

Waimakariri District Council

Agenda

Tuesday 3 December 2024

1.00pm

Council Chambers

215 High Street

Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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	Nil.	

An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora, on **Tuesday 3 December 2024** commencing at 1pm.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

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

RECOMMENDATION

9 – 16

THAT the Council:

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

MATTERS ARISING (from Minutes)

5. **DEPUTATIONS AND PRESENTATIONS**

5.1 **Cholmondeley Children – Darel Hall**

D Hall will be in attendance to discuss Cholmondeley Children.

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

M Prickett will be in attendance to discuss drinking water quality concerns raised by the community.

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

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

RECOMMENDATION

17 – 62

THAT the Council:

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

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

RECOMMENDATION

63 – 82

THAT the Council:

- (a) **Receives** Report No. 241118202775.
- (b) **Approves** the Council requesting a time extension from the Ministers to make decisions on the Waimakariri District Plan Review until 30 September 2025.
- (c) **Approves** the Council requesting a time extension from the Ministers to make decisions on the Waimakariri District Plan Review and Variations 1 and 2 as its response to the 2021 Housing and Other Matters Amendment Act until 30 September 2025.
- (d) **Notes** the progress to date on the District Plan Review.
- (e) **Delegates** approval of a letter to the Ministers seeking the requested time extension to the Mayor and General Manager Planning, Regulation, and Environment.

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

RECOMMENDATION

83 – 105

THAT the Council:

- (a) **Receives** Report No. 241118202705.
- (b) **Notes** that the Parking Bylaw 2019 enables the Council to set out the requirements for parking control of vehicular or other traffic on any road or area under the care, control or management of the Council.

- (c) **Approves**, in accordance with the requirements of the LGA section 155, the assessment report (Trim 241118202718), that:
- the Bylaw is the most appropriate way of addressing the perceived parking and related traffic problems.
 - the Bylaw is the most appropriate form of bylaw; and that
 - the Bylaw is potentially inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA) but is a justified limitation consistent with s5 of NZBORA.
 - improvements to the existing Bylaw are recommended to include refinements of the Bylaw, specifically definitions and sections 6, 8, 9, 12, 13 and 14 as well as new additions to the Bylaw that address solid waste collection; traffic restrictions; mobile trading, explanatory notes and residential parking permit zones, resulting in a new Parking and Traffic Bylaw.
- (d) **Endorses** staff proceeding to investigate refinements of the Bylaw, specifically definitions and sections 6, 8, 9, 12, 13 and 14 as well as new additions to the Bylaw that address solid waste collection; traffic restrictions; mobile trading, explanatory notes and residential parking permit zones.
- (e) **Circulates** the report and attachments to the Community Boards for their information.

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

RECOMMENDATION

106 – 188

THAT the Council:

- (a) **Receives** Report No. 241122206820.
- (b) **Adopts** the Road Reserve Management Policy as included in attachment i (TRIM: 221117200292); and
- (c) **Circulates** this report to the Community Boards for their information.

8. MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD

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

(Refer to the attached copy of report Trim no. 241031189626 to the Woodend-Sefton Community Board meeting of 11 November 2024).

RECOMMENDATION

189 – 196

THAT the Council

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

9. HEALTH, SAFETY AND WELLBEING

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

RECOMMENDATION

197 – 210

THAT the Council:

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

10. COMMITTEE MINUTES FOR INFORMATION

10.1 Minutes of a meeting of the Audit and Risk Committee of 12 November 2024

10.2 Minutes of a meeting of the Utilities and Roading Committee of 19 November 2024

10.3 Minutes of a meeting of the Community and Recreation Committee of 26 November 2024

RECOMMENDATION

211 – 240

- (a) **THAT** Items 10.1 to 10.3 be received for information.

11. COMMUNITY BOARD MINUTES FOR INFORMATION

11.1 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 21 October 2024

11.2 Minutes of the Oxford-Ohoka Community Board meeting of 7 November 2024

11.3 Minutes of the Woodend-Sefton Community Board meeting of 11 November 2024

11.4 Minutes of the Rangiora-Ashley Community Board meeting of 13 November 2024

11.5 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 18 November 2024

RECOMMENDATION

241 – 299

- (a) **THAT** Items 11.1 to 11.5 be received for information.

12. LOCAL GOVERNMENT NEW ZEALAND QUARTERLY REPORT

12.1 Local Government New Zealand Quarterly Report July to October 2024

RECOMMENDATION

300 – 321

- (a) **THAT** Item 12.1 be received for information.

13. COUNCIL PORTFOLIO UPDATES

13.1 Iwi Relationships – Mayor Dan Gordon

13.2 Greater Christchurch Partnership Update – Mayor Dan Gordon

13.3 Government Reforms – Mayor Dan Gordon

- 13.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 13.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 13.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 13.7 **Property and Housing** – Deputy Mayor Neville Atkinson

14. QUESTIONS

(under Standing Orders)

15. URGENT GENERAL BUSINESS

(under Standing Orders)

16. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

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

- 16.1 Confirmation of Public Excluded Minutes of Council meeting of 1 October 2024
- 16.2 Confirmation of Public Excluded Minutes of Council meeting of 5 November 2024
- 17.1 Contract 23/36 Raven Quay 3 Waters Renewals Tender Evaluation and Contract Award Report
- 17.2 Contract 24/05 Matai Place Drainage Upgrade Tender Evaluation and Contract Award Report
- 17.3 Partial Property Acquisition - Loburn
- 17.4 Acquisition of Mainpower sites no. Rangiora and Tuahiwi
- 17.5 Partial acquisition Bradleys Road, Ohoka (WTP upgrade)
- 17.6 Housing for the Elderly

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
ADJOURNED BUSINESS			
16.1	Confirmation of Public Excluded Minutes of Council meeting of 1 October 2024	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
MINUTES			
16.2	Confirmation of Public Excluded Minutes of Council meeting of 5 November 2024	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
17.1	Contract 23/36 Raven Quay 3 Waters Renewals Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege LGOIMA Section 7 (2)(a), (g) and (i).
17.2	Contract 24/05 Matai Place Drainage Upgrade Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
17.3	Partial Property Acquisition - Loburn Whiterock Road, Loburn	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege LGOIMA Section 7 (2)(a), and (i).
17.4	Acquisition of Mainpower sites Rangiora and Tuahiwi Road	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege LGOIMA Section 7 (2)(h).
17.5	Partial acquisition Bradleys Road, Ohoka (WTP upgrade)	Good reason to withhold exists under section 7	The report, attachments, discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege, but that recommendations a, c, d, e, f, g, h, i, k and l can be made public after completion of the successful purchase. LGOIMA Section 7 (2)(a), and (i)
17.6	Housing for the Elderly Development	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or prevent the disclosure or use of official information for improper gain or improper advantage LGOIMA Section 7 (2) (h, i & j).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

17. NEXT MEETING

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

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

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 5 NOVEMBER 2024 WHICH COMMENCED AT 1PM.

PRESENT

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

IN ATTENDANCE

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roading), C Brown (General Manager Community and Recreation), S Hart (General Manager Strategy, Engagement and Economic Development), J McBride (Roading and Transportation Manager), P Christensen (Finance Manager), K Simpson (3 Waters Manager), C Fahey (Water and Wastewater Asset Manager) and C Fowler-Jenkins (Governance Support Officer).

There were six members of the public present.

1. APOLOGIES

Moved: Councillor Goldsworthy

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives and sustains** apologies for absence from Councillors Brine and Redmond.

CARRIED

2. CONFLICTS OF INTEREST

Item 7.1 – Mayor Gordon declared a conflict as he had been attending Compass FM meetings in an advisory capacity.

3. ACKNOWLEDGEMENTS

Deputy Mayor Atkinson acknowledged the North Canterbury Sports Awards presented at a gala dinner hosted at the MainPower Stadium on 2 November 2024. This year's awards recognised the achievements of local athletes, coaches, administrators, clubs, and events over the last two years. He congratulated all the recipients.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 1 October 2024

Moved: Councillor Cairns

Seconded: Councillor Williams

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 1 October 2024.

CARRIED

4.2 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 15 October 2024

Moved: Councillor Cairns

Seconded: Councillor Williams

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 15 October 2024.

CARRIED

MATTERS ARISING (from Minutes)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS**7.1 Compass FM Relocation Support – G Steele (Property Acquisitions and Disposals Manager) and K Brocas (Senior Advisor Project Delivery)**

S Hart spoke to the report and noted that representatives of the North Canterbury Radio Trust (Trust) made a deputation to the Council in August 2024 seeking the Council's support for the relocation of the Trust's Compass FM radio station, which currently operates from an office on High Street, Rangiora. The report highlighted a number of potential options that the Council could consider regarding the level of support that it may provide.

There were no questions from elected members.

Moved: Councillor Ward

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 241017180171.
- (b) **Approves** staff's use of local networking to assist the Trust in finding new suitable premises — land, building, or both (Option 2 referred to in Trim. 241017180171).
- (c) **Notes** that subject to the Option directed to further investigate in recommendation (b), staff will prepare a future report that stipulates further details, including any specific financial implications and terms for Council approval (if applicable).

CARRIED

Councillor Ward believed that Compass FM was essential to networking and the well-being of the Waimakariri District and that the Trust deserved some Council assistance. Therefore, she supported the motion.

Councillor Blackie commented that the matter had been extensively discussed at a Council workshop. He noted that the proposed options did not commit the Council to any financial expenditure and thus supported the motion.

Councillor Mealings also supported the motion, as she was in favour of the Council assisting the Trust in finding suitable accommodation. However, she believed that although Compass FM provided a really important service to the community, they should remain independent of the Council.

Mayor Gordon supported the Council by using local resources and networking to assist the Trust in finding new suitable premises. He did not support the sale of the Parkside Portacom at this time.

Councillor Fulton agreed with previous speakers and thought it was important for the Council to assist Compass FM; however, that they retain their independence.

8. MATTERS REFERRED**8.1 Saline Incursions in the Kaiapoi and Ruataniwha Cam Rivers – S Allen (Water Environment Advisor)**

(Referred to the attached copy of report Trim no. 240918159973 to the Kaiapoi-Tuahiwi Community Board meeting of 21 October 2024).

K Simpson spoke to the report, noting the report was prepared on request from the Kaiapoi-Tuahiwi Community Board due to the high level of public interest in the weed and freshwater mussels dying back in the Kaiapoi and Ruataniwha Cam Rivers. He noted that there had been previous die back of weed beds observed post the Canterbury earthquakes and in 2017. At the time, Environment Canterbury (ECan) investigated the matter and concluded in 2018 that salinity intrusion was the primary cause. Salinity data from 2014 to date showed that there had been a clear increase in salinity levels recorded in the Kaiapoi River at the Mandeville Bridge. It was believed that the minimum flows in the Waimakariri River, due to 2024 being a very dry year, contributed to increased salinity in the lower Cam and Kaiapoi Rivers.

K Simpson advised that the Kaiapoi-Tuahiwi Community Board added a recommendation (d) to support the broader work to identify the cause of the increase in salinity in the lower Cam and Kaiapoi Rivers.

Councillor Williams asked at how many sites there were salt intrusions being measured. K Simpson noted that ECan had installed a monitor at the Mandeville Bridge in Kaiapoi, which continuously monitored the salinity of the Kaiapoi River. ECan also conducted water quality tests at the Kaiapoi boat ramp. There were three additional sites where water quality was measured upstream coming from the Cust, Ohoka and Silverstream tributaries.

In response to a secondary question from Councillor Williams, K Simpson noted that he understood that some of the plants growing closer to the coast were more tolerant to the saltwater intrusion than others.

Councillor Williams enquired whether the Council should employ independent resources to conduct the testing in the Kaiapoi and Ruataniwha Cam Rivers. G Cleary stated that the Council had no reason to question the Council or ECan test results. There was no indication that there was any cause to be concerned about their objectivity.

Councillor Cairns asked whether ECan had the funding to do this modelling. K Simpson explained that this would be part of the Council's discussions with ECan in the coming weeks.

Councillor Fulton questioned if there was data showing a correlation between low flows and increased salinity. K Simpons noted that the report prepared by ECan in 2017/18 provided some time series data showing that the years of low flow within the Waimakariri Catchment Area correlated with higher salinity levels measured in the Kaiapoi River. K Simpson noted that obtaining more data would, over time, build confidence in that correlation.

Councillor Fulton asked if the ongoing studies would include an impact analysis of the previous modifications to the river. K Simpson confirmed that it was within the scope and noted that the ECan report did refer to some of the changes that happened to the riverbed level and profile of the Kaiapoi River post-earthquake.

Councillor Goldsworthy noted how widely distributed saltwater intrusion seemed to be across the country. K Simpson explained that New Zealand was in an El Nino period, so we were more prone to dry events and warmer currents on the East Coast and definitely for the Canterbury Region. There had been a dry season and lower flows in all the rivers across the region.

Councillor Williams requested that the toxicity of chemicals that could potentially be released into the rivers be included in the report. K Simpson noted that for the future.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Williams

THAT the Council

- (a) **Requests** for modelling to be led by Environment Canterbury to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers, which incorporates tides, river flows and salinity data.
- (b) **Requests** that Environment Canterbury determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.
- (c) **Circulates** this report to the Waimakariri Water Zone Committee at a Council-Ngāi Tūāhuriri Rūnanga meeting and to all the Rural Drainage Advisory Groups.

- (d) **Requests** staff ascertain from Environment Canterbury what type of testing could be done, including costs and time frames, to deliver evidence of what is happening in the Kaiapoi River.

CARRIED

Deputy Mayor Atkinson commented that it was made very clear at the Kaiapoi-Tuahiwi Community Board meeting that this project should be led by ECan, as ECan was responsible for maintaining the Kaiapoi River. He agreed that the low flow in the Waimakariri River was a real problem. However, he did not believe it was the only reason for the saline incursions in the Kaiapoi and Ruataniwha Cam Rivers. He supported the Council working with ECan to obtain more information on this matter

Councillor Williams was not convinced that the spraying of weeds on the river banks was not contributing to the weed and freshwater mussels dying back in the Kaiapoi and Ruataniwha Cam Rivers. If only salinity intrusion was to blame, he wanted clarity as to why there were weeds in the lower Kaiapoi River and not further up.

Councillor Fulton noted this was an opportunity to work closely with ECan and ensure that the Waimakariri District residents received value for paying Regional Council Rates. He had some concerns that some of ECan's increased rates were not being directed to this sort of essential work.

Councillor Cairns noted that from a commercial point of view, the Kaiapoi River was the jewel of the crown. He highlighted the economic reasons for ensuring that the river was the best it could be. There are many boats on the river now, and the river itself attracts people to Kaiapoi. The New Zealand Motorhome Association ranked Kaiapoi as the third or fourth most popular park because of its proximity to the river.

Councillor Mealings supported the motion. However, she was dismayed that the Council had been having this conversation for several years and was still no closer to a solution.

Mayor Gordon also supported the motion and agreed with the observations expressed. He thought it was timely that the Council received a report on this matter. He would like to know what the main drivers of the saline institutions were; however, it was important that ECan lead any investigation. He acknowledged the work the staff had been putting in and thanked the Kaiapoi-Tuahiwi Community Board for their advocacy.

In his right of reply, Deputy Mayor Atkinson noted that ECan had expertise in these matters, so they should lead the investigation.

8.2 Request for Sealing of Riverside Road and Inglis Road and Establishment of a Targeted Rate for the Area – J McBride (Roading and Transport Manager)

(Referred to the attached copy of report Trim no. 241001168468 to the Hearing Panel for the Sealing of Riverside Road and Inglis Roads on 11 October 2024)

J McBride spoke to the report, noting it related to the setting of a targeted rate for the sealing of Riverside and Inglis Roads. She explained that the Council approved the sealing in principle in December 2023, subject to residents agreeing to top up to the 30% required under the Council's Rural Sealing Extension Policy. In September 2024, the Council approved the commencement of the Special Consultative Procedure for the targeted rate. There were 22 properties in the rating area, and during the consultation, 16 submissions were received, 14 for and two against.

J McBride noted that a hearing was held on 11 October 2024, and one submitter presented. Subsequent to the hearing, she conducted a review of the submissions for two reasons. Firstly, she received a call from a resident who asked that their submission be recorded. Also, having reviewed the submissions, she found two errors in the information summary. However, staff now had responses from 20 out of the 22 properties: 15 in support, four opposed, and one had mixed thoughts. The Hearings Panel's recommendation was that Option One of the report be taken forward to include the targeted rate in the Council's 2025/26 Annual Plan. The targeted rate was assumed to be for a 20-year period based on work that had been tendered.

Councillor Williams asked if there were any future development contributions that could be forthcoming from the Riverside/ Inglis Roads area. J McBride explained that when setting the targeted rate, staff looked at all properties that had access to the road. One large property on the western side of Riverside Road could still be subdivided. If the property was subdivided within the 20-year targeted rate, the rate would be recalculated.

Councillor Williams noted that currently, one-third of the residents were against the sealing of the portions of roads. He questioned how that compared to other instances. J McBride commented that the only other road sealing she had been involved in was a slightly different situation where a group of residents approached the Council, and they all wanted it done.

Councillor Fulton enquired whether it would be challenging to apply a targeted rate over a 20-year period for that number of residents. J McBride explained that it was not unusual, and the targeted rate had been applied to fewer properties. As long as the area was ringfenced and the Council followed its Special Consultative Procedure to ensure that the affected residents were informed, there should not be any concerns. If an affected property was sold, the targeted rate would remain as part of the property rates.

Moved: Councillor Ward

Seconded: Councillor Cairns

THAT the Council

- (a) **Approves** the inclusion of the targeted rate for the sealing of Riverside Road and Inglis Road in the Draft Annual Plan 2025/26, as detailed in the Statement of Proposal (Trim no. 240818138178).
- (b) **Notes** that property owners have the option of paying by lump sum or by a targeted rate.

CARRIED

Councillor Ward commented she was part of the Hearing Panel and believed that the Council should urgently undertake this project, as the dust issues were a health hazard in the area.

Councillor Cairns thanked Councillors Ward and Goldsworthy for being part of the Hearings Panel and staff for the amount of work they did. He congratulated J McBride for conducting the review of the data that was collected. In terms of the hearing, it was interesting that only one resident opted to present. However, she provided some real context as to why the road needed to be sealed.

Councillor Williams was concerned that one-third of residents did not want the road sealed. He understood the people's desire for it; however, he did not know if they would be able to afford the targeted rate.

9. HEALTH, SAFETY AND WELLBEING

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

J Millward took the report as read, noting nine new incidents. He advised that a serious near-miss incident occurred at the Rangiora Airfield, which would be reported in the November 2024 report. However, the incident fell under the jurisdiction of the Civil Aviation Authority and would therefore be investigated by them.

Councillor Blackie asked about the Pegasus Ridge incident if there had been any progress, and why the Te Kohaka Trust were not informed. J Millward noted that it would be included in the learnings to make sure it did not happen again.

Councillor Mealings questioned the Flaxton Road hedge fire. J Millward noted that Fire and Emergency New Zealand was still investigating the incident.

Moved: Councillor Blackie

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No 241014177625.

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

CARRIED

10. COMMITTEE MINUTES FOR INFORMATION

- 10.1 Minutes of a meeting of the Community and Recreation Committee of 17 September 2024
- 10.2 Minutes of a meeting of the Utilities and Roading Committee of 15 October 2024

Moved: Councillor Williams Seconded: Councillor Mealings

THAT the Council

- (a) **Receives** Items 10.1 and 10.2 for information.

CARRIED

11. COMMUNITY BOARD MINUTES FOR INFORMATION

- 11.1 Minutes of the Oxford-Ohoka Community Board meeting of 2 October 2024
- 11.2 Minutes of the Rangiora-Ashley Community Board meeting of 9 October 2024
- 11.3 Minutes of the Woodend-Sefton Community Board meeting of 14 October 2024

Moved: Councillor Williams Seconded: Councillor Cairns

THAT the Council

- (a) **Receives** Items 11.1 to 11.3 for information.

CARRIED

12. COUNCIL PORTFOLIO UPDATES

12.1 Climate Change and Sustainability – Councillor Niki Mealings

- The Waimakariri Youth Council, Council and Environment Canterbury held a river cleanup at the Ashley River and removed just under 300kg of rubbish. It was good to see the groups working together.
- The EnviroSchools Celebration would be held on 20 November 2024. The Waimakariri District had four schools participating, West Eyreton, Loburn, North Loburn and Rangiora High School would be receiving awards or certificates.
- Waimakariri Libraries were celebrating spring with sustainability workshops across the libraries.
- Noted that the article in the Inside Government Magazine about the 19 Councils across New Zealand collaborating on an Emissions Reporting Pilot Programme.
- In October 2024, bird counts were carried out in the Waimakariri District's natural reserves, which would be analysed over the next month.
- The Council was hosting a Biodiversity Volunteers Celebration on 10 November 2024 at Trousselot Park.

12.2 International Relationships – Deputy Mayor Neville Atkinson

Deputy Mayor Atkinson advised there was no update at this point in time.

12.3 Property and Housing – Deputy Mayor Neville Atkinson

- The next meeting of the Property Portfolio Working Group would be held in November 2024.

13. QUESTIONS

Nil.

14. URGENT GENERAL BUSINESS

Nil.

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

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

Moved: Councillor Blackie

Seconded: Councillor Ward

That the Council(a) **Agrees** that the public be excluded from the following parts of the proceedings of this meeting:

- 15.1 Confirmation of Public Excluded Minutes of Council meeting of 1 October 2024
- 15.2 Oxford Urban/Rural No. 2 Source Capacity Upgrade
- 15.3 Contract 24/30 – Riverside Road Seal Extension Tender Evaluation and Contract Award Report
- 15.4 Local Government Funding Agency Annual General Meeting
- 15.5 Williams Street Bridge Balustrade Replacement Project Status and Approvals

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
15.1	Confirmation of Public Excluded Minutes of Council meeting of 1 October 2024	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Sections 7(2) (a) and (i).
REPORTS			
15.2	Oxford Urban/Rural No. 2 Source Capacity Upgrade	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and to prevent the disclosure or use of official information for improper gain or improper advantage. LGOIMA Sections 7(2) (h) and (j).
15.3	Contract 24/30 – Riverside Road Seal Extension Tender Evaluation and Contract Award Report	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. LGOIMA Section 7(2) (h).
15.4	Local Government Funding Agency Annual General Meeting	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and to prevent the disclosure or use of official information for improper gain or improper advantage. LGOIMA Sections 7(2) (h) and (j).
Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
REPORT REFERRED FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD			
15.5	Williams Street Bridge Balustrade Replacement Project Status and Approvals	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, maintain legal professional privilege, and to enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Sections 7(2) (a), (g) and (i).

CLOSED MEETING

The public excluded portion of the meeting commenced at 2.12pm and concluded at 3.19pm.

Resolution to resume in Open Meeting

Moved: Deputy Mayor Atkinson

Seconded: Councillor Goldsworthy

That the Council

- (a) **Approves** that the open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING**16. NEXT MEETING**

The next ordinary meeting of the Council is scheduled for Tuesday, 3 December 2024, commencing at 1pm to be held in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 3.19PM.

CONFIRMED

Chairperson
Deputy Mayor Neville Atkinson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: DRA-20-48-08 / 241105193007

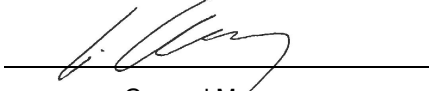
REPORT TO: COUNCIL


DATE OF MEETING: 3 December 2024

AUTHOR(S): Jason Recker, Stormwater and Waterways Manager

SUBJECT: Mandeville Resurgence Channel Upgrade Project Stage 1 – Approval to Consult with Residents

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to:
1. Update Council on feedback received from the Oxford-Ohoka Community Board and the Ohoka-Mandeville Rural Drainage Advisory Group on Stage 1 of the Mandeville Resurgence Channel Upgrade project.
 2. Seek Council approval to:
 - a. Consult with residents directly affected by Stage 1 improvements and also key community groups (Mandeville Residents Association and the Ohoka-Mandeville Drainage Advisory Group).
 - b. Delegate authority to the Mayor and Chief Executive to approve the finalised consultation material prior to distribution.
- 1.2. Council staff presented to the Council and Oxford-Ohoka Community Board members on 13 August 2024, presenting the proposed Stage 1 improvements and consultation strategy. The same presentation was shared with the Ohoka-Mandeville Rural Drainage Advisory Group during their meeting on 25 September 2024. Additionally, Council Staff organised a bus tour for Council and Oxford-Ohoka Community Board members held on 14 August 2024. Feedback was received during these meetings.
- 1.3. An updated presentation was subsequently presented to the Oxford-Ohoka Community Board on 7 November 2024 (refer to Attachment ii), which included more detailed information on the downstream effects of the upgrade. Additionally, a bus trip is proposed for Ohoka-Mandeville Rural Drainage Advisory Group members on the 4 December 2024 to show them the area of the proposed Stage 1 upgrades and discuss the additional modelling work undertaken on the downstream effects of the upgrades.
- 1.4. Council staff are seeking authorisation to consult with residents whose properties are located along the alignment of the proposed upgrades. These residents will be invited to one-on-one consultation sessions to review and provide feedback on the proposed design for their specific section of the alignment, as well as the overall improvements for Stage 1. During the consultation period staff will also directly engage with the Ohoka-Mandeville Drainage Advisory Group and the Mandeville Residents Association.

- 1.5. The community's feedback will be carefully considered and, where feasible, incorporated into the design. The final design, including any community-driven adjustments, will be presented for Council approval in April 2025.
- 1.6. The proposed project programme for Stage 1 works are as follows:

Timeframe	Description of Activity
3 December 2024	Council Meeting (Approval to Consult)
February/March 2025	Public Consultation
1 April 2025	Council Meeting (Adopting Solution)
May/June 2025	Detailed Design – Subject to Council approval
July/August 2025	Tendering – Subject to Council approval
Summer 2025/26	Construction – Subject to Council approval

Attachments:

- i. Mandeville Resurgence Channel Upgrade Project – Modelling Memo Summary (TRIM No. 241113201219)
- ii. Mandeville Resurgence Channel Upgrades Stage 1 Presentation (TRIM No. 241011176361)
- iii. Ohoka-Mandeville Rural Drainage Advisory Group Meeting Minutes – 25 September 2024 (TRIM No. 240924163690)
- iv. Oxford-Ohoka Community Board Workshop Notes – 7 November 2024 (TRIM 241121206073)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 241105193007.
- (b) **Authorises** Council staff to conduct public consultation on the proposed Stage 1 improvements for the Mandeville Resurgence Channel Upgrade Project.
- (c) **Delegates** authority to the Mayor and Chief Executive to approve the finalised consultation material prior to distribution.
- (d) **Notes** that Council staff will develop consultation materials in conjunction with Council's Communications team.
- (e) **Notes** that the results of the public consultation and the final design, including any community-driven adjustments, will be presented for Council approval in April 2024.
- (f) **Notes** that the construction of Stage 1 will not commence until the Council has approved the final design following consultation with residents.
- (g) **Notes** that Council Staff will be requesting additional budget of \$376,670 for the Stage 1 improvements as part of the 2025/26 Annual Plan for a total budget of \$2,050,000.
- (h) **Circulates** this report to the Oxford-Ohoka Community Board for information.

3. **BACKGROUND**

- 3.1. On the 30 January 2024, Council staff presented a report on the Mandeville Resurgence and Channel Diversion Upgrade Project (TRIM 231205195798). It included the results of the public consultation and staff's recommended options and budgets for stage 1 and 2 as part of the 2024-34 LTP.

- 3.2. As part of the 2024-34 Long Term Plan public consultation, Council staff held an LTP drop-in session in Ohoka on 11 April 2024. The drop-in session was well attended, and several residents provided feedback to staff regarding the proposed stage 1 and 2 improvement works. From that drop-in session, several key action items emerged, detailed as follows:
1. Further consultation with elected members is required to provide additional information including a site visit to be organised by staff.
 2. Coordinate with the Ohoka-Mandeville Drainage Advisory Group to improve capacity of any identified downstream bottlenecks in Ohoka Stream.
 3. Undertake a modelling assessment of pre and post stage 1 improvements to ensure no adverse impacts to downstream properties.
 4. Further consultation with property owners within the Millfield Subdivision will be required regarding the detailed design of channel improvements.
- 3.3. Since the April 2024 drop-in session, staff have refined the designs for channel cross-sections, driveways, and culverts, consulting with elected members, the Oxford-Ohoka Community Board, and the Ohoka-Mandeville Drainage Advisory Group.

Elected Members and Oxford-Ohoka Community Board Bus Tour

- 3.4. The proposed upgrades for Stage 1 were presented to Council at briefing held on 13 August 2024. Additionally, Council Staff organised a bus tour for all elected members held on 14 August 2024.
- 3.5. The purpose of the bus tour was to give elected members an understanding of key issues and constraints, present the proposed design, and allow them to observe the existing system firsthand. It also provided insight into how the proposed design would be implemented across both Stage 1 and Stage 2 of the project.

Ohoka-Mandeville Rural Drainage Advisory Group Consultation

- 3.6. The proposed Stage 1 upgrades were presented to the Ohoka-Mandeville Drainage Advisory Group on 25 September 2024. This session provided the group with an opportunity to ask questions, offer feedback on the design, and discuss the consultation strategy. Refer to Attachment iii for the meeting minutes.
- 3.7. A bus tour with Ohoka Mandeville Drainage Advisory Group is planned for the 4 December 2024. This will be a similar bus tour that was undertaken with the elected members on 14 August 2024.

Oxford-Ohoka Community Board Consultation

- 3.8. The proposed Stage 1 upgrades, preliminary modelling and proposed consultation were presented at a workshop with the Oxford-Ohoka Community Board on 7 November 2024. Refer to Attachment ii for presentation slides and attachment iv for the workshop notes.
- 3.9. The proposed project programme for Stage 1 works is as follows:

Table 1 – Mandeville Resurgence Channel Upgrade Stage 1 Project Programme

Timeframe	Description of Activity
3 December 2024	Council Meeting (Approval to Consult)
February/March 2025	Public Consultation
1 April 2025	Council Meeting (Adopting Solution)
May/June 2025	Detailed Design – Subject to Council approval

July/August 2025	Tendering – Subject to Council approval
Summer 2025/26	Construction – Subject to Council approval

4. ISSUES AND OPTIONS

Hydraulic Modelling Assessment

- 4.1. A modelling assessment was conducted in the Mandeville area to assess the benefits and downstream impacts of the improvements. Refer to attached “Mandeville Resurgence Channel Upgrade Project – Modelling Summary” memo (attachment i) for a detailed description of the modelling assessment and results.
- 4.2. Both pre- and post- stage 1 upgrades conditions were assessed, with changes observed in peak flows and runoff behaviour due to post-upgrade impacts. The modelling specifically evaluated peak flow rates to the downstream system (Siena Place culvert) before and after the upgrade, revealing only a minor increase in peak flow during 5-year storm events, and a minor decrease in peak flows during larger storm events.
- 4.3. For 5-year storm event (20% AEP), the peak flow increases slightly from 1.61 m³/s to 1.68 m³/s (a 4% increase). This minor increase reflects slightly higher flows due to the proposed upgrade works removing constrictions in the system (mainly driveway culverts). While this may place some additional pressure on the system during more frequent storms, most of the flow is contained within the channel and downstream culverts can still handle this minor increase in flow.
- 4.4. One of the key findings was an overall reduction in localised flooding of residential properties during smaller, more frequent events. Additionally, there was no increased in downstream flooding in more significant events.
- 4.5. The Stage 1 design aligns the downstream system to match the capacity of the upstream Tram Road culvert (1 m³/s), meaning there is no additional volume introduced as the catchment area remains unchanged. The main improvement comes from increased channel capacity and culvert upgrades, which reduce overtopping at existing pinch-points in drains and culverts that currently cause localised flooding in smaller, more frequent events.
- 4.6. In summary, the Stage 1 modelling results show a reduction in localised flooding of residential properties without impacting downstream areas.

Consultation Material for Public Engagement

- 4.7. The consultation materials for this phase will include responses to questions and concerns raised in earlier consultations with elected members, community boards, drainage advisory groups, and residents. To ensure clarity and transparency, we have prepared some of the commonly raised questions and responses that address recurring concerns and inquiries. Below is a draft of these responses that are proposed to be included in the consultation materials:

1. Question: Why is Council not prioritising stage 2 works over stage 1 works?

Response:

While Stage 2 works are important, prioritising Stage 1 is crucial due to its immediate impact on reducing flooding by eliminating drainage bottlenecks / pinch-points and increasing channel and culvert capacity. The Stage 1 improvements address current

capacity limitations in the existing system, aligning it with the Tram Road culvert's 1 m³/s capacity. By upgrading the channel and culverts, Stage 1 will improve drainage for smaller, more frequent storm events, offering relief to ongoing flooding issues.

Stage 1 also aligns with work the Council regularly undertakes to identify and resolve bottlenecks and pinch-points throughout the district by upgrading drains and culverts (i.e. online upgrades to existing networks). This makes Stage 1 relatively straightforward without the complexities that come with Stage 2.

Stage 2, by contrast, is a larger, more complex project designed to improve flood resilience by redirecting part of the upstream catchment flows toward the Eyre River main channel that discharges to the Waimakariri River. It requires considerable groundwork, including land acquisition, environmental consents, and extensive public and Te Ngāi Tūāhuriri hapū consultations. These challenges make a phased approach essential, with Stage 2 beginning in 2026 and extending over six years.

In summary, while both stages are vital, proceeding with Stage 1 first addresses immediate bottlenecks & pinch-points, providing additional capacity and enabling effective management of frequent stormwater events. This staged approach allows us to improve drainage now while preparing for the larger, long-term benefits that Stage 2 will bring. Residents will have ongoing opportunities for consultation, ensuring they stay informed and can provide input on the project's progress.

2. **Question:** Will the proposed Stage 1 improvements increase water flow and potentially cause flooding issues downstream?

Response:

We have evaluated how the Stage 1 improvements might affect downstream areas, and our findings indicate that these effects will be negligible.

The assessment undertaken compared water flow downstream before and after the upgrades. For smaller rain events, such as those occurring roughly every 5 years, the peak flow will increase slightly (+0.07 m³/s). However, for larger storms, peak flows are expected to slightly decrease. Modelling results also show that flooding of residential properties will be reduced during more frequent, smaller rain events. In the downstream system in the Bradleys Road drain, water levels remain similar, even with the slight increase in flow during 5-year storms.

In summary, our modelling has shown that Stage 1 improvements reduce local flooding without impacting downstream properties.

3. **Question:** Who will be responsible for the maintenance of the drain?

Response:

The Council's maintenance plan for this project includes several measures designed to ensure that the upgraded channel remains efficient and easy to maintain. Design engineers have adjusted the slope wherever possible to achieve a batter with a 1:4 slope, making regular mowing of grass feasible for residents. In areas where this slope could not be achieved, planting will be introduced to reduce both the frequency and the amount of maintenance needed. The plantings will be periodically maintained by the Council when necessary.

During periods of high groundwater resurgence, maintaining the grass in certain sections can be challenging for residents. In such circumstances, Council will arrange

for the high grass at the interface of the flow area to be cut by Council maintenance contractors. The details of the maintenance program will be developed in collaboration with residents along the drainage channel through the one-on-one consultation process. These discussions will help ensure the program meets both Council objectives and residents' needs.

4. Question: How are health and safety concerns addressed in the design?

When groundwater resurgence is active, it creates an open channel with a continuous base flow, posing a potential safety risk, particularly to children. Recognising this concern, the Council has prioritised safety in these drainage improvements, especially in residential areas.

To minimise these risks, design engineers have flattened the channel's slope wherever possible, achieving a 1:4 gradient, which will enable easy egress from the channel. Steeper slopes not only increase the risk of slipping and falling but also complicate safe egress for anyone who might fall into the channel. The design emphasises safety features that enable easier egress from the channel, reducing the difficulty of climbing out from steeper sections.

To further enhance safety, the Council is considering installing soft barriers (such as planting) where necessary and development of an inspection and maintenance program (see question 3). One-on-one consultations with residents will also cover their specific safety concerns, ensuring that the design fully reflects both the Council's standards and the community's needs for a safe environment.

It is important to note that the works do not eliminate health and safety issues. In rural and semi rural/residential areas there are a number of hazards present including water races, culverts, drains and water courses as well as road hazards. The water from resurgent groundwater is a relatively unique hazard in this area, as well as the more usual risk of flood flows in drainage channels, ponding areas and overland flow paths.

- 4.8. This consultation material will be distributed as a letter drop to all residents in the vicinity of the proposed works. Properties directly along the alignment of the works will receive additional information, inviting them to participate in one-on-one meetings. These meetings provide an opportunity for residents to discuss the project in more detail, share their feedback, and suggest modifications where appropriate.
- 4.9. All community input gathered through these materials and meetings will be carefully reviewed and, where feasible, incorporated to refine the design. The final design, inclusive of any community driven adjustments, will be presented for Council's approval in April 2024.

The Council has the following options available to them:

- 4.10. **Option 1** – Authorise staff to proceed with the consultation process for the proposed Stage 1 improvements of the Mandeville Resurgence Channel Upgrade Project and delegates authority to the Mayor and Chief Executive to approve the finalised consultation material prior to distribution.

This **is** the recommended option for the following reason:

- Council staff have engaged with the Oxford-Ohoka Community Board, and the Ohoka-Mandeville Drainage Advisory Group regarding the proposed improvements and consultation strategy. Their feedback will be considered in developing the consultation materials.

- Residents in the Millfield Subdivision and along the existing channel, who have experienced ongoing flooding issues since the 2014 flood event, are eager for these improvements. With a practical solution now identified, we are ready to consult with residents to gather input that will inform the final design, progressing the project toward construction programmed for 2025/26.
- 4.16. **Option 2** – Delay consultation of the proposed Stage 1 improvements for the Mandeville Resurgence Channel Upgrade Project and request staff to undertake further work to re-evaluate the consultation on the proposed Stage 1 improvements for the Mandeville Resurgence Channel Upgrade Project.

This is **not** the recommended option for the following reasons:

- Council staff have undertaken the additional engagement requested with elected members, Community Boards, and Drainage Advisory Groups. Their feedback has been thoroughly considered and incorporated into the proposed Stage 1 improvements and consultation strategy.
 - Declining consultation at this stage would cause delays to the project programme and will push construction outside of the 2025/2026 financial year.
- 4.19. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

Mahaanui Kurataiao Ltd (MKL) prepared cultural assessment report and have confirmed that no further consultation is required for stage 1 works. Council staff will initiate early engagement with mana whenua during the assessment of options for stage 2 works.

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, including the Ohoka / Mandeville Rural Drainage Advisory Group and the Mandeville Residents Association.

The consultation materials for this phase will include responses to questions and concerns raised in earlier consultations with elected members, community boards, drainage advisory groups, and residents.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report as this focuses on the detail of channel and culvert works in a specific area, with no wider impact beyond the immediate community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

The approved budget as part of the 2024/34 Long Term Plan is as follows:

Stage 1 – 2024/34 LTP

Description	Budget	Financial Year
Stage 1 – Design and Consultation	\$0	2024/25
Stage 1 – Construction	\$1,675,200	2025/26
Total	\$1,675,200	

Council staff have reassessed the cost estimate for the proposed Stage 1 works in preparation for setting the 2025-26 Annual Plan budget. Based on the latest estimate, staff

are requesting an additional budget of \$376,370 as part of the 2025/26 Annual Plan for the Stage 1 construction, as follows:

Stage 1 – Proposed for 2025/26 Annual Plan

Description	Budget	Financial Year
Stage 1 – Design and Consultation	\$0	2024/25
Stage 1 – Construction	\$2,050,000	2025/26
Total	\$2,050,000	

The rate impacts for this additional budget for Stage 1 improvements will increase the District Drainage rate by \$0.61 (1.7% increase) per property in 26/27 until the loan is paid off.

Note there is no changes requested to the Stage 2 budgets.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts. However the project as a whole will have an overall reduction in flooding of residential properties during smaller, more frequent events due to the impacts of climate change.

6.3 Risk Management

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

There is a risk that the proposed Stage 1 improvements may not meet community expectations, necessitating additional preliminary design work and further consultation impacting project programme.

Feedback from engaging with elected members, the Oxford-Ohoka Community Board, and the Ohoka-Mandeville Drainage Advisory Group will be considered in developing the consultation materials to help minimise this risk.

6.3 Health and Safety

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

Health and Safety of the construction works will be managed through the contract administration process and the contractors health and safety plan.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The Local Government Act is relevant in this matter.

7.3. Consistency with Community Outcomes

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

- Core utility services are sustainable, resilient, affordable; and provided in a timely manner

- There is a safe environment for all

7.4. **Authorising Delegations**

The Council has the delegated authority to approve the recommendations in this report.

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: DRA-20-48-08 / 241113201219

DATE: 13/11/2024

MEMO TO: Kalley Simpson, 3 Waters Manager
Jason Recker, Stormwater and Waterways Manager

FROM: Sam Murphy, Senior Civil Engineer
Harriette Davies, Special Projects Team Leader

SUBJECT: Mandeville Resurgence Channel Upgrade Project – Modelling Memo Summary

1. Purpose

The purpose of this memo is to summarise the findings from the Mandeville Flood Investigation report for Stage One (TRIM 240618098989) produced by the Project Delivery Unit (PDU).

The Mandeville Flood Investigation report provided the outputs from modelling that was undertaken to assess two key areas:

- Assess the effectiveness of proposed upgrades to address flooding issues in the Mandeville area, and;
- Determine whether there is any downstream impact from those proposed upgrades.

This memo summarises those findings.

2. Background

The Mandeville area has a history of flooding and has experienced a number of flooding events since the Millfield subdivision was established. This is due to undersized culverts, inadequate stormwater conveyance channels and stormwater resurgence flow that had not been adequately considered in the original design. The following Figure 1 shows the area of interest, with the key issues being experienced in the properties surrounding the section of drain between No.10 Road and Dawsons Road.

Prior to development of this area there were two key culverts, upstream, where the main flow channel passes under No 10 Road and downstream, where it crosses under Bradleys Road. The channels and culverts installed in the development has inadequate capacity. The proposed upgrade effectively increases the size of the channel and the system through the development area to match the original capacity of the key upstream and downstream culverts.



Figure 1: Area of Interest

Following a number of investigations, Council has resolved to undertake upgrades to help reduce the flooding in this area.

It is intended that upgrades will be undertaken in two stages. Stage one will undertake localised upgrades to the existing drain within the Millfield subdivision area, beginning at No.10 Road, through to the stormwater detention basin on Dawsons Road. Upgrades are proposed to involve increasing the capacity of the existing drain to convey a flow of $1.0\text{m}^3/\text{s}$ and increasing the size of all culverts along the alignment to remove bottlenecks (excluding Tram Road culvert). Stage one upgrades are aimed at reducing flooding caused by high-frequency, low-intensity storm events.

Stage two is still under investigation and would likely involve the construction of a large cut-off drain to intercept flow upstream of Two Chain Rd and convey this to the Eyre River. Stage two upgrades will be aimed at mitigating the effects of a larger return period event. Council has set the following budgets for these two stages:

- | | | |
|-----------|--------------------|-----------------|
| • Stage 1 | 2024-25 to 2025-26 | \$1.675 million |
| • Stage 2 | 2026-27 to 2031-32 | \$20.94 million |

The study primarily focuses on evaluating the impacts of the proposed stage one upgrades. Hydraulic modelling was undertaken on the proposed upgrades for stage one to determine the immediate effects within the Millfield subdivision, as well as any potential downstream effects in Ohoka, Silverstream and surrounding areas.

3. Stage One Proposed Upgrades

The proposed upgrades as part of Stage One involve the following works:

- Upgrade of culverts between No.10 Road and Dawsons Road to achieve design flow of approximately $1.0\text{m}^3/\text{s}$. Proposed culverts are approximately 2.5-meter-wide and 0.5-meter-high box culverts, which is similar to the dimensions of the culvert beneath No.10 Road at the upstream end of the section.
- Upgrade of channel cross section to achieve design flow of approximately $1.0\text{m}^3/\text{s}$, noting the current channel capacity has been assessed at being as low as $0.4\text{m}^3/\text{s}$ in places.
- Some potential realignment of channel in specific locations, to improve hydraulic efficiency.

It is noted that location specific cross sections have been developed, to ensure compatibility with certain constraints along the alignment. The specific cross sections are still subject to site specific consultation, to ensure residents can input to these and these views can be taken into account. The following figure shows the location of the proposed channel upgrades and culvert upgrades:

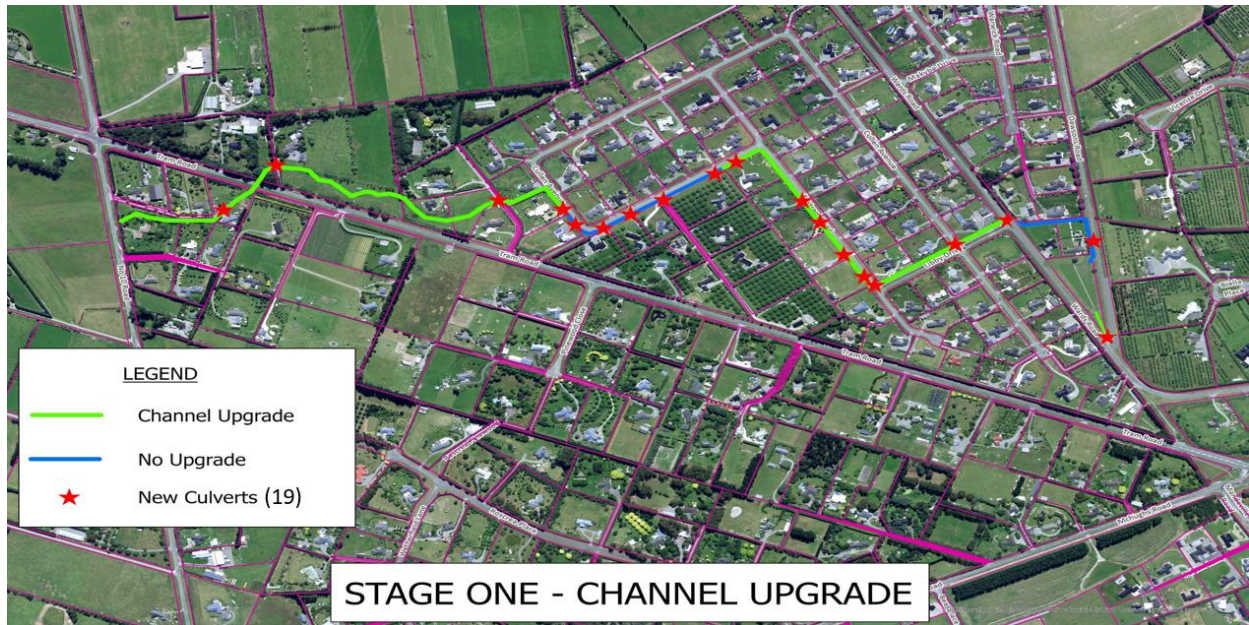


Figure 2: Proposed Stage 1 Upgrades

Following some preliminary modelling of the upgrade works some additional enhancements are recommended to be integrated into the design to mitigate the impacts from 20% Annual Exceedance Probability (AEP) storm event. These additional proposed improvements include the following:

- Construction of an overflow swale along the eastern side of Wards Road and eastern side of Dawsons Road.
- Upgrades to the weir of the pond located at the Wards Road and Dawson Road intersection
- Replacement of the twin 675mm diameter pond outlet culverts with a 2.5m wide by 0.5m high box culvert

4. **Modelling Results**

The proposed upgrades for stage one were modelled using DHI's MIKE 1D engine (flood modelling software), to simulate pipelines and stormwater channels within the network, as well as represent overland flows. The model was used to do two things:

- Determine the effectiveness of the proposed upgrades at mitigating the flood effects in the Millfield area, and;
- Determine whether there is any negative downstream impact of the proposed upgrades by using the model to predict flows during a variety of intensity rainfall events (5, 10, 50 and 100 year Average Recurrence Interval events) and used to compare flows for both “pre-upgrade” and “post-upgrade” scenarios.

The results are discussed below.

4.1. Effectiveness of Upgrades at Mitigating Flood Effects in Millfield Area

The pre-upgrade modelling analysis revealed that the culverts within the Millfield subdivision to the north of Tram Road are predominantly undersized. Modelling of the overland flow illustrates how water accumulates behind these undersized culverts within the subdivision and is one of the major issues contributing to the flooding in the area.

The post-upgrade modelling showed that the upgrades would result in a slightly faster hydrological response from the catchment through the Millfield subdivision and that the flow would be contained within the drain during smaller events. It is noted that the drain will still become overwhelmed in storm intensity increases above 20% AEP.

4.2. Assessment of Downstream Impacts

A Hydrograph was produced to provide a visual representation of the rate of flow (discharge) versus time, at a specific point in the drain. The idea being to show whether the flow downstream of the system is expected to change, as a result of the proposed upgrades.

The hydrograph at the Sienna Place culvert, downstream of the Millfield subdivision, is shown in Figure 4, with flows summarised in Table 1. The location selected at the Bradleys Road / Sienna Place intersection was selected as a point immediately downstream of the system.

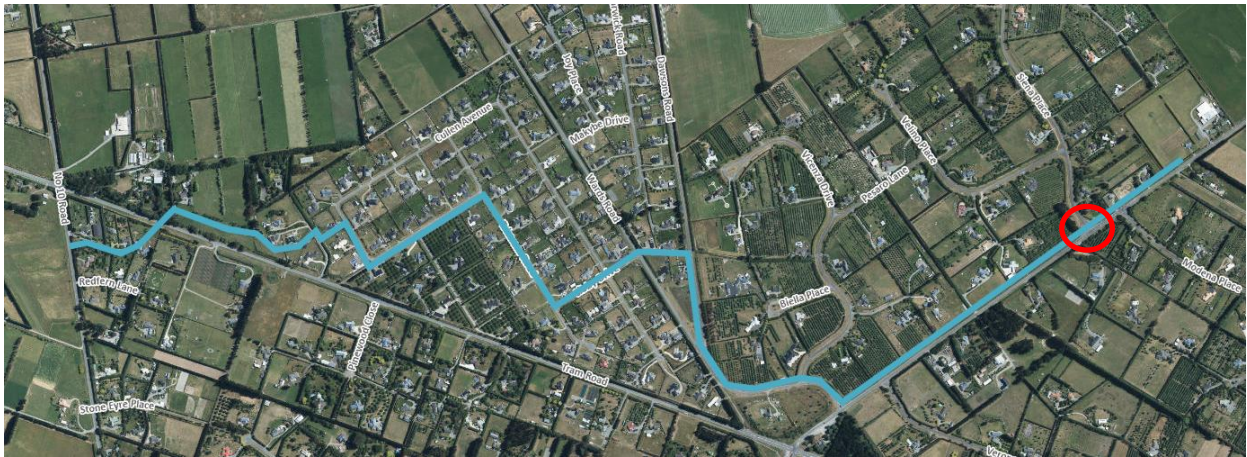


Figure 3: Location In Model Where Hydrograph Produced

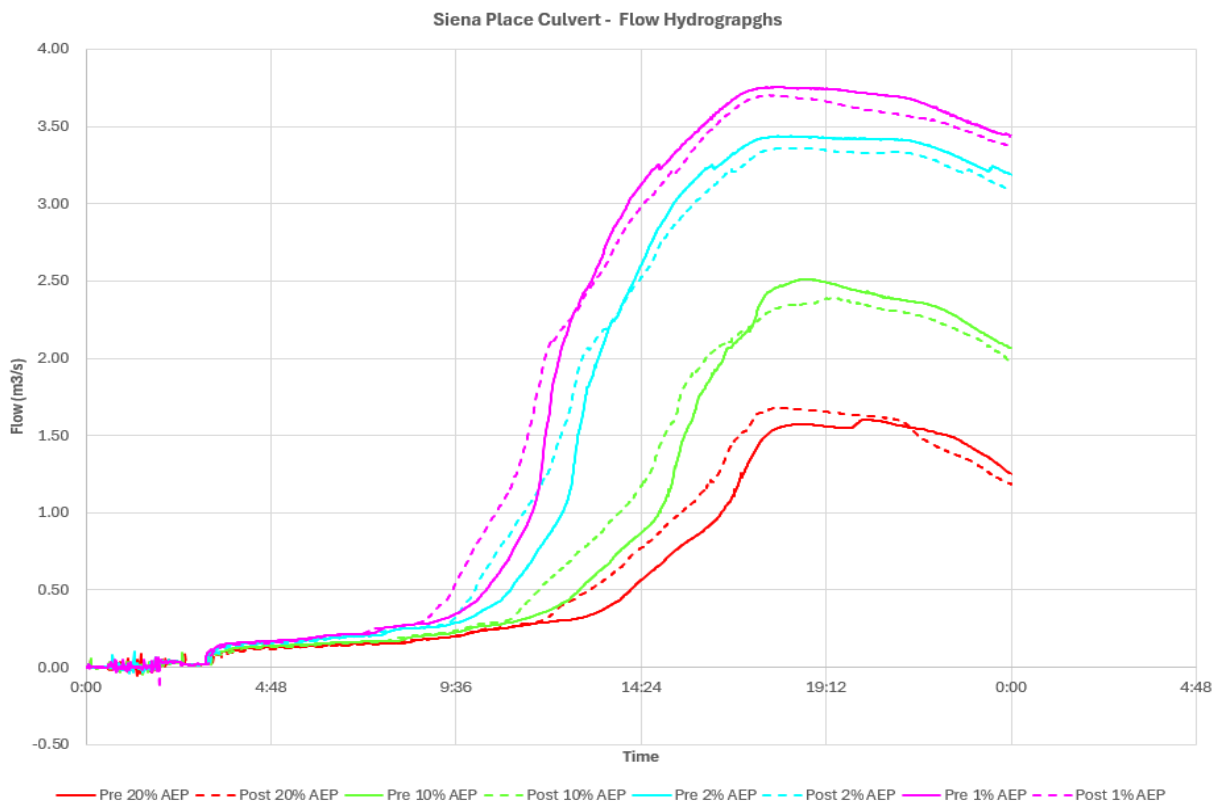


Figure 4: Hydrograph - Sienna Place culvert

The above hydrograph shows that, the actual flow remains similar when comparing pre and post upgrades during all rain events modelled.

