Capital Works Programme for Approval – Report to Utilities and Roading Committee Meeting 19 November 2024 – Circulates to all Boards**

- 9.7. July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.8. Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2023/24 – Report to Utilities and Roothing Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.9. Water Quality and Compliance Annual Report 2023/24 – Report to Utilities and Roothing Committee Meeting 19 November 2024 – Circulates to all Boards.
- 9.10. Arohata te Awa Programme of Works – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.11. Fee Waiver Grants Scheme Update – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.12. Aquatics November Report – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.13. Community Team Year in Review Report 2023/24 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.14. Libraries Update from 5 September to 14 November 2024 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards

Moved: R Mather

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.14.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

10.1 Rhonda Mather

- Members update provided in the agenda.

10.2 Mark Paterson

- Attended Woodpecker Christmas event, the organization was in good stead.

10.3 Ian Fong

- Met with organizer of Waikuku Beach Predator Free Group. The group had been set up to trap non-native predators within the greater Waikuku area.
- Met with the Principal and Deputy Principal of Woodend School seeking feedback regarding the implications on the Main Road with the new Bypass.
- Attended Sefton Hall meeting with new committee members potentially interested.
- Attended meeting with Kelly LeValley, Gerard Cleary and Matt James, Chair of the Pegasus Residents Group to get an update on the Pegasus Lake. Matt James would follow up with ECan regarding consent terms.

10.4 **Brent Cairns**

- Attended Local Government conference:
 - Water done well, the need to install water meters was going to come at considerable cost, however with the benefit of being able to increase debt levels up to 500%. Water services were explained and the various models and the benefits of each outlined.
 - Rate capping discussion held, with two speakers from Victoria and New South Wales who talked about an annual rate cap, often well below CPI for example CPI of 3.7% and rate cap of 0.7%. Councils then had the option of applying to rate above the cap.
- Harvey Normans Ravenswood had opened and was busy.
- The Community Wellbeing trial of providing families with potted vegetables was going well with over 105 families starting to grow their own food. Provided connection with children and growing their own food provides a sense of empowerment and benefits wellbeing.
- Toot for Tucker would be held tonight.
- NZTA meeting requested them to help with construction of the path from Woodend to Ravenswood.
- The Promotions Association review was taking longer than expected and as such the likes of Pegasus Residents Group, who in February were running a large community event, had been asked to apply to ENC event funding to help to run its event.
- Waitangi Day event in Kaiapoi, the Ministry of Culture and Heritage had turned down a funding application. The event planners had been asked to apply to ENC.

11 **CONSULTATION PROJECTS**

11.1 **Play Spaces in Kaiapoi East**

<https://letstalk.waimakariri.govt.nz/playspaces-in-kaiapoi-east>

Consultation closes Friday 6 December 2024.

11.2 **Libraries Survey 2024**

<https://letstalk.waimakariri.govt.nz/libraries-survey-2024-25>

Board members were encouraged to share the libraries survey.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 30 November 2024: \$3,425.

12.2 **General Landscaping Budget**

Balance as at 30 November 2024: \$14,326.

It was noted that the General Landscaping Budget was now all allocated.

13 **MEDIA ITEMS**

Nil.

14 **QUESTIONS UNDER STANDING ORDERS**

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 4pm, Thursday 12 December at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.10PM.

CONFIRMED

Chairperson

Date

UNCONFIRMED

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD ON WEDNESDAY 4 DECEMBER 2024 AT 6.30PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), T Fulton, R Harpur, N Mealings and P Merrifield.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Howat (Parks and Facilities Team Leader) and C Fowler-Jenkins (Governance Support Officer)

There were 15 members of the public present.

1. APOLOGIES

Moved: T Robson Seconded: N Mealings

THAT apologies for absence be received and sustained from M Brown and M Wilson.

CARRIED

2. PUBLIC FORUM

There was no public forum.

3. CONFLICTS OF INTEREST

Item 5.1 – T Robson declared a conflict of interest as he was a member of the Oxford Community Trust who had a similar project.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board meeting– 7 November 2024

Moved: T Robson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 November, as a true and accurate record.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

4.3. Notes of the Oxford-Ohoka Community Board Workshop– 7 November 2024

Moved: P Merrifield Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 7 November 2024.

CARRIED

5. DEPUTATIONS AND PRESENTATIONS

5.1. Bike Oxford – Chirs Perry and Kate Hallum

C Perry was speaking on behalf of a group of locals that were united by a love of riding bikes and a desire to give something back to their community. He noted that there was an obvious need in the community for young people to have somewhere to ride their bikes. They wanted to create a safe and accessible outdoor recreation space that was suitable for all ages, abilities, wheel types for all weathers. When considering all those objectives they settled on an asphalt surface pump track. Biking was one of the fastest growing sports in the world. The pump track in Oxford would be complementary to the existing facilities in Canterbury. The site by the Oxford Museum was perfect, it had a carpark, it was set back from the road, and it had been a bike track in the past. They had engaged with the community and all of the 125 potential users had been keen and there was a mixture of intended use. They had consulted with three different suppliers of pump tracks and had settled on Valosolutions, as they offered a low maintenance and long lasting option which met their four key objectives.

K Hallum explained that a pump track was a man-made track that was always in a loop, which featured banked corners and different sized mounds. The track used gravity to generate speed. Younger and less confident riders could roll over the features at their own pace and more experienced riders used the rolls to jump and enjoy the thrill of high speed. Pump tracks fostered social interaction by bringing all ages together forming relationships and making new friends, they were a great form of exercise, and they could be a venue for events. It could also attract visitors to Oxford. She highlighted the success of the pump tracks in Timaru, Bexley Park and Westport. They would manage everything including raising the funds and delivering the facility and requested the Board's support on their project.

S Barkle asked if they had looked into any funding avenues yet. K Hallum noted that they had not actively gone to any funders yet as currently they did not have a project to go to them with. They estimated they would have 40% grants, 40% sponsorship and 20% donations from the community.

S Barkle asked how long they thought it would take to get the funding together. K Hallum explained that they had put together an estimate of around fifteen months based on the pump track project that was recently completed in Timaru.

