

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 20 May 2024

4pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 MAY 2024 AT 4PM.

**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS
COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL**

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 15 April 2024</u>	8-14
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 April 2024, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Margot Korhonen – Building Communities</u>	
	M Korhonen will be in attendance to discuss building communities.	
5	<u>ADJOURNED BUSINESS</u>	
5.1	<u>Application to the Kaiapoi-Tuahiwi Community Board’s 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)</u>	15-24
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives report No. 240422063140.	
	(b) Declines the application from The Darnley Club.	
	OR	
	(c) Approves a grant of \$..... to The Darnley Club towards the cost of transporting a client.	

6 REPORTS

6.1 Proposed School Bus Stop facility at Te Kura o Tuahiwi, Tuahiwi School – Peter Daly (Road Safety Coordinator/Journey Planner) and Joanne McBride (Roading and Transport Manager)

25-30

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240321044984.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulatory Committee:

- (b) **Approves** the establishment of a school bus stop and associated parking restrictions as proposed by the Te Kura o Tuahiwi, Tuahiwi School, in the location shown in Figures one and two, and as noted in the schedule below.

Schedule:

Item	Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments for consideration
One	Tuahiwi	Tuahiwi Rd	Outside Tuahiwi School	East	Bus Stop	8-9am, 2:30-3:30pm School Days	Requested by the school staff.

6.2 Williams Street Bus Stop Safety Improvements – Peter Daly (Road Safety Coordinator/Journey Planner) and Joanne McBride (Roading and Transport Manager)

31-59

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240322045655.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** the reduction of the P120 parking area adjacent the Williams Street bus stop by 7.8 metres outside no. 190 Williams Street.
- (c) **Approves** the installation of 7.8m of no stopping lines prior to the bus stop, in compliance with the proposal at Figure 4 in this report.
- (d) **Notes** that the Schedule of Parking Restrictions will be updated if the subject of this report is approved.

6.3 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the Waimakariri District Council and Environmental Canterbury's draft 2024-2034 Long Term Plans – Kay Rabe (Governance Advisor)**

60-67

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240409054935.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council's draft 2024-2034 Long Term Plan (Trim Ref: 240403050934).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240404051944).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

6.4 **Kaiapoi-Tuahiwi Community Board Members' Attendance of the New 2024 Zealand Community Boards' Conference – Thea Kunkel (Governance Team Leader)**

68-77

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240422063279.
- (b) **Approves** that Board member _____ represent the Board at the 2024 New Zealand Community Boards' Conference to be held at the Takina Convention and Exhibition Centre in Wellington from 21 to 23 August 2024.
- (c) **Notes** that the attendee will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,965 (excluding GST), funded from the Board's Training Budget.

7 CORRESPONDENCE

7.1 **Letter to B Cairns regarding New Road Name Request**

78

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Notes** the letter to B Cairns regarding New Road Name Request (Trim: 240416059603).

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for April 2024

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

9 MATTERS REFERRED FOR INFORMATION

- 9.1 **Rangiora-Ashley Community Board Meeting Minutes 13 March 2024.**
- 9.2 **Oxford-Ohoka Community Board Meeting Minutes 3 April 2024.**
- 9.3 **Woodend-Sefton Community Board Meeting Minutes 9 April 2024.**
- 9.4 **Rangiora-Ashley Community Board Meeting Minutes 10 April 2024.**
- 9.5 **Kaiapoi Night Market proposal – Report to Council Meeting 2 April 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.**
- 9.6 **Adoption of Waste Assessment 2023 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**
- 9.7 **ANZAC Day Services 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**
- 9.8 **Health, Safety and Wellbeing Report March 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**
- 9.9 **E-Scooter Permit Renewal Due 1 May 2024 – Report to Council Meeting 2 April 2024 – Circulates to the Woodend-Sefton, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.**
- 9.10 **July 2023 Flood Recovery Update – Report to Utilities and Roading Committee 16 April 2024 – Circulates to all Boards.**
- 9.11 **3 Waters Climate Change Risk Assessment – Report to Utilities and Roading Committee Meeting 16 April 2024 – Circulates to all Boards.**

Public Excluded

- 9.12 **Proposed Sale 21 and 61 Ohoka Road, Kaiapoi – Report to Council Meeting 2 April 2024 – Circulates to all Boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.11.
- (b) Receives the separately circulated public excluded information in item 9.12.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
2. *Hard copies of the Public Excluded items were circulated to members separately.*

10 MEMBERS' INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

11 CONSULTATION PROJECTS

11.1 Beach Volleyball Court at Waikuku Beach

Consultation closes Monday 27 May 2024.

<https://letstalk.waimakariri.govt.nz/beach-volleyball-court-at-waikuku-beach>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 30 April 2024: \$726.73.

12.2 General Landscaping Budget

Balance as at 30 April 2024: \$26,790.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 June 2024 at 4pm.

Workshop

- *Charles Street Roundabout – Joanne McBride (Roading and Transport Manager) – 15 minutes*
- *Nominations for Community Service Awards – 15 minutes*
- *Members Forum*

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 15 APRIL 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, T Blair and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

T Blair declared a conflict of interest for item 6.2 (f) – ‘Applications to the Kaiapoi-Tuahiwi Community Board’s 2023/24 Discretionary Grant Fund’ relating to the Darnley Club.

B Cairns declared a conflict of interest for item 6.1 – ‘Potential new Road Name for addition to the Pre-Approved Kaiapoi-Tuahiwi Road and Reserve Name List’ as he had submitted the request.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 March 2024

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 March 2024, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

Nil.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Lisa Cowe – Speed on Featherstone Avenue

L Cowe was not in attendance.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **Potential new Road Name for addition to the Pre-Approved Kaiapoi-Tuahiwi Road and Reserve Name List – T Kunkel (Governance Team Leader)**

K Rabe presented the report noting the name 'Roberts' could be added to the Boards New Road and Reserve name list for future use, if the Board accepted the name.

J Watson asked how many road name requests were received in a year. K Rabe noted that not many were received.

P Redmond questioned if further names could be added to the list as Gray Lang also had long service with the Kaiapoi Volunteer Fire Brigade and could be a candite.

Following P Redmond's question N Atkinson noted that the Board had previously advertised for suggested road names and he queried if this could be a regular occurrence.

S Stewart sought clarity on whether Tristen Roberts had been approached and was happy for the name to be added to the New Road and Reserves Name List. C Brown confirmed that Mr Roberts had been approached and had no objection to his name being used.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240328049476.
- (b) **Approves** the inclusion of the following name in the Kaiapoi-Tuahiwi Pre-Approved New Road and Reserves Name List:
 - i. Roberts
- (c) **Request** staff to officially advise B Cairns of the outcome of the Community Board decision.
- (d) **Requests** the Board publicly advertise for names to be added to the New Road and Reserves Name List and a subsequent report be brought back to the Board with the suggested names.

CARRIED

J Watson commented it would be good to have several names brought to the Board at once.

6.2 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report. She stated the application from the Darnley Club did not meet the criteria as the funding would only benefit one person. She had spoken to the Club in relation to why its own van could not be used for the transportation of the client and was informed that the timing did not work for their van to pick up the person who was resident in Rangiora. K Rabe then asked them if they had considered utilising the North Canterbury Minibus Trust. The Club was unsure if this option had been investigated.

When discussing the application from the Kaiapoi Branch North Canterbury Pony Club, A Blackie believed that a barbeque was a nice to have however was to the core business of the Pony Club and would support granting them a smaller amount of \$250.

R Keetley concurred due to there being minimal funds left.

Moved: N Atkinson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240229031713.
- (b) **Approves** a grant of \$250 to the Kaiapoi Branch North Canterbury Pony Club Inc. towards the purchase of a replacement barbeque.

CARRIED

N Atkinson noted funding was becoming harder for all groups to find and the barbeque would be able to assist with fundraising. He also noted that he would rather allocate all the money than have money in the fund at the end of the financial year.

T Bartle concurred and felt the Pony Club were a notable part of the community.

N Atkinson asked if purchasing sports equipment was generally paid for by the ministry of education or the school. Staff were unsure whether schools received funding for sports equipment.

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Declines** the application from the St Patrick's School PTA.

CARRIED

T Bartle felt this should be funded by the Ministry of Education. He requested the PTA be informed for future applications a letter from the principal should be provided explaining whether the project was funded by the Ministry of Education.

J Watson noted that although the person needing transport lived in Rangiora they had been attending the Darnley Club for many years. There was a family atmosphere at the Club and for many of the clients it was the only socialisation they got and they would miss the person if they were unable to attend.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (d) **That** the application from the Darnley Club towards the cost of transporting a client lie on the table until further information on the option of the North Canterbury Minibus Trust transporting the client was submitted.

CARRIED

Moved: J Watson

Seconded: A Blackie

- (e) **Approves** a grant of \$500 to the Pines Kairaki Beaches Association towards hosting the Mid-Winter Do in July 2024 and a Kids Movie Night in September 2024.

CARRIED

It was agreed that the Pines Kairaki Beaches Association ran very good events and worked hard on fighting social isolation.

6.3 **ANZAC Day Services 2024 – Kay Rabe (Governance Advisor)**

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240212019962.
- (b) **Appoints** Board member T Bartle, to attend the Kaiapoi Dawn Service to be held at 6.30am on Thursday, 25 April 2024, at the War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board member J Watson, to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Thursday, 25 April 2024, Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath. Noting that a Council representative will also be laying a wreath.
- (d) **Appoints** Board member S Stewart, to attend the Tuahiwi Anzac Day services to be held at 2pm on Thursday, 25 April 2024, at the Tuahiwi Urupa, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for March 2024**

Long Term Plan submissions had been lodged for Waimakariri District Council and Environment Canterbury.

Met with Kaiapoi North School regarding the proposed fencing. The School was working in conjunction with Council staff on this project to ensure that the fencing along the reserves were to Council standard. The project would go out for consultation and a report would be presented to the Board with all the options.

Attended Pegasus Bay Steering Group Meeting.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

9.1 Oxford-Ohoka Community Board Meeting Minutes 6 March 2024.

9.2 Rangiora-Ashley Community Board Meeting Minutes 14 February 2024.

9.3 Chlorine Exemption Revised Strategy – Report to Council Meeting 7 February 2024 – Circulates to all Boards.

9.4 Submission: Environment Canterbury Regional Council Regional Land Transport Plan – Report to Council Meeting 5 March 2024 – Circulates to all Boards.

9.5 Kerbside Collection Standardisation: Amendments to Solid Waste and Waste Handling Licensing Bylaw Terms and Conditions – Report to Council Meeting 5 March 2024 – Circulates to all Boards.

- 9.6 Health, Safety and Wellbeing Report February 2024 – Report to Council Meeting 5 March 2024 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury's Draft Statement of Intent for the Financial Year Beginning 1 July 2024, Approved Six Month Report to Council 31 December 2023, and Promotion of Waimakariri District Six Month Report 31 December 2023 – Report to Audit and Risk Committee Meeting 12 March 2024 – Circulates to all Boards.
- 9.8 July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 19 March 2024 – Circulates to all Boards.
- 9.9 Libraries Update to 7 March 2024 – Report to Community and Recreation Committee Meeting 19 March 2024 – Circulates to all Boards.
- 9.10 Aquatics March Report – Report to Community and Recreation Committee Meeting 19 March 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

A Blackie

- Huria Reserve Planting, the weather was not the best resulting in a poor turnout. The communications plan needed to be worked on to ensure the public knew of where and when planting days would be carried out.
- Pegasus Bay Bylaw Hearing. Heard four submissions.
- Attended the Tuahiwi footpath opening which was very nice ceremony. Raised a few questions regarding traffic management costs.
- Te Kohaka o Tuhaitara Trust new General Manager had been appointed.
- Cure Boating Club mural had been completed.

T Bartle

- Waimakariri Health Advisory Group meeting. Major changes with the new Government. The group was looking for a new Chairperson.
- Pegasus Bay Bylaw Hearing. Was a very interesting process.
- Coastal Drainage meeting. There was not enough money available for them to do what they needed to do to mitigate ongoing flooding. Issues regarding who was responsible for different areas.
- LTP submission meeting.

T Blair

- Watched My Kitchen Rules. There were two Kaiapoi resident competing as a team who promoted the town very well.

N Atkinson

- Busy with District Plan Hearings. Would be valuable for the Board to receive an update on the District Plan. Was changing to an activities-based plan rather than an effects-based plan.

T Bartle asked if it was too late for further submissions. N Atkinson noted hearings were closed for submissions however further submissions would come with variations further along the process.

P Redmond

- Attended several Long Term Plan drop-in sessions. Turnout was variable between the sessions. Lots of submissions received during the weekend.
- Council received update from the Canterbury Museum Trust.
- Attended the Local Government New Zealand (LGNZ) Zone conference in Christchurch.
- LGNZ had a Community Boards Group that held online huis. They were a good way to hear what was going on with other Community Boards throughout New Zealand.
- Attended Pegasus Bay Bylaw Hearing.
- Attended several tender openings. Prices were becoming more competitive and often were under the engineers estimate.

B Cairns

- Received contact from several people regarding Easter trading. The Bylaw was last reviewed in 2017. A Private Members Bill had recently been placed regarding Easter Trading especially Sunday trading and therefore Council would wait for the outcome before reviewing its Bylaw.
- Sovereign Palms cameras had all been installed.
- Back to Basics workshop was being held in Rangiora.
- Grow your Garden for Birds workshop was being held in Woodend.
- Riversong event. Would be a teaser event for what they had planned for 2025.
- Matariki event could potentially be spread over a number of days. Traffic management was a major obstacle.

S Stewart

- Attended Kaiapoi Promotions Association meeting. They were having a brainstorming session on its purpose.
- Arohatia Te Awa was up and running again. Isibea Clark was the project manager and Niki Mealings was the new Chair. There was still uncertainty regarding the Cam River stopbank.
- Waimakariri Biodiversity Trust was holding a Grow Your Garden for Birds event at the Woodend Community Centre.
- All rural drainage groups were struggling with the same issues and until a drainage rate review was complete that was unlikely to change.
- Greenpeace were offering free nitrate testing on Sunday 21 April 2024.

R Keetley

- Monthly museum meeting. Additional storage was required which could alleviate the need for a goods lift.

11 CONSULTATION PROJECTS

11.1 Environment Canterbury Draft Long Term Plan

Consultation runs from Wednesday 13 March to Sunday 14 April 2024.

ecan.govt.nz/whatsthecost

11.2 Council Long Term Plan

Consultation from Friday 15 March to Monday 15 April 2024.

<https://letstalk.waimakariri.govt.nz/draft-long-term-plan-2024-2034>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 March 2024: \$1,045.

12.2 General Landscaping Budget

Balance as at 31 March 2024: \$26,790.

13 MEDIA ITEMS

Request Road Name suggestions from the community.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 May 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5PM.

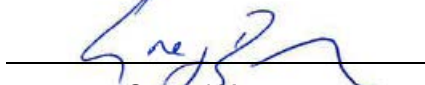
CONFIRMED

Chairperson

Date

Workshop

- *Members Forum*

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 240422063140**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 20 May 2024**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1. SUMMARY

This report, which was left to lie on the table, is now being re-submitted for the Board's consideration. The Board requested information regarding the possibility of the North Canterbury Minibus Trust being able to assist in transporting the client. However, the Trust has confirmed that it will be unable to assist as it would be uneconomical without an immediate return trip booked.

Name of Organisation	Purpose	Amount requested
The Darnley Club	Towards the cost of transporting a client	\$728
Total:		\$728

Attachments:

- i. Application from The Darnley Club (Trim Ref. 240311036879).
- ii. Board funding criteria 2023/24. (Trim Ref: 210603089725).

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240422063140.
- (b) **Declines** the application from The Darnley Club.

OR

- (c) **Approves** a grant of \$..... to The Darnley Club towards the cost of transporting a client.

3. BACKGROUND

- 3.1 The Darnley Club is seeking funding to transport a client from Rangiora to Kaiapoi to attend the club. This is a longstanding client.
- 3.2 The current balance of the 2023/24 Discretionary Grant fund is \$295.

