

Waimakariri District Council

Community and Recreation Committee

Agenda

Tuesday 23 July 2024

3:30pm

Council Chambers
215 High Street
Rangiora

Members:

Cr Robbie Brine (Chairperson)

Cr Brent Cairns

Cr Al Blackie

Cr Niki Mealings

Cr Philip Redmond

Mayor Dan Gordon (ex officio)

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A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 23 JULY 2024 AT 3:30PM.

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

BUSINESS

Page No

1 **APOLOGIES**

2 **CONFLICTS OF INTEREST**

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

3 **CONFIRMATION OF MINUTES**

3.1 **Minutes of the meeting of the Community and Recreation Committee held on 28 May 2024**

9 – 17

RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 28 May 2024 as a true and accurate record.

3.2 **Matters arising (From Minutes)**

4 **DEPUTATIONS**

4.1 **Age Friendly Advisory Group – Norman West**

N West will update the Committee on the work of the Age Friendly Advisory Group.

5 **REPORTS**

5.1 **Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Justine Rae (Senior Advisor Community and Recreation, Assets and Capital)**

18 – 41

RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240711113837.

- (b) **Approves** the attached (i) Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programmes LTP 2024-34 for years one to three and indicative seven year programme (TRIM No. 240711113857).

| Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programme - Proposed Programme 2024/25- 2026/27 | | | |
|---|---------------|---------------|---------------|
| Play Safety/Surface Equipment Renewals | | | |
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Kaiapoi NCF Park /Community Hub Playground | \$ 235,000.00 | | |
| Currie Park/ Norman Kirk | \$ 191,816.00 | | |
| Canterbury Street Reserve | \$ 100,000.00 | | |
| Woodend Beach Domain | | \$ 136,136.00 | |
| Allin Drive Reserve | | | \$ 60,000.00 |
| Pegasus View Park | | | \$ 100,069.00 |
| Non-Specified Reserve Enhancement | | | |
| Kaiapoi NCF Park /Community Hub Playground | \$ 165,000.00 | | |
| Currie Park/ Norman Kirk | \$ 108,184.00 | | |
| Canterbury Street Reserve | \$ 100,000.00 | | |
| Woodend Beach Domain | | \$ 263,864.00 | |
| Allin Drive Reserve | | | \$ 90,000.00 |
| Pegasus View Park | | | \$ 179,931.00 |
| Pines Beach Relocation | \$ 35,000.00 | | |
| Roads & Carparks Renewals | | | |
| Baker Park - Footpath | \$ 45,000.00 | | |
| Waikuku Beach - Central Area: Path | \$ 5,000.00 | | |
| Woodend Beach Domain: Carpark Surface | \$ 100,000.00 | | |
| Woodend Beach Domain: Carpark | \$ 100,000.00 | | |
| Waikuku Beach - Central Area: Carpark | \$ 240,000.00 | | |
| Ashgrove Park: Driveway Surface | \$ 5,000.00 | | |
| Darnley Square- North: Carpark | \$ 100,000.00 | | |
| Rangiora Airfield - Driveway | | \$ 255,000.00 | |
| Kaiapoi Boat Club Reserve: Carpark | | \$ 100,000.00 | |
| Kaiapoi Riverbank S-East Side: Path | | | \$ 5,000.00 |
| Matawai Park: Path - Pedestrian Only | | | \$ 2,500.00 |
| Mainpower Oval: Carpark Surface | | | \$ 100,000.00 |
| Sefton Domain: Carpark Surface | | | \$ 65,000.00 |
| Askeaton Park: Carpark Surface | | | \$ 190,000.00 |
| Hard Surface Renewals | | | |
| no programme of works within the first three years | | | |
| Public Toilets Renewals | | | |
| Ashley Picnic Grounds- Cones Rd | \$ 357,980.00 | \$ - | \$ - |
| Woodend Beach Domain | \$ - | \$ 375,150.00 | \$ - |
| Future Sports Ground Development | | | |
| Kaiapoi River Sport User Hub | \$ 250,000.00 | - | - |

- (c) **Notes** staff will report back to the Community and Recreation Committee during the last quarter of the financial year to update on the status of each project.
- (d) **Notes** staff will provide regular reports throughout the year to the Audit and Risk Committee as part of the standard capital project reporting system.
- (e) **Notes** that any programme changes will be reported to the Community and Recreation Committee. For example, this might be due to factors such as project engagement results, tender pricing, or breakages to other assets during this period.
- (f) **Notes** that by assigning the budgets as recommended, there is no provision made for reactive works. Greenspace does not have the budget required to react to new requests. Any such requests will result in a report back to the Community and Recreation Committee to consider changes to the programme and will impact other programmed works.
- (g) **Notes** that the General Reserves Landscape Budgets that are delegated to the local Community Boards are not considered within this work programme.
- (h) **Notes** that all renewal projects which are specifically listed in the Long Term Plan are not considered within this report, as these are consulted on through the Long Term Plan process.
- (i) **Notes** that growth budgets for land development and land purchase have not been included in this report due to the changing nature of how and when the budgets are needed. These budgets need to be flexible to react to growth and ongoing negotiations with developers.
- (j) **Circulates** this report to all Boards for their information.

AND

THAT the Community and Recreation Committee recommends:

THAT the Council:

- (k) **Receives** Report No. 240711113837.
- (l) **Recommends** that Council approve bringing forward the public toilet renewals budget scheduled for year three into year two.

5.2 **Youth Development Update – Tessa Sturley (Community Team Manager) and Emily Belton (Youth Development Facilitator)**

42 – 52

RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240710113131.
- (b) **Notes** the breadth of work undertaken to engage, connect, inform and empower local young people so that they can be well supported and included in local activities and decision making.

- (c) **Notes** the success of the Youth Futures initiative and associated Mayor's Taskforce for Jobs programme in linking local young people into information, support and opportunities for training and employment, which would not have otherwise been available.
- (d) **Notes** the valuable role that Youth Council has played as a mechanism to capture the voice of young people in local decision making, so that our District's services, supports and recreational opportunities fit the needs of the next generation of local rate payers.
- (e) **Notes** that, despite the need to cancel many youth-led events over the COVID period, several thousand local young people were linked into at least one of an extensive range of local youth-led events and activities.
- (f) **Notes** the importance of the planning and delivery of youth-led activities being evidence-based and relevant, so that funding spend is appropriately targeted. This is in line with the national, Ministry of Health Best Practice Guidelines for Youth Development, as detailed in 4.2, below.
- (g) **Notes** the pending review of the existing Youth Strategy This process will begin in the second quarter of this financial year, with a new document, in the form of an action and implementation plan, produced in time for the 2025/2026 financial year.

5.3 **Airfield Operations Update – Owen Stewart (Airfield Manager and Safety Officer)** 53 – 85

RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240710113130.
- (b) **Notes** staff will provide status report to the Community and Recreation Committee during the last quarter of the financial year.
- (c) **Notes** that any significant programme changes will be reported to the Community and Recreation Committee.
- (d) **Notes** that Council has responsibility to maintain a safe operating environment under Civil Aviation Authority Aerodrome Operating Rule 139.503 Unsafe Conditions.

5.4 **Aquatics July Report – Matthew Greenwood (Aquatics Manager) and Sue Bergin (Dudley Park Centre Manager)** 86 – 95

RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240709112171.
- (b) **Notes** strong attendance at the Aquatic Facilities with 263,322 total visits for the 2023/24 year which is 6500 more than the previous year.
- (c) **Notes** delivery of a mobile hoist at Dudley enabling greater access to all pool.

- (d) **Notes** an overall customer satisfaction result of 97% for the Aquarobics programme in a recent customer satisfaction survey.
- (e) **Circulates** this report to the Community Boards for their information.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

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

8 MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD

- 8.1 Sefton Domain and Pavilion – Isibea Clark (Project Manager Community and Recreation)

(The Woodend-Sefton Community Board considered report 240607092285 at its meeting on 8 July 2024. Staff will provide further update at the meeting).

96 – 109

RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Approves** option one for staff to replace the wastewater system at Sefton Domain.
- (b) **Approves** staff utilising up to \$180,000 from the General Building Renewals budget (PJ code 101179.000.5014) for the replacement of the septic system within the 2024/25 financial year.
- (c) **Notes** that the General Building Renewals programme will have an impact due to the use of allocation of this budget.
- (d) **Notes** the Community Facilities Network plan supports the Sefton Public Hall Society replacing the facility it owns that was damaged in the earthquake and requires renewal.
- (e) **Notes** that staff will be bringing a programme for Greenspace budgets to the Community and Recreation Committee in its July meeting. This report will propose the Greenspace program of works for the next three years, including the General Building Renewals Budget.

9 QUESTIONS

10 URGENT GENERAL BUSINESS

11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

Item 11.1 Pines Beach Playground Relocation – Budget Reallocation

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

| Meeting Item No. and subject | Reason for excluding the public | Grounds for excluding the public- |
|---|--|--|
| 11.1 Pines Beach Playground Relocation – Budget Reallocation | 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”. |

CLOSED MEETING

See Public Excluded Agenda (separate document)

OPEN MEETING

NEXT MEETING

The next meeting of the Community and Recreation Committee will be held on Tuesday 17 September 2024 at 3.30pm.

| |
|---|
| Workshop |
| <ul style="list-style-type: none">• <i>Trevor Inch Memorial Library Shelving Replacement and Revised Layout Plan – Luke Sole (District Libraries Manager)</i> |

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

PRESENT

Councillors R Brine (Chairperson), A Blackie, B Cairns, P Redmond, and Mayor D Gordon (arrived at 3:38pm and left 4:05pm).

IN ATTENDANCE

Councillors T Fulton and P Williams.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G MacLeod (Community Greenspace Manager), T Sturley (Community Team Manager), M Greenwood (Aquatics Manager), L Sole (Acting District Libraries Manager), I Clark (Project Manager – Community and Recreation), B Dollery (Ecologist - Biodiversity) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Blackie

Seconded: Councillor Cairns

THAT an apology for absence be received and sustained from Councillor Mealings.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

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

Moved: Councillor Redmond

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

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

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising.

4 DEPUTATIONS

Nil.

5 REPORTS

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

I Clark spoke to the report, noting that approval was being sought for the reallocation of funds from the Land Purchase Ravenswood Community Centre Budget to the Kaiapoi Hub Budget to allow completion of services and electrical at the Kaiapoi Community Hub. The installation of services and electrical was not included in the initial tender or budget allocation, as the lessees were deemed responsible for their installation. The Kaiapoi Community Hub Trust was established in 2022 to improve fundraising opportunities, own and manage buildings, and install services. However, the trust model was reviewed and placed on hold due to the trust's dissolution.

I Clark noted that the provision of services to the street boundary would not be adequate and would become a barrier to the site's development in the immediate and long-term future. In addition to the need for additional services through the resource consent process, it was also determined that the site would require carpark lighting, which was also not included in the original budget.

Councillor Redmond noted that the Kaiapoi Croquet Club (the Club) was exchanging its current property for two new greens being built by the Council. He questioned the purchase price of the Club's property. C Brown explained that the Council was not purchasing the land. The agreement was the Club would transfer the property with the understanding that the Council would develop two greens at its new site.

Councillor Cairns enquired if the reallocation of funds would jeopardise the purchase of the land for the Ravenswood Community Centre. C Brown noted that the valuation of the preferred property was far less than the allocated budget. Thus, there was no risk of not having sufficient funding.

Responding to Councillor Blackie, I Clarke advised that the Council was currently working on the establishment of the two lawns, which were not yet ready for handover. The Club had been granted \$10,000 to move soils for establishing their other lawns. It had been gifted a clubhouse and was currently investigating the structural engineering of the clubhouse. The Club was also fundraising for a maintenance shed.

Councillor Blackie enquired as to what would happen to the Club's current clubrooms. I Clarke noted that clubrooms would be included in the Murphey Park Project that staff were currently working on. Staff were developing a Master Plan for the area, which would include the demolishing of the clubrooms, which had been included in the budget.

Moved: Councillor Blackie

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240426066065.
- (b) **Notes** that the main contract for the construction of the car park and Croquet Lawns at the Kaiapoi Community Hub has been tendered, awarded, and is near completion. This has created more certainty around the allocated budget for this project.
- (c) **Notes** the progress that has been made over the last year through staff working with the key Kaiapoi Community Hub user groups, including completion of the carpark, croquet lawns and infrastructure design along with lease negotiations and commitments from these community groups to the Hub.

- (d) **Approves** Option 1 to reallocate \$327,000 from the Land Purchase Ravenswood Community Centre budget to allow completion of services and electrical at the Kaiapoi Community Hub site. This will leave a budget which is considered adequate of \$3,973,000.00 in the Land Purchase Community Centre Ravenswood for the purchase of land in the North Woodend area.
- (e) **Notes** that the Council will own and maintain the services installed in the design attached (Trim: 240430067899), the lessee will be responsible for their services beyond this.
- (f) **Notes** that the Lessees will be responsible for connecting services from their building to the central systems.
- (g) **Notes** that the Kaiapoi Croquet Club are currently working with Council Staff to finalise a Sale and Purchase agreement for the Council to receive their current site located at 8c and 10c Revell Street in exchange for the building of two new greens at the Kaiapoi Community Hub Site. At the settlement of the Sale and Purchase Agreement the Croquet Club will own the lawns constructed by the Council, the club is responsible for the construction of the storage shed and club rooms and will own these assets.
- (h) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board for information.

CARRIED

Councillor Blackie thanked staff for the report. He noted that the reallocation of funds would not jeopardise the purchase of the land for the Ravenswood Community Centre. If the Council did not install services and electrical, it would halt the project. Councillor Blackie, therefore supported the motion.

Councillor Cairns concurred with Councillor Blackie. He commented that the Men's Shed, Satisfy Food Rescue and the other groups relocating to the Kaiapoi Community Hub would be extremely grateful for the Council for providing the additional level of service.

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

B Dollery spoke to the report, noting that the Biodiversity Contestable Fund was open as a continuous fund allocation available to Waimakariri District landowners of significant natural areas (SNAs) listed in the District Plan. The Fund had a current balance of \$98,370 and an annual budget of \$15,000, with an increase of \$10,000 each year after that.

However, currently, the Council has received many requests for funding from landowners who did not have mapped SNAs on their land and also requests for the funding of ecological plans. Requests were also received for funding to create SNAs; however, no funds were available. It was therefore suggested that the fund be opened to include landowners who did not have SNAs listed in the District Plan with stringent criteria assessing representativeness, rarity, connectivity, protection, size, and collaborations. It was recommended to have two funding rounds to allow for projects to be considered against other similar applications and ensure the fund was being used to the best potential. There was also some funding available to landowners from the Zone Implementation Programme Addendum (ZIPA) budget, which had allocated \$20,000 per annum for community groups.

Council Blackie sought clarity on the definition of a 'legal obligation' as contained in the Information Sheet for Biodiversity Contestable Fund Application. B Dollery explained that landowners who were obligated to plant an area as a condition of an approved Resource Consent, could not apply to the funding of the planting.

Councillor Williams asked if the Council conducted site inspections to ensure the plantings' success. B Dollery explained that staff liaised with the applicants throughout the project, and applicants had to show work done at the end. Also, staff would normally visit the sites throughout the projects.

Councillor Fulton questioned the process when an SNA was owned by multiple landowners. G MacLeod noted that the Council had previously received an application where for a wetland area owned by three landowners. Although the proposed work would have benefitted the entire wetland, the landowners could only apply for funding for their own properties. However, such matters would be addressed as part of the evaluation process.

Moved: Councillor Blackie

Seconded: Mayor Gordon

THAT the Community and Recreation Committee:

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

CARRIED

Councillor Blackie supported the motion and commented that he believed that having two funding rounds to allow for projects to be considered would be beneficial to the community.

Mayor Gordon acknowledged the work being done by staff and noted that the Council could make a real difference in this area in ensuring the protection of the natural environment.

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

M Greenwood took the report as read; however, he highlighted the request received from Westpac Rescue Helicopters Service to subsidise swim training for its medics at the Council's Aquatic facilities. He also noted that it was recommended that the Council continue to offer a 25% discount off the standard entry price for a parent and preschooler following a successful trial six-month period.

Councillor Redmond enquired if Selwyn District Council was subsidising swim training for Westpac Rescue Helicopters medics. M Greenwood had no information on Selwyn District Council's position on this matter. However, to his knowledge, the majority of Westpac

Rescue Helicopters Service staff lived in Christchurch, where they were offered a free swim membership.

Councillor Cairns asked if it was a legal requirement that the medics swim to retain their accreditation to serve on rescue helicopters. M Greenwood noted that the medics were required to swim 16 lengths in nine minutes and be confident in the water to remain flight ready.

Councillor Redmond noted that the Council offered discounts to various groups, including Rangiora High School staff. He asked what the rationale was for the discount. M Greenwood explained that the 30% discount was offered to various groups, including schools. However, Rangiora High School was the only school that had taken the Council up on the offer.

Moved: Mayor Gordon

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

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

CARRIED

Mayor Gordon thanked the staff for the report. He commented that there had been many challenges for Aquatic facility staff over the last few months. Despite the challenges faced, it was satisfying to see high overall customer satisfaction. Therefore, Mayor Gordon supported the motion.

Councillor Cairns concurred with Mayor Gordon's comments. He believed that the Westpac Rescue Helicopters Service medics would be pleased with the free annual membership. He also supported the continued 25% discount off the standard entry price for a parent and preschooler.

Councillor Redmond supported the motion. He noted that it was hard to compare the various groups that currently receive discounted fees because they were all doing different but equally good work in the community. He suggested that the Council's sponsorship of the Westpac Rescue Helicopters Service should be made public, and that the Council should take their offer to promote its Aquatic facilities.

5.4 **Libraries May Update – L Sole (Acting District Libraries Manager)**

L Sole reported that the Waimakariri Libraries were working towards becoming an accredited dementia-friendly network as part of the Alzheimer's New Zealand Dementia Friendly Recognition Programme. The Waimakariri Libraries were the first in the region to complete the training programme, which would enable staff to support members of the community with diverse needs. Staff had also invited people with dementia to the Kaiapoi Library and engaged with them via the Council's local heritage collection and artefacts at the Kaiapoi Museum.

L Sole advised that the Council had launched Code Club in the final three weeks of Term One, which was already at capacity. It involved groups of 10 to 12 young people coming to the Rangiora Library and engaging with the coding platform. It was an informal opportunity to build social skills, which staff were looking to extend to the Kaiapoi and Oxford Libraries.

In response to a question from Councillor Redmond, L Sole could not provide information on the number of people with dementia visiting the libraries. However, as the Waimakariri District's population aged, the number of people with dementia was growing.

Councillor Cairns questioned whether the Council was considering providing library services to rest homes for people who could not visit the libraries. L Sole acknowledged that it was a service that staff would like to offer.

Councillor Cairns enquired whether the number of people who visited Waimakariri Libraries during the April 2024 school holidays increased by approximately 16,500. L Sole clarified that the total number of people who visited Waimakariri Libraries during the April 2024 school holidays was approximately 16,500, which was an increase from the April 2023 school holidays.

Councillor Cairns also asked if the Code Club was being taught by Council staff or if there was an external trainer. L Sole explained that the Code Club was a social enterprise that relied on volunteers, and the person running the project was a high school teacher.

Councillor Fulton asked whether there would be costs associated with extending Code Club to the Kaiapoi and Oxford Libraries. L Sole noted that the programme was run as a non-profit by volunteers. In other parts of the country, partnerships with local tech firms were established.

Moved: Councillor Cairns

Seconded: Councillor Redmond

THAT the Community and Recreation Committee:

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

CARRIED

Councillor Cairns thanked L Sole for stepping up as acting Libraries Manager. He praised the work the staff did in the libraries and supported the opportunities that the Code Club would be opening up.

Councillor Redmond congratulated the staff on a good budget. He commended staff on the work being done to create a dementia-friendly network.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

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

- Huria Mahinga Kai was progressing well.
- Te Kohaka o Tuhaitara Trust had a new General Manager, Nick Moody. One of the Trusts funding sources had withdrawn.
- The Menz Shed was making seats for Council reserves.
- Sourced some free wooden reels from a company in Christchurch that would be used in the dog parks and reserves.

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

- The Southbrook Sports Club - Meetings were held to discuss the funding as proposed in the 2024-34 Long-Term Plan. It was agreed that the \$1.3 million for the clubhouse upgrade would be pushed out to year four of the Long-Term Plan to allow the Club time to raise its share of the funding.
- MainPower Stadium—The stadium received a Solar Panel proposal from MainPower. They were considering the possibility of covering part of the building with solar panels to offset operations expenditures.
- Dudley Aquatic Facility – A mobile adult hoist had been ordered.
- Rangiora Library—The shelving design had been finalised before going out to tender. The new shelving layout could affect the castle, which was in the middle of the library. Staff were working through what that may mean.

7.3 Community Development and Wellbeing – Councillor Brent Cairns.

- A Virtual Work and Income New Zealand (WINZ) trial had been set up in Hurunui, allowing clients from Culverden and Cheviot to meet with WINZ via Teams. This trial could be extended and could be valuable to clients who are unable to visit the Rangiora office.
 - Some immigrant families faced challenges with the lack of support for those looking after a family at home, additional costs they have to pay, e.g., for education, and substandard rentals. Hence, some people were crowded into one rental and had language issues.
- Citizens Advice assisted 314 visitors in March 2024 and 319 in April 2024, there were more complex issues they were having to deal with.
 - Their recent Op Shop fashion show raised \$4,600 for the group.
 - Their English language classes were in demand, with many people attending with nil English.
- The Kaiapoi High School Leadership Program (Cactus) had started up again after a number of years in hiatus.
- Met with Lions group keen to provide a considerable amount of land in Woodend to grow food for the community. Connected with Food Secure North Canterbury, which, in turn, was looking at raising funds for seed, etc.

- Met with the Council's Civil Defence Team to discuss their presentation to the June 2024 All Boards session regarding North Canterbury Neighbourhood Support (NCNS).
- A few complaints were received regarding the community-funded cameras, which may require the Council's Communications Team to send out a consistent message as to the camera's purpose and who can view the footage. Pegasus had donations totalling over \$11,000 for community-funded cameras. Sovereign Palms have completed and winding up their activity.
- The Woodend School Cultural event had a really good turnout for hangi; student performances from Woodend and Kaiapoi High were impressive.
- Attended Waimakariri Access Group meeting; issues raised included Mobility Parking time limits, Dudley pool fees, Bocca Court, and markings at MainPower stadium. Almost all issues have been resolved by the Council.
- Attended Police Constable Tony Maws' farewell function. For many years, T Maws supported and helped NCNS. His departure left a large gap in the service and information that NCNS provided to their supporters/followers.
- Attended the Food Secure North Canterbury meeting. The group was looking at funding for edible trees and plants to help communities create pocket food forests.
- There were a number of interested groups willing to help with creating food forests, especially in Rangiora and Oxford.
- Attended the Back to Basics day in Rangiora. There were slightly fewer numbers than in 2023. However, those who did attend stayed longer to learn more.
- Kaiapoi Farmers Market, after many years of operation, had decided to share some of its surplus funds for two building projects: the Kaiapoi Food Forest education building and the Menzshed building at the Community Hub.
- The New Zealand Motor Caravan Association (NZMCA) Kaiapoi Park was still doing well, with strong visitor numbers. Campers loved the location and its close proximity to the town and shops.
 - Selwyn District Council took advantage of the recent NZMCA show at Wolfbrook Arena and in Christchurch by giving away carry bags along with promotion material.
- Attended and was one of the speakers at the Grow Your Garden for Birds event in Woodend. This was well attended, and there was lots of great interaction regarding plantings on public land of food forests.
- Attended Youth Futures event at MainPower stadium – Brad Olsen from Infometrics spoke.
- Visited Christchurch Community housing developments. Learnt about the designs, the numbers of units and the mix for things to work best. Viewed lease-to-own units. three bedroom, max income of the couple \$150,000 per year, lease the land when wanting to sell back the owner gets purchase price plus CPI increases. \$450,000, which was the build price.
- Chaired North Canterbury Neighbourhood Support meeting, updated Vision, Values and Strategy, applied for funding, and made a submission to the Council's 2024-34 Long Term Plan. Now have Council representation from Hurunui on the committee.
- Multiple school and group visits to the Kaiapoi Food Forest. A large group came from Loburn School to learn and volunteer. Kaiapoi Food Forest Last held its Annual General Meeting last week and had the educational shed priced so it could start applying for funding.
- Attended both Kaiapoi and Rangiora Museum' Annual General Meetings, both well attended, showing the wide community support for museums. The Kaiapoi Museum had a challenge with storage as it struggled to access the mezzanine. The Rangiora Museum had issues with the roof on the Cob cottage and was advocating for some presence in the Rangiora Library once it had been redeveloped. Both showed positive financial results for the year and strong visitor numbers.