Table 1: Comparison of Flows Pre and Post Upgrade at Sienna Place Culvert

Average Recurrence Interval (ARI Event)	Peak Pre-Upgrade (m ³ /s)	Peak Post-Upgrade (m ³ /s)	% Difference (pre vs post)
5 Year	1.61	1.68	4.1
10 Year	2.51	2.39	- 4.8
50 Year	3.44	3.36	- 2.3
100 Year	3.76	3.7	- 1.6

Table 1 shows that there is a 4.1% increase in peak flow (70L/s) during a 1 in 5 year event, however during larger events it is demonstrated that there is a reduction in the peak flow.

Further work was undertaken in order to understand these results relative to the downstream drainage system. These results are presented below:

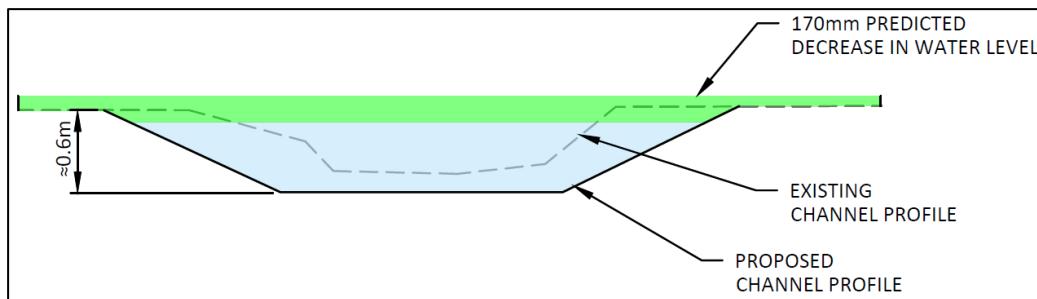


Figure 5: Change in Water Level During 5 Year ARI Event at Redfern Lane

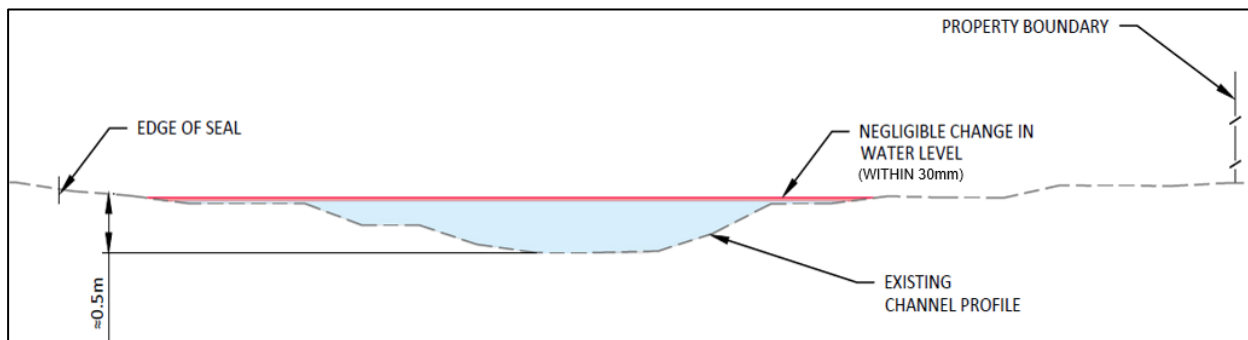


Figure 6: Modelled Change in Water Level During 5-year ARI Event at Bradleys Road / Sienna Place Intersection

The above shows that while the upgrades are successful at mitigating some localised issues within the Millfield subdivision (shown by the reduction in water level in Figure 5), they made negligible change in water level for the downstream system on Bradleys Road.

On a scale of the wider catchment, these minor changes in peak flow rates become even less significant, as the upgrades account for a small portion of the larger catchment contributing flows toward Ohoka, Silverstream, and the surrounding areas.

Overall, the proposed works are expected to have a positive impact. Figure 7 **Error! Reference source not found.** illustrates that the 1 in 100 year and 1 in 200 year ARI event flows from the overall catchment contributing to Silverstream.

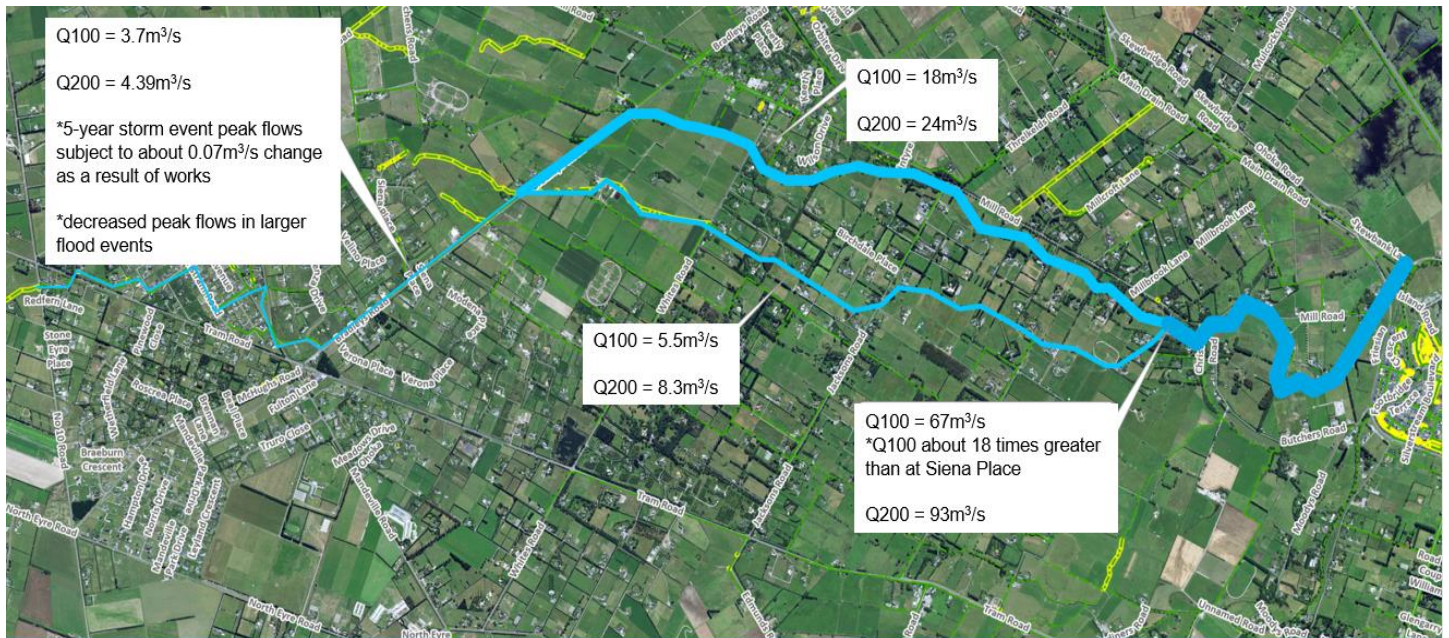


Figure 7: Downstream system with relative flows

There are some site-specific considerations that were made with the modelling as well. This included consideration of possible variability in the basin level, and/or variability in the level of resurgent flow in the channel. This was to take into account the variability in water level in the system depending on the wider underlying groundwater levels at any point in time.

While the initial modelling was undertaken on the assumption that the basin was empty, further modelling was undertaken to determine if the results would differ if the basin was sitting full of water (which is known to happen at times of high groundwater). This was done by setting the water level in the pond at the top level of the outflow pipe from the pond.

It was determined that there was no change in the difference in pre and post upgrade flows regardless of the basin being either full or empty. Therefore, the results were determined to adequately represent the impact of the upgrades not only if groundwater levels are low, but also if they are high.

Resurgence flow was not specifically modelled as part of this modelling exercise. However, a generalized approach was adopted to assess resurgence flow occurring concurrently with a rainfall event. The modelling result indicate that as storm intensity increases above 20% AEP, the difference in flood levels between pre- and post-upgrade conditions decreases. Therefore, it is considered reasonable to assume that resurgence flow occurring alongside a rain event will have no more than a minor impact on the system.

5. Summary

The flood model study in the Mandeville region identified significant capacity issues in the existing stormwater infrastructure, which is part of the cause of the flooding issues that residents in the Millfield area experience. Key findings include:

- Undersized channels and culverts lead to substantial localized flooding, particularly in the Millfield subdivision north of Tram Road.
- The recommended upgrades include increasing the capacity of all feasible undersized culverts and enhancing channel capacity to accommodate flows of approximately 1 m³/s, along with implementing additional pond enhancements.

- The proposed upgrades will make improvements to the flooding in Millfield in the more frequent, smaller events by containing more of the flow within the existing channel, however the system will still be overwhelmed in the larger events.
- While the proposed upgrades allow runoff to move through the system more efficiently, there is negligible change in the peak flow and peak water level in the downstream system.

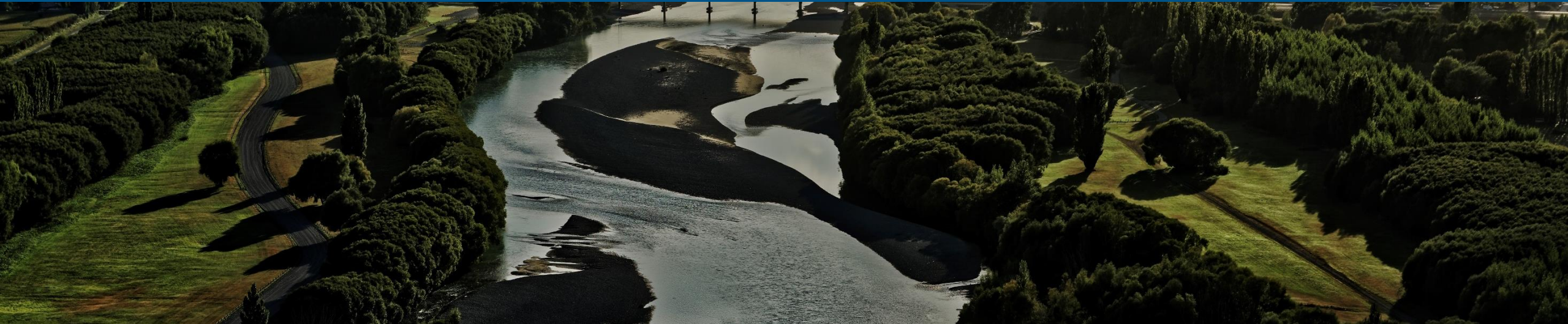
Overall, the proposed upgrades will assist with removing potential bottlenecks along the design alignment and will reduce the risk flooding on private property during minor events, improving the region's resilience to low-intensity, high-frequency storms, without having any negative impact on the downstream system.



Mandeville Resurgence Channel Upgrade Project

Oxford-Ohoka Community Board Update

7 November 2024



Purpose

- **To provide an update on Stage 1:**
 - **Proposed design for consultation**
 - **Key issues and constraints**
 - **Preliminary Modelling Assessment**
 - **Consultation**
 - **Next steps to deliver Stage 1 of the project**
- **Provide the opportunity for the board to provide feedback, which can then feed into the proposed report to Council.**

Mandeville Resurgence Channel Upgrade Project³⁵

Council is proposing to undertake upgrades over two stages:

1. Stage 1 – Upgrade existing drainage channel

- Will provide localised benefits to the existing ratepayers along the drain alignment by reducing surface flooding
- Increase total capacity to 1 m³/s for resurgent flow (0.4 m³/s) and smaller storm events (up to 1 in 5 yr event). Existing channel capacity varies from 0.3-0.7 m³/s.
- Will not eliminate flooding in large scale flood events, but will make significant improvements in smaller events, and reduce the duration of flooding
- Assess if any increase in peak flow or volume of water for downstream communities in flood events

2. Stage 2 – Diversion drain to Eyre River

- Will provide significant improvement for the wider area by intercepting a large catchment area upstream of Two Chain Road and conveying to the Eyre River

Stage One Proposal

36

4

Budget \$1.65 Million




Capacity 1.0 m³/s

Construction – Commencing Summer 2025

- **Upgrade all existing culverts from No. 10 Road to Wards Rd (excl. Tram Rd)**
 - Existing culverts are undersized and create bottle-necks, causing water to backup and flow over existing driveways
 - Proposed upgrades will replace all existing culverts with new 2.5m width x 0.5m high to remove bottle-necks
- **Upgrade existing drain in some areas to provide increased capacity**
 - Drain upgrades consist of a variety of new drain profiles
 - A number of different constraints need to be considered along the alignment, including available width, depth and existing trees



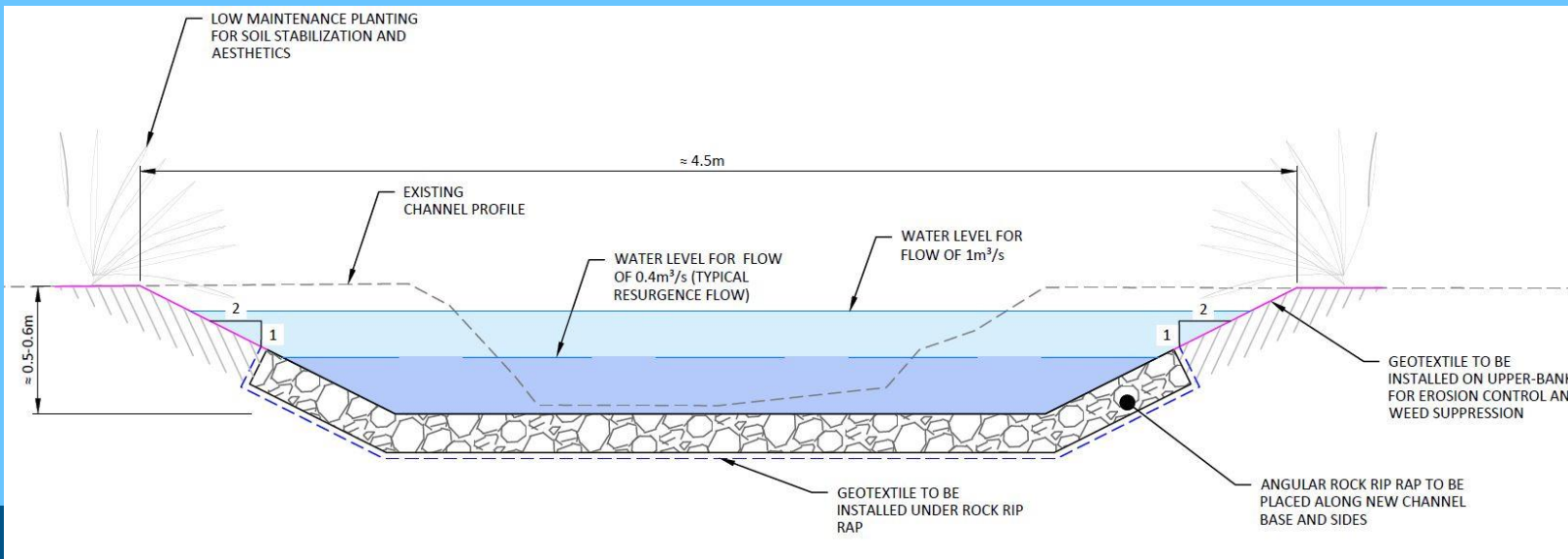
LEGEND

-  Channel Upgrade
-  No Upgrade
-  New Culverts (19)

STAGE ONE - CHANNEL UPGRADE

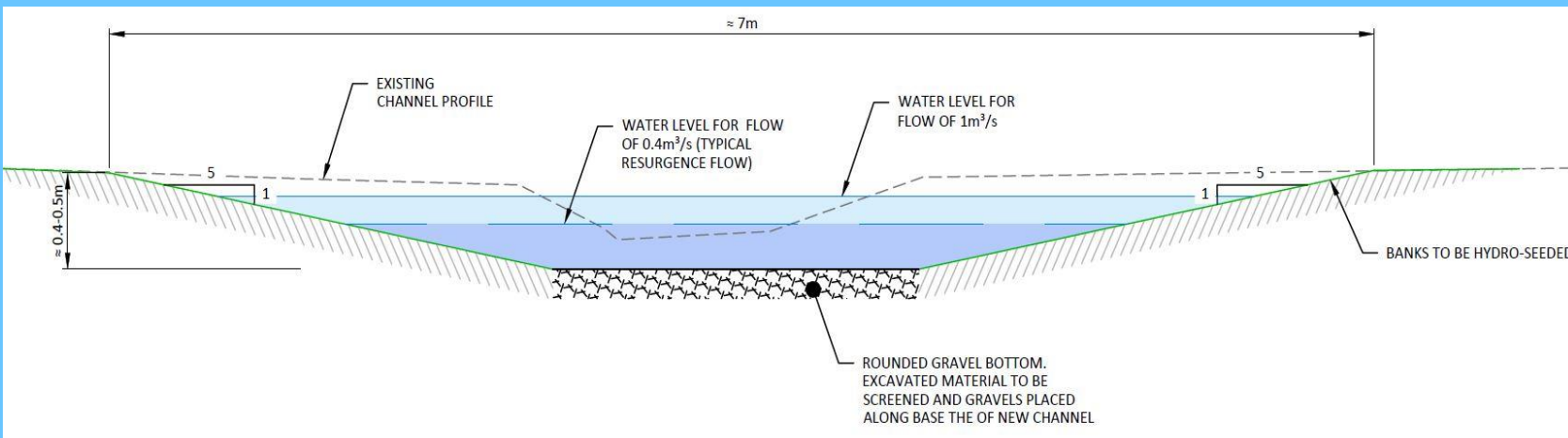
Redfern Lane - 1160³⁸ Tram Road

- Improvements include culvert upgrade, channel modifications with rock rip-rap and planted side slopes



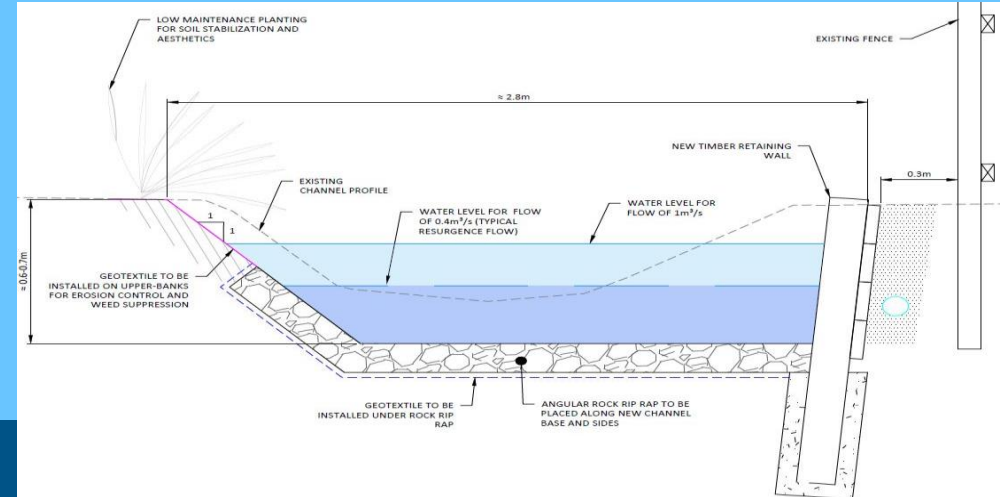
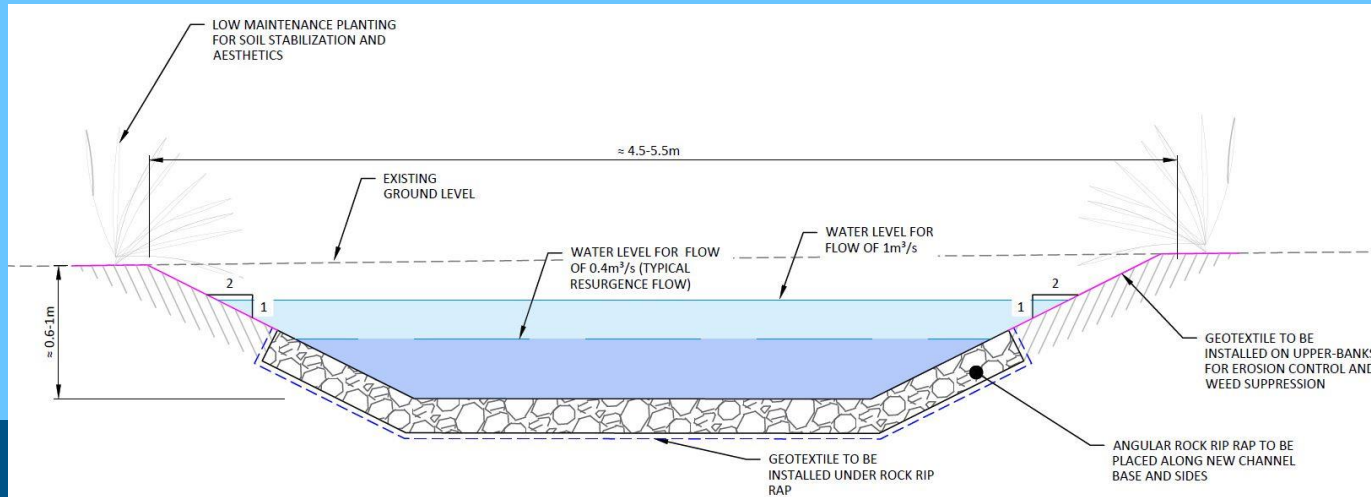
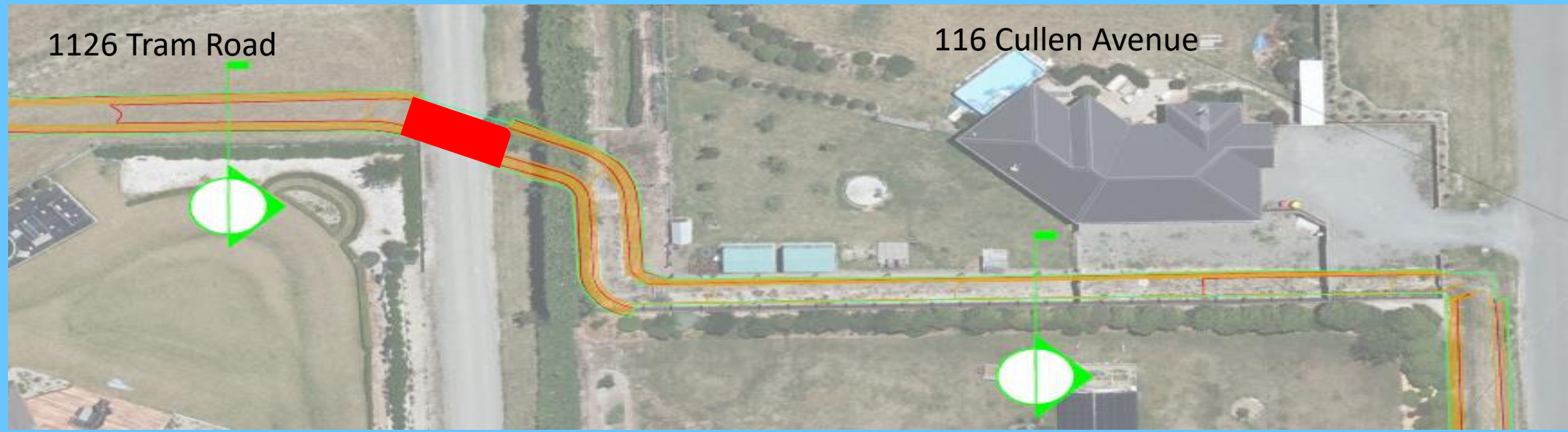
1160 Tram Road – 1126 Tram Road

- Improvements include culvert upgrade, channel widening with 1:5 shallow slope



1126 Tram Road – Cullen Avenue

- Properties are significantly affected by rain events and erosion issues
- Improvements include drain modifications, erosion protection and culvert upgrade





1126 Tram Road
 July 2022 – Rain event + resurgent baseflow



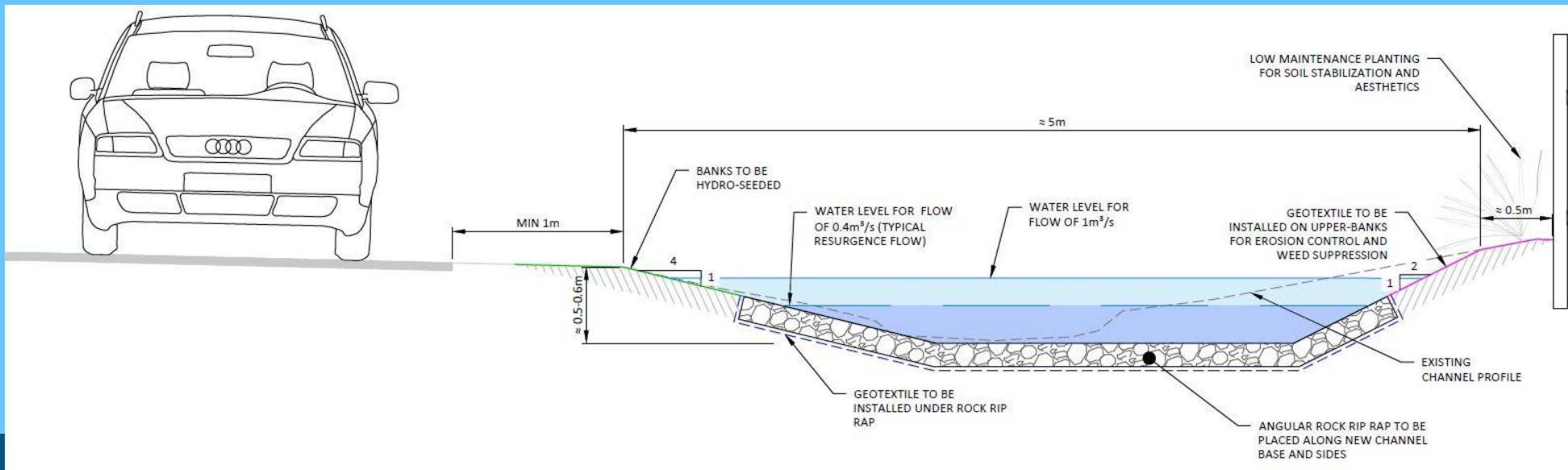
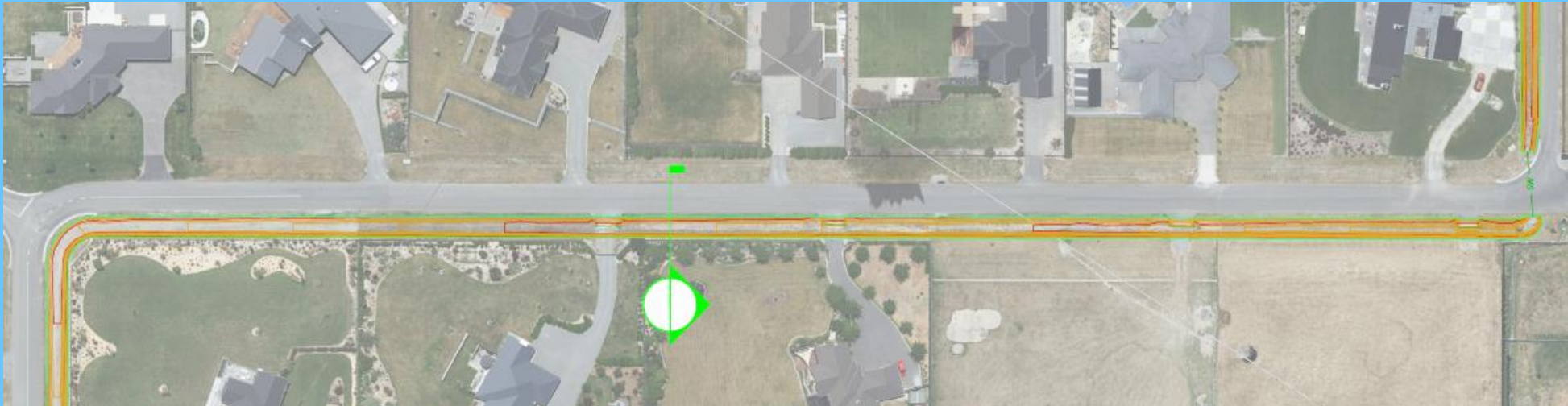
1126 Tram Road
 July 2022 – 4 Days after rain event



116 Cullen Avenue - July 2022

116 Cullen Ave – Libby Drive

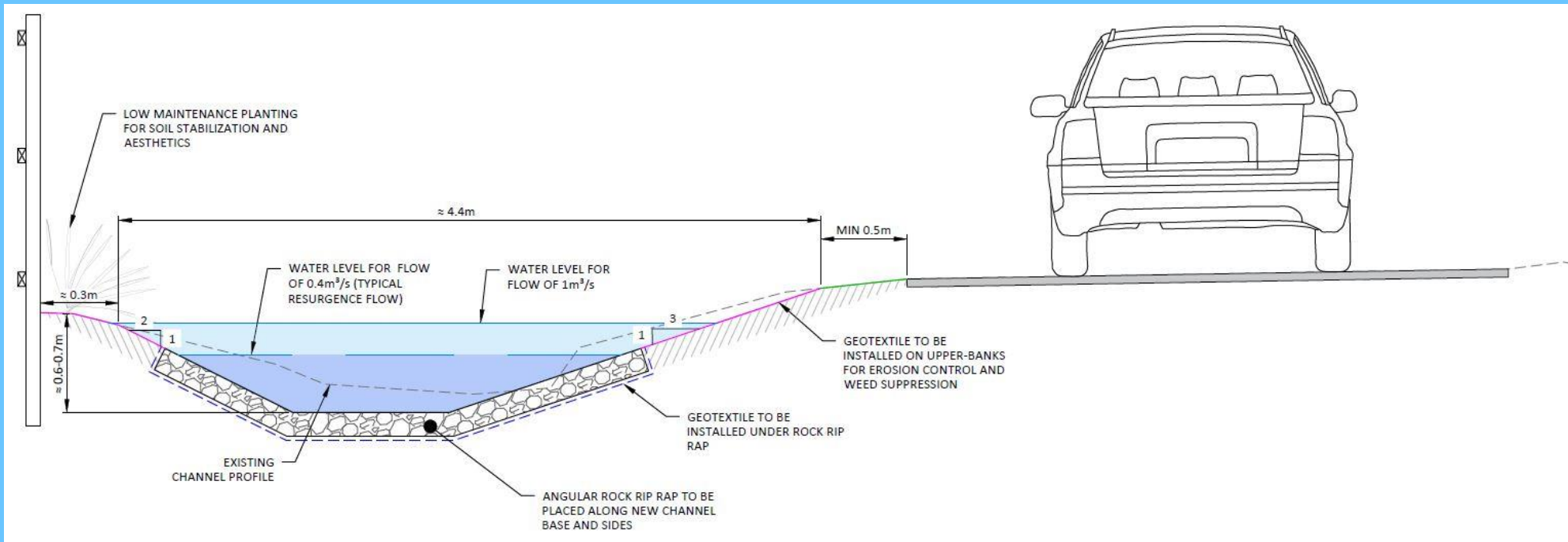
- Improvements include channel modifications and driveway culvert upgrades



Libby Drive

43

- Improvements include channel modifications and three road culvert upgrades

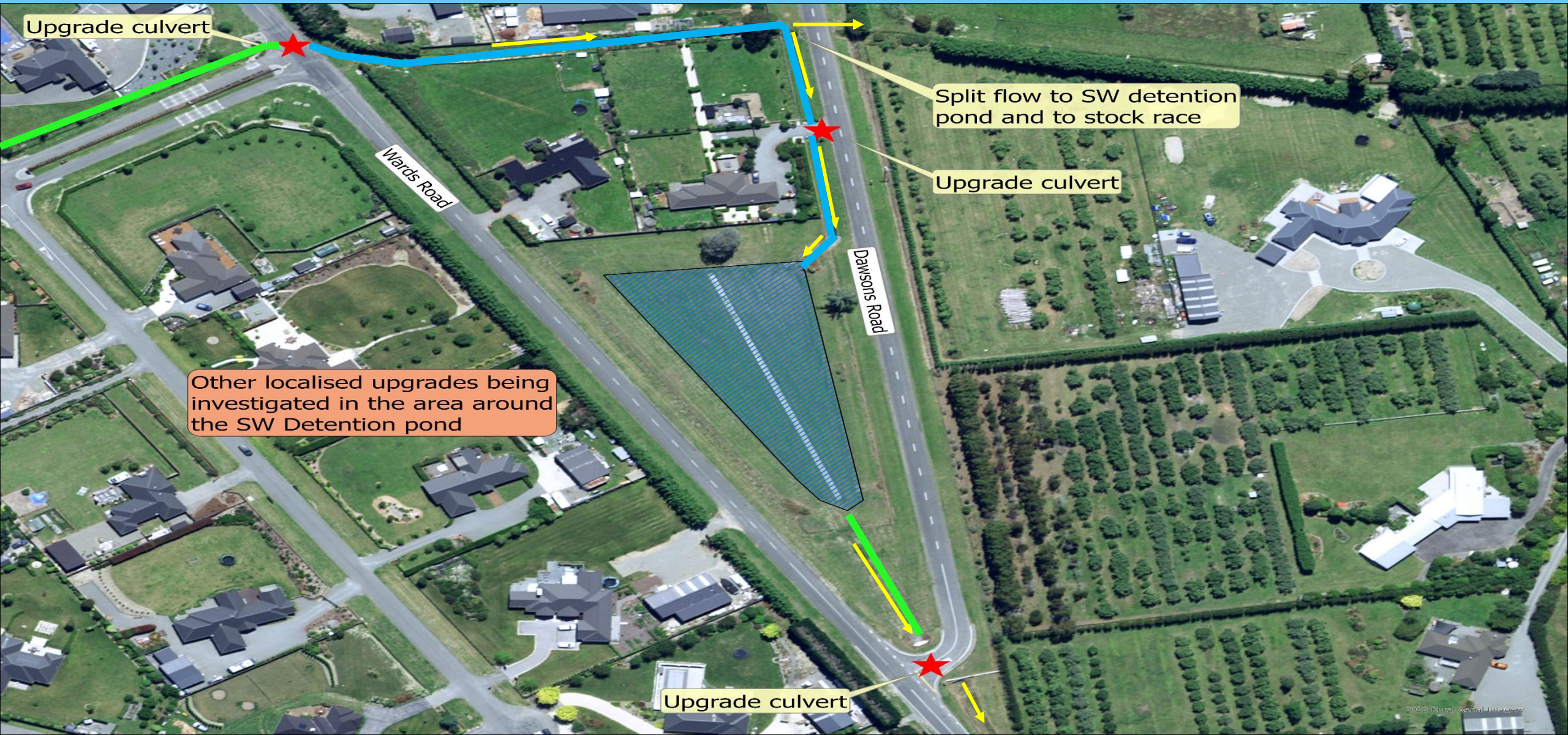


Dawsons Road

44

12

- Area under investigation for localised improvements



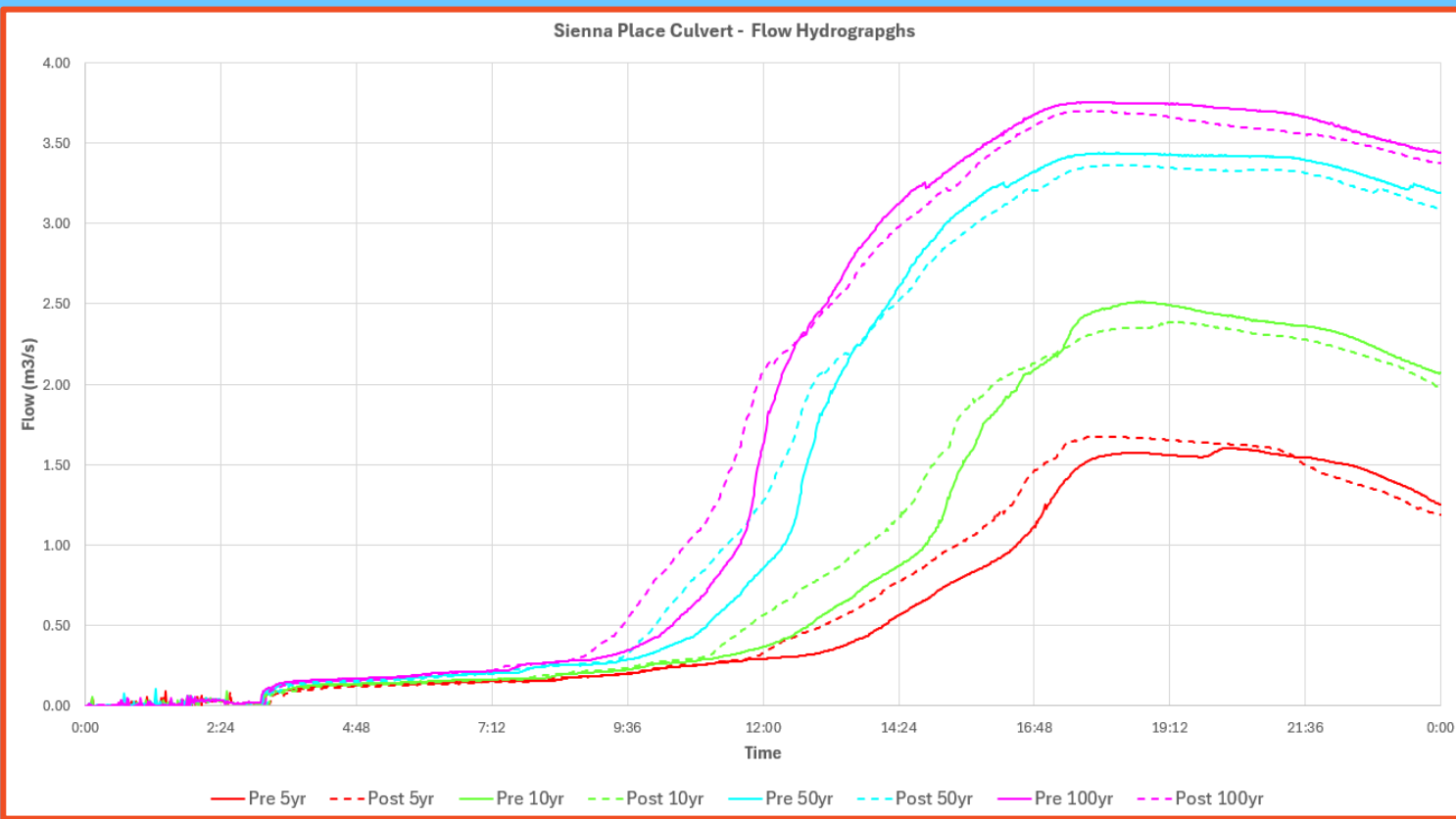
45 Consideration of Downstream Effects

Key takeaways

- **The concept is to remove bottlenecks, so culverts along the alignment are constructed to the same size as the Tram Road culvert**
- **This is normal throughout the district, where bottlenecks are identified and upgrades are made to improve the capacity**
- **It is acknowledged the downstream system has its own challenges. For this reason, additional modelling is being undertaken to better understand any changes.**
- **Concluded that while good achievements are made in Mandeville, there is negligible change to the system downstream of Sienna Place (even a very minor reduction in peak flow in flood events).**

Consideration of Downstream Effects

- Hydrograph below showing the rate of flow versus time at the Sienna Place culvert



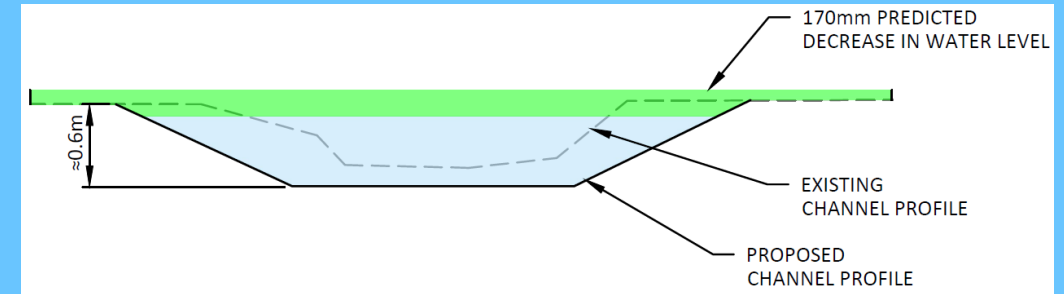
ARI Event	Peak Pre-Upgrade (m³/s)	Peak Post-Upgrade (m³/s)
5 Year	1.61	1.68
10 Year	2.51	2.39
50 Year	3.44	3.36
100 Year	3.76	3.7

Stage 2 Diversion Options Ranges from 3m³/s - 12m³/s

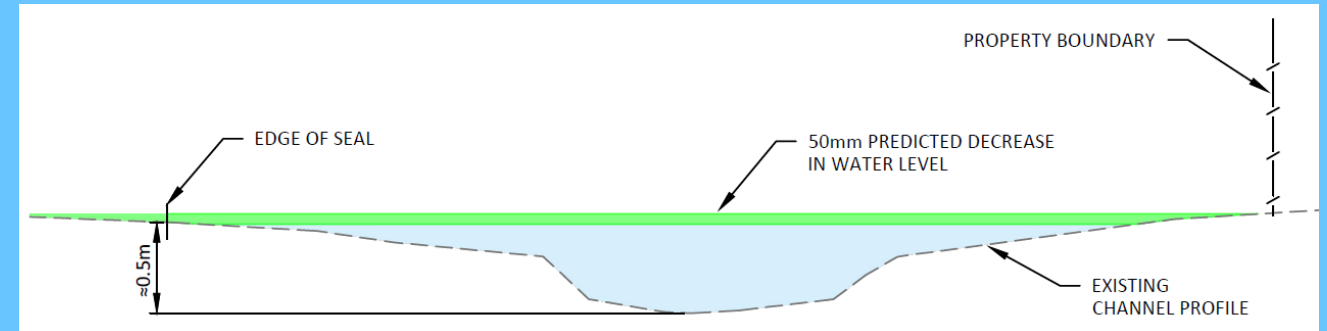


Consideration of Downstream Effects

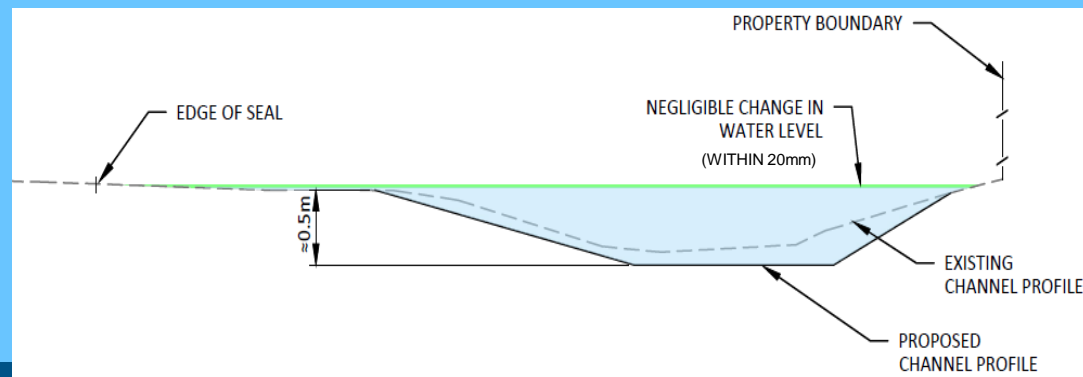
- Cross-Sections showing effects on peak water levels in the 5 year ARI event.
- As can be seen, this includes a positive impact on Redfern Lane, and virtually no change downstream.
- All flood events, the peak flow (and water level) reduces downstream



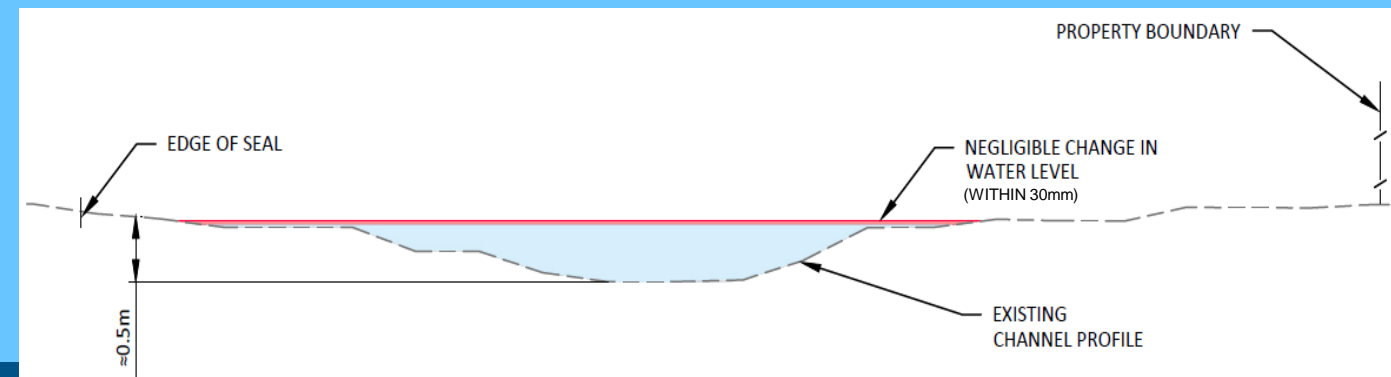
Redfern Lane – reduction in water level



Cullen Ave (No upgrades proposed) – reduction in water level



Tristram Avenue – virtually no change



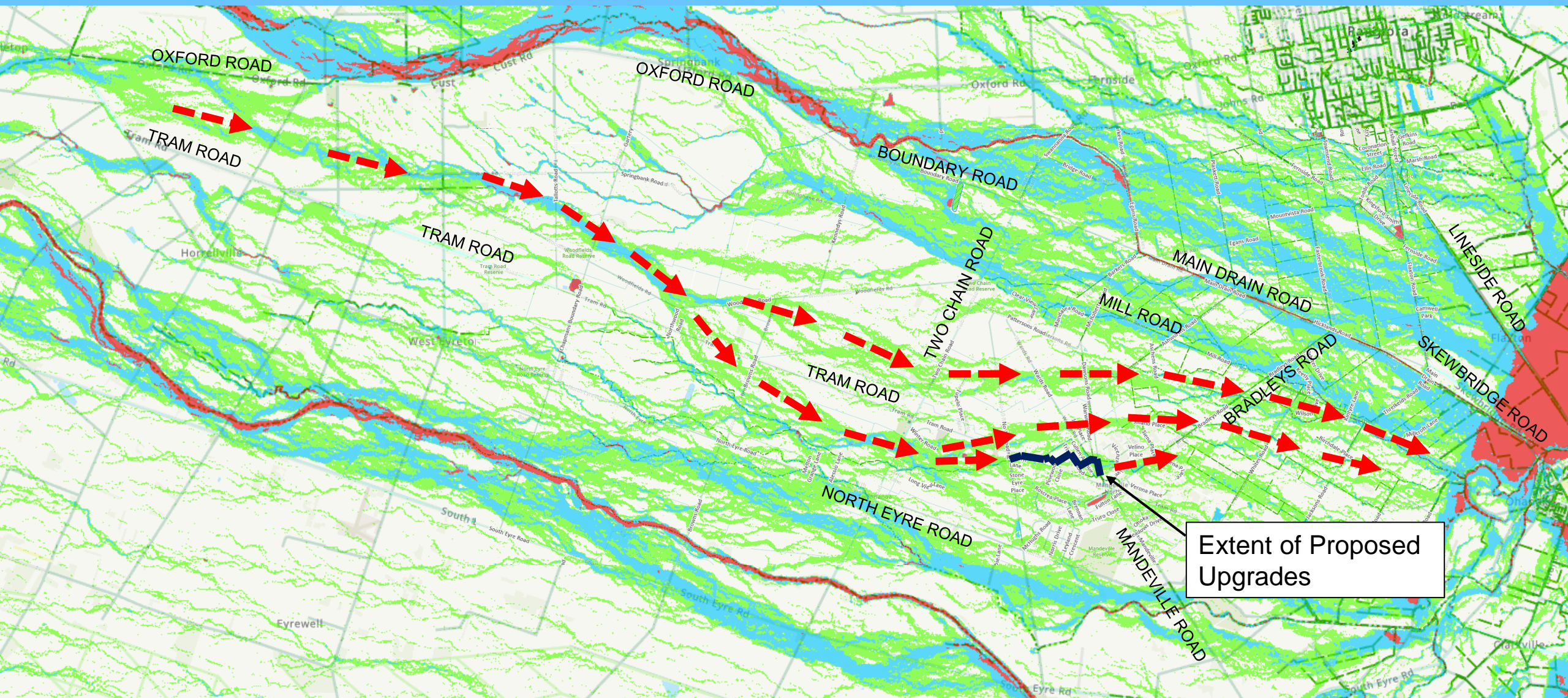
Bradleys Road Drain at Sienna Place – virtually no change

Consideration of Downstream Effects

- Downstream system with relative flows shown below
- This is to put into context the scale of any upstream changes to the downstream



Flood Modelling in 200 Year ARI Event



Consideration of Downstream Effects

- **Modelling is being undertaken on the existing drainage network to enable comparison before and after the proposed upgrade**
- **This is to confirm the proposed upgrades will not affect the downstream catchment**
- **No change in the volume is proposed as the upstream catchment remains the same.**
- **We have used hydraulic modelling to compare peak flow rates to the downstream system both before and after the upgrade**
- **This is to ensure there is no detrimental impact, especially for the flood events.**
- **Preliminary results presented on following slides.**

Stage 1 Consultation

- **Ohoka LTP Drop-in Session – April 2024**
- **Elected Member & Oxford-Ohoka Community Board Bus Tour – August 2024**
 - Key issues and constraints along Stage 1 alignment
- **Ohoka/Mandeville Rural Drainage Advisory Group**
 - Proposed stage 1 upgrades presented at 2024 DAG Meeting – 24 September 2024
 - Bus Tour planned for 4 December 2024
- **Approval to Consult Report to Council – 3 December 2024**
 - Consult with property owners directly affected by upgrades along stage 1 alignment
 - Consultation feedback requested from Oxford-Ohoka Community Board – 7 Nov. 2024

Next Steps – Stage 1 Works

Deliverable	Programmed Date
Workshop with Oxford-Ohoka Community Board	7 th November 2024
Council Meeting (Approval to Consult) <ul style="list-style-type: none"> • Mayor to sign off consultation plan 	3 rd December 2024
Ohoka / Mandeville Rural Drainage Advisory Group Bus Tour	4 th December 2024
Proceed with Public Consultation (as directed by Council): <ul style="list-style-type: none"> • Meet with Ohoka Rural Drainage Advisory Group • Meet with other specific groups as directed • Public 	February / March 2025
Council Meeting (Adopting Solution)	April 2025 Council Meeting
Detailed Design – Subject to Council approval	May / June 2025
Physical Works – Subject to Council approval	Summer 2025 / 2026

Questions



SECTION 1 – MEETING DETAILS			
Meeting Title/ Subject:		Ohoka / Mandeville Rural Drainage Advisory Group	Date: 25/09/2024
Location:		Rakahuri Committee Room, Council Building	Time: 3:00pm
Chairperson Name:		Tom McBrearty	Ref: 240924163690
Attendees:	Members	Doug Nicholl, Andrew Mills, John Cameron, Des Lines , Gary Boakes, Robert Loughnan, Des Winter, Tom McBrearty, Graham Rouse , David Ashby (left the meeting at 4.40pm), Ray Harpur, Sarah Barkle, Clr Niki Mealings, Clr Paul Williams	
	WDC Staff	Declan McCormack, Jason Recker, Rosalie Rapana (minutes), Kalley Simpson , Gerard Cleary, Sam Murphy, James Thorne, Colin Roxburgh	
	Public	-	
Apologies:		As crossed out above	
SECTION 2 – MEETING MINUTES			
Item	Comments/ Actions		
1.	<p>Confirmation of Minutes from previous meeting held 12th June 2024</p> <p>The Waimakariri Ohoka / Mandeville Rural Drainage Advisory Group</p> <p>1.1. Confirms as true and correct, the minutes of a meeting of the Waimakariri Ohoka / Mandeville Rural Drainage Advisory Group held on 12th June 2024.</p> <p>Moved: Doug Nicholl Seconded: David Ashby</p>		
2.	<p>Matters arising from previous minutes.</p> <p>2.1. A conversation was had with the contractor regarding the groups feedback on using wheel diggers to clean the drains. Declan presented the Pro's and Con's for using tracked vs wheeled diggers to the group (refer appendix 1). Ultimately, it is the contractor's decision to choose the equipment they use.</p> <ul style="list-style-type: none"> ○ Des Winter feels the drains should be cleaned at the right time i.e. dry periods, to avoid access issues with certain diggers. ○ Waimakariri District Council are going out to tender next calendar year and the new contract is planned to commence on the 1st November 2025. ○ It was questioned and then confirmed that Corde are the head contractor, and they subcontract work to Stopforth. <p>2.2. The first quarter water sampling had not been carried out in June as planned due to a mix up with the sampling bottles. This has been rescheduled for the week commencing 30/9/24.</p> <ul style="list-style-type: none"> ○ Action: The results will be emailed to members with a description before the next meeting. This will include the previous samples for comparison. <p>2.3. Declan discussed the maintenance of the stream through the Bagrie property with Jason and Corde. The trees on the Southside of the Ohoka Stream were removed through the Woods property. The trees on the Northside from the Bagrie property are programmed to be removed and chipped following the end of the trout spawning season (October).</p> <ul style="list-style-type: none"> ○ This section of stream is on the annual programme. Certain sections of the stream were cleaned last year. ○ Action: Declan to confirm if the dead trees were removed. <p>2.4. Riparian planting advice was shared with the group. This will be circulated along with links to the group.</p> <ul style="list-style-type: none"> ○ Action: Declan to confirm which native plants can be planted along a river, and how close they can be planted. In particular, the group are interested in what impact planting can have on access to the drain so that staff can gain access for cleaning. <p>2.5. Greigs Road drain was inspected, and no issues were found.</p> <p>2.6. Waimakariri District Council Policy team is putting in a formal submission to Ecan looking at representation for our Council and opportunities. Ecan were very open to this, and a positive outcome is expected. Staff are aware the deadline for submissions is the 9th of October 2024.</p>		

3.	<p>Financial Report.</p> <p>3.1. See appendix 2</p> <p>3.2. Full year revised budget is \$300,800k. Year to date budget is \$50,134k. Year to date actual spend is \$53,632k.</p> <p>3.3. “Other revenue” consisting of \$8,240k is sourced from interest on account balance, rate penalties and external recoveries.</p> <p>3.4. There were no further discussions on the financial report.</p>
4.	<p>Maintenance Programme FY 24/25</p> <p>4.1. See appendix 3 for drains maintained in 2023/2024 financial year.</p> <p>4.2. A selection of drains are programmed to be cleaned annually. The remaining drains are inspected periodically and cleaned as required/ on demand.</p> <p>4.3. Where an annually programmed drain does not require maintenance, the budget allocation will be utilised on drains outside of the annual programme.</p> <p>4.4. See appendix 4 for the maintenance programme for FY 2024/2025 and budget allocations.</p> <ul style="list-style-type: none"> ○ Red and purple have been inspected. The yellow ones will be inspected as per the programme. <p>4.5. See appendix 5 for drains that have been cleaned to date this financial year.</p> <p>4.6. What Des Winter refers to as the “front swamp” along Butchers Road needs cleaning.</p> <ul style="list-style-type: none"> ○ Action: Declan to inspect and programme maintenance if required. ○ Action: This drain is not showing on our maps – staff to have this added to our drain maps. <p>4.7. Drainage staff work with Council when subdivisions are consented. Council has a statutory role to enable subdivisions where they meet the rules. If they don't, the application is then declined.</p> <ul style="list-style-type: none"> ○ The group would like to see better processes and rules when subdivisions are constructed, perhaps The group advised that they think it is important that legal access from each property to public drains is allowed for. Also access easement for Council to gain access for drain maintenance should be allowed for. ○ Feedback from some members of the group were that it would be good to see the property owners responsibility for drains on their property noted in the LIM. ○ Staff to consider comparing public drain ownership from the 1970's to now. This would be valuable information for the members. An overview map would be ideal, showing the extent of public drains and which properties / have / have not got direct access to a public drain. Staff will look into this, but it could be a big job and so staff will advise a likely timeframe for this at the next meeting. ○ Action: Staff to consider having someone from the planning or subdivisions teams attend the next meeting to speak on the subdivision process. The purpose of this is to educate the group on the process and the issues staff consider relating to drainage when processing subdivisions. <p>4.8. Action: Staff (Gerard) to follow up with Dan Lewis about a drain that has been dug going into David Ashby's property.</p>
5.	<p>Threlkelds Road / Main Drain Road</p> <p>5.1. Approval was sought from the group to have the drain along Cust main Drain added to the maintenance scheme (refer to the highlighted section on appendix 6). The group approved this request.</p> <p>5.2. The drain may not need maintaining if the flap gate is improved (set up and hydraulically).</p> <p>5.3. Consider spraying this drain.</p>
6.	<p>Edmunds Road Upgrade</p> <p>6.1. Refer to appendix 7 to see the scope of works and photos of the upgrade.</p> <p>6.2. The effects of the downstream capacity have been investigated.</p> <p>6.3. The water ends up in the Silverstream and there are concerns that the Silverstream doesn't have capacity to handle more water as it currently overflows in the winter. Staff advised that there was no catchment diverted as part of the work, the amount of water flowing to the Silverstream is unchanged.</p>
7.	<p>Mandeville Resurgence Channel Upgrade</p> <p>7.1. Jason Recker and Sam Murphy presented a slideshow presentation to update the group on stages 1 and 2 of the Mandeville Resurgence Channel Upgrade project and to gather feedback on the stage 1 concept design. A copy of the presentation will be shared along with these minutes.</p> <p>7.2. Stage 1 is being modelled to confirm that it is not having a detrimental effect downstream.</p>

	<p>7.3. Council is responsible for the final approval and there is no decision to approve at this stage.</p> <p>7.4. Budget is \$1.65 million.</p> <p>7.5. Some of the group expressed their preference for the No 10 Road option.</p> <p>7.6. A comment was made about upgrading the driveway culverts in Millfield to box culverts. Staff clarified that all culverts are being upgraded to 2.5m x 0.5m box culverts.</p> <p>7.7. Consider syphon in red section on the "Redfern Lane 1160" slide of the presentation.</p> <p>7.8. Council staff should ensure that contractors are made aware of the types of drain upgrades that occur, so they know how to maintain them best.</p> <p>7.9. Tom McBrearty thinks it is vital that staff speak with Al Winter and Des Lines regarding this project to hear their feedback.</p>				
8.	<p>General Business</p> <p>8.1. No general business was raised.</p>				
	<i>There being no further General Business, the meeting was declared closed at: 4:52 pm</i>				
SECTION 3 – NEXT MEETING DETAILS					
Date:	TBC	Time:	3.00pm	Chairperson Name:	Tom McBrearty
Location:	Rakahuri Committee Room				

*Appendices commence on the next page.