4. **ISSUES AND OPTIONS**

The Darnley Club (the Club)

4.1 Information provided by the Club:

4.1.1 The Club's main aim is to provide quality care to encourage improved quality of life for older people in the Kaiapoi community, whether they live independently or are being cared for at home. They also provide support and an opportunity for "time out" for carers and other family members. Approximately 80% of the Club's clients are from the Kaiapoi-Tuahiwi area.

4.1.2 The Club is seeking funding to transport a client from Rangiora to meetings in Kaiapoi in the winter months, as it is not feasible for the Club's van to collect the client. The client suffers physically and is unable to afford to pay for transport. Due to her physical health, the client cannot use public transport without assistance.

4.1.3 The estimated transport cost is \$728; if the application is unsuccessful, the client will experience health and safety impacts. The Club's staff and volunteers will also be negatively affected as they will have to support the client while using public transport.

4.2 Council Evaluation:

4.2.1 As a non-profit organisation, the Club can apply for funding in terms of the Board's Discretionary Grant Application Criteria. However, it is unclear how the project will benefit the residents of the Kaiapoi-Tuahiwi area. Also, although there is empathy for the client's challenges, the Application Criteria indicate that the Board does not fund individuals. Staff do not recommend funding the Club for this particular application as the grant use does not meet the criteria.

4.2.2 This is the first time that the Club has applied to the Board for funding. If the Board chooses to fund this application, it could defer the balance of the funding to the next financial year's allocation, i.e. \$250 from the 2023/24 year and \$478 from the 2024/25 financial year, given that this expenditure would be over a 12-month period.

4.3 The Board may approve or decline grants as per the grant guidelines.

4.4 The current balance of the Board's Discretionary Grant Fund for 2023/24 is \$295. Therefore, the Board does not have sufficient funds to grant the application. Also, it should be noted that one month remains in this financial year and other applications may be received for the June 2024 meeting.

4.5 **Implications for Community Wellbeing**

There are social implications, as social interaction builds a sense of community, reduces feelings of isolation, and encourages social mixing.

4.6 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community will not likely be affected by or interested in the report's subject.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The 2023/24 Annual Plan includes a budget provision of \$5,390 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the financial year. With \$2,132 being carried forward from the previous financial year, the Board had \$7,522 to allocate in the current financial year.

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for the 2023/24 financial year is \$295, and if this application was approved, the balance would be -\$433. It should be noted that one month is left until the end of the current financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice in a financial, providing the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

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

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the groups and organisations which apply for funding.

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**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 18023/2024

Name of group: The Darnley Club

Address: [Redacted]

Contact person within organisation: [Redacted]

Position within organisation: Secretary

Contact phone number: [Redacted] Email: [Redacted]

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

A client who attends Darnley, lives in Rangiora. She has been attending for many years. Last year we contributed towards Driving Miss Daisy as not feasible for the Darnley van to collect her. Darnley paid \$104 for the winter months. The friend/client suffers physically and cannot afford to pay for this service, she contributes \$80 a month. It is very dangerous for her to get the bus - volunteers/staff have to support her to do this which impacts on the other clients.

What is the timeframe of the project/event date? ASAP to Spring

Overall cost of project: 728.00 (\$104 x 7 months) Amount requested: 728.00

How many people will directly benefit from this project? Client + Staff (approx 25+) + Clients

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley 20% Woodend-Sefton _____% Kaiapoi-Tuahiwi 80%

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

Impacts on staff, volunteers + clients to support her to bus stop and back. Impacts the client as very unsafe for her to travel on public transport and walk with walker home and to Darnley.

What are the direct benefit(s) to the participants?

Health & safety! Client is picked up and dropped off directly to door. Staff etc at Darnley do not have to leave the club to support.

What is the benefit(s) to your organisation?

19

Again health & safety of all involved.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Benefit is to keep the client safe, low risk of falls etc in the community.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

None.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

Enclosed Financial Balance Sheet and Income & Expenditure Statement
(compulsory - your application cannot be processed without financial statements)

Supporting costs/quotes

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signature: _____

Date: 9/3/24

Rebecca Morgan

From: [REDACTED]
Sent: Saturday, 9 March 2024 8:24 a.m.
To: Rebecca Morgan
Subject: Fw: Transport for Darnley friend

[Yahoo Mail: Search, organise, conquer](#)

----- Forwarded message -----

From: "darnley@xtra.co.nz" <darnley@xtra.co.nz>

To: [REDACTED]

Sent: Mon, 26 Jun 2023 at 9:18

Subject: Transport for Darnley friend

Good Morning

I'm very pleased to report that transport has been arranged as per the email below from Miss Daisy.

We will be invoiced \$184 per month and the friend will pay us \$80 towards this cost, so Darnley will actually contribute a total of \$104 per month.

I have spoken to the friend this morning and advised that our contribution is to help her attend Darnley safely through the winter months, she's absolutely delighted and can't thank us enough. She also understands not to discuss this funding with anyone else.

Thank you all for your empathy and support shown to this friend it's very much appreciated.

Have a good day.

[REDACTED]

Financial Report for December 2023 & January 2024

Westpac balance as at 30 November 2023	<u><u>\$49,104.33</u></u>
Payments made since last meeting:	
Spark NZ	299.90
Wages	34996.08
ATK - wages etc	7178.61
Kaiapoi Community Garden -	2523.90
Kaiapoi Food Forrest	2821.88
Payroll-Processing Fee	309.06
Transfer to Savings acc	200.00
Transfer to Mini Bus acc -	200.00
Petty Cash	500.00
WDC - Rent	438.34
New World - Kaiapoi	1830.75
Woolworths	157.12
Stuff - Press - subscription	59.39
Collins & Co - financial package	74.00
Hale Manufacturing - Hoist repair	342.99
Sue - Womens Weekly - 6 months subscription	89.99
Miss Daisy - transport	253.00
Cavendish Carpet Care - Carpet & dining chairs	652.63
Caltex Kaiapoi	652.58
Bidfood Ltd	369.87
Kaiapoi Rivwerside Bowling Club - Vol Christmas party	1050.00
The Supports Group - Clients Christmas Party	1200.00
AMI Insurance - Van	943.71
Abraham - New Van insurance	2331.67
St John - Liz (refresher)	175.00
Dawn -Dec/Jan Expenses	53.50
Tania - Dec Expenses	126.82
Warehouse Stationery	198.00
IRD - GST (July to Dec)	8487.49
	<u><u>\$68,516.28</u></u>
Income:	
Ministry of Health incl GST	54234.00
Fees - Slater	361.56
Daily Raffle	676.40
Christmas Raffle	114.00
Kaiapoi Community Garden - Wages etc	2546.64
All Together Kaiapoi - Wages & ACC	7236.45
Kaiapoi Food Forest	2849.22
Transport	30.00
Christmas Donations ex Carers	410.00
Interest	159.91
	<u><u>\$68,618.18</u></u>
Westpac balance as at 31st January 2024	<u><u>\$49,206.23</u></u>
Bank Accounts:	
Term Deposit	\$ 260,362.08
Mini Bus Account	\$ 19,077.74
Savings Account	\$ 9,331.58
Cheque Account	\$ 49,206.23
	<u><u>\$ 337,977.63</u></u>

Min Bus Info -859 kms Dec & 1162 kms Jan - 272149 Odometer = kms

Kaiapoi Daycentre for Senior's Inc The Darnley Club Meeting Minutes

3.30pm Monday 11th February 2024 at Kaiapoi Community Centre.

Present: Sue Killmartin, Sally Howell, Dawn Armitage, John Meyer (Lateness apology) , Rebecca Morgan , Shirley Hobson

Apologies: Tracey Blair

Confirmation of previous Minutes: Moved as true and correct by Sue, 2nd by Shirley. Carried.

Matters Arising:

- Cleaning of kitchen, carpets done. Shirley painted the skirting board-thankyou!
Awaiting account for cleaning.

Correspondence in:

- Food Satisfy

Correspondence Out:

- Thankyou to Sutherlands and Peter Gardyne
- Food Satisfy

Moved as true and correct by Sue, 2nd by Shirley , Carried.

Treasurers Report: - Moved as true and correct by Sue, 2nd by John. Carried.

- See attached
- Sue moved that the term deposit that is maturing 16th March be moved to the mini bus account. Sally 2nd, Carried.

Co-ordinators Report: - Presented by Dawn, see attached. Moved as true and correct by Sally, 2nd by John. Carried.

- Letter of thanks to St Patrick's for the Christmas party- Rebecca to do and ask for booking this years Christmas party 14th December 2024.
- Discussed friend and Driving Miss Daisy arrangement. Dawn will go back to the family about potential church help. Rebecca will apply to the Kaiapoi Tuahiwi Community Board for funding.
- Dawn will be going away 17th May. All agreed if Dawn needs to go earlier that is no problem.

General Business:

- Van- Sue announced the van is registered 'QJM7'. In process of confirming sign writer prices and design with Whitehead Designs.

GOVERNANCE**Kaiapoi-Tuahiwi Community Board****Discretionary Grant Application****Information to assist groups with their application**

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CMS 06-03 / 240321044984

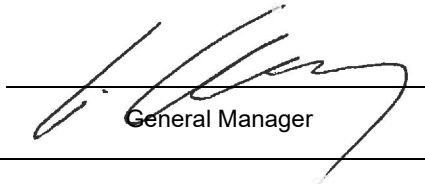
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 20 May 2024

AUTHOR(S): Peter Daly, Road Safety Coordinator / Journey Planner
Joanne McBride, Roading and Transport Manager

SUBJECT: Proposed School Bus Stop facility at Te Kura o Tuahiwi, Tuahiwi School

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks approval to establish a bus stop for the school bus service at Te Kura o Tuahiwi, Tuahiwi School.
- 1.2. This new bus service will involve two buses servicing the school each morning and each afternoon. The service commenced on 29th April 2024. The school has proposed a location for the bus stop at Figure 1 below, and the location is supported by staff.
- 1.3. A temporary bus stop has been established pending the outcome of this request.
- 1.4. A permanent Bus Stop sign and road markings are proposed to be installed to support the establishment of the bus stop outside the school.

2. RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 240321044984.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulatory Committee:

- (b) **Approves** the establishment of a school bus stop and associated parking restrictions as proposed by the Te Kura o Tuahiwi, Tuahiwi School, in the location shown in Figures one and two, and as noted in the schedule below.

Schedule:

Item	Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments for consideration
One	Tuahiwi	Tuahiwi Rd	Outside Tuahiwi School	East	Bus Stop	8-9am, 2:30- 3:30pm School Days	Requested by the school staff.

3. **BACKGROUND**

- 3.1. Te Kura o Tuahiwi, Tuahiwi School, has recently negotiated the provision of a school bus service for students from the surrounding areas. The school bus service commences on 29 April 2024.
- 3.2. Tuahiwi School staff have approached Council with a proposal to establish a bus stop within the road reserve adjacent to the school.
- 3.3. As there is no regular bus service on that road, there are no bus stops marked in the immediate vicinity for the school buses to use.
- 3.4. The school has proposed a space adjacent to the school be designated as a bus stop to prevent private vehicles being parked in that space at specific times of the day, leaving it free for the school buses to use.
- 3.5. Figure one shows the proposed location for the bus stop to be established. The orange box indicates the intended location.

Figure one. Proposed bus stop.



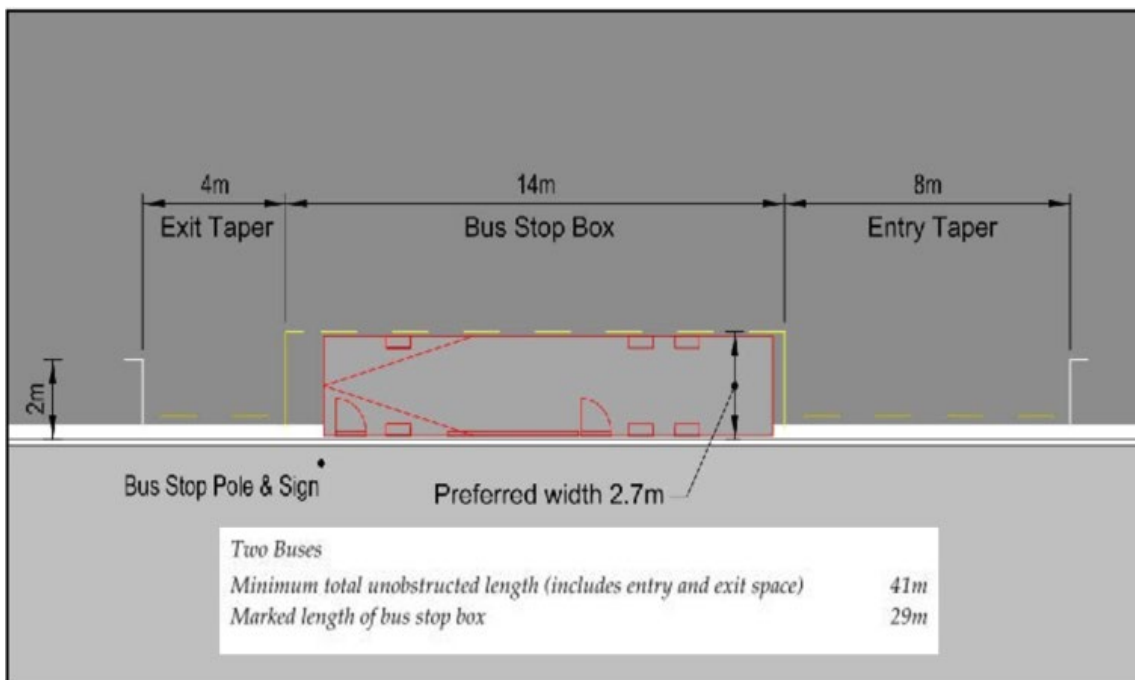
3.6. Figure two shows a street view of the proposed bus stop.

Figure two. Street view of the area proposed for the bus stop.



- 3.7. If approved, the proposed bus stop will be established in accordance with Bus Stop design guidelines. The space required is adequate at 14 metres, with tapers front and rear for the buses to enter and exit.
- 3.8. The entry and exit tapers are provided by the adjacent driveways, and the existing yellow lines at the front of the bus stop. The bus would be clear of the traffic lane when in position.
- 3.9. It is proposed to mark a yellow box on the roadway in addition to the sign shown at Figure 5. The space will be available for public parking outside of the times it is needed for the school bus service, as advised by the proposed sign.

Figure 3. Bus stop minimum requirements.



4. **ISSUES AND OPTIONS**

- 4.1. Two buses will service the school. The bus stop proposed only has space for one bus at a time. For this reason, the second bus will wait at the roadside approximately 225 metres north of the bus stop until the first bus has vacated, at which time it will move up.
- 4.2. The recent formalisation of the kerb space north of the school provides copious space for the waiting bus to park and hold prior to the bus stop, until the bus stop is clear. Figure 4. Shows the available waiting space.

Figure 4. Waiting space for the second bus



- 4.3. The school bus service will only need the marked bus stop space during pick up and drop off times. Outside of those times, the space can be used for public on-street parking.
- 4.4. The school bus stop will need the stop between 8.00 a.m. and 9.00 a.m. and 2.30 p.m. until 3.30 p.m. on school days.
- 4.5. The proposed signage is shown at Figure 4.

Figure 5. Proposed Sign



4.1. The following options are available:

4.1.1. Option One – Approve the installation of the bus stop as proposed.

This is the recommended option as it provides a safe space for the school bus to stop outside of the school, allowing children an alternate means of getting to and from school each day. The space allows children to enter / exit the bus from the footpath close to the school gate, which is the safest option available.

4.1.2. Option Two – Decline the installation of the bus stop.

This option would not provide a dedicated space for the bus to stop, resulting in the bus having to 'compete' with parents for a space to stop and pick up children. This would result in very poor safety outcomes as children would likely have to walk further an/or not be able to enter / exit the bus from the footpath close to the school gate. As such this is not the recommended option.

Implications for Community Wellbeing

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

Encouraging the uptake of a public transport option improves road safety in the immediate area through a reduction of vehicle movements during pick up and drop off times, as well as having environmental benefits.