- Caught up with the Community Wellbeing Team in Kaiapoi – they had indicated there were 33 people living in their cars in Kaiapoi alone. One of those people was over 65, and the Team got them housed within a week.

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

- The Art Strategy Launch function had been held. The audience was fairly small but very passionate. T Sturley was currently collating a job description for the position.
- Arts Collection Trust was having a meeting to discuss four of five paintings that it may put back on the market.

8 QUESTIONS

Nil

9 URGENT GENERAL BUSINESS

Nil

NEXT MEETING

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

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.14pm.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES-08/240711113837

REPORT TO: COMMUNITY & RECREATION COMMITTEE

DATE OF MEETING: 27th July 2024

AUTHOR(S): Justine Rae (Senior Advisor, Assets & Capital)

SUBJECT: Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. This report seeks approval from the Community & Recreation Committee for the proposed Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme being presented by Greenspace. This includes the work intended to be carried out under the programmes approved in the 2024 Long Term Plan, with proposed details on years one, two, and three to be confirmed by the Community & Recreation Committee (C&R) and an indicative seven years remaining of the Long Term Plan (LTP).
- 1.2. This process is to create a line of sight for elected members to have good visibility of the programme of work for each budget. This allows for any unknowns or up-front communication that decision-makers may be aware of to assist staff in the work being carried out.
- 1.3. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme being considered are the categories where a general allocation is provided for in the Council's LTP.
- 1.4. The programmes that are being presented for approval include:
 - Play Safety/Surface Equipment Renewals
 - Non-Specific Reserve Enhancement
 - Roads and Carparks Renewals
 - Future Sports Ground Development
 - Hard Surface Renewals
 - Public Toilet Renewals
 - Community Facilities Renewal
- 1.5. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme are managed as a total network across the entire District, and as such, decisions in the creation of the programmes within this report are at a District-wide level based on asset condition, age and anticipated future use.
- 1.6. There are several criteria that affect the generation of renewal programmes within Greenspace. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs while ensuring the Levels of Service identified in the LTP are met.
- 1.7. All renewal projects that are specifically listed in the LTP are not considered within this report, as these are consulted on through the LTP process.

- 1.8. Through our asset management system, Greenspace can programme work based on asset condition data. This is used to populate work programmes and plan for renewals. Asset deterioration is gradual; therefore, there is some flexibility to bring forward or delay specific projects where required depending on the level of deterioration. During the financial year, staff will continue conducting a process of updating condition assessment data to ensure that the proposed programme from the year prior remains the priority for work to be completed. This is part of a due diligence process to check that condition assessment data is accurate, and that no other work has increased in risk, need or priority. Often throughout the course of a year, we are made aware of work that needs some form of consideration. These will be considered alongside the current programme to ensure that the work we are carrying out is what is most required. This will then be checked back through the Community & Recreation Committee for a final decision before the commencement of the new financial year.
- 1.9. Each of the programmes has a definition of what the budget is expected to cover. This is included below:
- **Play Safety Surface/Equipment Renewals:** The renewal of playgrounds and other play equipment.
 - **Non-Specific Reserve Enhancement** - The gap between the renewal of existing playground assets and the expectations/needs of the community around play provision and reserve development when renewing existing assets.
 - **Roads & Carparks Renewals** -The renewal of roads, carparks and footpaths located within Parks and Reserves.
 - **Future Sports Ground Development** – This budget is used to increase capacity of our sports grounds and facilities to cater for increases in use due to population growth as per the Waimakariri Sport Facilities Plan Review. This provides both improved surfaces and increased access.
 - **Hard Surface Renewal** - The renewal of hard playing surfaces such as basketball and tennis courts located within Parks and Reserves.
 - **Public Toilets Renewal** - The renewal of public toilets as per the Public Toilet Strategy. As part of the Greenspace portfolio, Greenspace manages and maintains many of the public toilets available throughout the district (95%).
 - **Community Facilities Renewal** - The renewal of assets located within Community Facilities. This is a district-wide budget.
- 1.10. The Community and Recreation Committee have the delegation to reallocate money towards different projects within the current financial year. This means that the Committee may choose to change the programme within the first year or make recommendations to Council to change within future years to meet the needs of the community.
- 1.11. Future programme updates will come via the community boards to C&R prior to Annual and Long-Term Plans. This report is establishing the framework for reporting to elected members on replacement programmes and staff are happy to receive any feedback on this process.

Attachments:

- i. Proposed Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme LTP 2024-34 (TRIM 240711113857).

2. RECOMMENDATION

THAT the Community & Recreation Committee:

- (a) **Receives** Report No. 240711113837.
- (b) **Approves** the attached (i) Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programmes LTP 2024-34 for years one to three and indicative seven year programme (TRIM No. 240711113857).

| Greenspace Capital Works Renewal Programmes and Sports Ground Growth Programme - Proposed Programme 2024/25- 2026/27 | | | |
|---|---------------|---------------|---------------|
| Play Safety/Surface Equipment Renewals | | | |
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Kaiapoi NCF Park /Community Hub Playground | \$ 235,000.00 | | |
| Currie Park/ Norman Kirk | \$ 191,816.00 | | |
| Canterbury Street Reserve | \$ 100,000.00 | | |
| Woodend Beach Domain | | \$ 136,136.00 | |
| Allin Drive Reserve | | | \$ 60,000.00 |
| Pegasus View Park | | | \$ 100,069.00 |
| Non-Specified Reserve Enhancement | | | |
| Kaiapoi NCF Park /Community Hub Playground | \$ 165,000.00 | | |
| Currie Park/ Norman Kirk | \$ 108,184.00 | | |
| Canterbury Street Reserve | \$ 100,000.00 | | |
| Woodend Beach Domain | | \$ 263,864.00 | |
| Allin Drive Reserve | | | \$ 90,000.00 |
| Pegasus View Park | | | \$ 179,931.00 |
| Pines Beach Relocation | \$ 35,000.00 | | |
| Roads & Carparks Renewals | | | |
| Baker Park - Footpath | \$ 45,000.00 | | |
| Waikuku Beach - Central Area: Path | \$ 5,000.00 | | |
| Woodend Beach Domain: Carpark Surface | \$ 100,000.00 | | |
| Woodend Beach Domain: Carpark | \$ 100,000.00 | | |
| Waikuku Beach - Central Area: Carpark | \$ 240,000.00 | | |
| Ashgrove Park: Driveway Surface | \$ 5,000.00 | | |
| Darnley Square- North: Carpark | \$ 100,000.00 | | |
| Rangiora Airfield - Driveway | | \$ 255,000.00 | |
| Kaiapoi Boat Club Reserve: Carpark | | \$ 100,000.00 | |
| Kaiapoi Riverbank S-East Side: Path | | | \$ 5,000.00 |
| Matawai Park: Path - Pedestrian Only | | | \$ 2,500.00 |
| Mainpower Oval: Carpark Surface | | | \$ 100,000.00 |
| Sefton Domain: Carpark Surface | | | \$ 65,000.00 |
| Askeaton Park: Carpark Surface | | | \$ 190,000.00 |
| Hard Surface Renewals | | | |
| no programme of works within the first three years | | | |
| Public Toilets Renewals | | | |
| Ashley Picnic Grounds- Cones Rd | \$ 357,980.00 | \$ - | \$ - |
| Woodend Beach Domain | \$ - | \$ 375,150.00 | \$ - |
| Future Sports Ground Development | | | |
| Kaiapoi River Sport User Hub | \$ 250,000.00 | - | - |

| | | | |
|--|---------------|---|---------------|
| Coldstream Road Sporting Precinct | \$ 50,000.00 | - | - |
| Maria Andrews irrigation investigation and field upgrade | \$ 105,000.00 | - | - |
| Southbrook Park Field Upgrade | \$ 100,000.00 | - | \$ 160,000.00 |
| Gladstone Drainage | \$ 120,000.00 | - | - |
| A&P lighting Upgrade | \$ 120,000.00 | - | - |
| Kendall Park Drainage | - | - | \$ 273,000.00 |

- (c) **Notes** staff will report back to the Community & Recreation Committee during the last quarter of the financial year to update on the status of each project.
- (d) **Notes** staff will provide regular reports throughout the year to the Audit & Risk Committee as part of the standard capital project reporting system.
- (e) **Notes** that any programme changes will be reported to the Community & Recreation Committee. For example, this might be due to factors such as project engagement results, tender pricing, or breakages to other assets during this period.
- (f) **Notes** that by assigning the budgets as recommended, there is no provision made for reactive works. Greenspace does not have the budget required to react to new requests. Any such requests will result in a report back to the Community & Recreation Committee to consider changes to the programme and will impact other programmed works.
- (g) **Notes** that the General Reserves Landscape Budgets that are delegated to the local Community Boards are not considered within this work programme.
- (h) **Notes** that all renewal projects which are specifically listed in the Long Term Plan are not considered within this report, as these are consulted on through the Long Term Plan process.
- (i) **Notes** that growth budgets for land development and land purchase have not been included in this report due to the changing nature of how and when the budgets are needed. These budgets need to be flexible to react to growth and ongoing negotiations with developers.
- (j) **Circulates** this report to all Boards for their information.

AND

THAT the Community and Recreation Committee recommends:

THAT the Council:

- a) **Receives** Report No. 240711113837.
- b) **Recommends** that Council approve bringing forward the public toilet renewals budget scheduled for year three into year two.

3. **BACKGROUND**

- 3.1. Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces, or renews an existing asset to its original or less required service capacity.
- 3.2. Renewal of Greenspace assets occurs when they are no longer able to meet the level of service requirements. The rate of asset renewal is intended to maintain the overall condition of the asset system at a standard which reflects its age profile and ensures the community's investment in the Greenspace asset is maintained.

- 3.3. Greenspace is responsible for several asset types that require ongoing work for renewal to maintain, rehabilitate, replace, or renew an existing asset to its original or less required service capacity. We also need to ensure that we keep accommodating growth in our new communities to meet our levels of service. As a result, Greenspace utilises several programme budgets to ensure the ongoing delivery of these essential resources to our community.
- 3.4. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme being considered within this report are for those categories where a general allocation is provided for within the Council's LTP. Asset deterioration is gradual which means that there is a small level of flexibility within these budgets to bring forward or delay specific projects where required depending on the level of deterioration and community interest. As such, community input is beneficial to achieving the required outcomes.
- 3.5. All renewal projects which are specifically listed in the LTP are not considered within this report, as these are consulted on through the LTP process. These projects include: 154 East Belt cricket oval, Southbrook Park – WDC investment, artificial turf at Kendall Park, artificial turf at Coldstream and the BMX track renewal.
- 3.6. Programmes considered within this report for approval include:
- Play Safety/Surface Equipment Renewals
 - Non-Specific Reserve Enhancement
 - Roads and Carparks Renewals
 - Future Sports Ground Development
 - Hard Surface Renewals
 - Public Toilet Renewals
 - Community Facilities Renewal
- 3.7. The subsequent explanations outline the purpose of the programmes presented within this report:

| Programme | Description |
|---|--|
| Play Safety Surface/Equipment Renewals | Renewal of playgrounds and other play equipment. |
| Non-Specific Reserve Enhancement | Gap between the renewal of existing playground assets and the expectations/needs of the community around play provision and reserve development when renewing existing assets. |
| Roads & Carparks Renewals | Renewal of roads, carparks and footpaths located within Parks and Reserves. |
| Future Sports Ground Development | This budget is used to increase capacity of our sports grounds and facilities to cater for increases in use due to population growth as per the Waimakariri Sport Facilities Plan Review. This provides both improved surfaces and increased access. |
| Hard Surface Renewal | Renewal of hard playing surfaces such as basketball and tennis courts located within Parks and Reserves. |
| Public Toilets Renewal | Renewal of public toilets as per the Public Toilet Strategy. As part of the Greenspace portfolio, Greenspace manage and maintain many of the public toilets available throughout the district (95%). |
| Community Facilities Renewal | Renewal of assets located within Community Facilities. |

- 3.8. The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme are managed as a total network across the entire District and, as such,

decisions in the creation of the programmes within this report are at a District-wide level based on asset condition and age.

4. **ISSUES AND OPTIONS**

4.1. There are several criteria that affect the generation of renewal programmes within Greenspace. Asset condition and safety are the key drivers for the programme and the aim is to minimise lifecycle costs while ensuring the Levels of Service identified in the LTP are met. Renewal works are prioritised and programmed using the following criteria:

- Public safety risk
- Legislative requirements
- Condition profile and assessment of the assets, priority is given to assets recording a condition of 4 (Poor) to 5 (Very poor)
- The age profile and remaining life predictions of the assets
- Importance of the asset function
- Low customer satisfaction and community feedback
- Intensity of usage
- Environmental risk
- Financial risk of deferring work
- The cost of maintenance becomes uneconomical and the whole-of-life costs are less to renew the asset than to keep up maintenance.
- The risk of failure of critical assets is unacceptable.

4.2. **Play Safety/Surface Equipment Renewals**

The first three years of this programme are summarised in the table below;

| Play Safety/Surface Equipment Renewals | | | |
|---|----------------------|----------------------|----------------------|
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Kaiapoi NCF Park /Community Hub Playground | \$ 235,000.00 | | |
| Currie Park/ Norman Kirk | \$ 191,816.00 | | |
| Canterbury Street Reserve | \$ 100,000.00 | | |
| Woodend Beach Domain | | \$ 136,136.00 | |
| Allin Drive Reserve | | | \$ 60,000.00 |
| Pegasus View Park | | | \$ 100,069.00 |
| Value of Work Programmed | \$ 526,816.00 | \$ 136,136.00 | \$ 160,069.00 |
| Total Available Budget (including carry overs) | \$ 540,573.00 | \$ 193,900.00 | \$ 200,950.00 |
| Difference | \$ 13,757.00 | \$ 57,764.00 | \$ 40,881.00 |

This budget is for the renewal of the existing playground features only and does not include any reflection of changing level of service, community expectation, meeting accessibility requirements or changes in play type. To adequately renew play spaces (many of which have not been renewed for decades) and bring them up to the current levels of service, an additional budget is required. For this reason, the Council has a specific budget within the LTP to cover this betterment. This is the Non-Specific Reserve Enhancement budget.

4.3. Non-Specific Reserve Enhancement

As noted above, This budget sits alongside the Play Safety/Surface Equipment renewal budget for reserves and is intended to provide the difference between the renewal of existing playground assets and the expectations/needs of the community to meet current levels of service. The first three years of this programme are summarised in the table below;

| Non-Specified Reserve Enhancement | | | |
|---|----------------------|----------------------|----------------------|
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Kaiapoi NCF Park /Community Hub Playground | \$ 165,000.00 | | |
| Currie Park/ Norman Kirk | \$ 108,184.00 | | |
| Canterbury Street Reserve | \$ 100,000.00 | | |
| Woodend Beach Domain | | \$ 263,864.00 | |
| Allin Drive Reserve | | | \$ 90,000.00 |
| Pegasus View Park | | | \$ 179,931.00 |
| Pines Beach Relocation | \$ 35,000.00 | | |
| Value of Work Programmed | \$ 408,184.00 | \$ 263,864.00 | \$ 269,931.00 |
| Total Available Budget (including carry overs) | \$ 408,184.00 | \$ 263,864.00 | \$ 269,931.00 |
| Difference | \$ - | \$ - | \$ - |

The following projects within year one has a combined budget (non-specified reserve enhancement + play safety/surface equipment budgets) of:

- Kaiapoi NCF Park /Community Hub Playground \$400,000
- Currie Park/ Norman Kirk \$300,000
- Canterbury Street Reserve \$200,000

4.4. Roads and Carparks

While this programme is called Roads and Carparks, as noted within the table in section 3.7 above, it also includes the renewal of pedestrian pathways within reserves.

The first three years of this programme are summarised in the table below;

| Roads & Carparks Renewals | | | |
|---------------------------------------|---------------|--------|--------|
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Baker Park - Footpath | \$ 45,000.00 | | |
| Waikuku Beach - Central Area: Path | \$ 5,000.00 | | |
| Woodend Beach Domain: Carpark Surface | \$ 100,000.00 | | |
| Woodend Beach Domain: Carpark | \$ 100,000.00 | | |
| Waikuku Beach - Central Area: Carpark | \$ 240,000.00 | | |
| Ashgrove Park: Driveway Surface | \$ 5,000.00 | | |

| | | | |
|---|----------------------|----------------------|----------------------|
| Darnley Square- North: Carpark | \$ 100,000.00 | | |
| Rangiora Airfield - Driveway | | \$ 255,000.00 | |
| Kaiapoi Boat Club Reserve: Carpark | | \$ 100,000.00 | |
| Kaiapoi Riverbank S-East Side: Path | | | \$ 5,000.00 |
| Matawai Park: Path - Pedestrian Only | | | \$ 2,500.00 |
| Mainpower Oval: Carpark Surface | | | \$ 100,000.00 |
| Sefton Domain: Carpark Surface | | | \$ 65,000.00 |
| Askeaton Park: Carpark Surface | | | \$ 190,000.00 |
| Value of Work Programmed | \$ 595,000.00 | \$ 355,000.00 | \$ 362,500.00 |
| Total Available Budget (including carry overs) | \$ 604,270.00 | \$ 354,910.00 | \$ 363,420.00 |
| Difference | \$ 9,270.00 | -\$ 90.00 | \$ 920.00 |

4.5. Hard Surface Renewals

The Hard Court Renewals general budget was removed by the Council in 2020 in a response to cost saving required because of COVID19 for a period of nine years between 2021/22 to 2029/30.

As part of COVID19 programmed renewal works were pushed out to year eight, some of these assets are deteriorating relatively quickly. Greenspace will be reviewing this renewal programme as part of the Annual Plan (AP) process and will bring back recommendations as part of future AP processes.

| Hard Surface Renewals |
|--|
| no programme of works within the first three years |

4.6. Public Toilet Renewals

The Public Toilets Renewal budget is a bi-annual budget smoothed over the 10 years of the LTP. The first three years of this programme are summarised in the table below;

| Public Toilets Renewals | | | |
|---|----------------------|----------------|----------------------|
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Ashley Picnic Grounds- Cones Rd | \$ 357,980.00 | \$ - | \$ - |
| Woodend Beach Domain | \$ - | \$ 375,150.00 | \$ - |
| Value of Work Programmed | \$ 357,980.00 | \$ 375,150.00 | \$ - |
| Total Available Budget (including carry overs) | \$ 357,980.00 | \$ - | \$ 375,150.00 |
| Difference | \$ - | -\$ 375,150.00 | \$ 375,150.00 |

It is proposed within the programme that C&R recommends the Council considers approval of bringing forward the public toilet renewals budget from year three into year two.

Moving this budget forward will enable the Woodend Beach master project to be completed at the same time. The master project includes renewals for the following assets: the play space, toilet and the roads and carpark renewal. This will allow savings within project setup costs and overall value within the tender process.

4.7. Future Sports Grounds Development

The Future Sports Grounds Development budget is a biannual budget over the 10 years of the LTP.

The first three years of this programme are summarised in the table below;

| Future Sports Ground Development | | | |
|--|----------------------|-------------|----------------------|
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Kaiapoi River Sport User Hub | \$ 250,000.00 | - | - |
| Coldstream Road Sporting Precinct | \$ 50,000.00 | - | - |
| Maria Andrews irrigation investigation and field upgrade | \$ 105,000.00 | - | - |
| Southbrook Park Field Upgrade | \$ 100,000.00 | - | \$ 160,000.00 |
| Gladstone Drainage | \$ 120,000.00 | - | - |
| A&P lighting Upgrade | \$ 120,000.00 | - | - |
| Kendall Park Drainage | - | - | \$ 273,000.00 |
| Value of Work Programmed | \$ 745,000.00 | \$ - | \$ 433,000.00 |
| Total Available Budget (including carry overs) | \$ 746,032.00 | \$ - | \$ 477,970.00 |
| Difference | \$ 1,032.00 | - | \$ 44,970.00 |

During the first four years, Greenspace will be engaged in the planning process and identifying projects that will require funding in years five to ten. Unallocated budgets within years five, seven and nine are intended for these project developments. On the completion of the planning process, a report will go to C&R proposing a programme around these works and timeframes.

The following items are situated outside of the Future Sports Grounds Development budget within the first three years and are listed individually as approved by the LTP process:

| LTP Approved Individual Budgets | | | |
|---------------------------------|--------|------------|------------|
| Project Name | Year 1 | Year 2 | Year 3 |
| | 24/25 | 25/26 | 26/27 |
| 154 East Belt Cricket Oval | - | \$ 250,000 | \$ 250,005 |
| Southbrook Park – WDC invest | - | \$ - | \$ - |
| Artificial turf at Kendall Park | - | \$ - | \$ - |
| Artificial turf at Coldstream | - | \$ - | \$ - |
| BMX Track Renewal | - | \$ - | \$ - |

4.8. Community Facilities Renewals

The community facilities programme has been proposed for the first three years based on Greenspace knowledge and the limited amount of age and condition data available. While there is data relating to these facilities, there is very limited data within our current asset management system around the specific components that make up a community facility. Therefore, Greenspace has engaged Aecom Services to complete a condition assessment on all community facilities, including septic tanks.

Once the condition assessment is completed a revised programme will be created and presented back to C&R for approval. Greenspace intend to bring back any recommendations which may have an impact on the year two and three programme before the end of the 2024/25 financial year for the following year.

The first three years of this programme are summarised in the table below;

| Community Facilities Renewal | | | |
|-------------------------------|----------------------|----------------------|----------------------|
| Project Name | 24/25 | 25/26 | 26/27 |
| | Year 1 | Year 2 | Year 3 |
| Cust Community Centre | \$ 6,100.00 | \$ - | \$ 36,800.00 |
| Darnley Square South building | \$ - | \$ 10,200.00 | \$ - |
| Darnley Square- toy library | \$ - | \$ 40,000.00 | \$ - |
| Dudley Park Pavilion | \$ 1,500.00 | \$ - | \$ - |
| Fernside Reserve Hall | \$ 4,100.00 | \$ 3,000.00 | \$ - |
| Jaycee Hall/ Museum | \$ - | \$ 2,500.00 | \$ 7,600.00 |
| Kendall Park Pavilion | \$ 1,500.00 | \$ 105,300.00 | \$ - |
| Loburn Domain Pavilion | \$ 1,000.00 | \$ - | \$ - |
| Mainpower Stadium | \$ 7,000.00 | \$ - | \$ - |
| Ohoka Domain Pavilion | \$ 9,600.00 | \$ 29,000.00 | \$ - |
| Oxford Centennial | \$ 11,000.00 | \$ - | \$ - |
| Oxford Town Hall | \$ - | \$ 7,200.00 | \$ - |
| Pearson Park Pavilion | \$ 10,300.00 | \$ 28,500.00 | \$ - |
| Rangiora Town Hall | \$ 8,500.00 | \$ - | \$ 210,000.00 |
| Sefton Domain Pavilion | \$ 180,000.00 | \$ - | \$ - |
| Waikuku Beach Hall | \$ 35,200.00 | \$ 28,100.00 | \$ - |
| Woodend Community Centre | \$ 62,070.00 | \$ 65,000.00 | \$ - |
| Wylie Park | \$ - | \$ 8,300.00 | \$ - |
| Reactive Furniture/Equipment | \$ 10,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| Reactive Renewals | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 |
| Value of Work Programmed | \$ 397,870.00 | \$ 407,100.00 | \$ 334,400.00 |
| Total Available Budget | \$ 399,360.00 | \$ 408,150.00 | \$ 417,530.00 |
| Difference | \$ 1,490.00 | \$ 1,050.00 | \$ 83,130.00 |

- 4.9. During the financial year, staff will be conducting updated condition assessment data to ensure that the proposed programme from the year prior, remains the priority for works to be completed. This is part of a due diligence process to check that condition assessment data is accurate, and that no other work has increased in risk, need or priority. Often, throughout the course of a year, works comes to our attention that needs some form of consideration. It is these that will be considered alongside the existing programme to make sure the works we are carrying out are what is most in need. This will then be checked

back through the Community & Recreation Committee for a final decision before the commencement of the new financial year.