Appendix 1

Wheeled Digger Discussion



Pros & Cons of Tracked vs Wheeled Excavators

PRO's of TRACKED EXCAVATORS

- Better traction
- Versatile on uneven surfaces
- Better digging depth
- More stability
- Cheaper upfront cost

CON's of TRACKED EXCAVATORS

- Slower
- Higher operating cost
- More maintenance
- Harder to manoeuvre from one location to another

PRO's of WHEELED EXCAVATORS

- Good lift capacity
- Versatile machine
- More manoeuvrability
- Lower ongoing/maintenance costs
- Better on hard surfaces, such as: urban environments, roads, narrow spaces

CON's of WHEELED EXCAVATORS

- Less traction
- Not good on sloped ground
- Less digging depth
- More expensive up front

Appendix 2

Financial Report

Cost centre **420 Ohoka Rural Drainage**
 Period **August 2024**

Date Run 25-Sep-2024 10:57:39

	Full Year Revised Budget	YTD Budget	YTD Actual	% Full Year	Last Year Actual	2021-22 Actual
Revenue						
Rates	426,736	71,122	71,331	17%	397,718	323,841
Development Contributions	-	-	-	0%	-	-
Other Revenue	8,240	1,372	4,780	58%	4,386	3,303
Total Revenue	434,976	72,494	76,111	17%	402,103	327,144
Expenditure						
Operations	12,010	2,002	1,980	16%	19,060	20,208
Maintenance	300,800	50,134	53,632	18%	328,975	301,297
Consultants	6,950	1,158	-	0%	510	-
Overheads	46,570	7,764	9,639	21%	43,438	40,266
Interest	16,598	2,766	5,570	34%	31,824	19,284
Depreciation	23,275	3,880	1,940	8%	27,046	17,869
Total Expenditure	406,203	67,704	72,761	18%	450,855	398,924

Appendix 3

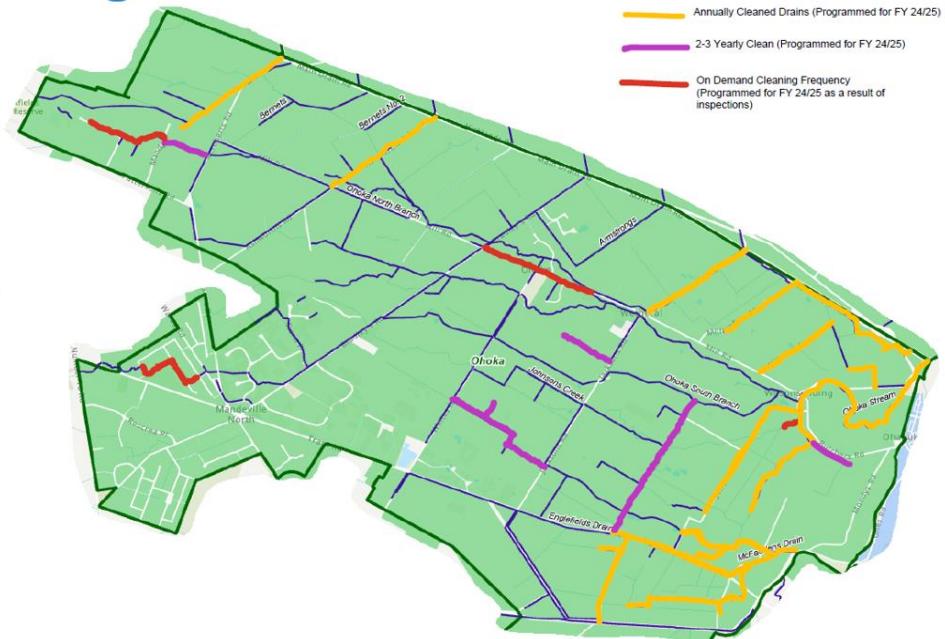
Drains maintained FY 23/24



Appendix 4

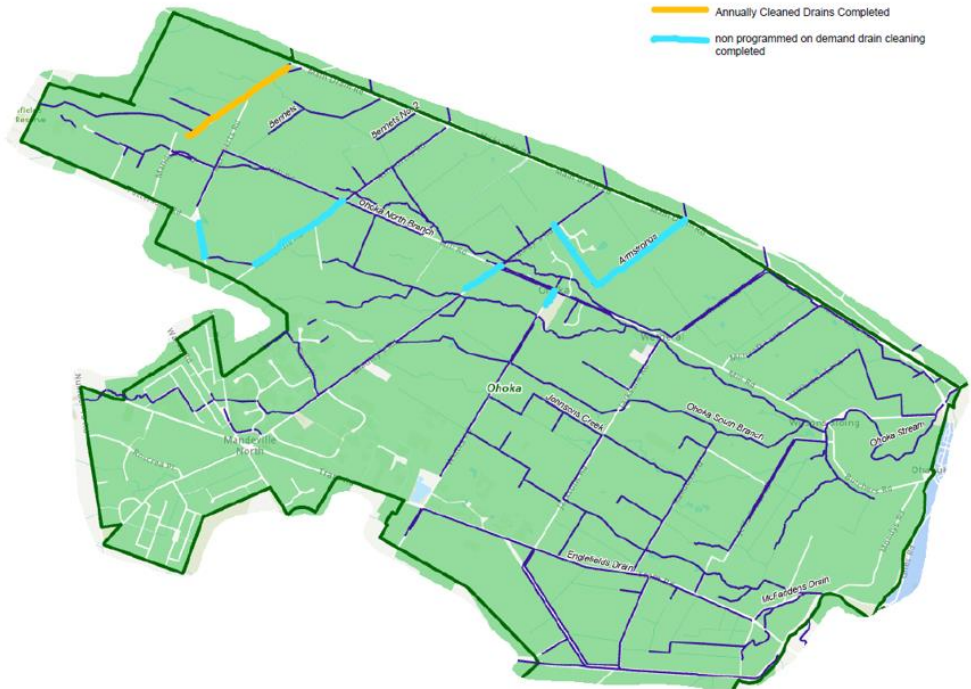
Maintenance Programme FY 24/25

- Total Budget: \$300,800
- Annually cleaned drains allocation: \$203,055
- 2-3 yearly cleaned drains allocation: \$30,475
- On demand drain cleaning allocation: \$25,515
- Total allocated: \$259,045
- Remaining Budget for reactive/on demand works: \$41,755



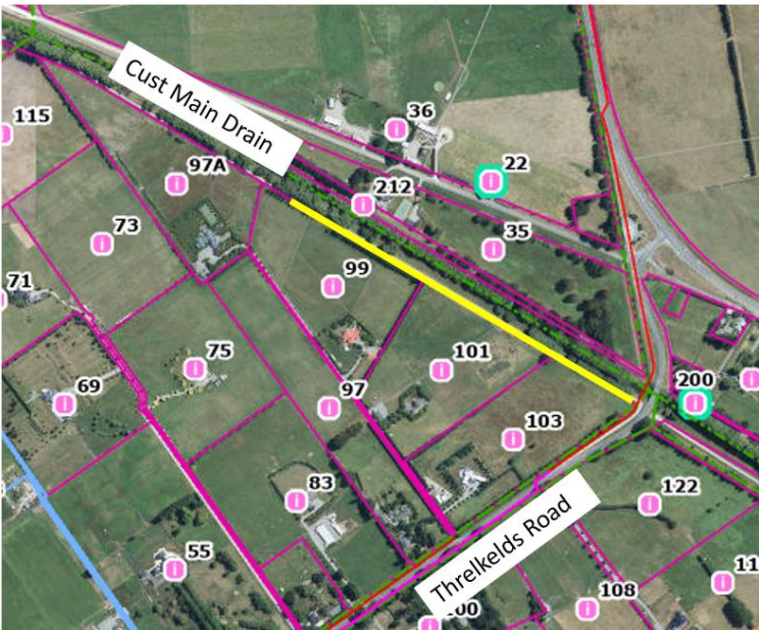
Appendix 5

Drains cleaned to date for FY 24/25



Appendix 6

Threlkelds Rd/Main Drain Rd Drain



- Highlighted section has been requested to be added to our maintenance scheme
- Total Cost: \$5300

Appendix 7

Edmunds Rd Upgrade

Edmunds Road Scope Of Works

- Regrade the drain down Edmunds Road from the invert of the 600mm culvert at the corner with Tram Road, down to the invert of the 5th culvert (concrete structure) outside No 95 Edmunds Road a total of approximately 535m
- Replace the first 4 culverts as per the new channel design/grade with the following size pipes.
 - Culvert No 1 – 900 RRJ Class 2 pipe x 7.3 m (3 pipes)
 - Culvert No 2 – 900 RRJ Cass 2 pipe x 7.3m (3 pipes)
 - Culvert No 3 – 900 RRJ Class 2 pipe x 7.3m (3 pipes)
 - Culvert No 4 – 900 RRJ Class 2 pipe x 7.3m (3 pipes)



Edmunds Rd Upgrade



NOTES OF THE WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD, ON THURSDAY, 7 NOVEMBER 2024, AT 7:42PM.

PRESENT

T Robson (Deputy Chairperson), M Brown, R Harpur, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roding), K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager), C Roxburgh (Project Delivery Manager), S Binder (Senior Transportation Engineer), S Murphy (Senior Civil Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. PARKING ISSUES – S Binder (Senior Transportation Engineer)

Trim ref : 241121206066

- There were issues with the supermarket car park.
- Currently the same vehicles parked in front of Pearson Park near the memorial every day. Suggested making this area a P60 to shift vehicles away from the area so people wanting to go to the supermarket could park there.
- Oxford currently had enough car parks, and some were areas underutilised, such as the car park behind the Jaycee rooms. Approximately six years ago Board members met with Council staff to discuss how to utilise this car park more. Several good ideas were raised however, nothing was progressed.

2. MANDEVILLE RESURGENCE CHANNEL UPDATE – K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager) and S Murphy (Senior Civil Engineer)

Trim ref : 241121206068

- Were the works currently being undertaken in Cullen Avenue part of stage one?

The works were not part of stage one, staff had done some interim maintenance work so if there was a rain event flooding could be mitigated. There was some erosion around that channel and staff wanted to make sure that it would not get any worse and cause damage to property.

- The Mandeville Ohoka Rural Scheme would raise the question that if by doing this work in stage one if the velocity would be increased? Peoples concern would be that if the channel was being straightened the water would come down quicker to Silverstream. Were staff able to show that they were not increasing the velocity?

That was the intention of the hydrographs that were included in the presentation. Staff realised that there were some members of the community and on the Drainage Advisory Group that were not going to believe the modelling work. The two things' staff had always said was that they were still committed to stage two, which would have a benefit. The other thing staff had been very proactive about was making sure that the downstream system that any issues were being addressed.

- How would people be able to maintain the channel once it was made bigger would people be able to mow it?

There would be areas that would be able to be mowed and there would also be areas that would be planted out as the banks would be too steep to mow safely.

- Had there been any thought given to the safety risk to children of deepening those channels?

There was not too much deepening, however there was a lot more widening. Currently there was quite a lot of spill over coming out of the culverts which in itself could be a hazard for children. Either way it was something that children should not be near during a storm event. The risk was particularly challenging for the sections that went through private property.

- Were the works going to make much effect on the 116 Cullen Avenue property, were staff hopeful that this would mitigate some of the problems?

Yes, it would. Staff understood the reason that the property had been called the boathouse was because effectively where the channel turned 90 degrees upstream of the house it would go straight ahead so there was flow around the house on both sides of the property. The capacity upgrades would substantially help with preventing the breakout flow on the western side of the property.

- Consent wise did Environment Canterbury have to be involved and had the Rūnanga been consulted?

Yes, staff had an MKL cultural report from the Rūnanga. From a consenting standpoint with Environment Canterbury Council did not need any further consents. The stage one option was preferred by Ngai Tuahuriri because they were opposed to rerouting water. Stage two was certainly going to be a point of discussion with Ngai Tuahuriri.

- What would Council be asking in the consultation because it would be contentious regarding stages one and two.

People needed to be reminded that it was not an 'option' between one and two, it was stage one and two. Even if stage two went first stage one would still need to be carried out.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8:43PM.

WAIMAKARIRI DISTRICT COUNCIL
REPORT FOR DECISION

FILE NO and TRIM NO: DDS-06-10-02-05-26 / 241118202775


REPORT TO: Council

DATE OF MEETING: 3 December 2024


AUTHOR(S): Kelly LaValley, General Manager, Planning, Regulation and Environment
 Matthew Bacon, Development Planning Manager

SUBJECT: District Plan Review – Request to Government for Further Extension of Time to Make Decisions

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



 General Manager



 Chief Executive

1. SUMMARY

- 1.1. This purpose of this report is to request a decision from Council to approve an application to the Minister for RMA Reform and the Minister for the Environment (the Ministers) requesting that the deadline for making decisions on the Waimakariri Proposed District Plan (PDP) and Variations 1 and 2 be further extended to 30 September 2025¹.
- 1.2. Under the Resource Management Act 1991 (RMA), councils have two years² from the date of public notification of a proposed policy statement or regional or district plan to make decisions (excluding appeals). The PDP was publicly notified for submissions on 17 September 2021. On that basis Council would have been required to make decisions by 17 September 2023.
- 1.3. However, a 15-month extension to that deadline was sought from the Minister for the Environment on 20 December 2022 in part to accommodate the extra time required to address two new national directions. One was to make provision for residential intensification through new 'medium density residential standards' (MDRS) (Variation 1 to the PDP). Another was to re-enable the use of financial contributions (Variation 2). Variations 1 and 2 were publicly notified for submissions on 13 August 2022 with further submissions closing on 21 November 2022. Reporting and the start of hearings on the wider district plan review were delayed allowing Variations 1 and 2 processes to 'catch up'. Decisions on Variations 1 and 2 were due to be made by 20 August 2023³.
- 1.4. The delay pushed the estimated date for completion of scheduled hearings on the PDP and Variations 1 and 2 out to May 2024, rendering the ability to meet the 'original' deadline to make decisions on the PDP of 17 September 2023 and on Variations 1 and 2 of 20 August 2023 unachievable. Consequently, the Minister for the Environment approved the Council's requested 15-month extension of time to make decisions on the PDP and Variations 1 and 2. That 'extended' deadline expires on 17 December 2024.
- 1.5. The background to the 2022 time extension request is explained in more detail in Attachment 1.

¹ Clause 10A(1) of Schedule 1 of the RMA

² Clause 10(4)(a) of Schedule 1 of the RMA

³ Pursuant to clause 2 of the Resource Management (Direction for the Intensification Streamlined Planning Process to the First Tranche of the Specified Territorial Authorities) Notice 2022

- 1.6. While significant progress has been made on the hearings for the PDP since the 2022 time extension request was granted, the hearings process has taken longer than anticipated for a number of reasons, as discussed further below, and staff anticipate the need for a further extension which is the subject of this report.
- 1.7. A summary of the timeframe options considered in this report are as follows:

Pre-Hearing timeframe (existing)	Report Option 1	Report Option 2 (recommended option)	Report Option 3
Decisions completed by 17 December 2024	Decisions completed by 25 April 2025	Decisions completed by 30 September 2025	Decisions completed by 19 December 2025 (last RMA working day for 2025).

- 1.8. An application for an extension of time is required to be made to both the Minister for RMA Reform and the Minister for the Environment (the Ministers), as the former has oversight over the IHP recommendations (discussed further below) while the latter has oversight over the PDP recommendations. An application for an extension needs to be made before the deadline for making decision(s) is reached if a local authority is, or is likely to be unable, to meet the decision making timeframe⁴.

Attachments:

- i. 2022 application to Minister for the Environment TRIM: 221122202693
- ii. Overview of the completed scheduled Hearings TRIM: 241118202774

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 241118202775.
- (b) **Approves** the Council requesting a time extension from the Ministers to make decisions on the Waimakariri District Plan Review until 30 September 2025.
- (c) **Approves** the Council requesting a time extension from the Ministers to make decisions on the Waimakariri District Plan Review and Variations 1 and 2 as its response to the 2021 Housing and Other Matters Amendment Act until 30 September 2025.
- (d) **Notes** the progress to date on the District Plan Review.
- (e) **Delegates** approval of a letter to the Ministers seeking the requested time extension to the Mayor and General Manager Planning, Regulation, and Environment.

3. DISTRICT PLAN REVIEW PROGRESS TO DATE

- 3.1. Since notification of the PDP in 2021 there has been significant progress. All of the scheduled hearings have now been completed (see Attachment 2). Remaining right of reply reports for Hearing Streams 12, 7A, 7B and Variation 1 are expected to be completed by end of November 2024.
- 3.2. However, the overall district plan review hearing process has proved longer than anticipated due to a variety of factors, including (but not limited to) an increased number of hearings, particularly for rezoning requests; the extent of assessment and reporting; Panel directions for conferencing between officers and submitters; responding to written questions from the Panel (both before and after hearings); and Panel directions for the

⁴ Clause 10A(1) of Schedule 1 of the RMA

production of joint witness statements on areas of agreement and disagreement between officers and submitters. Variation 1 and rezoning requests have been particularly time consuming and complex matters. The final scheduled hearing (a reconvening of Hearing Stream 12D Ohoka) occurred on 4 November 2024.

- 3.3. Additional external matters that have impacted on the district plan review timeframes are the continued implementation of the Resource Management Housing and Other Matters Amendment Act 2021 (the Amendment Act); the enactment and then repeal of the Natural and Built Environments and Strategic Planning Act; and changes to national direction including the enactment or amendment of the National Planning Standards, National Policy Statement for Urban Development, and the National Policy Statement for Highly Productive Land and the Greater Christchurch Spatial Plan.
- 3.4. A further complicating matter that has extended the process is the requirement to establish an additional Independent Hearing Panel (IHP) to make recommendations on submissions that were lodged as part of the Amendment Act process. This process was subject to a Council decision on 4 April 2023.

4. **ISSUES AND OPTIONS**

- 4.1 While the Council can consider requesting an extension for any length of time, staff consider that the proposed timeframe extension must balance the need to satisfy the limits of what may be acceptable to the Ministers, Council, staff, and the community's desire for a satisfactory conclusion to the district plan review and the community's desire to know the outcome of submissions; while providing a manageable district plan review process that is achievable with the Council's current resources (internal staff and availability of external consultants) and the resources of the Hearing Panels.
- 4.2 To assist Council in considering the length of any proposed extension, staff have identified the following 4 phases to complete the district plan process:

Phase 1: Completion of remaining evidential requirements. Although all scheduled hearings have been completed, as mentioned above, this step involves Council reporting officers and submitters completing all remaining evidential requirements set by the Hearings Panel. At the time of writing this report, the Panel has asked Council reporting officers to complete final integration and recommendation tasks and have set a timeframe of 13 December 2024 for this to occur. Staff note that the panel have not yet indicated when they will close the hearings.

Phase 2: PDP and IHP Panel deliberations. In this phase the Hearing Panels will consider the evidence put forward by submitters and the Panels will complete their recommendations on the provisions and submissions to the Council. Staff understand that while the Panels have been completing deliberations throughout the process, a timeframe of between 3 and 6 months is still required for the Panels to complete and release recommendations to the Council.

Phase 3: Council to consider and make decisions on recommendations from the PDP and IHP Panels. Within this phase the Council needs to consider the recommendations made by the PDP and IHP Panels, including evaluating alternative options if the Council does not accept all the recommendations (further discussion on the Amendment Act is set out below). This phase will include Council workshops as well as decision making. While the timing of this phase is in the control of the Council itself, staff would consider that this phase may take 1-3 months, given the volume of information and assessment that Councillors will likely wish to consider when making their decisions.

Phase 4: Notification of the Council's decisions on the PDP and IHP recommendations. The Council is also required to refer any rejected recommendations, with reasons for the rejection, and any alternative recommendations and any amendments to the Minister for RMA Reform for a decision. Council staff estimate this phase will take 1 month from the date the Council makes decisions to notification in accordance with the RMA and/or referral to the Minister; with the timeframe largely driven by the need to complete required notification administration tasks, including public notification.

- 4.3 Based on the framework above, this would result in a further timeframe extension of 9 months, with an approximation of Phase 2 beginning in late December (noting the upcoming holiday season). Staff envisage the requested timeframe extension would include Phases 1 to 3, but not Phase 4 which would occur as soon as reasonably practicable following the Council making its decisions in Phase 3.
- 4.4 The proposed timeframe estimations have been prepared in consultation with staff, external advice, and the Hearing Panels, while also considering timeframes for other district plan review processes by comparable councils across the country. It is noted that, while there are some uncertainties/unknowns, Council needs to make a decision on the best available information to enable an application to be made to the Ministers ahead of the current deadline for making decisions.
- 4.5 It is noted that the above phases are not all within the control of Council or staff, and as such, the phases may progress quicker or slower than anticipated. The timeframes set out above also do not take into account any additional assessments required as a result of legislative change or potential notification of the Regional Policy Statement.
- 4.6 Informal discussions have been held with Ministry for the Environment officials regarding the prospects for a further extension of time. A review of recent time extensions granted by the Ministers indicate that the 'typical' time extension granted to other councils has been 13 weeks (or about 3 months). As a result, this report considers a 3-month extension as a 'minimum' option. Staff have noted that the circumstances of the Waimakariri District Plan review process are different from those other councils, given that this Council has chosen to issue an integrated set of recommendations in line with its PDP; rather than progressing the required changes as a variation to its operative district plan.
- 4.7 As indicated above, the Panels may not release their final recommendations until sometime in mid-2025 (if the full 6 months that has been indicated is required). The last potential date this Council could consider making decisions before the next local body elections is 30 September 2025. On this basis the 'maximum' time extension that could be sought to provide enough time to make sure Council can meet a revised extension deadline may be a one-year extension until 19 December 2025. This option is also considered by this report. A one year extension would align with extensions recently granted to neighbouring councils. In 2022 Selwyn District Council was granted an 11 month extension to allow the conclusion of the Selwyn district plan review to 'merge' with the conclusion of the Selwyn Variation 1 on MDRS (but was subject to several questions from the Minister for the Environment seeking further information). In 2024 Christchurch City Council was granted a one year extension to deal with the MDRS component of the Christchurch Proposed Plan Change 14 'Proposed Business and Housing Choice'.
- 4.8 Council staff therefore recommend that the time extension request considers and provides assessment of the following three options:
- Option 1): A 'minimum' time extension of about three months until 25 April 2025 based on recent decisions from the Ministers.
- Option 2): A 'middle ground' time extension of about nine months until 30 September 2025 that provides minimum timeframes to complete Phases 1-3 based on the best estimations of Council staff and current legislative framework, but not Phase 4 which would occur as soon as reasonably practicable following the Council making its decisions in Phase 3.
- Option 3): A 'maximum' time extension of about one year until 19 December 2025 that would provide additional time to complete the process and reduce the risk of a further extension needing to be sought.
- 4.9 For completeness, staff consider that a potential fourth option exists to not seek a time extension from the Ministers and continue through the process as efficiently as possible. This option is not recommended by staff as it would not accord with legislative requirements, and may result in additional risks, as discussed in section 6.3 below. Consequently this option is not assessed further.

Options Assessment

- 4.10 A summary of the pros and cons of the above potential time extension options are outlined in the table below:

Pros	Cons
<p>Option 1</p> <ul style="list-style-type: none"> • Timeframe likely consistent with extensions granted to other Councils • Option potentially most likely to be granted by Ministers • Minimises time extension compared to Options 2 or 3 • Earliest timeframe for making decisions, providing more certainty to community than Options 2 or 3 • Less potential to be affected by changes in the legislative environment and the unknown progression of new legislation 	<ul style="list-style-type: none"> • Panel recommendations not expected to be released in this timeframe • Timeframe almost certain to not be achieved • Unlikely to result in a well-integrated plan due to highly compressed timeframe • Unrealistic target. Likely to necessitate further request for extension of time which may not be granted so potentially inefficient to request an extension of this length
<p>Option 2</p> <ul style="list-style-type: none"> • Shorter time extension than Option 3 • More achievable than Option 1, especially if Panel recommendations released sooner than indicated • Earlier timeframe for making decisions than Option 3, providing more certainty to community • Provides more time than Option 1 to craft well integrated decisions, brief Council, Council to make decisions • Allows decision to be made by this term of Council 	<ul style="list-style-type: none"> • If Panel recommendations not released until mid-2025 (a release timeframe of up to 6 months from close of hearings has been indicated) this will provide highly compressed timeframe (compared to Option 3) in which to craft well integrated decisions, brief Council, and for Council to make decisions • Based on the above point, whether timeframe can be achieved is highly dependent on timing of release of Panel recommendations which may affect achievability • May necessitate further request for extension of time which may not be granted • Less certainty for submitters and wider community due to delay in making decisions compared to Option 1 • Higher potential than Option 1 to be affected by changes in the legislative environment and the unknown progression of new legislation
<p>Option 3</p> <ul style="list-style-type: none"> • Most achievable timeframe, especially if Panel decisions not released until mid-2025 • More time than Options 1 or 2 to craft well integrated decisions, brief Council, Council to make decisions • Option least likely to necessitate further request for extension of time • Timeframe consistent with recent extensions granted to neighbouring Councils 	<ul style="list-style-type: none"> • Decisions delayed much longer than anticipated, noting that in part the delay has been to implement changes required by the RMA as an integrated package • More uncertainty for submitters and the wider community due to greater delay in making decisions compared to Options 1 or 2 • Higher potential than Options 1 or 2 to be affected by changes in the legislative environment and the unknown progression of new legislation • Decisions will likely be made by incoming Council who will not have as much background knowledge

- 4.11 Option 1, while being the most likely option to be granted, is not considered an achievable option given the estimated timeframe to complete the process.

- 4.12 Option 3 is the most realistic timeframe to complete the process and does also allow additional time to consider and potentially implement signalled changes as part of Phase 2 and 3 RMA reforms and may provide some clarity regarding implementation of the MDRS standards depending on how quickly legislation progresses. This option also presents the least risk in terms of the need for further time extensions if any of the phases set out above take longer than estimated. The main disadvantage for this option is that a continued delay may mean some uncertainty for submitters and the wider community for a longer period of time.
- 4.13 Having considered the above, the recommendation of this report is to seek a time extension until 30 September 2025 (Option 2). This recommendation is primarily based on the indicated timeframes to complete Phases 1 to 3 and provides a 'middle ground' between Options 1 and 3, while balancing the need for certainty for plan implementation and ensuring continued integrated decision making within current minimum achievable timeframes.
- 4.14 The proposed timeframe extension has been discussed with the Hearing Panels chairperson, Commissioner Gina Sweetman. She agrees that the timeframe as set out in Option 2 is appropriate as a minimum timeframe at this stage in the process particularly given the inter-related and integrated nature of submissions on the PDP with Variations 1 and 2.
- 4.15 The request for a time extension is not considered an unreasonable delay because the additional time needed is what is considered to be the minimum to provide for a careful, integrated and well-considered decision-making process for the PDP and Variations 1 and 2. Staff also note that good progress has been made and the delay is not unexplained or unreasonable. Variation 1 was the result of a mandatory direction from Central Government over which Council had no control of the timing. The legislation required Council to notify a plan change or variation incorporating the required medium density residential standards, and to progress that variation through to a decision.
- 4.16 Implementation of provisions within the proposed district plan is subject to legislative requirements that apply differently to certain objectives, policies and rules. It is noted that implementation of some areas of the PDP has been occurring since notification in 2021, including the Council's application for immediate legal effect for provisions related to the General Rural Zone and the Council's response to MDRS standards. There are also potentially other future matters that might come into force prior to the plan being decided and notified, for example recent announcements relating to 'granny flats'. The Council's website sets out which rules have effect, and the process for transition between an operative and proposed plan.

Next steps

- 4.17 If the Council makes a resolution to seek a time extension staff will prepare and lodge a request with the Ministers for the time period sought by the Council. This request will consider and provide recommendations on the following matters as required by the RMA:
- Under clause 10A(3) of Schedule 1 of the RMA, before applying for an extension of time, Council must take into account:
- (a) The interests of any person, who, in its opinion, may be directly affected by an extension;
 - (b) The interests of the community in achieving adequate assessment of the effects of these proposed plans; and
 - (c) Its duty under Section 21 of the RMA to avoid unreasonable delay.
- 4.18 These mandatory considerations have been taken into account in the assessment above and Council staff's recommendation and will be addressed in the request to the Ministers.

- 4.19 Council staff will lodge the extension request in the form of a letter signed by the Mayor, and an assessment of the above matters provided by the General Manager, Planning, Regulation, and Environment.

The Housing Amendment Act

- 4.20 Councillors will be aware that earlier this year the Government announced that it would continue with its election manifesto to make MDRS⁵ 'voluntary'. Council staff understanding is that the mechanism to achieve this is within the '*Going for Growth*' work programme, which forms part of the Governments Phase 2 reform package.
- 4.21 Staff can advise that as this programme has not been finalised the implementation of the MDRS standards as required by the Amendment Act is still a mandatory requirement, with the additional steps required to notify decisions contributing to the need for a time extension. The Council is not required to make a decision on MDRS as part of this report, and further consideration is outside the scope of the recommendations in this report.

Implications for Community Wellbeing

- 4.22 Staff consider that there are not implications on community wellbeing by the issues and options that are the subject matter of this report, beyond that already reflected in submissions/further submissions on the district plan review. However the greater the delay in making decisions may increase uncertainty for the community.
- 4.23 The Management Team has reviewed this report and support the recommendations.

5 COMMUNITY VIEWS

5.1 Mana whenua

Te Ngāi Tūāhuriri will likely have an interest in the subject matter of the report, both in the capacity of a submitter to the PDP, and the content of the PDP and its alignment with the Mahaanui Iwi Management Plan. No specific views on a timeframe extension have been sought. It is acknowledged some descendants may be awaiting decisions on the Special Purpose Zone (Kāinga Nohoanga) provisions that may enable anticipated development.

5.2 Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report, beyond those who have already lodged submissions/further submissions on the PDP or which have interests greater than the wider community. Views of submitters to the PDP on an extension of time for decision making have not been formally sought; however anecdotally staff are aware of several submitters desire to see the process completed as efficiently as possible.

- 5.3 Staff also note the interests of those affected by the Environment Court decision on the immediate legal effect of the rural subdivision 20ha standard. There are a range of views on this issue, but the primary consideration for Council is the need to make an integrated decision that will also take into account the new requirements of the NPS for Highly Productive Land.

5.4 Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report, beyond the views identified above. However the greater the delay in making decisions may increase uncertainty for the wider community awaiting decisions on the proposed new provisions such as the proposed subdivision or minor residential unit provisions.

⁵ '3 houses of 3 storeys on one site'

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

There are not financial direct implications of the decisions sought by this report. An extended timeframe to make decisions on the PDP will not alter the budget for the district plan, as budget already exists for the 24/25 financial year and required resources are in place to make recommendations and decisions (see Risk Management section below).

6.2 Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts beyond those considered in the PDP itself.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. The primary risk of not seeking a time extension is related to actions that the Ministers may take. The Ministers have a range of options available, including intervening in the plan processes, however as this decision is for the Ministers, staff cannot give further advice on these risks.

In terms of the consequence of this risk, the recommended staff option above is considered to be the shortest practical timeframe that could be used to complete the district plan review, which is a document that is required by the RMA. As a result, staff consider that there is a low risk that the Minister may consider intervention. There are no practicable options that could accelerate the process faster than Option 2, without compromising the decision-making process. This is because the phase that the process is currently in involves the existing and already established Panels making decisions on evidence that has already been presented to them and without the possibility of further evidence being provided (unless requested by the Panels).

A further risk relates to the timeframe to complete the remaining phases. As identified above, both Options 1 and 2 are reliant on timeframes not in the control of Council, and Option 2 presents minimum timeframes for the completion of the process. For this reason staff consider that there is a reasonable risk that the timeframes for Option 2 may not be able to be met, if unexpected events occur.

6.4 Health and Safety

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

7 CONTEXT

7.1 Consistency with Policy

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy. As the district plan is a statutory requirement, further consultation is not recommended. Council staff will provide information to the public and submitters on the time extension process as the application to the Ministers progresses.

7.2 Authorising Legislation

Resource Management Act 1991.

7.3 Consistency with Community Outcomes

The Council's community outcomes are not relevant to the actions arising from recommendations in this report. The community will benefit from completion of the district plan review in an achievable manner.

7.4 Authorising Delegations

Council staff have delegations to extend certain timeframes under the RMA; however not in relation to the District Plan Review. This report requests that Council delegates approval

of a letter to the Ministers seeking the requested time extension to the Mayor and General Manager Planning, Regulation, and Environment.

Our Reference: / 221122202693

20 December 2022

Hon David Parker
Minister for the Environment
PO Box 18 888
Parliament Buildings
WELLINGTON, 6160

Email: d.parker@ministers.govt.nz

Dear Minister

Waimakariri District Council Proposed District Plan – Application for Extension of Time on proposed District Plan Review and Intensification Planning Instrument

Introduction

1. We are writing to you to request an extension of time for making decisions on the Proposed Waimakariri District Plan (**PDP**), and the Intensification Planning Instrument which was notified as Variation 1 to the PDP (**Variation 1**).
2. The Waimakariri District Council (**Council**) is currently reviewing the Waimakariri District Plan. The district plan was made operative in 2005. In the time since being made operative the district has grown substantially and faces new resource management challenges, including implementing the national planning standards, to reflect the updated development context of the district, and to simplify and reduce plan complexity. Accordingly, a replacement plan, the Proposed District Plan ("**PDP**") was prepared from 2016-2021 and notified on 17 September 2021. The 17 September 2021 notification date coincided with the issue of an Environment Court decision that subdivision and land use rules providing for a 20 ha minimum lot size in the general rural zone in the PDP have immediate legal effect.¹ Submissions closed on 26 November 2021.
3. Prior to the enactment of the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021 ("**Amendment Act**") the Council intended to proceed to the further submission stage in early 2022 followed by hearings commencing in the second half 2022.
4. The passing of the Amendment Act required the Council, as a tier 1 territorial authority, to incorporate the medium density residential standards (**MDRS**) in relevant residential zones across the district, and give effect to policy 3 of the National Policy Statement on Urban Development (NPS-UD) across its urban zones, as well as re-enabling the use of financial contributions. The Amendment Act required Council to proceed with processing the intensification planning instrument as a variation to its proposed district plan (sch 12, cl 33 RMA)

¹ [2021] NZEnvC 142.

5. Based on guidance from MFE and in reference to the more recent and responsive section 32 evaluations completed prior to notification of the PDP, Council decided that the most appropriate way to implement the MDRS and policy 3 of the NPS-UD was by way of two variations to the PDP: Variation 1 (housing intensification – the intensification planning instrument), and Variation 2 (financial contributions).
6. A summary of submissions to the PDP was largely complete in mid-June 2022, with the plan to notify and invite further submissions in July 2022. However, this was postponed to allow for alignment with the submission process for Variations 1 and 2 in order to minimise confusion for submitters. Variations 1 and 2 took four months for the Council to draft, and were notified on 13 August 2022. This was in advance of the required notification date of 20 August 2022.
7. Following the completion of the notification process, submissions on Variations 1 and 2 were summarised. The further submission process for Variations 1 and 2 occurred simultaneously with the further submission process for the PDP, ending on 21 November 2022.
8. The Council is now ready to proceed with hearings on the PDP and the two variations.
9. However, the RMA² requires decisions on a proposed plan to occur within two years from when a proposed plan is notified. This would require decisions to be made by 17 September 2023. For reasons to be provided below and in the appendices to this letter, the Council will not be able to make decisions by 17 September 2023. A time extension of 15 months to 17 December 2024 is sought for decisions to be made on the PDP³. As currently scheduled, hearings will run until May 2024, with recommendations from the hearings panel and decisions by the local authority expected in the second half of 2024.
10. The Council has also been directed to notify decisions on the independent hearings panel's recommendations on the Intensification Planning Instrument (**IPI**) by 20 August 2023, pursuant to clause 2 of Resource Management (Direction for the Intensification Streamlined Planning Process to the First Tranche of Specified Territorial Authorities) Notice 2022 (**Gazette Notice**). The Council also applies, under section 80M of the RMA, for an amendment to the direction in the Gazette Notice, to extend the time for making decisions in Variations 1 and 2 until 17 December 2024.

Assessment of time extension

11. To inform your consideration of a time extension, Appendix 1 sets out the number of hearing days that are proposed for the wider review process, including Variations 1 and 2. The proposed timetable is considered to balance the need for efficiency within the process while providing a manageable district plan review process that is achievable with the Council's current resources (internal staff and availability of external consultants).
12. The proposed timeframe has been prepared in consultation with staff and the hearings panel, while also considering timeframes for other district plan review processes by comparable Councils across the country. Council acknowledges that the timeframe set out in Appendix 1 may be conservative in terms of the number of hearing days; however, while the number of hearing days may reduce, the overall starting point for each hearing stream will need to occur at the earliest

² Sch 1, cl 10(4)(a) RMA

³ Sch 1, cl 10A RMA

date set out given the need to establish a timeframe for s42A reports to be circulated. This means that while the number of hearing dates may reduce, that the overall end date is fixed.

13. Accordingly, the Council seeks the following specific extensions:

- A time extension, under schedule 1, clause 10A, sch 1 of the Resource Management Act 1991, of 15 months (to 17 December 2024) to notify decisions on the PDP.
- A time extension, and/or further direction, under s80L of the Resource Management Act to 17 December 2024 to notify decisions on the intensification planning instrument (variation 1). This is to align with the requested PDP deadline.

14. The proposed timeframe and approach has been discussed with the hearing panel chairperson, Commissioner Gina Sweetman. She agrees that the timeframe requested is appropriate, particularly given the inter-related and integrated nature of submissions on the PDP with Variations 1 and 2. Her view is that it would be problematic to issue a separate decision on Variations 1 and 2 in advance of the wider consideration of submissions on the PDP.

15. As part of your consideration, the Act requires an assessment of the effects of an extension on specific persons, the community, and a consideration of the reasonableness of the delay. The Council has undertaken an assessment of the likely effects of the time extension on the interests of people and the community, in accordance with cl 10A, schedule 1, RMA. This assessment is detailed in Appendix 2. Appendix 2 assesses the advantages and disadvantages of three options for the hearings process, and recommends that option 1 (a 15 month time extension) is granted.

16. Council considers that the time extension request of 15 months is consistent with the time requirement to analyse, draft, and notify its intensification planning instrument. The timeframe for hearings on the PDP has not extended in duration, apart from the additional hearing slots required for Variations 1 and 2.

17. In making the request for an extension, the Council has taken into account its duty to avoid unreasonable delay under section 21 of the RMA. Specifically, the Council has considered the minimum amount of time needed to meet its functions under section 31 of the RMA. The request for a time extension is not considered an unreasonable delay because the additional time needed is what Council considers to be the minimum to provide for a careful, integrated and well-considered decision-making process for the PDP and Variations 1 and 2. The Council considers that the most effective approach is to hear submissions and make decisions on the PDP and Variations 1 and 2 together. The Council also considers it is reasonable to make up for the additional time required to prepare its intensification planning instrument as required, and has analysed and considered all the other options available to it before requesting a time extension.

18. Variation 1 was the result of a mandatory direction from Central Government over which Council had no control of the timing. Council records that it is currently underway with a proposed district plan that it considers responded to the housing capacity challenges that the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act sought to address, while balancing appropriate change in the district's existing urban environments. The Council specifically notes that the legislation required Council to notify a plan change or variation incorporating the required medium density residential standards, and to progress that variation through to a decision.

19. There may be further developments arising from the Greater Christchurch Partnership in the next year which will require consideration, including through the district plan hearings process.
20. We are willing and available to further discuss these matters with you.

Yours faithfully



Dan Gordon
Mayor



Jeff Millward
Acting Chief Executive

Appendix 1 – Proposed Hearing Dates



Provisional Hearing Dates



As at: 14/12/2022

Report ID	S42a Report	Start	Finish	Duration	Stream Duration
S01 - R1	Part 1, General Matters, Cross Plan issues, Definitions, NDI	Mon 15/05/2023	Mon 15/05/2023	0.5	
S01 - R2	Overarching S42a Report (TBC?)	Mon 15/05/2023	Mon 15/05/2023	0.5	
S01 - R3	Interpretation & Cross-cutting Definitions	Tue 16/05/2023	Tue 16/05/2023	0.5	2.5
S01 - R4	Strategic Directions	Tue 16/05/2023	Tue 16/05/2023	0.5	
S01 - R5	Urban Form & Development	Wed 17/05/2023	Wed 17/05/2023	0.5	
S02 - R1	Mana Whenua	Wed 17/05/2023	Wed 17/05/2023	0.5	
S02 - R2	Sites & Areas of Significance to Maori	Thu 18/05/2023	Thu 18/05/2023	0.5	1.5
S02 - R3	Special Purpose Kainga Nohoanga	Thu 18/05/2023	Thu 18/05/2023	0.5	
S03 - R1	Hazardous Substances	Wed 14/06/2023	Wed 14/06/2023	0.5	
S03 - R2	Contaminated Land	Wed 14/06/2023	Wed 14/06/2023	0.5	3.0
S03 - R3	Natural Hazards	Thu 15/06/2023	Fri 16/06/2023	2.0	
S04 - R1	Coastal Environment	Mon 17/07/2023	Mon 17/07/2023	1.0	
S04 - R2	Ecosystems and Indigenous Biodiversity	Tue 18/07/2023	Wed 19/07/2023	2.0	
S04 - R3	Natural Character of Freshwater bodies	Thu 20/07/2023	Thu 20/07/2023	0.5	5.0
S04 - R4	Natural Features and Landscapes	Thu 20/07/2023	Thu 20/07/2023	0.5	
S04 - R5	Public Access	Fri 21/07/2023	Fri 21/07/2023	0.5	
S04 - R6	Activities on surface of water	Fri 21/07/2023	Fri 21/07/2023	0.5	
S05 - R1	Earthworks	Mon 14/08/2023	Mon 14/08/2023	0.5	
S05 - R2	Noise	Mon 14/08/2023	Mon 14/08/2023	0.5	
S05 - R3	Light	Tue 15/08/2023	Tue 15/08/2023	0.5	
S05 - R4	Signs	Tue 15/08/2023	Tue 15/08/2023	0.5	
S05 - R5	Historic Heritage	Wed 16/08/2023	Wed 16/08/2023	0.5	5.0
S05 - R6	Notable Trees	Wed 16/08/2023	Wed 16/08/2023	0.5	
S05 - R7	Energy and Infrastructure	Thu 17/08/2023	Thu 17/08/2023	1.0	
S05 - R8	Transport	Fri 18/08/2023	Fri 18/08/2023	0.5	
S05 - R9	Temporary Activities	Fri 18/08/2023	Fri 18/08/2023	0.5	
S06 - R1	Rural	Mon 09/10/2023	Thu 12/10/2023	4.0	
S06 - R2	Open Space Zones (3)	Fri 13/10/2023	Fri 13/10/2023	1.0	5.0
S07 - R1	Residential	Wed 22/11/2023	Fri 24/11/2023	3.0	
S07 - R2	Large Lot Residential	Mon 27/11/2023	Mon 27/11/2023	1.0	8.0
S07 - R3	V1 - Intensification	Tue 28/11/2023	Thu 30/11/2023	3.0	
S07 - R4	V2 - Financial Contributions	Fri 01/12/2023	Fri 01/12/2023	1.0	
S08 - R1	Subdivision - Residential	Mon 29/01/2024	Mon 29/01/2024	1.0	
S08 - R2	Subdivision - Excl Residential	Tue 30/01/2024	Tue 30/01/2024	1.0	2.0
S09 - R1	Commercial and Industrial	Wed 31/01/2024	Fri 02/02/2024	3.0	3.0
S10 - R1	SPZ - Kaiapoi Regeneration	Wed 21/02/2024	Wed 21/02/2024	0.5	
S10 - R2	SPZ - Pines Beach and Kairaki	Wed 21/02/2024	Wed 21/02/2024	0.5	
S10 - R3	SPZ - Pegasus Resort	Thu 22/02/2024	Thu 22/02/2024	0.5	3.0
S10 - R4	SPZ - Museum & Conference	Thu 22/02/2024	Thu 22/02/2024	0.5	
S10 - R5	SPZ - Hospital	Fri 23/02/2024	Fri 23/02/2024	0.5	
S10 - R6	Future Development Areas (FUDA)	Fri 23/02/2024	Fri 23/02/2024	0.5	
S11 - R1	Designations	Wed 13/03/2024	Wed 13/03/2024	1.0	3.0
S11 - R2	Wrap up Hearing	Thu 14/03/2024	Fri 15/03/2024	2.0	
S12 - R1	Rezoning Requests Pt 1	Wed 10/04/2024	Fri 12/04/2024	3.0	
S12 - R2	Rezoning Requests Pt 2	Mon 29/04/2024	Tue 30/04/2024	2.0	14.0
S12 - R3	Rezoning Requests Pt 3	Mon 06/05/2024	Thu 09/05/2024	4.0	
S12 - R4	Rezoning Requests Pt 4	Mon 20/05/2024	Fri 24/05/2024	5.0	

Appendix 2 – Assessment of effects of time extension options

Planning process to date:

Policy development:

- Council's operative District Plan dates to 2004
- Council agreed to undertake a full review of the District Plan in 2017.
- The PDP was drafted to be consistent with the new National Planning Standards (2019).
- The PDP was notified on 18 September 2021
- Environment Court decision issued on 18 September 2021 giving immediate legal effect to subdivision and land use rules providing for a 20 ha minimum lot size in the general rural zone
- Submissions closed on 21 November 2021
- 450 submissions were received
- Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021 - in force from 21 December 2021
- Variation 1 and Variation 2 drafted from January 2022-June 2022.
- Variation 1 and Variation 2 notified 13 August 2022
- Submissions closed 9 September 2022
- Further submissions (on PDP, Variation 1, Variation 2) opened on 5 November 2022
- Further submissions closed on 21 November 2022.

Hearing and decision-making:

- Council has appointed a pool of six commissioners: Gina Sweetman (Chair), Gary Rae (Deputy Chair), Allan Cubitt, Megen McKay, Cr Niki Mealings, Cr Neville Atkinson
- Hearings are proposed to take approximately 60 days of sitting time
- Commissioners have indicated a preference for each hearing stream to be preceded by three weeks for provision and reading of Council's s42A report and submitter evidence, followed by the sitting schedule (outlined in Appendix 1 above)
- Hearing sitting will finish in May 2024, with decision-writing expected to take up to two months following the close of hearings. This leaves one month remaining for recommendations to be considered by Council, followed by public notification of the decisions reached.
- There are two pathways for this notification of decision –
 1. under cl 11, sch 1 RMA for the PDP (with appeal rights to the Environment Court), and
 2. cl 102, sch 1 RMA for variation 1 (the intensified streamlined planning process), which does not have appeal rights.

Option 1 – 15 month timeframe extension to 17 December 2024 (preferred option)

Advantages of Option 1	Disadvantages of Option 1
<ul style="list-style-type: none"> • Allows a single integrated decision that considers variation 1 and variation 2 in the same hearings structure as the proposed district plan. • Conduct hearing in a logical order for hearing and making decisions on topics within the district plan. Decisions on strategic topics are made before the detail of zones, and the intensification planning instrument is considered at the most logical step in the hearings process. • Implements Sch 12, cl 33 RMA which requires variations to proposed district plans (where they exist), which, as a consequence, routes intensification planning instruments into existing hearing processes for proposed district plans. • Submitters do not need to attend additional hearings. • Sufficient time is provided for decision-writing after the hearings have finished. • One set of recommendations is presented to councillors, noting the difference between approval pathways for Schedule 1 content vs the intensification streamlined planning process. 	<ul style="list-style-type: none"> • Decisions are delayed longer than anticipated by the RMA, noting that in part the delay has been to implement changes required by the RMA as an integrated package.