4.2. 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 have an interest in the subject matter of this report.

The hapū will have tamariki who will use this bus service. The school is introducing this bus service to improve road safety outside the school for the benefit of the whole community.

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 Tuahiwi Pre School and Tuahiwi School will both benefit from a reduction in traffic outside the gate at each end of the school day.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The whole Tuahiwi community will benefit from the reduction in parents picking up and dropping off their children in private cars. Additionally, the proposed space would mean that the bus would be as far as possible out of the lane when stationary.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. This cost to Council will be covered by the existing signage and road marking budgets.

The cost of the signage and markings would be approximately \$750.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. A reduction in private vehicle use through the introduction of the school bus service will have a positive impact on the environment.

6.3. **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. There would however be safety risks associated with not approving the recommendations in this report, as noted under 4.1.2.

6.4. **Health and Safety**

The bus service is being operated by Transit Coachlines, the company which operates a range of school bus services across Waimakariri District. This service will be operated under their standard operational practices, including health and safety provisions.

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**

Land Transport Act 1998 Section 22 AB

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

The Community Board has the following delegations under Section 15 of the Delegations to Community Boards:

- Approving traffic control and constraint measures on streets, and recommending to Resource Management and Regulations Committee; matters relating to Council parking by-laws.

The District Planning and Regulation Committee has the delegation granted to a standing committee under the manual, including Parking Enforcement.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CMS-06-03 / 240322045655


REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD


DATE OF MEETING: 20 May 2024

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roading & Transport Manager

SUBJECT: Williams Street Bus Stop Safety Improvements

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report outlines a deficiency with the existing bus stop facility at 190 Williams Steet, Kaiapoi, and requests approval for the installation of 7.8m of no stopping to improve the bus stop, will result in the loss of one carpark.
- 1.2. Difficulty with buses entering the bus stop has been raised by Go Bus, who are operating the public bus service for Environment Canterbury.
- 1.3. There is currently no entry taper on the approach for the bus stop, and when cars are parked against the northern end of the bus box, the bus is having to pull in further south and across the driveway to the old BNZ building, blocking the driveway, and making it more difficult for bus users trying to get on and off the bus.
- 1.4. While this has not been an issue previously with the old BNZ Bank building vacant, there are now retail activities occurring in the building and the vehicle entrance has become much busier.
- 1.5. This bus stop is used by Go Bus up to 51 times per day.

Attachments

- i. Kaiapoi Town Centre Parking Survey 2022 (TRIM No. 221129206783)

2. RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

- a. **Receives** Report No. 240322045655;

AND

RECOMMENDS THAT the District Planning and Regulation Committee:

- a. **Receives** Report No. 240322045655
- b. **Approves** the reduction of the P120 parking area adjacent the Williams Street bus stop by 7.8 metres outside no. 190 Williams Street,
- c. **Approves** the installation of 7.8m of no stopping lines prior to the bus stop, in compliance with the proposal at Figure 4 in this report.

- d. **Notes** that the Schedule of Parking Restrictions will be updated if the subject of this report is approved.

3. **BACKGROUND**

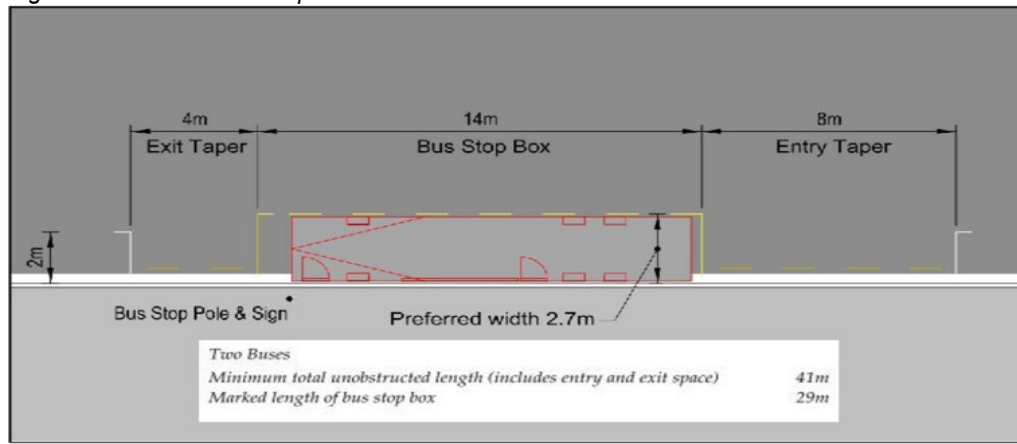
- 3.1. The bus stop at 190 Williams Street was established when the Town Centre Upgrades were undertaken, post the 2010 earthquakes.
- 3.2. The bus stop is used daily by Metro bus services #1 and #95, with a total of up to 51 stops per day at this location. It was established without an entry taper.
- 3.3. At the time this was not required as the Old BNZ Bank building was not in use and as such the bus was able to pull further forward without impacting any operations on the adjacent site.
- 3.4. The building has since been strengthened and in 2023 was opened with new retail premises in the building, which are very popular and generating reasonably high traffic movements in and out of the adjacent carparking area.
- 3.5. A taper before and after a bus stop provides space which allows a bus to be manoeuvred into and out of the bus stop. An exit taper is currently achieved by the clear space provided by the driveway immediately south of the bus stop. Figure 1. Refers.

Figure 1. Existing Bus Stop



- 3.6. When the bus stops at this location, if a car is parked at the front of the P120 zone to the north (as in Figure 1) and in the absence of an entry taper, the rear of the bus protrudes out into the traffic lane, as the driver is unable to manoeuvre fully into the space provided without an entry taper, or the bus moves forward and overhangs the entry to the Old BNZ Building carpark.
- 3.7. Traffic following the bus can be forced to stop and wait for the bus to move off again, or to take the risk of driving onto the wrong side of the road to get past.
- 3.8. The other alternative for the bus driver is to stop with the front of the bus over the driveway at the front of the bus stop. This forces the passengers to get on and off the bus from a position in the middle of the driveway of the adjacent carpark, and results in access being blocked to the carpark.
- 3.9. Christchurch City Council's *Bus Stop Guidelines* (February 2009) is typically used to set minimum bus stop dimensions across the ECan Metro bus service area. Per section 3.2, the minimum dimensions for a bus stop are as follows.
 - Entry taper: 8.0m
 - Marked bus stop box: 14.0m
 - Exit taper: 4.0m

Figure 2. Minimum Bus Stop Dimensions



Key design principles of bus stops provided by NZTA indicate that bus stops should be designed so that a bus can:

- pull into and out of a bus stop safely and efficiently without incurring excessive front or rear overhang of the bus.*
- stop close and parallel to the kerb to pick up or drop off passengers, so that all passengers can get on or off in a safe, comfortable, and accessible manner and not be hit by bus tail swing.*
- safely and easily merge back into traffic.*

4. **ISSUES AND OPTIONS**

- Road safety is compromised by the rear of the bus projecting into the traffic lane, or the front of the bus stopping across an exit to a carpark. Each scenario causes either the lane to be blocked, or passengers having to enter and exit the bus from on the carpark driveway, blocking that driveway.
- The bus stopped over the driveways to the old BNZ building also stops vehicles moving in and out of the carparking area and can cause vehicles to stack on Williams Street, waiting to turn in.
- The bus stop in question (at 12.2 metres long) is below the recommended minimum length of 14 metres and has no entry taper. These design deficiencies are resulting in poor outcomes for both bus passengers and other road users.
- Providing a 7.8 metre entry taper for the bus stop will allow for better bus manoeuvring but necessitate the loss of one car parking space.
- The carparking space on the approach to the bus stop is a P120 controlled parking area, which is currently 30 metres long. Providing an entry taper for the bus stop would reduce the length of that controlled parking area to 22.2 metres, which accommodates four carparks.
- There are a number of private off-street carparks in this area including parking at 190 Williams Street, and at 29 Sewell Street. There is also additional all day un-restricted parking available in Sewell Street.

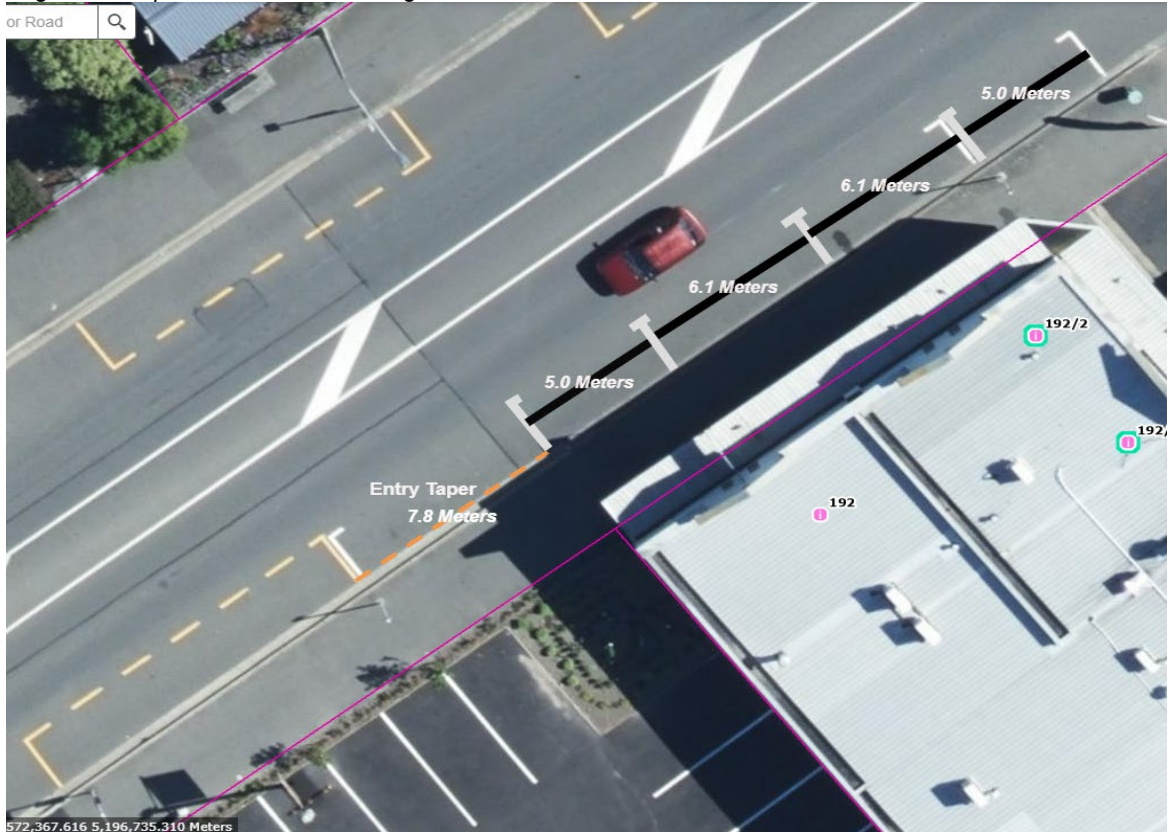
Figure 3. Nearby parking availability



- 4.7. A proposed layout as shown in Figure 4 below would require the installation of 7.8 metres of no stopping lines to the rear of the existing bus stop, providing an entry taper, and allowing 4 car spaces to be retained in the remaining space in accordance with the provisions of the District Plan.
- 4.8. This means the loss of one parking space in return for the benefit of enhancing the safety of road users and bus passengers.
- 4.9. The Kaiapoi Town Centre Parking Survey 2022 (Attachment 1) identified that in the vicinity of this bus stop, it was *“Easy to find a car park close to the motorists’ destination, vehicle circulation is unlikely to be necessary to find a car park very close to the motorists’ destination.”*
- 4.10. The time of greatest demand for parking is the time at which the entry taper is most necessary to avoid disruption to Williams Street traffic flows.
- 4.11. An alternative location for the bus stop was considered in the P120 immediately south of Sewell Street (adjacent to the private carparking area for 192 Williams Street).

This alternative location would also result in the loss of one car space, so provided no significant advantages over the proposed solution at the existing location.

Figure 4. Proposed new road markings



4.12. The following options are available to the Board:

4.12.1. Option One – Approve the installation of the ‘No Stopping’ to provide an entry taper to the Bus Stop

This is the recommended option as it provides adequate space for the bus to manoeuvre, allows passengers to enter / exit to the footpath rather than into a vehicle crossing, and allows other traffic to move past without causing delays, or compromising road safety by crossing onto the incorrect side of the road.

4.12.2. Option Two – Decline the request for the installation of the No Stopping and retain the P120 carpark.

This option would retain the existing arrangement and result in the bus continuing to block the traffic lane or stop over the driveway to the Old BNZ Carpark. This does not mitigate the issues or risks which have been identified.

5. Implications for Community Wellbeing

- 5.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 5.2. The safety of bus passengers waiting at the point where the bus door will open is fundamental to bus operations. Passengers having to enter or exit the bus from/to the driveway of the adjacent carpark is a compromise and makes accessing the bus more difficult for some passengers.
- 5.3. Entering the bus from a vehicle cutdown can also be more challenging for elderly and those with mobility issues.
- 5.4. Drivers following a bus which stop at this location during any given day may be forced to stop by the rear of the bus protruding into the traffic lane. Alternately, they may risk crossing the centre island to get past the stationary bus.

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū members are unlikely to be affected by or have an interest in the subject matter of this report. However, they may benefit from the improvements sought if they use the bus stop in question or drive past when a bus is stopping.

6.2. **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.

Staff visited directly affected business on 24 April 2024. The adjacent businesses (Kaiapoi OPSM Eyewear, Hair by Julz) were asked for their views. Staff and owners of these businesses who staff spoke to were supportive of the proposal, due to plentiful parking in the vicinity. No concerns were raised.

6.3. **Wider Community**

The wider community of road users who use Williams Street are likely to be affected by the subject matter of this report. They will benefit from this proposal.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

There are financial implications of the decisions sought by this report. The cost of road marking is provided for from within the existing roading budget.

An estimate of cost if the work is done as a stand-alone job is approximately \$1000. However, if combined with existing programmed work in that area, the cost will be significantly reduced. The area is scheduled for road marking in the next few weeks, so this opportunity can be used.

7.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts, though even minor improvements to the level of service of public transport operations are desirable.

7.3. **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. There are however safety risks associated with Option 2 (not extending the 'no stopping' restrictions) for the reasons discussed in this report.

The suggested changes will improve the safety of all concerned, particularly during busy times along the main road in the town.

7.4. **Health and Safety**

Physical works will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health & Safety Plan and a SiteWise score of 100. The recommendations of this report will reduce health and safety risks that exist with the current setup.

8. **CONTEXT**

8.1. **Consistency with Policy**

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

8.2. Authorising Legislation

Land Transport (Traffic Control Devices) Rule 2004, Section 2, requires a Road Controlling Authority to “authorise and, as appropriate, install or operate traffic control devices.”

8.3. Consistency with Community Outcomes

The Council’s community outcomes are relevant to the actions arising from recommendations in this report. This report considers the following outcome:

Transport is accessible, convenient, reliable and sustainable.

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

8.4. Authorising Delegations

The Community Board has the following delegations:

- Maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The District Planning and Regulation Committee enjoys all powers granted to a standing committee and are responsible for Roading matters.

Kaiapoi Town Centre Parking Survey 2022



Executive Summary

On behalf of Waimakariri District Council (Council), Abley have undertaken parking surveys in the Kaiapoi town centre in 2015, 2017, 2020 and most recently 2022. The key objective of these parking surveys was to analyse current conditions in terms of the parking supply/ demand relationship as well as parking turnover (duration of stay). To identify any changes over time, an updated car park occupancy survey for the Kaiapoi Town Centre was carried out on Thursday, 22 September 2022, between 8.30am and 6pm.

The survey extent is the same as the 2020 survey area, but it is noted that the 2020 survey area was increased from the 2017 survey to include additional town centre fringe areas. The parking survey for 2022 identified a total of 1,893 spaces, an increase from 1,832 parking spaces in the 2020. This was due to the additional spaces to the east of the Kaiapoi New World now being included. Although this increase in supply will affect the overall occupancy comparisons, it is reflective of the changing town centre environment.