- 4.10. Staff have identified that when assets reach the end of their allocated useful lives, the condition has often not deteriorated sufficiently to justify a complete replacement of that specific asset. Observations by Greenspace staff have seen assets performing/lasting for approximately 20% longer than the recorded financial life. This can be linked back to the work undertaken by the Operations Team to ensure that assets are continually maintained at an operational level and that this work may, in effect, increase the useful lifespan of these assets.
- 4.11. Greenspace will programme manage the agreed projects alongside the appropriate body that has delegation, such as a Community Board. This will include project and engagement plans. Following the approval of year one by C&R the annual programme plan will be circulated to the Community Boards. The annual programme presentation process includes a provision that enables community boards to request the advancement, postponement, or inclusion of items in the annual programme for the following year. These requests are then reported back to the Community & Recreation Committee for confirmation. Decisions regarding these requests are made based on the projects necessary to maintain the required level of service.
- 4.12. In many cases there is a small amount of budget remaining in each programme which has not been programmed. Staff are aware that often there may be minor changes or fluctuations in cost which may push a particular project slightly over that which has been budgeted within the programme. Where additional budget requirements would be higher than that which is remaining within the approved programme and the progression of one programmed project would impact the ability of another to progress, staff would bring a report to C&R seeking direction and approval. Greenspace staff will report to C&R during the last quarter of the financial year an update on the status of each programme.
- 4.13. Any proposed changes to the agreed programme or works would need to be reported back to the Community & Recreation Committee for approval and will provide visibility for Elected members and ensuring that there is a decision-making line of site for these programmes.
- 4.14. Staff will provide updates to the Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme regularly throughout the year to the Audit & Risk Committee.
- 4.15. While projects have been presented within the indicative programme for years four to ten Staff are aware that these are more flexible and, as the programmes are reviewed annually, this allows for consideration of programme delays and any emerging issues. It is therefore possible to make changes to this programme where required in the future.
- 4.16. The following options are available to the Committee:

4.16.1. Option One – Approve the proposed programme as recommended:

The Greenspace Capital Works Renewal Programmes and Sports Grounds Growth Programme are prioritised and programmed using the following criteria:

- Public safety risk
- Legislative requirements
- Condition profile and assessment of the assets, priority is given to assets recording a condition of 4 (Poor) to 5 (Very poor)
- The age profile and remaining life predictions of the assets
- Importance of the asset function
- Low customer satisfaction and community feedback
- Intensity of usage

- Environmental risk
- Financial risk of deferring work
- The cost of maintenance becomes uneconomical and the whole-of-life costs are less to renew the asset than to keep up maintenance.
- The risk of failure of critical assets is unacceptable.

This is the recommended option as it allows for work to begin on planning/design for projects early in the new financial year.

4.16.2. Option Two – Decline the recommendation and request additional or different items to be considered:

This is not the recommended option as considerable time has been spent reviewing these programmes of works and comparing asset data of all assets to determine their location within the programme. Delayed confirmation of the programme will impact the deliverability of the first scheduled year. The impact of underinvestment in renewals if projects are shifted out significantly further than the programmed timeframes may lead to longer renewal cycles and increased maintenance costs.

4.16.3. Option Three – Decline the recommendation and retain the status quo:

This is not the recommended option as staff recognise the importance of elected representatives having line of sight over the programmes included within this report. This ensures that there is visibility and consideration of the projects included and gives staff clear direction regarding the prioritisation and delivery of these projects. This will also create a lack of clarity for the community around replacement schedules.

4.17. **Implications for Community Wellbeing**

There are implications for community well-being from the issues and options that are the subject of this report.

The programmes contribute directly to addressing safety and meeting levels of service, all of which have an impact on the Community.

The assets within the programmes are diverse and provide opportunities for recreation, sporting and health and wellbeing. The planning and management of a diverse and accessible range of open spaces and facilities is considered important by the community as they contribute to the social, cultural, and environmental well-being of Waimakariri. The network of open spaces supports and enhances the natural cultural values of the district, creating opportunities for the local community and visitors to experience a wide range of recreational activities.

Each project will have an engagement plan that will look to discuss projects with the community. The approval of this report does not override the delegations held by groups such as local Community Boards. Each project will have a plan in place.

4.18. The Management Team has reviewed this report and supports 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. If an individual project has an interest, it will be engaged directly through Mahaanui Kurataiao Limited (MKL).

Following the approval of the programmes, Greenspace intend to send a summary to MKL seeking feedback around which projects they would like to engage on and how they would like us to engage with them on any given project.

Staff will liaise with Te Ngāi Tūāhuriri regarding specific projects within the programme as required. Where individual projects are agreed upon, then the appropriate groups and residents will be consulted.

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. Each project identified will have an engagement plan and process that invites groups or interested parties to be involved or receive information, depending on where the project sits on the engagement spectrum.

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. Each project identified will have an engagement plan that invites or includes the wider community.

The wider community is likely to benefit from community space improvements as renewal of community spaces results in an increased level of service for the community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. This report is to approve a plan of work that shows priority. If projects receive tenders that are beyond the budget assigned and outside of the remaining budget within the approved programme, staff will report this back to the Community & Recreation Committee with a list of recommendations and options to be considered.

This budget is included in the Long-Term Plan. It is noted that the budgets included in the attached proposed programme include inflation.

Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts. Each project will be mindful of this and look to ensure it aligns with Council's the expectations.

When creating the capital renewal programmes, consideration is made whether climate change will have an impact on assets' useful life. Such as will weather conditions reduce the useful life with increased temperature.

Climate change has already had an impact on Greenspace assets such as continuous flooding of playgrounds, car parks and reserve spaces. This can be seen within Pines Beach and Woodend Beach Domain where playground assets are under water each winter period, making them unusable for periods at a time. As a result, budget has been allocated to relocate these areas as capital projects. There needs to be consideration for the allocation of ongoing budget to combat requirements for maintaining a level of service.

6.3 **Risk Management**

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

There is a risk that the programme may not meet community expectations. Local community expectations change over time. Currently, the council has sufficient capacity regarding sports parks and facilities, however, there is increasing expectations that these facilities should provide better or improved levels of service, this can be difficult to manage as many of the assets have relatively long life cycles. This is mitigated by ensuring public feedback is taken into consideration when developing each project through a project plan.

The programme will also be circulated to the Community Boards and feedback is sought on an annual basis.

Not completing the programme creates an overall risk associated with asset failure, where a failure could result in facility closure or cause injury or harm to users.

6.4 **Health and Safety**

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

Any contractors undertaking condition assessment or physical works contracts will be required to be SiteWise registered and meet minimum score requirements appropriate for the risk of the work being undertaken.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy. The works were identified to help create the budgets which have been approved by the Council through the 2024 Long Term Plan process.

7.2. **Authorising Legislation**

Local Government Act

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from the 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.

Our community has reliable access to the essential infrastructure and services required to support community well-being.

- **Cultural- where our people are enabled to thrive and give creative expression to their identity and heritage.**

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

- **Environmental-that values and restores our environment.**

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

- **Economic- is supported by a resilient and innovative economy.**

There are sufficient and appropriate locations where businesses can set up in our District.

7.4. **Authorising Delegations**

The Community & Recreation Committee has the delegated authority to approve the recommendations in this report.

| Proposed Recreation Capital Works Programme - Proposed Programme 2024/25- 2026/27 and Seven Indicative Years | | | | | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Play Safety/Surface Equipment Renewals | | | | | | | | | | |
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Kaiapoi NCF Park /Community Hub Playground | \$ 235,000.00 | | | | | | | | | |
| Currie Park/ Norman Kirk | \$ 191,816.00 | | | | | | | | | |
| Canterbury Street Reserve | \$ 100,000.00 | | | | | | | | | |
| Woodend Beach Domain | | \$ 136,136.00 | | | | | | | | |
| Allin Drive Reserve | | | \$ 60,000.00 | | | | | | | |
| Pegasus View Park | | | \$ 100,069.00 | | | | | | | |
| Kaiapoi Domain | | | | \$ 60,000.00 | | | | | | |
| Swannanoa Domain | | | | \$ 143,873.00 | | | | | | |
| Jim Bryden Reserve | | | | | \$ 70,000.00 | | | | | |
| Sefton Domain | | | | | \$ 60,000.00 | | | | | |
| Skevington Park | | | | | \$ 82,805.00 | | | | | |
| Gray Crescent Reserve | | | | | | \$ 60,000.00 | | | | |
| Panckhurst Reserve | | | | | | \$ 57,000.00 | | | | |
| View Hill Domain | | | | | | \$ 100,000.00 | | | | |
| Bush Street Reserve | | | | | | | \$ 100,000.00 | | | |
| Kowhai Avenue Reserve | | | | | | | \$ 70,000.00 | | | |
| Waikuku Beach North Oval* | | | | | | | \$ 57,000.00 | | | |
| Ashley Gorge Reserve | | | | | | | | \$ 150,000.00 | | |
| Lees Valley School Reserve | | | | | | | | \$ 81,000.00 | | |
| Warren Reserve | | | | | | | | | \$ 125,000.00 | |
| Southbrook Park | | | | | | | | | \$ 115,000.00 | |
| Waikuku Beach - Central Area | | | | | | | | | | \$ 95,000.00 |
| Loburn Domain | | | | | | | | | | \$ 95,000.00 |
| Fuller Street Reserve | | | | | | | | | | \$ 50,000.00 |
| Value of Work Programmed | \$ 526,816.00 | \$ 136,136.00 | \$ 160,069.00 | \$ 203,873.00 | \$ 212,805.00 | \$ 217,000.00 | \$ 227,000.00 | \$ 231,000.00 | \$ 240,000.00 | \$ 240,000.00 |
| Total Available Budget (including carry overs) | \$ 540,573.00 | \$ 193,900.00 | \$ 200,950.00 | \$ 207,880.00 | \$ 214,660.00 | \$ 221,280.00 | \$ 228,030.00 | \$ 234,590.00 | \$ 241,290.00 | \$ 247,760.00 |
| Difference | \$ 13,757.00 | \$ 57,764.00 | \$ 40,881.00 | \$ 4,007.00 | \$ 1,855.00 | \$ 4,280.00 | \$ 1,030.00 | \$ 3,590.00 | \$ 1,290.00 | \$ 7,760.00 |

| Non-Specified Reserve Enhancement | | | | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Kaiapoi NCF Park /Community Hub Playground | \$ 165,000.00 | | | | | | | | | |
| Currie Park/ Norman Kirk | \$ 108,184.00 | | | | | | | | | |
| Canterbury Street Reserve | \$ 100,000.00 | | | | | | | | | |
| Woodend Beach Domain | | \$ 263,864.00 | | | | | | | | |
| Allin Drive Reserve | | | \$ 90,000.00 | | | | | | | |
| Pegasus View Park | | | \$ 179,931.00 | | | | | | | |
| Kaiapoi Domain | | | | \$ 100,000.00 | | | | | | |
| Swannanoa Domain | | | | \$ 176,127.00 | | | | | | |
| Jim Bryden Reserve | | | | | \$ 80,000.00 | | | | | |
| Sefton Domain | | | | | \$ 140,000.00 | | | | | |
| Skevington Park | | | | | \$ 62,195.00 | | | | | |
| Gray Crescent Reserve | | | | | | \$ 95,000.00 | | | | |
| Panckhurst Reserve | | | | | | \$ 93,000.00 | | | | |
| View Hill Domain | | | | | | \$ 100,000.00 | | | | |
| Bush Street Reserve | | | | | | | \$ 100,000.00 | | | |
| Kowhai Avenue Reserve | | | | | | | \$ 100,000.00 | | | |
| Waikuku Beach North Oval* | | | | | | | \$ 93,000.00 | | | |
| Ashley Gorge Reserve | | | | | | | | \$ 150,000.00 | | |
| Lees Valley School Reserve | | | | | | | | \$ 149,000.00 | | |
| Warren Reserve | | | | | | | | | \$ 150,000.00 | |
| Southbrook Park | | | | | | | | | \$ 155,000.00 | |
| Waikuku Beach - Central Area | | | | | | | | | | \$ 130,000.00 |
| Loburn Domain | | | | | | | | | | \$ 130,000.00 |
| Fuller Street Reserve | | | | | | | | | | \$ 50,000.00 |
| Pines Beach Relocation | \$ 35,000.00 | | | | | | | | | |
| Value of Work Programmed | \$ 408,184.00 | \$ 263,864.00 | \$ 269,931.00 | \$ 276,127.00 | \$ 282,195.00 | \$ 288,000.00 | \$ 293,000.00 | \$ 299,000.00 | \$ 305,000.00 | \$ 310,000.00 |
| Total Available Budget (including carry overs) | \$ 408,184.00 | \$ 263,864.00 | \$ 269,931.00 | \$ 276,127.00 | \$ 282,195.00 | \$ 288,133.00 | \$ 293,890.00 | \$ 299,777.00 | \$ 305,483.00 | \$ 311,292.00 |
| Difference | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 133.00 | \$ 890.00 | \$ 777.00 | \$ 483.00 | \$ 1,292.00 |

| Public Toilets Renewal | | | | | | | | | | |
|---|----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Ashley Picnic Grounds- Cones Rd | \$ 357,980.00 | | | | | | | | | |
| Woodend Beach Domain | | \$ 375,150.00 | | | | | | | | |
| Ashgrove Park toilet block | | | | | \$ 350,000.00 | | | | | |
| Waikuku Beach- Ashley Rakahuri Rivermouth | | | | | | | \$ 400,000.00 | | | |
| View Hill Domain - Toilet | | | | | | | | | \$ 208,920.00 | |
| Warren Community Reserve Public Toilet R | | | | | | | | | \$ 200,000.00 | |
| Carleton Domain Toilets- Starvation Hill | | | | | | | | | | |
| Loburn Domain Toilets | | | | | | | | | | |
| Cust Domain Toilets Structure | | | | | | | | | | |
| Oxford Toilets Renewal Main Street | | | | | | | | | | |
| Value of Work Programmed | \$ 357,980.00 | \$ 375,150.00 | \$ - | \$ - | \$ 350,000.00 | \$ - | \$ 400,000.00 | \$ - | \$ 408,920.00 | \$ - |
| Total Available Budget (including carry overs) | \$ 357,980.00 | \$ - | \$ 375,150.00 | \$ - | \$ 392,250.00 | \$ - | \$ 408,920.00 | \$ - | \$ 425,440.00 | \$ - |
| Difference | \$ - | -\$ 375,150.00 | \$ 375,150.00 | \$ - | \$ 42,250.00 | \$ - | \$ 8,920.00 | \$ - | \$ 16,520.00 | \$ - |

| Roads & Carparks Renewals | | | | | | | | | | |
|---------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Baker Park - Footpath | \$ 45,000.00 | | | | | | | | | |
| Waikuku Beach - Central Area: Path | \$ 5,000.00 | | | | | | | | | |
| Woodend Beach Domain: Carpark Surface | \$ 100,000.00 | | | | | | | | | |
| Woodend Beach Domain: Carpark | \$ 100,000.00 | | | | | | | | | |
| Waikuku Beach - Central Area: Carpark | \$ 240,000.00 | | | | | | | | | |
| Ashgrove Park: Driveway Surface | \$ 5,000.00 | | | | | | | | | |
| Darnley Square- North: Carpark | \$ 100,000.00 | | | | | | | | | |
| Rangiora Airfield - Driveway | | \$ 255,000.00 | | | | | | | | |
| Kaiapoi Boat Club Reserve: Carpark | | \$ 100,000.00 | | | | | | | | |
| Kaiapoi Riverbank S-East Side: Path | | | \$ 5,000.00 | | | | | | | |
| Matawai Park: Path - Pedestrian Only | | | \$ 2,500.00 | | | | | | | |
| Mainpower Oval: Carpark Surface | | | \$ 100,000.00 | | | | | | | |
| Sefton Domain: Carpark Surface | | | \$ 65,000.00 | | | | | | | |
| Askeaton Park: Carpark Surface | | | \$ 190,000.00 | | | | | | | |
| Cust Cemetery: Path - Generic | | | | \$ 67,000.00 | | | | | | |
| West Eyreton Domain: Path - Generic | | | | \$ 5,000.00 | | | | | | |
| Matawai Park: Carpark Surface | | | | \$ 15,000.00 | | | | | | |
| Kaiapoi Cemetery: Carpark Surface | | | | \$ 190,000.00 | | | | | | |
| Lees Valley School Reserve: Carpark | | | | \$ 30,000.00 | | | | | | |
| Silverstream Reserve: Carpark | | | | \$ 45,000.00 | | | | | | |
| Gladstone Park: Path - Generic | | | | | \$ 50,000.00 | | | | | |
| Parkhouse Drive Accessway: Path | | | | | \$ 10,000.00 | | | | | |
| Northbrook Studios: Carpark Surface | | | | | \$ 150,000.00 | | | | | |
| Tuahiwi Sport And Rec Centre: Carpark | | | | | \$ 150,000.00 | | | | | |

| | | | | | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| Rangiora Airfield: Carpark Surface | | | | | | \$ 50,000.00 | | | | | |
| Kairaki Beach Carpark - Carpark | | | | | | \$ 70,000.00 | | | | | |
| Dudley Park Carpark | | | | | | \$ 110,000.00 | | | | | |
| Ashley Gorge Reserve: Path - Generic | | | | | | \$ 80,000.00 | | | | | |
| Lees Valley School Reserve: Path | | | | | | \$ 5,000.00 | | | | | |
| Bennetts Junction Reserve: Path | | | | | | \$ 20,000.00 | | | | | |
| Carleton Domain: Path - Generic | | | | | | \$ 22,000.00 | | | | | |
| Mainpower Oval: Path - Pedestrian Only | | | | | | \$ 5,000.00 | | | | | |
| Dudley Park: Path - Pedestrian Only | | | | | | | \$ 4,000.00 | | | | |
| Loburn Domain: Carpark Surface | | | | | | | \$ 390,000.00 | | | | |
| Pines Beach: Carpark Surface | | | | | | | | \$ 100,000.00 | | | |
| Pines Beach: Carpark Surface | | | | | | | | \$ 100,000.00 | | | |
| Waikuku Beach Carpark | | | | | | | | \$ 200,000.00 | | | |
| Kendall Park: Carpark Surface | | | | | | | | | \$ 410,000.00 | | |
| Sefton Domain: Path - Generic | | | | | | | | | | \$ 300,000.00 | |
| Darnley Square South: Path - Generic | | | | | | | | | | \$ 3,000.00 | |
| McKenzie Place Accessway: Path | | | | | | | | | | \$ 7,000.00 | |
| Saltwater Creek Hall: Driveway | | | | | | | | | | \$ 20,000.00 | |
| Whites Road Reserve: Carpark | | | | | | | | | | \$ 20,000.00 | |
| Ashley Gorge Reserve: Carpark | | | | | | | | | | \$ 35,000.00 | |
| Ashley Gorge Reserve: Carpark | | | | | | | | | | \$ 20,000.00 | |
| Value of Work Programmed | \$ 595,000.00 | \$ 355,000.00 | \$ 362,500.00 | \$ 352,000.00 | \$ 360,000.00 | \$ 362,000.00 | \$ 394,000.00 | \$ 400,000.00 | \$ 410,000.00 | \$ 405,000.00 | |
| Total Available Budget (including carry overs) | \$ 604,270.00 | \$ 354,910.00 | \$ 363,420.00 | \$ 371,790.00 | \$ 379,980.00 | \$ 387,970.00 | \$ 396,130.00 | \$ 404,050.00 | \$ 412,140.00 | \$ 419,950.00 | |
| Difference | \$ 9,270.00 | -\$ 90.00 | \$ 920.00 | \$ 19,790.00 | \$ 19,980.00 | \$ 25,970.00 | \$ 2,130.00 | \$ 4,050.00 | \$ 2,140.00 | \$ 14,950.00 | |

| Hard Surface Renewal | | | | | | | | | | |
|---|--------------------|--------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Gray Crescent Reserve Court | | | | \$ 40,597 | | | | | | |
| Loburn Domain Court | | | | \$ 6,235 | | | | | | |
| Parkhouse Reserve - Court | | | | \$ 4,812 | | | | | | |
| Canterbury Street Reserve Court | | | | | | | \$ 2,355 | | | |
| Carleton Domain Court - x2 | | | | | | | | \$ 66,028 | | |
| Eyreton Domain Court | | | | | | | | \$ 40,400 | | |
| Lees Valley School Reserve Court | | | | | | | | \$ 45,170 | | |
| View Hill Domain - Court | | | | | | | | \$ 11,191 | | |
| Swannanoa Domain: Sport - Court | | | | | | | | \$ 89,977 | | |
| Janelle Place Reserve: Sport - Court | | | | | | | | \$ 5,000 | | |
| Ashley Gorge Reserve: Sport - Court | | | | | | | | \$ 5,000 | | |
| Woodend Recreation Ground: Sport - Court | | | | | | | | \$ 131,000 | | |
| Allin Drive Reserve Court | | | | | | | | | \$ 3,357 | |
| Cust Community Centre - Tennis Practice | | | | | | | | | \$ 8,452 | |
| Dudley Park - Old Netball Court | | | | | | | | | \$ 137,876 | |
| Good Street Reserve Court | | | | | | | | | \$ 11,639 | |
| Kairaki Reserve - Court | | | | | | | | | \$ 3,469 | |
| Kowhai Avenue Reserve - Court | | | | | | | | | \$ 4,476 | |
| Mandeville Domain Court | | | | | | | | | \$ 285,376 | |
| Ohoka Domain Court | | | | | | | | | \$ 134,966 | |
| Warren Community Reserve Court | | | | | | | | | \$ 70,942 | |
| Value of Work Programmed | \$ - | \$ - | \$ - | \$ 11,047 | \$ - | \$ - | \$ 2,355.49 | \$ 287,339 | \$ 660,554 | \$ - |
| Total Available Budget (including carry overs) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 69,660 | \$ - | \$ - |
| Difference | \$ - | \$ - | \$ - | -\$ 11,047.34 | \$ - | \$ - | -\$ 2,355.49 | -\$ 217,678.56 | -\$ 660,553.92 | \$ - |

| Future Sports Ground Development | | | | | | | | | | |
|--|----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Kendall Park Drainage | - | - | \$ 273,000.00 | - | - | - | - | - | - | - |
| Kaiapoi River Sport User Hub | \$ 250,000.00 | - | - | - | - | - | - | - | - | - |
| Coldstream Road Sporting Precinct | \$ 50,000.00 | - | - | - | - | - | - | - | - | - |
| Maria Andrews irrigation investigation and field upgrade | \$ 105,000.00 | - | - | - | - | - | - | - | - | - |
| Pearson Park Drainage Upgrade | - | - | - | - | \$ 150,000.00 | - | - | - | - | - |
| Dudley Park Drainage | - | - | - | - | \$ 150,000.00 | - | - | - | - | - |
| Artificial turf at Kendall Park Investigation | - | - | - | - | \$ 20,000.00 | - | - | - | - | - |
| Southbrook Park Field Upgrade | \$ 100,000.00 | - | \$ 160,000.00 | - | - | - | - | - | - | - |
| BMX Track Renewal top up | - | - | - | - | - | - | - | - | \$ 28,432.00 | - |
| Gladstone Drainage | \$ 120,000.00 | - | - | - | - | - | - | - | - | - |
| A&P lighting Upgrade | \$ 120,000.00 | - | - | - | - | - | - | - | - | - |
| Value of Work Programmed | \$ 745,000.00 | \$ - | \$ 433,000.00 | \$ - | \$ 320,000.00 | \$ - | \$ - | \$ - | \$ 28,432.00 | \$ - |
| Total Available Budget (including carry overs) | \$ 746,032.00 | \$ - | \$ 477,970.00 | \$ - | \$ 437,290.00 | \$ - | \$ 455,870.00 | \$ - | \$ 474,290.00 | \$ - |
| Difference | \$ 1,032.00 | - | \$ 44,970.00 | - | \$ 117,290.00 | - | \$ 455,870.00 | - | \$ 445,858.00 | - |