N Mealings enquired if Bike Oxford would be doing all the fundraising and all they needed from Council was approval to put the project somewhere. C Perry agreed that was correct.

T Fulton queried if the construction required dirt of any form as a base layer or contouring. C Perry noted that they would, as a foundation and would use aggregates to get the shaping.

P Merrifield wondered in a small town how they would manage fundraising given other projects such as the hospital development. Would their fundraising jeopardise the hospital development project. C Perry did not think they would be taking money away from any other projects. The bulk of the funding would come from grants and sponsorships.

P Merrifield asked how much the project would cost. C Perry explained that the cost could vary with the scale. The track in Oxford would be custom designed for the site and potentially for the funding. They were aiming for a 1,200 sqm track which was suitable for the site and would cost around \$350,000.

The meeting adjourned for a workshop on the General Landscaping Budget from 7:01pm and reconvened at 7:32pm.

6. ADJOURNED BUSINESS

6.1. **Application from Oxford 24-7 Youth Work**

C Fowler-Jenkins took the report as read noting the information supplied by Oxford 24-7 Youth Work that was requested by the Board.

Moved: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240925164897.
- (b) **Receives** the information supplied by Oxford 24-7 Youth Work (Trim: 241127209732).
- (c) **Approves** a grant of \$250 to Oxford 24-7 Youth Work towards purchasing archery tag equipment for use during mentoring sessions.

LAPSED

Moved: T Fulton

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240925164897.
- (b) **Receives** the information supplied by Oxford 24-7 Youth Work (Trim: 241127209732).
- (c) **Approves** a grant of \$750 to Oxford 24-7 Youth Work towards purchasing archery tag equipment for use during mentoring sessions.

CARRIED

4/1

A division was called:

For 4: Members Robson, Barkle, Mealings and Fulton.

Against 1: Member Merrifield.

Abstained 1: Member Harpur.

T Fulton acknowledged the Board's caution when allocating funds given the limited funds available. The Board started with a budget of \$6,330 and had been giving increments of \$500 per month. He believed that Board had acted cautiously. In this case \$750 for a youth organisation with a limited field of activity, however it was a youth work activity which for him escalated it. It was an area that was often overlooked and neglected.

N Mealings commented on the work that this group did in Oxford and how important that was and how long they had used its last assets. This would also benefit other community groups and the work that they did as they would be able to hire the equipment. Granting \$750 still gave the Board a reasonable number of funds going into the new year.

S Barkle liked the fact that they would be able to use the equipment as an asset to hire out, it was not just a one-off event.

P Merrifield did not like the negative attitude that if they did not get the money from the Board the equipment purchase would not go ahead.

In his right of reply T Fulton noted that there were some good points raised. There was a financial caution the Board had to exercise however this allocation would leave the Board with a reasonable amount of money for the remainder of the financial year.

7. REPORTS

7.1. Application to the Board's Discretionary Grant Fund 2024/25 – K Rabe (Governance Advisor)

C Fowler-Jenkins spoke to the report noting Swannanoa Home and School Incorporated were requesting \$750 towards the purchase of picnic tables. Swannanoa Home and School Incorporated had received funding from the Board in May 2024 for picnic tables outside their classrooms.

Moved: T Robson Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 241111199111.
- (b) **Approves** a grant of \$380 to Swannanoa Home and School Incorporated towards the purchasing of picnic tables.

CARRIED

T Robson commented that the Board had already funded the School for two tables in the last financial year. He understood that there might be a need for other tables in a different location, however it would be nice if groups came back to the Board with applications for new initiatives.

N Mealings noted it was good that they were applying to the Board, however they were frequent applicants, and it was for the same sort of project. She thought that one table was appropriate, and they could fundraise for the other if required.

8. CORRESPONDENCE

8.1. General Landscaping Budget Memo

Moved: T Robson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence (Trim No. 241125208517).

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for November 2024

In addition to the information provided in the agenda:

- Woodstock Quarry Limited had to put together a timeline and some extra information they wanted to gather, they had to consult with Environment Canterbury, Waimakariri District Council, Transwaste and the Board to see what information they wanted from them. The purpose of the information was to then go to mediation. The purpose of the mediation process, , was that the project occurred in a way that everyone was happy for it to occur. The Board were not interested in entering into mediation. The Board had until 11 December 2024 to decide whether they wanted to proceed.
- Had a resident contact her about boy racers, there was a notorious section of road Mandeville Road, Baileys Road and Logans Road. Boy racers were a district wide issue. The Board needed to know what advice they could give the community. She asked if the Police followed up and how. J Stag noted that the Police did follow up. If people had video of the vehicle and if they had the registration the Police would be able to follow up. They had a policy around when impounding vehicles which would mean not following up with a conviction. The impound fee would be paid to

the Police. The Mandeville Road, Baileys Road and Logans Road intersection could have some modifications to make it less attractive.

- Attended Community Board Hui and listened to the projects that won the awards at the Community Boards dinner.
- Oxford Christmas Parade Sunday 15 December 2024.
- Attended Council Briefing on the Woodend Bypass.

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim: 241127209586).

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 November 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 13 November 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 November 2024.
- 10.4. Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2024 – Report to Audit and Risk Committee Meeting 12 November 2024 – Circulates to all Boards
- 10.5. Kaiapoi North School/Moorcroft Reserve Fencing – Report to Kaiapoi-Tuahiwi Community Board Meeting 18 November 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Woodend-Sefton Community Boards
- 10.6. Amended Roding Capital Works Programme for Approval – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards
- 10.7. July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards
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- 10.9. Water Quality and Compliance Annual Report 2023/24 – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards.
- 10.10. Arohatia te Awa Programme of Works – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.11. Fee Waiver Grants Scheme Update – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.12. Aquatics November Report – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.13. Community Team Year in Review Report 2023/24 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.14. Libraries Update from 5 September to 14 November 2024 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards

Moved: P Merrifield

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.14.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

T Robson

- Community Trust Meeting – main topic of conversation was the bike track and the direction they were going. They discussed the Christmas wonderland which was located at the A&P sheds from 11 December to 24 December. The Trust were having a gift donation collection for families that were doing it tough this Christmas.
- Ashley Gorge Advisory Group end of year function.
- Oxford Promotions Action Committee Meeting – raised the parking presentation from the Board's November meeting. They discussed the West Oxford Reserve.
- Attended All Boards Briefing.