The 2022 results show a similar trend to car park occupancy to the 2017 and 2020 results, however the overall occupancy levels are slightly lower at 43%, 4% lower than the 2020 peak level of 47%, although this is reflective of the overall increase in parking spaces. The peak occurred between 12:30 - 1:00pm, slightly later in the day than previous surveys which peaked between 12:00pm - 12:30pm. Non-compliance with parking restrictions increased to 19% for the total study area, an increase of 4% from 2020 and 10% from 2017.

With specific consideration of on-street parking, occupancy across the entire study area peaked at 37% occupancy, lower than the 45% occupancy reached in 2020. The 2022 peak occurred at 12:30pm - 1:00pm, later than the peak recorded in 2020 which was between 11:00am - 11:30am. However, some areas experienced on-street parking levels which exceeded 80%, including areas over 90% occupancy levels, which is considered an undesirable parking occupancy level. This was generally found in the unrestricted on-street parking areas of Hilton Street, Charles Street and Davie Street and is likely to reflect demand by commuter all-day parking.

The Council off-street parking spaces at the Kaiapoi Library were observed to be increasingly occupied from the beginning of the survey period, with a large increase in occupancy exhibited between 8:30am and 11:30am, peaking at 58% at 10:30 - 11:30am, higher than previous years, with demand declining after this period. With a peak occupancy of 58%, this should be recognised as an under-utilised and/or oversupplied facility.

Parking duration results found most parking in Kaiapoi Town Centre is short stay, where 69% of vehicles recorded staying for an average of one hour or less, an increase of 3% from the 2022 survey. Only 11% of vehicles recorded stayed for an average of four and a half hours or more.

In Council off-street car parks, only 6% of vehicles stayed for an average of four and a half hours or more, significantly less than on-street car parking exhibiting 11%.

Overall, while it was noted that there may be some localised parking pressures observed, where occupancy exceeds the 85% optimum threshold, overall parking supply is sufficient for the recorded demand.

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Kaiapoi Town Centre Parking Survey

Quality Assurance Information

Prepared for	Waimakariri District Council
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Reviewed by	Matthew Noon, Associate Director

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1. Introduction

On behalf of Waimakariri District Council (Council), Abley have undertaken parking surveys in the Kaiapoi town centre in 2015, 2017 and 2020. The key objective of these surveys was to analyse the current conditions in terms of the parking supply and demand relationship as well as parking turnover (duration of stay).

1.1 Study Area

The extent of the study area, as requested by Council is shown in Figure 1.1. All on street parking, off-street council owned car parks and major private car parks (where they are publicly accessible, visible from the street, formed and generally where the capacity exceeds five spaces) within this area were surveyed.

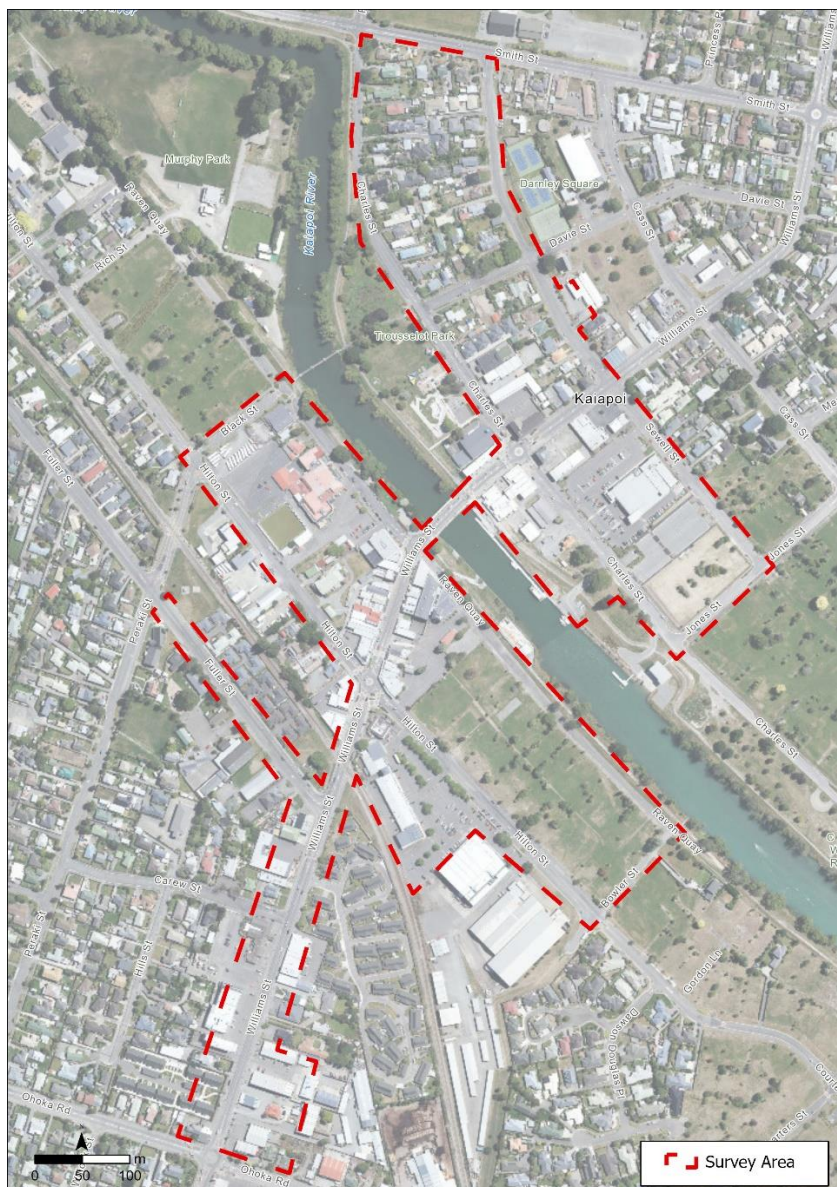


Figure 1.1 Survey area

It is important to note that the parking demand analysis conducted as part of this study area is based on a survey of a 'typical day'. Parking occupancy will vary by day of the week and time of the year. The report intends to provide an overview of the typical existing parking occupancy.

To identify any changes, a car park occupancy survey for Kaiapoi town centre was carried out on Thursday 22 September, between 8:30am and 6pm.

2. Parking Inventory

2.1 Parking Supply

A parking inventory was carried out to determine the existing parking supply in the entire study area and to record any parking restrictions. On the day of the survey, the surveyors verified, and where necessary updated, the inventory of the original study area. The number of parking spaces available within the study area are categorised as either on-street, off-street public (Council owned) or off-street private.

Off-street car parking was included in the inventory if it complied with the following criteria:

- Publicly accessible (so surveyors can access the carpark)
- Visible from the street
- Formed (so the capacity can be determined)
- Have four or more parking spaces

For areas with unmarked parking spaces, the indicative supply was estimated by measuring the kerb length and dividing the length required to accommodate a parking vehicle (6 metres). This is the same methodology employed for previous Kaiapoi Town Centre surveys.

The number of parking spaces available within the study area, categorised by parking type in Table 2.1.

Table 2.1 Parking supply by type

On-Street Parking Supply	Public Off-Street Parking Supply	Private Off-Street Parking Supply	Total Supply
842	174	877	1893

Table 2.1 shows that 56% of parking is provided off-street (including Council and privately owned locations), with 209 more off-street parking spaces than on-street parking. On-street parking comprises 44% of the total parking supply in the Town Centre. Public off-street comprises 9% of total parking with the remaining being privately provided. The increase in carparking from 2022 to 2020 is due to extra two off-street carparks provided by the council north of the Kaiapoi River. Table 2.2 shows the number of parking spaces recorded over the last three surveys.

Table 2.2 Total parking surveyed years 2017-2022

Year	Total parking supply
2017	1,402
2020	1,832
2022	1,893

2.2 Restrictions

Time limit restrictions are enforced by the Council for on- and off- street parking. The number of parking restrictions within the study area, categorised by parking restriction is shown below in Table 2.3.

Table 2.3 Parking restrictions

Parking type	P5	P15	P30	P120	Unrestricted	Private
Off-street – Council Owned	1		11	110	52	
Off-Street - Private						877
On-Street		26	3	319	494	
Total	1	26	14	429	546	877

The majority of public parking spaces in the study area are unrestricted, followed by 120-minute time restricted (P120 spaces). 41% of all on-street parking in the 2022 parking survey area is subject to a time or class of user restriction, with 59% unrestricted. By comparison, 70% of off-street parking provided by Council is time-restricted. There is currently no priced parking in the Kaiapoi Town Centre. As with previous Kaiapoi parking studies, the survey did not extend to other special use bays such as taxi stands, bus stops, motorcycle parking and loading zones.

3. Survey Methodology

The parking survey was conducted on Thursday, 22 September 2022, between 8:30am and 6pm to be consistent with previous surveys. The survey involved recording the parking demand in the following locations:

- All on-street parking spaces within the study area,
- Four Council-owned off-street parking areas: Parking by the Kaiapoi River on Tom Ayers Drive, Kaiapoi Library (split into two sections), P120 parking adjacent to the New World supermarket and the neighbouring the Park and Ride carpark.
- All privately owned off-street car parking areas (excluding residential properties)

Duration of stay was recorded for all Council owned off-street car parks and on-street parking.

The process used to survey the parking occupancy and analyse the current demand and duration of stay in the Town Centre was as follows.

- The study area was divided into 7 survey zones, see Figure 3.1.
- A surveyor was assigned to record parking demand within each zone on a 30-minute cycle, with the first circuit commencing at 8:30am and the last circuit commencing at 5:30pm. Surveyors were instructed to complete each circuit in the same direct so that each parking space was observed every 30 minutes.
- Parking sections within each zone were identified and demand for each area was recorded separately.
- For council owned car parks and on-street parking, where a parking space was occupied by a vehicle, the number plate was recorded.

- Recording of number plates each circuit enabled parking duration to be calculated within 30-minute blocks.
- Vehicles that were in the process of leaving or had just arrived (occupant still departing the vehicle) into a parking space were not recorded by the surveyor.
- The data was entered into a spreadsheet and statistics and maps including occupancy and length of stay were extracted for the entire study area.

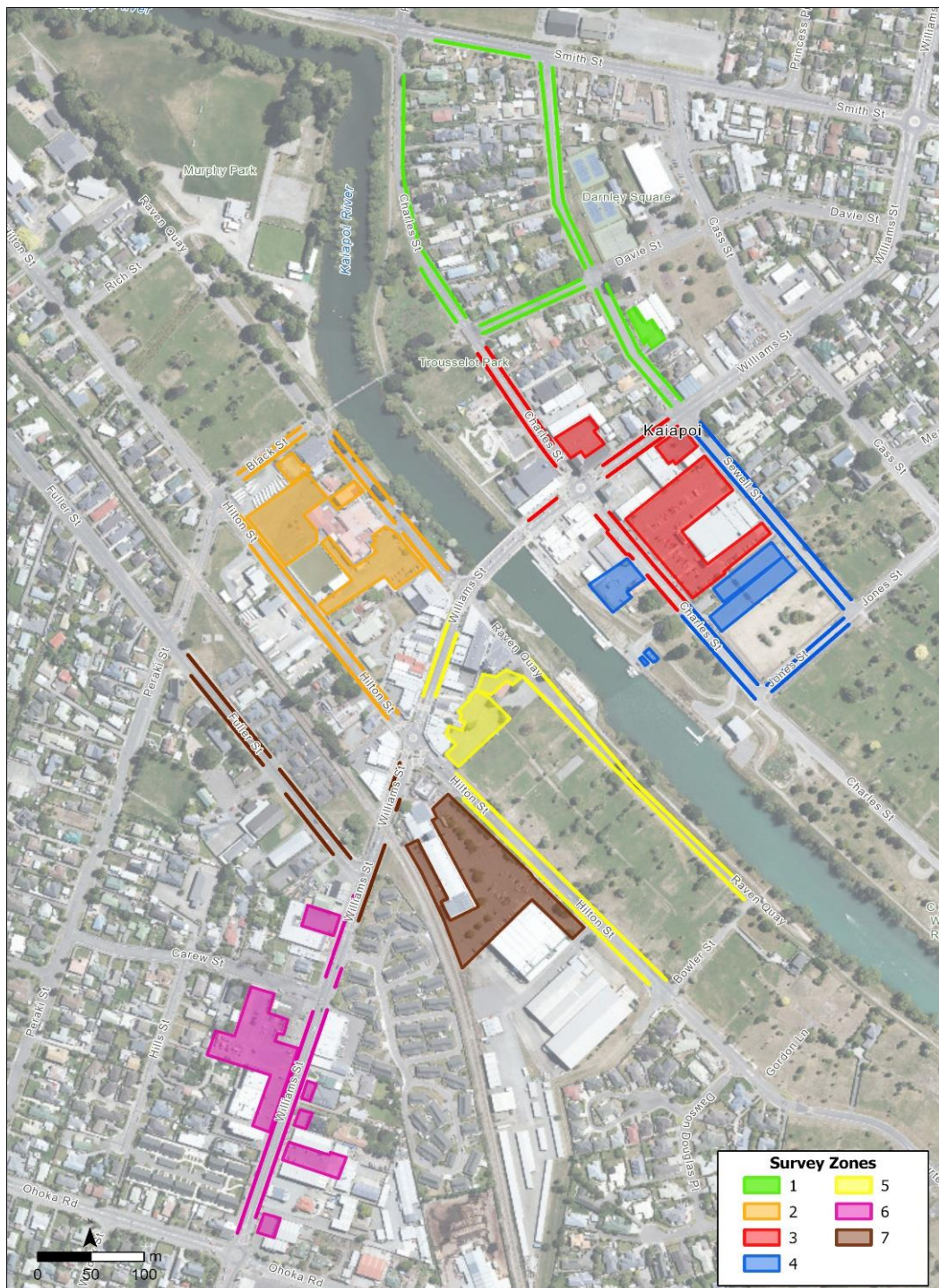


Figure 3.1 Survey zones

4. Survey Results

The survey established parking occupancy and duration of stay for the entire study area. The following section details key findings of the parking survey undertaken in the Kaiapoi Town Centre. Parking occupancy is expressed as a percentage and is calculated as the number of spaces occupied divided by the total number of spaces available. Parking duration is analysed in 30-minute intervals based on the number of instances the vehicle was recorded.

4.1 Analysis of Results

To assist the parking occupancy assessment, the current parking performance needs to be quantified. The results of the occupancy survey have been assessed using the performance definition in Table 4.1. These have been developed by Abley and applied in numerous other parking occupancy studies, including the previous Kaiapoi town centre parking studies.

Table 4.1 Parking performance relative to occupancy

Occupancy	Definition	Consequence
80%	Traffic circulation will be high as motorists 'hunt' for an available car park and motorists may not be able to find an available car park space at all. Parking infringements may be widespread and illegal parking common.	80 % - 85 % is the optimum occupancy range ¹ . Higher than 85% occupancies create difficulties for motorists searching for a car park.
60-79%	May be difficult to find a car park immediately and some parking circulation may be required to find an available car park. A park is unlikely to be found immediately outside the motorist's destination. Parking infringement is common although illegal parking is infrequent.	Utilisation slightly lower than optimum however occupancy rates in this range do not provide poor outcomes.
40-59%	High probability that a motorist will be able to find an available car park with ease. Vehicle circulation might be necessary to find a car park very close to the motorists' destination. Parking infringements will generally be low, illegal parking uncommon.	In priced areas parking prices may be too high or time restrictions are too short. Measures should be taken to encourage better utilisation in areas where several activities can be accessed using on-street parking.
30-39%	Easy to find a car park close to the motorists' destination, vehicle circulation is unlikely to be necessary to find a car park very close to the motorists' destination.	Inefficient use of space. It may be appropriate to allocate land used for parking to other travel modes/ activities or review time restrictions.
<20%	Very easy to find an available car park and it will be very close to the motorists intended destination. Vehicle circulation will not be required to find an available car park very close to motorist's destination.	Severely under-utilised parking. Land resources could be better allocated to a different activity/ mode e.g. wider footpaths or landscaping. If priced, prices may be set too high or restrictions may be inappropriate for the surrounding activities.