| LTP approved individual budgets | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|---------------------------------|--------|---------------|---------------|-----------------|---------------|--------|---------------|--------------|--------|---------|
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| 154 East Belt Cricket Oval | - | \$ 250,000.00 | \$ 250,005.00 | - | - | - | - | - | - | - |
| Southbrook Park – WDC invest | - | - | - | \$ 1,266,664.00 | - | - | - | - | - | - |
| Artificial turf at Kendall Park | - | - | - | - | - | - | \$ 808,808.00 | - | - | - |
| Artificial turf at Coldstream | - | - | - | - | \$ 808,808.00 | - | - | - | - | - |
| BMX Track Renewal | - | - | - | - | - | - | - | \$ 21,568.00 | - | - |

| Community Facilities Renewal | | | | | | | | | | |
|--------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Project Name | Proposed Programme | Proposed Programme | Proposed Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme | Indicative Programme |
| | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Cust Community Centre | \$ 6,100.00 | \$ - | \$ 36,800.00 | | | | | | | |
| Equipment | \$ 6,100.00 | \$ - | \$ - | | | | | | | |
| Building Systems | \$ - | \$ - | \$ 2,400.00 | | | | | | | |
| Furnishings | \$ - | \$ - | \$ 5,000.00 | | | | | | | |
| Interior Finish | \$ - | \$ - | \$ 29,400.00 | | | | | | | |
| Darnley Square South building | \$ - | \$ 10,200.00 | \$ - | | | | | | | |
| Equipment | \$ - | \$ 10,200.00 | \$ - | | | | | | | |
| Darnley Square- toy library | \$ - | \$ 40,000.00 | \$ - | | | | | | | |
| Building Fixture | \$ - | \$ 5,000.00 | \$ - | | | | | | | |
| Exterior Fabric | \$ - | \$ 35,000.00 | \$ - | | | | | | | |
| Dudley Park Pavillion | \$ 1,500.00 | \$ - | \$ - | | | | | | | |
| Equipment | \$ 1,500.00 | \$ - | \$ - | | | | | | | |
| Fernside Reserve Hall | \$ 4,100.00 | \$ 3,000.00 | \$ - | | | | | | | |
| Equipment | \$ 4,100.00 | \$ 3,000.00 | \$ - | | | | | | | |
| Jaycee Hall/ Museum | \$ - | \$ 2,500.00 | \$ 7,600.00 | | | | | | | |
| Exterior Fabric | \$ - | \$ - | \$ 7,600.00 | | | | | | | |
| Furnishings | \$ - | \$ 2,500.00 | \$ - | | | | | | | |
| Kendall Park Pavilion | \$ 1,500.00 | \$ 105,300.00 | \$ - | | | | | | | |
| Building Systems | \$ 1,500.00 | \$ 10,100.00 | \$ - | | | | | | | |
| Building Fixture | \$ - | \$ 17,300.00 | \$ - | | | | | | | |
| Equipment | \$ - | \$ 20,000.00 | \$ - | | | | | | | |
| Exterior Fabric | \$ - | \$ 23,800.00 | \$ - | | | | | | | |
| Interior Finish | \$ - | \$ 34,100.00 | \$ - | | | | | | | |
| Loburn Domain Pavilion | \$ 1,000.00 | \$ - | \$ - | | | | | | | |
| Building Systems | \$ 1,000.00 | \$ - | \$ - | | | | | | | |
| Mainpower Stadium | \$ 7,000.00 | \$ - | \$ - | | | | | | | |
| Equipment | \$ 7,000.00 | \$ - | \$ - | | | | | | | |

| | | | |
|---------------------------------|----------------------|---------------------|----------------------|
| Ohoka Domain Pavilion | \$ 9,600.00 | \$ 29,000.00 | \$ - |
| Equipment | \$ 3,400.00 | \$ - | \$ - |
| Exterior Fabric | \$ - | \$ 8,000.00 | \$ - |
| Interior Finish | \$ 6,200.00 | \$ 21,000.00 | \$ - |
| Oxford Centennial | \$ 11,000.00 | \$ - | \$ - |
| Interior Finish | \$ 11,000.00 | \$ - | \$ - |
| Oxford Town Hall | \$ - | \$ 7,200.00 | \$ - |
| Equipment | \$ - | \$ 7,200.00 | \$ - |
| Pearson Park Pavilion | \$ 10,300.00 | \$ 28,500.00 | \$ - |
| Building Systems | \$ 1,500.00 | \$ - | \$ - |
| Equipment | \$ 8,800.00 | \$ 4,000.00 | \$ - |
| Exterior Fabric | \$ - | \$ 8,500.00 | \$ - |
| Interior Finish | \$ - | \$ 16,000.00 | \$ - |
| Rangiora Town Hall | \$ 8,500.00 | \$ - | \$ 210,000.00 |
| Building Systems | \$ 8,500.00 | \$ - | \$ 80,000.00 |
| Foyer | \$ - | \$ - | \$ 80,000.00 |
| Interior Finish | \$ - | \$ - | \$ 50,000.00 |
| Sefton Domain Pavilion | \$ 180,000.00 | \$ - | \$ - |
| Building Systems | \$ 180,000.00 | \$ - | \$ - |
| Waikuku Beach Hall | \$ 35,200.00 | \$ 28,100.00 | \$ - |
| Equipment | \$ 8,800.00 | \$ - | \$ - |
| Building Systems | \$ - | \$ 1,200.00 | \$ - |
| Exterior Fabric | \$ - | \$ 13,000.00 | \$ - |
| Interior Finish | \$ 26,400.00 | \$ 13,900.00 | \$ - |
| Woodend Community Centre | \$ 62,070.00 | \$ 65,000.00 | \$ - |
| Equipment | \$ 2,000.00 | \$ 65,000.00 | \$ - |
| Exterior Fabric | \$ 35,000.00 | \$ - | \$ - |
| Interior Finish | \$ 25,070.00 | \$ - | \$ - |
| Wylie Park | \$ - | \$ 8,300.00 | \$ - |
| Exterior Fabric | \$ - | \$ 8,300.00 | \$ - |

Awaiting condition assessment outcome.

| | | | | | | | | | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Reactive Furniture/Equipment | \$ 10,000.00 | \$ 30,000.00 | \$ 30,000.00 | | | | | | | |
| (blank) | \$ 10,000.00 | \$ 30,000.00 | \$ 30,000.00 | | | | | | | |
| Reactive Renewals | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | | | | | | | |
| (blank) | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | | | | | | | |
| Value of Work Programmed | \$ 397,870.00 | \$ 407,100.00 | \$ 334,400.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total Available Budget | \$ 399,360.00 | \$ 408,150.00 | \$ 417,530.00 | \$ 427,120.00 | \$ 436,500.00 | \$ 445,690.00 | \$ 454,590.00 | \$ 463,700.00 | \$ 472,520.00 | \$ 481,510.00 |
| Difference | \$ 1,490.00 | \$ 1,050.00 | \$ 83,130.00 | \$ 427,120.00 | \$ 436,500.00 | \$ 445,690.00 | \$ 454,590.00 | \$ 463,700.00 | \$ 472,520.00 | \$ 481,510.00 |

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: AIR-09/240710113130

REPORT TO: COMMUNITY AND RECREATION COMMITTEE

DATE OF MEETING: 23 July 2024

AUTHOR(S): Owen Stewart – Airfield Manager and Safety Officer (AMSO)

SUBJECT: Airfield Operations Update

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to provide an update to the Community and Recreation Committee on the work programmes being undertaken at the airfield and some of the risks and challenges identified in the preceding 12 months. The report identifies the works intended to be carried out and works that require assessment of risk and the development of appropriate controls to be put in place. The report also summarises day of operation activities, standards of assessment and identification of hazards and risks consistent with industry mandated safety management policies and procedures.
- 1.2. The report is intended to create a line of sight for Elected Members to have good visibility of the program of works at the airfield and the on-going efforts to continuously improve airfield standards and pilot culture and attitudes towards flight operations at the airfield. It provides the Members with an opportunity to discuss matters of importance or significance to them and ask questions that would help in determining the paths forward for the risk elements identified in some aspects of airfield operations.

Attachments:

- i. Spreadsheet of significant programmes and work being undertaken at the airfield (Trim: 240711113472).

2. RECOMMENDATION

THAT the Community & Recreation Committee:

- a. **Receives** Report No. 240710113130
- b. **Notes** staff will provide status report to the Community and Recreation Committee during the last quarter of the financial year.
- c. **Notes** that any significant programme changes will be reported to the Community and Recreation Committee.
- d. **Notes** that Council has responsibility to maintain a safe operating environment under Civil Aviation Authority Aerodrome Operating Rule 139.503 Unsafe Conditions.

3. BACKGROUND

- 3.1. Greenspace is responsible for the airfield asset that requires ongoing works for maintenance, repair and the continuous improvement of the operation of the airfield. Continuous improvement is a significant and important aspect of safety management, which is a key pillar and standard in today's aviation industry.

- 3.2. The previous 12 months of observation and operations at the airfield has revealed a number of challenges for Council to be aware of. The asset condition is generally reasonable, with costs to improve the surface condition of the runways prohibitively expensive. Management of the surfaces is therefore largely the only option available to Council.
- 3.3. There are a substantial number of tasks and work being undertaken to continuously improve the airfield. Users have a wide variety of expectations of what the airfield should look like, and the level of services provided by Council. For us to ensure that we have captured what is required to meet the regulatory requirements for a non-certified aerodrome and the budget to achieve this, we have a project management system that prioritises these tasks and work (in the form of a spreadsheet). The recording system captures what we are doing and prioritises (in consultation with the Greenspace Leadership Team) to ensure we allocate resources in the right places, to get the identified tasks and work done at the right time. Any proposed changes to the agreed and funded programme of works, would need to be reported back to the Community and Recreation Committee for approval.

4. **ISSUES AND OPTIONS**

- 4.1. There are a number of significant tasks and projects which we are currently working on at the airfield. These have been summarised below to create a line of sight for Elected Members to increase visibility of the program of works at the airfield and, in keeping with accepted good aviation practice, the on-going efforts to continuously improve airfield standards and aircraft operating culture. The items below are a summary of some of the projects which may be of particular interest to elected members. Most of these are high priority projects that are being worked on. However, for the comprehensive list of projects please refer to the attached spreadsheet.
- 4.1.1. **Landing and Hanger Lease Charge Review** - Assessment of landing charges options and recommendation to the Committee for consideration – Rangiora Airfield Advisory Group (RAAG) members have submitted suggestions, which are being collated by the AMSO for the next RAAG meeting on 24th July. The RAAG will then make a formal recommendation to management to include within a report to Council.
- 4.1.2. **Safety Manual and Safety Management System Review** – This review and amendment/updating has commenced. The Safety Manual is being updated using current Civil Aviation Authority of New Zealand (CAANZ) and industry Standards (CAANZ Advisory Circular 100-1 Safety Management guidance) and will include risk assessment methodology and development of a risk and hazard register. Update to be completed by 24 December 2024
- 4.1.3. **Aviation Information Publication (NZRT Plate) Update** – An update and amendment for improving published information to pilots operating into and out of Rangiora Airfield. Update to be completed by 30 September for publication in next scheduled AIP amendment.
- 4.1.4. **Fuel Tanker Trailer Assessment** - Assessment of fuel tanker trailer used by the Canterbury Recreational Aircraft Club (CRAC) and working with them to determine the requirements to be met and establish safe options for fuel storage (i.e. 91/95 car petrol). A report is due in late July to address, amongst other things, tanker trailer safety design, modification, storage location requirements and limitations, environmental impacts (if any), training of people using the equipment. Recommendations will be made by the AMSO to Waimakariri District Council (WDC) management by 30 September 2024 on appropriate course of action after report received and discussion with CRAC representatives.
- 4.1.5. **Collaboration** - Improved safety collaboration with airfield users, through the reinstatement of the Airfield Safety Committee, which was disbanded in 2017.

Meeting with Chair of the RAAG held on 5th July to further the establishment of the Committee and scope invitees, activities and objectives. First Committee meeting scheduled for mid-August (subject to participant availability).

- 4.1.6. **Lease and Hanger Audits** - The introduction of lease and hangar audits to ensure compliance with lease provisions, consent required activities, compliance with various legislative safety requirements (e.g. fuel storage, safety of activities that Council may have some responsibility for as the Person Conducting a Business Undertaking - PCBU). First meeting to discuss the programme is scheduled for 8th August with Property, Greenspace and Health, Safety and Wellbeing Teams. Programme to be developed by 31 August 2024.
- 4.1.7. **Cross Runway Safety Assessment** - Safety assessment of airfield cross-runway operations to establish risk and any controls necessary to support safe operations and minimise risk. Currently working to understand the area of land owned by Council and covered by the airfield designation, as well as noise contours and any impacts that relocating the runways may have. First discussions have been completed with WDC Planning representatives and receive guidance on next steps. Risk control recommendation to Audit and Risk Committee by 30 September 2024
- 4.1.8. **Council Airfield Webpage** - Enhance Council airfield webpage to provide detailed information to airfield users – This has not been started but will be informed by any limitations placed on the Council for information not deemed appropriate for the AIP Plate update. Information such as that for flight planning purposes could be added to a revitalised Airfield Section of the WDC website. Completion 30 August 2025.
- 4.1.9. **Main Taxiway Remediation** - After discussion with CAANZ Aerodrome Inspector and suggestion from RAAG member, explore options of not defining a taxiway so that pilots can have discretion on where they taxi their aircraft when taxiing for take-off. Completion by 30 September 2024.
- 4.1.10. **Fire Risk Controls** - Appropriate controls to minimise fire risk from large areas of long grass. This will involve potential movement of about 11,000 m³ of excavated material currently deposited on the southwest side of the airfield. Material could be used to fill in hollows on the southwestern and southeastern sides of the airfield and create an area that could be mown to prevent long, lank grass growth (not funded this financial year). Assessment to be completed by 31 August 2024
- 4.1.11. **Conditions of Airfield Use** - A Conditions of Use and Fly Neighbourly document has been drafted and reviewed by members of the RAAG and sent to the Manager of the H, S and W Team for their review. To be completed by 30 September 2024
- 4.2. Council is required under the Civil Aviation Act and the Civil Aviation Aerodrome Rules to maintain the airfield in a safe condition for aircraft use and the projects and tasks above and within the attached spreadsheet are required to comply with the legislative requirements.
- 4.3. These projects and tasks have been prioritised by the Greenspace Management Team and completion dates have been included so that the priorities can be completed to address some of the higher risk activities at the airfield. This task list was developed with the assistance of the Chair of the Rangiora Airfield Advisory Group (RAAG) Steve Noad and the RAAG Aviation Advisor, Bruce Drake. Once reviewed by the Community and Recreation Committee, these will be circulated with the wider RAAG.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The above projects all have varying levels of impact on the users of the airfield and additional health and safety implications which keep airfield users and the community around the airfield safe.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. If an individual project is determined to potentially strike interest, it will be engaged on directly through Mahaanui Kurataiao Limited.

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 RAAG continues to function as the principal source of advice to Council. The AMSO attends the meetings and provides an educated (from aviation and business operating perspectives) input in to matters raised at the meetings.

Wider Community

The wider community may be affected by or have an interest in some of the significant subject matter of this report (e.g. relocating the cross runways to mitigate current risks). Each individual project that may generate a community interest will have its own engagement plan that invites, or includes, the wider community, where the proposed activities could have an impact on significant issues such as amenity. An example of this is the proposed extension to the vehicle/aircraft restrictions over and on the Ashley River inlet.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the discussions in this report. This report is to provide an informative dialogue of the works that are currently under way at the airfield, and those that have been completed. Current works are being completed within the budget approved by Council. Where unbudgeted expenditure may be required, for example, to manage identified safety risks, a recommendation paper will be provided to Council for consideration of budget allocation.

6.2. **Sustainability and Climate Change Impacts**

All of the aircraft operations at the airfield, bar one electric aircraft that operates irregularly, have the potential for climate change impacts. Uptake of the use of electric aircraft is limited by several factors such as cost and current electric aircraft range and performance. Electric aircraft development for the sector of pilots operating at the airfield is in its infancy and the availability of affordable aircraft in the short to medium term appears unlikely. Vertical Takeoff or Landing (VTOL) operations might become a factor in commercial operations (e.g. WISK - <https://wisk.aero/>) at some stage in the future, but current development has moved overseas to Australia and the United States America. Commercial fully autonomous electric flight is still some years away. Should this type of operation become viable for operators into and out of Rangiora Airfield, an assessment of the facilities (terminals, car parking, aircraft charging) will be required as well as the airfields capability and capacity to support such operations.

6.3 **Risk Management**

By using a project-based approach, we are improving our performance of identifying and managing our risks. We have enhanced oversight over the risks and timeframes – however, there is a risk that if we don't meet expected timeframes for some airfield users. There are no material risks arising from the works being undertaken in this report, other than those risks identified in contractor Method of Work Plans associated with respective works being undertaken (such as tree felling, and minor remediation works – including fencing). Significant projects (e.g. taxiway remediation if undertaken) will have a risk section applied through its project plan.

6.4 Health and Safety

There are no additional health and safety risks arising from the works currently being undertaken as described in this report and the attached spreadsheet. However, the entire airfield can be categorised as a high-risk environment. A risk and hazard report has been provided to Council, through the Audit and Risk Committee for the airfield.

These risks and hazards will be managed through the Safety Committee that is being established for the airfield.

The formal assessment of the current cross runway operation will likely indicate and expand on the midair collision and aircraft to vehicle collision risk matters identified in the hazard and risk information provided to the Audit and Risk Committee.

7. CONTEXT

7.1. Consistency with Policy

The works undertaken are consistent with the legislative requirements for a non-certified aerodrome and the Health and Safety at Work Act 2015.

7.2. Authorising Legislation

- Local Government Act.
- CAANZ Part 139, Rule 139.503 Non-certificated Aerodromes: 139.503 Unsafe conditions - An aerodrome operator to which this subpart applies must establish procedures to ensure that aircraft movements are restricted or prohibited on parts of the aerodrome where an unsafe condition exists.

7.3. Consistency with Community Outcomes

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

Social:

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.

Environmental:

- The natural and built environment in which people live is clean, healthy and safe.

Economic:

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

7.4. Authorising Delegations

The Community and Recreation Committee have the delegated authority to approve the recommendations within this report.

| Part of LTP, BAU or budgeted works (Y/N) | Job title | Priority | Phase | Task Definition | Status update (current position) | Owens role | Key contact | Date due: | Additional Commentary |
|--|--|----------|----------|---|--|-----------------------|---------------|---|--|
| BAU | Lease process | High | BAU | Baseline lease has been finalised and is now being updated for those that have leases due or expired. | Lease changes have now been made and a clean copy sent by Shehan on 4/3/2024. Michael Homan is now leading the renewal process with Owen as an advisor. | Liaison with Property | Michael Homan | Ongoing as leases expire. | |
| Special project | AIMM system interrogation | High | Planning | The AIMM data has been challenged by users at the airfield. We need to interrogate and show the accuracy and hold the data to account so we can show if this is the best value solution. This should be tied into the wider fees and charges review. We also need to understand what other tools may be available which could challenge AIMM. | Assessing with three RAAG members as part of recommendations for landing charge revenue rationalisation/better return. This ties into the wider fees and charges project currently underway. Scope needs to be developed, supported by RAAG and then presented to Council with an engagement plan. This could potentially be formed into a project for a consultant to run. | Lead | Grant MacLeod | Project to be scoped and completed by 31 October | |
| Special project | Fees and charges review | High | Planning | The advisory group has been working on providing some preliminary ideas back to Council staff to consider a fees and charges project, rather than just increasing. This has been worked on with the RAAG and a process plan and engagement plan is to be presented back to them in August for consideration at a workshop. | Is listed in the June 2024 minutes of the Rangiora Airfield Advisory Group. Suggested options for fees have been received at the RAAG meeting and will be condensed in to a single paper for RAAG member review and refining at the July RAAG meeting. | Lead | Grant MacLeod | Recommendation to Council by 31 October 2024 (see above re AIMM system) | |
| BAU | Runway checks | High | BAU | Safety checks of the runways, up to three times per week. | Currently being completed at three per week. Checklist created. Currently being converted to use on phone. | Lead | Grant MacLeod | Complete / ongoing | Airfield inspection – now completed three times per week (Mon/Wed/Fri). Average distance covered 11 km. Inspection covers taxiways, runways, fences, gates, and bollards, buildings and facilities, obstacle limitation surfaces, safety equipment (airfield fire extinguisher, first aid kit, emergency tractor). Assessing for unsafe areas, foreign object debris, grass length, surface condition and capability to support operations (worn/stones). |
| BAU | Review safety manual | High | Planning | Scope to be determined by Owen, but this would be for the development of an SMS for the airfield. | Most of the SM requires rewrite. Scheduled for June/July when airfield is quieter. Document has been entered into the Quality Document amament system and the review is underway. | Lead | Steve Noad | Completed by 30 December 2024 | |
| BAU | Aeronautical Information Publication Amendment for Rangiora Airfield | High | Planning | Work with RAAG and CAA to have updates made to the plate. | Working with CAANZ who met with Owen and Steve N on the 27 June 2024 to go through the landing plate and advise on changings to make from the update that has been submitted in 2021. This was submitted to CAA by previous safety officer and has been awaiting further advice. Discussion with CAA Flight Operations Field Safety Advisor and CAA Aerodrome Inspector on 26th and 27th with respect to guidance on information and data that can be included in the AIP RT plate. Airfield Manager to commence updating plate based on CAA feedback. CAA reps advise that CAA is going to be reviewing all airfield/aerodrome/AIP plate data to ensure standard information and phraseology. | Lead | CAA | Completed by 30 September 2024 | AMSO has had two discussions with the CAANZ Flight Operations Field Safety Advisor regarding previously developed and proposed (to CAANZ) AIP amendment. Based on those discussions and the CAANZ education programme for industry titled 'Work Together Stay Apart', the previously proposed AIP amendment will be reviewed to ensure that it does not conflict with the work CAANZ is undertaking and amended and added to, to reflect safe operating principals for the airfield and runway/circuit design. |