T Fulton

- Council meeting – agreement to move to the consultation stage on Stage One of the Mandeville Resurgence Project.
- Attended the Mandeville Resurgence bus trip – there was a robust discussion.
- Self-funded Council role in Belgium – Zonnebeke the Council's sister city. The services were very well managed, and the RSA input was great.
- Wolffs Road Bridge – lots of enthusiasm and continued activity including some light vegetation removal.

R Harpur

- Mandeville Resurgence Bus Trip – commended staff for their patience.
- Waimakariri Access Group Meeting.
 - Draft plans for proposed new Pegasus center were presented and discussed. A lengthy discussion around accessibility of toilets and car parking took place. A number of suggestions were made.
 - The Council were planning a new viewing platform for Waikuku Beach overlooking the Ashley River mouth. A wheelchair ramp was to be included.
 - A number of people had now used to the Ashley Gorge walking track and were full of praise regarding the accessibility.
 - It was hoped to have new Boccia courts in operation in 2025 at Mainpower Stadium.
 - Council had purchased the former Police Station in High Street, Rangiora with the intention of using the area for a carpark. Demotion was to start soon. It would include four mobility parks.
- Mandeville Sports Club Meeting – very little attendance and the continuation of the meetings in the present format was questions. Car parking for major events was discussed.
- All Boards Briefing – Chief Executive provided an update on the Annual Plan. Libraries Manager provided an update on the libraries and what the role of libraries was in the future.

P Merrifield

- Oxford Night Patrol Meeting – Well attended.
- GreyPower meeting - the treasurer had resigned.

N Mealings

- Utilities and Roading Committee Meeting – The last flood recovery report was given to the Committee. All 88 investigations and 126 maintenance actions had now been completed and approved. Going forward, any reports would now go to the Audit and Risk Committee.
- Enviroschools Waitaha Celebration – Attended the annual awards for Canterbury Enviroschools, where 14 schools were in attendance showing off their awesome projects, of which West Eyreton, Loburn and North Loburn Schools represented Waimakariri. She was fortunate enough to get to present West Eyreton School with an award certificate for their habitat restoration work and study Canterbury mudfish and tadpole shrimp.
- Community Wellbeing Nort Canterbury Trust Board Meeting.
- Council Workshop – Some key changes to the national 'Setting of Speed Limit Rule 2024': Speed management plans were now optional. Variable speed limits outside school gates were now mandatory, with category One (urban) schools set at 30km/h for 150m each way from a school gate, and category Two (rural) schools set at 60km/h or less for 300m each way from a school gate for a maximum of 45 minutes before and after school. For proposed speed changes, the new rule now specified consultation requirements and cost-benefit analysis statements which must include a road by road assessment of travel time, safety and cost of implementation.
- Community and Recreation Committee Meeting – There was now a new 15 week season pass available at the Oxford Pool.
- Meeting at Ohoka Domain – Met with staff and the Ohoka Domain Advisory Group to discuss clearance of a drain.
- Council Meeting – Stage One Mandeville Resurgence Channel Upgrade had now been approved to go out for consultation.
- Swannanoa School 'Golden Wheelie Bin' Award. Congratulations to the school for being the first in 15 years to get a 100% perfect recycling bin audit.

12. CONSULTATION PROJECTS

12.1. Play Spaces in Kaiapoi East

<https://letstalk.waimakariri.govt.nz/playspaces-in-kaiapoi-east>

Consultation closes Friday 6 December 2024.

12.2. Libraries Survey 2024

<https://letstalk.waimakariri.govt.nz/libraries-survey-2024-25>

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 30 November 2024: \$3,232.

13.2. General Landscaping Fund

Balance as at 30 November 2024: \$28,010.

The Board noted the funding update.

14. **MEDIA ITEMS**

Nil.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 5 February 2024 at the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 8:54PM.

CONFIRMED

Chairperson

Date

Workshop (7:01pm to 7:32pm)

- *Landscape Budget – Ken Howat (Parks and Facilities Team Leader) – 15 Minutes*
- *Members Forum*

MINUTES OF THE RANGIORA-ASHLEY COMMUNITY BOARD MEETING HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 11 DECEMBER 2024, AT 7 PM.

PRESENT

J Gerard (Chairperson), K Barnett (Deputy Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, B McLaren, S Wilkinson and P Williams.

IN ATTENDANCE

S Hart (General Manager Strategy, Engagement and Economic Development), T Kunkel (Governance Team Leader), S Binder (Senior Transportation Engineer), K Straw (Civil Projects Team Leader), D Young (Senior Engineering Advisor), J McBride (Roading and Transportation Manager), J McSloy (Development Manager), A Kibblewhite (Senior Project Engineer), S Morrow (Rates Officer – Property Specialist), M Harris (Customer Services Manager), and A Connor (Governance Support Officer).

There was one member of the public present.

1. APOLOGIES

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** and sustains apologies for leave of absence from L McClure and J Ward.

CARRIED

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 13 November 2024

Moved: P Williams

Seconded: I Campbell

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting held on 13 November 2024.

CARRIED

3.2. Matters Arising (From Minutes)

There were no matters arising from the minutes.

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

6.1. Request approval of No-Stopping Restrictions on Railway Road – S Binder (Senior Transportation Engineer) and N Puthupparambil (Transportation Engineer)

S Binder took the report as read and noted that a service request was received about the narrow carriageway on Railway Road behind Southbrook School, which had a high short-term parking demand during school drop-off and pick-up periods. This section of Railway Road was insufficiently wide to safely accommodate parking on both sides, as the distinct carriageway was six metres with a one-metre edge before the swale began.