¹ 85% is considered to be an optimal 'peak' parking occupancy from 'Parking Management Strategies, Evaluation and Planning' T, Litman, Victoria Transport Policy Institute (2012)

4.2 Parking Occupancy

Overall occupancy

The observed occupancy across the entire study area for each parking type is shown in Figure 4.1.

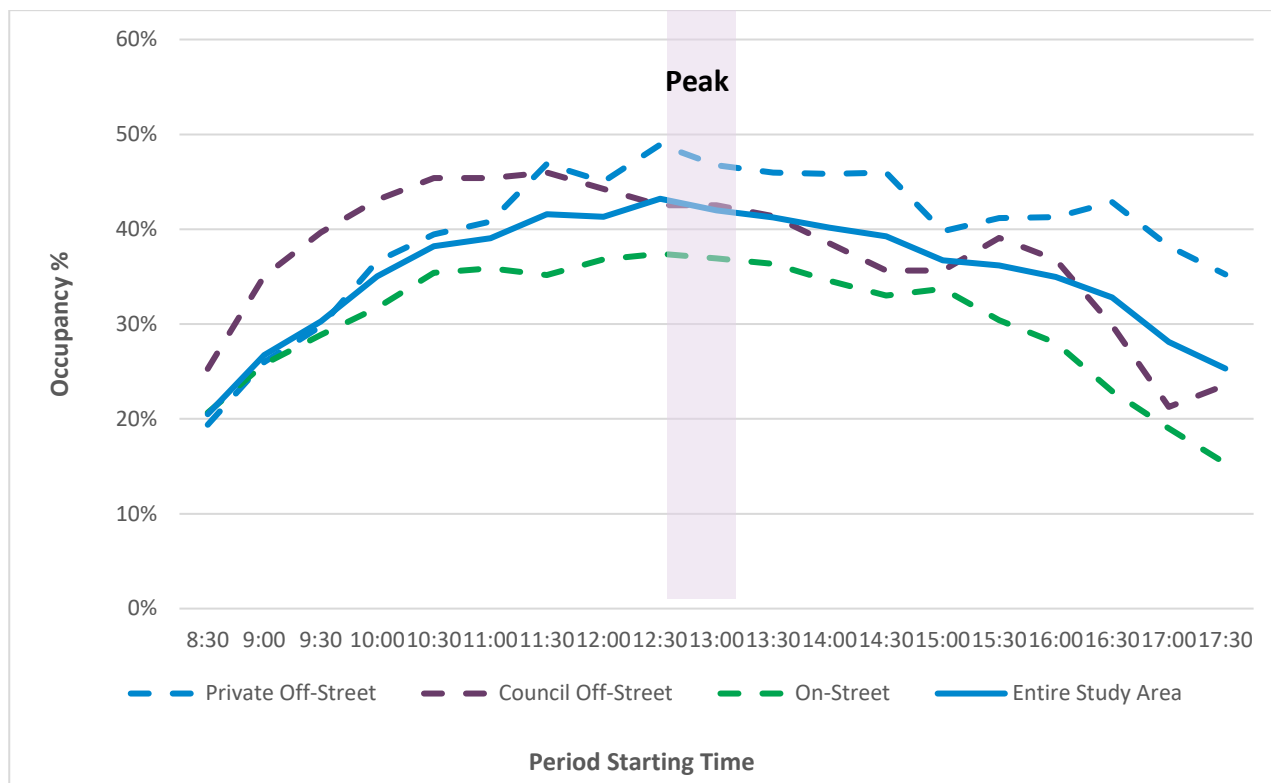


Figure 4.1 Overall occupancy across study area with the peak period shown in the shaded area.

Peak and average occupancy

Total parking demand for the study area peaked at 43% at between 12:30pm – 1:00pm. For each parking type, the average occupancy across the study area during the peak period was 37%, 43% and 49% for on- street, off-street council-owned and off-street private parking areas respectively. This indicates that on-street parking areas are under-utilised in the Kaiapoi Town Centre.

The peak parking occupancy map per zoned surveyed is shown in Figure 4.2. Though the average occupancies across the study area and different parking types are low, there are isolated parking areas where the average parking occupancy is 80% or higher. On-street parking on Williams Street, Davies Street, Charles Street and private off-street parking on Charles Street to the north are all heavily occupied during the peak period, exhibiting occupancies greater than 80% during this period. Additionally, parking on Hilton Street, unrestricted parking on Raven Quay and Kaiapoi Working Men’s Club off-street covered parking area exhibit an occupancy greater than 80% in this peak period.



Figure 4.2 Peak parking occupancy in Kaiapoi Town Centre at 12:30pm

Parking turnover

The survey methodology was designed to capture 'duration of stay' statistics through recording the first four digits of vehicles number plates. Duration of stay provides an insight into parking turnover i.e., the number of times a parking space becomes available for another user.

Parking duration is determined by the number of times a vehicle was recorded with the survey zone. It is noted that the observation interval of the survey determines the range of parking duration for analysis, not a specific length of time. Given that the observation interval for this survey was 30 minutes, the range of parking duration is 60 minutes. For example, if a vehicle was recorded once it could have been parked for any duration ranging from 1 minute to 59 minutes, whereas if a vehicle was recorded twice in the same parking space, the parking duration can range from 30 minutes to 89 minutes and so on.

Depending on the number of times a vehicle was recorded in a parking space, an average parking duration can be established. For example, for vehicles which have only been recorded once, the average duration of stay is 30 minutes, though the duration of stay for each individual can range from 30 minutes to 89 minutes. Table 4.2 provides the range of parking duration and average parking duration corresponding to the number of times a vehicle is recorded.

Table 4.2 Range and average of recorded parking duration

Number of times a vehicle is recorded	Range of parking duration (minutes)	Average parking duration (minutes)
1	1 - 59	30
2	59 - 89	60
3	60 - 119	90
4	90 - 149	120
5	120 - 179	150
6	150 - 209	180
7	180 - 239	210
8	210 - 269	240
9	240 - 299	270
10	270 - 329	300
11	300 - 359	330
12	330 - 389	360
13	360 - 419	390
14	390 - 449	420
15	420 - 479	450

It is noted that the analysis method counts the number of times a vehicle was observed parked within the whole observation section, rather than at a specific parking space. For example, vehicles observed six times in the section are recorded as being parked for an average period of 180 minutes even if this comprises of two or more trips and parked within different parking spaces of the same section during each trip. This means the long-term parking within the town centre may be overrepresented. Conversely, any data recording or data entry errors would tend to result in a higher proportion of shorter duration trips. However, as this survey involves static vehicles the potential source of error associated with the latter scenario is expected to be minimal.

The 'duration of stay' statistics for the study area (excluding privately owned off-street parking areas) are illustrated in Figure 4.3.

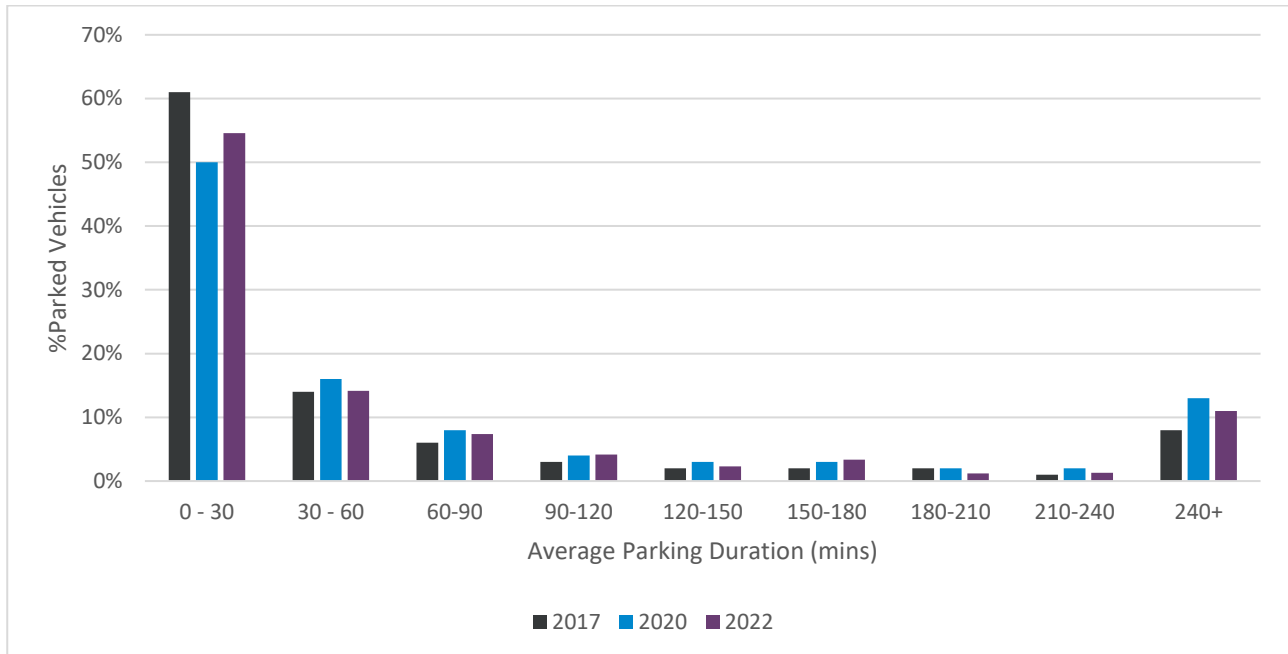


Figure 4.3 Average parking duration for all public parking

The parking duration analysis shows:

- 55% of the surveyed vehicles stayed for an average of 30 minutes (an increase of 5% since 2020 and decrease of 6% since 2017), 14% for an average of 30-60 minutes (a decrease of 2% on the 2020 parking survey results and same as 2017) and 7% for an average of 60-90 minutes (approximately the same as previous survey results).
- The duration of stay results show that majority of parking in Kaiapoi Town Centre is for short stay parking.
- Vehicles staying for longer than 4 hours decreased by 2% for 2022 based on 2020 survey, however this is still an increase of 3% compared to 2017 survey results.
- The longer duration of stay component may be attributed to staff parking or longer-stay parking on residential streets.

Parking duration for the entire study area compared with on-street and Council off-street is shown in Figure 4.4.

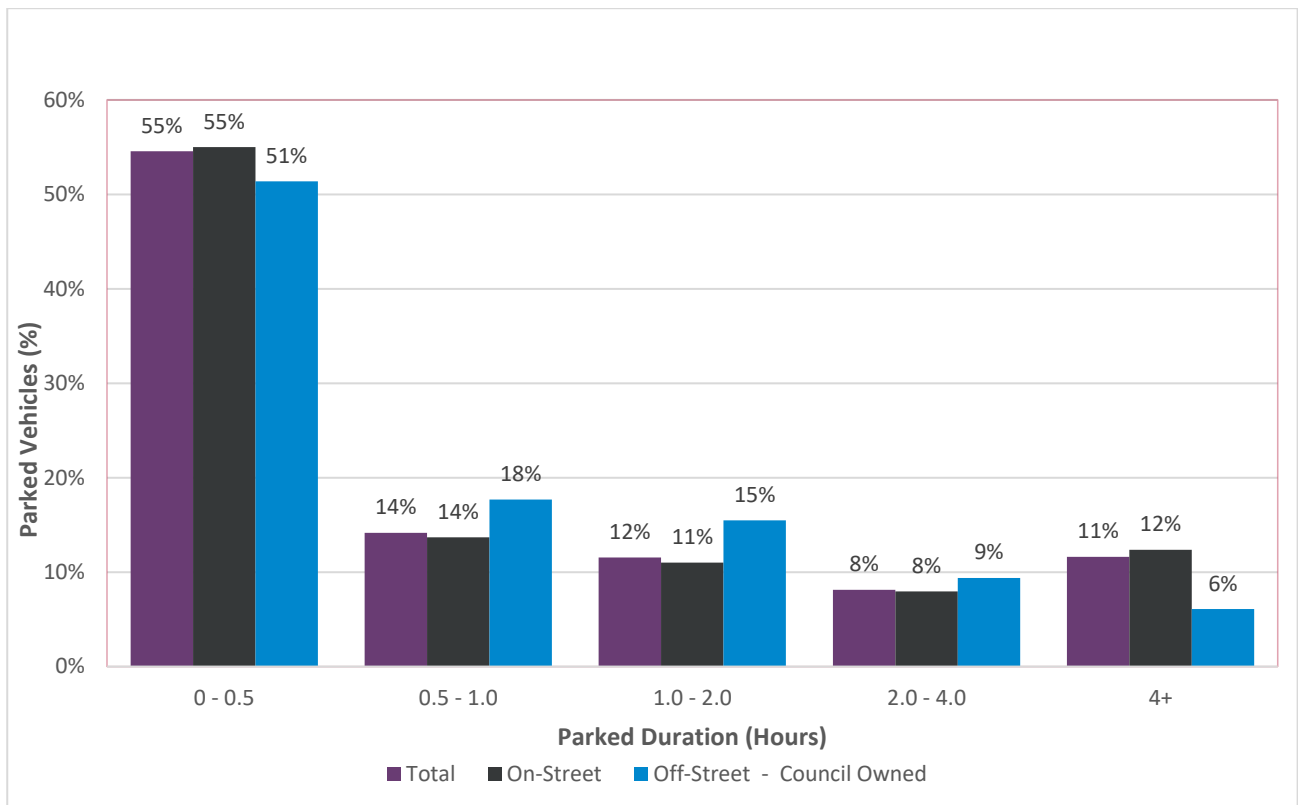


Figure 4.4 Average parking duration for the 2022 parking survey by type.

The analysis of the parking duration shows that:

- Most vehicles stayed for less than one hour, with 55% of all surveyed vehicles parking for an average of 30mins.
- 69% of on-street vehicles stayed for an average of one hour or less, this is the same as off-street at 69% for an hour or less.
- 12% of vehicles stayed for an average of more than four and a half hours, with the majority of these longer parking durations being on-street locations (12% compared to 6%).
- Of the longer duration of stay (four hours or more) vehicles, the 11% surveyed across the entire study area is likely to be representative of staff parking.

Non-Compliance with parking time restrictions

The 2022 parking study shows that the average non-compliance with parking time restrictions in on-street parking across the entire study area is approximately 19%, an increase of 4% from 2020 and 10% from 2017 survey as shown in

Table 4.3. The percentage of non-compliance with parking time restrictions in on-street parking is shown in

Table 4.4 and for Council controlled off street parking in

Table 4.5.

Overall illegal parking has risen with each survey cycle. With the most dramatic increase within the off-street council owned parking locations.

Table 4.3 Total parking non-compliance by year

Survey year	Non-compliant parking	Non-compliance parking
2017	115	9%
2020	198	15%
2022	207	19%

Table 4.4 Parking non-compliance by parking restriction (on-street)

Restriction	Non-compliance 2017	Non-compliance 2020	Non-compliance 2022
P15	9%	21%	15%
P30	40%	11%	25%
P120	7%	14%	18%

Table 4.5 Parking non-compliance by parking restriction (Off-street council owned)

Restriction	Non-compliance 2017	Non-compliance 2020	Non-compliance 2022
P30	7%	10%	46%
P120	10%	12%	24%

4.3 Comparison to Previous Years

Off-Street Public Parking

The following graphs compare 2022 with the 2020 and 2017 surveys, while the data is available for 2015 this was excluded from the results as the study area and available parking has changed considerably making the data incomparable. Occupancy across the survey period for off-street public parking at the Kaiapoi Library parking is shown in Figure 4.5 to provide a consistent comparison.