| Part of LTP, BAU or budgeted works (Y/N) | Job title | Priority | Phase | Task Definition | Status update (current position) | Owens role | Key contact | Date due: | Additional Commentary |
|--|--------------------------|----------|------------------------|--|---|--------------------|------------------------|---|---|
| BAU | Fuel tanks | High | Investigation | Continue to work with groups who wish to have fuel supply and ensure compliance. | Currently working with WDC H,S and W on CRAC tanker trailer. Site visit with CRAC President on 22 April 2024 and engagement with Tanker Certifier to understand requirements (e.g. storage location, maintenance, safety requirements to be met by CRAC). Tanker Trailer Certifier visit to site on 25 June to provide guidance to WDC on regulatory requirements and respponsibility of WDC as PCBU of the airfield. Report from specialist due 19th July. Action Plan for Council and CRAC to be developed after assesemnt of report by Airfield Manager. | Lead | Health and safety team | Project update to management by 30 September 2024 | The assessment is primarily to make certain that the Councils responsibilities and accountabilities are known (as PCBU of the airfield, and that the fuelling system (and others like it on the airfield) are compliant with the regulatory requirements and safe to use. A Certified Tanker Trailer Specialist has undertaken a comprehensive review, in conjunction with representatives of the CRAC. |
| BAU | Health, Safety and Risk | High | Planning | Develop a safety plan for airfield, ties into the safety manual and SMS update and development. | Not yet started. June/July commencement. | Lead | Health and safety team | 30-Nov-24 | |
| BAU | Review RAAG structure | High | Report | Currently ongoing and proposal submitted in August 2023. Once feedback is in (no later than the March airfield meeting 2024), this will be put to Council in a report for their consideration. | Proposed structure delivered to Grant M on 18/04/24 after agreement with RAAG as to final makeup of RAAG and airfield management team. | Lead | Grant MacLeod | With Greenspace Leadership Team to present recommendation to Council. | |
| BAU | Airfield safety meetings | High | BAU | Need to book in regular safety meetings with CAA present, should be more than one per annum. | Safety Committee has been established. First meeting to be in July 2024. Scope and agenda to be developed. | Lead with CAA | RAAG | Meetings to be monthly to discuss incidents and airfield culture and how to improve performance. First Committee meeting scheduled for mid-August (subject to participant availability) | The RAAG is currently assessing incidents at the airfield, however, the meeting time available limits comprehensive discussion and develop actions to improve airfield and airspace operations. |
| BAU | NOTAM training | High | BAU | Owen able to issue NOTAMs | I'm trained. Steve Noad is trained. We are the only two people effectively issuing NOTAMs. | Lead | Steve Noad | Complete. | |
| BAU | Hangar/lease audits | High | Planning | This will form part of the lease work that Michael H is now leading, please liaise with him directly and Katrina Blake to create an audit program. | Also need to liaise with H, S and W for involvement in audit. Initial discssion with Trina and Property Team undertaken. Next discussion to be scheduled for July 2024 when audit pprogramme and checklists will be determined. Owen to schedule. | Lead with property | Michael Homan | Annual audit programme to be developed in conjunction with Property, H, S and W anmd Airfield Manager - Programme developed by 31 August 2024 | Workload has impacted the commencement of this programme, but additional resource in the Property Team will enable this programme to commence. First step is developing the scope and objectives of the audits, a checklist covering lease, health and safety and operational elements that Council are responsible for and lease holders are obligated to comply with. |
| Special project | Gate project | High | Installation completed | Replace two farm gates with self automated gates, this is to ensure compliance and a higher standard of care on who can and cannot access the operational areas of the airfield. This will also manage to a certain degree, vehicle movements on the airfield. | Gates have been installed and cards are being distributed. Owen has contacted airfield users and worked with them on who needs cards and been answering questions. Has been an ongoing engagement exercise. | Technical advice | Isibea Clark | Operational using proximity cards by 10 August 2024 | |

| Part of LTP, BAU or budgeted works (Y/N) | Job title | Priority | Phase | Task Definition | Status update (current position) | Owens role | Key contact | Date due: | Additional Commentary |
|--|---|----------|------------------------------------|---|---|---------------|---------------|---|-----------------------|
| Project | Safety of cross runway operations | High | Assessment and options development | Mid-air collision risk associated with aircraft taking off on RWY 07 and aircraft landing simultaneously on RWY 10, due to obstructed view by hangar location. Aircraft landing on RWY 22 overfly airfield road at very low height - possibility of aircraft/vehicle impact, especially trucks. Recent cross runway operation accidents in Australia are important references in this review. | Determining area of airfield covered by 'Designation' to understand what the requirements are to reposition RWY 10/28 southeast onto existing WDC owned land. This will shift the runway threshold and aircraft landing locations and raise the height of aircraft crossing RWY 07. Relocation of 04/22 southwest is problematic as the Council does not own the land adjacent to the existing RWY 04 threshold. Current control for the roadway is for aircraft to abort landing if a vehicle is on the road. From observation by AMSO, this does not control the risk as aircraft have been observed landing over top of vehicles. Option exists to have signage and get vehicle to stop for landing aircraft. This option to be explored further to look at technology capable of alerting drivers to stop. Another option is to close the runway. | Lead | Grant Macleod | Options for controls to Council Risk and Audit Committee by 30 September 2024 | |
| Project | Remove Pine Trees | High | Completed | Remove stand of 40m tall pine trees that are causing a flight safety hazard for aircraft taking off from RWY 28, due to significant turbulence affecting takeoff performance. | Two quotes received for work. Work completed by successful contractor in one day. No safety issues emerged. Work completed IAW Safety Plan. Logs have been sold for firewood. Work cost substantially less than quoted. 90 m ³ of shredded material for garden use at airfield and other Greenspace projects. | Lead | Grant Macleod | 30-Jun-24 | |
| LTP 22/23 | Aeronautical study review | Medium | Planning | CAA has instigated a P139 review for the airfield. Awaiting results of second round of consultation they have undertaken with the airfield users. As yet no official position from CAA on the status of the Aeronautical Study. Refer to mins of 2nd may 2023 Council meeting for full list of recommendations approved by council. | Safety work is ongoing and a number of projects have been identified in this work list which will assist with any instruction to develop P139 compliance. Due date will only be updated following CAA feedback. CAA have updated the Rangiora Advisory Group meeting that they intend to have communication out to Council and users by the end of August 2024. Until then, this is on hold until advised otherwise. Owen has identified some works that could go on without CAA instruction or feedback, this is mostly centred on the taxi ways and access to the operational areas of the airfield. | Lead with CAA | Grant MacLeod | Feedback from CAANZ Director possibly by 31 August 2024 | |
| BAU | Contract - delta and corde | Medium | Planning | Act as liaison for maintenance works at airfield. | In place: mowing, spraying, fertilising runway, unsealed road maintenance, taxiway water ponding and flooding. | Lead | Ken Howat | Complete / ongoing | |
| BAU | Introduce Airfield Manager and Safety Officer to airfield users | Medium | BAU | Attend meetings and make contact with users and groups at the airfield. Make self available and introduce to interested parties. | Ongoing and many contacts made. | Lead | Steve Noad | Complete / ongoing | |

| Part of LTP, BAU or budgeted works (Y/N) | Job title | Priority | Phase | Task Definition | Status update (current position) | Owens role | Key contact | Date due: | Additional Commentary |
|--|---|----------|---------------|--|---|---|---------------|--|--|
| BAU | Create communication plan | Medium | BAU | Work with coms to have a communications plan, including the newsletter (quarterly) and other means of getting messaging to users of the airfield. | Newsletter being sent out quarterly. Last sent out June 2024. | Write and distribute to User Contact List (110 people so far) | Sara Meredith | Complete / ongoing | |
| LTP 24/25 | Taxiway renewal program | Medium | Planning | Develop a program of works to help renovate and ensure safety and risk reduction in the use of the taxi way. | Taxiway remediation work planning has been undertaken in conjunction with Ecan and WDC Planning. Have discovered that the airfield is a HAIL site, so remediation has slowed to resolve issues associated with this classification. Budget likely to have to increase to cover costs of environmental consultant (Tonkin and Taylor) and report to support Outline Plan application. Consent form WDC will be sought to cover all works on the airfield into the future (40 plus years). Work now likely to go ahead in early spring as ground temperature now too low to risk seeding. Ecan have now stated we need a global or similar resource consent for this works. Currently working with internal planning team on options to bring back for consideration. Feedback from CAANZ Aerodrome Inspector on 25th June advises that Council, with RAAG support, can delineate an area not to be crossed for taxiing aircraft that will spread the load across a much larger area than just a 5m taxiway. May shift how current rough area on taxiway is ameliorated. and significantly reduce cost. | Lead | Grant MacLeod | Ongoing. Plan for new taxiway management being developed and costed. Plan and completion by 30 September 2024, if feasible and appropriate and agreed by RAAG. | The growth and development of Light Sport Aircraft presents operational issues for pilots and aircraft owners alike, to be more cognisant of the airfield condition and the suitability of it for their specific aircraft, especially those aircraft considered 'high performance'. These aircraft usually operate at higher landing and takeoff speed and have small wheels (much smaller than aircraft historically operated at the airfield). The runway and taxiway contours, roughness and sometimes stony surfaces are not suitable for these high-performance, small-wheeled aircraft. A recent discussion with an aviation insurance loss adjustor noted that pilots/owners need to be more responsible with their decisions to operate their aircraft off unsuitable surfaces. For these reasons, the Aeronautical Information Publication (The AIP – which provides information from the Council to pilots operating at the airfield) will have an amended caution relating to the surface condition of the manoeuvring area, to improve risk controls for the Council and improved information notification to pilots regarding surface condition, as an aid to decision making. Will require calculation of safety zone (IAW CAANZ AC139-7) and agreement with airfield users via RAAG, who agree with the concept. A single line of flush markers would be used to mark the safety zone limit where aircraft would not be permitted to taxi passed. Cost of taxiway remediation now approaching \$100,000, complicated by the 'contaminated' status of the airfield soil. |
| LTP 22/23 | Fence line project | Medium | Planning | Inspect the fence line and identify areas to renew or replace. | Inspected and main area is from main gate to corner of D. Smith land. Quote has been updated (two quotes) as the original quote was received some time ago prior to my engagement with WDC. Contractor has been selected on previous performance with WDC. Work to be completed by 26 July (subject to weather). | Lead | Ken Howat | North eastern fence replacement by 31 August 2024. | |
| BAU | Hangar 2 lease | Medium | Completed | Work with property to see what can be done with the renewal of this lease area, noting that this will have an impact on the gate and barrier to getting to the operational area. | Lease agreement resolved with Zena and lease holder. Gate relocated. Hard surface required for fuel tankers to access airfield as part of relocation. Consent for work required due to HAIL site. | Liaison with Property | Property | Consent from Planning Team, if required, by 31 August. | |
| BAU | Database of contacts | Medium | Investigation | Create a database of contacts as part of the communication plan above. This can be tied into that overall project. | Contacts list now at 110 people and increasing each week. | Lead | Steve Noad | Ongoing | |
| BAU | Policy development - safety (includes dogs, vehicles, speed limits, parked equipment, temporary buildings, gates etc) | Medium | Pre planning | This will need full scope document, Owen to work directly with Grant M on this. | RAAG want dogs to be allowed on airfield provided that they are on a leash. Property view is that lease holders should be operating within their lease sites, so notification is required to all lease holders regarding this aspect. Michael Homen has sent out a letter to this effect to the 28 lease holders currently without a lease. | Liaison with Grant M | Grant MacLeod | Ongoing and included as part of lease audit programme being developed. | |

| Part of LTP, BAU or budgeted works (Y/N) | Job title | Priority | Phase | Task Definition | Status update (current position) | Owens role | Key contact | Date due: | Additional Commentary |
|--|--|-----------------------------------|--|---|--|------------|---------------------------------|---|--|
| Special project | Safety management system / Airfield safety manual update | Medium | Revision in progress. | Review the safety plan and current manual and look at what improvements may be needed. Noting CAA aeronautical study. | Still waiting on feedback from CAA on both the landing plate and the aeronautical study. Otherwise this has been an ongoing work area for Owen and making improvements. | Lead | RAAG | Completed by 30 November 2024 | |
| Special project | Airfield access agreement | Medium | Planning | Work with neighbouring property owner on how they can access the airfield directly from private land. Develop a fee structure and what kind of contract or how this would be rolled out to new owners if land is developed and sold adjoining the airfield. | Building consent for one hangar has been submitted with an updated advisory note sent on June 27 from Dan Smith. This outlines that construction is yet to commence due to the hearing for the Priors and Mertons road development to be held in late August. | Lead | Chris Brown/applicant Dan Smith | Complete draft document by 31 August | |
| Special Project | Bird strike management | Medium (due size of some species) | Assessment and purchasing | Assess what additional measures can be incorporated into the airfield wildlife management activities to enable improved bird number reduction. | Worked with H, S and W Team to assess the risks associated with using pyrotechnics as a tool to harrass bird species so as to make them aware that the airfield is an unpleasant area to co-habit with aircraft. Assess susurface insect populations and develop an action plan to minimise food sources on and in the manoeuvring area. | Lead | Grant Macleod | 31 August and ongoing for food source identification. | |
| Project | Long lank grass fire risk | Medium | Planning | Working with Tonkin and Taylor to develop a plan that will allow developer to use pile of excavated material (approxiamtely 11,000 m ³) on their development adjacent to airfield (subject to WDC approval). Airfield designated as a contaminated site requires an airfield developed policy and procedure to allow the use of the material (through WDC Consent). | T and T representative has visited site and is preparing a document to support already subitted (to WDC Planning Team) for airfield earthworks that requires a Consent under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES-CS) requirements. Outline Plan may be changed if taxiway digout and soil replacement no longer required. Challenges exist for grass sowing on leveled sites under the NES-CS as there is a requirement to have the surface covered (by grass) within two months. No irrigation capability at airfield currently. | Lead | Grant Macleod | Decision on concept plan for taxiway remediation by 31 August 2024. | |
| Project | Conditions of Use and Fly Neighbourly Document | Medium | Draft completed for wider consultation | Develop a Conditions of Use and Fly Neighbourly document for airfield users | Draft completed and circulated for review. | Lead | Grant Macleod | Completed 30 September 2024 | The RAAG member comments are supportive, with some minor tweaking of language to ensure that the purpose of some sections are well understood . Once approved by RAAG, the document will be circulated to airfield users for their consideration to sign the document, as a commitment to safe and considerate flight operations at and in the vicinity of the airfield. |
| BAU | Parked plane audits | Low | BAU | Develop a fee and charge to apply to overnight parked aircraft and assign spaces that this may occur. | Aircraft records of overnight parking being made. Each aircraft requires AMSO to fill out invoice. Two aircraft owners indicated that they were parked on leased land. Has taken a long time to track one lease holder to confirm this and they advised that permission had not been granted (no discussion at all). The other leaseholder had not discussed with the aircraft owner. | Lead | Grant MacLeod | Ongoing | |

| Part of LTP, BAU or budgeted works (Y/N) | Job title | Priority | Phase | Task Definition | Status update (current position) | Owens role | Key contact | Date due: | Additional Commentary |
|--|-----------------------------|----------|--------------|--|--|---------------------------------------|---------------------|-----------|---|
| BAU | ATC building liasion | Low | Completed | Work with ATC to have temporary buildings removed, and ensure those that are being placed into the lease area have sign off and code of compliance. | Working the Buzz Harvey to relocate one building. Site inspection completed. One building moved to final (temp) site. Other building is sold and has been moved offsite. Area cleaned and tidied after building removal. | Lead | Property | | Relocation complete, minor works for foundations to be completed and building shifted approx 12m to final temporary location. |
| BAU | Courier - central point | Low | Pre planning | Airfield hangar owners and business operators are keen to have a centralised or easy to instruct way to have packages or post delivered to hangars. Continue to work with RAAG on this. Early thinking has been around making the road an official road and or creating a centralised post area that packages could be delivered to for each hangar. | Budget only exists to plan, not to implement a solution. Options explored, but making the airfield road an official road has complications as it may not be able to be closed by the main gate if this is undertaken. More work required with various Acts and Regs. Work to continue. | Lead | RAAG | 24-Dec-24 | |
| Not yet live | Heritage project | Low | No scope | Record the history of the airfield and interveiw key people involved since it began operation. This information to be collated so that it might be put on display at some time in the future. Either at the airfield or library. | Not started yet, but have had discussions with various users (Bruce Duff, Peter Small, Pat Scotter) regatrdring their knowledge and history with the airfield. | Not yet live | Grant MacLeod | | On hold |
| BAU | Internal speed limits | Low | Pre planning | Work with Shane Binder and Steve Noad to see what changes might be needed and how to make official if there are. | Not started. | Lead with roading team (Shane Binder) | Shane Binder | | On hold |
| BAU | Review webpage for airfield | Low | Pre planning | This will need its info reveiwed and also made to be easier to use. | Initial discussion with Chris B around thoughts and looking at other airfield websites. Will be a winter project, working with IT and Comms. | Lead. | Communications unit | | On hold |
| Special project | Signage review | Low | Pre planning | Review signage on the airfield and develop a replacement plan if required. | Not started. | Lead | RAAG | | First group of 18 signs installed by 23 August 2024 |

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-01-04 / CMS-09-10-02 / 240710113131


REPORT TO: COMMUNITY AND RECREATION COMMITTEE


DATE OF MEETING: 23 July 2024

AUTHOR(S): Emily Belton – Youth Development Facilitator
Tessa Sturley – Community Team Manager

SUBJECT: YOUTH DEVELOPMENT UPDATE

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report provides an overview of activity undertaken in the Community Team's Youth Development portfolio, in alignment with the key focus areas, goals and objectives of Waimakariri Youth Strategy 2018.
- 1.2. The report also highlights a planned review of Youth Strategy 2018, in line with emerging issues and opportunities related to the wellbeing and resilience of local young people.

Attachments:

- i. Waimakariri Youth Strategy – 2018 (Trim # 181128139844)

2. RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240710113131
- (b) **Notes** the breadth of work undertaken to engage, connect, inform and empower local young people so that they can be well supported and included in local activities and decision making.
- (c) **Notes** the success of the Youth Futures initiative and associated Mayor's Taskforce for Jobs programme in linking local young people into information, support and opportunities for training and employment, which would not have otherwise been available.
- (d) **Notes** the valuable role that Youth Council has played as a mechanism to capture the voice of young people in local decision making, so that our District's services, supports and recreational opportunities fit the needs of the next generation of local rate payers.
- (e) **Notes** that, despite the need to cancel many youth-led events over the COVID period, several thousand local young people were linked into at least one of an extensive range of local youth-led events and activities.
- (f) **Notes** the importance of the planning and delivery of youth-led activities being evidence-based and relevant, so that funding spend is appropriately targeted. This is in line with the

national, Ministry of Health Best Practice Guidelines for Youth Development, as detailed in 4.2, below.

- (g) **Notes** the pending review of the existing Youth Strategy This process will begin in the second quarter of this financial year, with a new document, in the form of an action and implementation plan, produced in time for the 2025/2026 financial year.

3. **BACKGROUND**

- 3.1. Youth Development in the Waimakariri District Centres on a Positive Youth Development an *"approach that guides communities in the way they organise programmes, people and supports so that young people can develop to their full potential"* (Pittman).

Positive Youth Development in Aotearoa: Is a framework that has its origins in youthwork practice but is also inclusive of information from other fields of practice such as health, education, social service etc. The intention is to bring together a selection of useful resources and frameworks that can help guide and inform practice involving young people.

- 3.2. This approach was applied to the development of the district's first Youth Development Strategy and subsequent establishment of a Youth Development Facilitator role to guide the implementation of that Strategy.

- 3.3. The objectives of the original 2010 strategy were to:

- Increase the positive profile of young people in our district.
- Support the development and delivery of youth-led initiatives.
- Identify and facilitate opportunities for the local youth sector.
- Create mechanisms whereby young people can have a greater voice in local decision-making.

- 3.4. This approach resulted in the establishment of three key networks:

- North Canterbury Youth Services Network – A forum where social, health and community sector workers associated with young people can network, share challenges and opportunities, and gain collegial support. This network is led and maintained by our Youth Development Facilitator. It provides key formative information to inform priorities and creates a mechanism to inform and upskill the sector, so that they can collectively affect positive outcomes for local young people.
- Youth Action Group – This was established, initially as two groups, with the kaupapa of bringing young people to plan, develop and deliver youth-led activities that would be relevant and accessible to local youth.
- Waimakariri Youth Council – Established in 2013, Youth Council provides a platform for the voice of young people in local decision-making. The emphasis is on informing and empowering young people and on developing an emerging cohort of young leaders who can contribute to a positive future for the district.

- 3.5. While the objectives of the 2010 Youth Development Strategy were and are still relevant, much had changed. Our district had grown, and its demographics had broadened considerably. As a new Waimakariri District profile emerged, Youth Council felt that it was timely to review its strategic direction. Consequently, following broad engagement, Youth Strategy 2018 was developed and has been the framework for youth development priorities in the Waimakariri District over the past five years.

- 3.6. This report details progress against the themes, goals and objectives of that strategy and highlights emerging issues that will likely inform strategy priorities, going forward.

4. **ISSUES AND OPTIONS**

- 4.1. Youth Strategy 2018 presents a vision of “A District where young people are engaged and connected to a community that values and supports them. – Where young people have opportunities to grow, develop and get excited about the future.” It centres on four themes that were commonly evident in engagement to inform the strategy:

- Connection with Community,
- Involvement and Action,
- Locations and Services
- Developing Young People

- 4.2. The goals and objectives detailed in the strategy align with those pillars and. Its development and implementation have been carried out in line with six internationally recognised Best Practice Principles for Youth Development. These are that:

- 4.2.1. Youth development is shaped by the 'big picture'.

The 'big picture' is the values and belief systems; the social, cultural, economic contexts and trends; the Treaty of Waitangi and international obligations such as the United Nations Convention on the Rights of the Child.

- 4.2.2. Youth development is about young people being connected.

Healthy development depends on young people having positive connections with others in society. This includes their family and whānau, their community, their school, training institution or workplace and their peers.

- 4.2.3. Youth development is based on a consistent strengths-based approach.

There are risk factors that can affect the healthy development of young people and there are also factors that are protective. 'Strengths-based' policies and programmes will build on young people's capacity to resist risk factors and enhance the protective factors in their lives.

- 4.2.4. Youth development happens through quality relationships.

It is important that everyone is supported and equipped to have successful, quality relationships with young people.

- 4.2.5. Youth development is triggered when young people fully participate.

Young people need to be given opportunities to have greater control over what happens to them, through seeking their advice, participation and engagement.

- 4.2.6. Youth development needs good information.

Effective research, evaluation, information gathering and sharing is crucial.

These six principles aim to help young people to gain:

- sense of contributing something of value to society
- feeling of connectedness to others and to society
- belief that they have choices about their future.

- feeling of being positive and comfortable with their own identity.

Reference: Ministry of Youth Development (n.d.) *The Principles of Youth Development*. Retrieved from <http://www.myd.govt.nz/working-with-young-people/youth-development-approach.html>

4.3. The tables on the following pages provide a broad overview of some of the key pieces of work achieved with the implementation of Waimakariri Youth Strategy 2018. It should be noted that, whilst this does not represent the entirety of youth development, it highlights key successes, illustrating the value of applying a strategic approach.

4.4. These results are represented in line with the internationally recognised 'Results-based Accountability' evaluation model. i.e. "What did we do, how well did we do it, and is anyone better off?"