K Barnett noted that the report indicated the public and the neighbouring property owners had not been consulted and questioned whether this had been the correct decision. S Binder explained that the site had 56 metres of unrestricted car storage space on the east side of the road, equating to eight car parks for four properties. While engagement could occur, the extent of it would need to be determined since the area was used for school drop-off and pick-up.

K Barnett enquired who had requested the No-Stopping Restrictions on Railway Road. S Binder advised that there had been historical discussions about transforming the area into parking and improving access to the Southbrook School's bike shed; however, it had not progressed due to budgetary constraints. The recent request had come from a school parent.

P Williams asked whether alternative parking options would be available for people currently using this parking if the No-Stopping Restrictions were approved. S Binder responded that it would depend on the user groups and the time of day. He mentioned that there was a fair amount of angled parking on other frontages of the school, and the frontage to residential properties was available. Additionally, there was further parking at the end of Railway Road towards Gefkins Road. Also, due to the high parking demand during short time frames at school drop-off and pick-up, parking on both sides of the road did not leave a sufficient carriageway for vehicles to travel through. The No-Stopping Restrictions could be implemented on the other side of the road, but this would disadvantage the permanent residents more.

I Campbell question if No-Stopping Restrictions was driven from a safety perspective. S Binder confirmed it was proposed to alleviate the safety risk for students, parents, and residents. However, there was also the challenge that the carriageway was not wide enough for cars to be parked on both sides and for larger vehicles like emergency services to fit through.

I Campbell further queried if there were statistics on injuries and accidents that had occurred in the location. S Binder stated staff relied on the risk of a vehicle not being able to access the road rather than previous accidents.

B McLaren questioned if any consideration had been given to extending the sealed parking area on Gefkins Road. S Binder noted they had not, as the area was not a road reserve; thus, it was not a roading asset, and the option had, therefore, not been explored.

J Gerard asked if a compromise could be reached by installing No-Stopping Restrictions on only half of Railway Road. S Binder confirmed challenges existed along the entire length proposed and therefore not likely. There could however be time restricted parking around drop-off and pick-up times.

J Goldsworthy enquired if the possibility of sealing the open drain to extend the width of the carriageway had been investigated. S Binder confirmed that it had been considered during the School Travel Planning process; however, it was not progressed due to the large capital costs involved.

Following a further question from J Goldsworthy, S Binder noted sealing the drain would provide sufficient space for parking on both sides of the road and would also likely provide room for a footpath to be installed.

K Barnett inquired about the Southbrook School's responsibility for solving the parking issues they generated. S Binder explained that all schools in the district had road frontages, making it a widespread challenge. He noted that there was limited ability to actively enforce any restrictions during school drop-off and pick-up times. It was difficult to philosophically say who was solely responsible.

K Barnett asked if staff would object to implementing time restrictions instead of No-Stopping Restrictions. S Binder confirmed that staff had no objections to time restrictions for drop-off and pick-up times. However, he noted that the school may host events at other times of the day, which could still cause parking problems.

S Wilkinson wondered if there was any value in investigating other options during the school holidays. S Binder assured the Board that the staff had considered several different options. J McBride commented that alternate solutions would have a higher cost for which there was no budget and would have to be considered through the next Long Term Plan process.

Moved: P Williams

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 241125208408.
- (b) **Agreed** that the report lay on the table to enable staff to consult with all affected parties and to provide the Board with various alternate options based on the feedback received from Board members.

CARRIED

P Williams felt there was a plethora of decisions being made without proper public consultation and expressed a desire to see feedback from affected persons before making any decisions.

K Barnett expressed concern that only those who made complaints were consulted and emphasised the importance of considering community views. She noted that these changes were likely to upset people. She believed that with the school holidays approaching, there was no immediate risk to the safety of children. Thus, there was time to consider alternate options. If there was no risk during most of the day, time restrictions should be considered, allowing caregivers to gradually adapt to the new time sensitivities for dropping off and picking up students.

J Goldsworthy supported the motion and agreed consultation needed to take place. In his opinion, the best long-term solution would be to seal the drain and formalise parking.

R Brine also supported the motion; however, he cautioned the Board on possible consultation fatigue.

6.2. **Approval to Install No-Stopping Restrictions – South Belt – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transportation Manager)**

K Straw explained that approval was being sought to install approximately 28 meters of No-Stopping Restrictions on the South Belt. These were to be installed alongside a pedestrian refuge island, which the Board had previously approved. Staff had recently spoken with all surrounding residents to reconfirm the previous consultation. The design was future-proofed, meaning that work would not need to be redone or removed if a cycleway was installed in the future.

P Williams sought clarity on the financial implications associated with the installation of the No-Stopping Restrictions. K Straw advised that the \$25,000 budget for the project had been previously approved as part of the Minor Improvement Programme.

Responding to a question, S Wilkinson and K Straw confirmed staff would investigate the possibility of installing a right-turning lane off King Street.

M Clarke sought assurance that the pedestrian refuge would not impede traffic travelling down the South Belt. K Straw confirmed although it was a wide pedestrian refuge at 2.5-meter, there were 3.3-meter traffic lanes still in place to accommodate traffic.

Moved: K Barnett

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 241024185615.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** the installation of no-stopping restrictions at the following locations as a result of the planned minor improvement project:
 - i. Outside No. 99 South Belt (approximately 12m long)
 - ii. Outside No. 1 King Street (approximately 16m long)
- (c) **Approves** the installation of a right turn lane into King Street from South Belt as part of the project to install a pedestrian refuge island.
- (d) **Notes** that the installation of no-stopping restrictions at this site equates to the loss of five on-street carparking spaces.
- (e) **Notes** that this pedestrian refuge, associated right turn bay, and no stopping were previously included in the now cancelled Rangiora Town Cycleway Project and that the design for this was previously endorsed by the Board and approved by the Council in November 2023.
- (f) **Notes** that there was general support for the refuge in South Belt as part of the now cancelled Rangiora Town Cycleway Project, and the width of the refuge will accommodate cycles to future-proof this pedestrian refuge crossing.

CARRIED

K Barnett supported the motion, noting that the project was an excellent example of community consultation. She felt this was an important crossing point that was long overdue and therefore supported the motion.