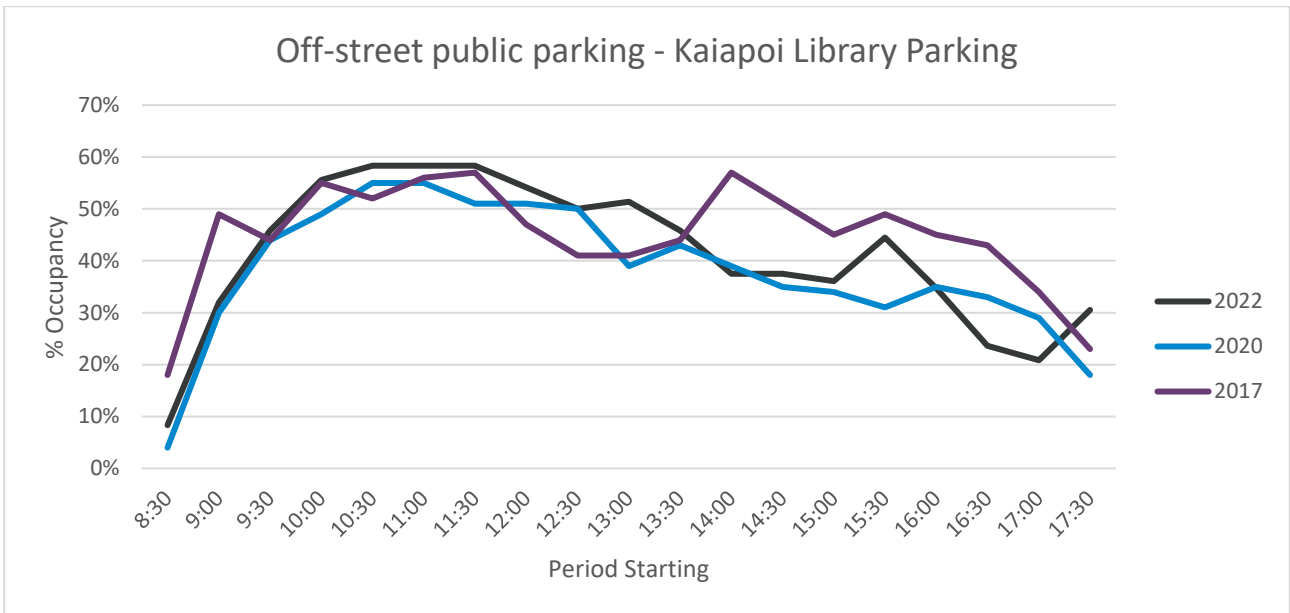


Figure 4.5 Off-street public parking occupancy comparison – Kaiapoi Library parking.

Overall, the 2022 occupancy trendline is similar to the 2020 trend but the morning peak occupancy is slightly higher than previous years. The evening peak tends to decrease in recent years compared to 2017.

Off-Street Private Parking

The comparison between off-street private parking occupancy over the three survey years is shown in Figure 4.6.

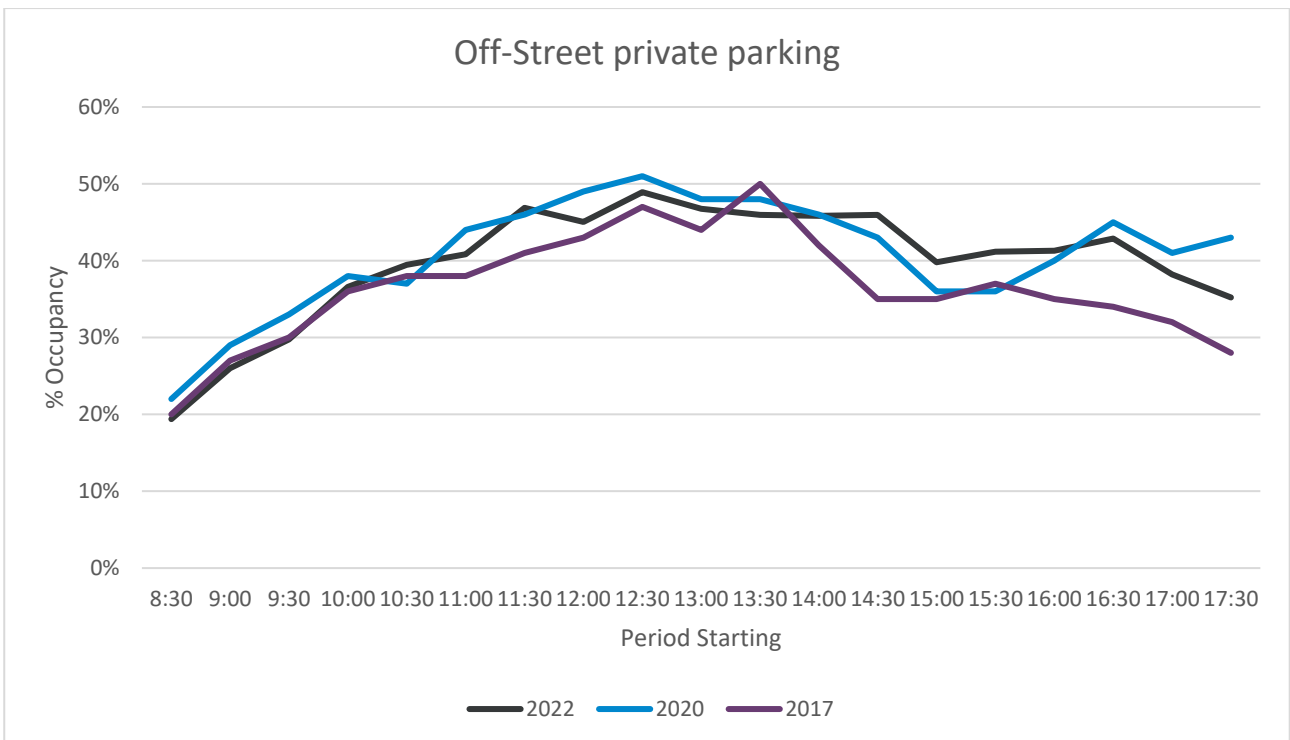


Figure 4.6 Off-street private parking occupancy comparison

Off-street private parking was generally in line with previous years results.

- 2022 follows a similar trend to the previous results, including a peak occupancy between 12:30pm-1:00pm.
- In 2020 and 2022, a second peak of 45% and 43% respectively is observed in the afternoon at 4:30pm, which is noticeably different to the 2017 survey.

The comparison between on-street parking occupancy over the different survey years is shown in Figure 4.7.

On-Street Parking

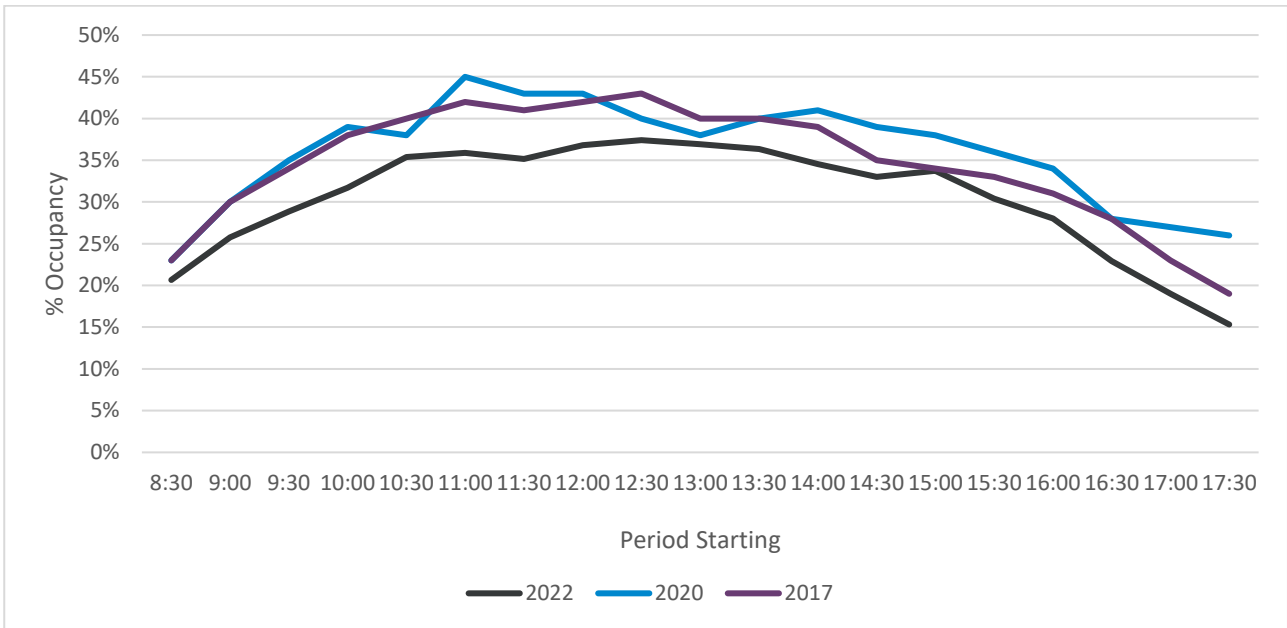


Figure 4.7 On-street parking occupancy comparison

As Figure 4.7 shows:

- 2022 exhibits a much lower on-street occupancy percentage than all other years.
- On-street parking occupancy for 2022 peaked at 12:30pm - 1:00pm with the occupancy at 37%. For previous years the peak was recorded typically at 11:00am - 11:30am ranging from 42 - 49% occupancy at this time compared to the 36% occupancy in 2022.

Total Occupancy – all types

The comparison of occupancy across the entire study area results are shown in Figure 4.8.

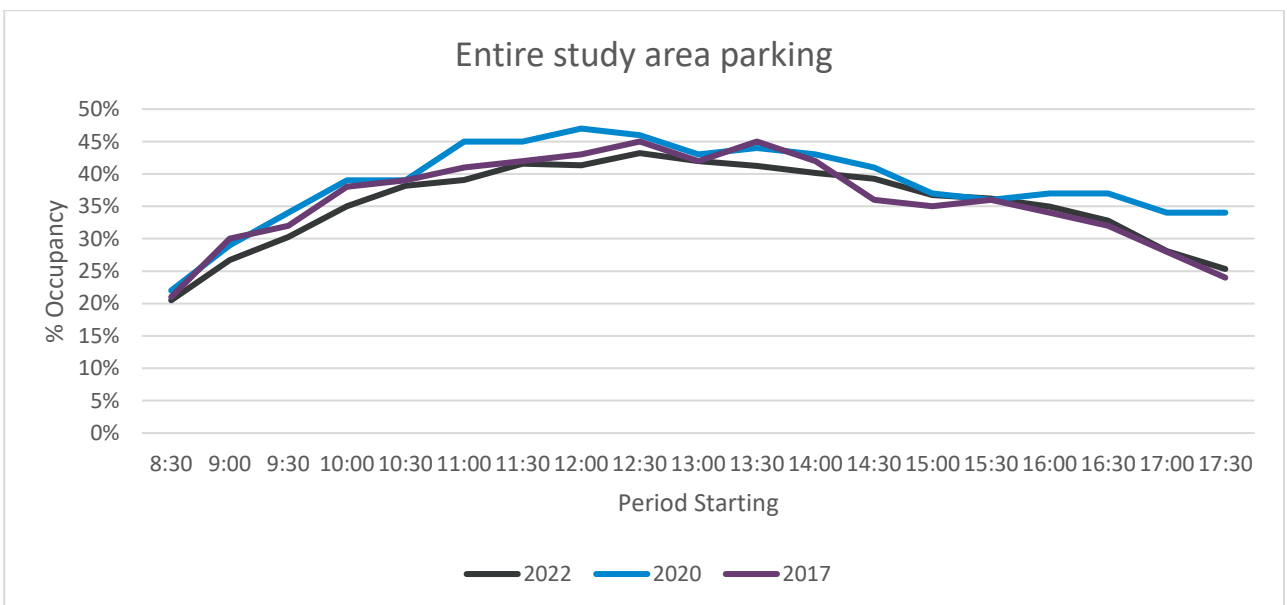


Figure 4.8 Parking occupancy for the entire study area

Overall, the parking survey results for 2022 were consistent with other years, with a slight decrease in overall percentage occupancy. The peak for 2022 period was 12:30pm- 1:00pm at 43% which reflects similarly to the 2017 results. This is 4% lower than that reached in 2020 (47%). For all years, occupancy tends to decrease from 2pm into the later part of the day.

Comparison North and South of Kaiapoi River

Additional analysis was undertaken examining the direct town centre parking occupancy in 2017 and 2020, and 2022 aggregated into two areas as shown in Figure 4.10 and Figure 4.11, between the areas north and south of the Kaiapoi River (Figure 4.9). Some streets were excluded from this analysis on the basis that these were too far from the town centre and may skew the occupancy results.