Reference: <https://www.msd.govt.nz/what-we-can-do/providers/results-based-accountability/index.html>

4.5. Key Results in Youth Development 2018 - 2024

| PILLAR 1: Developing Young People | |
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| GOAL: Young people have the support and opportunity to grow, develop and maximise their potential. | |
| What did we do? | |
| <p>1.1: Actively support and encourage initiatives that develop young people’s skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership.</p> | |
| How well did we do it? | Is anyone better off? |
| <p><u>WaiYouth Action Groups and Youth Council youth-led activity sub-groups</u></p> <p><u>Youth Council</u></p> <p>In total there have been over 100 young leaders represented at Waimakariri Youth Council.</p> | <p>Around 100 WaiYouth and Youth Council member developed a range of planning and coordination skills, and leadership experience.</p> <p>100 local young people have been given:</p> <ul style="list-style-type: none"> - governance and planning experience - a voice in local, regional, and national decision-making - experience in engagement, planning and evaluation. - access to professional standard leadership development. - Opportunities to connect with peers via regional and national youth-centred forums. <p>Four of our young leaders have been recognised with leadership awards.</p> <p>More than 20 local emerging leaders received direct leadership advice and mentoring to help them create positive futures. Examples included attendance at the national 'Festival for the Future conference in Wellington.</p> |

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| <p><u>Civil Defence Cadets</u></p> <p>Developed through collaboration between Civil Defence and Youth Development, the cadet programme ran for four years, with support for the Youth Development Facilitator.</p> | <p>Approximately 30 local young people developed increased confidence and a range of skills relevant to being able to effectively respond to a Civil Defence Emergency.</p> <p>Note, that this model has been discontinued, given potential to apply a different approach to increase its reach for local young people</p> |
| <p>What did we do?</p> <p>1.2: Facilitate a strong network of youth services with good lines of communication and collaboration to ensure that all young people can grow, develop and get the help and support they need.</p> | |
| <p>How well did we do it?</p> | <p>Is anyone better off?</p> |
| <p><u>North Canterbury Youth Services Network</u></p> <p>This network is led and maintained by our Youth Development Facilitator.</p> <ul style="list-style-type: none"> - Typical attendance is 15 -20. - Quarterly Meetings - Mix of guest speakers, training, connections, and insights sharing. - Guest speakers have addressed mental health, Neurodiversity and Positive Youth Development and Youth Health - Local provision of Youth Worker training | <p>Social, health and community sector workers associated with young people can network, share challenges and opportunities, and gain collegial support.</p> <p>Locally relevant input ensures relevant and appropriately targeted priorities for youth development.</p> <p>The youth service and support sector is appropriately skilled and informed, so that they can collective effect positive outcomes for local young people</p> |
| <p>What did we do?</p> <p>1.3: Support young people to be in education and employment, giving them the tools and incentives to develop, grow and pursue their goals.</p> | |
| <p>How well did we do it?</p> | <p>Is anyone better off?</p> |
| <p><u>North Canterbury Youth Futures</u></p> <p>Over the past 4 years, with the exclusion of 2021, due to Covid Restrictions. North Canterbury Youth Futures has delivered three successful careers expo's. There has been an average of 60 stallholders at the events from a wide range of local businesses and tertiary providers.</p> <p>Online videos established a strong social media presence for the programme, since August 2022 - Instagram following is 135. Facebook is 374</p> | <p>Each year the number of attendees has also been growing, with the 2023 event seeing over 1200 students and their families come through the doors at Rangiora High School.</p> <p>Cumulative attendance over the three events has been around 4,000 young people who were able to get one on one advice and opportunities related to education pathways and employment in around 50 different fields of work.</p> <p>Information about local employment possibilities is more visible to local young people and presented in relevant contexts.</p> <p>90 local employers have increased likelihood of employing a young person.</p> |

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| <p>A business breakfast in April 2024 featured celebrity economist Brad Olsen and was attended by nearly 90 local business leaders who learned more about Youth Futures and our Local Mayor’s Taskforce for Jobs Programme. Workshop discussions centred on the value of employing young people.</p> <p><u>Mayor’s Taskforce for Jobs</u></p> <p>Funded by MSD this programme is designed to remove barriers to employment for local young people, providing training, equipment and connections, as well as supporting and incentivising local employers to place local young people into sustainable employment.</p> <p>Strong local Youth Development and the collaborative nature of this work has ensured the success of the local programme.</p> | <p>The North Canterbury Youth Services Network database has an increased number of contacts.</p> <p>In its first year MTFJ has linked over 60 local young people into a range of free personal development education and training opportunities, including Strengths Finder, counselling, driver licencing, hospitality, health and safety, customer services, forklift and wheels and tracks, etc.</p> <p>29 local young people, previously not in education training or employment were placed in full-time, permanent work (30 hours plus per week) with 23 retaining their employment contacts. This was nearly double the contracted target and another 20 were placed in part-time, casual, or seasonal work.</p> |
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PILLAR 2: Connection with Community

GOAL: Young people are connected to their community and invested with a sense of belonging.

What did we do?
 2.1: Support existing initiatives that build positive relationships and connections with young people.

| How well did we do it? | Is anyone better off? |
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| <p><u>Letters of Support</u></p> <p>The Youth Development Facilitator regularly provides letters of support to ensure adequate funding is maintained for local youth service delivery. E.g. ComCol, Community Wellbeing North Canterbury, North Canterbury Youth Trust (24/7)</p> <p><u>Speaking Engagements</u></p> <p>Four of our Youth Councillors have spoken to local service clubs and gained scholarships to support their aspirations.</p> | <p>Local levels of youth service delivery are maintained.</p> <p>Local leaders can hear emerging young leaders bring a youth perspective, increasing the likelihood of advocacy to support the needs of local youth.</p> <p>Four local youth received funding to support their aspirations.</p> |

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| <p><u>Leadership Breakfasts</u></p> <p>These two events engaged over 20 emerging young leaders in an opportunity to be inspired and mentored by local business leaders.</p> <p><u>Parenting workshops</u></p> <p>The youth development facilitator worked with community development staff to facilitate local delivery of workshops aimed at empowering local parents with skills and knowledge to support their young people through key life challenges: Topics included,</p> <ul style="list-style-type: none"> - Raising the Next Generation with Confidence - Nutrition and Mental Health - Building a Resilient Teenager <p>Attendance numbers ranged from 60 to 80 at each workshop.</p> <p><u>White Ribbon Day</u></p> <p>Safe Relationships sessions at local schools to highlight what a good and healthy relationship looks like and what to look out for.</p> <p><u>Drug – proofing education in local high schools.</u></p> <p>A nationally recognised drug harm expert was brought into our community, speaking with parents, but also to over 1000 students at local high schools,</p> | <p>Emerging young leaders had some skills and wisdom to add to their kete.as they consider their future.</p> <p>Local parents were equipped with skills and knowledge to make it more likely that their young person will be able to function well.</p> <p>Local young people were equipped with the skills knowledge and connections to help themselves and others make safe relationship decisions and minimise drug harm amongst young people in the Waimakariri District.</p> |
| <p>What did we do?</p> <p>2.2: Provide new opportunities for young people to connect positively with their community in meaningful, practical ways.</p> | |
| <p>How well did we do it?</p> | <p>Is anyone better off?</p> |
| <p><u>Volunteering</u></p> <ul style="list-style-type: none"> - Planning and leading three Rakahuri River Clean-ups, with attendance of up to 70 people. - Planning and leading youth-led planting days | <p>Over 100 local young people experienced the value of volunteering to make a difference to their local environment and its future.</p> |

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| <p>What did we do?</p> <p>2.3: Foster an accepting, supportive and healthy youth culture through the provision of youth-led, youth-focussed community events and initiatives.</p> | |
| <p>How well did we do it?</p> | <p>Is anyone better off?</p> |
| <p><u>WaiYouth Action Groups and Youth Council sub-groups - Youth-led events</u> supported by our Youth Development Facilitator, including:</p> <ul style="list-style-type: none"> - Centre Stage Talent Quests - All Night Party multi-activity road trip - Summer Carnivals - Movies in the Park - Games in the Park - Cooking Classes, - Discos - River Clean Ups - District-wide Skate Jams - Art Competitions. - Disability Games - Theatre Sports - Planting Days | <p>Despite COVID-related challenges, over the years these events created opportunities for several thousand local young people to connect with others, have 'more to do' and/or develop new skills.</p> <p>Nearly 50 local young performers were given a platform to showcase their talent and nine received scholarships to develop their craft.</p> |
| <p>What did we do?</p> <p>2.4: Encourage the celebration and nurture of young people across the community.</p> | |
| <p>How well did we do it?</p> | <p>Is anyone better off?</p> |
| <p><u>Youth Service Awards</u> These have evolved over recent years, with the aim that they encourage young people who want to make a difference.</p> <p><u>Centre Stage Talent Quests</u>, as above</p> <p><u>Media Promotion</u>: - Profiling youth-led events and successes in local printed media and with a regular slot on COMPASS FM.</p> <p><u>Youth Council and WaiYouth</u> both serve as a safe and nurturing environment for young people to be empowered and to blossom. They also provide a platform for media promotion and a means for local decision makers to gain the perspective of youth, who are the next generation of rate payers and tax-payers.</p> | <p>Young people are presented in positive contexts across a range of platforms.</p> |

| PILLAR 3: Involvement and Action | |
|--|--|
| GOAL: Young people have a voice that is valued, and they are provided with worthwhile activities and opportunities. | |
| What did we do? | |
| 3.1: Continue to support youth action groups like Youth Council and WaiYouth providing opportunities for young people to get involved and have their voice heard and acted on. | |
| How well did we do it? | Is anyone better off? |
| A range of wide range of events were facilitated, as detailed in Pillar 2, above. WaiYouth undertook regular youth surveys to inform the development of local activities. | As above, several thousand local young people had opportunities to connect and engage in a range of activities. |
| What did we do? | |
| 3.2: Provide broader opportunities for a wider range of young people to get involved with decision-making and influencing change through forums, events, and other forms of engagement. | |
| How well did we do it? | Is anyone better off? |
| Youth Council provided input into the following consultations: <ul style="list-style-type: none"> - Youth-friendly places and spaces, with environment Canterbury and via a youth survey and Youth Space forum - Transport review with Environment Canterbury - Vaping - District Plan Workshops - Annual and Long-Term Plan submissions - Accessibility strategy review input | Young people have an active role in determining the future of the Waimakariri District's services, supports, activities and spaces. |
| What did we do? | |
| 3.3: Engage, inform and encourage young people in the ways they can get involved and have their say – locally, regionally and nationally. | |
| How well did we do it? | Is anyone better off? |
| Key to this has been the development of an online presence via Facebook and Instagram. It has allowed Youth Council, and WaiYouth to reach young people and capture their voice in relevant and accessible contexts | Local young people can easily access information around opportunities to have their say in local, regional and national consultations. |

| PILLAR 4: Locations and Services | |
|--|--|
| GOAL: Spaces, places, and services are created and maintained for young people to enjoy. | |
| What did we do? 3.4: Provide a range of public spaces and facilities for young people to use. | |
| How well did we do it? | Is anyone better off? |
| <p><u>Dudley Park Project</u> A revamp of the Dudley Park Skate precinct, including a hangout deck space that can be activated with activities and a youth-designed mural. This process was led by Youth Council and supported by our youth development facilitator.</p> <p><u>Advice and support for Pegasus Residents' Group – Youth Space and Youth Activity consultation</u></p> <p><u>ReVision Audits</u> to consider whether local places and spaces are Youth-friendly.</p> | <p>The development of local spaces for youth is informed and led by youth</p> |
| What did we do? 3.5: Invest in transport systems and networks that support young people's movement around the District. | |
| How well did we do it? | Is anyone better off? |
| <p>Representation on Environment Canterbury's Public Transport Steering Group.</p> <p>The youth development facilitator has supported discussions around access to transport for young people in the Oxford Community.</p> | <p>Access to transport is an ongoing issue in our district.</p> |
| What did we do? 3.6: Work to maintain, conserve and promote our local natural environment, and encourage the active participation of young people in this effort. | |
| How well did we do it? | Is anyone better off? |
| <p>Youth Council – Environmental Working Group</p> <ul style="list-style-type: none"> - Environmentally themed River clean ups, art competitions. 65-75 attendees to the river cleans ups. With a wide range of community members. - Support for Greenspace planting projects; particularly planting events. | <p>Young people are taking a lead in creating cleaner, more environmentally sustainable environments for the future of the Waimakariri District.</p> |

4.6. Looking Forward - Youth Strategy Review and Refocus

- 4.6.1. The 2018 strategy was developed to encompass learnings from 2010 to 2018 - particularly to ensure that our young people had a voice in the change they were frequently seeing around them and to provide opportunities for our young people to connect.
- 4.6.2. A significant number of youth-led activities were planned and delivered over the period of the Strategy. Whilst youth events seem like a quick fix for connecting young people, the value of the youth development role is in its community development approach. i.e. It is about empowering young people and their communities to know what the issues are, and how to best address them. This is in line with the national Best Practice Approach to Youth Development. Going forward, the WaiYouth Action Group function will continue to develop and deliver a range of events, identified as desirable for local young people. However, it will be important to ensure that local youth development centres on evidenced-based priorities that provide the most meaningful and long-term outcomes for local young people – particularly those who are more vulnerable.
- 4.6.3. Over the past five years, much has changed in the social landscape for our young people. With the impact of the COVID-19 pandemic, world events, climate change and local events such as the 2019 mosque shootings, the social community, health, and education sectors have highlighted several pressing issues that should be considered in a pending strategic review. Particularly:
- Mental Health
 - Access to employment and education
 - Housing
 - Youth-friendly places and places
- 4.6.4. The review of the strategy, will include broad engagement to complement and local census and other data and to test these stakeholder-identified key priorities and other priorities for local young people, going forward. This engagement will include surveying local young people and the stakeholders supports and services that surround them, as well as a youth forum that engages a range of local young people in considering what a Youth-friendly Waimakariri District might look like.
- 4.6.5. This process will begin in the second quarter of this financial year, with a new document, in the form of an action and implementation plan, produced in time for the 2025/2026 financial year.

Implications for Community Wellbeing

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

- The application of an evidence-based, community-led approach ensures the development of sound, relevant initiatives that create a safe, healthy, connected and resilient District for our young people.
- This work centres on the creation of connected, inclusive communities, where our young people have a sense of belonging.
- Broad sector collaboration results in better and locally accessible support and service provision; particularly with respect to addressing mental health.

- If we are to develop a culture of inclusion, it is important that we minimise barriers, so that young people can participate fully in all aspects of life in the Waimakariri District

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. Staff continue to seek Ngāi Tūāhuriri feedback and representation on local networks, including Youth Council, North Canterbury Youth Services Network and North Canterbury Youth Futures.

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. Particularly the social, health, education and community sectors.

Through its various working parties, project coalitions and steering groups, the Community Team has established and maintains an in-depth working knowledge of the Waimakariri District and the physical, socio-economic and environmental factors that affect the quality of life of our residents.

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 not financial implications of the decisions sought by this report.

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. However, Health and Safety consideration are a routine and mandated requirement in the planning and delivery of all local youth activities.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. Authorising Legislation

7.3. Consistency with Community Outcomes

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

7.3.1. **Social:** A place where everyone can have a sense of belonging: Aligns with all.

7.3.2. **Environmental:** A place that values and restores our environment...

- People are supported to participate in improving the health and sustainability of our environment.
- Land use is sustainable; biodiversity is protected and restored.
- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.3.3. **Cultural:** A place where our people are enabled to thrive and give creative expression to their identity and heritage: Aligns with:

- Public spaces express our cultural identities and help to foster an inclusive society.
- All members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers.
- Waimakariri's diversity is freely expressed, respected and valued.

7.3.4. **Economic:** A place that is supported by a resilient and innovative economy: Aligns with:

- There is access to meaningful, rewarding, and safe employment within the district.
- Our district recognizes the value of both paid and unpaid work.

7.4. Authorising Delegations

None

Tessa Sturley

COMMUNITY TEAM MANAGER

Te Rautaki Taiohi o Waimakariri

WYC
WAIMAKARIRI YOUTH COUNCIL

YOUTH STRATEGY

FOREWORD

Letter from Youth Council

This strategy is the revision of the original work that was completed in 2010. A lot has changed in the past eight years. There was a major earthquake which has led to a dramatic increase in growth in the District, new infrastructure from the rebuild, and new stresses for young people. In light of this, the Waimakariri Youth Council felt that updating the strategy would provide a great deal of value for young people and the Council itself.

Young people represent the future of the District. This strategy aims to capture their perspectives and needs in a concise form. Investing in youth will help them prepare for the challenges that life brings; and the Waimakariri District Council has a part to play in this development. The Youth Council aims to act as the link between the Council and the District's young people. In constructing the strategy we hoped to create a document which gives direction to the Council and guide

their policies. The Council's policies provide the support and services to give opportunities and foster growth for youth.

The foundation for the strategy was a survey of youth in the District. Ultimately over 400 young people from the ages of 12 to 24 filled out the survey, highlighting which services they had used, what they wanted to see in the District and key issues for the future. It also showed how, given the opportunity and in the right format, young people want to engage in civic matters and can bring fresh ideas and energy to this area. The strategy is, therefore, one written by young people, capturing their viewpoints and will reflect what is of greatest importance for them.

Four key themes are presented in this strategy which arose from the results of the youth survey. These are: **Connection with Community; Involvement and Action; Developing Young People; Locations and Services.** These four

areas are interconnected with our overarching vision for the strategy and represent four main ways that the Council can look to develop the young people of the Waimakariri.

The Youth Council would like to acknowledge the support Waimakariri District Council has provided. Their staff and funding have made the implementation of the survey and the creation of the strategy possible. We would like to especially mention the late Peter Allen, his championing for young people lead to the creation of a Youth Council and this document is just another small part of his legacy.

- **Waimakariri Youth Council,**
October 2018



Letter from The Council Appointees

We, the three Council appointees to the Waimakariri Youth Council, commend the Youth Council for this revision of Te Rautaki Taiohi o Waimakariri / the Waimakariri Youth Strategy.

With the large number of young people in our District, the Youth Council plays an important role in giving voice the aspirations, views and concerns of Waimakariri youth to the wider community and to the District Council. This strategy provides context and helps guide both councils.

We are particularly impressed by the way the Youth Council went out to their peers to help bring the Strategy together. In this, they showed that they are already attuned to one of their key themes, Connection with Community.

We wish the Waimakariri Youth Council all the best as it moves into the future using this excellent strategy as its guide.



David Ayers
Mayor



Dan Gordon
Councillor



Kirstyn Barnett
Councillor

OUR VISION

A District where young people are engaged and connected to a community that values and supports them. Where young people have opportunities to grow, develop and get excited about the future.

WHY HAVE A STRATEGY?

As of 2013, there were 7,917 young people aged 12-24 years old living in the Waimakariri District (approximately 16% of the total population). This figure stands to rise as the District continues to have rapid growth post-earthquake. These young people add to the vibrancy and diversity of the District and will make up it's future population. They are valuable members of society and deserve to have a voice about their future.

The environment in which young people develop plays a large role in shaping their identity as adults. Investing in youth will both benefit the District's young people directly and the community as a whole as they interact with them. It is in everyone's best interests to support young people and provide the opportunities to give them a fulfilling future.

New challenges face young people of every generation, and updating the

strategy acknowledges that there are new issues and opportunities to confront. Since the 2011 earthquake, there has been fresh attention for supporting good mental health, and this is but one of many new topics this strategy wishes to highlight. Creating a document that addresses these topics, with information gathered from young people and writing it with a large input from young people, produces invaluable material to guide the Waimakariri District Council's decision making on issues affecting youth.

This Youth Development Strategy aims to deliver the purpose set out in our vision: *A District where young people are engaged and connected to a community that values and supports them. Where young people have opportunities to grow, develop and get excited about the future.* By identifying clear goals, it outlines ways Waimakariri District Council can begin to achieve this vision.





Waimakariri Youth Population

The Waimakariri has

7,917

young people aged

12-24

Which is...

16%

Of the Total District Population



Expected Youth Population

The youth population is expected to continue rising over the next ten years and beyond.



Employment Levels/Statistics

Young people are more likely to be employed than in other parts of NZ.



Staying in the District

The Waimakariri has a significant number of 20-24 year olds who leave the District



Education Levels of Young People

The Waimakariri has

26 SCHOOLS including two secondary schools, three special character schools, one young parents college, and two schools covering years 1-13.

Students in the Waimakariri are slightly more likely to achieve NCEA levels 1 & 2, but slightly less likely to achieve NCEA level 3 than the NZ average.



House prices in the District

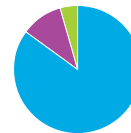
House prices in the Waimakariri are rising and in September 2018 the average house price was \$445,973

Population Breakdown

Waimakariri young people are:



- 53% male
- 47% female



- 92% European
- 11.3% Maori
- 4.6% Other

Note: statistics largely gathered from local census data (2013)

WHAT WE DID

Once it had been decided that a review of the Youth Development Strategy (2010) was required, the Waimakariri Youth Council got to work drafting some questions for a survey to go out to the young people of the District. In line with the six principles of youth development, the team was keen to get the youth voice into the picture from the very start and, after consulting with a number of local experts on the content and style, their survey was released to the general public. Over the next month the team embarked on a campaign to get as many responses as possible from a wide range of young people. They went into schools, talked to local employers, worked with youth workers, counsellors and the local youth network, bringing in a total of 408 responses. These responses helped to inform the goals, vision and ultimate direction of the youth strategy.

At the same time the team were working

on other details for the Strategy. They undertook research into other youth strategies from around the country, both near and far, as well as the previous youth strategy from the Waimakariri District. Through this process they were able to identify four themes which they thought would cover the key areas of importance for young people in the District. The four themes include: Connection with Community; Involvement and Action; Locations and Services; Developing Young People.

The next steps for the Youth Council was to form a vision, and expand on the four themes, providing goals, identifying key issues and needs and suggesting next steps for the District in these areas. Once this work was completed the team worked alongside Council to pull together an appealing, easily accessible design which you hold in your hands today. It was a long but fulfilling process and the team is

really pleased with the final product. The hard work, time and energy was worth it to provide a robust, relevant and easy to access youth strategy for the Waimakariri.

6 PRINCIPLES OF YOUTH DEVELOPMENT

- Youth development is **shaped by the big picture**
- Youth development is about **young people being connected**
- Youth development is based on a **consistent strengths-based approach**
- Youth development happens through **quality relationships**
- Youth development is triggered when **young people fully participate**
- Youth development **needs good information.**



CONNECTION
WITH COMMUNITY



INVOLVEMENT
AND ACTION



DEVELOPING
YOUNG PEOPLE



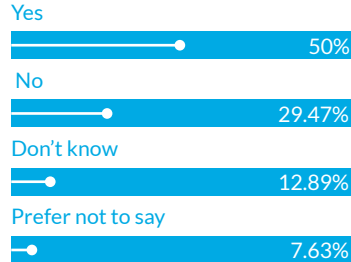
LOCATIONS
AND SERVICES



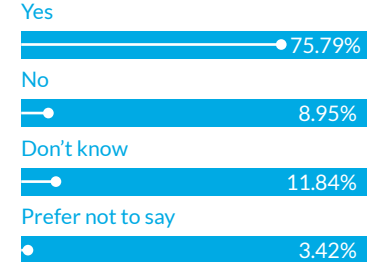
YOUTH SURVEY STATISTICS



Have you ever struggled with your personal mental health?



Has someone you know ever struggled with their mental health?



How easy is it for a young person to get a job in the Waimakariri?

3.5/10 (on average)



How much do you think the local Council values your opinion?

4.5/10 (on average)



How connected do you feel with your local community?

4.75/10 (on average)

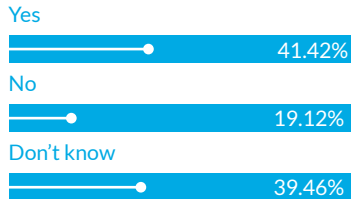


How easy is it for young people to access important services in the Waimakariri?

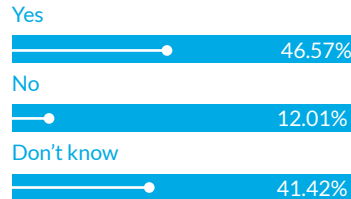
5.5/10 (on average)



Are there opportunities for young people to have leadership roles in the Waimakariri?



Are there opportunities for young people to gain new skills in the Waimakariri?



Which of the following do you think provide the best support for young people?



WHEN ASKED ABOUT **THE BIGGEST ISSUES FACING YOUNG PEOPLE:**

Bullying, drugs and alcohol were identified as the top 3 issues

WHEN ASKED ABOUT **THEIR OWN PERSONAL STRUGGLE:**

Stress, self-esteem and bullying came out on top



DEVELOPING YOUNG PEOPLE

Young people have many talents and should be invested in. Upskilling youth allows them to maximise their potential and live a fulfilling life.

Having opportunities for young people to develop and improve their mental/emotional/physical/social lives and health

facilitates a positive future for the District and good pathways for the development of our young people.

Having well-rounded, passionate individuals prepared for leadership is valuable for both the present and future of the Waimakariri District.



GOAL

YOUNG PEOPLE HAVE THE SUPPORT AND OPPORTUNITY TO GROW, DEVELOP AND MAXIMISE THEIR POTENTIAL.

OBJECTIVES

- Actively support and encourage initiatives that develop young people's skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership.
- Facilitate a strong network of youth services with good lines of communication and collaboration to ensure all young people have the opportunity to grow, develop and get the help and support they need.
- Support young people to be in education and employment, giving them the tools and incentives to develop, grow and pursue their goals.