Option 2 – Six month timeframe extension to 17 March 2024

Advantages of Option 2	Disadvantages of Option 2
<ul style="list-style-type: none"> • In addition to the advantages listed above for Option 1: • Minimises the time extension. 	<ul style="list-style-type: none"> • A six month extension will require reducing the hearing and decision-writing and decision-making time, adversely affecting the quality of submitters input into the hearing and the quality of the decision-making. • Compressed timeframes also impose higher workload on Council planners, submitters and their representatives, which may result in sub-standard evidence and section 42A reports, and lead to an inferior plan and outcomes for the community.

	<ul style="list-style-type: none"> • A shortened process could force a rush of hearings and decision making, resulting in potential breach of natural justice and fairness requirements for a hearings process. • Less than optimum, inferior and/or non-integrated planning outcomes are likely to result in an increase in appeals to the Environment Court, and possibly plan changes, thus more costs to Council and the community. • There are many substantial requests for rezoning. The time required to hear these cannot be reasonably reduced.
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Option 3 – Hear variation 1 separately from the proposed District Plan

Advantages of Option 3	Disadvantages of Option 3
<ul style="list-style-type: none"> • Variation 1 may be able to be heard (through the intensification streamlined planning process) separately to the proposed district plan and with recommendation issued separately. • Assuming Council approval, decisions on variation 1 could be made and publicly notified by the deadline of 20 August 2023 	<ul style="list-style-type: none"> • If decisions on variation 1 are made before district-wide issues, some of which are qualifying matters, are considered, Council risks a poor quality and non-integrated district plan. It is a requirement of s31 RMA to integrate decision making, and to review objectives, policies, and methods to ensure sufficient development capacity in the district beyond just the medium density residential standards. • Less than optimum, inferior and/or non-integrated planning outcomes are likely to result in an increase in appeals to the Environment Court, and possibly plan changes, thus more costs to Council and the community. • Separate processes may breach natural justice and fairness requirements for a hearings process. • Submitters may have to appear multiple times • Staff do not believe it is possible to fully sever variation 1 content from the proposed district plan, which may result in some MDRS matters being heard before submitters have the opportunity to give submissions on the underlying framework of the proposed plan.

Affected Persons and Interests of Communities

Pursuant to clause 10A(3) of Schedule 1 of the Act, before applying for an extension, Council must take into account:

- a) The interests of any person, who, in its opinion, may be directly affected by an extension; and
- b) The interests of the community in achieving adequate assessment of the effects of these proposed plans; and
- c) Its duty under Section 21 to avoid unreasonable delay

- In relation to clause (a) above, Council has taken into account the interests of any person, who, in its opinion may be directly affected by an extension. All persons who submitted on the Proposed District Plan and the two variations may be directly affected by the extension of time sought. However, the Council does not consider any individual submitters to be affected by the delay than any other submitter. This issue affects all submitters on the plan, both those seeking to support the enabling provisions and those seeking changes.
- Council has taken into account all persons who submitted on the proposed District Plan and the two variations and whether any person is considered to be directly affected by this extension of time sought.
- Council has, in particular taken into account the interests of the communities who have worked with Council to develop the Proposed District Plan, particularly the areas where there is a need to increase development capacity.
- Council has also considered the interests of those affected by the Environment Court decision on the immediate legal effect of the rural subdivision 20 ha standard. There are a range of views on this issue, but the primary consideration for Council is the need to make an integrated decision that will also take into account the new requirements of the NPS for Highly Productive Land.
- In relation to clause (b), Council has taken into account the interests of the community in achieving adequate assessment of the effects of the proposed plan. It is considered that a single hearings process, with a 15 month extension, will result in better quality and integrated decision-making and plan, which will better serve the interests of the community than the alternatives. Council considers that the provisions of variation 1 cannot be separated from the overall plan, and that a lesser 6 month extension will result in the inferior planning outcomes as described above.
- In relation to clause (c), Council has taken into account its duty to avoid all unreasonable delay under section 21. Council has considered the minimum extension of time required to enable it to meet its functions under section 31 RMA.
- Council has received no submissions or deputations requesting a faster decision-making process.
- Council considers it is appropriate to continue to hear both variations and the proposed district plan together, noting the differing requirements for panel makeup, decision-making, and approval of variation 1 (the intensification planning process).
- Council is confident that these revised timeframes are appropriate and will be met.

Hearing Stream	Topics	Date Held
Hearing Streams 1 & 2	<ul style="list-style-type: none"> • Definitions - not specific to a chapter (DEF) • Strategic Directions (SD) • Urban Form and Development (UFD) • Mana Whenua (MW) • Sites and Areas of Significance to Māori (SASM) • Special Purpose Zone – Kāinga Nohoanga (SPZ(KN)) 	15-19 May 2023
Hearing Stream 3	<ul style="list-style-type: none"> • Hazardous Substances and Contaminated Land (HS and CL) • Natural Hazards (NH) 	25-26 July 2023
Hearing Stream 4	<ul style="list-style-type: none"> • Public Access (PA) • Activities on the Surface of Water (ASW) • Natural Features and Landscapes (NFL) • Coastal Environment (CE) • Natural Character of Freshwater bodies (NATC) 	17-18 July 2023
Hearing Stream 5	<ul style="list-style-type: none"> • Noise (NOISE) • Notable Trees (TREE) • Historic Heritage (HH) • Signs (SIGN) • Light (LIGHT) • Energy and Infrastructure (EI) • Transport (TRAN) • Earthworks (EW) 	21-24 August 2023
Hearing Stream 6	<ul style="list-style-type: none"> • Open Space and Recreation Zones (OSRZ, NOSZ, OSZ, SARZ) • Rural Zones (RURZ, GRUZ, RLZ) 	9-10 October 2023
Hearing Stream 7A	<ul style="list-style-type: none"> • Residential Zones (not rezoning) (RESZ) • Large Lot Residential Zone (not rezoning) (LLRZ) • Ecosystems and Indigenous Biodiversity (ECO) • Variation 2 – Financial Contributions (V2: FC) 	16-17 September 2024
Hearing Stream 7B	<ul style="list-style-type: none"> • Variation 1 – Housing Intensification (V1: HI) 	
Hearing Stream 8	<ul style="list-style-type: none"> • Subdivision - Urban (SUB) • Subdivision - Rural (SUB) 	15 April 2024
Hearing Stream 9	<ul style="list-style-type: none"> • Commercial and Mixed Use Zones (CMUZ, KLFR, LCZ, LFRZ, MUZ, NCZ, TCZ) 	29 January 2024
Hearing Stream 9A	<ul style="list-style-type: none"> • Industrial Zones (INZ, LIZ, GIZ, HIZ) 	15 April 2024
Hearing Stream 10	<p>Special Purpose Zones</p> <ul style="list-style-type: none"> • Kaiapoi Regeneration (SPZ(KR)) • Pines Beach and Kairaki Regeneration (SPZ(PBKR)) • Pegasus Resort (SPZ(PR)) • Museum and Conference (SPZ(MCC)) • Hospital (SPZ(HOS)) 	19 February 2024

Hearing Stream	Topics	Date Held
Hearing Stream 10A	<ul style="list-style-type: none"> • Christchurch Airport Noise / Bird Strike (Airport) • Future Urban Development Areas (FUDA) 	19-21 February 2024
Hearing Streams 11 & 11A	<ul style="list-style-type: none"> • 11 - Designations (DES) (District Council) • 11A – Designations (DES) (requiring authorities other than District Council) • 11A - Temporary Activities (TEMP) 	15 April 2024
Hearing Stream 12A	Rezoning: <ul style="list-style-type: none"> • Commercial/Industrial Zones (CMUZ & INZ) • Oxford and surrounds • Pegasus Resort (PR) 	4-5 June 2024
Hearing Stream 12B	Rezoning: <ul style="list-style-type: none"> • Rural Lifestyle Zone (RLZ) 	11 June 2024
Hearing Stream 12C	Rezoning: <ul style="list-style-type: none"> • Large Lot Residential Zone (LLRZ) • Large Lot Residential Overlay 	22-23 July 2024
Hearing Stream 12D	Rezoning: <ul style="list-style-type: none"> • Ohoka 	1-3 July 2024
Hearing Stream 12E (A) & (B)	Rezoning: <ul style="list-style-type: none"> • Rangiora • Kaiapoi • Woodend • Variation 1 	19-22 August 2024
Hearing Stream 12F	Rezoning: <ul style="list-style-type: none"> • Rangiora Airfield 	22 August 2024
Hearing Stream 12D (reconvened)	Rezoning: <ul style="list-style-type: none"> • Ohoka 	4 November 2024

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BYL- 72 / 241118202705

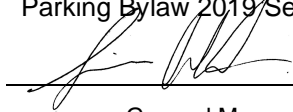
REPORT TO: COUNCIL

DATE OF MEETING: 3 December 2024

AUTHOR(S): Gina Maxwell – Project Support Coordinator

SUBJECT: Parking Bylaw 2019 Section 155 Review Assessment

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to advise Council of the findings from the Section 155 Review of the Parking Bylaw 2019 and provide recommendations from the assessment.
- 1.2. Waimakariri District Council Parking Bylaw (Bylaw) was adopted on 3 December 2019 and sets out the requirements for parking control of vehicular or other traffic on any road or area under the care, control or management of the Council
- 1.3. The Bylaw is made using bylaw-making powers in section 22AB – parking – of the Land Transport Act 1998 (LTA) and section 145 of the Local Government Act 2002 (LGA).
- 1.4. The Bylaw has been reviewed to comply with LGA section 158 timeframe to review the Bylaw no later than five years after the date on which the bylaw was made. The review also complies with the bylaw review procedure set out in LGA section 160. LGA section 155 requires that a council makes certain determinations as to the appropriateness of the Bylaw as part of the review process.
- 1.5. The Parking Bylaw 2019 (Bylaw) has helped address the parking problems, but there are limits to its effectiveness. There are no other viable options, outside of a bylaw. The community depends on the council's implementation of a bylaw for regulating parking in the district.
- 1.6. The Environmental Service Unit uses a compliance first approach to encourage voluntary agreement; our compliance staff monitor all parking in the district. The Environmental Service Unit also relies on feedback from the public to inform us of issues.
- 1.7. Over 1,996 Service requests have been logged between the Bylaw coming into effect between 1st January 2021 and 31st June 2024 in relation to parking within the district.
- 1.8. In general, the Bylaw is 'fit for purpose', however, the Bylaw could be improved by clarifying definitions, including explanatory notes. Traffic issues highlighted by staff are emerging issues that are not currently covered by the Bylaw. An expanded Parking and Traffic Bylaw could include, for example:
 - Turn bans
 - One-way roads
 - Shared-use paths
 - "Keep Clear" zones
 - Unformed road closures
 - Heavy vehicle restrictions
 - Engine braking restrictions

1.9. Any changes deemed necessary following this review, such as to be amended, revoked, or revoked and replaced action must be taken as required by Section 156 of the LGA 2002 and a new bylaw iteration written and passed by Council before it is revoked two years after the review due date (3 December 2026).

1.10. In summary, the Parking Bylaw 2019:

- i. is determined to be the most appropriate way of addressing the perceived parking and related traffic problems; and
- ii. is considered to be the most appropriate form of bylaw;
- iii. is potentially inconsistent with the *New Zealand Bill of Rights Act 1990* (NZBORA) but is a justified limitation consistent with s5 of NZBORA.
- iv. improvements to the existing Bylaw are recommended to include refinements of the Bylaw, specifically definitions and sections 6, 8, 9, 12, 13 and 14 as well as new additions to the Bylaw that address solid waste collection; traffic restrictions; mobile trading, explanatory notes and residential parking permit zones, resulting in a new Parking and Traffic Bylaw.

Attachments:

- i. Parking Bylaw Findings Assessment 2024 – TRIM 241118202718
- ii. Waimakariri District Council Parking Bylaw 2019 – TRIM 210709112296

2. RECOMMENDATION

THAT the Council:

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

3. BACKGROUND

3.1. Waimakariri District Council Parking Bylaw 2019 (created in accordance with the *LGA 2002*) establishes the requirements for parking and related traffic matters on all roads or areas within the Council's jurisdiction. Public parking is used in the district for people to work, shop, visit, attend appointments and engage in recreational activities.

- 3.2. The purpose of the Bylaw is to set requirements for parking and the control of vehicles, and other roading related issues on any public road or public place overseen by the Council.
- 3.3. Under Section 158 of the LGA 2002, the Bylaw must undergo review by 3 December 2024. If changes are deemed necessary following this review, such as that the Bylaw needs to be amended, revoked, or revoked and replaced, action must be taken as required by Section 156 of the Local Government Act 2002 and a new Bylaw passed by Council by 3 December 2026 to avoid the Bylaw being revoked by Section 169A of the LGA.
- 3.4. If the review shows the Bylaw should continue without amendment, it can be rolled over by the adoption of Council.
- 3.5. The Environmental Service Unit uses a compliance first approach to encourage voluntary compliance; our compliance staff monitor all parking in the district. The Environmental Service Unit also relies on feedback from the public to inform the Council of issues.
- 3.6. Review of the Bylaw has taken into consideration the Parking Strategy 2021, Moving Forward: Waimakariri Integrated Transport Strategy 2024 and the current project to develop Parking Management Plans (PMPs) for Rangiora and Kaiapoi town centres. The new iteration of the Bylaw should be prepared alongside the development of the Rangiora PMP which is planned to be adopted later in 2025.

4. **ISSUES AND OPTIONS**

- 4.1. The Council adopted the Parking Bylaw 2019 on 3 December 2019. In undertaking this assessment, the options for addressing the perceived problems have been considered.
- 4.2. The options considered are:
 - 4.2.1. **Status quo** i.e. retain the Bylaw as it is: this is not preferred as the assessment suggests that the current Bylaw does not address adequately some emerging issues, nor allow for the removal of some sections that are considered unnecessary.
 - 4.2.2. **Amend** the current Bylaw: an amended Bylaw is not preferred given the number and significance of the recommended changes identified by the assessment.
 - 4.2.3. **Replace** the current Bylaw with a new Parking and Traffic Bylaw: this is the preferred option given that the assessment indicates there are a large number of changes required for the current bylaw and that traffic movements should be added.
 - 4.2.4. **Revoke** the current Bylaw and not replace: this is not a practical option, and we have no other viable options to manage parking and related traffic matters on all roads or areas within the Council's jurisdiction.
- 4.3. The Bylaw has been reviewed by an internal group of key stakeholders. Feedback from external stakeholders and the community is recommended to inform any proposed changes or additions recommended, set out in section 4.4 of this report.
- 4.4. Below is a table of the current Sections of the Bylaw and recommended additions with discussion notes and brief recommendations that support the recommendation of replacing the current Bylaw with a new Parking and Traffic Bylaw. For more detail, please refer to the Parking Bylaw Findings Assessment 2024 (241118202718).

Section	Discussion	Recommendations
Objectives	The bylaw purpose should be clear as this will bolster the enforceability	Addition of objectives
Definitions	Currently have three definitions for compliance offices, E-scooter definition is not in line with legislation	Review current definitions to keep in line with Land Transport Road User Rule 2004 (RUR 2004)

Section 6 No Parking on Certain Parts of the Road	6.1.1 Prohibits parking on street gardens and berms in residential zones only Should this include other urban zones to avoid damage to gardens/grass, which may impact Council assets such as stormwater	Investigate implications and ability to enforce
Section 8 Temporary Discontinuance of a Parking Space	Occasionally, the Council may have to temporarily close parking spaces and utilize them for other temporary purposes. For instance, temporary bus stops, temporary bus lanes, and construction activity areas	Investigate ability to include provisions for temporary restrictions and delegated authority to an authorised officer without a Council resolution
Section 9 The Parking of Vehicles by Disabled Persons	The parking of vehicles by disabled persons in the Parking Strategy 2021 allows for parking concessions when parking in a standard time-limited space	An additional bylaw clause that allows additional time allowances for a Disabled Person's Parking Permit.
Section 12 Motorhomes, Buses, Caravans, and Trailers	Caravans (not self-propelled are considered trailers) and trailers are covered under S.6.19 RUR 2004 to be stationary on road for no longer than 5 days	Update section name in line with the RUR 2004 and LTA 1998 Align caravan and trailers with RUR 2004 limit by referencing the RUR 2004
Section 13 Displaying and Storage of Vehicles on Street	Public confusion around when a vehicle on the road meets the criteria for being displayed or stored	Displaying and storage needs to be defined by either an explanatory note or by including both into definitions
Section 14 Parking for Display or Advertising	Parking for Display or Advertising is covered in Clause 6.3 in the Signage Bylaw 2019	Assess whether the Signage Bylaw or Parking Bylaw is most suitable for this clause
Additional clauses to be considered:		
Solid Waste Collection	Provision for 'no stopping parking on collection day' or "residents parking only area" for some portions of streets that prove to be difficult to service with the recycling/rubbish trucks when cars are parked there	Research options used by peer Council's and investigate the implications and ability to enforce
Traffic Restrictions	Staff have provided potential elements that could be considered for inclusion in a new Parking and Traffic Bylaw; a discussion of the need for each element; the legislation, rules, and policies that would enable these elements to be included in a bylaw	Research potential elements that could be considered for inclusion in a new iteration of the bylaw and review examples of bylaw provisions from peer Road Controlling Authorities
Mobile Trading	Commercial vehicles parking in inconsiderate locations has also been raised as a concern through service requests, this may be covered in a future Places and Spaces Bylaw	Investigate if restrictions on parking mobile trading vehicles could be incorporated in a revised Parking Bylaw with quicker effect

Explanatory Notes	Explanatory notes can be extremely helpful in reading bylaws and suggest this would be a good addition as parking bylaws are often a point of contention with the public	Addition of explanatory notes, which can be amended without review of the bylaw to add clarity to any section– this would help quickly resolve common issues (like “storage of vehicles)
Residential parking permit zones	A Parking Management Plan is currently being investigated which may lead to the extension on time limited parking in residential areas surrounding the Town Centre	Align the new iteration of the bylaw with the Rangiora Parking Management Plan to be adopted in late 2025 including researching options used by peer Council’s and implications on resourcing enforcement

4.5. Section 160 of the Local Government Act 2002 states if a local authority amends or revokes and replaces a bylaw it must consult on the proposal using the Special Consultative Procedure in a manner that gives effect to the requirements of Section 82. This will allow groups and organisations to provide their views. Once the full bylaw review is undertaken as per 4.2 above (informed by the section 155 review that is the matter of this report), public consultation using the Special Consultative Procedure will be undertaken.

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. The Bylaw supports the following community outcomes:

5.1.1. There is a safe environment for all.

5.1.2. Public spaces and facilities are plentiful, accessible, and high quality, and reflect cultural identity.

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

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

Public consultation, using the Special Consultative Procedure, will allow community views to be heard, including those of mana whenua. Public consultation will be undertaken following a full review of the bylaw.

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.

Organisations that previously submitted on the Bylaw include:

- The Woodend-Sefton Community Board

6.3. **Wider Community**

Public consultation, using the Special Consultative Procedure, will allow community views to be heard. Public consultation will be undertaken following a full review of the bylaw.

6.4. **Consultation Process**

The public will be notified of the opportunity to make a submission to the “Lets Talk” platform once a draft bylaw has been completed and information published on the Council’s webpage and Facebook

page. Submissions will be able to be made online via the Council's web page, by email or by posting or delivering a copy to the Council.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. Financial Implications

The review of the Bylaw is being carried out using existing and Strategy and Business Unit staff resources. The project is a programmed Strategy and Business Unit project for the 2025-26 financial years.

7.2. Sustainability and Climate Change Impacts

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

7.3. Risk Management

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

7.4. Health and Safety

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

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

Local Government Act 2002
Land Transport Act 1998
Land Transport (Road User) Rule 2004

8.3. Consistency with Community Outcomes

- The Council's community outcomes are relevant to the actions arising from recommendations in this report.
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.
- Land use is sustainable; biodiversity is protected and restored.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

9. Authorising Delegations

9.1. The Council has the authority to make decisions in relation to the setting of Bylaws.

9.2. The Council will decide whether a Hearing Panel is required to consider submissions and staff recommendations on the draft Parking and Traffic Bylaw. The Council will make final decisions on the new Bylaw following public consultation.

9.3. The Council has delegated authority to the Utilities and Roding Committee to administer the Bylaw. (S-DM 1024)

Parking Bylaw Findings Assessment 2024

Public parking is used in the district for people to work, shop, visit, attend appointments and engage in recreational activities.

Waimakariri District Council Parking Bylaw 2019 (created in accordance with the *Local Government Act 2002*) establishes the requirements for parking and related traffic matters on all roads or areas within the Council's jurisdiction.

Under Section 158 of the *Local Government Act 2002*, a council is required to review its bylaws no later than 5 years after the date on which the bylaw was made.

The Parking Bylaw 2019 (Bylaw) must undergo review by 3 December 2024. If changes are deemed necessary following this review, such as be amended, revoked, or revoked and replaced action must be taken as required by Section 156 of the *Local Government Act 2002* and a new Bylaw passed by Council by 3 December 2026 to avoid the Bylaw being revoked by Section 169A of the LGA.

If the review shows the Bylaw should continue without amendment, it can be rolled over by the adoption of Council.

This review assesses if the Bylaw is the best method to address the identified issues, if it is the most suitable form of bylaw, and if it complies with the *New Zealand Bill of Rights Act 1990* notwithstanding Section 4 of the LGA, with justified limitations by making the determinations required by Section 155 of the LGA.

The *Local Government Act 2002* Section 242 Penalties for offences allow us to enforce the Bylaw by way of prosecution, a fine on conviction of up to \$20,000.

There is a range of enforcement options and tools available under the LGA including:

- a court injunction,
- restraining breaches,
- removal of works,
- seizure and disposal of property,
- cost recovery for removal of works,
- disposal and damage,
- power to request name and address,

Additionally, currently compliance officers have tools under the *Land Transport Act 1998* to prescribe fines, not exceeding \$1,000, for the breach of any bylaw made under section 22AB.

Bylaw Implementation

The Waimakariri District Council has delegated authority to Utilities and Roading Committee to administer the Bylaw. (S-DM 1024)

Council's Environmental Services Unit provide enforcement of the provisions of the Bylaw under Section 128E Powers of parking wardens of the *Land Transport Act 1998*.

Council's website provides information parking rules across the district, an FAQ section, and a downloadable version of the Bylaw.

Signs are present at the entry of parking lots to notify visitors of time limits; these restrictions are also noted on signs in the immediate vicinity of the parking spaces.

All prohibited or restrictions are indicated by the lines, zones, markings, signs, and notices, placed, or erected, in roads or public places that can be seen by the public.

Currently, we have no signs erected specifically for the Bylaw.

Council had 1 (FTE) parking warden available for the period of 2022, 1.5 (FTE) parking warden/s available for the period of 2023, 2 parking wardens available for 2024.

Table 1: Parking infringement and notices issued

	Parking infringement notices	Parking warning notices	Time Restrictions	Registration & Licensing	WOF/COF	Other offences
2022	1386	130	860	276	186	64
2023	2970	624	821	906	743	500
2024	2824	269	1156	705	592	371

The Environmental Service Unit uses a compliance first approach to encourage voluntary compliance, our parking compliance staff monitor all parking in the district, focusing on the Central Business District during the weekdays. The Environmental Service Unit also relies on feedback from the public to inform us of issues.

In practice, the Bylaw

- has been used to issue 28 tickets so far during 2024
- 12 out of 269 warnings issued this year were for Bylaw breaches
- is implemented to align with *Land Transport Act 1998*
- has a compliance-first approach for breaches, followed by a warning notice before issuing a ticket

Is there still a problem and is the problem the same?

Certainly. In 2019, the ongoing issue remains the potential harm to council property and the environment, posing risks and disturbances to the public, failing to cater to the demands of locals and tourists in the district due to insufficient regulations on parking in areas with high visitor traffic like the Central Business District.

Over 1,996 Service requests have been logged between the bylaw coming into effect between 1st January 2021 and 31st June 2024 in relation to parking within the district.

Table 2: Total Service requests compared to number of breaches and population of the district

Year	Service Requests Received	Bylaw Breaches	Population Waimakariri (StatsNZ)
1 July 2018- 30 June 2019	450		61,300
1 July 2019- 30 June 2020	431		
1 July 2020- 30 June 2021	454		66,200
1 July 2021 -30 June 2022	499	634	67,500 (P)
1 July 2022 -30 June 2023	505	635	66,246
1 July 2023 -30 June 2024	669	847	

(P) Provisional

Table 2 (above) shows the number of total complaints received in relation to parking within the period shown.

A breach is when someone does not follow the rules, it is known as a Bylaw breach. Bylaw breaches show the number of rules broken which can be multiple in one complaint.

Problems are expected to happen often at varying degrees, resulting in minor inconveniences or annoyances, to a few more profound consequences that can harm individuals.

We have limited data on frequency. Public complaints may be significantly fewer than the true occurrence because not all incidents are reported. Additionally, parking wardens are restricted by time constraints in terms of the area they can cover.



Are the Bylaw’s desired objectives or outcomes the same?

Yes, the purpose of parking regulations is to control the use of a limited resource. Without regulations, there would be little regard for safety or organisation. The intent stays consistent with the Bylaw; however, the intention is to expand the Bylaw to cover emerging issues including traffic restrictions and refine the objectives.

Designing the bylaw and making detailed decisions during drafting should be guided by achieving the policy purpose. Therefore, including specific objectives to the bylaw will allow others to adequately evaluate the impact of the proposal and the resulting legislation.

The bylaw has been reviewed by an internal group of key stakeholders and following these discussions it has been recommended that the bylaw be redrafted, taken out to consultation, modified if required and adopted by Council by December 2026.

Purposed objectives for the Waimakariri District Council:

	2019 Review	2024 Review Recommendation
Purpose	The purpose of the Bylaw is to set out the requirements for parking control of vehicular or other traffic on any road or area under the care, control or management of the Council.	Amend the purpose as follows: The purpose of the Bylaw is to set requirements for parking and the control of vehicles, and other roading related issues on any public road or public place.
Objectives		<ul style="list-style-type: none"> • Sustain and enhance the efficiency of the road network. • Protect the road network, including for pedestrians. • Ensure that parking is available in areas of high demand and is turned over efficiently. • Manage heavy motor vehicle use and parking within town centres. • Regulate the storage of items and vehicles on roads.

Is a bylaw still the most effective method to address the problem?

The Bylaw has helped address the parking problems, but there are limits to effectiveness.

There are no other viable options, outside of a bylaw to set requirements for parking. The community depends on the council's implementation of a bylaw for regulating parking in the district.

The best practices for parking management, policy development, and implementation would focus on operations that are responsive to those they serve.

In general, the Bylaw is 'fit for purpose,' however, the policy could be improved by clarifying definitions, adding explanatory notes and incorporating traffic issues that are becoming emerging issues and are not currently covered and will be an important addition over the 10 years the Bylaw is in effect.

Implications under the Bill of Rights Act

Consideration needs to be given to whether the Bylaw gives rise to any implication(s) under the New Zealand Bill of Rights Act 1990 (NZBORA) this act establishes certain fundamental human rights. The LGA also states that no bylaw may be made which is inconsistent with the NZBORA, notwithstanding section 4 of that Act.

The NZBORA specifically identifies four types of rights, these are: life and security of the person; democratic and civil rights (including freedom of movement and, of, expression); non-discrimination and minority rights; search, arrest, and detention.

The Bylaw currently contains clauses placing restrictions on parking and the amended or replacement Bylaw may include traffic movements. This could potentially be seen as an interference with the right to freedom of movement.

The current Bylaw also includes clauses restricting the parking of vehicles on roads or parking spaces for the purpose of advertising goods or services that are provided elsewhere or for displaying vehicles for sale. This clause could potentially be seen as an interference with the right to freedom of expression if this clause remains in the amended or replacement bylaw.

The Council can impose reasonable limits within a bylaw if those limits are clearly reasonable and justified. The purpose of the Bylaw is to set out the requirements for parking and control of vehicular or other traffic on any road or area under the care, control, or management of the Council. Given this purpose, it is considered that even if the restrictions in the amended or replacement bylaw interfered with rights in the Bill of Rights, those restrictions can be demonstrably justified. The Bylaw contributes to the successful management of parking issues within the district.

In the preparations of preparing the amended or replacement Bylaw justifications for each restriction imposed that may affect NZBORA will be detailed. In addition, the Bylaw, in many cases, allows for persons to apply for permission from Authorised Officers to depart from the usual rules set out in the Bylaw. On this basis, it is considered that the Bylaw is potentially inconsistent with BORA but is justified limitation consistent with s5 of NZBORA.

Recommendations of Section 155 Assessment

In undertaking this assessment, the options for addressing the perceived problems have been considered. The options considered are:

1. **Status quo** i.e. retain the Bylaw as it is: this is not preferred as the current Bylaw does not address adequately some emergent issues and clarification by explanatory notes to bolster enforcement of the Bylaw.
2. **Amend** the current Bylaw: an amendment Bylaw is not preferred given the number and significance of the recommended changes identified by key staff.
3. **Replace** the current Bylaw with a new Parking and Traffic Bylaw: this is the **preferred** option given there are a number of changes required for the current bylaw and the addition of traffic movement restrictions that is recommended.
4. **Revoke** the current Bylaw and not replace it: this is not a practical option, and we have no other viable options to manage parking and related traffic matters on all roads or areas within the Council's jurisdiction.

To meet the updated objectives, it is recommended that the following points should be investigated further to inform the new iteration of the Parking and Traffic Bylaw. The current Bylaw has been reviewed by an internal group of key stakeholders and the following points should be explored further with the full redraft of the Bylaw:

Definitions

Review all current definitions to ensure these align with current legislation. One recommendation is E-scooters should be taken out and add two definitions, one being motor vehicle and other being vehicle as per LTA and this would E-scooters and keep in line with current legislation.

Section 6 No Parking on Certain Parts of the Road

6.1.1 Prohibits parking on street gardens and berms in residential zones only; this should be explored to include other urban zones to avoid damage to gardens/grass, which may impact stormwater Example "any part of the road separated from the roadway with a kerb that is paved, surfaced, landscaped area, whether or not it is planted, whether or not it is for pedestrian use"

Section 8 Temporary Discontinuance of a Parking Space

This section may require investigation in relation to including provisions for temporary restrictions to certain vehicle classes only, and a maximum time limit for temporary restrictions (without a Council resolution).

Section 9 The Parking of Vehicles by Disabled Persons

The parking of vehicles by those with a mobility card in the Parking Strategy 2021 allows for parking concessions when parking in a standard (i.e., not designated mobility) time-limited space:

- P30: permitted to park an additional 30 minutes
- P60: permitted to park an additional 60 minutes

This concession is included in the approved actions from the Parking Strategy 2021 and should be recognised by the Bylaw. The RUR 2004 for councils to include provisions granting time extensions for mobility parking permit holders in time-restricted parking areas.

Section 12 Motorhomes, Buses, Caravans and Trailers

Consider changing the name to “Motorhomes, immobilised vehicles, and trailers “

Align caravan and trailers parking limitations with RUR 2004 limits by referencing the RUR 2004 rather than having a specified number of days.

Section 13 Displaying and Storage of Vehicles on Street

Displaying and storage needs to be defined by either an explanatory note or by including both into definitions. This will provide clarity for the public of when a vehicle on the road meets the criteria for being displayed or stored.

Section 14 Parking for Display or Advertising

Parking for Display or Advertising is covered in Clause 6.3 in the Signage Bylaw 2019 consideration should be given to which bylaw is the most suitable place for this clause.

During the Section 155 review and while looking at other Territorial Local Authority Parking Bylaws it became evident there are areas the current Bylaw does not cover. Below is additional bylaw clauses recommended to be further investigated by the redraft for the new iteration of the Bylaw:

Solid Waste Collection

Investigate the provision for ‘no stopping parking on collection day’ or "residents parking only area" for some portions of streets that prove to be too difficult to service with the recycling/rubbish trucks when cars are parked there. The ESU team have raised resourcing concerns around this recommendation which can be fully investigated during the redraft.

Traffic Restrictions

Staff have provided potential elements that could be considered for inclusion in a new Parking and Traffic Bylaw; a discussion of the need for each element; the legislation, rules, and policies that would enable these elements to be included in a new iteration of the Bylaw. An expanded Parking and Traffic Bylaw could include, for example:

- Turn bans
- One-way roads
- Shared-use paths
- "Keep Clear" zones
- Unformed road closures
- Heavy vehicle restrictions
- Engine braking restrictions

Mobile Trading

Commercial trading vehicles parking in inconsiderate locations and positions has also been raised as a concern through service requests, this may be fully covered in a future Places and Spaces Bylaw which is being considered by the Policy Team early 2025. But restrictions on parking mobile trading vehicles could be incorporated in a revised Parking and Traffic Bylaw with quicker effect.

Explanatory Notes

Explanatory notes are used for a number of reasons, including to explain the intent of a clause in less formal language, to include additional helpful information, or because the information may be subject to change and need to be updated before the bylaw itself has to be updated. Explanatory notes may assist with quickly resolving common issues (e.g. “storage of vehicles”)

Residential parking permit zones

A Rangiora Parking Management Plan is currently being investigated which may lead to the extension on time limited parking in residential areas surrounding the Town Centre. The new iteration of the Parking bylaw should be redrafted alongside the development of the Rangiora PMP which is planned to be adopted later in 2025.

Summary

In summary, having undertaken a review of the Parking Bylaw 2019 and in terms of section 155 of the LGA, reviewing and replacing the Parking Bylaw 2019 with a new iteration of the Bylaw:

- is determined to be the most appropriate way of addressing the perceived problems; and
- is considered to be the most appropriate form of Bylaw.
- Is potentially inconsistent with NZBORA but is justified limitation consistent with s5 of NZBORA.

WAIMAKARIRI DISTRICT COUNCIL PARKING BYLAW 2019

This review of the Parking Bylaw 2007
was adopted at a Council meeting held on
3 December 2019

Minor Technical Amendment
Was adopted by the District Planning and Regulation Committee
15 June 2021



Chief Executive

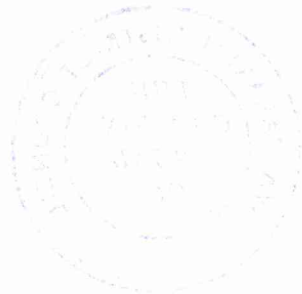
Governance Manager



WAIMAKARIRI
DISTRICT COUNCIL

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Waimakariri District Council Parking Bylaw 2019

1 General

- 1.1 This bylaw may be cited as the Waimakariri District Council Parking Bylaw 2019.
- 1.2 This bylaw supersedes the Waimakariri District Council Parking Bylaw 2007 and comes into force on 12 December 2019.
- 1.3 This bylaw is made pursuant to sections 159 and 160A of the *Local Government Act 2002* and section 22AB of the *Land Transport Act 1998*.

2 Purpose

- 2.1 The purpose of this bylaw is to set out the requirements for parking control of vehicular or other traffic on any road or area under the care, control or management of the Council.

3 Definitions

- 3.1 In this bylaw, unless the context otherwise requires:

Agency means the New Zealand Transport Agency

Authorised Officer means an officer or other person appointed by the Council to perform duties, or give permissions under this bylaw.

Authorised Period means that time period commencing when a vehicle is parked within an area, listed in the Schedule, which the Council by resolution has designated as a time-limited area and in which the appropriate signs(s) have been erected.

Continuous Accessible Path of Travel (CAPT) is defined as the area where the pedestrian route is safe and convenient for everyone, especially for people who are blind, have impaired mobility or have low vision.

Council means the Waimakariri District Council and includes any person, authorised by the Council to act on its behalf.

Enforcement Officer means a person who has been appointed as an Enforcement Officer by the Council under the *Local Government Act 2002* or a person who is an Enforcement Officer under the *Land Transport Act 1998*.

Electric Scooter (or e-Scooter) means a low-powered vehicle designed in the style of a traditional push scooter, with a footboard, two or three wheels, a long steering handle and an electric auxiliary propulsion motor.

Grass Berm is the area of footpath which is laid out in grass.

Grass Verge is that area of public road that includes grassed, paved or other landscaped areas

Immobilised vehicle means any vehicle that cannot be moved on its own because it is mechanically not able to be moved or has a wheel or wheels missing from the vehicle.

Motorhome means any vehicle designed or converted to be used for human habitation, whether self-contained or not, and includes a bus, caravan, campervan, or house truck.

Parking Warden means a person appointed to hold the office of parking warden appointed by the Council under Section 128(d) of the *Land Transport Act 1998*.

Pedestrian means any person travelling by foot or using pedestrian facilities. This would include those using wheelchairs, prams, e-scooters, mobility scooters and other mobility devices.

3.2 In this bylaw, unless the context otherwise requires:

- 3.2.1 **Heavy motor vehicle, moped, motor vehicle, motorcycle, owner, parking, road, and vehicle** have the same meanings as in section 2(1) of the *Land Transport Act 1998*; and
- 3.2.2 **Cycle lane, disabled person's parking permit, driver, emergency vehicle, footpath, mobility device, parking place, power assisted cycle, roadway** have the same meanings as in clause 1.6 of the *Land Transport (Road User) Rule 2004*.
- 3.2.3 **Transport station** has the same meaning as in section 591(6) of the *Local Government Act 1974*.
- 3.2.4 Any undefined words, phrases or expressions used in this bylaw have the same meaning as in the Land Transport and Local Government Acts unless the context plainly requires a different meaning.
- 3.2.5 The *Interpretation Act 1999* applies to the interpretation of this bylaw.
- 3.2.6 Explanatory notes are for information purposes only, do not form part of this bylaw, and may be inserted or changed by the Council at any time.

4 Resolutions Made Under This Bylaw

4.1 A resolution may be made under this bylaw that:

- 4.1.1 Regulates, controls or prohibits any matter or thing generally, or for any specific classes of case, or in a particular case; or
- 4.1.2 Applies to all vehicles or traffic or to any specified class of vehicles or traffic using a road; or

4.1.3 Applies to any road or part of a road, greenspace adjoining the road, building, or transport station under the care, control, or management of the Council; or

4.1.4 Applies at any specified time or time period.

4.2 The Council may subsequently amend or revoke any resolution made under this bylaw at any time.

PART 1 - PARKING

5 Stopping, Standing and Parking of Vehicles

5.1 The Council may from time to time by resolution impose parking, standing or stopping restrictions on any road or other area controlled by the Council whether by way of time restriction, a restriction to a specified class, classes or description of vehicle, a total prohibition of vehicles, or any combination of these.

5.2 The Council shall by prescribed markings, signs, notices or devices erected or placed in a conspicuous position in or on any road or other area controlled by it, indicate where on the road, other area or portion thereof, the stopping, standing or parking of any vehicle, whether attended or unattended, is prohibited or restricted.

5.3 Any of the signs, markings, notices or devices referred to in clause 5.1 may from time to time be supplemented, altered or removed by Council resolution.

6 No Parking on Certain Parts of the Road

6.1 A person must not stop, stand or park a vehicle, wholly or partially:

6.1.1 On that part of any road zoned residential (in the District Plan) which is laid out as a cultivated area, being a garden, grass verge or grass berm.

6.1.2 On grass verges or berms that causes any damage or is a safety hazard, and that there be no business parking on grass verges with businesses not to use the road as an extension of their business.

6.1.3 On that part of any road which has been separated from the roadway by a kerb that is a paved or other surfaced landscaped area, with or without a planted area, and whether or not it is designed for use by pedestrians.

6.2 A person may stop, stand or park a vehicle in contravention of clauses 6.1 and 6.2 if:

- 6.2.1 That part of the road is designed and constructed to accommodate a parked vehicle; or
- 6.2.2 An Authorised Officer has given written permission to stop, stand or park a vehicle in that part of the road; or
- 6.2.3 The Council, by resolution, has allowed vehicles to stop, stand, or park in that part of the road.

7 Parking of Mobility Devices on Footpaths

- 7.1 No wheelchair, pram, e-scooter, mobility scooter or other mobility device on any footpath shall be placed in a position that would obstruct a pedestrian's CAPT travel along the footpath, or present an obstacle for any person using the footpath including any disabled person, or obstruct movement of a vehicle using any formed vehicle crossing over any footpath.

8 Temporary Discontinuance of a Parking Space

- 8.1 If an Authorised Officer is of the opinion that any parking space or spaces should be temporarily discontinued as a parking space, they may direct the placement of a sign or other controls that sufficiently indicates reserved parking, 'no stopping', 'no standing' provisions for specified vehicles at such parking space or spaces.

9 The Parking of Vehicles by Disabled Persons

- 9.1 The Council may, from time to time by resolution, reserve any specified parking place either generally or at specified times for the exclusive use of any disabled person who has on display in their vehicle a Disabled Person's Parking Permit.
- 9.2 The Council shall, by markings, signs or notices, indicate where parking by non-permit holders is prohibited or restricted.

10 Removal of Vehicles from Off-Street Parking Areas

- 10.1 An Enforcement Officer may remove or cause to be removed any vehicle from any part of the road reserve or Council-managed land that contravenes this bylaw, or any resolution made under this bylaw, and the Council may recover from the person committing the breach of this bylaw all expenses incurred in connection with the removal of the offending vehicle.
- 10.2 No person may cause damage to or remove any signage or barriers associated with parking restrictions or controls applied to land owned or managed by the Council.
- 10.3 The powers that may be exercised under this clause are in addition to those provided by any other enactment.

11 Immobilised and Immobile Vehicles

- 11.1 No person shall leave standing on any road or public place for any continuous period exceeding seven days any vehicle which is immobilised, including a

motor vehicle without wheels, without the consent of Council or Authorised Officer.

11.2 Any vehicle left standing in breach of this clause may be removed by the Council to such place as is nominated by the Council.

11.3 The Council shall not be liable for any loss or damage resulting from the removal or sale of any such vehicle.

12 Motorhomes, Buses, Caravans and Trailers

12.1 No person shall park a motorhome, bus, caravan or trailer on any road or in a public place for any continuous period exceeding seven days without the previous consent of the Council or an Authorised Officer.

13 Displaying and Storage of Vehicles on Street

13.1 No person shall stop stand or park a vehicle on any road or public place for the purpose of offering the vehicle for sale.

13.2 No person shall stop, stand or park a vehicle on any road or public place for the purpose of exhibition, demonstration or storage.

14 Parking for Display or Advertising

14.1 A person must not display any signage on, connected to a vehicle, or parked trailer that is on a road or a public place, if the principal function of the trailer or vehicle is to display advertising material.

14.2 Should any vehicle to which clause 14.1 applies be left stationary and unattended on any road, whether otherwise lawfully stopped or not, and in the opinion of an Authorised Officer, it is causing a safety hazard, the Authorised Officer may have it removed and stored at the cost of the owner.

14.3 Clause 14.1 does not apply to vehicles with sign writing (business logos or the business name) where the vehicle is being used in, and as part of, the normal course of business and not simply for the purpose of displaying advertising material, unless, in the opinion of an Authorised Officer, the motor vehicle is causing a safety hazard.

Explanatory note: also refer to Clause 6.3 in the Signage Bylaw 2019.

15 Working on Vehicles

15.1 No person shall stop, stand or park any vehicle on any road to carry out any repairs to that vehicle unless those repairs are of a minor or urgent nature.

PART II - ADMINISTRATIVE

16 Enforcement Officers

16.1 The enforcement of the provisions of this bylaw shall be carried out by either Police Officers or Parking Wardens, or where appropriate, Enforcement Officers appointed by the Council.

17 Defences

17.1 A person is not in breach of this bylaw if that person is able to prove that:

- 17.1.1 The act complained of was done in an emergency on the road or immediately adjoining the road; or
- 17.1.2 The act complained of was done in compliance with the directions of a Police Officer, Parking Warden, Authorised Officer, traffic control signal or traffic sign; or
- 17.1.3 That he/she was experiencing a medically related event and took all reasonable care to avoid causing an accident or any injury.

18 Offences

Every person commits an offence against this bylaw who fails to comply:

- 18.1 In all respects with any prohibition or restriction or direction or requirement indicated by the lines, zones, markings, signs and notices, laid down, placed, or made, or erected, in or upon any road or public place in the district pursuant to any provision of this bylaw:

19 Penalties

- 19.1 Every person who commits an offence against this bylaw will be liable for penalties and infringement offences under the *Land Transport Act 1998* and *Local Government Act 2002*.

20 Exempted Vehicles

- 20.1 This bylaw does not apply to any of the following vehicles being used in the execution of duty:
 - 20.1.1 An emergency services vehicle; or
 - 20.1.2 A vehicle that is used by a Parking Warden; or
 - 20.1.3 A vehicle that is used by an Authorised or Enforcement Officer.

21 Power to Amend Certain Schedules by Resolution

- 21.1 The Council may from time to time by resolution make changes to any schedule to or explanatory note in this bylaw and include additional schedules to this bylaw.

22 Revocations and Savings

- 22.1 The Parking Bylaw 2007 is hereby revoked.
- 22.2 Any approval, permit or other act of authority which originated under or was continued by the bylaw revoked in clause 22.1 that is continuing at the

commencement of this bylaw, continues to have full force and effect for the purposes of this bylaw, but is subject to the application of any relevant clauses in this bylaw.

- 22.3 The revocation of the bylaws specified in clause 22.1 shall not prevent any legal proceedings being taken to enforce those bylaws and such proceedings shall continue to be dealt with and completed as if the bylaws had not been revoked.
- 22.4 The resolutions of the Council made or continued under the bylaws revoked under clause 22.1 continue to have full force and effect for the purposes of this bylaw as if they were resolutions made under this bylaw.

23 Review of Bylaw

- 23.1 A comprehensive review of this bylaw shall be carried out no later than 12 December 2024 as required by the *Local Government Act 2002*.
- 23.2 The Council reserves the right to carry out an early review of any aspect of the bylaw that has not been found to have been effective in addressing identified user conflicts, health and safety concerns and matters of public nuisance
- 23.3 By resolution, the Council may make changes to any schedule or explanatory note in this bylaw.

The Schedule – Parking Restrictions

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-07-02, RDG-01 / 241122206820**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 December 2024**AUTHOR(S):** Hearing Panel – Road Reserve Management Policy**SUBJECT:** Adoption of Road Reserve Management Policy with revisions**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council approval to adopt the Road Reserve Management Policy.
- 1.2. This report presents the recommendation from the Hearing Panel for the Road Reserve Management Policy deliberations and written submissions received from targeted consultation of Council's draft Road Reserve Management Policy, specifically grazing restrictions.
- 1.3. The Hearing Panel consisted of Councillors Redmond, Blackie, and Atkinson.
- 1.4. Six existing Roding policies were amalgamated into a single new Road Reserve Management Policy, and new sections on other road functions were included. Public consultation on the full proposed policy was undertaken in August-September 2023
- 1.5. Council at its meeting on 7 November 2023 let the proposed new policy lie on the table pending further consultation being undertaken on changes to roadside grazing areas.
- 1.6. Staff prepared a second consultation targeted to landowners along the roads proposed for new grazing restrictions. The limited Appendix A – Grazing Restricted Roads consultation was carried out from 29 August to 29 September 2024.
- 1.7. In total, ten submissions were received with two submitters wishing to present their views to the Hearing Panel.
- 1.8. A small number of minor changes have been included within the proposed policy following the consultation and deliberations. These have been included in attachment i (TRIM: 221117200292) as track changes.

Attachments:

- i. Draft Road Reserve Management Policy track changes version (TRIM: 221117200292)
- ii. Minutes of Hearing and Deliberations on submissions made on Road Reserve Management Policy 21 October 2024 (TRIM: 241016179330)
- iii. Report to the Hearing Panel with consultation feedback on grazing (TRIM: 241001168222)

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 241122206820;
- (b) **Adopts** the Road Reserve Management Policy as included in attachment i (TRIM: 221117200292); and
- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1. The driver for this policy review is to ensure that the Council's published policies remain current and relevant. As a result of evolving service delivery processes and regulatory changes, it is timely to ensure policies reflect the Council's current intent and practices.
- 3.2. During the initial review process, several existing Roding policies have been reviewed, updated, and amalgamated into a single policy, to ensure an effective and efficient policy structure. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency.
- 3.3. The proposed policy is a combination of the following existing policies:
 - Rural Seal Extension Policy
 - Private Funding of Seal Extension Policy
 - Formation of Unformed Roads Policy
 - Road Reserves Fencing & Grazing Policy
 - Stock Underpasses Policy
 - Vehicle Crossings, Entranceway and Driveway Surfacing Materials Policy
- 3.4. The absence of formal guidance with regards to certain responsibilities within the road reserve has led to confusion and conflicting expectations among adjacent landowners and road network users. Thus, new sections have been added based on current practice, to provide clarity on expectations for use and maintenance of all elements in the road reserve.
- 3.5. The draft policy also includes new sections for other roading functions including:
 - Road surfacing – based on the previously agreed levels of service for surfacing roads as approved by the Utilities & Roding Committee in 2007 (TRIM: 071108035864)
 - Roadside berms – clarifying maintenance responsibilities for urban and rural berms as well as expectations for existing and potential trees and hedges
 - Unformed legal roads – specifying responsibility for maintenance and criteria for occupation, formation, and stopping
 - Road corridor usage including storage – defining conditions for temporary berm use
 - Utilities – identifying expectations for installing utilities in the roadside
 - Work zones – setting requirements for safe traffic management planning
- 3.6. Two existing related policies, the “Street Naming Policy” and the “Street and Reserve Trees Policy,” were not included in this amalgamation. The Street Naming Policy has now been incorporated into the new “Naming Policy” (TRIM: 230321039443) while the Street and Reserve Trees Policy remains under with the Greenspace Unit.
- 3.7. The two operative seal extension policies relate to rural seal extensions (1) where development has occurred and (2) where private individuals are seeking to have their road sealed. Where development has occurred, 30% of the cost of sealing needs to be accrued before Council undertakes the sealing works. Where private individuals seek road sealing, a 50% contribution is required. The lower trigger for development reflects the increase in traffic from development whereas private requests are not driven by increases in traffic.
- 3.8. Council at its meeting on 7 November 2023 let the proposed new policy lie on the table pending further consultation being undertaken on changes to roadside grazing areas.
- 3.9. Staff prepared a second consultation targeted to landowners along the roads proposed for new grazing restrictions. The limited Appendix A – Grazing Restricted Roads consultation was carried out from 29 August to 29 September 2024.
- 3.10. A hearing on the draft policy occurred on 21 October 2024 and the minutes are attached to this report (TRIM: 241016179330).
- 3.11. From the engagement, there was generally positive feedback on the proposed changes to Appendix A – Grazing restricted Roads area. 56% (5) of the quick poll responses supported the changes overall. 44% (4) of the quick poll responses partially supported the changes. There were no submitters who opposed the proposed restrictions.
- 3.12. The Hearing Panel considered points raised by the submitters and officers report. The Panel recommended a small number of changes and additions to the grazing conditions to allow for stock owners to apply for exemptions to grazing restrictions based on site-specific risk assessments and a history of responsible farming experience.

4. **ISSUES AND OPTIONS**

- 4.1. The draft policy has been reviewed and updated to ensure that it includes all of the existing policies as well as gaps which have been identified.
- 4.2. The absence of formal guidance with regards to responsibilities within the road reserve has led to confusion and conflicting expectations among adjacent landowners and road network users.
- 4.3. While the majority of the draft Road Reserve Management Policy comes from existing Council policies, new sections have been added based on current practice, to provide clarity on expectations for use and maintenance of all elements in the road reserve.
- 4.4. The draft policy has been through substantive internal development across all relevant Council teams as well as consultation with the broader community, stakeholders, and elected members to ensure that it reflected the best practices in managing the roading network.
- 4.5. As regards the policy, the following options are available to Council:

- 4.6. **Option One** – Adopt the draft Road Reserve Management Policy:

This option would see Council adopt the draft policy as shown in attachment i. The draft policy has been updated following the consultation and deliberations feedback and reflects the recommendations of the Hearing Panel. As such, this is the **recommended option**.

- 4.7. **Option Two** – Retain the status quo:

This option would see Council retain six separate policies and maintain these as separate documents. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency. This option also does not address gaps in the current policies. As such this is **not** the recommended option.

- 4.8. **Option Three** – Further amend the draft Road Reserve Management Policy before adopting it:

This option would see Council further amend the draft policy by adding or removing sections of the policy. There has been a significant amount of work go into the draft policy so that it provides clear guidance which reflect current practice and addresses gaps in the current policies. It has also been through a monthlong public consultation effort with resulting submissions considered by the hearing panel. As such this is **not** the recommended option.

Implications for Community Wellbeing

- 4.9. There are implications on community wellbeing from the issues and options that are the subject matter of this report. The draft policy has been reviewed and updated by relevant staff across Council, to ensure it reflects current requirements and practices as these affect activities and responsibilities of Council and the general public.
- 4.10. Policies have an underlying purpose of ensuring the Council undertakes its activities and manages its assets where there is an interface with the public in a way that provides for safety and transparency while also demonstrating fairness and equity for our community. These documents establish responsibilities and obligations for third parties, in situations where requirements and/or roles are not otherwise clearly specified through legislation, regulation, standards, or industry guidance.
- 4.11. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the policy's subject matter beyond a general interest as members of the community.

5.2. **Groups and Organisations**

There are groups and organisations that are likely to be affected by, or to have an interest in the subject matter of this report. They have been given an opportunity to be heard as part of the public consultation process.

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. Council has undertaken public consultation to afford interested parties the opportunity to have their say and be heard.

Ten submissions were received with one individual presenting at the hearing on responsible grazing on roadside berms and the challenges of berm maintenance without grazing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no direct financial implications of the decisions sought by this report. The changes proposed in the policy will not lead to any significant changes to Council's operational costs.

The budgets have been set to account for different funding percentages required for either privately-funded or development-related seal extensions.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have major sustainability or climate change impacts, although these impacts are considered in ongoing roading operations. It is noted that the policy within this report will improve the ecological footprint of the District's roading network through preservation and cultivation of indigenous vegetation.