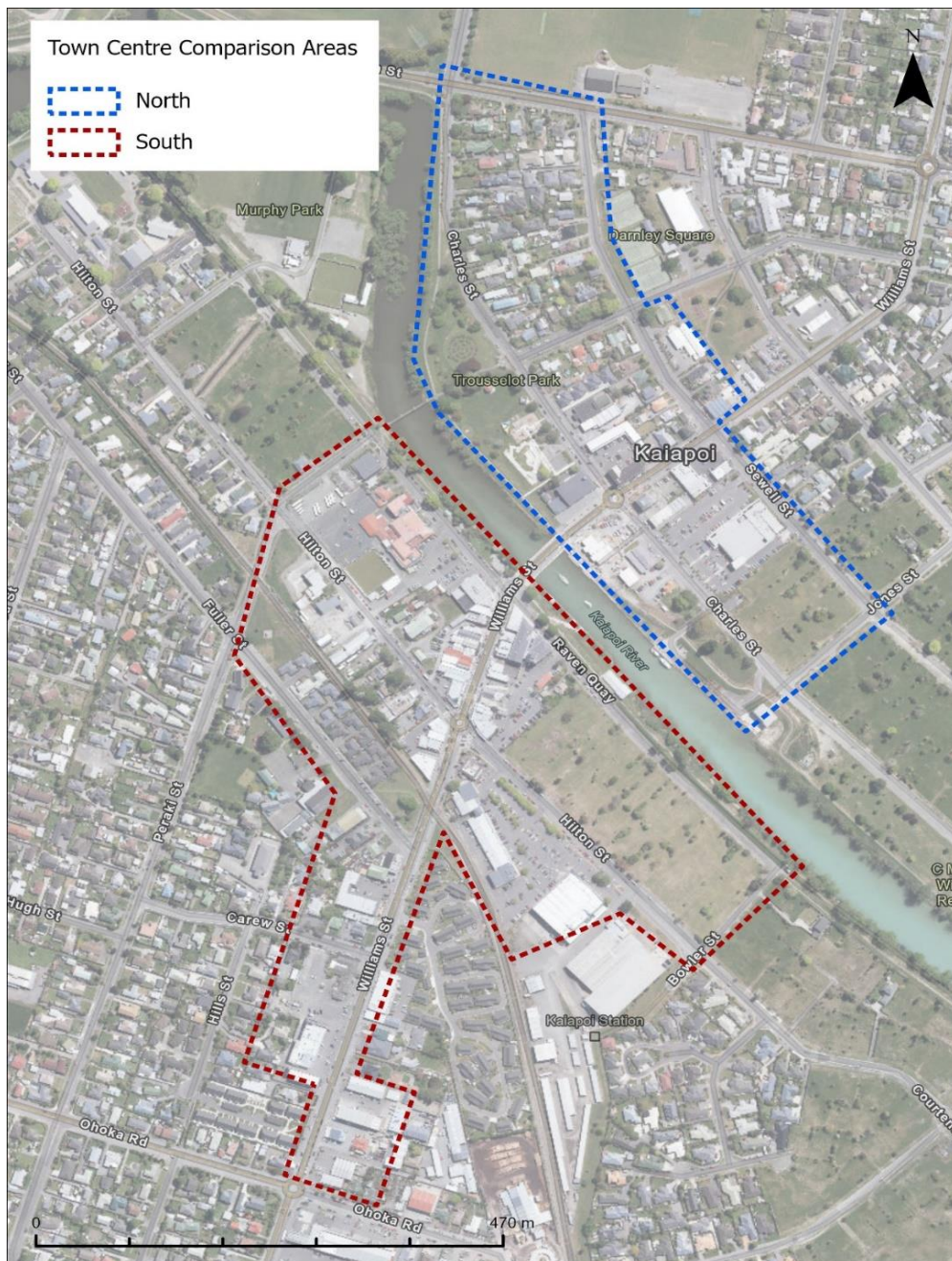


Figure 4.9 Town centre comparison areas for further analysis

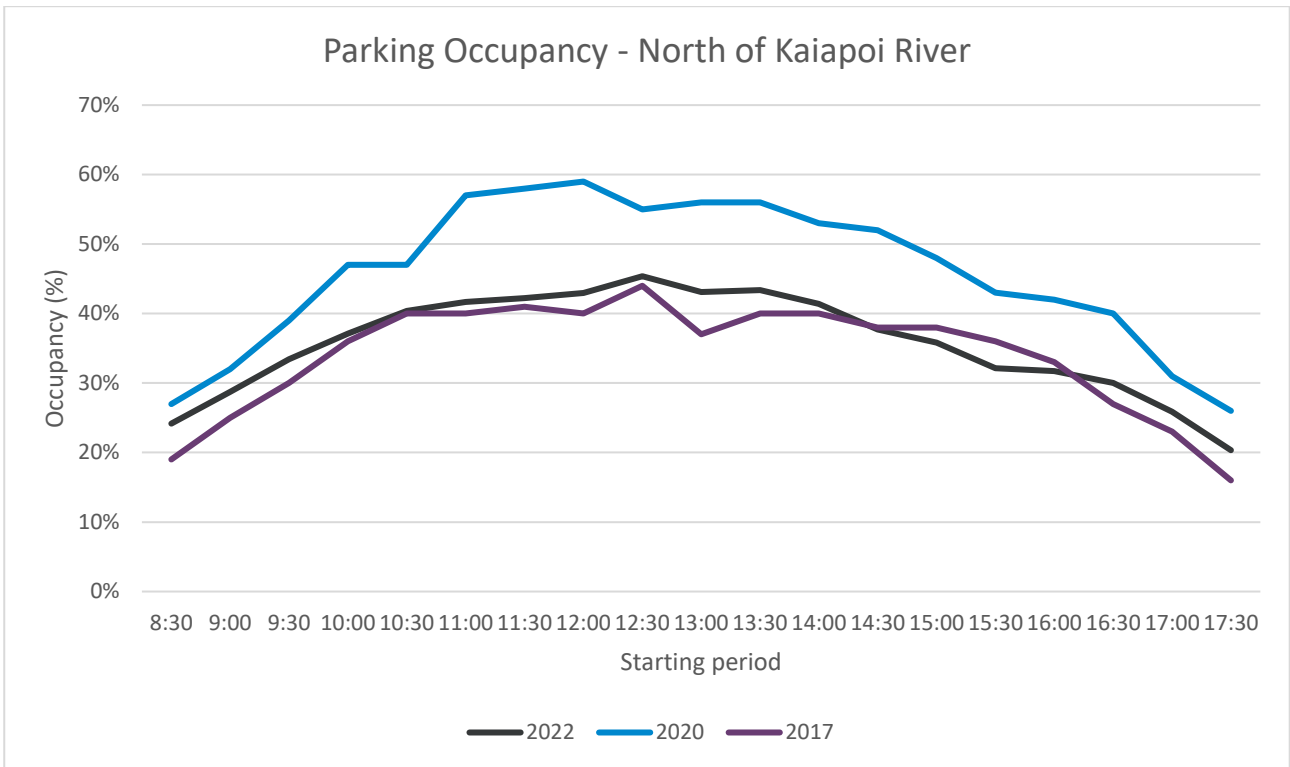


Figure 4.10 Parking occupancy north of the Kaiapoi River

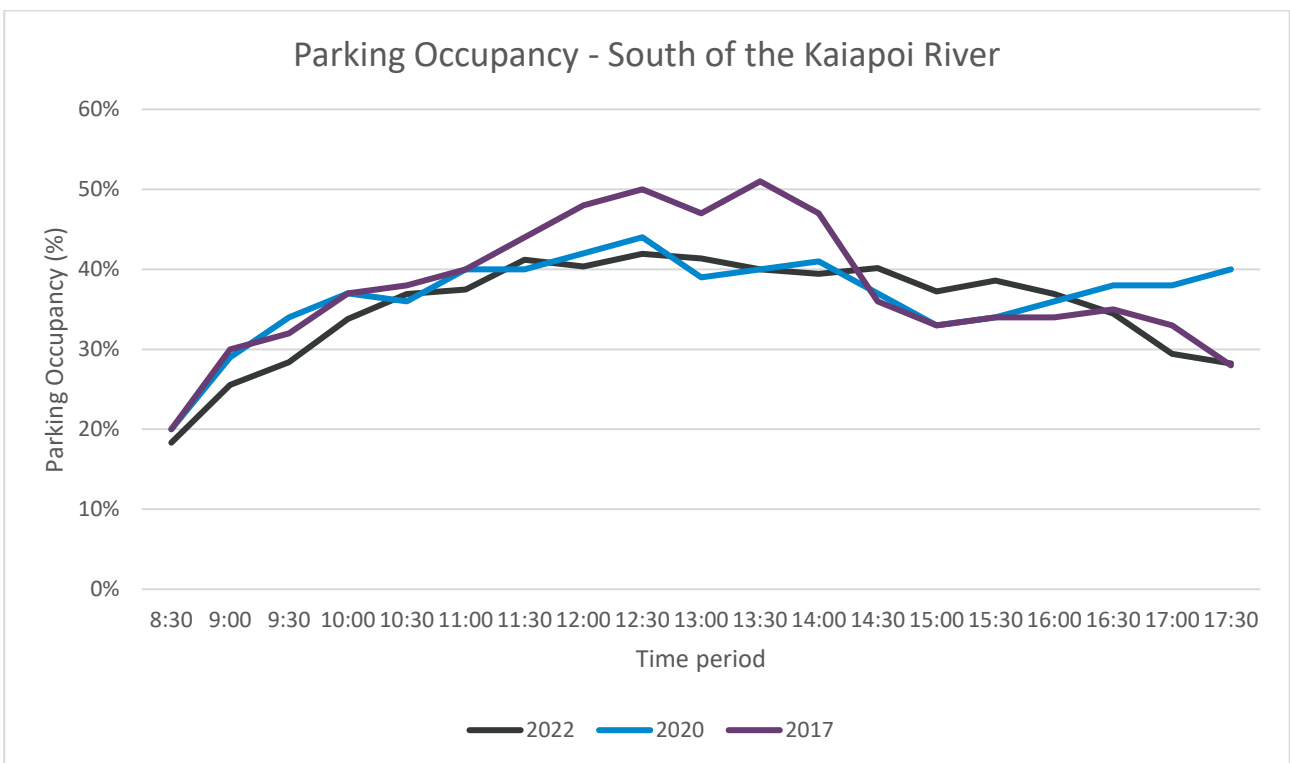


Figure 4.11 Parking occupancy south of the Kaiapoi River

Parking shown in Figure 4.10 north of the Kaiapoi River shows 2022 occupancy lower than 2020 results, but higher than 2017 results during the first half of the day. Peak occupancy occurred between 12:00pm - 12:30pm at 45% occupied. Overall, the occupancy peaked at 45%, lower than the 59% of the 2020 study. It is important to note that parking availability for the surveyed area is higher than previous years and may have had an influence in occupancy results for 2022.

As shown in Figure 4.11 south of the Kaiapoi River, the 2022 survey results generally show occupancy decreased from the 2020 results. 2022 showed the lowest percentage occupancy during the morning period until 10:30am and showed the highest occupancy period in the afternoon between 2:00pm to 4:00pm. The parking occupancy rate from 10:00am to 4:00pm tends to stay fairly flat between 35% – 45% occupancy for 2022 results.

5. Summary

The car park occupancy and duration of stay survey for the Kaiapoi Town Centre was carried out on Thursday 22 September 2022, between 8:30am and 6pm. The total number of parking spaces in the surveyed area for 2022 is 1893 spaces an increase of 61 spaces from 2020 due to council providing more off-street carparking spaces north of the Kaiapoi river, near New World.

The 2022 study shows a similar trend in car parking occupancy for the whole study area. However, the overall occupancy levels are slightly lower than the 2020 and 2017 results with a peak parking demand of 45%, 4% lower than the 2020 peak level. This peak period was also recorded slightly later in the day at 12:30pm - 1:00pm, compared to previous years at 12:00 - 12:30. Non-compliance with parking restrictions increased from 15% to 19% between 2020 and 2022, and was up from 10% in 2017.

On-street parking occupancy across the entire study area peaked at 37% occupancy, lower than the 45% peak in 2020. However, there were locations where on-street parking reached 90% or higher which is considered an undesirable parking occupancy level. This was generally unrestricted on-street parking close to the town centre, such as Hilton Street and Charles Street, which may be a result of commuter all-day parking.

The council off-street parking spaces at the Kaiapoi Library were observed to be increasing occupied from the beginning of the survey period, with a large increase in occupancy exhibited between 8:30am to 11:00am, peaking at 58% at 10:30 - 11:30am, 3% higher than 2020 survey. Occupancy at this level is suggestive of under utilisation or over supply. Typically, an occupancy rate of 80-85% is indicative of optimal supply.

An analysis of parking duration found most parking in the town centre was short stay, with 69% of cars recorded stayed for an average of one hour or less, an increase of 3% from the 2022 survey. Only 11% of vehicles recorded stayed for an average of four hours or more. In council off-street carparks, only 6% of vehicles stayed for an average of four hours or more, significantly less than on-street car parking exhibiting 11%.

In comparing the areas north and south of the Kaiapoi River. No significant difference in parking occupancy was found, with the north being slightly higher than the south.

Overall, while it was noted that there may be some localised parking pressures observed, where occupancy exceeds the 85% optimum threshold, overall parking supply is sufficient for the recorded demand.

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Aotearoa New Zealand

Wellington

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WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 240409054935

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 20 May 2024

FROM: Kay Rabe, Governance Advisor

SUBJECT: Ratification of the Kaiapoi-Tuahwi Community Board's submission to the Waimakariri District Council and Environmental Canterbury's draft 2024-2034 Long Term Plans

SIGNED BY:


 General Manager


 Chief Executive

1 SUMMARY

The purpose of this report is to retrospectively ratify the Kaiapoi-Tuahwi Community Board's (the Board) submissions to the Waimakariri District Council's and Environmental Canterbury's (ECan) draft 2024-34 Long Term Plans.

Attachments:

- i. The Kaiapoi-Tuahwi Community Board Submission to the Waimakariri District Council's draft 2024-2034 Long Term Plan (Trim Ref: 240403050934).
- ii. The Kaiapoi-Tuahwi Community Board Submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240404051944).

2 RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** report No. 240409054935.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council's draft 2024-2034 Long Term Plan (Trim Ref: 240403050934).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240404051944).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

3 BACKGROUND

- 3.1 The submission period for the Council's draft 2024-34 Draft Long Term Plan closed on 15 April 2024, and the submission period for ECan's draft 2024-2034 Draft Long Term Plan closed on 14 April 2024.
- 3.2 The General Manager of Finance and Business Support provided an overview of the Council's draft 2024-34 Long Term Plan at the All-Boards' Session on 8 February 2024. In addition, ECan Councillor Claire McKay provided an overview of ECan's draft 2024-34 Long Term Plan at the Board's meeting held on 6 March 2024.

4 ISSUES AND OPTIONS

- 4.1 The Board's goal is to actively participate in ECan and the Council's Annual and Long Term budget processes to ensure equitable spending across the Waimakariri District whilst being mindful of rates affordability.
- 4.2 As part of the Long Term Plan process, the Board aims to advocate to ECan and the Council on key issues and priorities for the Kaiapoi-Tuahiwi area. The Board, therefore, held a workshop on Wednesday, 28 March 2024, to discuss its submissions to both the Council and ECan's draft 2024-34 Long Term Plans.
- 4.3 Subsequently, various drafts, based on members' views, were circulated to Board members for review and comment. The finalised submission to the Council and ECan's draft 2024-34 Long Term Plans were approved by the Chairperson on Friday, 12 April 2024, and lodged on the same day.
- 4.3 The Board is now requested to ratify the attached submissions retrospectively.
- 4.4 **Implications for Community Wellbeing:**
The issues and options that are the subject matter of this report have no social and cultural implications for community well-being.
- 4.5 The Management Team have reviewed this report.

5 COMMUNITY VIEWS

5.1 Mana Whenua

Te Ngāi Tūāhuriri hapū is likely to be affected by or have an interest in the subject matter of this report, as any decisions made by the Council could impact its community. Therefore, both Waimakariri District Council and ECan have undertaken significant publicity campaigns requesting community feedback.

5.2 Groups and Organisations

No other groups or organisations are likely to be affected by or have an interest in this report's subject matter. However, Board members welcomed feedback from community groups at their various meetings to gauge the community's feelings regarding rates and Council expenditures.

5.2 Wider Community

The wider community is likely to be affected by or interested in this report's subject matter. Therefore, the Council and ECan launched significant publicity campaigns to request community feedback on their draft 2024-34 Long Term Plans.

6 IMPLICATIONS AND RISKS

6.1 Financial Implications

Should the Council decide to implement some of the Board submission points, there may be budget implications for the Council. The Board do not receive funding from sources other than the Council.

6.2 Sustainability and Climate Change Impacts

The Board's submissions to the Council and ECan's draft 2024-2034 Long Term Plans raise various concerns about sustainability or climate change.

6.3 Risk Management

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

6.4 **Health and Safety**

There are no health and safety-related issues from the adoption of the recommendations in this report.

7 **CONTEXT**

7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Authorising Legislation**

The Local Government Act (2002) states that the role of a Community Board is to represent and advocate for the interests of its community.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

The Board is required to advocate on behalf of the Community to ECan and the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process.

15 April 2024

To: The Waimakariri District Council
Submission: 2024 - 2034 Draft Long Term Plan
From: Kaiapoi-Tuahiwi Community Board
Contacts: Kay Rabe – Governance Advisor com.board@wmk.govt.nz
 Jackie Watson (Chairperson) jackie.watson@wmk.govt.nz

The Chairperson respectfully requests to be heard with regard to this submission.

The Kaiapoi-Tuahiwi Community Board (the Board) would sincerely like to thank the Waimakariri District Council for their work in preparing the draft Long Term Plan 2024-2034 and for the opportunity to make a submission.

PROJECTS IDENTIFIED IN THE DRAFT LONG TERM PLAN

1. How we will prioritise the natural environment

The Waimakariri Natural Environment Strategy enables the delivery of community-led projects supported by volunteer community environmental groups. These groups are doing excellent work with no funding and many are stretched to breaking point and requiring help to continue their work.

Actions under Option A, start to implement the strategy across all council departments and activities, provides for two more greenspace ecologists plus support funding spread over three years to the Waimakariri Biodiversity Trust which will enable the Trust to continue to liaise with the Council and lead, advise and help implement community projects on both private and council-owned land to keep pace with the growing number of requests from residents who are supportive of native revegetation, protection and identification by getting assistance from the two present council staff members and the Trust's part-time co-ordinator.

Therefore, the Board's preference is for Option A.

2. Building the right facilities at the right time

The Board supports the Council's preferred option however has some reservations on the level of investment in Southbrook Sports Club. The Board believes that Southbrook Sports Club should investigate a "hub" partnership with various sports clubs to assist in the rebuilding with the Council's financial support reduced to a more appropriate level.

The Board would like to emphasise the need for hydrotherapy in the district and with an aging population this should become a priority. The Board would like to request that the Council seriously consider the growing need for this type of facility in the Kaiapoi pool in the near future.

The Board's preference therefore is for Option A with some further consideration of the allocation of funds for hydrotherapy at the Kaiapoi Pool.

3. **Extension of the Trevor Inch Memorial Rangiora Library**

The Board is aware of the mounting need for increased library space in Rangiora with the growth of the district, however, is not convinced that the options given are cost effective in the long term. The Board is concerned that by only building an extension to the existing library, funds will be inefficiently spent and would prefer, in a perfect world for the work to be completed from start to finish, however, understands the economic reality of doing this work in stages.

The Board's preference is therefore Option A with a request that the Council carefully consider efficient use of the funds allocated for maximum benefit and outcomes.