CONNECTION
WITH COMMUNITY

Being integrated into their local community gives young people a sense that they are valued and that they belong. These are important mental and emotional needs and contribute towards young people living healthy and happy lives.

Connection to the community through voluntary work and participation in sports and other clubs enables youth to add value to their community.

Supporting the development of these connections will facilitate positive outcomes for our young people and create more vibrant communities.





GOAL

YOUNG PEOPLE ARE CONNECTED TO THEIR COMMUNITY AND INVESTED WITH A SENSE OF BELONGING.

OBJECTIVES

- Support existing initiatives that build positive relationships and connections with young people.
- Provide new opportunities for young people to connect positively with their community in meaningful, practical ways.
- Foster an accepting, supportive and healthy youth culture through the provision of youth-led, youth-focussed community events and initiatives.
- Encourage the celebration and nurture of young people across the community.



INVOLVEMENT AND ACTION

When they are accepted as key partners in the decision-making process youth feel valued and are more likely to have ownership of the eventual outcomes.

Enabling young people to be genuine agents of change in their community is

an important aspect of their personal development. It gives them an idea of what they can accomplish. Drawing on the talents, skills and energy of young people to get things done will benefit individuals, groups and the community as a whole.

GOAL

YOUNG PEOPLE HAVE A VOICE THAT IS VALUED AND THEY ARE PROVIDED WITH WORTHWHILE ACTIVITIES AND OPPORTUNITIES.

OBJECTIVES

- Continue to support youth action groups like Youth Council and WaiYouth providing opportunities for young people to get involved and have their voice heard and acted on.
- Provide broader opportunities for a wider range of young people to get involved with decision-making and influencing change through forums, events and other forms of engagement.
- Engage, inform and encourage young people in the ways they can get involved and have their say - locally, regionally and nationally.

“We need readily available public transport from rural communities to the town centre.”



**LOCATIONS
AND SERVICES**

Good spaces, places and services are essential in providing opportunities and reasons to continue to live, work and play in the Waimakariri District.

Having good public spaces for recreation and sport, creating robust transport systems and services, and working on the upkeep and maintenance of our local environment all contribute towards making the District a quality place for young people.

Building and strengthening our locations and services gives young people the chance to live their best lives, and gives them an appreciation of their local community and environment.





GOAL

**SPACES, PLACES AND SERVICES
ARE CREATED AND MAINTAINED
FOR YOUNG PEOPLE TO ENJOY.**

OBJECTIVES

- Provide a range of public spaces and facilities for young people to use.
- Invest in transport systems and networks that support young people's movement around the District.
- Work to maintain, conserve and promote our local natural environment, and encourage the active participation of young people in this effort.

"I love the Waimakariri District as a home."

ACKNOWLEDGEMENTS

As we move toward the implementation of this Strategy we would like to acknowledge the various Community groups, organisations and individuals who support this important work.

We would also like to thank Rata Foundation, Creative Communities and those local businesses who contribute to resourcing youth-led initiatives in the Waimakariri District.





Sam Redman, Youth Development Facilitator
Email: sam.redman@wmk.govt.nz
Phone: 0800 965 468 | Mobile: 021 567 544
Visit: Rangiora Service Centre, 215 High Street, Rangiora

Go to waimakariri.govt.nz/community/youth-development to find out more about youth development in the Waimakariri District



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-01-04 / AQU-02-09 / 240709112171

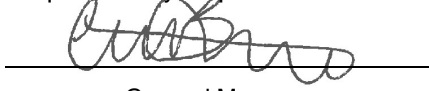
REPORT TO: COMMUNITY AND RECREATION COMMITTEE


DATE OF MEETING: 23 July 2024

AUTHOR(S): Matthew Greenwood, Aquatics Manager
Sue Bergin, Dudley Park Centre Manager

SUBJECT: Aquatics July Report

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress, as measured against the unit's most significant Key Performance Indicators. It includes a summary of customer attendance data to 30 June 2024.
- 1.2. The report contains provisional budget results for the financial year ending 30 June 2024.
- 1.3. Additionally, this report contains results of a recent Aquarobics customer satisfaction survey and information relating to new access equipment available to customers at Dudley.

Attachments:

- i. Aquarobics Survey Result Graphs No. 240715115833

2. RECOMMENDATION

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 240709112171.
- (b) **Notes** strong attendance at the Aquatic Facilities with 263,322 total visits for the 2023/24 year which is 6500 more than the previous year.
- (c) **Notes** delivery of a mobile hoist at Dudley enabling greater access to all pool.
- (d) **Notes** an overall customer satisfaction result of 97% for the Aquarobics programme in a recent customer satisfaction survey.
- (e) **Circulates** this report to the Community Boards for their information.

3. BACKGROUND

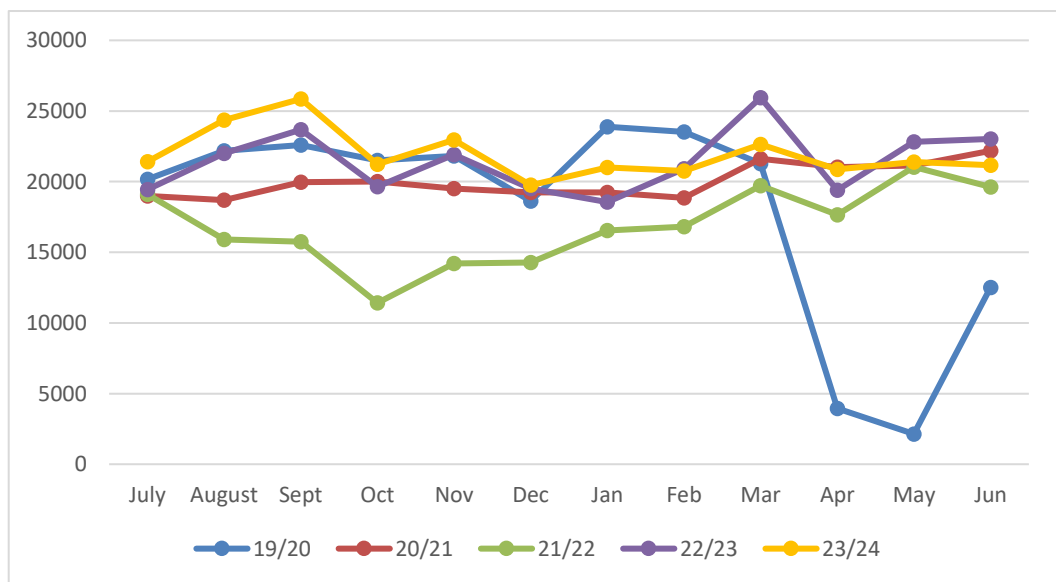
- 3.1. The Waimakariri District Council's Aquatic Facilities team deliver best practice aquatic programmes and enjoyable recreation opportunities for the ongoing wellbeing of our community and visitors. We do so from four sites: two indoor, year-round facilities and two seasonal summer pools, which operate over the summer period from October to April.

- 3.2. The Aquatic Facilities team work closely with partner organisations, clubs, trusts and interest groups to support water safety programmes, grow and develop swimming and Aquatic exercise initiatives, and works with the Council to ensure our facilities are inclusive places, accessible to all members of the community.
- 3.3. Customer satisfaction surveys are run every six months as a means of engaging with our users, inviting feedback on the facilities, staff and programmes offered. Overall satisfaction with our offering is measured as part of the survey against a target result of 90% or greater and is one of the facilities non-financial key performance indicators.

4. ISSUES AND OPTIONS

4.1. Aquatics customer attendance

The following table provides a summary of ticket sales and facility attendance across the facilities for the year end June 2024.



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

Attendance at the facilities through May and June was down on the previous year by 1500 and 1900 visits respectively. Programme attendance remains up overall however, this winter has seen noticeably cooler and wetter weather which effects the desirability of the pools as a recreation option. Overall, the 23/24 year saw 6500 more transactions than in the previous year for a total of 263,322 customer visits.

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

4.2. New accessible pool hoist at Dudley

The Waimakariri Aquatic Facilities are committed to serving our community by providing equal opportunities for all customers, including those with disabilities. Recently, we acquired a state-of-the-art disability access hoist, to better enable our customers with limited movement to be able to enjoy all available pool spaces.

Despite the availability of a number of key pieces of access equipment, including a wet bed and roof mounted hoist in the changing facilities, customers were limited to the lap pool via a ramp or the spa pool via a permanently mounted hoist. This hoist is mobile and designed to be moved between pools, to allow access wherever the customer wants to go.

Whether it's a Special Olympics session, swim lessons, or just a leisurely dip, individuals with access limitations are now better able to participate. The hoist's installation demonstrates our commitment to fostering an inclusive environment and aligns with Councils community outcomes for public spaces that are diverse, respond to changing demographics and meet local needs for leisure and recreation.



4.3. Results of Aquarobics Customer Satisfaction Survey

In May we ran an Aquarobics Customer Satisfaction survey. The survey was available to via Councils "Bang the Table Engagement HQ" platform being advertised by staff in house and circulated via email to all members and our social media. To remove any access to computer or technology issues we also printed surveys for customers to fill in so that all information was captured in the one place.

We received over 120 responses in total with an Overall Satisfaction rating of 97%, and a majority (93%) of responses from customers who attend more than one class a week. This result is a great achievement and consistent with the response to our more generalised

Customer Satisfaction survey ran in November, which recorded a customer satisfaction result of 96%.



Of the ten questions asked, four were to better understand who our participants are, how frequently they attend and what motivates them to attend our programme. The remaining questions were specific to the classes and instructors, with responses scored on a scale of Excellent, Good, Acceptable, Needs Improvement, Poor and Very Poor.

Following these main questions the survey has space for customers to add a text response to a general question of whether there was anything further they would like to add. This is a great opportunity for customers to address the reason behind their answer and for us to capture feedback on any areas that weren't explicitly addressed within the set question framework. Feedback here was optional with responses touching on a number of areas.

The overwhelming theme was how much our customers enjoy the programme, highlighting the social and physical wellbeing opportunities this provides for them. A high number of the written comments were extremely positive especially when it came to discussing our two permanent Aquarobics instructors. This is great to see and validates the instructors hard work.

Despite the overwhelmingly positive result, there is always room for improvement with comments suggesting areas for development.

It was noted that our casual instructors could benefit from some further development to help their classes maintain the same high standard. Due to a number of staff movements our casual base of aquarobics instructors has become depleted with our current casuals only having recently started within the last 18 months. Our instructors are meeting with their counterparts from other councils and fitness trainers to continue to develop our programme, share best practice and stay up to date with Aquarobics trends

There was also feedback around the usage of equipment and differences in music preference. When it comes to music and equipment usage these concerns have been raised with our instructors and they have made a conscious effort to review their playlists so they have a wide variety of artists to suit many of our participants. When it comes to equipment its not necessarily something that's going to make the work out harder, it is all about the effort you as a participant put into the class. Our more experienced instructors do an amazing job of explaining how to move your body to maximise the most out of each skill this information will be added to the development of our newer instructors.

From this, there are a number of areas where we can develop simple processes and solutions to address key issues for our customers. Additionally, via the District Aquatics plan we will work to champion key development opportunities for our programmes and spaces.

Implications for Community Wellbeing

Community Wellbeing continues to be the key driver for all activities within the district's Aquatic Centres. From the sharing of knowledge, developing key life skills, fellowship and the opportunity for recreation, rehabilitation and recovery, the wellbeing of our community is central to our ongoing relationship with our customers.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

In our most recent General Customer Satisfaction survey run November 2023, Aquatics achieved an overall customer satisfaction rating of 96% as detailed in Aquatics February update report No. 240207017098. This is up from our previous result of 94% six months prior and ahead of our targeted $\leq 90\%$.

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

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

The following table summarises the Aquatic Facilities' operational financial position in the 2023/24 year as at 30 June 2024. These are provisional results as at the time of writing Councils Finance team are completing the End of Financial Year process.

| Aquatic Facilities Budget Summary | YTD Actual \$'000 | YTD Budget \$'000 | Variance \$'000 |
|--|--------------------------|--------------------------|------------------------|
| Operational Income | 1,814 | 1,561 | 253 |
| Rates Funding | 3,951 | 3,998 | (47) |
| Total Income | 5,765 | 5,558 | 207 |

| | | | |
|--------------------------------|--------------|--------------|------------|
| Operation Expenses | 3,465 | 3,807 | 342 |
| Maintenance | 254 | 271 | 17 |
| Corporate overheads | 811 | 830 | 20 |
| Internal Interest | 340 | 328 | (12) |
| Depreciation | 881 | 883 | 2 |
| Total Expenditure | 5,750 | 6,119 | 369 |
| Total Surplus (deficit) | 15 | (561) | 576 |

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

It is important to note that these are provisional figures with Finance still working to finalise the End of Financial Year results. It is likely that there are still some invoices and payroll figures yet to be accounted for which will bring the Operational Expense figure back closer to budget.

The variance in overall income is likely to remain higher than forecast however the overall variance is likely to decrease somewhat as we head into the slower winter months, with recreation attendance and increased power consumed for heating being key drivers.

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

6.2. Sustainability and Climate Change Impacts

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

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

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

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

6.3 Risk Management

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

Fluctuating attendance affects the revenue split between ticket sales and rates revenue. Staff will continue to monitor revenue and expenses closely, reporting regularly, working

to refine the business model to identify efficiencies and meet the community demand for low cost, safe and enjoyable recreation opportunities.

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

6.3 **Health and Safety**

Customer and staff safety is key to the ongoing success of the facilities with leadership staff working closely with Council's Health and Safety team, SportNZ, and other key groups to ensure our ongoing operation continues to comply with Ministry of Health instructions and guidance.

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

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

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

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

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

7.3. **Consistency with Community Outcomes**

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

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

Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.

Our community has access to the knowledge and skills needed to participate fully in society and to exercise choice about how to live their lives.

People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

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

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

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

Our district transitions towards a reduced carbon and waste district.

The natural and built environment in which people live is clean, healthy and safe.

There is access to meaningful, rewarding, and safe employment within the district.

Our district recognizes the value of both paid and unpaid work.

Infrastructure and services are sustainable, resilient, and affordable.

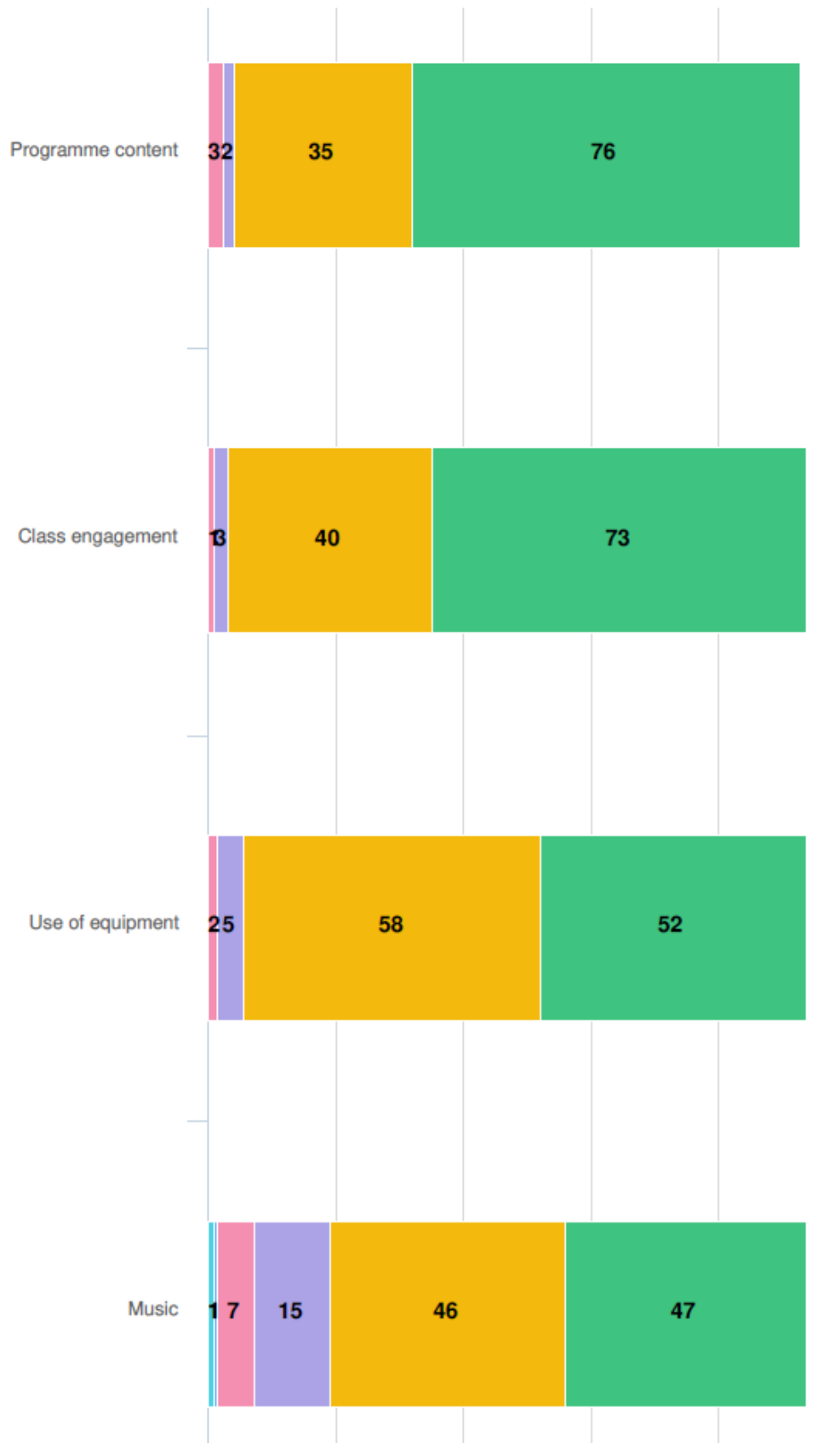
Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy.

There are sufficient skills and education opportunities available to support the economy.

7.4. **Authorising Delegations**

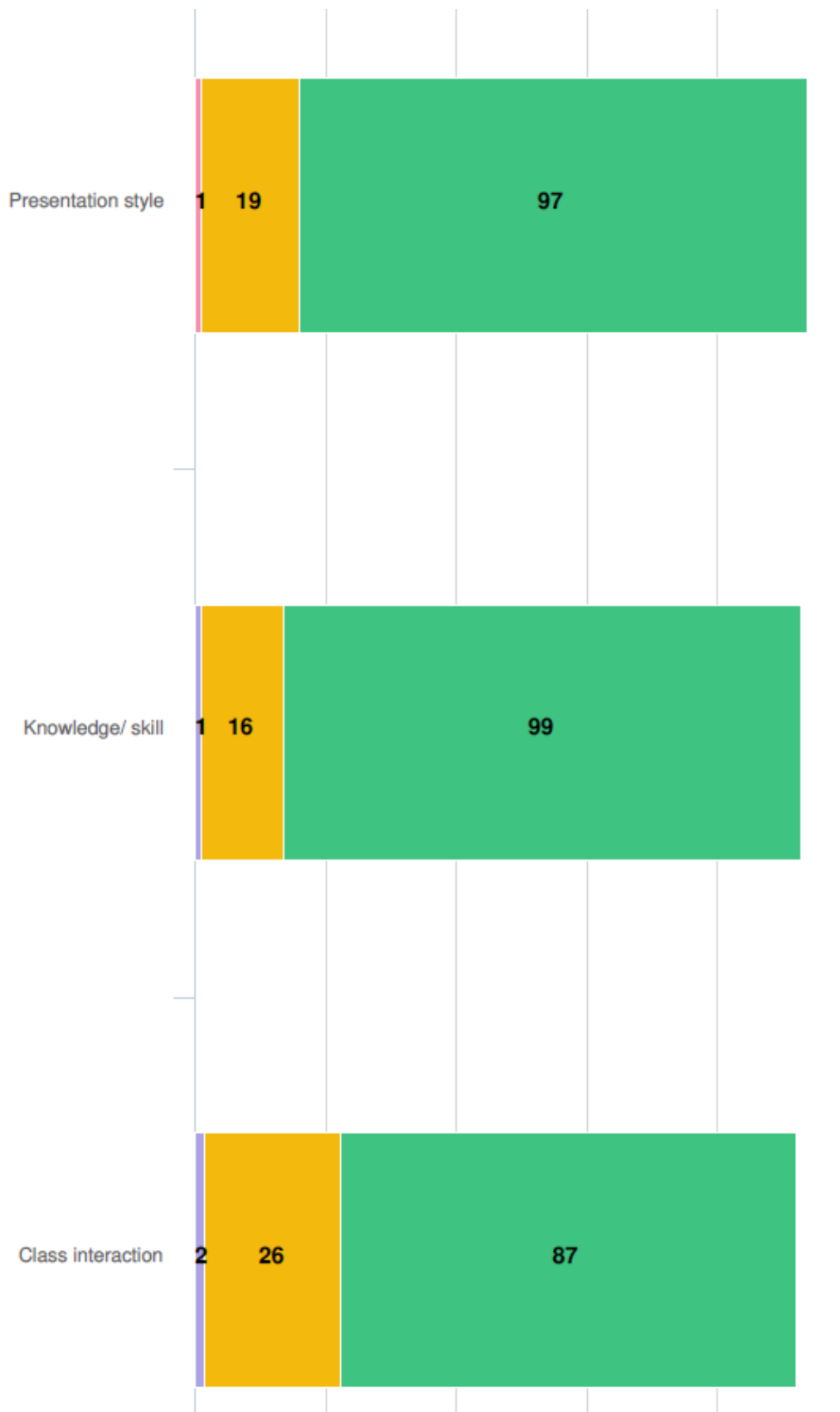
This committee has delegated authority for the governance of the Aquatic Facilities.

How satisfied are you with the Aquarobics programme?



Very Poor (Aqua) Poor (Blue) Needs Improvement (Pink) Acceptable (Purple) Good (Yellow) Excellent (Green)

How would you rate the Aquarobics Instructor on the following aspects?



Very Poor (Aqua) Poor (Blue) Needs Improvement (Pink) Acceptable (Purple) Good (Yellow) Excellent (Green)

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: CPR 04-21-12/240607092285

REPORT TO: WOODEND SEFTON COMMUNITY BOARD

DATE OF MEETING: 08 July 2024

AUTHOR(S): Isibéal Clark – Project Manager Community and Recreation

SUBJECT: Sefton Domain and Pavilion

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is for the Woodend-Sefton Community Board to:
- Update the Woodend-Sefton Community Board on the Sefton Public Hall Society's progress relating to the rebuild of the Sefton Community Facility, and;
 - Recommend that the Community and Recreation Committee approve the use of up to \$180,000 of General Building Renewals budget to procure prices for a full replacement of the wastewater system at Sefton Domain Pavilion, which has failed and is no longer in operation.
- 1.2. Staff have had an options report done on the wastewater system to better understand what action to recommend, following the failure of the existing system.
- 1.3. The options assessment looked at retention of the current system with repairs versus the replacement of the system. Following this assessment, it is recommended that the system be entirely replaced, with a budget of \$180,000 recommended to achieve this.
- 1.4. It is noted that the options assessment considered not only the current demand, but also the longer-term needs (including the proposed replacement of a hall in place of the current pavilion), which will see an increase in the demand going forward.

Attachments:

- i. Sefton Hall Project – Milestones for Sefton Hall Committee 240305034203

2. RECOMMENDATION

That the Woodend Sefton Community Board:

- (a) **Receives** Report No. 240607092285
- (b) **Notes** that the replacement of the full wastewater system is required given the failure of the existing system, and to allow future proofing for the Sefton Public Hall Society who have a lease for the Sefton Domain from the Community Board.
- (c) **Notes** staff have been liaising with the Sefton Public Hall Society who have indicated they plan to begin building by 2025 on Sefton Domain, and that the timing of the upgraded septic system will need to be coordinated with this project.