6.3 **Risk Management**

There is not a significant change in risks arising from the adoption of the recommendations in this report. It is noted that there are risks inherent in the management of the District's roading network, but the policy sought to minimise any increase in these risks. Adoption of the policy will ensure current practice addresses risks to both Council and third parties.

6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The policy sought to ensure health and safety risks for staff and the public are addressed during activities managed by the Council as far as is practicable. The policy will help ensure that the road reserve is managed in a way which provides for safety of the public.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. Authorising Legislation

The Local Government Act 1974 details the role and responsibilities of local government in relation to setting Policy and public consultation.

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

Social: a place where everyone can have a sense of belonging

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

Environmental: a place that values and restores our environment

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

Economic: a place that is supported by a resilient and innovative economy

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable. There is a safe environment for all:

7.4. Authorising Delegations

Council at its 6 June 2023 meeting delegated responsibility to the Hearings Panel to hear and consider submissions to the Road Reserve Management Policy consultation. It is noted that the Hearings Panel membership has been adjusted from the October 2023 hearing due to councillor availability.

Council is responsible for the approval of all policies.

Road Reserve Management Policy

1. Introduction

This policy sets out the Waimakariri District Council's (the Council) approach to managing activities within the road reserve. It addresses uses and management requirements in the road reserve that can affect private activities or impose costs on residents, and provides clear guidance to staff and the community.

2. Purpose

The purpose of this policy is to clarify controls, responsibilities, and any associated costs for use of the road reserve affecting a wide range of private and public activities.

These expectations are clearly set out so that the requirements are visible to, and can be clearly understood by, all users of the road corridor.

3. Scope

This policy provides guidance on management of Council road reserves and establishes:

- Criteria for sealing unsealed rural roads, including funding requirements
- Specifications for the use of unformed legal roads and forming unformed legal roads, and the process for stopping unformed legal roads
- Responsibilities for use, fencing, and maintenance of the road berm
- Requirements for sealing roads and vehicle crossings
- Criteria for forming stock underpasses
- Expectations for temporary traffic management activities.

4. Policy objectives

The overarching objective of this policy is to assist the Council to consistently and transparently apply management requirements and cost-share agreements for use of the road reserves, and to ensure fair and equitable outcomes for all parties.

- 4.1. The policy sets out the criteria for sealing unsealed rural roads so that costs and benefits are fairly distributed in accordance with set criteria.
- 4.2. The policy clarifies responsibilities for accessing and using unformed legal roads. It provides a process to consider privately-constructed assets on or under such roads.
- 4.3. The policy ensures that the public right of passage along unformed legal road corridors is preserved.
- 4.4. The policy ensures that the responsibility for forming and maintaining private accesses on an unformed legal road is clearly with the party requesting and benefiting from the access.
- 4.5. The policy manages rural road boundary fencing and berm grazing to ensure safety for vehicles, pedestrians, and stock and to reduce road maintenance issues.
- 4.6. The policy specifies suitable materials for vehicle crossings to ensure standardisation and

limit impacts from future works within the road reserve.

- 4.7. The policy manages the construction of stock underpasses to safely allow stock and farmers to travel from one side of the road to another, and allow road users to pass unhindered.

5. Sealed roads

5.1. Rural seal extension

This policy is used to assess any requests to seal rural roads with speed limits of 60km/h or greater.

The Council will only consider sealing unsealed rural roads in one of the following situations:

- When co-funding is approved by the New Zealand Transport Agency (Waka Kotahi)
- When roading financial contributions from subdivisions of at least 30% of the cost of sealing the road have been received by the Council
- When privately funded, as detailed below.

See *Appendix C*: for seal extension technical requirements.

5.1.1. New Zealand Transport Agency Approved Projects

5.1.1.1. The New Zealand Transport Agency has set criteria for the funding of seal extensions and few projects are likely to be eligible for, or receive New Zealand Transport Agency co-funding.

5.1.1.2. Any roads which meet the New Zealand Transport Agency criteria will be identified and submitted to the Long Term Plan and Regional Land Transport Plan (RLTP) processes for consideration of funding allocation.

5.1.1.3. The Council may programme the seal extension in the earliest year funding is available, or bring forward the funding to the following financial year.

5.1.2. Roading Financial Contribution Projects

5.1.2.1. The Council will consider sealing a rural unsealed road when receipted Roading Financial Contributions from subdivisions reach at least 30% of the cost of sealing the road.

5.1.2.2. Funding for these projects will come from the Subdivision contribution budget.

5.1.2.3. The Council may at its discretion, attempt to obtain subsidy from the New Zealand Transport Agency either fully or by using the contributions to offset the capital cost of the work. However, the sealing will be programmed for completion, whether New Zealand Transport Agency approval is obtained or not.

5.1.3. Private Funding of Seal Extension

5.1.3.1. The Council will consider sealing existing roads where the adjoining property owner(s) is willing to fund 50% of the cost of the sealing.

5.1.3.2. Seal extensions up to a total length of 1km per year may be approved by the General Manager, Utilities and Roading, under delegated authority, subject to the following conditions:

- Those requesting the work will pay 50% of the cost. The balance shall be funded as a deficit balance within the current years roading account.
- Any additional works required to support the seal extension (e.g., signs,

markings, drainage) will be included in the cost apportionment. Any works required to address existing deficiencies will be covered by Council.

- The design and tender for the seal extension work will normally be prepared by the Council and all physical work will be organised by the Council. Those requesting the work will pay 50% of the costs of design, tender and construction of the physical works.
- The sealed road will remain the property of the Council in accordance with the Local Government Act 1974 s317.
- Future maintenance, including resealing, will be the responsibility of the Council.

5.2. Sealed road surfacing

- 5.2.1. Generally, the most appropriate and cost-effective sealed road surfacing is chip seal. By default, all roads and streets which Council agree to seal shall be surfaced with chip seal to ensure the lowest lifecycle cost is achieved, unless other surfacing is considered appropriate based on the technical grounds noted below.
- 5.2.2. Asphaltic concrete (hotmix) is more durable with less noise and vibration, but its usage incurs a higher lifecycle cost. Its use will require approval by the General Manager, Utilities and Roading.
- 5.2.3. Asphaltic concrete (hotmix) may be used to seal Strategic and Arterial Roads with speed limits of 50 km/hr or less, and with urban scale development on both sides of the road.
- 5.2.4. Asphaltic concrete (hotmix) or similar surfacing may also be used on selected streets within the town centres or on other roads and bridges on a case-by-case basis.
- 5.2.5. Asphaltic concrete (hotmix) or similar surfacing may be used in cul-de-sac heads, at intersections with large numbers of heavy turning vehicles, and in any other area where it is the most appropriate technical and cost-effective option. It is used in situations where there are high vehicle turning movements to reduce the wear and tear from turning vehicles.
- 5.2.6. Asphaltic concrete (hotmix) or similar surfacing may also be used, on an exceptions basis, where it is technically considered the most appropriate solution to address inconsistencies in vertical and horizontal alignment in some streets.
- 5.2.7. In situations where streets are already surfaced with asphaltic concrete (hotmix) or similar material, but are not consistent with this policy and require resurfacing, they will be resurfaced with asphaltic concrete (hotmix) or similar surfacing unless there are compelling technical and / or cost reasons for not doing so.

6. Unformed legal roads

This policy specifies controls on the use, access, and maintenance of unformed legal roads, also known as paper roads.

6.1. Public use of unformed legal roads

- 6.1.1. The Council has statutory powers to manage and control roads under the Local Government Act 1974 (Part 21) and Land Transport Act 1998 (Part 3) to ensure that the public right of passage along unformed legal road corridors is preserved while protecting the environment, the road and adjoining land, and the safety of road users.
- 6.1.2. Herenga ā Nuku Aotearoa - the Outdoors Access Commission was established pursuant to the Walking Access Act 2008 to lead, support, negotiate, establish, retain, and improve

access to the outdoors. The rights and responsibilities in the Outdoors Access Commission's Outdoor Access Code should be adhered to when using unformed legal roads.

- 6.1.3. While there is no specific statutory right to use a motor vehicle on any road, where the terrain permits, vehicles may be used on unformed legal roads, unless this is prevented or restricted through a bylaw or other enactment.
- 6.1.4. Road corridor users must not modify, obstruct, or damage the surface of unformed legal roads, except in accordance with the provisions of this policy.
- 6.1.5. Most unformed legal roads will not have clearly delineated areas set aside for different types of users. Vehicles, pedestrians, bicycles, and horses are likely to share the same space. Unformed legal roads are considered "shared zones" available for use by pedestrians, cyclists, equestrians, and motorists, as per the purpose of Land Transport (Road User) Rules 2004. This means that motorists must give way to pedestrians, but pedestrians must not unduly impede the passage of any vehicle.
- 6.1.6. Due to the risk posed to other road users, the road surface, and adjoining property and vegetation, the Council does not permit the lighting of fires on unformed legal roads.
- 6.1.7. Unformed legal roads are public places for the purposes of the Arms Act 1983. Therefore, the discharging of a firearm on an unformed legal road so as to endanger property, annoy, or frighten any person is prohibited.

6.2. Maintenance of unformed legal roads

- 6.2.1. The Council is not obligated to, and does not generally intend to:
 - Maintain or repair damage to unformed legal roads
 - Fence unformed legal roads
 - Inspect, identify, or mitigate any road safety issues on unformed legal roads
 - Signpost or otherwise mark unformed legal roads.
- 6.2.2. The Council is obligated to inspect and maintain non-roading assets that it has purposefully installed in unformed legal roads, such as drainage or plantation forestry.
- 6.2.3. Any existing or new Council non-roading assets within unformed legal roads should not obstruct public access.
- 6.2.4. Adjacent landowners are generally responsible for fencing, vegetation control, and pest plant management. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally-occurring indigenous vegetation shall not be removed or disturbed without written approval from the Council. This is particularly relevant where there are features of ecological importance or Significant Natural Areas; refer to the District Plan for more details. Exceptions may be considered on a case-by-case basis.

6.3. Private occupation and encroachments in unformed legal roads

- 6.3.1. The Council recognises that a range of activities may wish to make use of, or locate on, unformed legal roads. The Council will consider requests for occupation of an unformed legal road on a case-by-case basis.
- 6.3.2. Approved requests for occupation will be formalised through a Licence to Occupy and must comply with this policy and the conditions of that Licence to Occupy. See the draft Council *Rural Land Lease and Licence Policy* for additional terms; in the event of any conflict with terms within the *Rural Land Lease and License Policy*, the terms of this policy shall prevail.

- 6.3.3. Should the Property Team recommend against granting a Licence to Occupy for occupation of an unformed legal road, such approval is reserved for the Utilities and Roothing Committee.
- 6.3.4. The Council recognises that there are a large number of existing occupied unformed legal roads that are not subject to a formal lease or Licence to Occupy. While the Council will endeavour over time to standardise these occupancy activities, this will be governed by the availability of Council staff resources. Priority may be given to unformed legal roads where issues arise in relation to an existing use.
- 6.3.5. See *Appendix C: Technical requirements* for conditions for unformed legal road occupation.
- 6.3.6. Failure to obtain the necessary authority from Council to occupy or encroach onto an unformed legal road is an offence under the Local Government Act 1974.
- 6.4. Unauthorised encroachment**
- 6.4.1. Where there is an unauthorised encroachment on an unformed legal road, the Council:
- Will investigate complaints about encroachments
 - Will first attempt to resolve encroachments through voluntary removal, Licence to Occupy, or road stopping (as appropriate, see section 6.6 below) before considering legal action
 - May consider an appropriate alternative public access, where such an alternative is equal to or better than the existing unformed legal road and can be provided at no cost to Council
 - May remove, or require removal of, unauthorised encroachments that obstruct or impede public access, at the cost of the party responsible, unless exceptional circumstances exist in relation to the encroachment (including a public benefit).
- 6.5. Formation of unformed legal roads**
- 6.5.1. The Council is not obligated to, and does not generally intend to, form, or improve unformed legal roads.
- 6.5.2. However, the Council will consider requests from adjacent property owners, developers, and interest groups to construct carriageways, cycle tracks, bridle paths, and footpaths within unformed legal roads at the applicant's expense, where this is vital for development or where significant public benefits are clearly demonstrated.
- 6.5.3. A written application is to be made, and approval given in writing by the General Manager, Utilities and Roothing, before any physical works start in the road reserve.
- 6.5.4. When considering applications to facilitate use of unformed legal roads by walkers, cyclists, or equestrians, Council will consider the proposed extent of modification required to the surface of the unformed legal road, potential for liability, and future maintenance. Any use of Council resources to modify an unformed legal road will need to be approved by Council.
- 6.5.5. Developers and subdividers seeking to use unformed legal roads are required to seek approval to form and/or upgrade roads to a Council-standard as part of the subdivision process.
- 6.5.6. When a request is received for a formation on an unformed legal road, the applicant will be advised that, should the request be approved, the following options are available:
- The applicant forms the road to the Council's roading standards and specifications, or better. Approval of a Council-standard road is to be subject to the following conditions:
 - All work is to be at the expense of those requesting it.
 - All work is to be in accordance with the Council's specifications and to its standards.

- The standards and specifications used for the work are to be those adopted and in use for similar access to similar properties upon subdivision.
- Where it is agreed by the Council that the road is to be vested, future maintenance of the road (to appropriate standards) will become the responsibility of the Council following acceptance of the construction work from the contractor or completion of the civil maintenance period.
- The applicant forms the road to a lesser standard than the Council requires, in which case on-going maintenance will be at the property owner's expense. The applicant is also advised that if this option is chosen, they will not be able to restrict or control public access to or along the upgraded section of public road. Approval of a lesser-standard access requires an encumbrance to be registered against the title(s) of the applicant's lot(s) recording their responsibility to maintain that part of the road.
- The applicant may alternately request the Council stop the road. This would remove the legal road status and enable the sale of the section of land if approved. See Section 6.6 for more details on road-stopping.

6.5.7. Where a formed access is requested for a section of unformed legal road that adjoins two or more properties, notice will be given to the other adjoining landowner(s) of the application, giving them 20 working days to respond with their view. Where more than one adjoining landowner wishes to use the same section of unformed legal road along a shared boundary, the Council will encourage all parties to agree on the arrangements. Where agreement is not reached, the Council will use its discretion as to how the occupation is divided.

6.5.8. Where any dwelling house was lawfully erected prior to 23 January 1992, and it has sole access to an unformed or substandard legal road, then the Council will contribute up to 50% of the cost of upgrading to the Council's standard, to be funded as a subdivision commitment.

6.6. Stopping unformed legal roads

6.6.1. Where a road is proposed to be stopped, the Council will generally follow the Local Government Act 1974, section 342 process. The Public Works Act 1981, section 116 process will only be used in exceptional circumstances where doing so is deemed to be in the public's interest.

6.6.2. Any applicant requesting to stop an unformed legal road should give regard to:¹

- a. The Council may or may not support the request.
- b. The full costs will be borne by the applicant and the applicant will need to enter into a cost agreement and may be required to pay a deposit for such costs prior to any work being undertaken.
- c. The process the application must follow includes provision for public submissions and the Council has no control over the outcome of that process.
- d. Ultimately, any decision made in the road stopping process is appealable through the Environment Court.
- e. If the stopping is completed, the applicant will be required to purchase the stopped road at an agreed value and amalgamate it with their existing title, at their expense.

6.6.3. In considering applications to stop an unformed legal road, the Council will evaluate the application against:

¹ Section 6.6.2 (c) to (e) only apply in respect of road stopping carried out under the Local Government Act 1974 but would not apply to road stopping carried out under the Public Works Act 1981.

- Current use – e.g., public walking/driving access, service to land-locked sections
- Strategic value – e.g., connections to water bodies, reserves, conservation land, or some other future strategic need
- Alternatives for public access
- Biodiversity and ecological value – e.g., value of the land to ecosystem services; rarity, representativeness, and density of native flora or fauna
- Future use of the road as proposed by the applicant
- Intended or potential alternative future uses – e.g., walk- or cycle ways, drainage, amenity, recreation uses, significant landscape amenity
- Corridor user safety
- Existing or anticipated infrastructure, encumbrances, and easements.

6.6.4. Where a section of unformed legal road is stopped and freehold title issued, subject to the requirements of the Public Works Act 1981 or any other relevant legislation, the Council may choose to dispose of the land accordingly.

7. Roadside management

This portion of the policy specifies requirements for private use of the road reserve for fencing, grazing, storage, and berm management.

7.1. Fencing on road reserve

- 7.1.1. New boundary fences adjacent to Council road reserves shall be located on the surveyed property boundary.
- 7.1.2. Replacement boundary fences on Council road reserves not located on the surveyed property boundary are to be relocated onto the surveyed property boundary when replaced.
- 7.1.3. In exceptional cases, when agreed by the Utilities and Roding Committee, existing boundary fences may be retained onto a line that is not on the surveyed property boundary when the adjacent property owner wishes to retain this alignment, providing that public access is not obstructed.

7.2. Private entry structures

- 7.2.1. Private entry signs, features, artwork, and monuments will not be permitted within the road reserve.
- 7.2.2. Subdivision entry structures shall be situated on private land and maintained at the cost of the property owner.
- 7.2.3. Private gates must not open into or otherwise obstruct the road reserves.

7.3. Grazing on road reserve

- 7.3.1. The grazing of road reserve frontages is not permitted on the following roads:
- Within the urban area
 - On the roads listed in *Appendix A: Grazing-restricted roads*
 - On the mown verge of sections of road regularly mown by the Council or its contractors
- 7.3.2. The grazing of road reserve frontages is permitted along Council-controlled roads within the District, except those set out above, and is subject to the conditions found in *Appendix C: Technical* requirements.

7.3.3. Stock owners may apply to the Council for an exemption to graze on frontage of roads listed in Appendix A: Grazing-restricted roads. Exemption requests must meet the following requirements:

- Cattle or sheep only
- Road frontage is on the "Roads Considered for Exemptions" table in Appendix A: Grazing-restricted roads
- Stock owner has no history of grazing-related service requests or complaints with Council

7.3.4. Approved exemption requests will be formalised through a Grazing Permit system and must comply with the requirements of Appendix C: Technical requirements and the conditions of that Permit. A Permit may be issued for no longer than a three-year period and is not transferable. A Permit may be revoked if there is more than one justified grazing-related service request or complaint at any property or permitted berm associated with the Permit holder.

7.3.3-7.3.5. Should the Roothing Team recommend against granting a Permit for grazing on the road reserve, or the road is on the "Non-Eligible Roads" table in Appendix A: Grazing-restricted roads, such approval is reserved for the Utilities and Roothing Committee.

7.4. Temporary storage on road reserve

7.4.1. Generally, the Council does not permit temporary storage within the road reserve. Material may not be stored under any circumstances on roads classified as Collector, Arterial, or Strategic Roads within the rural area. See the District Plan for a list of classified roads.

7.4.2. Temporary storage may be considered on a case-by-case basis with written approval from the Council. Any temporary storage on the road reserve is subject to the conditions found in *Appendix C: Technical requirements*.

7.4.3. An unformed legal road may not be used for storage of any kind, or the long-term parking of any vehicles.

7.5. Roadside berm maintenance

This policy does not cover sealed or unsealed Council-maintained footpaths or shared paths.

7.5.1. Berms Adjacent to Council Property

The Council will maintain grass berms outside Council property including reserves, cemeteries, community facilities (e.g., pools, halls, community centres, and libraries), gravel pits, forestry blocks, and rental housing. The mowing will be managed either directly by the Council, via committees, or in accordance with lease conditions where the Council property is leased.

7.5.2. Berms Adjacent to Private Property

7.5.2.1. The Council will not maintain berms or frontages of private property, except where otherwise provided for in this policy.

7.5.2.2. The Council expects that berms will be covered in natural turf and maintained in a clean and tidy condition by the adjoining property owner to ensure safe space for all road users and prevent erosion of roadside drains.

7.5.2.3. Refer to *Appendix D: Approved berm planting* for a list of natural turf species approved for planting on a berm.

7.5.2.4. Permanent landscaping and decoration are not permitted on or in berm areas as

these areas are reserved for utility and public access only.

- 7.5.2.5. Berms along many rural Collector and Arterial Roads are mown regularly for a nominal distance off the road for traffic safety reasons. Adjoining property owners are responsible for maintaining the remainder of the berm.
- 7.5.2.6. Adjoining property owners are responsible for the removal of any noxious weeds or pest plants growing in rural berms. A list of pest plants is maintained by Environment Canterbury; for more details, see the *Canterbury Regional Pest Management Plan*.
- 7.5.2.7. The Council does not generally maintain berms that contain stormwater conveyance and treatment such as swales, drains, or overland flow paths, although within Drainage Rated Areas, the Council does maintain a limited number of designated drains located within berms. Adjoining property owners are encouraged to maintain these berms, but may apply to the Council for an exemption as per section 7.5.3.
- 7.5.2.8. Stockwater races in the berm are required to be maintained by adjoining property owners in accordance with the Council's *Stockwater Race Bylaw*.
- 7.5.2.9. The owner or occupier of any undeveloped residential zone property shall ensure that grass and other vegetation within the property boundaries is maintained in accordance with the Council's *Property Maintenance Bylaw*.

7.5.3. Exceptions for Berms Adjacent to Private Property

- 7.5.3.1. Property owners can apply in writing to the Council for an exemption to the requirement to maintain the berm adjoining their property.
- 7.5.3.2. Any requests for an exemption will be evaluated on a case-by-case basis using the following criteria:
 - Whether the berm is a stormwater conveyance and treatment area that requires mowing to ensure it operates efficiently or it meets regulatory requirements
 - The berm design and whether its maintenance can be safely carried out by the adjoining property owner (e.g., berms that are too steep to be maintained by a hand mower or line trimmer)
 - Whether the berm's maintenance could impact the safety of road network users (e.g., vehicular, pedestrian, equestrian, or cycle traffic)
 - Whether the mowable area of the roadside berm is greater than 400 m² (urban only)
 - Special circumstances may be considered on compassionate grounds.
- 7.5.3.3. Any exemption granted in accordance with section 7.5.3.2 will be at the Council's discretion.

7.5.4. Trees and Hedges Within Berms

- 7.5.4.1. This policy does not cover consented street trees and street gardens; refer to the Council *Street and Reserve Trees Policy*.
- 7.5.4.2. Tree and hedge planting within urban and rural road reserves is not permitted without written approval from the Council, to ensure road safety and avoid the Council incurring maintenance costs when the property changes hands.
- 7.5.4.3. Trees and hedges established before adoption of this policy shall be allowed to remain, provided the plantings are not considered to be a nuisance by the Council.

7.5.4.4. Plantings will be considered a nuisance by Council if they create a safety risk or interfere with road maintenance, drainage, utility services, or public access. The Council may direct the adjoining property owner to remove nuisance trees or hedges at the expense of that owner. The Council should be consulted before removing any nuisance trees.

7.5.4.5. Where historical plantings (other than consented street trees) are allowed to remain within the road reserve, the adjoining property owner is responsible for their maintenance; refer to *Appendix C: Technical requirements* for a list of responsibilities.

7.5.4.6. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally-occurring indigenous vegetation shall not be removed or disturbed unless the Council considers it to be a nuisance. This is particularly relevant where there are features of ecological importance; refer to the District Plan for more details.

7.5.5. Overhanging trees and vegetation

Overhanging vegetation or other obstructions from property adjacent to any road reserve will be managed as per Section 355 of the Local Government Act 1974. Refer to *Appendix B: Roadway clearance* for more details.

7.5.6. New berms

7.5.6.1. Council contractors are responsible for the establishment and mowing of new grass berms that are sown as part of roadworks, footpath resurfacing, or trenching during the defects liability period. Once the maintenance period of the work has expired, berm mowing will be managed in accordance with this policy.

7.5.6.2. Developers and subdividers are responsible for the establishment and mowing of new grass berms that are sown as part of new development. Once the maintenance period of the work has expired, the berm mowing will be managed in accordance with this policy.

7.5.6.3. When new road reserve is vested with the Council through subdivision or new construction, the land will generally be fully cleared by the property owner prior to vesting. Any Protected Trees or Significant Natural Areas in the District Plan shall be protected. Other significant or notable vegetation should be evaluated on a case-by-case basis by the Council's Roading and Greenspace Units for possible retention by the Council as street trees.

The following factors will be taken into consideration as part of this evaluation:

- Impacts on public access, traffic safety, and sightlines
- Ability to realign or redesign proposed works
- Amenity and / or historic value
- Botanical and / or ecological value
- Tree health and form
- Risk of falling limbs or other potential damage to the tree arising from construction processes

7.5.7. Construction works

7.5.7.1. Where existing grass berms are required to be excavated or altered as part of Council maintenance or capital works (including works by utility operators), the Council or the relevant utility operator will re-establish the grass and any Council-installed street trees, plantings, and associated irrigation. Private trees and

plantings will not be reinstated. Letter boxes will be reinstated.

- 7.5.7.2. Any construction work undertaken in the berm will require written consent from the Council. Where a property owner arranges work to excavate or alter the berms as a result of works to their property or neighbouring property, the cost of reinstatement of a berm will be met by that owner.

7.6. Services in the road reserve

Any activity undertaken which involves excavation or disturbance of the ground within the road reserve requires the Council's authorisation. This includes work which has been granted a resource consent.

Permits to undertake work within the road reserve are issued in accordance with the requirements of the *National Code of Practice for Utility Operators' Access to Transport Corridors* in the form of Corridor Access Requests.

7.6.1. Location of overhead services within the road reserve

7.6.1.1. The preferred location for all overhead services will be as far from the road carriageway as practicable, and away from corners and intersections.

7.6.1.2. Road safety features which meet recognised standards (e.g., barriers) are required where overhead services cannot be located away from corners and intersections, or within 3m of the edge of the road carriageway. This distance may vary depending on the classification of the road, the size of the service, and the topography at the site.

All associated cabinets and kiosks shall be situated to avoid limiting sight distance, and shall be frangible or protected as per the *National Code of Practice for Utility Operators' Access to Transport Corridors*.

7.6.1.3. All new service installations and replacement or changes to existing service installations within the road reserve must have the prior approval of the Council.

7.6.2. Private services within the road reserve

7.6.2.1. Installation of private services within the road reserve is generally not supported except in unusual circumstances (e.g., where no alternative exists on private property) and with authorisation by the Council through a Licence to Occupy and registration of an encumbrance on the private service owner's property.

7.6.2.2. A private service owner will be responsible for the cost of preparing a Licence to Occupy and encumbrance (including registration), installing the service, making good the road surface as required, maintaining the service during the term of that Licence, and relocating the service should construction of new Council infrastructure within the road reserve create a conflict.

7.6.2.3. As-built plans shall be provided to the Council by the service owner once installation is complete.

8. Vehicle crossing surfacing

8.1. Surfacing standard

8.1.1. The Council defines standard surfacing material for driveways as follows:

- Urban areas: asphaltic concrete or broomed concrete
- Rural areas (including rural residential zones) for access off sealed roads, other than access solely to paddocks: asphaltic concrete or chip seal

- Rural area unsealed roads and paddock-only access: metal / gravel

8.1.2. Prohibited materials for surfacing vehicle crossings are:

- Stamped concrete and other decorative finishes that do not provide a safe, firm, relatively smooth and comfortable walking surface, are prohibited where they would cross a footpath or be on a main pedestrian route.
- Loose surfaces that could migrate onto the adjacent footpath or roadway, or into nearby drainage channels and gutters, will not be permitted.

8.1.3. If there is a sealed footpath or shared-use path across the property frontage, then the area of path must be reinstated in the same material as the adjoining path, including markings, unless permitted otherwise by the Council.

8.1.4. The path shall be continuous across the vehicle crossing to convey priority to footpath or shared-use path users.

8.1.5. Vehicle crossings at footpaths or shared-use paths may require reinforcing or additional depth of material to accommodate the additional loads from vehicles crossing the path; refer to the Council Engineering Code of Practice for details.

8.1.6. All vehicle crossings shall be constructed and maintained in accordance with the Council's *Vehicle Crossing Bylaw*.

8.2. Non-standard vehicle crossing surfaces

Other finishes such as stamped or coloured concrete, exposed aggregate, bevelled or smooth edge cobbles, etc. are considered to be non-standard finishes and may be approved for use subject to the conditions in *Appendix C: Technical requirements*.

9. Stock underpass

9.1. Underpass standard

9.1.1. Refer to the New Zealand Transport Agency *Stock under control (crossing and droving) guidelines* for options to cross stock over a road.

9.1.2. Permission to construct a stock underpass will normally be granted by the General Manager, Utilities and Roding, who is hereby delegated that authority. Approval for a stock underpass will not be unreasonably withheld.

9.1.3. Where the General Manager, Utilities and Roding considers that the request should not be approved, and the matter cannot be resolved through negotiation with the applicant, only the Utilities and Roding Committee may refuse such permission.

9.1.4. In granting permission for construction of an underpass, the General Manager, Utilities and Roding shall ensure that the following conditions are imposed:

- The applicant completes a Stock Underpass Construction Agreement
- The applicant completes a Stock Underpass Use Agreement and Subsoil Lease Agreement
- An encumbrance is registered against the title(s) of the applicant's lot(s) recording their responsibilities under the Stock Underpass Use Agreement and Subsoil Lease Agreement.
- The Council will financially support the construction of each stock underpass only to the extent that the work meets the New Zealand Transport Agency formula for financial support detailed in the New Zealand Transport Agency Planning and Investment Knowledge Base, as it may be amended from time to time.

- The maximum contribution available is 25% of the total cost of the work. The actual contribution depends on the volume of traffic on the road.
- The New Zealand Transport Agency policy requires that the funding be from the Minor Safety Improvements Programme. In the event that such funding is not available in the current financial year, the Council will make provision for that expenditure in the next financial year. In this event, should the applicant wish to proceed with the construction earlier than when the Council can provide the financial assistance, the applicant shall carry the full cost and invoice the Council for its share after the commencement of the year in which programme provision is made. Deferment of the Council's contribution shall not alter the requirement for the grantee to comply with the Competitive Pricing Procedures requirements of the Construction Agreement.
- The General Manager, Utilities and Roading shall report to the Utilities and Roading Committee each grant of a Stock Underpass Construction Agreement that attracts Council financial support.
- Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, may be authorised by the General Manager, Utilities and Roading when requested to do so by the grantee. Alternatively, should the General Manager, Utilities and Roading recommend the closure of an underpass against the wishes of the grantee, such approval is reserved ~~to~~for the Utilities and Roading Committee.

9.2. Gates and cattle stops on unformed legal roads

- 9.2.1. With approval from the Council, a person may erect a swing gate or cattle stop, and associated fencing, across an unformed legal road in accordance with s 344 of the Local Government Act 1974. A sign must be affixed to the gate indicating it is a public road.
- 9.2.2. The Gates and Cattlestops Order 1955 prescribes the form and construction of swing gates and cattle stops which have been authorised to be placed across roads.

10. Temporary traffic management

- 10.1.1. All requests to undertake an activity that varies from the normal operating condition of the legal road, whether it is on a carriageway, footpath, or adjacent to the road, shall include a Traffic Management Plan (TMP). TMPs are also needed for activities outside the legal road, which will affect the normal operating conditions of the road.
- 10.1.2. Activities such as the ones listed below are all situations that are likely to require a TMP to undertake the activity (this is not an exhaustive list):
- Road construction or maintenance activities
 - Construction or maintenance of assets within the road corridor
 - Construction of vehicle crossings
 - Concrete pours where the concrete pump or concrete truck will affect legal road, including a footpath or carriageway
 - Scaffolding installation on or near the footpath
 - Crane or lifting work that requires safety zones to close a traffic lane, footpath or grass berm
 - Multiple deliveries to a site causing congestion on adjacent roadway
 - Tree felling and vegetation maintenance works that require exclusion zones which extend into the legal road or are undertaken from the roadside
 - Community or sporting events that impact the normal operating condition of the legal

road.

- 10.1.3. The movement of stock is covered under the WDC Stock Movement Bylaw, which outlines the requirements for permitting and traffic control while moving stock along or across the road.
- 10.1.4. Prior to any such activities starting, a TMP complying with the New Zealand Transport Agency Code of Practice for Temporary Traffic Management (CoPTTM) or relevant temporary traffic management guidance document must be submitted to the Council, and approved by a Traffic Management Coordinator (TMC).
- 10.1.5. Where these requirements are not met, or where activities are deemed to be dangerous or not installed as per an accepted TMP, the Council will require all activity varying the normal operating condition of the road to stop and the area made safe.
- 10.1.6. If the area is not made safe as per CoPTTM or other adopted guidance, Worksafe New Zealand will be notified. The Health & Safety at Work Act 2015 requires Persons Conducting a Business or Undertaking must, so far as is reasonably practicable, provide and maintain an environment that is without health and safety risks.

11. Responsibilities

This policy will be implemented by the Roading and Transport Unit of the Council.

12. Definitions

Berm (also Verge) – grassed, soiled, or metalled area between the carriageway and the property boundary.

Council – the Waimakariri District Council and includes any person, authorised by the Council to act on its behalf.

District Plan – the Council's District Plan and includes any amendments and replacements.

Fencing – a barrier or partition enclosing an area to prevent or control access.

Indigenous Vegetation – a plant community, of a species indigenous to that part of New Zealand, containing throughout its growth the complement of native species and habitats normally associated with that vegetation type or having the potential to develop these characteristics.

Licence to Occupy – a licence which provides permission to use land for an agreed purpose. A licence does not confer a right to exclusive possession of the land.

Permanent Landscaping – an area that has been laid out and maintained with plants, including associated structures.

Road – has the same meaning as in section 315 of the Local Government Act 1974; and includes a motorway as defined in section 2(1) of the Government Roading Powers Act 1989.

Road Encroachment (also Road Occupation) - any action or physical obstruction upon, over, or under any portion of a road. Encroachments not covered by this policy (e.g., covered in other Council bylaws and policies) include stock movement, private mailboxes, outdoor advertising, and outdoor dining.

Road Reserve (also Road Corridor) – the area from the property boundary on one side of the legal road to the property boundary on the other side of the legal road, including (but not requiring) any berm or formed footpath and carriageway.

Rural Area – an area zoned rural in the District Plan.

Significant Natural Area – an area of significant indigenous vegetation and/or significant habitat of indigenous fauna that meets one or more of the ecological significance criteria listed in the District Plan.

Street Trees – trees permitted, planted, and maintained by the Council Greenspace Unit within road reserve.

Unformed Legal Road (sometimes referred to as Paper Road) – land that has been established as a legal public road but which is not formed or maintained by the Council or the New Zealand Transport Agency.

Urban Area – an area of land that is, or is intended to be, predominantly urban in character and part of a housing and labour market of at least 10,000 people. Refer to the District Plan for a list of urban areas in the Waimakariri District.

Vehicle Crossing – the area within public road or other public land from a road carriageway to a property boundary intended for use by vehicles accessing the property.

13. Relevant documents and legislation

- Building Act 2004 and Building Regulations (stock underpasses)
- Canterbury Regional Pest Management Plan
- Government Policy Statement on Land Transport
- Government Roading Powers Act 1989
 - s.55 to 57 (removal of trees, hedges, etc.)
- Guidelines for the Management of Unformed Legal Roads (Herenga ā Nuku Aotearoa Outdoor Access Commission)
- Land Transport Act 1998
 - s.22AB (making certain bylaws)
- Land Transport Management Act
- Local Government Act 2002
 - s.175 Power to recover for damage by wilful or negligent behaviour (berm management)
- Local Government Act 1974
 - part 21 (managing roads)
 - s.317 (private funding of seal extension)
 - s.319 (formation of paper roads)
 - s.353 (fencing and grazing of roadsides – general road safety provisions)
 - s.355 (control of vegetation on road berm)
- National Code of Practice for Utility Operators' Access to Transport Corridors
- New Zealand Outdoor Access Code
- NZTA Bridge Manual
- NZTA Code of Practice for Temporary Traffic Management
- NZTA New Zealand Guide to Temporary Traffic Management
- NZTA Planning and Investment Knowledge Base
- Property Law Act 2007
 - S.332 to 338 (trees and unauthorised improvements on neighbouring land)
- Public Works Act 1981
 - s.116 (stopping roads)

- Street and Reserve Trees Policy
- Transport Act 1962
 - s.72 (making certain bylaws)
- Vehicle Crossing Bylaw 2019
- Vehicle Crossing Information Pack (QP-C289)
- Waimakariri District Council QS-K401: Information regarding installation of stock underpasses
- Walking Access Act 2008

14. Questions

Any questions regarding this policy should be directed to the General Manager, Utilities and Roding, in the first instance.

15. Effective date

3 December 2024

16. Review date

3 December 2030

17. Policy owned by

General Manager, Utilities and Roding

18. Approval

Adopted by Waimakariri District Council on 3 December 2024.

Appendix A: Grazing-restricted roads

<u>Non-Eligible Roads</u>
Local Roads
Loburn Whiterock Road (Hodgsons Road to Chapel Road)
Collector Roads
<p>Ashley Gorge Road</p> <p>Ashworths Road (Mill Road to Plaskett Road)</p> <p>Beach Road</p> <p>Birch Hill Road (Fishers Road to Foothills Road)</p> <p>Boys Road</p> <p>Carrs Road (Dixons Road to Carboys Road)</p> <p>Fernside Road (Plaskett Road to Flaxton Road)</p> <p>Fishers Road</p> <p>Gressons Road</p> <p>Harleston Road</p> <p>High Street (Oxford)</p> <p>Hodgsons Road</p> <p>Island Road (Ohoka Road to Tram Road)</p> <p>Johns Road</p> <p>Lower Sefton Road (Toppings Road to Wyllies Road)</p> <p>Marshmans Road (Fawcetts Road to Forestry Road)</p> <p>Mill Road (Ashworths Road to Ohoka Road)</p> <p>Plaskett Road (Oxford Road to Ashworths Road)</p> <p>Rangiora-Woodend Road (Gressons Road to SH1)</p> <p>River Road (Rangiora)</p> <p>South Eyre Road (diversion bridge to Tram Road)</p> <p>South Eyre Road (Depot Road to Tram Road)</p> <p>Swannanoa Road</p> <p>Threlkelds Road</p> <p>Toppings Road (Lower Sefton Road to Upper Sefton Road)</p> <p>Two Chain Road (Swannanoa Road to South Eyre Tram Road)</p> <p>Waikuku Beach Road</p> <p>Wyllies Road</p>
Arterial Roads
<p>Cones Road (Fawcetts Road to Dixons Road)</p> <p>Dixons Road (Loburn)</p> <p>Fawcetts Road</p> <p>Flaxton Road</p> <p>Kippenberger Avenue</p> <p>Loburn Whiterock Road (Dixons Road to Hodgsons Road)</p> <p>Main North Road (Kaiapoi)</p> <p>Ohoka Road (SH1 to Skewbridge Road)</p> <p>Rangiora-Woodend Road (Kippenberger Avenue to Gressons Road)</p>

Skewbridge Road Tram Road Williams Street
Strategic Roads
Ashley Street Cones Road (Milton Avenue to Fawcetts Road) Cust Road Depot Road Millton Avenue Oxford Road Upper Sefton Road

<u>Roads Considered for Exemptions</u>
<u>Collector Roads</u>
Ashworths Road (Mill Road to Plaskett Road) Birch Hill Road (Foothills Road to Ashley Gorge Road) Carrs Road (Carboys Road to Chapel Road) Fernside Road (Flaxton Road to SH71) Harleston Road High Street (Oxford) Lower Sefton Road (Toppings Road to Wyllies Road) Marshmans Road (HDC boundary to Forestry Road) Two Chain Road (Tram Road to South Eyre Road) Wyllies Road
<p><i><u>Note: The above Collector Roads meet one of the following criteria as of 2024:</u></i></p> <p><i><u>Average daily traffic < 1,000 and Operating (mean) speed ≤ 85 km/h</u></i></p> <p><i><u>Average daily traffic < 1,500 and Operating (mean) speed ≤ 90 km/h</u></i></p> <p><i><u>This Exemptions list will be reviewed and updated periodically.</u></i></p>

Appendix B: Roadway clearance

HEDGEROW CLEARANCE AT FOOTPATHS

Clearance Envelope Required:
All vegetation in line with fence or back of path, and 2.5m above footpath

NOTES

- PROTECTED OR SIGNIFICANT VEGETATION REQUIRES SITE SPECIFIC ASSESSMENT.
- VEGETATION CLEARANCE FOR SIGHT DISTANCE SHALL ALSO MEET THE FOLLOWING STANDARDS:
 - VEHICLE CROSSINGS & ROWS: DISTRICT PLAN FIG. 30.3 & 30.4
 - RAILWAY CROSSINGS: DISTRICT PLAN FIG. 30.13
 - INTERSECTIONS: SEE TABLE BELOW
- CONSULT WITH COUNCIL REGARDING VEGETATION CLEARANCES REQUIRED OVER STOCKWATER RACES OR DESIGNATED COUNCIL-MAINTAINED DRAINS.

OVERHEAD VEGETATION CLEARANCE AT FOOTPATHS

Clearance Envelope Required:
2.5m above footpath and berm

VEGETATION CLEARANCE FROM EDGE OF ROADWAY

Clearance Envelope Required:
5.0m above crown of road

INTERSECTION SIGHT DISTANCE DIAGRAM

MINIMUM INTERSECTION SIGHT DISTANCES			
Side Road Speed	ASD (m)	Main Road Speed	SISD (m)
40	40	40	73
50	55	50	97
60	73	60	123
70	92	70	151
80	114	80	181
90	151	90	228
100	179	100	262

Consult with Council if intersection sight distances cannot be achieved.

WAIMAKARIRI
DISTRICT COUNCIL

ROAD RESERVE
MANAGEMENT POLICY -
DRAFT

ROADWAY CLEARANCE

SCALE (A4)	DATE
NTS	03/05/2023
DRAWING	4119
SHEET	REVISION
1	A

Appendix C: Technical requirements

Seal Extension Requirements

The width of the seal is to be approved by the General Manager, Utilities and Roading in accordance with the Engineering Code of Practice and the District Plan.

Normally this will be 6.0m; however, this may be altered when the nature of the road and its traffic density indicate another width is more appropriate. The absolute minimum width in any circumstance is 4.0m.

All private seal extensions shall have a two-coat wet-coat chip seal surface to ensure that future maintenance costs are able to be shared with the Crown.

Nominal minimum length of seal extension is 100m. The actual length to be sealed is to be approved by the General Manager, Utilities and Roading who will agree an appropriate end-point, having consideration for the road alignment.

The gap to the nearest section of seal is not to be less than 400m providing:

- That the “minimum gap” requirements shall only be enforced at the end of the seal-extension closest to the adjacent sealed surface; and
- Any gap less than that detailed above is to be sealed in accordance with Section 5.1.3.1.

Unformed Legal Road Occupation Requirements

Any requests to occupy an unformed legal road are subject to the following requirements:

- Public access along the road must not be obstructed, and such access could be by modes such as motorised vehicles, bicycles, foot, and/or horses. A minimum traversable width of 4m must be maintained at all times.
- Temporary fencing may be installed within an unformed legal road for purposes of stock control but must still allow public access. Permanent fencing may be installed across an unformed legal road at public boundaries but must include an unlocked gate or other means of public passage, where agreed with the Council.
- Occupiers are responsible for maintaining the surface of the unformed legal road to the same or better condition than prior to the occupation commencing. Damage caused to existing infrastructure or fencing through the occupation of the unformed legal road is the responsibility of the occupier to remedy at their cost.
- Occupiers are responsible for controlling all noxious pests and weeds, including as required under the Canterbury Regional Council Pest Management Plan
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze unformed legal roads and must be fenced if grazing or occupying adjoining land.
- ‘Private Property,’ ‘Keep Out’ signs, or similar are only allowed on private buildings and must not be posted in such a way that they are seen as applying to the unformed legal road itself.
- Generally, new structures, permanent landscaping, or planting of trees will not be permitted by the Council within unformed legal roads.
- A Licence to Occupy does not negate any requirement for building or resource consents and the Licence holder is responsible for obtaining all other relevant approvals.

Road Reserve Grazing Requirements

The grazing of road reserve frontages subject to the following requirements:

- Stock owners, or their agents, shall not graze the frontage of a third party's property without the permission of that property owner. It is advisable that the stock owner obtains this permission in writing (this does not apply to driven stock)
- Grazed stock shall be fenced so that they cannot stray onto the carriageway. The fence should be clearly visible.
- The fence shall consist of temporary electric fencing to be secured by electric fence standards – i.e., fiberglass, plastic, or light metal standards. The use of waratahs, posts and other more substantial type fencing is not allowed on berms.
- Fences shall comply with the requirements of the Electricity Act 1992 and the Electricity Regulations 1993
- Suitable labels shall be used to notify the public that the fence is live.
- The fence shall be completely clear of the carriageway and road shoulder.
- Public access on the frontage / berm should be accommodated where practicable.
- [Livestock shall only be grazed upon road reserves during the hours of daylight.](#)
- Horses shall only be grazed upon road reserves when tethered or accompanied by a person and fastened to a lead rope.
- All grazing shall be in accordance with the Animal Welfare Regulations 2018
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze formed or unformed legal roads and must be fenced if grazing or occupying adjoining land.
- Where road reserve is used for grazing the adjoining landowner is responsible for sowing and maintaining a grass surface appropriate for both the stock and the public's use of the road.

Road Reserve Temporary Storage Requirements

Temporary storage on the road reserve is subject to the following requirements:

- Written approval must be granted prior to any storage on the road reserve.
- Appropriate temporary traffic management may be required by the Council.
- Materials shall be located a minimum of 5m away from the edge of rural road carriageways.
- Materials storage and access must not cause damage to roading assets, including pavement, berms, kerbs, drainage, and edge marker posts.
- Material may not be stored in a location that obstructs a vehicle crossing, footpath, cycle facility, drainage facility or race, or sight distance, or otherwise impacts road corridor user safety.

Berm Trees and Hedges Requirements

Where permitted or historical plantings are allowed to remain within the road reserve, the adjoining property owner is responsible for the following requirements:

- Removing plantings within the road reserve which impede visibility along the road, at intersections, property access ways, road corners, and signs
- Removing plantings within the road reserve which cause shading of the roadway to the extent that there are significant and identified risks to road users related to mobility and road safety

- Removing overhanging branches or fallen trees which obstruct pedestrians, cyclists, and vehicles, and all tree trimmings and tree debris from the roadside
- Paying costs associated with repairing or reinstating services or damage to the road as a result of the plantings
- Carrying out any tree maintenance required to avoid services or overhead utilities
- Ensuring that roadside drains are kept clear of tree roots, tree trimmings, and tree debris
- Removing any noxious weeds and pest plants (e.g., gorse and broom).

Vehicle Crossing Non-Standard Finish Requirements

Non-standard finishes may be approved for use on vehicle crossings subject to the following requirements:

- That in the event of an excavation across their frontage it is unlikely that a non-standard surface will be restored to its original appearance.
- That a minimum of 3-100ø ducts to be provided across the full width of the proposed driveway with the information being recorded on the Property Information File and GIS records to enable services to be laid under the driveways without the need for excavating the driveways unless specifically otherwise required
- That the property owner accepts full responsibility for repair and maintenance of the portion of the driveway that is located on road reserve
- That should a footpath ever be built across the frontage of their property the portion of the non-standard driveway that would form part of the path may be replaced with a standard surface.

Appendix D: Approved berm planting

The following species are considered suitable for planting on berms:

- Perennial dwarf ryegrass
- *Dichondra repens*
- *Selliera radicans*
- *Acaena inemis*
- *Pratia angulata*
- *Leptinella* sp.

DRAFT

WAIMAKARIRI DISTRICT COUNCIL**MINUTES OF THE HEARING AND DELIBERATIONS OF THE ROAD RESERVE MANAGEMENT POLICY REVIEW HELD IN THE RAKAHURI ROOM, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON MONDAY 21 OCTOBER 2024 COMMENCING AT 1PM AND RECONVENGED AT 3.30PM ON WEDNESDAY 30 OCTOBER 2024.****PRESENT**

Councillor Redmond (Chairperson), Deputy Mayor N Atkinson and Councillor A Blackie.

IN ATTENDANCE

Councillor Williams.

S Binder (Senior Transport Engineer) and K Rabe (Governance Advisor).

1. CONFLICTS OF INTEREST

No conflicts of interest were recorded.

2. HEARING OF SUBMISSIONS**Rob Ballantyne**

Mr R Ballantyne spoke to his submission noting that he had been farming for well over 45 years and that grazing along the road berm had been carried out in New Zealand since roads were first introduced.

For many years his cattle had been grazing along the roadside and he had cleared and drilled the land with high quality grass to get the best grazing for his stock. He also maintained the verge by clearing litter and mowing regularly even when the land was not used for grazing. Mr Ballantyne queried if he was no longer allowed to graze animals on this area, would the Council maintain the berm to the same standard, noting that long dry grass in summer was a fire hazard.

He acknowledged the perceived risk of having large animals in close proximity to speeding vehicles noting that Fernside Road was the only road in a similar location to still have an 80km/h speed limit while other roads had been reduced to 60km/h. However, his cattle which grazed the roadside were chosen for being used to vehicles and loud noises and as a result took the traffic movement in their stride.

Councillor Redmond queried the location of Mr Ballantyne's farm and was told it was on Fernside Road on the Rangiora side and he grazed approximately 500m along the roadside in front of his property. Mr Ballantyne stated that he checked on the cattle and the electric fence several times a day and ensured that the cattle only grazed on the roadside from late morning to well before sundown.

Deputy Mayor Atkinson commended Mr Ballantyne for his conscientious and responsible care of his cattle and the roadside. He asked Mr Ballantyne's opinion on a solution which would mitigate the risks as well as allowing grazing on the roadside. Mr Ballantyne suggested that farmers were registered to graze cattle dependent on their competency and experience, stating that he would be open for paying for this registration. Deputy Mayor Atkinson also asked about the volume of traffic along the road and was told that there had

been a slight increase however in his opinion the biggest danger was the speed limit which encouraged people to use this stretch of road as a dragstrip or a vehicle testing site.

Councillor Blackie asked Mr Ballentyne's opinion on the use of a two-strand electric tape when grazing roadsides and Mr Ballentyne agreed that this would make grazing appear safer to motorists, easing their minds when driving alongside grazing cattle. In relation to registering farmers for grazing the roadside, Councillor Blackie agreed that this was an option that could be considered noting that the Council already had Licences to Occupy for grazing stock on paper roads and it would not be difficult to extend that to roadside grazing.

Deputy Mayor Atkinson queried the terminology noting stock covered all farm animals including horses. Mr Ballentyne agreed saying that horses were unpredictable and easily spooked and he believed that they should only be grazed on roadsides under supervision. Sheep were also notoriously difficult to confine and believed that if sheep were grazed it should only be in drought situations and under supervision.

Councillor Redmond queried if Mr Ballentyne agreed with the roads included in the proposed changes. Mr Ballentyne stated that originally, he had felt offended when he received the notification of the proposal, given the work, he had done to keep Council land neat and free of rubbish, to the point that the Council now gave him black rubbish bags for depositing the rubbish collected along the berm. He had come to understand the rationale behind the suggested changes, however had grave concerns regarding the Council's ability to mow all its berms in farming areas never mind keeping the litter to a minimum. Mostly he was concerned regarding the increased fire hazard that long unmown grass on the edge of his property posed.

The Chair thanked Mr Ballentyne for his measured and practical submission, which had been informative for the Panel.

Mr A Kirkland did not attend the Hearing.

3. STAFF REPORT

3.1. Road Reserve Management Policy Hearing Panel – S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)

S Binder spoke to the report which presented for consideration the submissions received from the consultation of Council's draft Road Reserve Management Policy, Appendix A (Grazing-restricted roads). Of the 1,156 letters sent to landowners, 10 submissions were received with two submitters wishing to present their views to the Panel.

Public consultation on the full draft policy was undertaken from 7 August to 7 September 2023. Feedback from the consultation included a request for further targeted consultation of rural landowners who could be affected by proposed changes to roads where berm grazing was restricted.

S Binder also noted that classification of collector roads had been chosen as the instrument to make a consistent ruling for the grazing policy. He noted that approximately five crashes a year included stock. The current policy already prohibited grazing on roadsides on certain roads and these changes just added further roads to the list that prohibited grazing. However, the point of the no grazing along roadsides was a safety issue as with stock on the berm there was no space for a car to swerve back onto the road if the driver was distracted and veered onto the berm. Given that collector roads were there to facilitate movement around the district they were seen to be high risk for motorists, if in close proximity to large animals.

Deputy Mayor Atkinson asked if the Panel could consider the option of a licence to occupy as suggested by Mr Ballentyne. S Binder acknowledged that the Panel could consider this option, if it so chose.

Councillor Redmond noted that one of the submitters had suggested that horses not be allowed to graze on roadsides as there had been two instances they had been in attendance when horses on the roadside had been injured and in one case killed. The Panel agreed that in the case of horses there should always be a human present and in control of the animal if it was on the roadside.

Councillor Redmond queried the Council's commitment to the maintenance of berms given the increase in roads being added to the policy. S Binder stated that the Council did not maintain berms for aesthetic reasons, which was considered the neighbouring landowner's responsibility, however the Council did carry out a 'rough' mow berms to reduce fire risk. Councillor Redmond queried if it was reasonable to take away the ability to graze the area, thereby mitigating the fire risk and not then maintain the berm to a similar standard. S Binder reiterated the reason for the proposed change was safety and that traffic volumes were not a criteria, rather it was the classification of the roads which were strategic for the movement of traffic within the district and designed to carry higher traffic volumes. Councillor Redmond asked how many vehicles used Fernside Road and was told approximately 1,200 per day.