M Fleming agreed with K Barnett and commented that South Belt was a busy road that needed a pedestrian crossing to ensure safety.

P Williams noted it was important to the total financial costs of projects included in reports to ensure transparency.

K Barnett concurred with P Williams that the wording in the report did not reflect truth financial implications of the project and suggested that it should read no additional financial implications were expected.

6.3. **Kippenberger Avenue – Approval of Bus Stop Locations – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transportation Manager)**

K Straw explained that approval was being sought for the installation of a bus stop on Kippenberger Avenue, outside Lamb and Heyward Funeral Home and another outside No. 91/93 Kippenberger Avenue. He noted that Environment Canterbury (Ecan) had advised that Route 97 between Rangiora and Pegasus was a poor-performing route, and they would be constructing a review in the near future. It was therefore recommended that:

- the east-bound bus stop be considered as part of the project works and utilised as car parking until a final decision was made on the future of Route 97.
- the west-bound bus stop only be constructed once the future of Route 97 was known.
- the implementation of the bus stops would be subject to ECan continuation of Route 97.

B McLaren asked if there were bus stops alongside Bellgrove Subdivision. J McBride confirmed there were bus stops; however, they were at the opposite end of the street. She noted that it was a good opportunity to install two additional bus stops, which could also be used if a service such as the Orbiter was put in place.

S Wilkinson inquired if the report should be delayed until Environment Canterbury made their decision on the future of Route 97. K Straw noted that it was unclear when the review would be completed, and he believed the proposed recommendations would take this into account.

K Barnett noted the formed carparks would remove the current risk of people parking on the Kippenberger Avenue berm and questioned if any discussion had taken place with the Lamb and Heyward Funeral Home about providing additional parking. K Straw advised no conversations had been had regarding them adding more parking on their premises.

Moved: J Goldsworthy

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 241018181377.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the installation of a new Bus Stop on Kippenberger Avenue (eastbound) outside Lamb and Heyward Funeral Home.
- (c) **Approves** the installation of a new Bus Stop on Kippenberger Avenue (westbound) outside No. 91 / 93 Kippenberger Avenue.
- (d) **Approves** the installation of a new pedestrian refuge outside No. 107 Kippenberger Avenue for the purposes of accommodating a pedestrian crossing facility and the 18.0m of required no-stopping lines.
- (e) **Notes** that the impacted businesses and residents have been consulted on these locations and that they have no objection to the proposed works.
- (f) **Notes** that there is no change to the bus route as a result of this project.
- (g) **Notes** that Council staff have discussed the proposed locations with Environment Canterbury, who have no immediate objections.

- (h) **Notes** that two additional parking bays have been incorporated into the design on the northern side of Kippenberger Avenue, providing on-road parking bays for up to six additional vehicles.
- (i) **Notes** that an additional three street trees are to be installed after minor path design changes are made which are not reflected on the provided plans following discussions with Greenspace.
- (j) **Notes** that the eastbound bus stop (recommendation a) will be considered as part of the project works and utilised as car parking until a final decision is made on the future of Route 97.
- (k) **Notes** that the westbound bus stop (recommendation b) will not be constructed as part of the project works and will only be constructed once the future of Route 97 is known.
- (l) **Notes** that the implementation of the bus stops is subject to Environment Canterbury's continuation of Route 97 (or subsequent public transport services along Kippenberger Avenue) following the upcoming review.

CARRIED

J Goldsworthy stated it was good to see development in this area. It was unfortunate that unformed car parks would be lost, but he supported the motion as access to public transport was essential.

B McLaren, as a supporter of public transport, was in favour of this motion. He believed that the increase in residents from the new Bellgrove subdivision would increase the use of public transport.

P Williams supported the motion as it only impacted unformed car parks, and as Belgrove was a large subdivision, it would need access to public transport in the future

K Barnett requested that the Board could workshop similar future projects before receiving reports. She also encouraged the Board to support the Woodend-Sefton Community Board in its efforts to retain Route 97 as a link between towns. They needed to make the route more attractive to users, which adding stops would do. K Barnett, therefore, supported the motion.

6.4. **Kippenberger Underpass – J McSloy (Development Manager) and J McBride (Roading and Transport Manager)**

J McBride noted that the Kippenberger Underpass was located on the eastern edge of Rangiora, adjacent to the Belgrove development. It was originally constructed as a stock underpass. Staff had investigated whether the underpass could provide a safe pedestrian linkage between the north and south Belgrove areas. Unfortunately, it was concluded that the underpass could not be made safe for pedestrians due to the high groundwater levels, which resulted in the structure filling with water when not adequately managed. Even with the groundwater pump on, the underpass leaked in multiple locations. Repairs carried out earlier in 2024 had already failed due to groundwater pressure. Given the risk associated with the groundwater, staff recommended decommissioning the underpass.

J Goldsworthy inquired about the cost of regularly pumping water from the underpass. J McBride advised that it was estimated that it would cost several hundred dollars a month, not taking into consideration provisions for a backup system if the power failed. Additionally, there would be significant ongoing maintenance costs. J McSloy noted that the underpass did not have consent from Environment Canterbury (ECan), and obtaining such consent would involve substantial costs.

P Williams sought clarity on whether the Belgrove development would be contributing towards the costs of decommissioning the underpass. J McSloy confirmed they would be liable for a portion of the southern side of the underpass. They would also pay for any costs for the planned sections over areas of the current underpass. The Council would be paying for the base costs due to underlying legal agreements.

P Williams questioned if future farming underpasses would have a clause stating the owner would be responsible for decommissioning before being vested to the Council. J McBride explained that this was the last underpass installed in the district. She confirmed if any future applications were received, leasing, ownership and licensing documents would be in place and clear of the responsibilities of the landowner.

J Gerard sought confirmation on whether the Council provided funding towards the commissioning of the underpass. J McBride stated at the time of construction, the New Zealand Transport Agency (NZTA) was helping subsidise underpasses, and a small contribution was made due to the convenience the underpass would provide to road users.