4. **Funding flood resilience and improvements**

The Board is supportive of employing staff to manage emergency events in the district and commends the Council for its proactive approach to this ongoing issue. The Board however questions how the Flood Recovery and Resilience fund would be allocated and priorities set. The Board would like to request that Boards be allowed to have input into how the funds will be spent.

The Board supports Option A.

5. **Rangiora Eastern Link Road**

The Board is supportive of this initiative which includes the replacement of Skew Bridge Road. The Board believes that these two projects are extremely important to the district's roading network and agree that this work should be prioritized.

The Board supports Option A and, if necessary, should consider Option C if NZTA funding is not forthcoming.

Please Note:

This is not an unanimous decision as board member Sandra Stewart supports funding the Skewbridge Road item during this Long Term Plan period and delaying consideration of the Eastern Link portion of the initiative to the 2027-37 Long Term Plan.

PROJECTS SUPPORTED BY THE BOARD

6. **Art Strategy**

The Board is supportive of the Arts Strategy recently adopted by the Council and the additional resources being provided for the implementation of the strategy. The Board would like to request that some of that resource be made available for administration, compliance requirements and promotion of the district's galleries and art trusts.

7. Traffic Management

The Board would request that the Council consider setting up an in-house traffic management team and thereby reducing costs in the future. This team could also be available to assist community groups with traffic management for events district wide. The Board believes this would be cost effective in the long term.

8. Norman Kirk Park

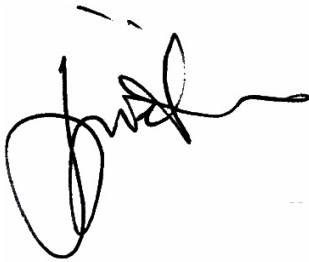
The Board is supportive of improvements to Norman Kirk Park which will enable it to become a viable, vibrant event space in Kaiapoi.

9. Mixed Use Business Area (MUBA)

The Board supports the development of MUBA in Kaiapoi and commends the Council for its proactive approach in working in partnership with local businesses and developers. The Board would like to request that the Council continue to assist meaningful development in this area.

The Board would like to thank the Council for considering its submission to the Long Term Plan 2021-2031.

Kind regards

A handwritten signature in black ink, appearing to read 'Jackie Watson', with a long horizontal flourish extending to the right.

Jackie Watson
Chair
Kaiapoi-Tuahiwi Community Board

TRIM Ref: 240404051944

15 April 2024

The Chief Executive
Environment Canterbury
200 Tuam Street
CHRISTCHURCH, 8011

E-mail: mailroom@ecan.govt.nz

Dear Madam

SUBMISSION ON ENVIRONMENT CANTERBURY'S DRAFT 2024/34 LONG TERM PLAN

The Kaiapoi-Tuahiwi Community Board thanks Environment Canterbury (ECan) for the opportunity to submit on its Draft Long Term Plan 2024/2034 (LTP). The Board supports the Waimakariri District Council's submission on the draft LTP.


After reading the consultation document the Board would like to point out that the document is difficult to read and comprehend, lacks transparency and specifics on the relevance/impact for the Waimakariri district. The Board believes that the proposed rate increase of 24.2% is not viable for residents currently struggling economically and notes that the last two rate increases have also been large.

The Board notes that the District's public transport is not at an acceptable standard and does not go where people need it to go and notes that a large portion of the district has no public transport at all. The Board would like to encourage the use of smaller busses that connects the districts communities, and routes that connect those communities to public places such as schools, business and retail on a regular basis in order to people to buy into using this service.

The Board would also like to raise its concern on the lack of transparency of how previous large rates increases have been spent and the percentage of the spend on projects verses operating costs ie resourcing and restructures.

The Board believes that working collaboratively, efficiently and effectively with local residents, farmers and community organisations would substantially reduce costs of environmental projects especially round waterways and biodiversity.

Thank you once again for the opportunity to comment.



J Watson
Chairperson
Kaiapoi-Tuahiwi Community Board

Contact:

Kay Rabe, Governance Adviser com.board@wmk.govt.nz

C/- Waimakariri District Council, Private Bag 1005, Rangiora
7440.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 240422063279

REPORT TO: Kaiapoi-Tuahwi Community Board

DATE OF MEETING: 20 May 2024

FROM: Thea Kunkel, Governance Team Leader

SUBJECT: Kaiapoi-Tuahwi Community Board Members' Attendance of the New 2024 Zealand Community Boards' Conference

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


General Manager


Chief Executive

1 SUMMARY

The purpose of this report is for the Kaiapoi-Tuahwi Community Board (the Board) to consider sending a representative(s) to attend the 2024 New Zealand Community Boards' Conference (the Conference), which will be held from 21 to 23 August 2024 at the Takina Convention and Exhibition Centre in Wellington.

Attachments:

- i. 2024 New Zealand Community Board Conference Programme and Speakers listing (Trim No. 240419062944).
- ii. Council's Elected Members' Conference and Training Policy (Trim No. 230126009764).

2 RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** report No. 240422063279.
- (b) **Approves** that Board member _____ represent the Board at the 2024 New Zealand Community Boards' Conference to be held at the Takina Convention and Exhibition Centre in Wellington from 21 to 23 August 2024.
- (c) **Notes** that the attendee will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,965 (excluding GST), funded from the Board's Training Budget.

3 BACKGROUND

3.1 The New Zealand Community Boards' Conference, supported by Local Government New Zealand (LGNZ), is usually held every two years. However, due to covid, the last conference was held in April 2021. The conference is considered a networking and idea-gathering opportunity for Community Boards as it will showcase innovative and inspiring ways that Councils and Community Boards accept the challenges that come with leadership in their communities.

- 3.2 The 2024 conference will be held in Wellington from 21 to 23 August 2024. It will combine varied speakers with a range of informative workshops and entertaining social events, providing networking opportunities.
- 3.3 The Board has a training budget of \$5,915 for the 2023/24 financial year, which can be used for Board members' conference expenses.

4 ISSUES AND OPTIONS

- 4.1 The 2024 New Zealand Community Boards' Conference will focus on localism and explore how councils can harness local power and knowledge to tackle the unique challenges and opportunities in cities, districts, and regions. The programme listing and speakers are attached to this report.
- 4.2 The Conference Welcome commences at 3pm on Wednesday, 21 August 2024; therefore, it is recommended that attendees travel on Wednesday morning from Christchurch to Wellington. The conference concludes at 4pm on Friday, 23 August 2024, and an optional evening function is available. Attendees could return early on Friday evening or incur an additional night's accommodation and return on Saturday, 24 August 2024. Travel would involve flights from Christchurch to Wellington.
- 4.3 Accommodation is available in various hotels near the Takina Convention and Exhibition Centre. It is anticipated that attendees will either be able to walk or travel by taxi from their accommodation in Wellington to the conference and social function venues.
- 4.4 The attendees will be expected to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- 4.5 It is suggested that priority be given to Board members who have not previously attended similar conferences. Current members who have attended previous Conferences are:

2021 – Gore	J Mayer
2019 - New Plymouth	J Watson
2017 - Methven	P Redmond and J Watson

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

5 COMMUNITY VIEWS

5.1 Mana Whenua

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

5.2 Groups and Organisations

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

5.3 Wider Community

The wider community is not likely to be affected by or interested in the subject matter of this report. However, the conference provides benefits, particularly to members, who can gain a greater understanding of Local Government and have both learning and networking opportunities.

6 **FINANCIAL IMPLICATIONS AND RISKS**

6.1 **Financial Implications**

- 6.1.1 The cost of conference registration is \$895 (excluding GST) if booked/paid by 12 July 2024. Registration includes access to Community Board events and dinner.
- 6.1.2 Accommodation is available in various hotels near the Takina Convention and Exhibition Centre at approximately \$250 per person per night. It includes an ensuite bathroom and tea/coffee-making facilities. Attendees are not expected to share accommodation.
- 6.1.3 Return flights from Christchurch to Wellington currently cost around \$300. Attendees can choose to return on Friday evening or Saturday. An additional contingency of \$150 per person is recommended to cover incidentals such as taxi fares, breakfasts and non-alcoholic drinks.
- 6.1.4 The indicative cost of attendance per attendee is \$1,965, excluding GST. A summary of indicative costs is outlined below:

		Per Board Member
Standard Registration	2 days of conference	\$895
Welcome Reception		\$120
Accommodation	\$250/night for 2x nights (3 nights - \$750)	\$500
Airfares	(Subject to flight availability) return	\$300
Contingency		\$150
	Approximate total per person	\$1,965

- 6.1.5 Any Councillor wishing to attend the Conference is welcome to attend, subject to Board approval. However, the associated costs will be funded from the Community Board training budget.
- 6.1.6 The finalised expense will be reported back to the Board at the October 2024 meeting.
- 6.1.7 Costs are met by the training and travel operational Governance budget for individual Community Boards. The Kaiapoi-Tuahiwi budget has a current balance of \$5,915. The funding would be from the 2023/24 financial year, as registration would be paid prior to July 2024.
- 6.1.8 Other training needs may arise before the end of the financial year. Therefore it is recommended that at least \$1,000 be ring-fenced for this purpose from the Board's Training Budget

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts in relation to the travel component.

6.2 **Risk Management**

- 6.3.1 Changes to attendees' plans can potentially lead to the cancellation of their attendance of the Conference. Should an attendee be unable to attend due to unforeseen circumstances, a substitute may attend in their place, subject to general Board agreement. Any cancellation of an attendee's attendance will result in a reduced refund of fees paid.

6.3.2 The Conference cancellation policy states that registration cancellations notified before 12 July 2024 will receive a refund less a cancellation fee of \$150. Refunds requested between 13 July and 1 August 2024 will receive a 50% refund and cancellation after that date; no refund will be forthcoming. All refunds will be processed within four weeks after the conference. If, for reasons beyond the control of NZCBEC, the Conference is cancelled, the registration fee will be refunded after deduction of expenses already incurred. Charges for cancellations of accommodation will be at the discretion of the hotel.

6.3 Health and Safety

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

7. CONTEXT

7.1 Policy

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

7.2 Legislation

Not applicable.

7.3 Community Outcomes

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

7.4 Authorising Delegations

The Board has the delegation to decide the attendees of conferences as per the Council's Elected Members' Conference and Training Policy.

CONFERENCE PROGRAMME

Day 1 – Wednesday 21 August 2024

2.00PM

Registrations open

3.00PM

- Welcome and Conference Opening
 - Government address
-

5.00PM

Simpson Grierson Welcome Reception

Day 2 – Thursday 22 August 2024

7.00AM

Registrations open

9.00AM

- Session One: Bringing localism to life
 - Minister for Local Government address
 - Panel discussion
-

11.00AM

Connect and refuel break

12.00PM

Session Two: Resilience as an elected member

2.00PM

Connect and refuel break

3.00PM

Session Three: Tackling climate change with grassroots solutions

5.30PM

Community Boards Dinner and Awards Night

Day 3 – Friday 23 August 2024

7.30AM

Registrations open

9.00AM

Session Four: Localism in action – working with communities to build resilience

11.00AM

Connect and refuel break

12.00PM

Session Five: Building strong connections with communities and relationships with councils

2.00PM

Connect and refuel break

3.00PM

Session Six: Conference Wrap-up

4.00PM

Event concludes

5.30PM

Fulton Hogan Premier Gala Dinner and LGNZ SuperLocal Awards Night

SPEAKERS

**Hon Simeon Brown**

Simeon Brown is the Minister for Energy, Minister of Local Government, Minister of Transport, Minister for Auckland and Deputy Leader of the House.

**Matt Cowley**

Matt Cowley is a rising star in New Zealand's business circles. Serving as Chief Executive of the Tauranga Business Chamber and Executive Director of the New Zealand Chambers of Commerce.

**Digby Hall**

Digby Hall is an architect, advisor, scholar and entrepreneur working at the forefront of positive climate adaptation.



Kim Hill - MC

Kim Hill is a renowned New Zealand broadcaster. Originally from Shropshire, England, Kim was just 15 when the family arrived in Otorohanga.



Carwyn Jones

With a background in law, Carwyn Jones has been working on issues relating to Te Tiriti o Waitangi, Māori legal issues generally, and Indigenous law.



Hon Shane Jones

Shane Jones is the Minister for Oceans and Fisheries, Minister for Regional Development, Minister for Resources, Associate Minister of Finance, and Associate Minister for Energy.



Charlotte Littlewood

Charlotte is the Chair of the Taranaki Regional Council, a director of Port Taranaki, where she chairs the Health, Safety and Environment Governance Committee, and Co-Chair of the Taranaki Skills Group.



Sally Loudon OBE

Recently retired former Chief Executive of COSLA (Convention of Scottish Local Authorities), Sally had a particular interest in local government being in its rightful place in the governance of Scotland with a focus on relationships and partnerships.



Rt Hon Christopher Luxon

Christopher Luxon is the 42nd Prime Minister of New Zealand. He is also the Minister for National Security and Intelligence and the Minister Responsible for Ministerial Services.



Leeann Watson

Leeann Watson is the dynamic Chief Executive of Business Canterbury and a raving local enthusiast for the city, region and business community.



Hon Simon Watts

Simon Watts was elected Member of Parliament for North Shore in the 2020 election. He is also the Minister of Climate Change and Revenue.

Council Elected Member Conference and Training Policy

1. Purpose

The Council is required to give effect to the purpose of Local Government which is described in the *Local Government Act 2002* (the Act). The purpose enables democratic and effective local decision-making and action, by and on behalf of, communities to meet the present and future needs by playing a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach.

2. Policy context

Elected members are responsible for making decisions on matters such as the services council will provide, the standard they are provided to, how they will be paid for and what bylaws need to be made. Elected members have a governance role in council as well as being an elected representative of the community.

3. Policy objective

3.1. Local Government Conference (LGNZ annual conference)

A report will be considered by the Council each March/April to determine attendance.

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the Local Government Conference annually.

The Deputy Mayor, if available, be able to attend at least one LGNZ Conference during the triennium cycle.

Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.

When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

3.2. Local Government Rural and Provincial meetings

The Mayor and one Councillor plus the Chief Executive may represent the Council at the LGNZ Rural and Provincial meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held in Wellington three times per year.

3.3. Local Government Zone 5/6 meetings

The Mayor and one Councillor plus the Chief Executive may represent the Council at the LGNZ Zone 5/6 meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held three times a year.

When the meeting is held in Canterbury, the Mayor may approve up to five members attending.

3.4. Approval for Councillor training attendance

The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager via a submitted form (Trim 210308038654). This will be reported as part of the Mayor's monthly diary report to Council.

Training courses (and conferences) can also be approved via a report to the Council.

Attendance at overseas conferences for any elected member shall be approved by the Council via a formal report.

The member will provide a verbal report back on conference/training to the appropriate Committee or Council portfolio update section of the meeting.

3.5. Community Board Members

Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.

Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability, and circulated to all elected members. Any training session will be verbally reported back at the next meeting.

3.6. LGNZ National Community Board Conference (held every two years)

At least one Community Board member from each Community Board may attend the Conference and represent their community.

It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference. However the related registration and expenses will come from the Community Board training budget and not the Council training budget.

4. Questions

Any questions regarding this policy should be directed to the Governance Manager in the first instance.

5. Relevant documents and legislation

- *Local Government Act 2002*

6. Effective date

7 February 2023

7. Review date

March 2026.

8. Policy owned by

Manager, Governance

9. Approval

Approved and adopted by the Waimakariri District Council on 7 February 2023.

Our Reference: GOV-26-08-04 / 240416059603

16 April 2024

Councillor Brent Cairns

Email: brent.cairns@wmk.govt.nz

Dear Brent

Thank you for submitting the name 'Roberts' in honour of Tristan Roberts for inclusion in the Kaiapoi-Tuahiwi Community Board's Pre-approved Road and Reserves Name List.

The Board considered this matter at its meeting on 15 April 2024, and I am pleased to advise that the Board approved the inclusion of the name. Therefore, the Pre-approved Road and Reserves Name List will be updated accordingly.

The Board thanks you for your suggestion and believes that this will be a fitting tribute to Tristan Roberts for his exceptional service to the community.

Kind regards



Kay Rabe
Governance Adviser

cc: Kaiapoi-Tuahiwi Community Board