Deputy Mayor Atkinson queried what the changes to the policy was attempting to fix and was told that it was to avoid an increase in accidents involving stock. Deputy Mayor Atkinson asked how many of the accidents were due to grazing stock rather than stock loose on the road. S Binder did not have that information. S Binder noted that the verges of gravel and/or rural roads were narrow and if stock were grazing on the verge the driver had little or no time or space to rectify any steering issues. He also noted that due to the increase in population had resulted in an increase in vehicle movements which added to the propensity for the accident rate to increase. Deputy Mayor Atkinson asked if any of the roads being added to the policy had shown to be a potential trouble spot i.e. had any accidents happened on any of the roads being added to the list. S Binder did not have a breakdown of any incidents on the roads being added to the list.

Deputy Mayor Atkinson queried how farmers would know of the new additions to the policy and how many members of the public would know that the policy was not being upheld.

Councillor Redmond stated that policies and bylaws were generally used to address a "mischief" however this did not seem to be the case in this instance and raised the question what the policy was fixing and were the measures being taken, reasonable. He acknowledged that there may be risk to motorists and stock however there were ways to mitigate those risks.

The Chair thanked S Binder for his report and work on this matter.

The meeting adjourned at 1.53pm.

4. DELIBERATION

The Panel agreed that Mr Ballentyne had provided a well-presented submission which was calm and practical and offered a solution to the issues raised.

The Panel acknowledged that farmers were struggling and felt reluctant to remove opportunities for grazing stock and increase costs for mowing and maintain council berms. The also did not support the fact that there was an increased risk to motorists from grazing stock and agreed that there was no data to back up this claim while acknowledging that

accidents did occur with wandering stock. The Panel was concerned with the reasonableness of the by-law as no traffic counts, or hot spots for crashes were identified, and no evidence of crashes relating to current berm grazing practices were provided. The panel acknowledged a broad-brush approach was proposed. Whilst grazing was assumed to be a safety hazard no data was provided. The Panel considered an exemption or licence process could address these shortcomings.

On balance the Panel believed that offering farmers the option of a licence or exemption, if they were able to achieve certain criteria, was a practical solution. The Panel had a brief discussion on whether stock allowed to graze on the verges should be specified to cattle and agreed that the term stock would suffice, as the criteria set would ascertain the suitability or not of the stock being grazed.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Blackie

That the Road Reserve Management Policy Hearing Panel:

- (a) **Receives** report No. 241001168222.
- (b) **Receives** and considers all submissions on the Road Reserve Management Policy, Appendix A – Grazing Restricted Roads.
- (c) **Notes** that the remainder of the Policy was consulted upon in late 2023 and is presently lying on the table pending undertaking of this specific consultation.
- (d) **Recommends** adding an additional clause to enable an adjacent landowner to apply to the Council for an exemption from the prohibition on berm grazing and that a risk assessment be undertaken with the following criteria be considered; speed limit of the road, stock type to be grazed, landowners previous grazing experience, traffic counts and adequacy of fencing proposed. Any exemption granted shall only apply during the hours of daylight.
- (e) **Notes** that subject to any recommended changes by the panel, staff will prepare a report to Council on behalf of the Hearings Panel recommending the adoption of the full reviewed Road Reserve Management Policy.
- (f) **Requests** staff prepare a report to Council on behalf of the Hearing Panel recommending the adoption of the full reviewed Road Reserve Management Policy.

CARRIED

The Hearing adjourned at 2.06pm.

The Hearing was reconvened at 3.30pm on Wednesday 30 October 2024.

PRESENT

Councillor Redmond (Chairperson), Deputy Mayor N Atkinson and Councillor A Blackie.

IN ATTENDANCE

J McBride (Roading and Transport Manager), S Binder (Senior Transport Engineer) and K Rabe (Governance Advisor).

CONFLICTS OF INTEREST

No conflicts of interest were recorded.

DELIBERATION (cont'd)

The Panel considered the tabled information (Trim Ref: 241031188963) with the staff's suggested amendments to Appendix A: Grazing – restricted roads. Staff had supplied average traffic numbers and mean speeds travelled on the roads under consideration to determine which roads would be eligible for possible exemptions. It was emphasized that many of the roads on the list were not grazed currently.

In considering the information supplied staff had indicated that only ten of the roads on the list would be considered for possible exemptions if traffic volumes and speed was taken into account. Councillor Redmond noted that if these criteria were used there was little scope for discretion and became a tick box exercise. Panel members agreed that staff should not be expected to carry the responsibility for assessing if a farmer was or was not experienced. After a discussion on how best to assess an exemption, it was agreed that the Environmental Services Unit should be consulted to ensure farmers who applied for exemptions had no complaints or service requests against them for wondering stock, which would indicate a responsible and conscientious operator.

Staff raised concerns regarding the possibility of a road, currently included on the possible exemption list due to lower traffic volumes and/or speeds' circumstances changing, ie that due to district growth and development, certain roads became busier. The Panel acknowledged this as a risk and agreed that it may be prudent to review Appendix A on a more regular basis, and therefore suggested that all appendices for the Policy be reviewed every three years to ensure they stayed current.

The Panel considered how best to administer the exemption process and agreed that the Licence to Occupy, which was a lengthy document was not appropriate for this purpose. It was agreed that a non-transferable permit would better serve the purpose as this type of grazing only occurred for a few months a year. The matter of how long a permit should be issued for was also discussed and the Panel believed that it would be appropriate for any permits issued to be reviewed at the same time as the appendices, therefore permits to be issued for up to three years.

To ensure clarity it was agreed that staff amend Appendix A to show two lists of roads, one that no exemptions would be considered and the other with the roads that exemptions may be considered. It was also agreed that in the case of a challenge regarding whether or not an exemption should be allowed that the decision be delegated to the Utility and Roading Committee.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Blackie

That the Road Reserve Management Policy Hearing Panel further recommends

That the Council:

- (a) **Agree** that stock owners may apply to the Council for an exemption to graze on frontage of roads listed in *Appendix A: Grazing-restricted roads*. Exemption requests must meet the following requirements:
 - Cattle or sheep only
 - Road frontage is on the "Roads Considered for Exemptions" table in *Appendix A: Grazing-restricted roads*
 - Stock owner has no history of grazing-related service requests or complaints with Council
- (b) **Notes** exemption requests will be formalised through a Grazing Permit system and must comply with the requirements of *Appendix C: Technical requirements* and the conditions of that Permit.

- *A Permit may be issued for no longer than a three-year period and is not transferable.*
 - *A Permit may be revoked if there is more than one justified grazing-related service request or complaint at any property or permitted berm associated with the Permit holder.*
- (c) **Agree** that should the Roding Team recommend against granting a Permit for grazing on the road reserve, or the road is on the "Non-Eligible Roads" table in Appendix A: Grazing-restricted roads. In both such cases a final decision shall be made by the Utilities and Roding Committee.

CARRIED

The Chair thanked staff and the Panel for their work in developing a flexible process with the option for farmers to apply for a grazing exemption and which took into account the submissions received.

There being no further business the Hearing concluded at 4.04pm.

CONFIRMED



P Redmond
Chairperson

31 October 2024
Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-07-02, RDG-01 / 241001168222

REPORT TO: ROAD RESERVE MANAGEMENT POLICY HEARING PANEL

DATE OF MEETING: 21 October 2024

AUTHOR(S): Shane Binder, Senior Transportation Engineer
Joanne McBride, Roding & Transport Manager

SUBJECT: Road Reserve Management Policy Submissions on Change to Grazing Restricted Roads – Hearing Panel Report and Recommendations

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




General Manager

Chief Executive

1. SUMMARY

- 1.1. This report presents for consideration, written submissions received from the consultation of Council's draft Road Reserve Management Policy, Appendix A (Grazing-restricted roads), which opened on Thursday 29 August and closed Sunday 29 September 2024.
- 1.2. In total, ten submissions were received with two submitters wishing to present their views to the Hearing Panel.
- 1.3. Included in this report are the submissions received along with staff analysis and recommendations to the Panel.

Attachments:

- i. Draft Road Reserve Management Policy (TRIM: 221117200292)
- ii. Public Consultation Submissions (Bang the Table) Survey (TRIM: 241001168199)
- iii. Public Consultation Submission File Note – Antony Kirkland (TRIM: 240927166584)
- iv. WDC Road Reserves Fencing & Grazing Policy, "Grazing" excerpt (TRIM: 231017165419)
- v. Report to Council, Adoption of Road Reserve Management Policy (TRIM: 231024169428)

2. RECOMMENDATION

THAT the Road Reserve Management Policy Hearing Panel:

- (a) **Receives** Report No. 241001168222.
- (b) **Receives and considers** all submissions on the Road Reserve Management Policy, Appendix A – Grazing Restricted Roads.
- (c) **Notes** that the remainder of the Policy was consulted upon in late 2023 and is presently lying on the table pending undertaking of this specific consultation.
- (d) **Notes** that subject to any recommended changes by the panel, staff will prepare a report to Council on behalf of the Hearings Panel recommending the adoption of the full reviewed Road Reserve Management Policy.

3. **BACKGROUND**

- 3.1. The driver for the 2023 policy review was to ensure that the Council's published policies remain current and relevant. During the review process, several existing Roading policies were reviewed, updated, and amalgamated into a single policy, to ensure an effective and efficient policy structure. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency.
- 3.2. The draft policy was a combination of the following existing policies:
- Rural Seal Extension Policy
 - Private Funding of Seal Extension Policy
 - Formation of Unformed Roads Policy
 - Road Reserves Fencing & Grazing Policy
 - Stock Underpasses Policy
 - Vehicle Crossings, Entranceway and Driveway Surfacing Materials Policy
- 3.3. The draft policy also included new sections for other roading functions including:
- Road surfacing – based on the previously agreed levels of service for surfacing roads as approved by the Utilities & Roading Committee in 2007 (TRIM No. 071108035864)
 - Roadside berms – clarifying maintenance responsibilities for urban and rural berms as well as expectations for existing and potential trees and hedges.
 - Unformed legal roads – specifying responsibility for maintenance and criteria for occupation, formation, and stopping
 - Road corridor usage including storage – defining conditions for temporary berm use
 - Utilities – identifying expectations for installing utilities in the roadside
 - Work zones – setting requirements for safe traffic management planning
- 3.4. Public consultation on the full draft policy was undertaken from 7 August to 7 September 2023. Feedback from the consultation included a request for further targeted consultation of rural landowners who could be affected by proposed changes to roads where berm grazing is restricted (in Appendix A).
- 3.5. At Council's 7 November 2023 meeting, the draft policy was considered in full. The report was left to lie on the table pending targeted consultation on Appendix A – Grazing Restricted Road being undertaken.
- 3.6. The targeted Appendix A – Grazing Restricted Roads consultation was carried out from 29 August to 29 September 2024. This report has been prepared to present the submissions and support the panel in its deliberations on the findings from the public consultation exercise.

4. **ISSUES AND OPTIONS**

- 4.1. 1,156 letters were sent to all landowners along roads added to Appendix A – Grazing Restricted Roads, informing them of the consultation. Nine submissions were received through the Let's Talk website as well as a file note covering one phone call arising from the survey. The engagement statistics are broken down as follows:
- 149 visitors to the consultation page.
 - 102 clicked on consultation.
 - 75 of those sought further information, including reading the policy.
 - 10 of those provided feedback, including nine survey responses (seven with written comments) and one submission via phone.
- 4.2. From the engagement, there was generally positive feedback on the proposed changes to Appendix A – Grazing restricted Roads area. 56% (5) of the quick poll responses supported the changes overall. 44% (4) of the quick poll responses partially supported the changes. There were no submitters who opposed the proposed restrictions.
- 4.3. Specific comments were made about Birch Hill Road, Carrs Road, Fernside Road, Harleston Road, Marshmans Road, and South Eyre Road. These are discussed in greater detail below including a staff commentary on suggested changes.

4.4. Analysis of Submission Points Received

General comments	
<p>A Abernethy</p> <ul style="list-style-type: none"> One serious omission on this draft is the control of horses on these roads, I can only comment on the local roads close to our residents, but I ask for consideration be given to banning the grazing by hand of horses and riding work of horses, I have attended to 2 serious accidents, 1 a fatal involving training at speed, the other grazing by leading with reins, in both cases the animal bolted when passed by a vehicle. <p>R Ballantyne</p> <ul style="list-style-type: none"> While I support the inclusion of these roads, it is important that where a farmer can no longer graze the roadside to keep grass short and reduce fire hazards, Council will need to (a) keep the grass cut regularly, (b) regularly remove rubbish from the said roadsides. These are considered normal mandatory responsibilities of a Council that places limits on Farmers' ability to carry out these tasks as they've seen fit for generations. Failure to do so will reflect poor priorities in spending by Council, such as providing dozens of Council staff driving skill training at huge expense to ratepayers and retaining three full time 'emergency' staff with vehicles, where one would suffice. Another area of concern is the purchasing of farmland to turn into an unproductive swamp at a time when Council is severely indebted. Would someone please show some leadership and financial responsibility. <p>R Deacon</p> <ul style="list-style-type: none"> Our Birch Hill Rd frontage - I think there should be zero grazing on the berm there - I think it's time Ecan enforced weed policy, should have been done years ago, on those who have gorse & broom etc. there. I drive into Rangiora saying to my wife: "They care"...."They don't care"; you can point out the slovenly properties, there's no halfway point. Browns Rd, Okuku frontage - I graze a 2-wire strip there, now + again, to keep it tidy, reduce fire risk + keep it gorse/broom free. Please tell me if you wish me to take the fence down + stop grazing there. <p>R Grew</p> <ul style="list-style-type: none"> No grazing should be allowed on road reserves. 	<p>Staff note this is beyond the scope of the targeted consultation but that the full draft policy includes a requirement in Appendix C:</p> <p><i>Horses shall only be grazed upon road reserves when tethered or accompanied by a person and fastened to a lead rope.</i></p> <p>Staff acknowledge that restricting grazing removes one option for adjacent landowners to maintain their roadside berm.</p> <p>The proposed change aims for consistency by including all rural Collector and Arterial Roads, whereas the present policy only includes some of this network. This change is proposed because the risk of higher speed and higher volumes (most roads proposed for addition to the policy have 100 km/h speed limits and volumes > 1,000 ADT) means roadside grazing poses a safety concern.</p> <p>Almost all affected properties also have partial grazing restrictions (present policy bans grazing on portion of berms mown by Council contractor, which includes all rural Collector and Arterial Roads).</p> <p>Staff note that the full draft policy calls out in section 7.5.2.6:</p> <p><i>Adjoining property owners are responsible for the removal of any noxious weeds or pest plants growing in rural berms. A list of pest plants is maintained by Environment Canterbury; for more details, see the Canterbury Regional Pest Management Plan.</i></p> <p>Comment is noted</p>

B Gumbrell

- I am concerned at the high speed of traffic on Carrs Road. Recently one of my hens was killed on the road. While I accept that it was the hens fault possibly if the vehicle that hit it had been going more slowly the accident would not have occurred. What if the hen had been a person? If the speed was reduced there would be no need to restrict grazing the berm, as is proposed.

A Kirkland (refer to file note TRIM: 240927166584)

By phone, Mr Kirkland raised a number of concerns, including the following:

- Limitations on landowners' ability to control berm vegetation
- Costs to maintain berms
- The risks of traffic management required for berm maintenance

D Krom

- Hi, I am all for making the roads safer for all, we don't strip feed our stock on the side of the road as we consider it far too dangerous. I would like to raise the issue of speed down Carrs Road, we have a lot of runners, cyclists, horses, walkers etc and we still have a 100kmh limit. A lot of the roads around wood end/Rangiora have had thier limits dropped to 80kmh, Carrs Rd is a very busy road with a lot of trucks as well, It isn't exactly wide but we get cars overtaking on the double yellow lines at well over 100kmh, It is only a matter of time before we have a bad accident or worse, In our time here we have had at least 4 cars end up in hedges, upside down etc, If this is beyond the scope of this forum can it please be forwarded to the correct parties, Thank you.

C Rowe

- Is there to be further subdivision that I don't know about? I would not say that Marshmans Road is THAT busy. The issue is the idiots who speed up that narrow road which (for some reason) loses the middle lines half way up the road. Grazing the long acre is part of New Zealand's rural history. I don't recall it being a hazard. And I grew up in rural Mid Canterbury. Perhaps rather than regarding Marshmans Road as being somewhat akin to scenic highway 72 or Ashley street, you could look at the road itself and consider a more appropriate solution.

Staff note that speed limits are beyond the scope of this consultation.

Staff acknowledge that restricting grazing removes one option for adjacent landowners to maintain their roadside berm.

The proposed change aims for consistency by including all rural Collector and Arterial Roads, whereas the present policy only includes some of this network.

Almost all affected properties have partial grazing restrictions from the present policy.

Staff note that speed limits are beyond the scope of this consultation.

Staff note that 2024 traffic/speed counts on upper Marshmans Road measured average traffic volumes (ADT) of 245-803 per day and 85th percentile speeds of 94-103 km/h. While the traffic volume on Marshmans Road is lower than Upper Sefton Road (old highway 72), the 85th percentile speeds are similar, with a similar crash likelihood and severity profile.

Implications for Community Wellbeing

- 4.5. There are implications on community wellbeing from the issues and options that are the subject matter of this report. The draft policy has been reviewed and updated by relevant staff across Council, to ensure it reflects current requirements and practices as these affect activities and responsibilities of Council and the general public.
- 4.6. Policies have an underlying purpose of ensuring the Council undertakes its activities and manages its assets where there is an interface with the public in a way that provides for safety and transparency while also demonstrating fairness and equity for our community. These documents establish responsibilities and obligations for third parties, in situations where requirements and/or roles are not otherwise clearly specified through legislation, regulation, standards, or industry guidance.
- 4.7. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

Stakeholder groups and organisations, including North Canterbury Federated Farmers and Herenga ā Nuku, were consulted on the proposed policy in full (including Appendix A) during the October 2023 consultation.

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. Council has undertaken public consultation to afford interested parties the opportunity to have their say and be heard.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are not financial implications of the decisions sought by this report.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

There are no risks arising from the adoption/implementation of the recommendations in this report. The implementation of the policy within this report ensures current practice addresses risks to both Council and third parties.

6.4 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The policy is drafted to ensure health and safety risks for staff and the public are addressed during activities managed by the Council as far as is practicable. The policy will help ensure that the road corridor is managed in a way which provides for safety of the public.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act 1974 details the role and responsibilities of local government in relation to setting Policy and public consultation.

7.3. **Consistency with Community Outcomes**

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

In particular, the following community outcomes are of relevance to the issue under discussion:

Social:

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

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

Environmental:

...that values and restores our environment...

- People are supported to participate in improving the health and sustainability of our environment
- Land use is sustainable; biodiversity is protected and restored
- The natural and built environment in which people live is clean, healthy and safe.

Economic:

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

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

7.4. **Authorising Delegations**

Council at its 6 June 2023 meeting delegated responsibility to the Hearings Panel to hear and consider submissions to the Road Reserve Management Policy consultation. It is noted that the Hearings Panel membership has been adjusted from the October 2023 hearing due to councillor availability.

A further report will be taken to Council from the Hearings Panel for final decision on the Policy.

Road Reserve Management Policy

1. Introduction

This policy sets out the Waimakariri District Council's (the Council) approach to managing activities within the road reserve. It addresses uses and management requirements in the road reserve that can affect private activities or impose costs on residents, and provides clear guidance to staff and the community.

2. Purpose

The purpose of this policy is to clarify controls, responsibilities, and any associated costs for use of the road reserve affecting a wide range of private and public activities.

These expectations are clearly set out so that the requirements are visible to, and can be clearly understood by, all users of the road corridor.

3. Scope

This policy provides guidance on management of Council road reserves and establishes:

- Criteria for sealing unsealed rural roads, including funding requirements
- Specifications for the use of unformed legal roads and forming unformed legal roads, and the process for stopping unformed legal roads
- Responsibilities for use, fencing, and maintenance of the road berm
- Requirements for sealing roads and vehicle crossings
- Criteria for forming stock underpasses
- Expectations for temporary traffic management activities.

4. Policy objectives

The overarching objective of this policy is to assist the Council to consistently and transparently apply management requirements and cost-share agreements for use of the road reserves, and to ensure fair and equitable outcomes for all parties.

- 4.1. The policy sets out the criteria for sealing unsealed rural roads so that costs and benefits are fairly distributed in accordance with set criteria.
- 4.2. The policy clarifies responsibilities for accessing and using unformed legal roads. It provides a process to consider privately-constructed assets on or under such roads.
- 4.3. The policy ensures that the public right of passage along unformed legal road corridors is preserved.
- 4.4. The policy ensures that the responsibility for forming and maintaining private accesses on an unformed legal road is clearly with the party requesting and benefiting from the access.
- 4.5. The policy manages rural road boundary fencing and berm grazing to ensure safety for vehicles, pedestrians, and stock and to reduce road maintenance issues.
- 4.6. The policy specifies suitable materials for vehicle crossings to ensure standardisation and

limit impacts from future works within the road reserve.

- 4.7. The policy manages the construction of stock underpasses to safely allow stock and farmers to travel from one side of the road to another, and allow road users to pass unhindered.

5. Sealed roads

5.1. Rural seal extension

This policy is used to assess any requests to seal rural roads with speed limits of 60km/h or greater.

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

- When co-funding is approved by the New Zealand Transport Agency (Waka Kotahi)
- When roading financial contributions from subdivisions of at least 30% of the cost of sealing the road have been received by the Council
- When privately funded, as detailed below.

See *Appendix C* for seal extension technical requirements.

5.1.1. New Zealand Transport Agency Approved Projects

5.1.1.1. The New Zealand Transport Agency has set criteria for the funding of seal extensions and few projects are likely to be eligible for, or receive New Zealand Transport Agency co-funding.

5.1.1.2. Any roads which meet the New Zealand Transport Agency criteria will be identified and submitted to the Long Term Plan and Regional Land Transport Plan (RLTP) processes for consideration of funding allocation.

5.1.1.3. The Council may programme the seal extension in the earliest year funding is available, or bring forward the funding to the following financial year.

5.1.2. Roothing Financial Contribution Projects

5.1.2.1. The Council will consider sealing a rural unsealed road when receipted Roothing Financial Contributions from subdivisions reach at least 30% of the cost of sealing the road.

5.1.2.2. Funding for these projects will come from the Subdivision contribution budget.

5.1.2.3. The Council may at its discretion, attempt to obtain subsidy from the New Zealand Transport Agency either fully or by using the contributions to offset the capital cost of the work. However, the sealing will be programmed for completion, whether New Zealand Transport Agency approval is obtained or not.

5.1.3. Private Funding of Seal Extension

5.1.3.1. The Council will consider sealing existing roads where the adjoining property owner(s) is willing to fund 50% of the cost of the sealing.

5.1.3.2. Seal extensions up to a total length of 1km per year may be approved by the General Manager, Utilities and Roothing, under delegated authority, subject to the following conditions:

- Those requesting the work will pay 50% of the cost. The balance shall be funded as a deficit balance within the current years roading account.
- Any additional works required to support the seal extension (e.g., signs, markings, drainage) will be included in the cost apportionment. Any works

required to address existing deficiencies will be covered by Council.

- The design and tender for the seal extension work will normally be prepared by the Council and all physical work will be organised by the Council. Those requesting the work will pay 50% of the costs of design, tender and construction of the physical works.
- The sealed road will remain the property of the Council in accordance with the Local Government Act 1974 s317.
- Future maintenance, including resealing, will be the responsibility of the Council.

5.2. Sealed road surfacing

- 5.2.1. Generally, the most appropriate and cost-effective sealed road surfacing is chip seal. By default, all roads and streets which Council agree to seal shall be surfaced with chip seal to ensure the lowest lifecycle cost is achieved, unless other surfacing is considered appropriate based on the technical grounds noted below.
- 5.2.2. Asphaltic concrete (hotmix) is more durable with less noise and vibration, but its usage incurs a higher lifecycle cost. Its use will require approval by the General Manager, Utilities and Roading.
- 5.2.3. Asphaltic concrete (hotmix) may be used to seal Strategic and Arterial Roads with speed limits of 50 km/hr or less, and with urban scale development on both sides of the road.
- 5.2.4. Asphaltic concrete (hotmix) or similar surfacing may also be used on selected streets within the town centres or on other roads and bridges on a case-by-case basis.
- 5.2.5. Asphaltic concrete (hotmix) or similar surfacing may be used in cul-de-sac heads, at intersections with large numbers of heavy turning vehicles, and in any other area where it is the most appropriate technical and cost-effective option. It is used in situations where there are high vehicle turning movements to reduce the wear and tear from turning vehicles.
- 5.2.6. Asphaltic concrete (hotmix) or similar surfacing may also be used, on an exceptions basis, where it is technically considered the most appropriate solution to address inconsistencies in vertical and horizontal alignment in some streets.
- 5.2.7. In situations where streets are already surfaced with asphaltic concrete (hotmix) or similar material, but are not consistent with this policy and require resurfacing, they will be resurfaced with asphaltic concrete (hotmix) or similar surfacing unless there are compelling technical and / or cost reasons for not doing so.

6. Unformed legal roads

This policy specifies controls on the use, access, and maintenance of unformed legal roads, also known as paper roads.

6.1. Public use of unformed legal roads

- 6.1.1. The Council has statutory powers to manage and control roads under the Local Government Act 1974 (Part 21) and Land Transport Act 1998 (Part 3) to ensure that the public right of passage along unformed legal road corridors is preserved while protecting the environment, the road and adjoining land, and the safety of road users.
- 6.1.2. Herenga ā Nuku Aotearoa - the Outdoors Access Commission was established pursuant to the Walking Access Act 2008 to lead, support, negotiate, establish, retain, and improve access to the outdoors. The rights and responsibilities in the Outdoors Access

Commission's Outdoor Access Code should be adhered to when using unformed legal roads.

- 6.1.3. While there is no specific statutory right to use a motor vehicle on any road, where the terrain permits, vehicles may be used on unformed legal roads, unless this is prevented or restricted through a bylaw or other enactment.
- 6.1.4. Road corridor users must not modify, obstruct, or damage the surface of unformed legal roads, except in accordance with the provisions of this policy.
- 6.1.5. Most unformed legal roads will not have clearly delineated areas set aside for different types of users. Vehicles, pedestrians, bicycles, and horses are likely to share the same space. Unformed legal roads are considered "shared zones" available for use by pedestrians, cyclists, equestrians, and motorists, as per the purpose of Land Transport (Road User) Rules 2004. This means that motorists must give way to pedestrians, but pedestrians must not unduly impede the passage of any vehicle.
- 6.1.6. Due to the risk posed to other road users, the road surface, and adjoining property and vegetation, the Council does not permit the lighting of fires on unformed legal roads.
- 6.1.7. Unformed legal roads are public places for the purposes of the Arms Act 1983. Therefore, the discharging of a firearm on an unformed legal road so as to endanger property, annoy, or frighten any person is prohibited.

6.2. Maintenance of unformed legal roads

- 6.2.1. The Council is not obligated to, and does not generally intend to:
 - Maintain or repair damage to unformed legal roads
 - Fence unformed legal roads
 - Inspect, identify, or mitigate any road safety issues on unformed legal roads
 - Signpost or otherwise mark unformed legal roads.
- 6.2.2. The Council is obligated to inspect and maintain non-roading assets that it has purposefully installed in unformed legal roads, such as drainage or plantation forestry.
- 6.2.3. Any existing or new Council non-roading assets within unformed legal roads should not obstruct public access.
- 6.2.4. Adjacent landowners are generally responsible for fencing, vegetation control, and pest plant management. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally-occurring indigenous vegetation shall not be removed or disturbed without written approval from the Council. This is particularly relevant where there are features of ecological importance or Significant Natural Areas; refer to the District Plan for more details. Exceptions may be considered on a case-by-case basis.

6.3. Private occupation and encroachments in unformed legal roads

- 6.3.1. The Council recognises that a range of activities may wish to make use of, or locate on, unformed legal roads. The Council will consider requests for occupation of an unformed legal road on a case-by-case basis.
- 6.3.2. Approved requests for occupation will be formalised through a Licence to Occupy and must comply with this policy and the conditions of that Licence to Occupy. See the draft Council *Rural Land Lease and Licence Policy* for additional terms; in the event of any conflict with terms within the *Rural Land Lease and Licence Policy*, the terms of this policy shall prevail.
- 6.3.3. Should the Property Team recommend against granting a Licence to Occupy for

occupation of an unformed legal road, such approval is reserved for the Utilities and Roading Committee.

- 6.3.4. The Council recognises that there are a large number of existing occupied unformed legal roads that are not subject to a formal lease or Licence to Occupy. While the Council will endeavour over time to standardise these occupancy activities, this will be governed by the availability of Council staff resources. Priority may be given to unformed legal roads where issues arise in relation to an existing use.
- 6.3.5. See *Appendix C: Technical requirements* for conditions for unformed legal road occupation.
- 6.3.6. Failure to obtain the necessary authority from Council to occupy or encroach onto an unformed legal road is an offence under the Local Government Act 1974.

6.4. Unauthorised encroachment

- 6.4.1. Where there is an unauthorised encroachment on an unformed legal road, the Council:
- Will investigate complaints about encroachments
 - Will first attempt to resolve encroachments through voluntary removal, Licence to Occupy, or road stopping (as appropriate, see section 6.6 below) before considering legal action
 - May consider an appropriate alternative public access, where such an alternative is equal to or better than the existing unformed legal road and can be provided at no cost to Council
 - May remove, or require removal of, unauthorised encroachments that obstruct or impede public access, at the cost of the party responsible, unless exceptional circumstances exist in relation to the encroachment (including a public benefit).

6.5. Formation of unformed legal roads

- 6.5.1. The Council is not obligated to, and does not generally intend to, form, or improve unformed legal roads.
- 6.5.2. However, the Council will consider requests from adjacent property owners, developers, and interest groups to construct carriageways, cycle tracks, bridle paths, and footpaths within unformed legal roads at the applicant's expense, where this is vital for development or where significant public benefits are clearly demonstrated.
- 6.5.3. A written application is to be made and approval given in writing by the General Manager, Utilities and Roading, before any physical works start in the road reserve.
- 6.5.4. When considering applications to facilitate use of unformed legal roads by walkers, cyclists, or equestrians, Council will consider the proposed extent of modification required to the surface of the unformed legal road, potential for liability, and future maintenance. Any use of Council resources to modify an unformed legal road will need to be approved by Council.
- 6.5.5. Developers and subdividers seeking to use unformed legal roads are required to seek approval to form and/or upgrade roads to a Council-standard as part of the subdivision process.
- 6.5.6. When a request is received for a formation on an unformed legal road, the applicant will be advised that, should the request be approved, the following options are available:
- The applicant forms the road to the Council's roading standards and specifications, or better. Approval of a Council-standard road is to be subject to the following conditions:
 - All work is to be at the expense of those requesting it.
 - All work is to be in accordance with the Council's specifications and to its standards.
 - The standards and specifications used for the work are to be those adopted

and in use for similar access to similar properties upon subdivision.

- Where it is agreed by the Council that the road is to be vested, future maintenance of the road (to appropriate standards) will become the responsibility of the Council following acceptance of the construction work from the contractor or completion of the civil maintenance period.
- The applicant forms the road to a lesser standard than the Council requires, in which case on-going maintenance will be at the property owner's expense. The applicant is also advised that if this option is chosen, they will not be able to restrict or control public access to or along the upgraded section of public road. Approval of a lesser-standard access requires an encumbrance to be registered against the title(s) of the applicant's lot(s) recording their responsibility to maintain that part of the road.
- The applicant may alternately request the Council stop the road. This would remove the legal road status and enable the sale of the section of land if approved. See Section 6.6 for more details on road-stopping.

6.5.7. Where a formed access is requested for a section of unformed legal road that adjoins two or more properties, notice will be given to the other adjoining landowner(s) of the application, giving them 20 working days to respond with their view. Where more than one adjoining landowner wishes to use the same section of unformed legal road along a shared boundary, the Council will encourage all parties to agree on the arrangements. Where agreement is not reached, the Council will use its discretion as to how the occupation is divided.

6.5.8. Where any dwelling house was lawfully erected prior to 23 January 1992, and it has sole access to an unformed or substandard legal road, then the Council will contribute up to 50% of the cost of upgrading to the Council's standard, to be funded as a subdivision commitment.

6.6. Stopping unformed legal roads

6.6.1. Where a road is proposed to be stopped, the Council will generally follow the Local Government Act 1974, section 342 process. The Public Works Act 1981, section 116 process will only be used in exceptional circumstances where doing so is deemed to be in the public's interest.

6.6.2. Any applicant requesting to stop an unformed legal road should give regard to:¹

- a. The Council may or may not support the request.
- b. The full costs will be borne by the applicant and the applicant will need to enter into a cost agreement and may be required to pay a deposit for such costs prior to any work being undertaken.
- c. The process the application must follow includes provision for public submissions and the Council has no control over the outcome of that process.
- d. Ultimately, any decision made in the road stopping process is appealable through the Environment Court.
- e. If the stopping is completed, the applicant will be required to purchase the stopped road at an agreed value and amalgamate it with their existing title, at their expense.

6.6.3. In considering applications to stop an unformed legal road, the Council will evaluate the application against:

- Current use – e.g., public walking/driving access, service to land-locked sections

¹ Section 6.6.2 (c) to (e) only apply in respect of road stopping carried out under the Local Government Act 1974 but would not apply to road stopping carried out under the Public Works Act 1981.

- Strategic value – e.g., connections to water bodies, reserves, conservation land, or some other future strategic need
- Alternatives for public access
- Biodiversity and ecological value – e.g., value of the land to ecosystem services; rarity, representativeness, and density of native flora or fauna
- Future use of the road as proposed by the applicant
- Intended or potential alternative future uses – e.g., walk- or cycle ways, drainage, amenity, recreation uses, significant landscape amenity
- Corridor user safety
- Existing or anticipated infrastructure, encumbrances, and easements.

6.6.4. Where a section of unformed legal road is stopped and freehold title issued, subject to the requirements of the Public Works Act 1981 or any other relevant legislation, the Council may choose to dispose of the land accordingly.

7. Roadside management

This portion of the policy specifies requirements for private use of the road reserve for fencing, grazing, storage, and berm management.

7.1. Fencing on road reserve

- 7.1.1. New boundary fences adjacent to Council road reserves shall be located on the surveyed property boundary.
- 7.1.2. Replacement boundary fences on Council road reserves not located on the surveyed property boundary are to be relocated onto the surveyed property boundary when replaced.
- 7.1.3. In exceptional cases, when agreed by the Utilities and Roading Committee, existing boundary fences may be retained onto a line that is not on the surveyed property boundary when the adjacent property owner wishes to retain this alignment, providing that public access is not obstructed.

7.2. Private entry structures

- 7.2.1. Private entry signs, features, artwork, and monuments will not be permitted within the road reserve.
- 7.2.2. Subdivision entry structures shall be situated on private land and maintained at the cost of the property owner.
- 7.2.3. Private gates must not open into or otherwise obstruct the road reserves.

7.3. Grazing on road reserve

- 7.3.1. The grazing of road reserve frontages is not permitted on the following roads:
- Within the urban area
 - On the roads listed in *Appendix A: Grazing-restricted roads*
 - On the mown verge of sections of road regularly mown by the Council or its contractors
- 7.3.2. The grazing of road reserve frontages is permitted along Council-controlled roads within the District, except those set out above, and is subject to the conditions found in *Appendix C Technical requirements*.

7.4. Temporary storage on road reserve

- 7.4.1. Generally, the Council does not permit temporary storage within the road reserve. Material may not be stored under any circumstances on roads classified as Collector, Arterial, or Strategic Roads within the rural area. See the District Plan for a list of classified roads.
- 7.4.2. Temporary storage may be considered on a case-by-case basis with written approval from the Council. Any temporary storage on the road reserve is subject to the conditions found in *Appendix C: Technical requirements*.
- 7.4.3. An unformed legal road may not be used for storage of any kind, or the long-term parking of any vehicles.

7.5. Roadside berm maintenance

This policy does not cover sealed or unsealed Council-maintained footpaths or shared paths.

7.5.1. Berms Adjacent to Council Property

The Council will maintain grass berms outside Council property including reserves, cemeteries, community facilities (e.g., pools, halls, community centres, and libraries), gravel pits, forestry blocks, and rental housing. The mowing will be managed either directly by the Council, via committees, or in accordance with lease conditions where the Council property is leased.

7.5.2. Berms Adjacent to Private Property

- 7.5.2.1. The Council will not maintain berms or frontages of private property, except where otherwise provided for in this policy.
- 7.5.2.2. The Council expects that berms will be covered in natural turf and maintained in a clean and tidy condition by the adjoining property owner to ensure safe space for all road users and prevent erosion of roadside drains.
- 7.5.2.3. Refer to *Appendix D: Approved berm planting* for a list of natural turf species approved for planting on a berm.
- 7.5.2.4. Permanent landscaping and decoration are not permitted on or in berm areas as these areas are reserved for utility and public access only.
- 7.5.2.5. Berms along many rural Collector and Arterial Roads are mown regularly for a nominal distance off the road for traffic safety reasons. Adjoining property owners are responsible for maintaining the remainder of the berm.
- 7.5.2.6. Adjoining property owners are responsible for the removal of any noxious weeds or pest plants growing in rural berms. A list of pest plants is maintained by Environment Canterbury; for more details, see the *Canterbury Regional Pest Management Plan*.
- 7.5.2.7. The Council does not generally maintain berms that contain stormwater conveyance and treatment such as swales, drains, or overland flow paths, although within Drainage Rated Areas, the Council does maintain a limited number of designated drains located within berms. Adjoining property owners are encouraged to maintain these berms, but may apply to the Council for an exemption as per section 7.5.3.
- 7.5.2.8. Stockwater races in the berm are required to be maintained by adjoining property owners in accordance with the Council's *Stockwater Race Bylaw*.
- 7.5.2.9. The owner or occupier of any undeveloped residential zone property shall ensure

that grass and other vegetation within the property boundaries is maintained in accordance with the Council's *Property Maintenance Bylaw*.

7.5.3. Exceptions for Berms Adjacent to Private Property

7.5.3.1. Property owners can apply in writing to the Council for an exemption to the requirement to maintain the berm adjoining their property.

7.5.3.2. Any requests for an exemption will be evaluated on a case-by-case basis using the following criteria:

- Whether the berm is a stormwater conveyance and treatment area that requires mowing to ensure it operates efficiently or it meets regulatory requirements
- The berm design and whether its maintenance can be safely carried out by the adjoining property owner (e.g., berms that are too steep to be maintained by a hand mower or line trimmer)
- Whether the berm's maintenance could impact the safety of road network users (e.g., vehicular, pedestrian, equestrian, or cycle traffic)
- Whether the mowable area of the roadside berm is greater than 400 m² (urban only)
- Special circumstances may be considered on compassionate grounds.

7.5.3.3. Any exemption granted in accordance with section 7.5.3.2 will be at the Council's discretion.

7.5.4. Trees and Hedges Within Berms

7.5.4.1. This policy does not cover consented street trees and street gardens; refer to the Council *Street and Reserve Trees Policy*.

7.5.4.2. Tree and hedge planting within urban and rural road reserves is not permitted without written approval from the Council, to ensure road safety and avoid the Council incurring maintenance costs when the property changes hands.

7.5.4.3. Trees and hedges established before adoption of this policy shall be allowed to remain, provided the plantings are not considered to be a nuisance by the Council.

7.5.4.4. Plantings will be considered a nuisance by Council if they create a safety risk or interfere with road maintenance, drainage, utility services, or public access. The Council may direct the adjoining property owner to remove nuisance trees or hedges at the expense of that owner. The Council should be consulted before removing any nuisance trees.

7.5.4.5. Where historical plantings (other than consented street trees) are allowed to remain within the road reserve, the adjoining property owner is responsible for their maintenance; refer to *Appendix C: Technical requirements* for a list of responsibilities.

7.5.4.6. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally-occurring indigenous vegetation shall not be removed or disturbed unless the Council considers it to be a nuisance. This is particularly relevant where there are features of ecological importance; refer to the District Plan for more details.

7.5.5. Overhanging trees and vegetation

Overhanging vegetation or other obstructions from property adjacent to any road reserve will be managed as per Section 355 of the Local Government Act 1974. Refer to *Appendix B: Roadway clearance* for more details.

7.5.6. New berms

- 7.5.6.1. Council contractors are responsible for the establishment and mowing of new grass berms that are sown as part of roadworks, footpath resurfacing, or trenching during the defects liability period. Once the maintenance period of the work has expired, berm mowing will be managed in accordance with this policy.
- 7.5.6.2. Developers and subdividers are responsible for the establishment and mowing of new grass berms that are sown as part of new development. Once the maintenance period of the work has expired, the berm mowing will be managed in accordance with this policy.
- 7.5.6.3. When new road reserve is vested with the Council through subdivision or new construction, the land will generally be fully cleared by the property owner prior to vesting. Any Protected Trees or Significant Natural Areas in the District Plan shall be protected. Other significant or notable vegetation should be evaluated on a case-by-case basis by the Council's Roading and Greenspace Units for possible retention by the Council as street trees.

The following factors will be taken into consideration as part of this evaluation:

- Impacts on public access, traffic safety, and sightlines
- Ability to realign or redesign proposed works
- Amenity and / or historic value
- Botanical and / or ecological value
- Tree health and form
- Risk of falling limbs or other potential damage to the tree arising from construction processes

7.5.7. Construction works

- 7.5.7.1. Where existing grass berms are required to be excavated or altered as part of Council maintenance or capital works (including works by utility operators), the Council or the relevant utility operator will re-establish the grass and any Council-installed street trees, plantings, and associated irrigation. Private trees and plantings will not be reinstated. Letter boxes will be reinstated.
- 7.5.7.2. Any construction work undertaken in the berm will require written consent from the Council. Where a property owner arranges work to excavate or alter the berms as a result of works to their property or neighbouring property, the cost of reinstatement of a berm will be met by that owner.

7.6. Services in the road reserve

Any activity undertaken which involves excavation or disturbance of the ground within the road reserve requires the Council's authorisation. This includes work which has been granted a resource consent.

Permits to undertake work within the road reserve are issued in accordance with the requirements of the *National Code of Practice for Utility Operators' Access to Transport Corridors* in the form of Corridor Access Requests.

7.6.1. Location of overhead services within the road reserve

- 7.6.1.1. The preferred location for all overhead services will be as far from the road carriageway as practicable, and away from corners and intersections.
- 7.6.1.2. Road safety features which meet recognised standards (e.g., barriers) are required where overhead services cannot be located away from corners and

intersections, or within 3m of the edge of the road carriageway. This distance may vary depending on the classification of the road, the size of the service, and the topography at the site.

All associated cabinets and kiosks shall be situated to avoid limiting sight distance, and shall be frangible or protected as per the *National Code of Practice for Utility Operators' Access to Transport Corridors*.

7.6.1.3. All new service installations and replacement or changes to existing service installations within the road reserve must have the prior approval of the Council.

7.6.2. Private services within the road reserve

7.6.2.1. Installation of private services within the road reserve is generally not supported except in unusual circumstances (e.g., where no alternative exists on private property) and with authorisation by the Council through a Licence to Occupy and registration of an encumbrance on the private service owner's property.

7.6.2.2. A private service owner will be responsible for the cost of preparing a Licence to Occupy and encumbrance (including registration), installing the service, making good the road surface as required, maintaining the service during the term of that Licence, and relocating the service should construction of new Council infrastructure within the road reserve create a conflict.

7.6.2.3. As-built plans shall be provided to the Council by the service owner once installation is complete.

8. Vehicle crossing surfacing

8.1. Surfacing standard

8.1.1. The Council defines standard surfacing material for driveways as follows:

- Urban areas: asphaltic concrete or broomed concrete
- Rural areas (including rural residential zones) for access off sealed roads, other than access solely to paddocks: asphaltic concrete or chip seal
- Rural area unsealed roads and paddock-only access: metal / gravel

8.1.2. Prohibited materials for surfacing vehicle crossings are:

- Stamped concrete and other decorative finishes that do not provide a safe, firm, relatively smooth and comfortable walking surface, are prohibited where they would cross a footpath or be on a main pedestrian route.
- Loose surfaces that could migrate onto the adjacent footpath or roadway, or into nearby drainage channels and gutters, will not be permitted.

8.1.3. If there is a sealed footpath or shared-use path across the property frontage, then the area of path must be reinstated in the same material as the adjoining path, including markings, unless permitted otherwise by the Council.

8.1.4. The path shall be continuous across the vehicle crossing to convey priority to footpath or shared-use path users.

8.1.5. Vehicle crossings at footpaths or shared-use paths may require reinforcing or additional depth of material to accommodate the additional loads from vehicles crossing the path; refer to the Council Engineering Code of Practice for details.

8.1.6. All vehicle crossings shall be constructed and maintained in accordance with the Council's *Vehicle Crossing Bylaw*.

8.2. Non-standard vehicle crossing surfaces

Other finishes such as stamped or coloured concrete, exposed aggregate, bevelled or smooth edge cobbles, etc. are considered to be non-standard finishes and may be approved for use subject to the conditions in *Appendix C: Technical requirements*.

9. Stock underpass

9.1. Underpass standard

- 9.1.1. Refer to the New Zealand Transport Agency *Stock under control (crossing and driving) guidelines* for options to cross stock over a road.
- 9.1.2. Permission to construct a stock underpass will normally be granted by the General Manager, Utilities and Roading, who is hereby delegated that authority. Approval for a stock underpass will not be unreasonably withheld.
- 9.1.3. Where the General Manager, Utilities and Roading considers that the request should not be approved, and the matter cannot be resolved through negotiation with the applicant, only the Utilities and Roading Committee may refuse such permission.
- 9.1.4. In granting permission for construction of an underpass, the General Manager, Utilities and Roading shall ensure that the following conditions are imposed:
- The applicant completes a Stock Underpass Construction Agreement
 - The applicant completes a Stock Underpass Use Agreement and Subsoil Lease Agreement
 - An encumbrance is registered against the title(s) of the applicant's lot(s) recording their responsibilities under the Stock Underpass Use Agreement and Subsoil Lease Agreement.
 - The Council will financially support the construction of each stock underpass only to the extent that the work meets the New Zealand Transport Agency formula for financial support detailed in the New Zealand Transport Agency Planning and Investment Knowledge Base, as it may be amended from time to time.
 - The maximum contribution available is 25% of the total cost of the work. The actual contribution depends on the volume of traffic on the road.
 - The New Zealand Transport Agency policy requires that the funding be from the Minor Safety Improvements Programme. In the event that such funding is not available in the current financial year, the Council will make provision for that expenditure in the next financial year. In this event, should the applicant wish to proceed with the construction earlier than when the Council can provide the financial assistance, the applicant shall carry the full cost and invoice the Council for its share after the commencement of the year in which programme provision is made. Deferment of the Council's contribution shall not alter the requirement for the grantee to comply with the Competitive Pricing Procedures requirements of the Construction Agreement.
 - The General Manager, Utilities and Roading shall report to the Utilities and Roading Committee each grant of a Stock Underpass Construction Agreement that attracts Council financial support.
 - Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, may be authorised by the General Manager, Utilities and Roading when requested to do so by the grantee. Alternatively, should the General Manager, Utilities and Roading recommend the closure of an underpass against the wishes of the grantee, such approval is reserved to the Utilities and

Roading Committee.

9.2. Gates and cattle stops on unformed legal roads

- 9.2.1. With approval from the Council, a person may erect a swing gate or cattle stop, and associated fencing, across an unformed legal road in accordance with s 344 of the Local Government Act 1974. A sign must be affixed to the gate indicating it is a public road.
- 9.2.2. The Gates and Cattlestops Order 1955 prescribes the form and construction of swing gates and cattle stops which have been authorised to be placed across roads.

10. Temporary traffic management

- 10.1.1. All requests to undertake an activity that varies from the normal operating condition of the legal road, whether it is on a carriageway, footpath, or adjacent to the road, shall include a Traffic Management Plan (TMP). TMPs are also needed for activities outside the legal road, which will affect the normal operating conditions of the road.
- 10.1.2. Activities such as the ones listed below are all situations that are likely to require a TMP to undertake the activity (this is not an exhaustive list):
- Road construction or maintenance activities
 - Construction or maintenance of assets within the road corridor
 - Construction of vehicle crossings
 - Concrete pours where the concrete pump or concrete truck will affect legal road, including a footpath or carriageway
 - Scaffolding installation on or near the footpath
 - Crane or lifting work that requires safety zones to close a traffic lane, footpath or grass berm
 - Multiple deliveries to a site causing congestion on adjacent roadway
 - Tree felling and vegetation maintenance works that require exclusion zones which extend into the legal road or are undertaken from the roadside
 - Community or sporting events that impact the normal operating condition of the legal road.
- 10.1.3. The movement of stock is covered under the WDC Stock Movement Bylaw, which outlines the requirements for permitting and traffic control while moving stock along or across the road.
- 10.1.4. Prior to any such activities starting, a TMP complying with the New Zealand Transport Agency Code of Practice for Temporary Traffic Management (CoPTTM) or relevant temporary traffic management guidance document must be submitted to the Council, and approved by a Traffic Management Coordinator (TMC).
- 10.1.5. Where these requirements are not met, or where activities are deemed to be dangerous or not installed as per an accepted TMP, the Council will require all activity varying the normal operating condition of the road to stop and the area made safe.
- 10.1.6. If the area is not made safe as per CoPTTM or other adopted guidance, Worksafe New Zealand will be notified. The Health & Safety at Work Act 2015 requires Persons Conducting a Business or Undertaking must, so far as is reasonably practicable, provide and maintain an environment that is without health and safety risks.

11. Responsibilities

This policy will be implemented by the Roding and Transport Unit of the Council.

12. Definitions

Berm (also Verge) – grassed, soiled, or metalled area between the carriageway and the property boundary.

Council – the Waimakariri District Council and includes any person, authorised by the Council to act on its behalf.

District Plan – the Council's District Plan and includes any amendments and replacements.

Fencing – a barrier or partition enclosing an area to prevent or control access.

Indigenous Vegetation – a plant community, of a species indigenous to that part of New Zealand, containing throughout its growth the complement of native species and habitats normally associated with that vegetation type or having the potential to develop these characteristics.

Licence to Occupy – a licence which provides permission to use land for an agreed purpose. A licence does not confer a right to exclusive possession of the land.

Permanent Landscaping – an area that has been laid out and maintained with plants, including associated structures.

Road – has the same meaning as in section 315 of the Local Government Act 1974; and includes a motorway as defined in section 2(1) of the Government Roding Powers Act 1989.

Road Encroachment (also Road Occupation) - any action or physical obstruction upon, over, or under any portion of a road. Encroachments not covered by this policy (e.g., covered in other Council bylaws and policies) include stock movement, private mailboxes, outdoor advertising, and outdoor dining.

Road Reserve (also Road Corridor) – the area from the property boundary on one side of the legal road to the property boundary on the other side of the legal road, including (but not requiring) any berm or formed footpath and carriageway.

Rural Area – an area zoned rural in the District Plan.

Significant Natural Area – an area of significant indigenous vegetation and/or significant habitat of indigenous fauna that meets one or more of the ecological significance criteria listed in the District Plan.

Street Trees – trees permitted, planted, and maintained by the Council Greenspace Unit within road reserve.

Unformed Legal Road (sometimes referred to as Paper Road) – land that has been established as a legal public road but which is not formed or maintained by the Council or the New Zealand Transport Agency.

Urban Area – an area of land that is, or is intended to be, predominantly urban in character and part of a housing and labour market of at least 10,000 people. Refer to the District Plan for a list of urban areas in the Waimakariri District.

Vehicle Crossing – the area within public road or other public land from a road carriageway to a property boundary intended for use by vehicles accessing the property.

13. Relevant documents and legislation

- Building Act 2004 and Building Regulations (stock underpasses)
- Canterbury Regional Pest Management Plan

- Government Policy Statement on Land Transport
- Government Rooding Powers Act 1989
 - s.55 to 57 (removal of trees, hedges, etc.)
- Guidelines for the Management of Unformed Legal Roads (Herenga ā Nuku Aotearoa Outdoor Access Commission)
- Land Transport Act 1998
 - s.22AB (making certain bylaws)
- Land Transport Management Act
- Local Government Act 2002
 - s.175 Power to recover for damage by wilful or negligent behaviour (berm management)
- Local Government Act 1974
 - part 21 (managing roads)
 - s.317 (private funding of seal extension)
 - s.319 (formation of paper roads)
 - s.353 (fencing and grazing of roadsides – general road safety provisions)
 - s.355 (control of vegetation on road berm)
- National Code of Practice for Utility Operators' Access to Transport Corridors
- New Zealand Outdoor Access Code
- NZTA Bridge Manual
- NZTA Code of Practice for Temporary Traffic Management
- NZTA New Zealand Guide to Temporary Traffic Management
- NZTA Planning and Investment Knowledge Base
- Property Law Act 2007
 - S.332 to 338 (trees and unauthorised improvements on neighbouring land)
- Public Works Act 1981
 - s.116 (stopping roads)
- Street and Reserve Trees Policy
- Transport Act 1962
 - s.72 (making certain bylaws)
- Vehicle Crossing Bylaw 2019
- Vehicle Crossing Information Pack (QP-C289)
- Waimakariri District Council QS-K401: Information regarding installation of stock underpasses
- Walking Access Act 2008

14. Questions

Any questions regarding this policy should be directed to the General Manager, Utilities and Rooding, in the first instance.