M Flemming wondered if the underpass could become a natural water course with surrounding swales. J McBride informed the Board that due to the nature of the area, if not decommissioned, it would need to be fully fenced and treated as a pool. Also, due to no water flow going through the area other than groundwater, the water would become stagnant and develop in a poor amenity for the surrounding area.

Moved: B McLaren

Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 240527085141.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the decommissioning of the underpass located at Kippenberger Avenue, approximately 24m east of Devlin Avenue.
- (c) **Approves** staff proceeding to seek pricing from three contractors to decommission the underpass.
- (d) **Notes** the estimated cost of decommissioning is \$100,000.
- (e) **Notes** the works would be funded out of the Subdivision Contributions budget. That budget is forecast to be overspent in this financial year (Trim 240717116901); however, the long-term average is within budget, and often, projects anticipated by the budget do not occur due to developer delays. If it is not possible to undertake the project this financial year, it will be completed in summer 2025/26.
- (f) **Notes** the works at the southern side of the underpass for the benefit of the developer will be paid for by them.
- (g) **Notes** staff presented on this topic to the Utilities and Roading Committee on 15 October 2024.
- (h) **Notes** staff will engage with the lease holder to formalise a deed of surrender.

CARRIED

B McLaren stated hydrostatic pressure was the bane of the construction industry. He was initially hesitant to see the underpass decommissioned so soon after construction. However, he was glad that consideration was given towards whether pedestrians could use it, but due to not being a suitable option, he supported the motion.

P Williams was hopeful the underpass could be used as a cycleway; however, it did not have the height and was not suitable. He was also concerned if it was not filled, it could result in Kippenberger Avenue starting to slump.

6.5. **Naming of MacPhail Avenue, Rangiora – S Morrow (Rates Officer – Property Specialist)**

S Morrow explained that the Macphail family had approached the Council suggesting that the spelling of the road name was intended to reflect their family name, which was spelt with a 'p' in lowercase. Hence, the Board was requested to either approve the change or retain the spelling of MacPhail Avenue.

R Brine questioned how inconvenience the proposed small change would have on the residents. S Morrow stated it would be up to the individual homeowners to change their address with providers. However, as this was such a small change, it was difficult to predict how many complications it may cause.

Responding to a question from P Williams, S Morrow advised that the Council had decided not to consult the 62 property owners prior to changing the name because it was such a small change.

S Wilkinson noted he spoke with the post office regarding this situation and was advised that there should be no hassle for the homeowners as it was not a change in spelling, just a change in capitalisation.

Moved: J Gerard

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 241029187865
- (b) **Approves** the previously approved road name MacPhail Avenue (with 'P' in uppercase) be changed to Macphail Avenue (with 'p' in lowercase).
- (c) **Notes** that there will be some inconvenience for the residents of MacPhail Avenue as a result of a name change as well as minor costs to the Council.

CARRIED

J Gerard felt the family's wishes needed to be respected and was happy to support the motion.

R Brine was reassured the change would not cause any problems for residents, and he would, therefore, support the motion.

7. **CORRESPONDENCE**

Nil.

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for November 2024**

J Gerard advised that no date had been set for the proposed Loburn Quarry hearing. Also, he noted with concern that two trees in Queen Street, Rangiora, had been poisoned.

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 241203214366.

CARRIED

9. **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 7 November 2024.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 11 November 2024.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 November 2024.
- 9.4. Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2024 – Report to Audit and Risk Committee Meeting 12 November 2024 – Circulates to all Boards
- 9.5. Kaiapoi North School/Moorcroft Reserve Fencing – Report to Kaiapoi-Tuahiwi Community Board Meeting 18 November 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Woodend-Sefton Community Boards
- 9.6. Amended Rooding Capital Works Programme for Approval – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.7. July 2023 Flood Recovery Progress Update – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.8. Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2023/24 – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.9. Water Quality and Compliance Annual Report 2023/24 – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards.
- 9.10. Arohatia te Awa Programme of Works – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.11. Fee Waiver Grants Scheme Update – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.12. Aquatics November Report – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.13. Community Team Year in Review Report 2023/24 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.14. Libraries Update from 5 September to 14 November 2024 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards

Moved: J Goldsworthy

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items.9.1 to 9.14.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

R Brine

- The Central Government was looking at how to better use money received from the waste levy.
- Attended the TransWaste Annual General Meeting. Gil Cox had retired as Chairperson but would be retained until a new independent Chair was appointed. There was a motion to change the constitution, which should have no major implications.

P Williams

- Attended Utilities and Roading meeting.
- Attended Rangiora Airfield meeting.
- Represented the Council at the Ashley Rural Water Scheme Management Committee meeting. - The Ashley Rural Water had been placed on a water restriction as the Ashley River was dry.

M Fleming

- Attended the Waimakariri Access Group meeting and received a presentation on the new Community Hub Playspace at Kaiapoi, which would have an accessible play feature for those in wheelchairs.
- Assisted with Toot for Tucker in Pegasus. People had been extremely generous.
- Attended Church Street market.

M Clarke

- Inspected the Kippenberger underpass being closed.
- Attended Rangiora Christmas Parade.

K Barnett

- Performed as part of Rangiora Glee at the Cust School.
- Did a service request after the windstorm as building waste had been blown into Townsend stream.
- Attended Rangiora Borough School Community Hub event. From the event, several teachers and teacher aids joined the Civil Defence volunteer team.

B McLaren

- Attended a meeting regarding the CCTV Cameras in the Rangiora town centre. It was beneficial to receive further information regarding who owned what cameras and who had access to them.
- White Ribbon Day Barbeque to raise awareness for violence and Violence Free North Canterbury.
- Attended All Boards Session.
- Attended an event at Rangiora Museum where they showed a video on 100 years of farming at Coldstream.
- Assisted with Toot for Tucker, and it was amazing to see the number of donations; it was anticipated they would fill the food bank for a year.
- The North Canterbury Neighbourhood Support meeting was held on the River Queen.
- Attended Local Government New Zealand webinar on an introduction to new standing orders templates for 2025.
- Attended JP's Christmas function - The library's service was always very well attended.