AND

THAT the Woodend Sefton Community Board recommends:

THAT the Community and Recreation Committee:

- (d) **Approves** option one for staff to replace the wastewater system at Sefton Domain.
- (e) **Approves** staff utilising up to \$180,000 from the General Building Renewals budget (PJ code 101179.000.5014) for the replacement of the septic system within the 2024/25 financial year.
- (f) **Notes** that the General Building Renewals programme will have an impact due to the use of allocation of this budget.
- (g) **Notes** the Community Facilities Network plan supports the Sefton Public Hall Society replacing the facility it owns that was damaged in the earthquake and requires renewal.
- (h) **Notes** that staff will be bringing a programme for Greenspace budgets to the Community and Recreation Committee in its July meeting. This report will propose the Greenspace program of works for the next three years, including the General Building Renewals Budget.

3. **BACKGROUND**

Replacement of Sefton Community Hall

- 3.1. The Sefton Community Hall is owned and operated by a group of elected volunteers from the community. During the earthquakes of 2010 and 2011 the hall was subject to damage that has left it requiring significant work for either repair or replacement.
- 3.2. Following the damage in the 2010/11 Canterbury Earthquakes the hall committee undertook a feasibility study in January 2020 to help decide whether they should invest in repairing the hall or build a new hall on the current site or elsewhere. They also collected feedback from the community via a survey to understand community's views on the hall.
- 3.3. The Sefton Public Hall Society made an application to Council to demolish the existing pavilion building at the Sefton Domain and to lease this space to build a new community facility. The aim of this building is to develop a space that can be used by the local community and is fit for purpose. Consultation occurred in 2021 with high community support.
- 3.4. In April 2022, a ground lease was granted for a period of 11 years to the Sefton Public Hall Society and the Council approved funding of \$200,000 in the Long-Term Plan 2021 – 2031 towards the new facility. The Council will also support the Sefton Public Hall Society by covering the reasonable costs of any resource consent application (if required) to establish the proposed building on the site. Any costs relating to the building consent application are the responsibility of the Sefton Public Hall Society. This was approved in April 2022 by the Woodend Sefton Community Board (220113003137) before the process was in place for waiving Building and Resource consents through the Facilities & Consents Fee waiver Sub-Committee.
- 3.5. The costs of the physical development of the new community facility in Sefton Domain including demolition of the pavilion, the new building and planting or pathways in the leased area are to be met by the Sefton Public Hall Society and has recently been costed at \$3,387,892. These costs are expected to be met by selling existing land owned by the society, fundraising and through external funders. This includes insurance from

earthquake damage, the proposed sale of existing assets (including the library and community hall – both administered by the society) plus the \$200,000 that was approved by Council, noting that this is a contribution that otherwise would have been used in years to come on renewal of the existing pavilion and to ensure Council meets its agreed Levels of Service for this community and domain.

- 3.6. The Sefton Hall Committee attended the Community Board's February 2024 meeting and gave an update on the progress to date. The Committee indicated that concept plans and costings had been completed and was hoping to start building by 2025 if all progressed according to plan.
- 3.7. Sefton Public Hall Society have so far undertaken the following at a cost of around \$80,000.
 - Geotechnical Investigation
 - Prelim Fire Report
 - Structural Mark ups
 - Concept Architectural Design
 - Costings
- 3.8. The Council's Greenspace Team met with the Society in March 2024 and have been supporting them throughout the project. Staff provided the Society with a list of project milestones to achieve, and guidance as outlined in attachment i. The Community Team have also met with the Society around fundraising and provided advice.
- 3.9. Following this the Society have established a fundraising committee who have planned to raise funds through quiz nights and community events, with the goal of applying to major funders.

Wastewater System Replacement

- 3.10. The Sefton Hall Society applied through the Long-Term plan for additional funds to repair or replace the wastewater system following identification that it is also in need of replacement.
- 3.11. During the site investigation phase of the project undertaken by the Society, TM Consultants were engaged to provide a report on the condition of the current wastewater system so the Society could understand if this would be sufficient for the new building as there is no public wastewater supply.
- 3.12. Through these investigations it was determined the wastewater system at Sefton Community Hall had failed and does not adequately treat and dispose of the effluent. The system does not meet the requirements of the Land and Regional Water Plan.
- 3.13. Site investigation uncovered a failed soak hole or flushing chamber in the depression to the East of the existing toilet block and septic tank. Two depressions run North-South between the septic tank and the failed soak pit and may be field tiles or similar effluent lines.
- 3.14. The existing system has performed poorly due to the placement on the site and significant water leaks and groundwater ingress issues. Based on the lack of original as-built plans, service records and leaky fixtures, it is expected that the land application system is significantly overloaded, resulting in effluent ponding

- 3.15. Upon the Council receiving this information, due to health and safety concerns and compliance reasons, the public toilets were closed. Three Portaloo's were taken to site in March at a monthly cost of \$619 for rental and \$165 for cleaning whilst staff have been investigating the next steps.
- 3.16. The Council engaged TM Consultants to provide a wastewater options design report to identify the best option to address the failed system, either through remediation or replacement.
- 3.17. The investigation assesses three options for remediation of the failed onsite wastewater treatment system at Sefton Pavilion. The three options are listed below, with further detail provided in the Issues and Options section.
- Option 1 (*recommended option*): Full replacement of septic tank system, funded from existing renewals budgets.
- Option 2: Construct a holding tank which would have its waste carted away from site.
- Option 3: Full replacement of septic system, undertaken in stages.
- Option 4: Full replacement of a septic system, funded from additional budget to be assigned by Council.
- Option 5: Retain portaloo's.
- 3.18. Staff have had this report reviewed by the 3 Waters team and agree with the recommendations provided in it.
- 3.19. It has been determined that significant repair work and upgrades are required to bring the existing system into compliance and reduce risks to health and groundwater contamination. Repairing and upgrading the existing system would be uneconomical compared to the option of a replacement system. A connection to the reticulated sewer is not available in this area, hence this option is not possible.
- 3.20. Through the Long-Term Plan submission process, the Committee have asked the Council to consider funding a new septic tank at the Sefton Domain which serves the current Council owned Pavilion and toilets. The estimate the Sefton Hall Society have received to complete their build does not include a replacement septic tank.
- 3.21. There are currently no asset condition assessments undertaken by the Council with septic tanks. However, as part of the Community Facilities Network Plan, which was finalized in December 2023, a recommendation was that a condition assessment of all buildings is completed to enable optimisation of the network, this will include septic tanks. Hence, for future, replacements of assets such as these are intended to be carried out proactively rather than reactively.

4. ISSUES AND OPTIONS

- 4.1. Three options exist for the existing facilities onsite wastewater management system.
- 4.2. Estimates have been received; however, staff need to procure prices before the true cost is known. The available options are outlined below.
- 4.3. **Option 1:** Procure prices for a replacement wastewater system with the view of bringing this back to Management Team for approval in line with Procurement and Contract Management Policy (\$180,000 estimate).

- 4.4. Replacing the wastewater system in full would allow for the increased capacity when the new facility is built. The cost to replace the wastewater system allowing for this increase is likely to cost around \$75,365, along with additional costings for decommissioning bringing the total to - \$115,365. Please note this price excludes consents and electrical upgrades, design fees and land remediation, hence with these items included, the total recommended budget allowance is \$180,000.
- 4.5. Staff will ensure they engage with Environment Canterbury (ECan) before work commences to ensure the works are undertaken in accordance with requirements in the Land and Water Regional Plan. Consideration was given to repairing in stages; however, this is considered to be the most cost-effective approach.
- 4.6. It is proposed that the \$180,000 required is funded through the General Building Renewals budget (PJ 101179.000.5014), which has an allowance of \$381,430 in 2024/25.
- 4.7. Sefton Pavilion was allocated \$53,500 in year 2 of the existing work program. Since the program was developed, the Sefton Public Hall Society have obtained a lease for the Pavilion area through the Woodend Sefton Community Board. This has seen the building renewal moved to year 10 in the current work program.
- 4.8. The current Sefton Sports Pavilion has been fully depreciated. The various components of the building have not been recorded individually; instead, the entire structure including the septic tank has been categorized as a single overarching asset, the pavilion. While the building is structurally sound and meets the needs of the current users it is not accessibility compliant. Combining the Sefton Hall with a rebuild of the Domain makes one facility for the community and would be beneficial from a financial perspective for both Council and the Sefton Community Hall Committee when considering long term replacements.
- 4.9. The allocation of the \$180,000 from the General Building Renewals fund to replace the Sefton wastewater system will require some re-prioritisation of the General Building Renewals program.
- 4.10. The work program for 24/25 originally showed that Loburn Pavilion was due for renewal, with a total value allocated of \$250,700 in year 1. However, it has subsequently been moved to year 7 as investigations are required around the viability of retaining the existing building or developing a new facility. Hence, with this reallocation, the Sefton septic system renewal can be accommodated in the current year's programme.
- 4.11. Staff will be bringing a programme for Greenspace budgets to the Community and Recreation Committee in its July meeting. This report will propose the Greenspace program of works for the next three years, including the General Building Renewals Budget. A driver of this was that the Community Facilities Network Plan was finalised in December 2023 and provided recommendations around divestment of assets and condition assessments to enable optimisation of the network.
- 4.12. If the Community and Recreation Committee approve Option 1, staff will ensure that the appropriate procurement process is followed before engaging or procuring any services, in accordance with Council's Procurement and Contract Management Policy.
- 4.13. This is the recommended option.
- 4.14. **Option 2:** Procure prices for a holding tank (\$10,000 estimate).
- 4.15. Effluent holding tanks are a low-cost option to capture effluent discharges from a building, which then require the waste to be carted away for off-site disposal.

- 4.16. However, these systems are typically significantly more expensive over time compared to almost any other system given the cost of emptying. For a design life of less than five years, holding tanks may be a viable option, however, past that point, the costs involved with emptying the tanks quickly outgrow the cost of installing a suitable wastewater system.
- 4.17. Regardless of installing a holding tank, at some stage a replacement septic tank will need to be installed and this cost would then be borne by the Sefton Hall Society when they come to build a new facility as a holding tank will not be suitable for the proposed upgrade. The upgraded facility's effluent load will be significantly higher, likely requiring daily emptying of effluent. The Society would be unlikely to be able to fund this given the large fundraising task they already have. Therefore, Option 2 is not recommended, as it is not considered economic in the long term.
- 4.18. **Option 3:** Replacement wastewater system in two stages
- 4.19. The cost outlined in option one is the estimated cost to install the system in full. There is an option to install in phases with Stage 2 connection being completed when the new facility is built and capacity increases. The cost in the initial year would be reduced, however the cost to deliver both stages of the project would be increased over the \$180,000 allowance, as it would be less efficient to deliver in stages than delivering the entire project at once.
- 4.20. This is not recommended as the cost of Stage 2 would therefore fall on the Sefton Hall Society and they would be unlikely to be able to fund this. This would leave a new facility that is unable to be opened as the wastewater system in place would not be able to function with the increased capacity. This would leave a redundant facility.
- 4.21. **Option 4** –Council considers approving \$180,000 of additional funding to allow the full replacement of the wastewater system whilst retaining the current work plan for existing renewal funds.
- 4.22. This option would involve borrowing additional funds which would ensure that the existing work program could proceed without deferring any projects. While this would add pressure on staff to deliver an extra project, it could be managed with external contractors. However, this would result in increased borrowing. Therefore, staff do not recommend this as the preferred option. In the meantime, staff have reprogrammed the budget based on the current allocation, allowing for potential program expansion later on.
- 4.23. **Option 5:** Retain Portaloos
- 4.24. Whilst this may be a lower cost option initially, this cost will significantly grow over time. It is also noted that this option would not meet the required level of service by providing non-accessible toilets. Portaloos have narrow doorways and cramped spaces, making it difficult for people using mobility aids such as walkers or children and parents to manoeuvre comfortably inside.
- 4.25. Therefore, option five is not recommended.

Implications for Community Wellbeing

- 4.26. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.27. The full replacement of the wastewater system by the Council will greatly enhance the potential for the Sefton Public Hall Society to construct a new community facility on-site. The Sefton Domain serves as a vital space for numerous sports and community organizations, as well as the RSA for ANZAC commemorations. However, the current

non-functioning toilets severely limit accessibility and fail to provide adequate facilities for visitors and attendees. The recommended option will therefore provide a significant improvement to the wellbeing of the impacted community.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

- 5.2. Te Ngāi Tūāhuriri hapū would have an interest in this report if no options are approved as this involves effluent discharge. All options presented ensure that this is rectified however if this was not the case staff would ensure they engaged occurred with Te Ngāi Tūāhuriri hapū

5.3. 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 Sefton Public Hall Society are affected by this report as repair of the wastewater system will come at a significant cost to them. Local community groups, schools have all been included in the key stakeholder list for the rebuild project and the Sefton Hall Society have been keeping them informed including the Sefton Cricket Club who are the main user of the facility.

5.4. Wider Community

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

The wider community has been in conversation with the Sefton Hall Committee for several years on what the future of the building should be, and consultation has occurred. The wider community is currently affected by the failed wastewater system and use of Portaloos are in place which are not currently accessible and provide a lower level of service than conventional toilets.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

- 6.2. Revaluation of buildings was completed by Quotable Value in June 2024 for insurance purposes and shows the reinstatement estimate for Sefton Pavilion is to the value of \$611,000. The current book value for Sefton Pavilion including services, internal fit out, roof and structure is \$71,821.79 as shown in Technology One.
- 6.3. Staff are seeking approval from the Community and Recreation Committee that budget is allocated through the Building Renewals Program for full replacement of the current wastewater system, allowing for the increased capacity of the proposed new building.
- 6.4. Staff will need to undertake a procurement process to confirm the actual cost, however the current estimate for the recommended option is \$180,000.
- 6.5. Following the procurement process, a tender approval report will be bought to Management Team for approval.
- 6.6. There is a small risk the Sefton Public Hall Society may fold or be unable to raise enough funds for their project. Should this occur, the Greenspace team would consult with the Board and identify a way forward.
- 6.7. The full budget allowance for the General Building Renewals budget for 2024/25 is outlined below:

| | General Building Renewals (101179.000.5014) |
|-------------------------------|--|
| 2024/25 Budget | \$381,430 |
| Carryover from 2023/24 | \$77,223 |
| Total Available Budget | \$458,653 |

6.8. As noted previously, under the proposed option (Option 1) it is recommended that the General Building Renewals programme for 2024/25 be reprioritized to allow for the recommend works to be completed within the already assigned budget for the current financial year. This will ensure the proposed works can be completed within available budgets.

6.9. The renewals account is currently in surplus; hence this will have no rating impact.

6.10. **Sustainability and Climate Change Impacts**

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

The failed wastewater system has significant sustainability impacts. Beyond the immediate issues of water contamination and public health risks, there are also environmental consequences. During the process of addressing the current issues we will need to ensure environmental and social sustainability are addressed.

The Council will be encouraging the Sefton Public Hall Society to consider ways to reduce carbon emissions, including from materials used in construction, the construction process, construction waste and the disposal of the old pavilion building.

6.9.1. **Risk Management**

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

Risks around the new community facility not being able to be constructed if the Sefton Public Hall Society are not able to raise adequate funds. The mitigation for this, is that the lease is for 11 years, allowing sufficient time for fundraising and construction of the new facility, if funding is still looking unlikely by this time, then the lease can be terminated upon either parting giving three (3) months clear notice in writing. Once the design has been confirmed and funding secured a further report to Woodend Sefton Community Board will be required to enable final design approval and agree to demolition of the pavilion.

6.9.2. **Health and Safety**

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

A failed septic tank and land application system is a serious health and environmental hazard and can lead to contamination, alteration of the local ecology and polluting as well as spread of infectious diseases. Staff have fenced off the failed dispersal field from the public to mitigate any risk and the toilets have been closed.

When the construction of the new facility takes place, it will require works to be undertaken within the Council reserve and in particular the use of building tools and machinery. Staff would require any building contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan – SSSP). This would need to be approved by Council staff prior to construction beginning on site.

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 Reserves Act 1977 – Sefton domain is covered by the Council's *Sport Recreation Reserves Management Plan 2015*.
- Building Act 2004 (in relation to regulations around the development of this site)
- Resource Management Act 1991 (in relation to any resource consents required for the development of the site)

7.3. **Consistency with Community Outcomes**

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

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- The natural and built environment in which people live is clean, healthy, and safe.
- Our communities are able to access and enjoy natural areas and public spaces.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

7.4. **Authorising Delegations**

The Woodend-Sefton Community Board have the delegated authority to make decisions on what happens within Greenspace reserves. However, the delegated authority to approve budget sits with the Community and Recreation Committee.

Sefton Hall project

This document is intended to be a guide for Sefton Public Hall Committee to follow whilst they undertake the planning and build stages of their project.

Project Management will be the responsibility of the Sefton Hall with Waimakariri District Council providing resource to guide the hall during this time.

It is recommended that the Sefton Public Hall set up a separate project group with approximately 3-4 people which includes a Council staff member to ensure that the project is soundly managed and properly supported to achieve objectives. The project group should have an overview of:

- Risk and issues management
- Budget management
- Reporting
- Build progress
- Communication

The project control is accountable for ensuring that the project is delivered to specification and on time and budget.

The group should meet at least monthly. It is expected that once construction commences meetings will be more frequent - probably weekly. However, a formal meeting with project and financial reports will be held at least once every month.

Sefton Public Hall Rebuild – Project Milestones

| | Description | Status | Responsibility |
|---|---|----------------------|-----------------|
| Feasibility Study | A feasibility study is an assessment of the hall around if it is feasible to repair or replace the existing hall and the best location. | Complete - 2020 | Sefton Hall |
| Report to the Woodend Sefton Community Board | This report seeks permission to include a grant in the LTP to the Sefton Hall committee of \$200,000 towards the changing area of the newly proposed hall. | Complete – 2021 | WDC |
| Consultation with the Community | This consultation seeks feedback from the community around granting a lease to the Sefton Public Hall Society to undertake their build. | Complete – 2021/2022 | WDC |
| Report to Woodend Sefton Community Board seeking approval to grant lease. | This report seeks approval from the Board to grant the lease for Sefton Domain after community consultation. | Complete - 2022 | WDC |
| Lease agreement | This lease agreement gives the Sefton Public Hall permission to build a new community hall on 2 Vaughan Street, Sefton. | Complete - 2022 | WDC/Sefton Hall |
| Geotechnical assessment | A geotechnical investigation report will present the findings of the site, outline the assessment of the ground conditions, and provide recommendations for building foundations, earthworks or retaining walls. This is needed for the design. | Complete - 2023 | Sefton Hall |
| Architect engagement/ Design | The concept design will be done over a period of time and from this an estimate will be given on what the cost of the build will be. You will then be able to work on the next step once you are aware of the overall budget required. | Underway | Sefton Hall |
| Fire report, engineers report, accessibility report, Electrical, mechanical/services, septic tank | You will need all of these reports undertaken before you proceed to apply for your building consent or to understand your budget. It's important you have these to avoid further costs down the track. Your architect should be able to guide you on what reports will be required. | Underway | Sefton Hall |
| Apply for PIM | It is not mandatory to apply for a PIM (project information memorandum). You can choose not to apply for a PIM if you think that information within a PIM is not relevant to your building project. Applying for a PIM early during the design phase can highlight issues that need to be addressed in the project design, including whether resource consent or specific stormwater design is needed. Knowing potential site issues and designing to accommodate them can also speed up and reduce the cost of the building consent process. | | Sefton Hall |
| Budget | Confirm budget required for the whole project. This needs to include architect fees, reports, consents, soft fit out. Anything that will be spent in this budget from the start to the time you unlock the door should be included. It's important to ensure you include a contingency sum in your budget to cover any unforeseen expenses. | | Sefton Hall |

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| Funding Strategy | A funding strategy is a written plan that determines the financial requirements of how you will secure funding to achieve the outcome of the build. It is recommended you delegate a small sub-committee to focus on the funding plans and they meet regularly. The Councils Community Team can assist with this. | | Sefton Hall/WDC |
| Report to Board Approval of Design | This report seeks approval on the proposed design. You will require this before applying for any consents. When you have a confirmed design, please send your design to the Council who will undertake the report. The board meets monthly. | | WDC |
| Building Consent/Resource Consent application | <p>Building consent will likely cost an estimate of \$10,000-\$15,000 please ensure that before you progress with this step you have all required information. The architect can submit this on your behalf and correspond with the Council. The Councils Project Manager can review your application before you submit.</p> <p>A reminder that building consents are only valid for 24 months, a fee for an extension will apply if you wish to apply and the Council will decide whether to grant an extension for up to one year. It is recommended you only start the building consent process when you are close to the build process.</p> <p>The Council will pay the Resource Consent fees associated with this project. This process usually takes around 6-8 weeks.</p> | | WDC/Sefton |
| Tender process | It is recommended you approach at a minimum 3 contractors for prices and compare these. The Councils project manager can help you with comparing the prices and highlighting anything to be aware of. You will need to evaluate all prices and negotiate with your preferred tender. | | Sefton Hall |
| Report to board seeking approval on contractor engagement and funding plan | This report seeks approval from the Board on contractor engagement and your funding plan. When you have these available, please send these to the Councils Project Manager. This needs to be approved before any building commences. | | WDC/Sefton |
| Sale of assets/land | You can choose to do this at any point, the point this is done will be determined in your funding strategy. | | |
| Demolition of existing pavilion on the domain. | This phase includes the removal of any asbestos, the demolition of buildings, the removal of all debris and leaving the site clear for land remediation and construction. This needs to be done with clear communication to site users and the Council and you need to ensure that the contractor has a good health and safety plan in place. | | Sefton Hall |

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| Demolition of the existing hall building | This phase includes the removal of any asbestos, demolition of buildings, the removal of all debris and leaving the site clear for land remediation and construction. This needs to be done with clear communication to the school, neighboring residents and the Council. You need to ensure that the contractor has a good health and safety plan in place. | | Sefton Hall |
| Build | This is when construction of the build starts, and the foundations start to be put into place. There will be a number of Council inspections required during this time however your contractor should manage this. When you apply for building consent you will be advised when these inspections will be required. | | Sefton Hall |
| Interior fit out | This is when you have trades coming in and fitting out the interior of the building, blinds, signage, chairs, tables, AV etc. Some of this can be done by community members to help minimize any cost here. | | Sefton Hall |
| Hard and Soft Landscaping | This is when you look at landscaping the outside of the build. Again, you may wish to use community members for some of the “soft” landscaping work like gardening. However, the “hard” landscaping e.g., concreting will need to be undertaken by professionals. | | Sefton Hall |
| Compliance schedule and code of compliance | Prior to occupancy once everything is completed and you have received all PS4's from your contractors you will need to apply for code of compliance. The WDC will need to review the compliance schedule to ensure that the building meets all the requirements of the schedule before issuing a code of compliance, your contractor should arrange this for you. The building will be considered open when this has been issued and then members of the public are able to enter. This stage requires Council sign off. | | Sefton Hall |
| Official opening | This is the time to celebrate – the building can be opened to the public and is now available for bookings. | | Sefton Hall/WDC |
| Operating maintenance schedule | It's important you ensure that all specified systems in your building are on a regular inspection schedule as well as the yearly BWOFF is scheduled in at this point. | | Sefton |

Key Contractor List – Sefton Public Hall

| | Contractor | Responsibility | Date engaged |
|-------------------------------|-------------------|---|---------------------|
| Architects for Concept Design | Splice Design | Responsible for the development of a concept design to meet concept brief requirements from Sefton Public Hall. | |
| Architects for Design | To be confirmed | Develop the detailed plans to meet the requirements and specifications of the client; documentation ready for tender process; liaison with other project consultants; overall responsible for the design and functionality of the building. | |
| Other project consultants | To be confirmed | Accountability for the various aspects for which they are engaged. | |
| Building contractor | To be confirmed | Responsible for demolition work and construction of new facility | |
| Project Manager | To be confirmed | Responsible for the project delivery, budget management and risk management. This may be the building contractor. It is recommended there is a separate project group which includes members of the Hall and the Project Manager. | |