15. Effective date

7 November 2023

16. Review date

7 November 2029

- 17. **Policy owned by**
General Manager, Utilities and Roding

- 18. **Approval**

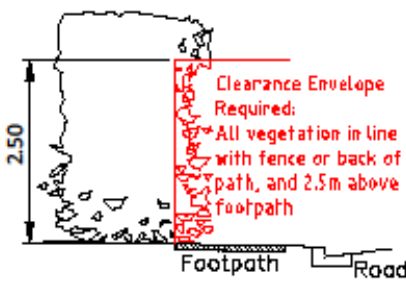
Adopted by Waimakariri District Council on 7 November 2023

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Appendix A: Grazing-restricted roads

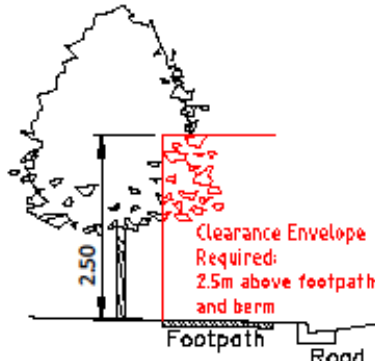
Local Roads
Loburn Whiterock Road (Hodgsons Road to Chapel Road)
Collector Roads
Ashley Gorge Road Island Road (Ohoka Road to Tram Road) Rangiora-Woodend Road (Gressons Road to SH1) River Road (Rangiora) South Eyre Road (diversion bridge to Tram Road)
Arterial Roads
Cones Road (Fawcetts Road to Dixons Road) Dixons Road (Loburn) Fawcetts Road Flaxton Road Kippenberger Avenue Loburn Whiterock Road (Dixons Road to Hodgsons Road) Main North Road (Kaiapoi) Rangiora-Woodend Road (Kippenberger Avenue to Gressons Road) Skewbridge Road Tram Road Williams Street
Strategic Roads
Cones Road (Milton Avenue to Fawcetts Road) Depot Road Milton Avenue Oxford Road Upper Sefton Road

Appendix B: Roadway clearance



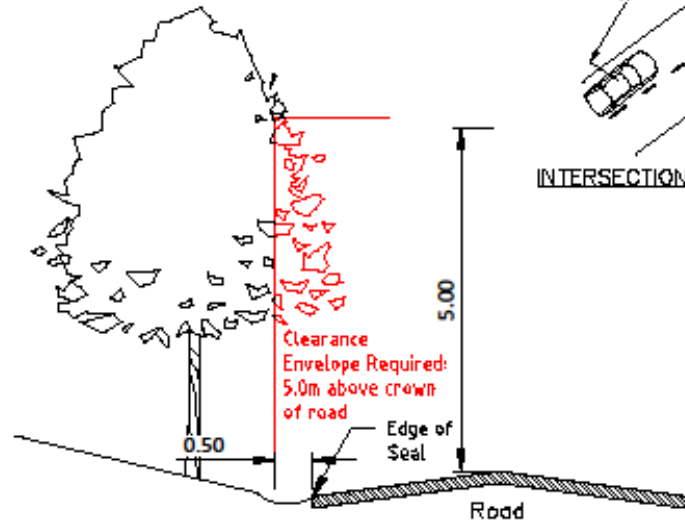
Clearance Envelope Required:
All vegetation in line with fence or back of path, and 2.5m above footpath

HEDGEROW CLEARANCE AT FOOTPATHS



Clearance Envelope Required:
2.5m above footpath and berm

OVERHEAD VEGETATION CLEARANCE AT FOOTPATHS



Clearance Envelope Required:
5.0m above crown of road

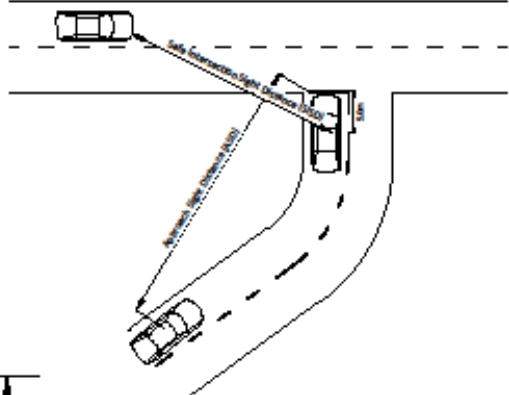
VEGETATION CLEARANCE FROM EDGE OF ROADWAY

NOTES


1. PROTECTED OR SIGNIFICANT VEGETATION REQUIRES SITE SPECIFIC ASSESSMENT.
2. VEGETATION CLEARANCE FOR SIGHT DISTANCE SHALL ALSO MEET THE FOLLOWING STANDARDS:
 - VEHICLE CROSSINGS & ROW: DISTRICT PLAN FIG. 30.3 & 30.4
 - RAILWAY CROSSINGS: DISTRICT PLAN FIG. 30.13
 - INTERSECTIONS: SEE TABLE BELOW
3. CONSULT WITH COUNCIL REGARDING VEGETATION CLEARANCES REQUIRED OVER STOCKWATER RACES OR DESIGNATED COUNCIL-MAINTAINED DRAINS.

MINIMUM INTERSECTION SIGHT DISTANCES			
Side Road Speed	ASD (m)	Main Road Speed	SISD (m)
40	40	40	73
50	55	50	97
60	73	60	123
70	92	70	151
80	114	80	181
90	151	90	228
100	179	100	262

Consult with Council if intersection sight distances cannot be achieved.



INTERSECTION SIGHT DISTANCE DIAGRAM



WAIMAKARIRI
DISTRICT COUNCIL

ROAD RESERVE
MANAGEMENT POLICY -
DRAFT

ROADWAY CLEARANCE

SCALE (A4)	DATE
NTS	03/05/2023
DRAWING	4119
SHEET	REVISION
1	A

Appendix C: Technical requirements

Seal Extension Requirements

The width of the seal is to be approved by the General Manager, Utilities and Roading in accordance with the Engineering Code of Practice and the District Plan.

Normally this will be 6.0m; however, this may be altered when the nature of the road and its traffic density indicate another width is more appropriate. The absolute minimum width in any circumstance is 4.0m.

All private seal extensions shall have a two-coat wet-coat chip seal surface to ensure that future maintenance costs are able to be shared with the Crown.

Nominal minimum length of seal extension is 100m. The actual length to be sealed is to be approved by the General Manager, Utilities and Roading who will agree an appropriate end-point, having consideration for the road alignment.

The gap to the nearest section of seal is not to be less than 400m providing:

- That the “minimum gap” requirements shall only be enforced at the end of the seal-extension closest to the adjacent sealed surface; and
- Any gap less than that detailed above is to be sealed in accordance with Section 5.1.3.1.

Unformed Legal Road Occupation Requirements

Any requests to occupy an unformed legal road are subject to the following requirements:

- Public access along the road must not be obstructed, and such access could be by modes such as motorised vehicles, bicycles, foot, and/or horses. A minimum traversable width of 4m must be maintained at all times.
- Temporary fencing may be installed within an unformed legal road for purposes of stock control but must still allow public access. Permanent fencing may be installed across an unformed legal road at public boundaries but must include an unlocked gate or other means of public passage, where agreed with the Council.
- Occupiers are responsible for maintaining the surface of the unformed legal road to the same or better condition than prior to the occupation commencing. Damage caused to existing infrastructure or fencing through the occupation of the unformed legal road is the responsibility of the occupier to remedy at their cost.
- Occupiers are responsible for controlling all noxious pests and weeds, including as required under the Canterbury Regional Council Pest Management Plan
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze unformed legal roads and must be fenced if grazing or occupying adjoining land.
- ‘Private Property,’ ‘Keep Out’ signs, or similar are only allowed on private buildings and must not be posted in such a way that they are seen as applying to the unformed legal road itself.
- Generally, new structures, permanent landscaping, or planting of trees will not be permitted by the Council within unformed legal roads.
- A Licence to Occupy does not negate any requirement for building or resource consents and the Licence holder is responsible for obtaining all other relevant approvals.

Road Reserve Grazing Requirements

The grazing of road reserve frontages subject to the following requirements:

- Stock owners, or their agents, shall not graze the frontage of a third party's property without the permission of that property owner. It is advisable that the stock owner obtains this permission in writing (this does not apply to driven stock)
- Grazed stock shall be fenced so that they cannot stray onto the carriageway. The fence should be clearly visible.
- The fence shall consist of temporary electric fencing to be secured by electric fence standards – i.e., fiberglass, plastic, or light metal standards. The use of waratahs, posts and other more substantial type fencing is not allowed on berms.
- Fences shall comply with the requirements of the Electricity Act 1992 and the Electricity Regulations 1993
- Suitable labels shall be used to notify the public that the fence is live.
- The fence shall be completely clear of the carriageway and road shoulder.
- Public access on the frontage / berm should be accommodated where practicable.
- Horses shall only be grazed upon road reserves when tethered or accompanied by a person and fastened to a lead rope.
- All grazing shall be in accordance with the Animal Welfare Regulations 2018
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze formed or unformed legal roads and must be fenced if grazing or occupying adjoining land.
- Where road reserve is used for grazing the adjoining landowner is responsible for sowing and maintaining a grass surface appropriate for both the stock and the public's use of the road.

Road Reserve Temporary Storage Requirements

Temporary storage on the road reserve is subject to the following requirements:

- Written approval must be granted prior to any storage on the road reserve.
- Appropriate temporary traffic management may be required by the Council.
- Materials shall be located a minimum of 5m away from the edge of rural road carriageways.
- Materials storage and access must not cause damage to roading assets, including pavement, berms, kerbs, drainage, and edge marker posts.
- Material may not be stored in a location that obstructs a vehicle crossing, footpath, cycle facility, drainage facility or race, or sight distance, or otherwise impacts road corridor user safety.

Berm Trees and Hedges Requirements

Where permitted or historical plantings are allowed to remain within the road reserve, the adjoining property owner is responsible for the following requirements:

- Removing plantings within the road reserve which impede visibility along the road, at intersections, property access ways, road corners, and signs
- Removing plantings within the road reserve which cause shading of the roadway to the extent that there are significant and identified risks to road users related to mobility and road safety
- Removing overhanging branches or fallen trees which obstruct pedestrians, cyclists, and

vehicles, and all tree trimmings and tree debris from the roadside

- Paying costs associated with repairing or reinstating services or damage to the road as a result of the plantings
- Carrying out any tree maintenance required to avoid services or overhead utilities
- Ensuring that roadside drains are kept clear of tree roots, tree trimmings, and tree debris
- Removing any noxious weeds and pest plants (e.g., gorse and broom).

Vehicle Crossing Non-Standard Finish Requirements

Non-standard finishes may be approved for use on vehicle crossings subject to the following requirements:

- That in the event of an excavation across their frontage it is unlikely that a non-standard surface will be restored to its original appearance.
- That a minimum of 3-100Ø ducts to be provided across the full width of the proposed driveway with the information being recorded on the Property Information File and GIS records to enable services to be laid under the driveways without the need for excavating the driveways unless specifically otherwise required
- That the property owner accepts full responsibility for repair and maintenance of the portion of the driveway that is located on road reserve
- That should a footpath ever be built across the frontage of their property the portion of the non-standard driveway that would form part of the path may be replaced with a standard surface.

Appendix D: Approved berm planting

The following species are considered suitable for planting on berms:

- Perennial dwarf ryegrass
- *Dichondra repens*
- *Selliera radicans*
- *Acaena inemis*
- *Pratia angulata*
- *Leptinella* sp.

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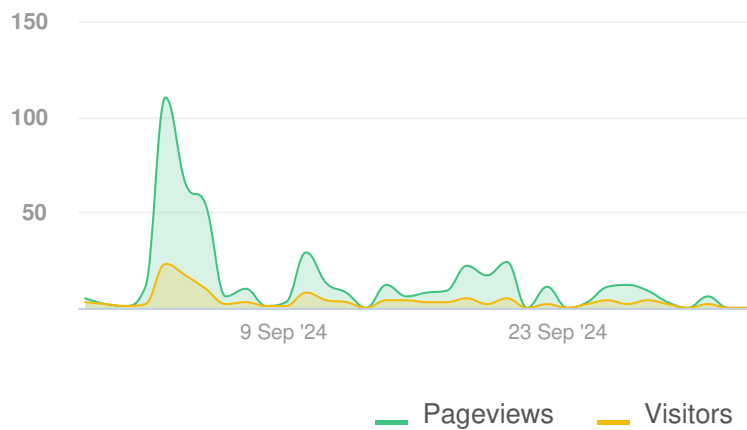
Project Report

29 August 2024 - 01 October 2024

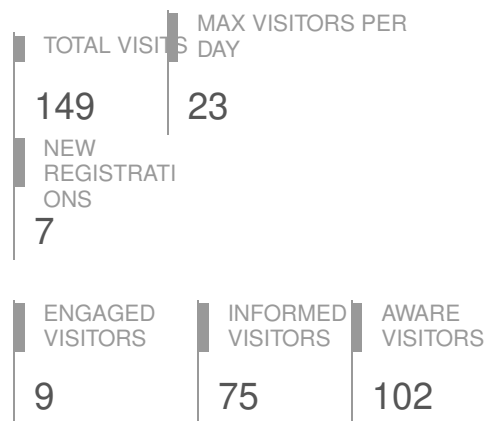
Let's Talk Waimakariri Road Reserve Management



Visitors Summary

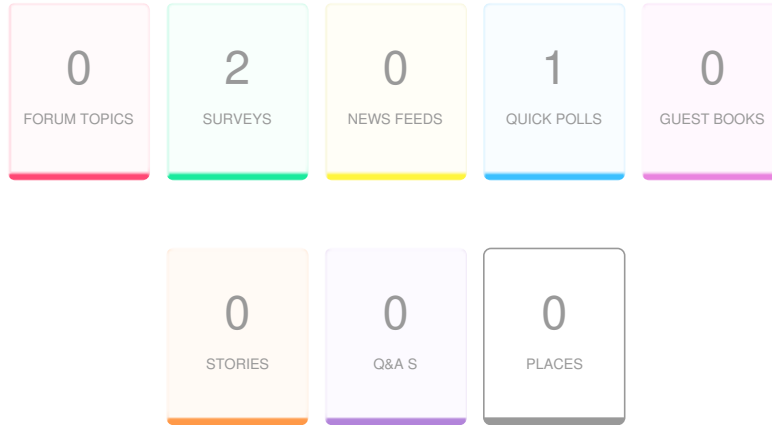


Highlights



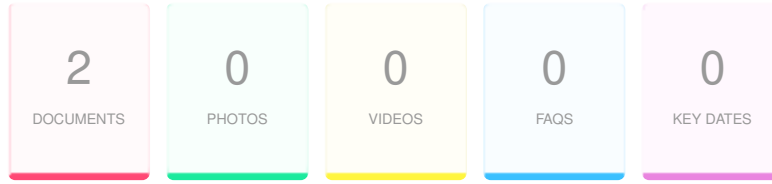
Aware Participants	102	Engaged Participants	9		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	102	Contributed on Forums	0	0	0
Informed Participants	75	Participated in Surveys	9	0	0
Informed Actions Performed	Participants	Contributed to Newsfeeds	0	0	0
Viewed a video	0	Participated in Quick Polls	0	0	0
Viewed a photo	0	Posted on Guestbooks	0	0	0
Downloaded a document	59	Contributed to Stories	0	0	0
Visited the Key Dates page	0	Asked Questions	0	0	0
Visited an FAQ list Page	0	Placed Pins on Places	0	0	0
Visited Instagram Page	0	Contributed to Ideas	0	0	0
Visited Multiple Project Pages	59				
Contributed to a tool (engaged)	9				

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Grazing-Restricted Roads Feedback	Archived	27	9	0	0
Survey Tool	Road Reserve Management Policy Survey	Archived	6	0	0	0
Quick Poll	Do you support changes in the draft Policy?	Archived	0	0	0	0

INFORMATION WIDGET SUMMARY



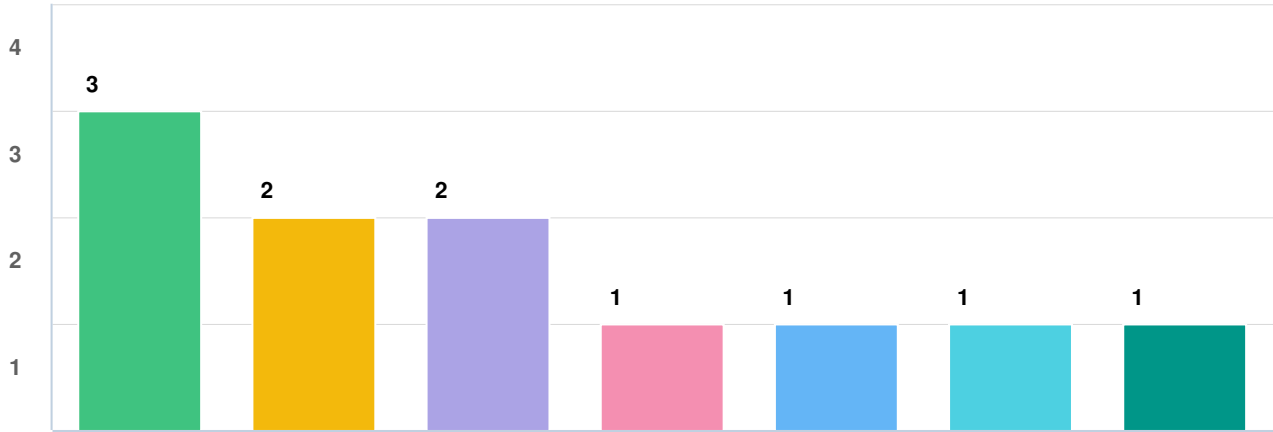
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Draft Road Reserve Management Policy for web.pdf	43	57
Document	Appendix A Grazing-restricted roads.pdf	33	38

ENGAGEMENT TOOL: SURVEY TOOL

Grazing-Restricted Roads Feedback

Visitors 27	Contributors 9	CONTRIBUTIONS 9
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Which road/s is your feedback relating to?



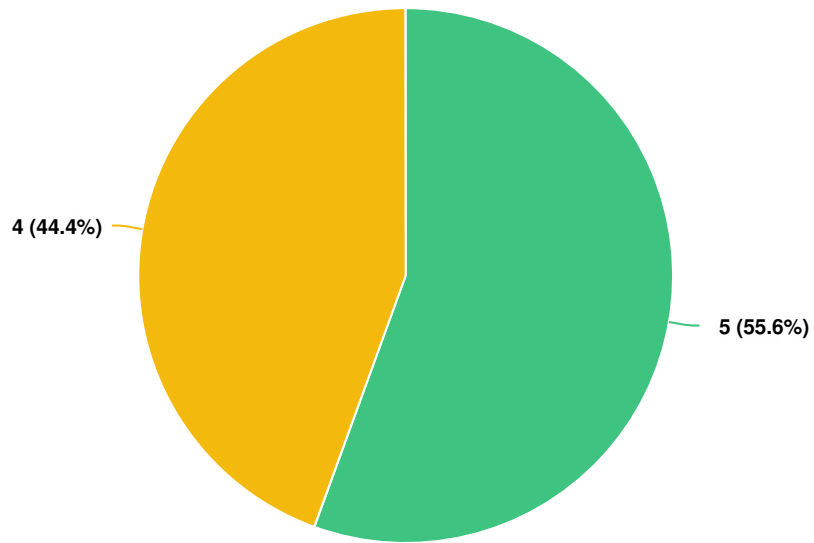
Question options

- Birch Hill Road
- Carrs Road
- Fernside Road
- Harleston Road
- Marshmans Road
- South Eyre Road (Depot Road to Tram Road)
- Other (please specify)

Mandatory Question (9 response(s))

Question type: Checkbox Question

Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?



Question options

- Yes
- Partially

Mandatory Question (9 response(s))

Question type: Radio Button Question

**Respondent No:** 1**Login:** [REDACTED]**Email:** [REDACTED]**Responded At:** Sep 02, 2024 15:09:48 pm**Last Seen:** Sep 02, 2024 02:52:12 am**IP Address:** [REDACTED]

Q3. Which road/s is your feedback relating to?

Birch Hill Road

Other (please specify)

We have a frontage on Birch hill Rd + also one on Browns Rd, Okuku.

Q4. Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?

Partially

Q5. Comments:

Our Birch Hill Rd frontage - I think there should be zero grazing on the berm there - I think it's time Ecan enforced weed policy, should have been done years ago, on those who have gorse & broom etc. there. I drive into Rangiora saying to my wife: "They care"...."They don't care"; you can point out the slovenly properties, there's no halfway point. Browns Rd, Okuku frontage - I graze a 2-wire strip there, now + again, to keep it tidy, reduce fire risk + keep it gorse/broom free. Please tell me if you wish me to take the fence down + stop grazing there. Kindest Regards, Richard Deacon

**Respondent No:** 2**Login:** [REDACTED]**Email:** [REDACTED]**Responded At:** Sep 02, 2024 16:35:23 pm**Last Seen:** Sep 02, 2024 04:31:50 am**IP Address:** [REDACTED]

Q3. **Which road/s is your feedback relating to?** Carrs Road

Q4. **Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?** Partially

Q5. **Comments:**

I am concerned at the high speed of traffic on Carrs Road. Recently one of my hens was killed on the road. While I accept that it was the hens fault possibly if the vehicle that hit it had been going more slowly the accident would not have occurred. What if the hen had been a person? If the speed was reduced there would be no need to restrict grazing the berm, as is proposed.

**Respondent No:** 3**Login:** [REDACTED]**Email:** [REDACTED]**Responded At:** Sep 03, 2024 08:57:12 am**Last Seen:** Sep 02, 2024 20:41:19 pm**IP Address:** [REDACTED]

Q3. **Which road/s is your feedback relating to?** Fernside Road

Q4. **Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?** Yes

Q5. **Comments:**

While I support the inclusion of these roads, it is important that where a farmer can no longer graze the roadside to keep grass short and reduce fire hazards, Council will need to (a) keep the grass cut regularly, (b) regularly remove rubbish from the said roadsides. These are considered normal mandatory responsibilities of a Council that places limits on Farmers' ability to carry out these tasks as they've seen fit for generations. Failure to do so will reflect poor priorities in spending by Council, such as providing dozens of Council staff driving skill training at huge expense to ratepayers and retaining three full time 'emergency' staff with vehicles, where one would suffice. Another area of concern is the purchasing of farmland to turn into an unproductive swamp at a time when Council is severely indebted. Would someone please show some leadership and financial responsibility.



Respondent No: 4

Login: [REDACTED]

Email: [REDACTED]

Responded At: Sep 03, 2024 21:47:46 pm

Last Seen: Sep 03, 2024 09:32:15 am

IP Address: [REDACTED]



Q3. Which road/s is your feedback relating to?

South Eyre Road (Depot Road to Tram Road)

Q4. Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?

Yes

Q5. Comments:

not answered



Respondent No: 5

Login: [Redacted]

Email: [Redacted]

Responded At: Sep 04, 2024 21:06:36 pm

Last Seen: Sep 04, 2024 09:03:32 am

IP Address: [Redacted]



Q3. Which road/s is your feedback relating to? Birch Hill Road

Q4. Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads? Partially

Q5. Comments:

not answered

**Respondent No:** 6**Login:** [REDACTED]**Email:** [REDACTED]**Responded At:** Sep 06, 2024 11:01:12 am**Last Seen:** Sep 05, 2024 22:53:19 pm**IP Address:** [REDACTED]

Q3. **Which road/s is your feedback relating to?** Carrs Road

Q4. **Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?** Yes

Q5. **Comments:**

Hi, I am all for making the roads safer for all, we don't strip feed our stock on the side of the road as we consider it far too dangerous. I would like to raise the issue of speed down Carrs Road, we have a lot of runners, cyclists, horses, walkers etc and we still have a 100kmh limit. A lot of the roads around wood end/Rangiora have had thier limits dropped to 80kmh, Carrs Rd is a very busy road with a lot of trucks as well, It isn't exactly wide but we get cars overtaking on the double yellow lines at well over 100kmh, It is only a matter of time before we have a bad accident or worse, In our time here we have had at least 4 cars end up in hedges, upside down etc, If this is beyond the scope of this forum can it please be forwarded to the correct parties, Thank you.

**Respondent No:** 7**Login:** [REDACTED]**Email:** [REDACTED]**Responded At:** Sep 18, 2024 15:04:48 pm**Last Seen:** Sep 18, 2024 02:59:44 am**IP Address:** [REDACTED]

Q3. Which road/s is your feedback relating to?

Marshmans Road

Q4. Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?

Partially

Q5. Comments:

Is there to be further subdivision that I don't know about? I would not say that Marshmans Road is THAT busy. The issue is the idiots who speed up that narrow road which (for some reason) loses the middle lines half way up the road. Grazing the long acre is part of New Zealand's rural history. I don't recall it being a hazard. And I grew up in rural Mid Canterbury. Perhaps rather than regarding Marshmans Road as being somewhat akin to scenic highway 72 or Ashley street, you could look at the road itself and consider a more appropriate solution.



Respondent No: 8

Login: [Redacted]

Email: [Redacted]

Responded At: Sep 19, 2024 14:12:29 pm

Last Seen: Sep 19, 2024 02:08:03 am

IP Address: [Redacted]



Q3. **Which road/s is your feedback relating to?** Birch Hill Road
Fernside Road

Q4. **Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads?** Yes

Q5. **Comments:**
No grazing should be allowed on road reserves.



Respondent No: 9

Login: [Redacted]

Email: [Redacted]

Responded At: Sep 25, 2024 19:30:09 pm

Last Seen: Sep 25, 2024 07:09:00 am

IP Address: [Redacted]



Q3. Which road/s is your feedback relating to? Harleston Road

Q4. Do you support expanding the draft Road Reserve Management Policy to include all Collector, Arterial, and Strategic Roads? Yes

Q5. Comments:

One serious ommision on this draft is the control of horses on these roads, i can only comment on the local roads close to our residents , but i ask for consideration be given to banning the grazing By hand of horses and riding work of horses , i have attended to 2 serious accidents, 1 a fatal involving training at speed , the other grazing by leading with reigns , in both cases the animal Bolted when passed by a vehicle

WAIMAKARIRI DISTRICT COUNCIL**FILE NOTE**

FILE NO AND TRIM NO: GOV-07-02 / **Trim Number**

DATE: 16 September 2024

FROM: Shane Binder, Senior Transportation Engineer

SUBJECT: Notes of phone conversation with Antony Kirkland on Road Reserve Management Policy grazing consultation

These notes are from a phone conversation with Antony Kirkland regarding the on-going grazing restrictions consultation for the Road Reserve Management Policy.

Mr Kirkland noted he was unaware of the previous consultation (in late 2023) on the full policy, but had not purchased land affected by the proposed grazing restrictions until early 2024. He also noted that he would be overseas until 17 October and would be unable to submit via email or the website on the present consultation.

Mr Kirkland raised a number of concerns, including the following:

- Limitations on landowners' ability to control berm vegetation
- Costs to maintain berms
- The risks of traffic management required for berm maintenance

Mr Kirkland would like to speak to the Hearing Panel regarding his concerns. He can be reached at 160 Fishers Road, Okuku or at 021 116 0628.

Waimakariri District Council**Road Reserves Fencing and Grazing Policy (S-CP 4560, dated 12 November 2013)**

Para 4.2 Grazing

4.2.1 The grazing of road reserve frontages is not permitted on the following roads:

- Tram Road
- Oxford Road
- Rangiora-Woodend Road
- Millton Avenue
- Cones Road (River Road to Carrs Road)
- Fawcetts Road
- Ashley Gorge Road
- Lineside Road
- Depot Road
- Upper Sefton Road
- Dixons Road (Loburn)
- Loburn-Whiterock Road (Dixons Road to Chapel Road)
- Kippenberger Avenue
- River Road (West Belt to Millton Avenue)
- Main North Road
- Williams Street
- Smith Street
- Island Road
- Skewbridge Road
- Flaxton Road
- South Eyre Road from diversion bridge to Tram Road
- All roads within urban areas
- On the mown verge of sections of road regularly mown by the Council or its contractors.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-07-02, RDG-01 / 231024169428**REPORT TO:** COUNCIL**DATE OF MEETING:** 7 November 2023**AUTHOR(S):** Hearing Panel – Road Reserve Management Policy**SUBJECT:** Adoption of Road Reserve Management Policy**ENDORSED BY:**(for Reports to Council,
Committees or Boards)_____
General Manager_____
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek Council approval to adopt the Road Reserve Management Policy.
- 1.2. This report presents the recommendation from the Hearing Panel for the Road Reserve Management Policy deliberations and written submissions received from the consultation for the Council's draft Road Reserve Management Policy, which opened on Monday 7 August and closed Thursday 7 September 2023.
- 1.3. In total, four submissions were received with three submitters presenting their views to the Hearing Panel.
- 1.4. The Hearing Panel consisted of Councillors Redmond, Blackie, and Fulton.
- 1.5. A small number of minor changes have been included within the proposed policy following the consultation and deliberations. These have been included in attachment i (TRIM: 221117200292) as track changes.

Attachments:

- i. Draft Road Reserve Management Policy track changes version (TRIM: 221117200292)
- ii. Minutes of Hearing and Deliberations on submissions made on Road Reserve Management Policy 20 October 2023 (TRIM: 231019166889)
- iii. Report to the Hearing Panel including attachments (TRIM: 231017165731)

2. RECOMMENDATION**THAT** the Council:

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

3. BACKGROUND

- 3.1. The driver for this policy review is to ensure that the Council's published policies remain current and relevant. As a result of evolving service delivery processes and regulatory changes, it is timely to ensure policies reflect the Council's current intent and practices.

- 3.2. During the review process, several existing Rooding policies have been reviewed, updated, and amalgamated into a single policy, to ensure an effective and efficient policy structure. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency.
- 3.3. The draft policy is a combination of the following existing policies:
- Rural Seal Extension Policy
 - Private Funding of Seal Extension Policy
 - Formation of Unformed Roads Policy
 - Road Reserves Fencing & Grazing Policy
 - Stock Underpasses Policy
 - Vehicle Crossings, Entranceway and Driveway Surfacing Materials Policy
- 3.4. The absence of formal guidance with regards to certain responsibilities within the road reserve has led to confusion and conflicting expectations among adjacent landowners and road network users. Thus, new sections have been added based on current practice, to provide clarity on expectations for use and maintenance of all elements in the road reserve.
- 3.5. The draft policy also includes new sections for other rooding functions including:
- Road surfacing – based on the previously agreed levels of service for surfacing roads as approved by the Utilities & Rooding Committee in 2007 (TRIM: 071108035864)
 - Roadside berms – clarifying maintenance responsibilities for urban and rural berms as well as expectations for existing and potential trees and hedges
 - Unformed legal roads – specifying responsibility for maintenance and criteria for occupation, formation, and stopping
 - Road corridor usage including storage – defining conditions for temporary berm use
 - Utilities – identifying expectations for installing utilities in the roadside
 - Work zones – setting requirements for safe traffic management planning
- 3.6. Two existing related policies, the “Street Naming Policy” and the “Street and Reserve Trees Policy,” were not included in this amalgamation. The Street Naming Policy has now been incorporated into the new “Naming Policy” (TRIM: 230321039443) while the Street and Reserve Trees Policy remains under with the Greenspace Unit.
- 3.7. Council at its meeting on 6 June 2023 authorized officers to undertake a public consultation process on the outcomes and approved the nomination of Councillors Blackie, Fulton, and Redmond to a Hearing Panel Committee.
- 3.8. The consultation ran from 7 August to 7 September.
- 3.9. A hearing on the draft policy occurred on 20 and 24 October and the minutes are attached to this report (TRIM: 231019166889).
- 3.10. Submitters provided feedback on the considerations for sealing rural roads; requirements to occupy unformed legal roads; conditions around public access on unformed legal roads; guidelines for fencing, stock underpasses, and gates; and specific definitions (e.g., road reserve vs. road corridor) and references.
- 3.11. North Canterbury Federated Farmers had concerns around whether sufficient engagement had occurred with rural landowners directly affected by proposed changes to roadside grazing areas.
- 3.12. The Hearing Panel considered points raised by the submitters and officers report. The Panel recommended a small number of changes and additions to reinforce the balance between road user needs and adjacent landowner concerns. They also recommended deferring consideration of any changes to grazing restrictions until after more consultation could be carried out with potentially affected rural landowners.

4. ISSUES AND OPTIONS

- 4.1. The draft policy has been reviewed and updated to ensure that it includes all of the existing policies as well as gaps which have been identified.

- 4.2. The absence of formal guidance with regards to responsibilities within the road reserve has led to confusion and conflicting expectations among adjacent landowners and road network users.
- 4.3. While the majority of the draft Road Reserve Management Policy comes from existing Council policies, new sections have been added based on current practice, to provide clarity on expectations for use and maintenance of all elements in the road reserve.
- 4.4. The draft policy has been through substantive internal development across all relevant Council teams as well as consultation with the broader community, stakeholders, and elected members to ensure that it reflected the best practices in managing the roading network.
- 4.5. As regards the policy, the following options are available to Council:
- 4.6. Option One – Adopt the draft Road Reserve Management Policy:

This option would see Council adopt the draft policy as shown in attachment i. The draft policy has been updated following the consultation and deliberations feedback and reflects the recommendations of the Hearing Panel. As such, this is the recommended option.

Note that this option will include a next step of targeted consultation with rural landowners who could be affected by any proposed changes to roadside grazing areas, which will be reported back to Council at a future date

- 4.7. Option Two – Retain the six existing roading-related policies without changes:

This option would see Council retain six separate policies and maintain these as separate documents. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency. This option also does not address gaps in the current policies. As such this is not the recommended option.

- 4.8. Option Three – Further amend the draft Road Reserve Management Policy before adopting it:

This option would see Council further amend the draft policy by adding or removing sections of the policy. There has been a significant amount of work go into the draft policy so that it provides clear guidance which reflect current practice and addresses gaps in the current policies. It has also been through a monthlong public consultation effort with resulting submissions considered by the hearing panel. As such this is not the recommended option.

Implications for Community Wellbeing

- 4.9. There are implications on community wellbeing from the issues and options that are the subject matter of this report. The draft policy has been reviewed and updated by relevant staff across Council, to ensure it reflects current requirements and practices as these affect activities and responsibilities of Council and the general public.
- 4.10. Policies have an underlying purpose of ensuring the Council undertakes its activities and manages its assets where there is an interface with the public in a way that provides for safety and transparency while also demonstrating fairness and equity for our community. These documents establish responsibilities and obligations for third parties, in situations where requirements and/or roles are not otherwise clearly specified through legislation, regulation, standards, or industry guidance.
- 4.11. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the policy's subject matter beyond a general interest as members of the community.

5.2. Groups and Organisations

There are groups and organisations that are likely to be affected by, or to have an interest in the subject matter of this report. They have been given an opportunity to be heard as part of the public consultation process.

Submissions were received from North Canterbury Federated Farmers and Herenga ā Nuku Outdoor Access Commission. North Canterbury Federated Farmers considered changes to funding for road sealing, requirements for licenses to use unformed legal roads, expectations for stock movement and underpasses, and fencing requirements. They also raised concerns around whether sufficient engagement had occurred with rural landowners directly affected by proposed changes to roadside grazing areas.

Herenga ā Nuku Outdoor Access Commission provided feedback around wording in the policy objectives, definitions, references, and comments on the unformed legal road and roadside maintenance sections.

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. Council has undertaken public consultation to afford interested parties the opportunity to have their say and be heard.

Submissions from two individuals were received with one presenting at the hearing on the impacts of farming in an area with increasing peri-urban subdivision and potential effects of changes to the nearby unformed legal road. Concerns raised in relation to the policy included the potential for antisocial behaviour in unformed legal roads and conflicts between existing farming operations and new residential subdivisions.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no direct financial implications of the decisions sought by this report. The changes proposed in the policy will not lead to any significant changes to Council's operational costs.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have major sustainability or climate change impacts, although these impacts are considered in ongoing roading operations. It is noted that the policy within this report will improve the ecological footprint of the District's roading network through preservation and cultivation of indigenous vegetation.

6.3 Risk Management

There is not a significant change in risks arising from the adoption of the recommendations in this report. It is noted that there are risks inherent in the management of the District's roading network, but the policy sought to minimise any increase in these risks. Adoption of the policy will ensure current practice addresses risks to both Council and third parties.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The policy sought to ensure health and safety risks for staff and the public are addressed during activities managed by the Council as far as is practicable. The policy will help ensure that the road reserve is managed in a way which provides for safety of the public.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The Local Government Act 1974 details the role and responsibilities of local government in relation to setting Policy and public consultation.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

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.

There are wide ranging opportunities for people to contribute to the decision making that effects our District:

- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.
- The Council makes known its views on significant proposals by others affecting the District's wellbeing.
- Opportunities for collaboration and partnerships are actively pursued.

There is a safe environment for all:

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

7.4. **Authorising Delegations**

Council at its 6 June 2023 meeting delegated responsibility to the Hearings Panel to hear and consider submissions to the Road Reserve Management Policy consultation.

Council is responsible for the approval of all policies.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: 241031189626

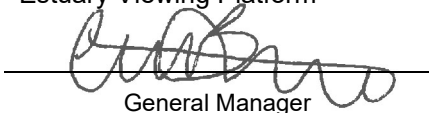
REPORT TO: WOODEND-SEFTON COMMUNITY BOARD


DATE OF MEETING: Monday 11th November 2024

AUTHOR(S): Mike Kwant, Senior Ranger Biodiversity, Greenspace

SUBJECT: Gift from Ashley Rakahuri Rivercare Group of proposed Ashley Rakahuri Estuary Viewing Platform

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek the approval from the Woodend-Sefton Community Board for the Ashley Rakahuri Rivercare Group's (ARRG) proposal to install a viewing platform adjacent to the Ashley Rakahuri Estuary carpark overlooking the estuary. The ARRG intend this to be a gift to the community via Waimakariri District Council.
- 1.2. Greenspace has recently installed two viewing platforms at Waikuku Beach and Pegasus Beach, both with great feedback from the wider community. The viewing platform proposed by the ARRG would add another point alongside a water body that will bring people closer to nature which is one of the main pillars of the Natural Environment Strategy (NES) and the aspirations of the Northern Pegasus Bay Bylaw (NPBB).
- 1.3. Ownership of the platform and ongoing maintenance and depreciation would be transferred to the Waimakariri District Council if the recommendations of this report are approved. The ARRG wants to create a public asset, however it does not have the financial or administrative means to depreciate or own the asset once it is constructed. Hence the desire to offer this to Council so the ongoing maintenance and costs would not fall to the ARRG.
- 1.4. The ARRG was bequeathed finance which the group have decided to allocate to the installation of this structure. This is to further enhance the public enjoyment of the estuary as well as raise public awareness of the estuary's significant wildlife values. The draft design plans have been completed for the platform and there will be an upgrade of the access to ensure its full accessibility. The ARRG also intend to install interpretation signage to enable visitors to identify the variety of bird species found in the estuary. The platform installation is subject to gaining a resource consent from the Waimakariri District Council and Board approval is sought for design and placement prior to lodging this application.
- 1.5. The viewing platforms at both Waikuku and Pegasus Beaches have received significant usage as another mechanism for people to connect with nature or the coastal areas within our district.

Attachments:

- i. Platform design drawings TRIM 241031189658 and inserted into this report.

2. RECOMMENDATION

THAT the Woodend Sefton Community Board recommends:

- (a) **Receives** Report No. 241031189626.

AND

THAT the Woodend Sefton Community Board recommends:

THAT the Council:

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

3. BACKGROUND

- 3.1. The Ashley-Rakahuri estuary area is recognised by the International Union for the Conservation of Nature (IUCN) as a wetland of international significance, and it is designated as an 'important bird area' by Birdlife International. The wetlands are the feeding, roosting and breeding grounds of a large number of native birds, including some threatened and critically endangered species such as the black-billed gull, the black-fronted tern, banded dotterel and wrybill. The area is also listed in the Regional Coastal Plan as having 'significant natural value' with Maori cultural values, wetlands, estuaries, coastal lagoons, marine mammals, birds, ecosystems, flora and fauna habitats, historic places and coastal landforms and associated processes.
- 3.2. As a partnership project, ARRG will cover the cost of construction with funds bequeathed by the Annie Currie Legacy Fund and volunteer hours. Waimakariri District Council will contribute by managing consenting process and paying associated fees. The upgrade of path access will also be managed and funded by Waimakariri District Council. The platform will then be gifted to the Waimakariri District Council on behalf of the community and will be responsible for structure maintenance and will depreciate it for its replacement at the end of its expected life span.
- 3.3. The ARRG was established in 1999 working with various organisations, community and user groups to reverse the decline in numbers of the unique birds that breed on the river. The Waimakariri District Council works closely with the ARRG including in its membership on the Northern Pegasus Bay Advisory Group (NPBAG). This group is tasked with ensuring the successful implementation of the Northern Pegasus Bay Bylaw (NPBB). One of the key aspirations of the NPBB is the promotion and protection of the environmental values of the Ashley Rakahuri Estuary and river and the Waimakariri District Council supports the ARRG in the highly valued work it is undertaking.

The ARRG and Council have the shared aspirations as included in the NPBB include educating the community of the values of the estuary and the enhancement of estuary accessibility for visitors to the Waimakariri District coastal areas. The NPBB Implementation Plan (NPBBIP 2017) includes the following action items which the platform and future associated signage will help achieve:

Education

“Develop interpretation sign/s highlighting the significant wildlife and other values of the Ashley-Rakahuri Estuary in consultation with other relevant parties and place in key locations.”

Accessibility

“Identify opportunities for new structures, including park furniture, that will assist with Bylaw enforcement, direct people to destination points and enhance users park experience, for example, a viewing platform for people with mobility issues.”

The recent review of the NPBB highlighted the aspiration to further enhance public awareness of the Ashley Rakahuri Estuary’s significant environmental values. The draft NPBB had proposed to prohibit dogs from the Ashley Rakahuri Estuary spit. This was moderated with dogs continuing to be prohibited from the estuary but being permitted on the seaward side of the spit only if kept on a lead. This was seen as an acceptable compromise with additional future efforts in educating the community in the estuary values. Hence, the critical need to control dogs to minimise bird disturbance especially during breeding season. **This proposed platform and interpretative signage is a key method for achieving this goal.**

- 3.4. Public enjoyment – the ability for visitors arriving by car to drive into the car park and stroll along a short well-formed path to this platform adds significant value to the public enjoyment of this space. Whether partaking in active recreational use of the area or a local community member out for a short walk the platform provides another way in which the estuary can be visited, viewed and enjoyed. The recently installed platforms at Waikuku and Pegasus Beaches have received significant positive comment from visitors and are being well used and enjoyed. This would suggest a similar development on this site will also be very popular.
- 3.5. Design – The platform design is similar to that of the two platforms recently installed at Waikuku and Pegasus Beaches (See Figures 2, 3 & 4).
- 3.6. Budget - the ARRГ will fund the construction of the platform combining these funds with a significant component of voluntary labour from ARRГ members. The Waimakariri District Council will assist with the consenting process and fees as well as access path.
- 3.7. In preparation for the proposed installation of the viewing platform the site was investigated and the design plans developed for the installation of the viewing platform specifically suited to this location. Additional to this, the access path to the platform will be upgraded to ensure its suitability for wheelchairs. This will require modification of the bollards from the car park and the upgrade of the existing informal path from the car park to the platform.
- 3.8. Ashley Rakahuri Estuary platform concept plan will be presented to the Waimakariri District Council Access Group in November 2024. The previous beach platform designs were also consulted with this group and designs considered feedback received:
 - Deck handrail - view shafts enabled.
 - Deck surface – rough sawn wide boards.
 - Seating options – arm rest/hand grips.
 - Boardwalk and deck edge – edge barrier and non-slip coloured strip.
 - Paths – slopes suitable for wheelchairs.

- 3.9. Estuary margin plantings – as part of the platform installation plantings of native estuarine plant species will be carried out which will minimise the landscape impact and provide a transition from the natural estuary environment to the built infrastructure of the estuary car park reserve.
- 3.10. Construction Dates – commencement of the construction is awaiting approval from the WSCB and resource consent. Construction will follow at the earliest of February 2025 with a project length of approximately 4 weeks.



Figure 1: Proposed viewing platform location



Figure 2: Artist's impression of the installed platform

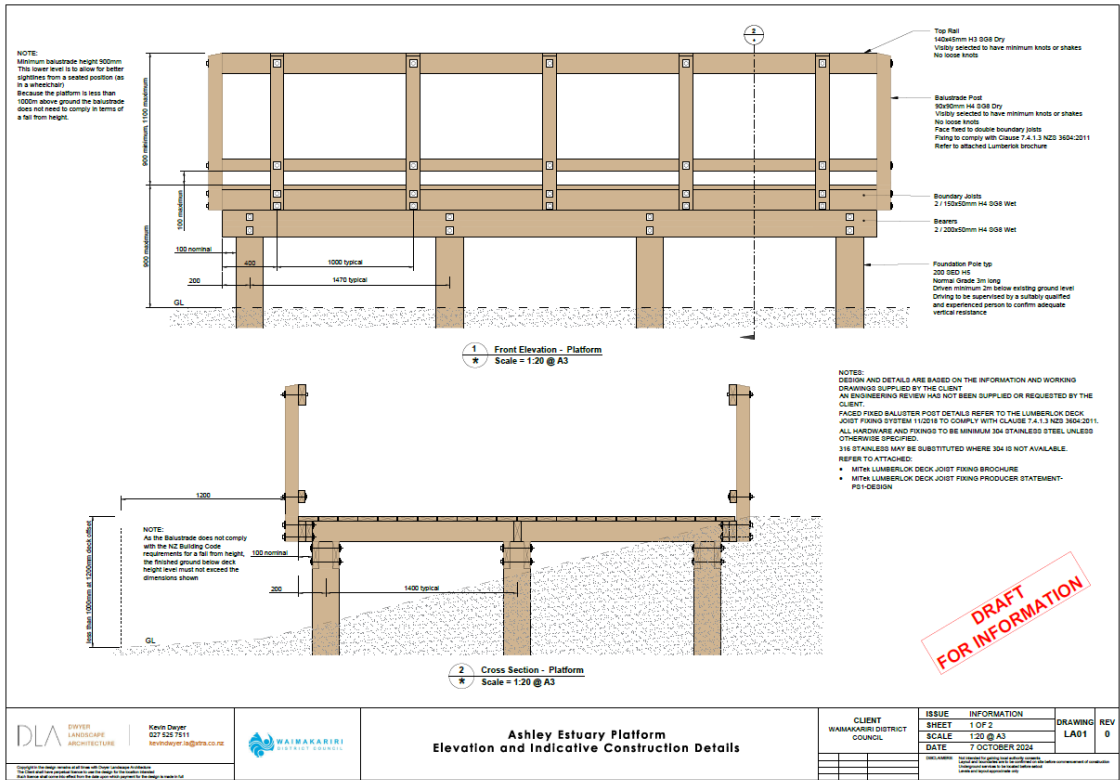


Figure 3: Platform elevation design drawings

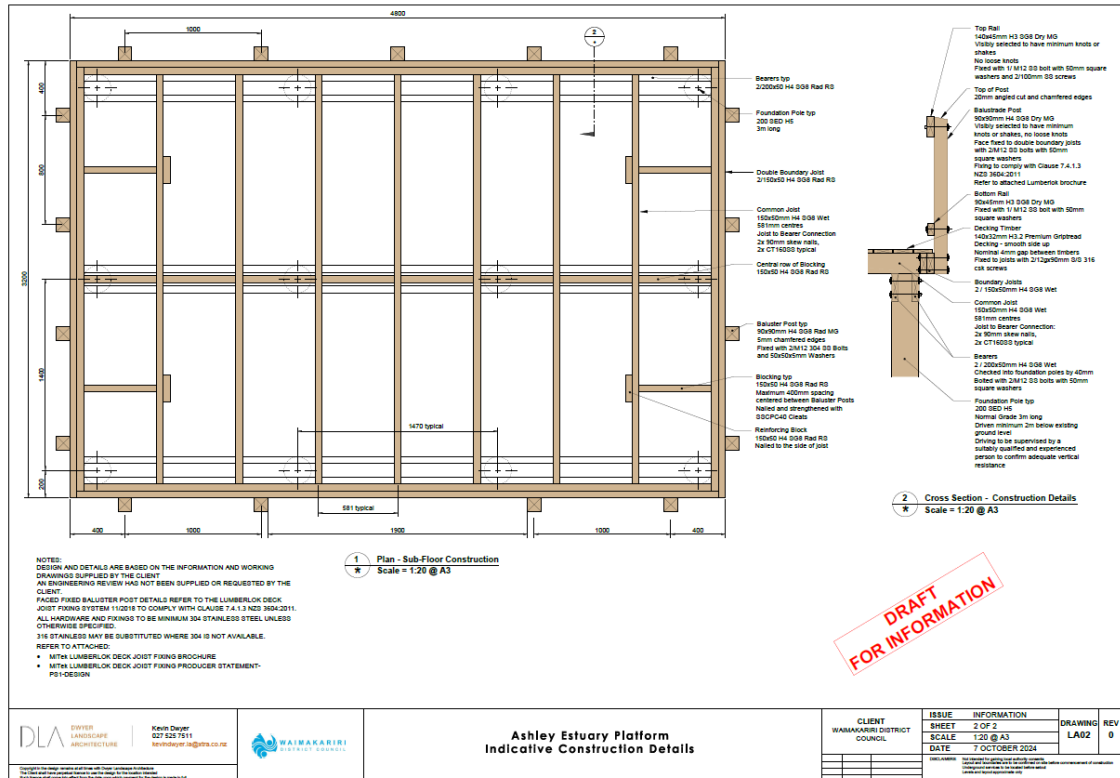


Figure 4: Platform construction details

- 3.11. This section describes the project details and should be read in conjunction with the attached plans (Figures 1 – 4).
- Platform – located with height and aspect to maximise views. Balustrades and handrails are included for safety and viewing openings are included below handrails.
 - Paths – path width, gradient and surface suitable for wheelchair access.
 - Existing wheelchair access car parks have been marked and clear, unobstructed access from the sealed surface to the existing path will be extended to the platform.
 - Ground modification – only minor with piles to be driven.
 - Planting native salt marsh plants to enhance site biodiversity and landscape values.
 - Signage – to raise public awareness of the dynamic nature of the coastal environment and of natural dune formation and native plants ARRГ will consider options to develop and install signage.

4. ISSUES AND OPTIONS

There are three main options available for consideration.

4.1 Option one (staff recommendation) - Council accepts the gift of the constructed platform and become the asset owner. This includes responsibility for ongoing maintenance and renewal or replacement costs of the asset. The asset itself is expected to have a useful life of up to 50 years. This does have a cost to Council in regards to ongoing operational costs which are expected to be \$500 per annum. This option does respect the bequeath of the funds and the intent to support this project which would have a wider community benefit.

4.2 Option two - decline the offer of the asset being gifted to Council and instead lease the site to the ARRГ noting all improvements are their responsibility. This option is not favoured by the ARRГ as this leaves the liability as well as ongoing costs associated with the asset to the group. The ARRГ has no revenue sources for this kind of asset administration and would require grants or funding to be able to undertake such a role. They are also not set up to own assets. Rather this is an opportunity that has presented itself through the generosity of a member of the public in bequeathing funds for this asset to be installed.

4.3 Option three - decline the application in full. This would see no viewing platform constructed and therefore leave the ARRГ looking for some other way to use the funds or they may have to return them if they cannot fulfil the expectations of what the bequeathed funds were for. This does not support outcomes in the Northern Pegasus Bay Bylaw or the actions of the Natural Environment Strategy. This option does however mean Council is not at risk of either inheriting the asset (as it could be under option two) or has the responsibility to fund its ongoing operation and eventual renewal once the asset reaches the end of its useful life.

5. Implications for Community Wellbeing

- 5.1. Implications for community wellbeing – the platform will provide yet another opportunity for visitors of all abilities to enjoy this very accessible natural environment with its beautiful views and outlook and the native wildlife found in this rich habitat.
- 5.2. The Management Team has reviewed this report and support the recommendations.

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

The NPBB was jointly developed by Waimakariri District Council and Te Ngāi Tūāhuriri hapū with viewing platforms identified as an action in the Implementation Plan (NPBBIP) as a way to enhance park user experience including for those with mobility issues. The Northern Pegasus Bay Advisory Group (NPBAG) is the forum through which partners and stakeholders are overseeing the implementation of actions listed in the NPBBIP.

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.

As stated above the NPBAG is the key forum for consultation representing key stakeholders including local residents and user groups. They will continue to be kept informed of progress in the design and installation of the platform.

The ARRG are the key interest group with a significant stake in the Ashley Rakahuri Estuary and are the initiators and funders of the project. Waimakariri District Council's support of this project will continue to reinforce this valued relationship.

The structures proposed in these plans to enhance public access in the coastal environment trigger the requirement for a land use resource consent from WDC. This is due to their being located within the Natural Open Space Zone. The consent application will be lodged when approval for the platform is given by the Community Board.

The Waimakariri District Access Group will be consulted and corresponding refinements of the design plans.

Wider Community

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

The community will be informed of the proposed development through a mix of channels including media releases, Waimakariri District Council Comms teams Facebook posts and on-site signage as considered appropriate to target the key audiences.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

The platform is funded primarily by the ARRG with minor funding being provided from Waimakariri District Council budgets allocated for NPBB operations and capital works. These costs are estimated to be approximately \$4,000 for resource consent and \$3,000 for path works. This is noted in the action plan of the Natural Environment Strategy so budget exists with the current Long Term Plan.

7.2. **Sustainability and Climate Change Impacts**

The installation of the viewing platform is proposed at a levels similar to adjacent buildings and infrastructure. The platform has positive benefits for Climate Change in that it will help to meet the actions of the Natural Environment Strategy and connect people with nature.

7.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report which will be managed and minimised.

Waimakariri District Council resource consent conditions will be in place to manage potential environmental impacts and accordingly works being undertaken will meet these to ensure such risks are managed appropriately.

The design plans and all construction works are required to be compliant with the NZ Building Act, the Building Code and NZS 3604.