I Campbell

- Attended the All Boards Session.
- Visited the Loburn War Memorial, which was an amazing place for reflection.

J Goldsworthy

- Attended the Rangiora Christmas parade.
- Youth Council would be appointing members to assist in the review of the Council's Youth Strategy.
- Another four Community Hubs would be opening in early 2025.
- Civil Defence was moving its focus to assessing the risks of Hikurangi. A tsunami was a large risk, and there would be nationwide effects.

S Wilkinson

- Attended Local Government New Zealand webinar - however, did not find a large amount of value in it.
- Visited the Loburn War Memorial. It was very impressive.
- Spent time looking at locations of the reports in the agenda and found it very helpful when forming a view.

L McClure

- Attended:
 - Christchurch A&P Show.
 - Rangiora Promotions Christmas Fair in Victoria Park.
 - Pohutukawa Weaving.
 - White Ribbon barbeque.
 - LGNZ Zoom #5 on Electoral Reform and the future of local democracy.
 - All Boards Training Session.
 - Jenna Mackenzie School of Dance end-of-year recital.
 - Waimakariri Health Advisory Group meeting where a new Chair was appointed.
 - Board end-of-year function.
 - Rangiora Toyota Christmas Parade.
 - Rangiora High School Junior Prizegiving.

11. CONSULTATION PROJECTS**11.1. Libraries Survey 2024**

<https://letstalk.waimakariri.govt.nz/libraries-survey-2024-25>

The Board noted that the consultation on the Libraries Survey 2024.

12. BOARD FUNDING UPDATE**12.1. Board Discretionary Grant**

Balance as at 30 November 2024: \$9,785.

12.2. General Landscaping Fund

Balance as at 30 November 2024: \$28,646 not allocated.

The Board noted that the Board finding update.

13. MEDIA ITEMS

Nil

14. QUESTIONS UNDER STANDING ORDERS

Nil

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday, 12 February 2024.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.24PM.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON TUESDAY, 12 DECEMBER 2024, AT 4.00PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns, R Mather and P Redmond.

IN ATTENDANCE

I Clark (Project Manager), D Roxborough (Strategic and Special Projects Manager), K Rabe (Governance Advisor)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3 REPORTS

3.1 Pegasus Community Centre – Approval to Consult – I Clark (Project Manager)

I Clark presented the report which sought the approval to go out for public consultation on the preliminary design of the proposed Pegasus community centre. Consultation would open on Monday 16 December 2024 and close on Friday 24 January 2025.

P Redmond asked if this facility was to replace the current leased facility or to upgrade and future proof the facility. I Clark replied that the new facility offered similar options as the current version however there was scope for the facility to be used by many more people for a variety of uses such as meetings, functions and recreational activities. Councillor Redmond queried if the ceiling height would restrict the options for some sports such as basketball and D Roxborough confirmed that the ceiling heights were kept low to reduce the build cost and therefore the facility would not be suitable for basketball.

R Mather clarified that the current facility's lease was due to expire in the near future and any delay to the build could impact having to possibly extend the lease which would lead to further costs. R Mather also suggested amendments to the 'Let's Talk' brochure which were well received by staff.

In response to B Cairns query regarding the drop-in sessions I Clark replied that two sessions had been scheduled; one on Monday 20 January from 1.30pm to 3.30pm and on Tuesday 21 January from 5pm to 7pm. By offering two different timeslots it was hoped that this would provide residents a choice of attending either during the day or the evening.

P Redmond asked what the proposed build timeframe was and D Roxborough replied it was scheduled for a year from August 2025 to August 2026.

In response to B Cairns query regarding costings, I Clark replied that currently the cost was over budget by \$600,000 however those costs were hoped to be reduced once detailed costings were carried out.

S Powell asked if the current user groups of the Pegasus Community Centre could be targeted during the consultation.

Moved: R Mather

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 241128211094.
- (b) **Approves** public consultation be carried out to seek feedback on the concept design for Pegasus Community Centre, based on the attached draft Consultation Document and plan, and the proposed community drop-in sessions as noted within this report.
- (c) **Notes** \$5.296 million has been allocated for this project, with approximately \$1.1 million designated for land purchase and \$4.296 million for building construction.
- (d) **Notes** that staff have previously undertaken detailed consultation with the community regarding the location of the Pegasus Community Centre with 77.7% of respondents expressing support for the 66 Pegasus Main Street Location.
- (e) **Notes** that the high-level estimate for the Pegasus Community Centre building has been received and is within budget scope. Staff will continue to value engineer the preliminary design to bring the overall costs down during subsequent design stages. Feedback from the proposed consultation process will assist in any such future value engineering activities.
- (f) **Notes** following consultation staff will bring a summary of the feedback and recommendations for the Board's consideration and potential approval, a report will also be presented to Council to approve any tender.
- (g) **Circulates** this report to the Community and Recreation Committee.

CARRIED

R Mather stated that this was a good report, and she was pleased to see a start on this long-awaited facility. She was confident that the consultation would be well received by the community.

M Paterson agreed and noted that this had been a project that had taken a long time in coming to fruition and he did not want it delayed any further.

B Cairns noted that there was a high level of interest in the project however expressed concern regarding the possible \$600,000 over budget.

P Redmond stated he was pleased with the progress however was concerned regarding the timing of the public consultation, noting that it was Council policy to not consult during the holiday period when so many people would be away. He queried why the project team had decided to consult now rather than wait until the end of January / February 2025. He did not believe that extending the consultation period into February would significantly impact the build timeframe. He also stated he would be interested in the public's opinion regarding the design as he felt there was not enough effort to future proof the building and believed there was scope to make it more multifunctional than was currently proposed.

S Powell stated she had considered the timing of the consultation carefully and believed that it could work in the projects favour as more of the residents would be on holiday and therefore had the time to take part in the consultation.

R Mather, in her right of reply, stated that she agreed it would be great to have a bigger and more multifunctional facility however the design and build was constrained by the budget allocated.

The Chair thanked staff for their work on this project.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 10 February at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.27PM.

CONFIRMED

Chairperson

Date

Briefing

(4.30pm – 5.15pm)

- *Woodend Elderly Housing – Rob Hawthorne (Property Manager) – 20 Minutes*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: GOV-18 / 250129014590

REPORT TO: Council

DATE OF MEETING: 04 February 2025

FROM: Dan Gordon, Mayor

SUBJECT: Mayor's Diary
Sunday 1st December 2024 to 25th January 2025

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team, and staff.

Monday 02 December	Meeting: Canterbury Climate Partnership Plan Filming Attended: Waimakariri Libraries Volunteer Evening (Speech)
Tuesday 03 December	Meeting: WDC staff & Resident Attended: Toot for Tucker- Annual Food Drive (Speech) Interview: Compass FM
Wednesday 04 December	Meeting: Chair of Zone 6 re Local Government New Zealand Conference 2025 (Teams); Swannanoa School Principal and ex-student; Waitaha Primary Health Board Meeting Presented: Cust/Oxford St John Youth Division End of Year Prizegiving Interview: David Hill, North Canterbury News
Thursday 05 December	Meeting: Williams St Bridge Balustrade; ECan Chair and Councillors and CE's re Kaiapoi River Presented: Drew raffle at Citizens Advice Bureau
Friday 06 December	Meeting: LGNZ National Council (online); Waimakariri Arts Trust Attended: Rangiora High long term employee farewell; Rangiora-Ashley Community Board End of Year Dinner
Saturday 07 December	Attended: Officially opened, took part in and helped judge the Kaiapoi Christmas Carnival; Kaiapoi Christmas Carnival; Cust Fire Brigade Christmas Party
Sunday 08 December	Attended: Commissioning and Blessing Service for new John Knox Church; Opened the Rangiora Christmas Parade and judged the parade; NZ-RT12 Christmas Party
Monday 09 December	Meeting: Michael Stanley, Life Education; WDC Staff re Resident; Environment Canterbury & WDC; Youth Council Attended: Youth Council Dinner

Tuesday 10 December	Interview: Compass FM Attended: Rangiora High Prizegiving; West Eyreton Junior School Prizegiving(presented prizes); Kaiapoi High School Senior Prizegiving (presented prizes)
Wednesday 11 December	Meeting: Timeframes Attended: Waiora Links Trust Xmas Cuppa; OOCB Christmas Function; Citizenship Ceremony Presented: Kaiapoi North School Whole School Celebration
Thursday 12 December	Meeting: Re Canterbury Climate Partnership Plan Launch;; Minister Hon Chris Bishop & WDC Staff (Teams); WDC Staff re Resident Presented: Mayoral Morning Tea (Speech); Air Training Corp End of year Prizegiving (Speech)
Friday 13 December	Meeting: Greater Christchurch Partnership Committee Presented: Climate Change Partnership Plan Launch (Speech) Attended: Kaiapoi-Tuahiwi Community Board Christmas Function
Saturday 14 December	Attended: Navy RHIB ride on Kaiapoi river with Deputy Mayor and Cr Blackie Meeting: Resident
Sunday 15 December	Attended: Oxford Christmas Parade and took part in parade; Rangiora Harness Racing Christmas at the Races; Waikuku Volunteer Fire Brigade Christmas Function Visited: Kara Dean and Oxford Hospital with Oxford Lions
Monday 16 December	Meeting: Canterbury Museum; Recorded Compass FM Xmas Message; Resident x 2 Presented: Swannanoa School Prizegiving (Speech) Attended: Rangiora Fire Brigade Xmas Function
Tuesday 17 December	Interview: Compass FM Presented: Oxford Area School Prizegiving; Kaiapoi Borough Prizegiving Attended: Citizens Advice Bureau Christmas Lunch; Citizenship Ceremony Meeting: Re SuperLocal25 Conference (Teams); Resident x2
Wednesday 18 December	Interview: Recorded video for Stuff interview regarding Rangiora. Presented: Te Matauru School Prizegiving Attended: ENC Board Christmas Lunch; North Loburn School Prizegiving Meeting: Resident; Briefing with Council re Local Water Done Well
Thursday 19 December	Visited: Local food banks Meeting: Resident x2; David Hill, North Canterbury News
Friday 20 December	Presented: St Joseph's School Prizegiving
Saturday 21 December	Attended: Rangiora Brass Band Christmas Carols
Monday 23 December	Meeting: Resident (Phone Call)

Tuesday 24 December	Attended: Hope Community Christmas Eve BBQ
Sunday 05 January	Attended: Pegasus Community Picnic Day
Tuesday 07 January	Meeting: Resident
Wednesday 15 January	Meeting: 2025 Planning and Local Government New Zealand Zone 5 & 6 Conference with staff; Resident (Phone Call)
Thursday 16 January	Meeting: WDC staff re resident; Meeting with North Canterbury Council re Local Water Done Well Attended: Art on the Quay 10 th anniversary (Speech)
Friday 17 January	Meeting: Regarding Rangiora Catholic Church Attended: Life of Andrew Dickerson Celebration
Monday 20 January	Meeting: Resident Attended: Pegasus Community Centre Drop-in Session
Tuesday 21 January	Meeting: Resident; Meeting with staff on Rangiora Eastern Link Attended: Pegasus Community Centre Drop-in Session; Offsite meeting with resident and WDC staff
Wednesday 22 January	Meeting: Resident x 2; Local Water Done Well with North Canterbury Councils in Amberley
Thursday 23 January	Meeting: Resident x 2; LWDW Offsite meeting in Amberley Attended: Woodend Sefton Community Board End of year function at Pegasus; Muscle Car Madness Street Parade
Friday 24 January	Meeting: Bishop Michael Gielen re Rangiora Catholic Church; Super Local25 with LGNZ (Teams); Resident
Saturday 25 January	Attended: New store opening in Hunnibell Lane; Muscle Car Madness; Gary and Denise Langs 60 th wedding anniversary at Kaiapoi Club

THAT the Council:

- a) **Receives** report N°. 250129014590

Dan Gordon
MAYOR