The Council will be responsible for the ongoing operational costs of the asset.

7.4. **Health and Safety**

Construction works will be undertaken within the requirements of the Health and Safety at Work Act (HASWA 2023). Platforms are designs to meet building code requirements with additional safety features to ensure safety of those visitors who are access impaired.

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**

Waimakariri District Council resource consent will be granted and Building Act, Building Code and HASWA to be complied with.

8.3. **Consistency with Community Outcomes**

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

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

- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.
- The Council makes known its views on significant proposals by others affecting the district's wellbeing.
- Opportunities for collaboration and partnerships are actively pursued.

8.3.2. The distinctive character of our tākiwa – towns, villages and rural areas is maintained.

- The centres of our towns are safe, convenient and attractive places to visit and do business.
- Our rural areas retain their amenity and character.

8.3.3. People have wide ranging opportunities for learning and being informed.

- Our people are easily able to get the information they need.

8.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Boards are responsible for considering any matters of interest or concern within their ward area.

Council has the delegation to consider the ongoing operational costs of this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 241118203184**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 December 2024**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – November 2024**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager

Chief Executive**1. SUMMARY**

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing (HS&W) matters between October 2024 and November 2024. The dashboard reporting in the appendices cover trends between November 2023 and November 2024.
- 1.2. There were twenty incidents which occurred from mid-October 2024 and mid-November 2024 which resulted in 0 hours lost time to the organisation. Flamingo Scooter and Rangiora Airfield incidents are included within this report.
- 1.3. Section 4 of the report provides details on the following areas:
- 4.1 Incidents, Accidents & Hazards
 - 4.2 Rangiora Airfield Update
 - 4.3 Site Security Action Plan Update
 - 4.4 Assura Implementation Update

Attachments:

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

2. RECOMMENDATION**THAT** the Council:

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

3. **BACKGROUND**

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

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-October 2024 to mid- November 2024 shows a variety of incident types. Property and Vehicle Damage, Near Miss and Injuries and Adverse Interactions.
- 4.1.2. Near Miss reporting has allowed us to put preventative mitigation in place. Adverse Interactions are raised due to interactions with members of the public in Aquatics. These are all relating to public not following the pool rules.
- 4.1.3. Property and vehicle damage has been mostly public inflicted. There have been some key learnings from the low-risk injuries.
- 4.1.4. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Reporting of all incident occurrences has been consistent with staff and incident information has been thorough.

4.2. Rangiora Airfield Update

- 4.2.1. The task to commence audit of the airfield lease conditions has been progressed with the four teams involved (Airfield, Property, Health and Safety and Building Unit). Property and Health and Safety have established the content of the audit questions as they relate to the particular lease conditions that are in the wheelhouse of each team.
- 4.2.2. A Team Leader in the Building Unit will work with the Airfield Manager in early December to look at the scope of the activity required and how the Building Unit can support the task required. At this stage, the audit programme for the airfield leases will commence in mid-February 2025.
- 4.2.3. The Southeastern eight-acre area of long grass, gorse and broom that has been a fire risk for many years was cleared last week. Delta will now be able to mow every couple of months to keep it tidy and under control.

4.3. Site Security Action Plan Update

- 4.3.1. The Property, Services Team Leader and HS&W Manager have recently commenced investigation into the development of a Duress Alarm system that covers the Rangiora Service Centre Campus and includes the Library and Ashley Buildings. A review of our CCTV system and the coverage of such is also part of this review. Safe zones for staff to retreat to have also been identified.
- 4.3.2. Early indications are that an electronic duress warning system using technology that we currently have is preferred and has a number of benefits over the old and accepted physical duress alarm systems that use lights and alarms. Specifications for such are currently being drafted. HS&W Manager will report back to MTO
- 4.3.3. There is also a desire that the Police will, as part of our overall CCTV network be able to access our internal cameras. This will allow them to communicate with their officers and be aware of the situation that they are attending before arriving on site.
- 4.3.4. Staff training regarding duress and required actions including safe zones will be rolled out as the project gains further traction.
- 4.3.5. The investigative work around this project is being carried out as a business as usual function within both teams and budget for this review exists within the 2024/25 budget.

4.4. Assura Implementation Update

- 4.4.1. As part of the Computer Enterprise System programme (CES) line of business programme of work, the HS&W team are heavily involved in the implementation of Assura – The HS&W tool Council will be utilising.
- 4.4.2. Assura implementation is in the workshop phase. The HS&W Team have been provided access to the pre-production platform for testing purposes and workshopping.
- 4.4.3. As part of the startup workshop the overall project plan was reviewed, no hard “Go Live” date has been set yet. We will finalise the plan before end of the last Workshop session – this will take into consideration the wider CES programme progression and timing for managers and staff for training.
- 4.4.4. Testing is on track according to the project plan and all configuration is working effectively so far.

Implications for Community Wellbeing

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

5. **Community Views**

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. Financial Implications

There are no financial implications of the decisions sought by this report.

6.2. Sustainability and Climate Change Impacts

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

6.3. Risk Management

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

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

6.4. Health and Safety

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

7. **CONTEXT**

7.1. Consistency with Policy

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

7.2. Authorising Legislation

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

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

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

7.3. Consistency with Community Outcomes

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

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

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

7.4. Authorising Delegations

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

**Appendix A
WDC Incident Reports**

Date	Event Description	Incident Type	Person Type	Outcome & Response
11/10/2024	An off duty inspector went to a premise that hadn't fulfilled its obligations to be compliant, a staff member recognised the staff member and then went and told patrons to move. The patrons then entered the premises and verbally abused the staff member. The staff member was there to collect takeaways and did not engage with the staff or patrons at all to provoke the incident	Adverse Interaction	Employee/ Volunteer	Affected staff member has met with the licensee and addressed concerns from a regulatory and personal experience. Formal warning for breach of licence conditions for licensee and duty manager was issued.
12/10/2024	A member of the public attended the library and became very agitated and started swearing, for no apparent reason. Staff were aware and exercised caution before the person left.	Near Miss	Employee/ Volunteer	Staff will keep an eye out and assess behaviour should they return.
14/10/2024	Staff member was lifting sodden spoil and grass onto the back of a vehicle deck. The spoil was contained in a tarpaulin and staff member used their knee to push it up. This resulted in their shin being scraped.	Injury	Employee/ Volunteer	Following investigation into the incident, Trailers are to be utilised to mitigate risk of recurrence. Staff member did not require medical attention.
16/10/2024	Adverse interaction involving member of the public. A staff member attended a site to discuss an incident that occurred with another Waimakariri District Council department. During this interaction the persons behaviour became adverse. The staff member removed themselves from further conversation.	Adverse Interaction	Employee/ Volunteer	Caution is to be exercised for any future required interaction with this person/customer.

16/10/2024	Adverse interaction involving member of the public Staff member was speaking to a customer in the Rangiora Service Centre building when the customers behaviour suddenly escalated to a highly adverse level. This incident was witnessed by other members of staff and was managed accordingly.	Adverse Interaction	Employee/Volunteer	The incident has been reviewed and appropriate de-escalation using past training techniques was used.
17/10/2024	Whilst undertaking an inspection, a staff member stepped off an outdoor deck onto a railway sleeper that tipped over. The staff member fell backwards and landed on their shoulder, side and back.	Injury	Employee/Volunteer	This incident will be raised at the inspector's team meeting as a caution. No medical attention has been required.
17/10/2024	Member of the public drove into a large gate arm at Kaiapoi Hub (construction work present) which had swung open and went through the vehicle window.	Near Miss	Non-Employee	Contractors and lease holders have been advised to ensure that the gate needs to be secured at all times. Reflective tape has been installed onto the gates to ensure people can see these. An email has been sent to all lease holders and contractors around the gates beings secured at all times. No injuries were incurred.
17/10/2024	Exhaust Fumes from the Rangiora Service Centre back-up Generator during a routine maintenance check were drawn into a work area within the Rangiora Service Centre. Staff exited affected areas as a precautionary measure.	Near Miss	Employee/Volunteer	Investigation revealed the generator had its exhaust shortened to prevent people accessing the roof space. Waimakariri District Councils Property department have engaged a contractor to fabricate and install a replacement exhaust system.
21/10/2024	When a staff member was getting the lane ropes ready for learn to swim session, a small piece of wire was poking out and caught the staff members thumb causing a small cut.	Injury	Employee/Volunteer	The wire has been checked and frayed wires have been cut and removed. The staff member did not require any first aid.

22/10/2024	While a staff member was flushing a hydrant, the outlet mount broke off.	Near Miss	Employee/ Volunteer	The staff member responded to a service request for a water leak, when they got there they found a fire hydrant was leaking. The staff member put their fire hydrant stand on the hydrant and opened it to get rid of anything that was holding it open, while it was flushing the connection snapped off and the stand jumped out of the hole on to the ground. This caused water to spray straight up. The Team leader advised through investigation the corrective action includes cleaning around them first and do a visual inspection.
22/10/2024	A staff member rolled their left ankle on site	Injury	Employee/ Volunteer	A staff member walked on uneven terrain on site. They were wearing correct work boots and they were laced up correctly. No medical treatment required.
01/11/2024	An aircraft landed at the Rangiora Airfield and fast taxied to the Canterbury Aero Club building. It was witnessed by a staff member that the passenger in the front seat of the aircraft was in distress. The pilot went to the assistance of the passenger, who was extricated from the aircraft and collapsed onto the ground. The staff member Assisted and called 111. The Patient was transported to hospital.	Illness/Medical	Employee/ Volunteer	No further action was required other than the first aid provided as emergency services attended the incident. The CAA were advised of the incident.
01/11/2024	Damaged Waimakariri District Council vehicle due to rear wheel slip. While reversing to turn around in a wider section on a narrow-unsealed road, the RHS rear wheel slipped down a deep scour adjacent to the road edge, causing the rear corner of the vehicle to contact with a rocky outcrop.	Property/Vehicle Damage	Employee/ Volunteer	Poor vision on reversing camera due to location of Road Inspection ball-mounted sign and stand. Consider locating wider turning spaces, but this can be challenging on many of our very narrow unsealed roads. Prior to this incident, turning was undertaken further along the track by reversing into an informal parking area at the Pinch gut Track start, but the vehicle almost got stuck in the deep, water-filled potholes, hence the choice made for the next turn around.
01/11/2024	Member of the public tried breaking into side of a work truck, resulting in damage to the lock. Nothing was stolen.	Property/Vehicle Damage	Employee/ Volunteer	The Incident was reported to the police and lock scheduled for replacement.

02/11/2024	Broken window at the Rangiora Library.	Property/Vehicle Damage	Non-Employee	Under investigation.
04/11/2024	Adverse interaction involving staff member carrying out routine duties and member of the public. Staff member was followed into a carpark by the member of the public.	Adverse Interaction	Employee/Volunteer	In this instance the staff member notified their team leader on immediate return to the office and logged a Health & Safety incident report for the interaction.
07/11/2024	Staff member appeared to faint and fell off their office chair onto the floor and hit their head in the process.	Illness/Medical	Employee/Volunteer	Medical attention was sought. Staff member is under the guidance of their GP.
08/11/2024	Staff member in a moon boot and on crutches slipped and fell on wet surface on the pool deck.	Injury	Employee/Volunteer	Under investigation.

Flamingo Scooter Incident Reports:

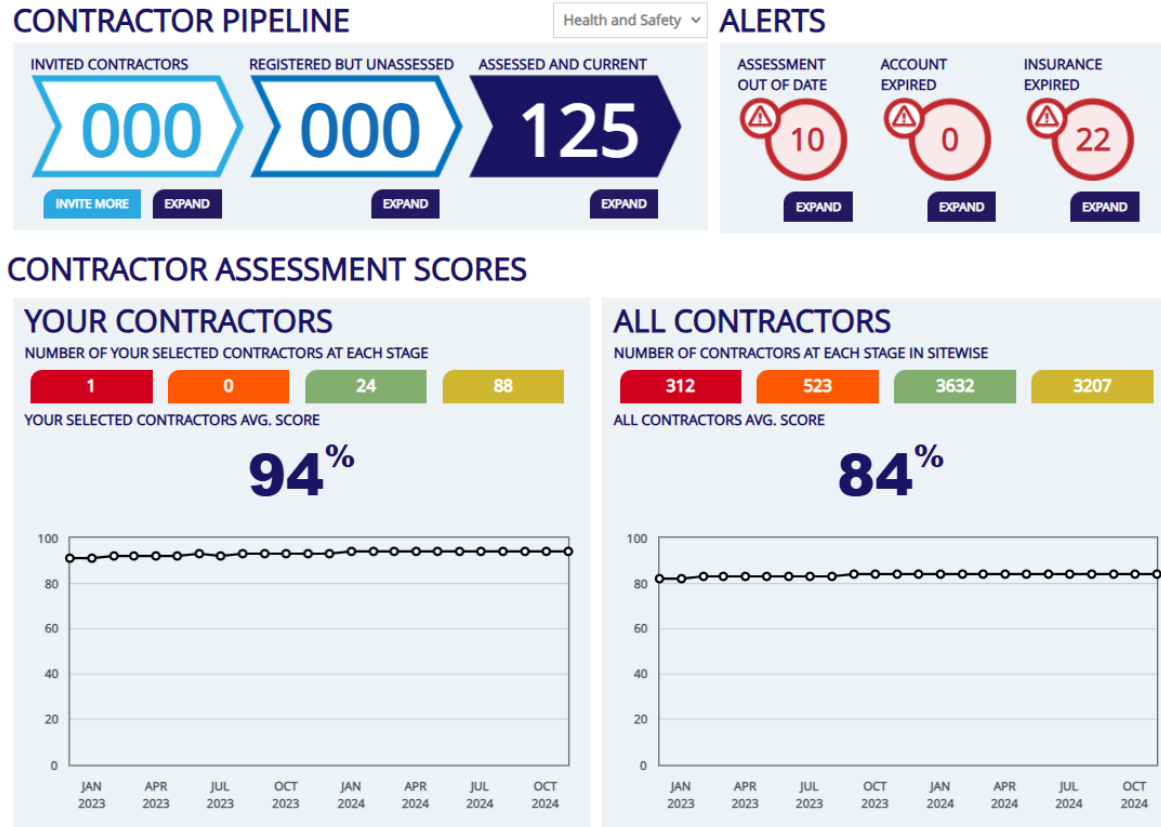
Date and Time	Thursday 3rd October at 9:40pm
Location	King Street, Rangiora
Severity	Minor
Details	The rider reported falling off a scooter.
Root cause	Scooter damage
Corrective actions	Flamingo promptly contacted the rider and ensured that they were okay. They were uninjured besides a bruise on their leg. Flamingo provided the rider with a refund and some complimentary riding credit, which they appreciated. The rider explained that the throttle did not respond as expected, which they believe contributed to the incident. The scooter was immediately disabled and flagged for collection. Upon inspection, we identified damage to the throttle. Flamingo is confident in the effectiveness of the current scooter reporting processes in quickly identifying damage and therefore preventing similar occurrences in the future. The throttle was replaced and the scooter passed a full maintenance inspection before being returned to service. We are committed to continuous improvement and continue to conduct routine maintenance to ensure our fleet remains safe and reliable for all riders.

Airfield Incident Reports – Included in Appendix A.

Aqualand Incident Reports - Nil reported this month.

Lost Time Injuries -	NIL
Lead Indicators	
Safety Inspections Completed (Workplace Walkarounds)	Next Workplace Walkaround due December 2024 First Aid Kit checks completed, and stock replenished (October) Site Hazard Registers reviewed and updated (October)
Training Delivered	Health & Safety Representative x 2 (October) Permit Issuer x 2 (October) First Aid x 21 (13 November)

Appendix B



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

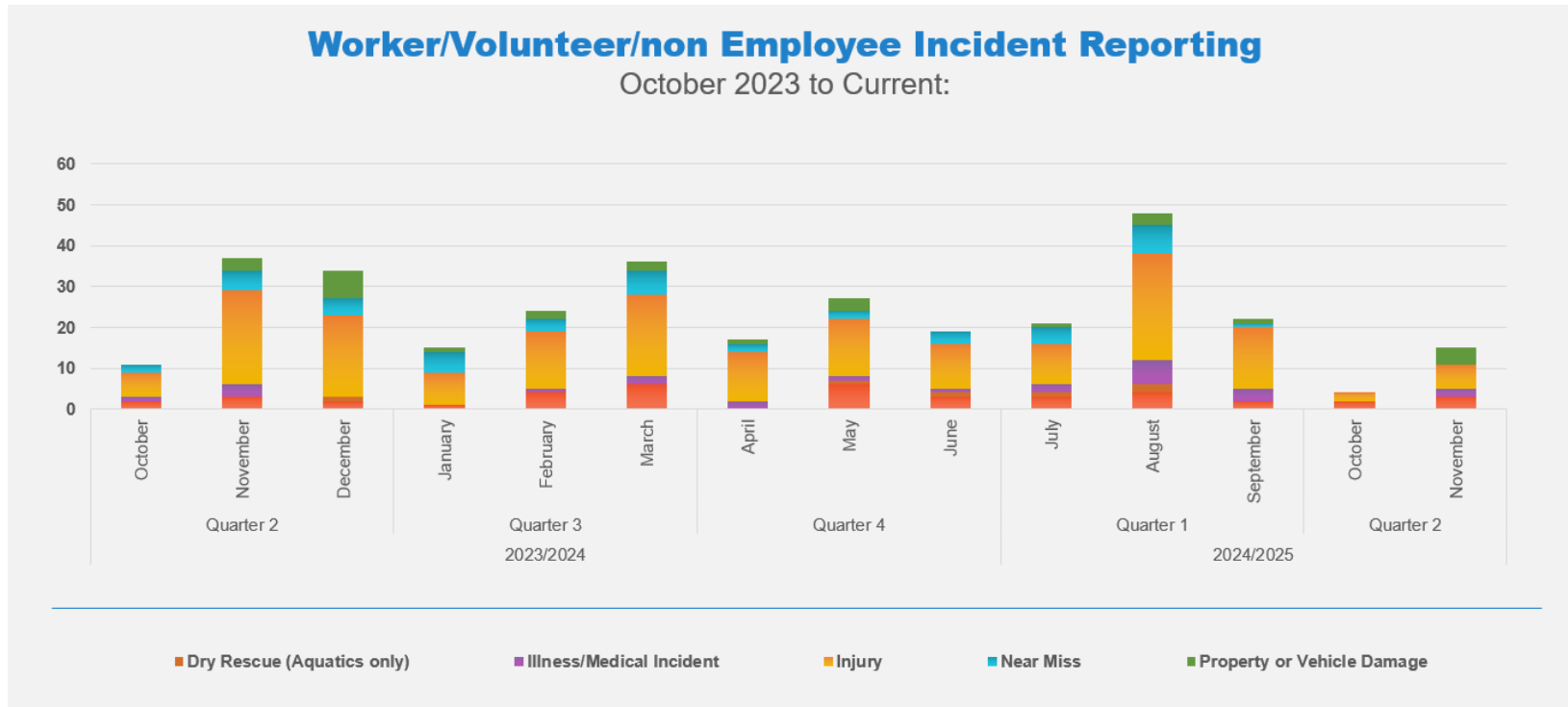
Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

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

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

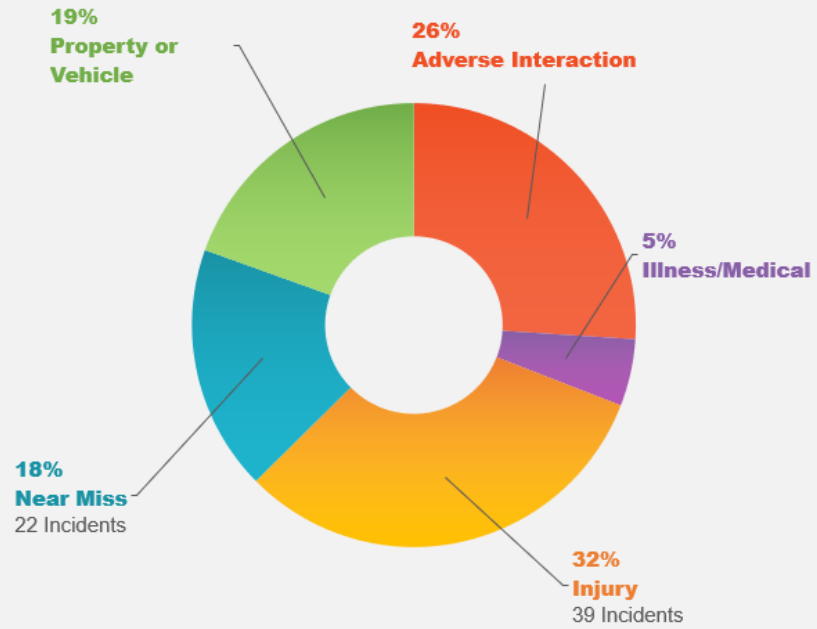
“INVITED CONTRACTORS “ is referring to the amount of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise, but have not submitted documentation for assessment yet.

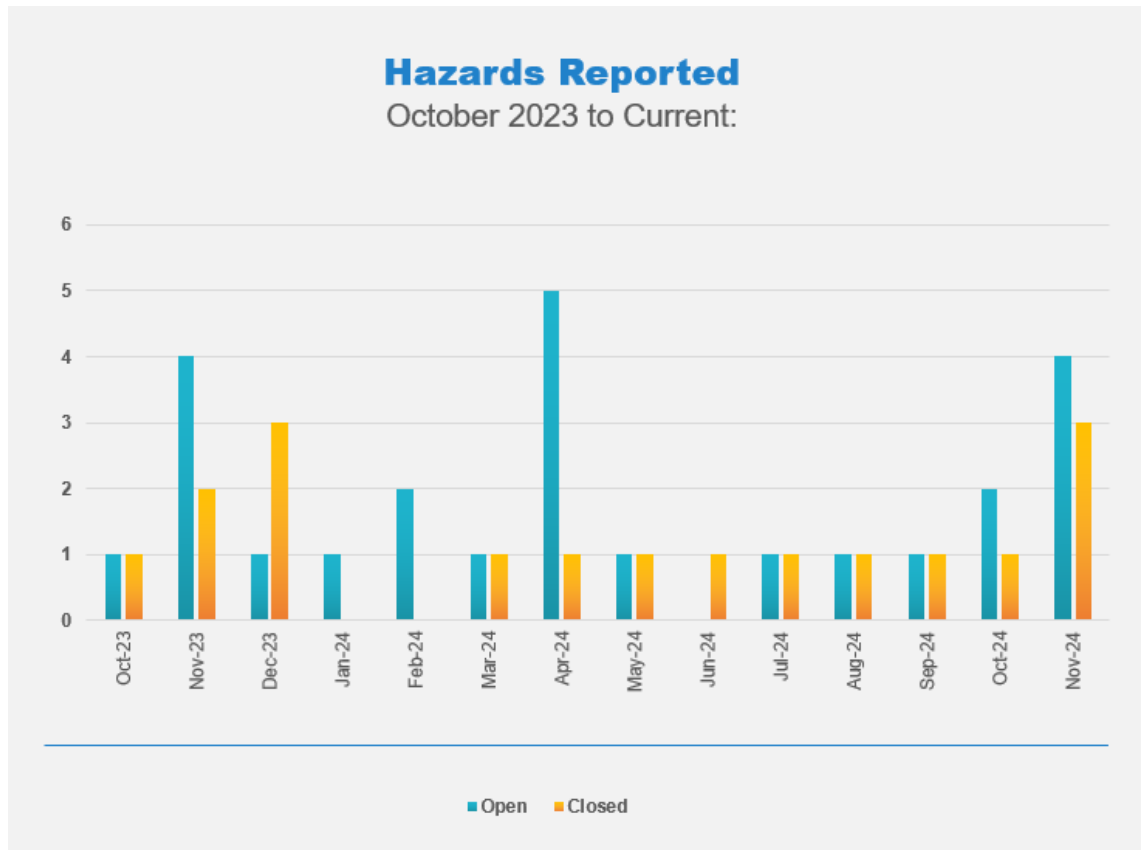
Appendix C



Worker/Volunteer Incident Reporting

October 2023 to Current:





WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, RANGORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY, 12 NOVEMBER 2024, WHICH COMMENCED AT 9AM.

PRESENT

Councillor J Goldsworthy (Chairperson), Deputy Mayor Atkinson, Councillors J Ward and P Williams.

IN ATTENDANCE

Councillors B Cairns and A Blackie.

G Bell (Acting General Manager Finance and Business Support), C Brown (General Manager Community and Recreation), P Christensen (Finance Manager), M Harris (Customer Services Manager), D Young (Senior Engineering Advisor) H Street (Corporate Planner) and K Rabe (Governance Advisor).

1 APOLOGIES

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

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

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 10 September 2024

G Bell noted that in the fourth paragraph of the Bancorp Treasury update it stated that *“the Council had a AAA- rating”* when it should actually read that the Council had an *“AA (negative outlook) rating”*.

Moved: Councillor Williams

Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 10 September 2024, subject to the change to item 4.4 Bancorp Treasury as noted above.

CARRIED

3.2 Matters Arising

Nil.

4 **PRESENTATION/DEPUTATION**

There were no presentations or deputations.

5 **REPORTS**

5.1 **2024/25 Capital Works September Quarterly Report – D Young (Senior Engineering Advisor), G Cleary (General Manager Utilities and Roading) and C Brown (General Manager Community and Recreation)**

D Young and C Brown were in attendance to present this report which advised the Committee of the delivery progress of the 2024/25 Capital Works programme. D Young gave a brief overview and took the report as read.

Deputy Mayor Atkinson noted that many of the projects listed under 'Drainage' were marked as over budget and queried the reason for this. D Young replied that most of those were projects carried forward from the previous year which had been delayed for various reasons. D Young agreed to supply more comprehensive narrative on these projects in the next report.

Councillor Williams noted that the 'replacement irrigator and insurance implications' were shown as 'an at risk' project and questioned why this was so. D Yong was unsure of the detail however believed it had to do with consenting issues and agreed to send further information to members.

Councillor Cairns noted that in paragraph 9.3.3 it stated that the 'Kaiapoi wharf pontoon 1 and River Wall' in the redzone food forest project was listed as 'at risk' and asked why this was. C Brown noted that a report on this would be presented to the Kaiapoi-Tuahwi Community Board in December 2024. The pontoon and river wall project were almost complete and the remaining part of the project, the building of the education centre, would not be completed within the financial year which automatically tagged the project as at risk in the reporting system. However, the project as a whole was progressing well.

D Young further clarified that the reporting system was very specific and if a project showed that not all of the budget would be spent or that a project may over run the timeframe it was tagged as at risk. The delay could be due to building delays, consenting issues or weather conditions. D Young also stated that the report was merely a summary or overview and the detail could be found in the attachments to the report.

Councillor Cairns confirmed that the Heritage and Mahinga Kai was currently on track other than the education centre not being completed by the end of the financial year.

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 241031188944.
- (b) **Notes** the actual and predicted achievement across all tracked Capital Expenditure.
- (c) **Notes** that of the \$91.31 million total capital spend, \$22.34 million (24%) has been completed, and \$74 million (81%) is predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that progress towards achieving the 24/25 Capital Works Programme is well advanced across most areas. However, there are a number of projects either delayed or at risk, as reported elsewhere.

CARRIED

Deputy Mayor Atkinson commended the monitoring and reporting of the capital works programme which made getting answers to questions easy and made understanding the Council's delivery status easy to determine.

Councillor Ward thanked the staff for their work in monitoring and keeping Councillors abreast of delivery of the programme.

Councillor Goldsworthy also appreciated the detailed information in the report.

5.2 **Non-Financial Performance Measures for the quarter ended 30 September 2024 – H Street (Corporate Planner)**

H Street presented the non-financial performance measures for the first quarter noting the targets had been reviewed and amendments made to some measures.

Councillor Goldsworthy queried if the changes had made a difference to staff time when monitoring and was told that the exercise had been an interesting and useful exercise and it would take some time to see the impact of any changes made.

Moved: Councillor Goldsworthy Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 241029187842.
- (b) **Notes** 67 (75%) of performance measures for the first quarter of the 2024/25 financial year were achieved, and 28 were not achieved.
- (c) **Notes** 20 (23%) of the measures did not meet targets, but nine were within 5% of being achieved.
- (d) **Notes** 3 (2%) of the measures will be reported later in the financial year.
- (e) **Notes** all measures have been reviewed for the 2024-2034 Long Term Plan and adopted for the 2024- 2027 financial years.

CARRIED

Councillor Goldsworthy again stated that he was appreciative of the detailed report and the attention given to monitoring by staff.

5.3 **Sefton Community Library- Application for a Rates Remission – M Harris (Customer Services Manager)**

M Harris presented the report which requested the granting of a rates remission of \$771.71 to the Sefton Community Library Trustees. She acknowledged that a rates remission had been granted to the Trustees for several years however she believed that the High Court would be making a decision regarding the ownership of the building within the next year.

Councillor Williams queried if the Trustees could rent out the building for storage or some other function in an effort to generate some income. M Harris replied that the building was abandoned and was not safe for any type of use.

Moved: Deputy Mayor Atkinson Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 240924163810.
- (b) **Approves** a rates remission of \$771.71 to cover the 2024/25 rates on the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Rates Assessment 2144019400) under the Policy for Remission of Rates in Miscellaneous Circumstances.

- (c) **Notes** the High Court decision in relation to the ownership of the property is expected to be released in late October 2024.

CARRIED

Deputy Mayor Atkinson noted that this situation had been dragging on for some years and until the High Court allowed the building to be sold and demolished the Council would have to continue to grant rates remissions. Councillor Ward concurred.

5.4 Annual Report for Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2024 – P Christensen (Finance Manager on behalf of Te Kōhaka o Tūhaitara Trust)

A Blackie, Chairperson of the Trust and P Christensen presented the Trust's annual report for the year ended June 2024. A Blackie noted that the report had been written by J Hullen, the previous Chair, and would have been presented by the General Manager however he was currently on leave. The report was taken as read.

Councillor Goldsworthy asked for clarification on the financial status of the Trust and A Blackie replied that in the previous financial year the Trust had taken over the running of the Waikuku Camp which had resulted in a loss of funds which was exacerbated by a staff personal grievance process. The withdrawal of some grant funding by the Runanga had also had an impact on the finances however the financial situation was hoped to recover in the near future.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 241023184317.
- (b) **Receives** the Annual Report of the Te Kōhaka o Tūhaitara Trust for the year ended 30 June 2024.
- (c) **Acknowledges** the work carried out by the Te Kōhaka o Tūhaitara Trust and thanks the Trustees, and staff for their efforts.
- (d) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Ward acknowledged the challenges faced by the Trust over the last year and thanked A Blackie for his efforts in mitigating the damage that could have been encountered.

G Bell acknowledged and thanked A Hagerty for his work in ensuring the Trust's audit was successful noting that the Council had paid the audit fees for the Trust.

Deputy Mayor Atkinson noted that he was not supportive of the increased fees for auditing services and believed that the local authorities should be more vocal regarding the increased fees being charged for an essential service such as audits.

5.5 Financial Report for the period ended 30 September 2024 – P Christensen (Finance Manager)

P Christensen presented the financial report for the period ended 30 September 2024 and took the report as read.

Councillor Williams noted that the use of the term 'surplus' gave the wrong impression to the public and queried if another term could be used. G Bell noted that this was an accounting term however staff could specify this as operational surplus. Councillor Williams then asked if the term could be explained that the surplus was not a 'profit' so that the public did not think that the Council was making money at their expense. G Bell agreed that this could be done.

Deputy Mayor Atkinson requested that the Comms Team put together a paragraph explaining the usage of the term 'surplus' and it be emailed to all Councillors so that a consistent message was sent when members of the public asked elected members about the Council's surplus funds.

Moved: Councillor Williams Seconded: Deputy Mayor Atkinson

THAT the Audit and Risk Committee:

- (a) **Receives** Report No.241030188224.
- (b) **Notes** the surplus for the period ended 30 September 2023 is \$1.2 million. This is \$0.9 million under budget.

CARRIED

6 PORTFOLIO UPDATES

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

Annual report

The annual report was adopted by the Council on 15 October 2024, well within the statutory deadline. The full annual report and summary were available on the Council's web-site. Audit New Zealand had not yet issued their detailed report on its work, however we hope that this would be reported to the next meeting of the Committee.

Treasury management

On 15 October 2024 Council repaid a \$10 million loan to the Local Government Funding Agency and took out a new loan of \$20 million. This net increase in borrowing of \$10m takes the total debt to \$210 million. The additional borrowing was needed to pay for this year's capital works programme. The floating interest rate for the loan was 5.22% for the first three months.

Annual Plan 2025/26

Work on the annual plan 2025/26 was now underway, with the budget holders due to return their first draft budgets to the finance team by 14 November 2024. The finance team would then start the detailed analysis of the draft budgets for review by the management team in December 2024.

6.2 Communications and Customer Services – Councillor Joan Ward

Communications

Local Water Done Well

Staff had formed a protocol for communications across WDC, Hurunui and Kaikoura councils as the Council explores a joint plan re Local Water Done Well. Regardless of the final shape or form this may take, this has ensured that any responses to media queries

on this topic were uniformed and the media could not play partners off against one another. The workshops in December would have a holding statement prepared and each councils comms regarding the 'options report' for them to consider in early 2025 and would have a central review from the councils perspective.

Online engagement platform / success of database building through Parking Management Plan

Currently 2,830 registered users of the engagement platform. This was built by requiring registrations from users through a short and simple process before accepting submissions. This was normal for local government however recently the database had been used for the Parking Survey which had outstanding results. An email was sent to database subscribers who expressed an interest in roading/town centres/parking projects. There were 1,700 recipients of an email that encouraged submissions. Within hours there was a 68% open rate of the email (anything over 30% was considered exceptional), 365 click throughs, 514 webpage visits and those before were the submissions. 424 visitors (this was lower than visits because it doesn't count multiple visits from the same user) and 195 submitters of which the quality of submission was high.

Northern Pegasus Bay Bylaw

This bylaw was adopted in October 2024 and had become operative in November 2024. It followed an 18-month engagement process that involved key stakeholders, members of the public, community meetings etc. Council received feedback from 428 residents on the bylaw and were updating signage in beach access areas during the coming months. Of note was the trialling of a new signage material that was completely recyclable.

Newsletter – Civil Defence series

One of the core tasks of a Civil Defence PIM (Public Information Manager) was raising awareness of hazards and risks. Council thought it would also raise awareness of the role of an Emergency Operations Centre and highlighted the amazing staff who helped coordinate its responses to emergencies. To do this Council profiled the staff and used its e-newsletter as well as social channels to do so:

- What happens at an Emergency Operations Centre - <https://www.waimakariri.govt.nz/council/news-and-information/2024/10/what-happens-at-an-emergency-operations-centre>
- Meet Waimakariri's Civil Defence Team: the Controller - <https://www.waimakariri.govt.nz/council/news-and-information/2024/10/meet-waimakariris-civil-defence-team-the-controller>
- Meet Waimakariri's Civil Defence Team: the Personal Assistant Supporting Our Controller - <https://www.waimakariri.govt.nz/council/news-and-information/2024/10/meet-waimakariris-civil-defence-team-the-personal-assistant>
- Meet Waimakariri's Civil Defence Team: the Planning Manager - <https://www.waimakariri.govt.nz/council/news-and-information/2024/10/meet-waimakariris-civil-defence-team-the-planning-manager>
- Meet Waimakariri's Civil Defence Team: the Intelligence Manager - <https://www.waimakariri.govt.nz/council/news-and-information/2024/10/meet-waimakariris-civil-defence-team-the-intelligence-manager>
- Have You Got Your Grab Bag Ready? - <https://www.waimakariri.govt.nz/council/news-and-information/2024/10/have-you-got-your-grab-bag-ready>
- Meet Waimakariri's Civil Defence Team: PIM Managers - <https://www.waimakariri.govt.nz/council/news-and-information/2024/11/meet-waimakariris-civil-defence-team-pim-managers>

Social Media highlights

Facebook continued to be the primary social channel with 24,500 followers and regular post engagement of approx. 49,000. The Council grows by approximately 120 followers per month. Instagram was growing organically and targets a lower age demographic and had approximately 600 posts. This year the Council had been paying special attention to

LinkedIn to target a different demographic or residents. It had 2,783 followers currently and the content reached anywhere between 500 to 900 impressions depending on the post. This was not only a different audience to other social platforms however allows a vehicle for the Council to 'own its successes' and use this to attract high quality candidates to its vacancies.

Libraries website upgrade

Staff were helping the Libraries team upgrade its website in the same programme that the full Council website had been upgraded. To do this staff were using internal knowledge, working with its supplier Squiz, and upskilling staff on the platform to do as much as possible for themselves. The reason for working with a templated starting point was that it allowed the Libraries to undertake this project for as low a cost as possible.

Other highlights

- Over 100 media queries received and responded to in the last quarter
- 49 news stories produced during the same period
- 147,000 hits to the website. With search continuing to dominate the page visits. Almost 70% of traffic was coming from Google, 19% from other search engines and 3% from Facebook. What this indicated was that people visit the site to achieve tasks and the top searched event items confirmed were – Rates, District Plan, Dogs, Lims, Fees and Charges, Fact Sheets, and Halls and Venues

Customer Services

- The second instalment of rates was due on 20th November 2024 so busy with the payments coming in.
- Staff had sent out 240 mortgagee notification of rates arrears letters this month. There were 36 further accounts with no mortgage and a final notice would be sent to those ratepayers.
- Numbers are reduced from 902 in August 2024 and 469 in September 2024 therefore great to see that so many people have paid or have made payment arrangements.
- LIM numbers were up with 264 LIMs issued during October 2024 which was the busiest October since 2003 when 296 were issued.
- The team had been really busy with Datascape work, with staff working on LIMs, Cemeteries, Contacts, Rates, Finance (Debtors and cash receipting) and Animals.

7 QUESTIONS

8 URGENT GENERAL BUSINESS

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 10 December 2024 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11.02AM.

CONFIRMED

Chairperson
Councillor Goldsworthy

2024

Date

UNCONFIRMED

A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 19 NOVEMBER 2024 AT 9.04AM.

PRESENT

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

IN ATTENDANCE

Deputy Mayor N Atkinson and Councillor B Cairns.

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), K Simpson (3 Waters Manager), C Fahey (Water and Wastewater Asset Manager), M Liu (Infrastructure Resilience Manager), K Straw (Civil Projects Team Leader), D Young (Senior Engineering Advisor), D Mansbridge (Project Engineer) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Mealings

Seconded: Councillor Williams

THAT apologies for absence be received and sustained from Mayor Gordon, Councillors Brine and Redmond.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roading Committee held on Tuesday 15 October 2024.

Moved: Councillor Williams

Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 15 October 2024, as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising.

3.3 **Notes of a workshop of the Utilities and Roothing Committee held on Tuesday 15 October 2024.**

Moved: Councillor Williams

Seconded: Councillor Mealings

THAT the Utilities and Roothing Committee:

- (a) **Receives** the circulated Notes of a workshop of the Utilities and Roothing Committee held on 15 October 2024.

CARRIED

4 **DEPUTATION/PRESENTATIONS**

Nil.

5 **REPORTS**

5.1 **Taaffes Glen Road Request for Council to Maintain the Paper Road Section to Pinchgut Track – C Grabowski (Roothing Operations Team Leader) and J McBride (Roothing and Transport Manager)**

J McBride spoke to the report noting it provided information following a request for additional maintenance on Taaffes Glen Road. The section was considered to be private access on a paper road so was not a road that the Council had regularly maintained. The Council had maintained the first 5.8 kilometres of the road up to the cattle yards which was extended slightly a year and a half ago. There were three properties on the road. Traffic volumes were last counted in 2020 with the count station located close to the Loburn Whiterock and Quarry Road intersection. The volumes was around 51 vehicles per day which was estimated at approximately 18 near the stock yards. Staff had outlined three options in the report.

Councillor Williams enquired if there were any other paper roads in a similar situation to this that staff were aware of. J McBride was unsure that there was one that was quite the same situation. The difference was the Department of Conservation being a land owner on the road due to the recreational demand in the area.

Councillor Mealings asked when the infrequent assistance would be carried out. J McBride noted that staff would set up a touch point after a flood event or at regular time intervals to have that conversation with the residents which would most likely be to offer to lay metal on the access way.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 241105193133.
- (b) **Approves** Option three being adopted, which includes providing infrequent assistance for the residents but not taking over responsibility for maintenance of the access and notes the likely cost would be around \$1,000 to \$2,000 every three years, which can be accommodated from within existing Road Maintenance Budgets.
- (c) **Notes** that this infrequent assistance would likely include occasional patch metalling on the road (approximately 3 yearly or following a weather event) or the provision of a small quantity of unsealed road metal for the residents to place.
- (d) **Notes** that signage will be erected before the first ford, warning of the fords ahead and recommending 4-wheel drive access beyond that point.

- (e) **Notes** that should a contribution be agreed as per the recommendations in this report, then this would be to recognise the additional users who are accessing the DoC carpark, however, notes the road status would remain private access over paper road, and as such does not pose future liability to Council.

CARRIED

Councillor Ward thanked staff for the report. She commented that having a discussion with the Department of Conservation could be very valuable especially if the Department deemed the road to be a recreational asset. If recreational activity in the area increased traffic it should contribute to the upkeep of the road.

Councillor Mealings commented that it was a good solution and if the residents were happy with what staff had suggested that was a great outcome.

5.2 **Amended Roding Capital Works Programme for Approval – K Straw (Civil Projects Team Leader) and J McBride (Roding and Transport Manager)**

J McBride spoke to the report noting the report sought approval to amend the Roding Capital Works Programme following the outcome of reduced funding from the National Land Transport Programme. This was further to the report that was brought to Council in October 2024 which confirmed changes to maintenance operations, renewals projects and capital projects. The main area of impact was footpath renewals which had a significant reduction in budget which flowed on from impacts to the kerb and channel renewal programme and new transport infrastructure. Kerb and channel renewals had been reviewed, staff had considered sites where renewals could continue without impacting the footpaths. There were some sites such as Akaroa Street which had to be moved out as the footpath could not be included with the kerb and channel works. For the bus shelter programme staff had focused on the delivery of shelters and seats rather than the real time displays.

Councillor Williams asked if the Council would get a 51% subsidy on some of this work. J McBride replied that the Council would for the footpath renewals.

Councillor Williams asked if the Council would be paying 100% of the cost. J McBride explained that the Council would not, however staff had to update the programmes by concentrating on the streets where they could do the kerb and channel work without renewing the footpath(s) which meant the Council would only be carrying out subsidised work.

Councillor Mealings noted that Wilson Drive was included in the programme, however she had noticed that there were some mark outs on Kiwi Place. J McBride noted that there were two separate budgets and the programmes for the mark out works were managed separately. This report dealt with footpath renewals where the Council was renewing an entire stretch of footpath. The footpath maintenance budget would be used where there were isolated areas which needed repairs.

Councillor Ward commented that staff had a huge task in prioritising work within a limited budget.

Moved: Councillor Williams Seconded: Councillor Mealings

THAT the Utilities and Roding Committee:

- (a) **Receives** Report No. 241016179221.
- (b) **Approves** the updated 2024/25 Roothing Capital Works Programme Version 03 and Indicative Three-Year Programme as per attachment i.
- (c) **Notes** that the updated programme was required to ensure that all proposed works fitted within the available budgets.
- (d) **Notes** that the key changes to the programme is a reduction in footpath renewal work.
- (e) **Circulates** this report to all Boards for their information.

CARRIED

Councillor Williams thanked staff for the report. He commented that we were moving into hard times, it was hard cutting things however some of it was very necessary.

Councillor Mealings commented that it was not an easy job for staff to prioritise these works and offset the budget, however staff had done a good job.

5.3 July 2023 Flood Recover Progress update – M Liu (Infrastructure Resilience Manager) and K Simpson (3 Waters Manager)

M Liu spoke to the report noting as of the previous week all 88 investigations had been completed and approved. All 126 maintenance works had been undertaken. Thirty one customer advice actions had been provided to residents. Of the 24 immediate works projects, 17 had been completed, five were in the design phase and two were in the tender process. She noted that this was the last progress report for the July 2023 flood response projects, the remaining improvement works would be reported as part of the capital works reporting.

Councillor Williams noted that there were a lot of gravel islands in the Cam River. He asked if consideration had been given to dig these out or would they be left. K Simpson noted there was a section upstream of Bramleys Road Bridge where staff identified some gravel shoals as well as where some willow finger roots had built out into the channel. Those works were inspected and were proposed to be undertaken in November 2024. The other side was the survey work that Environment Canterbury had undertaken of the Cam River and had presented some of those results to the Kaiapoi-Tuahiwi Community Board. Staff were working on preparing a summary report that would be presented to the Committee.

Councillor Mealings noted on page 63 of the agenda, that no action customer advisory was given to residents at 97 and 97A Threlkelds Road. She asked if that was because there were proposed works scheduled under the bridge. K Simpson noted there was an update on Threlkelds Road. Initially the advice to the residents had just been advice however, staff had since done a more detailed investigation and held meetings with the residents and Environment Canterbury, who would be upgrading the flood gate that discharged into the Cam River.

In response to a questions from Councillor Cairns, K Simpson explained that to date Environment Canterbury had only investigated the section of the Cam River between Bramleys Road and the Kaiapoi River. There were a number of sections of the stop bank that had been identified as low. There was one section near Revells Road which the Council had identified which required a pipe and for the stop bank to be raised. Council had put allocated funds for the budget which would address this section. Staff were planning to scope the works however the physical works would be undertaken by Environment Canterbury and charged to the Council's budget.

Councillor Cairns asked why the Council would be paying when it was Environment Canterbury's responsibility. K Simpson replied that the Council would cover the cost of the pipe installation as it was required to drain the land and Environment Canterbury had taken the opportunity to bring the stop bank up to the design level.

Councillor Cairns thought that stopbanks were there to mitigate flooding. He asked why it was then the Council's responsibility to install the pipe. K Simpson replied that it was a grey area and explained that there was a need to drain the land side of the stopbank which was something that Environment Canterbury were not responsible for.

Deputy Mayor Atkinson did not understand why the Council would pay for the part of the stopbank given it was not its asset. K Simpson was happy to raise the issue with Environment Canterbury.

Moved: Councillor Williams Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 241031189619.
- (b) **Notes** that all 88 investigations have been completed and approved.
- (c) **Notes** that all 126 maintenance actions have been completed.
- (d) **Notes** that of the 24 immediate works projects, 17 projects have been completed, and 7 are in the design phase.
- (e) **Notes** that the Infrastructure Resilience Team has taken over the delivery of the remaining improvement works and the proposed future works.
- (f) **Notes** that the total cost estimate for the flood recovery work is \$4.055 million.
- (g) **Notes** that the expenditure to date is \$3,612,550 and the final forecast expenditure of \$4.113 million.
- (h) **Notes** the estimated 1.42% budget exceedance of \$57,598.
- (i) **Notes** that this budget exceedance will increase the District Drainage rate by approximately \$0.14 or 0.4% per property from 2025/26 onwards.
- (j) **Notes** this is the last progress update report on the July 2023 flooding event as all investigations have now been completed and approved. The remaining improvement works will be reported as part of the Capital Works Programme report presented to Audit & Risk Committee each quarter.
- (k) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Williams commented that it was good to see this moving forward.

Councillor Mealings congratulated staff on their progress.

Deputy Mayor Atkinson commented in regard to Environment Canterbury that the Council needed costs to fall where they lie and he was sure that Environment Canterbury did things for the Council. As long as the balance was maintained and if assets were being produced then they needed to be paid by the people who owned them.

Councillor Ward reiterated that following the floods which had required extra effort and responses from staff had resulted in an amazing job. She thanked staff for the work they had done.

5.4 **Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2023/24 – C Fahey (Water & Wastewater Asset Manager)**

C Fahey spoke to the report noting the purpose was to provide an update on the consent compliance for the Eastern District and Oxford Sewer Schemes for the 2023/24 compliance year. She explained that full compliance was achieved for the Eastern District Scheme relating to environmental events during the compliance year with the exception of low level oxygen levels measured at the Rangiora Wastewater Treatment Plant, however this did not affect the overall compliance of the system. Full compliance was also achieved for the Oxford Sewer Scheme consenting conditions during the compliance monitoring

period. There were some non-compliances relating to the overflow of the holding pond at Oxford due to the rain event in July 2023 and due to an issue with the irrigator.

Councillor Williams asked if the irrigator was finished and operational. C Fahey noted that the two op irrigators were operational. The irrigator line was replaced a few years ago so that staff could get monitoring data for the rotation.

Councillor Williams noted there was a lot of public debate about sludge in the Kaiapoi Wastewater plant. C Fahey noted that staff were preparing a workshop on the matter for the Committee.

Councillor Cairns asked if the Council added chemicals to the ponds to reduce the effluent. C Fahey explained that the last stage in the wastewater treatment process was UV treatment to kill the bacteria before it was discharged.

Moved: Councillor Williams Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 241104191893.
- (b) **Notes** that full compliance was achieved for all Eastern District Sewer Scheme (EDSS) Ocean Outfall consent conditions relating to environmental limits during the 2023-24 monitoring period, with the exception of low dissolved oxygen levels measured at the Woodend and Rangiora WWTPs, which did not impact on the overall performance of the treatment system and had no environmental impact on the receiving environment.
- (c) **Notes** that full compliance was achieved for the Oxford Sewer Scheme consent conditions relating to environmental limits during the 2023-24 monitoring period. There were some non-compliances relating to temporary overflow of the wet weather holding pond during the July 2023 weather event and the lack of monitoring data to clearly demonstrate that the depth limit for effluent application at the irrigation field had been achieved. These did not affect the overall performance of the wastewater treatment system and had no environmental impact on the receiving environment.
- (d) **Notes** that Environment Canterbury (ECan) are currently reviewing the Annual Compliance Monitoring Reports for the 2023-24 period and a compliance report will be issued by ECan following the completion of their review
- (e) **Circulates** this report to all Community Boards for their information.
- (f) **Circulates** a copy of this report to Te Ngāi Tūāhuriri Rūnanga, Te Kōhaka o Tūhaitara Trust and Waimakariri Water Zone Committee for their information.

CARRIED

Councillor Williams thanked staff for the report. He commented that it was good to see that full compliance had been achieved.

Councillor Ward appreciated staff keeping Councillors informed.

5.5 **Water Quality and Compliance Annual Report 2023/24 – C Fahey (Water & Wastewater Asset Manager)**

C Fahey spoke to the report noting the purpose was to update the Committee on the annual Water Quality and Compliance review for the 2023/24 compliance year. She noted this was based on the drinking water quality assurance rules, released in November 2022. For the 2023/24 compliance year all Council supplies that had chlorine treatments and UV treatments installed achieved greater than 99% compliance. The remaining supplies that either did not have full chlorine treatment for the entire compliance year or had not yet had UV treatment installed, the supplies had not met the full compliance. She noted currently

Ohoka, West Eyreton, Sotuh Belt Rangiora and one site in Kaiapoi were still non-operational for UV treatment.

Councillor Mealings noted the Ohoka Supply, was a class one bore and the report noted that it did not require UV treatment. She asked why the Council then needed to install UV. C Fahey explained that Ohoka currently had chlorine treatment as its primary biological treatment to gain bacterial compliance. One of the rules for bacterial compliance was that you needed to have a minimum chlorine contact time for the chlorine in the water and that was determined by the size of the reservoir. Currently the reservoirs were not adequately sized so did not achieve the required contact time. With UV treatment it provided a protozoa barrier, which could allow the Council to meet bacteria compliance.

Councillor Mealings asked if the loss of data failure was based on IT or was it the various locations software. C Fahey replied that staff had been battling to collect data as for two days the server had lost the data.

Moved: Councillor Williams Seconded: Councillor Ward

THAT the Utilities and Rooding Committee:

- (a) **Receives** Report No. 241103190628.
- (b) **Notes** that the assessment of the 2023-24 compliance year is based on the Drinking Water Assurance Rules (DWQAR) that came into effect in November 2022 which are much more stringent than the old Drinking Water Standards New Zealand (DWSNZ) 2005 (Revised 2018).
- (c) **Notes** that for the 2023-24 compliance year, all supplies that had chlorine and UV treatment installed for the entire period achieved greater than 99% compliance. The remaining supplies did not achieve full compliance mainly due to chlorination not being implemented for the entire compliance period and UV treatment not yet being installed. There were also some technical non-compliances relating to sampling and data capture issues.
- (d) **Notes** that Council's water supplies will not be fully compliant with the new DWQAR until December 2025 when the last two water supplies (West Eyreton and Ohoka) have UV treatment installed.
- (e) **Circulates** this report to the Community Boards for their information.
- (f) **Circulates** a copy of this report to Te Ngāi Tūāhuriri Rūnanga, Te Kōhaka o Tūhaitara Trust and Waimakariri Water Zone Committee for their information.

CARRIED

Councillor Williams felt that Waimakariri had some of the best and safest drinking water in the Country. He believed staff were doing an above excellent job.

Councillor Ward thanked staff for the exemplary almost perfect record.

6 CORRESPONDENCE

6.1 Letter from Roundhill Farm regarding maintenance Taaffes Glen Road

Moved: Councillor Mealings Seconded: Councillor Williams

THAT the Utilities and Rooding Committee

- (a) **Receives** the letter in Item 6.1.

CARRIED

7 **PORTFOLIO UPDATES**

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

Water

- The UV installation works are now expected to be completed by the end of the year. The UV units at the Pegasus, Domain Road and Peraki WTP are now operational. The South Belt and Darnley Square UV installations will be operational over the next 6 weeks.
- The tender for the West Eyreton UV installation and the Two Chain Road third well drilling is about to be awarded.
- The works to install the 450mm water main in Blackett Street is now complete with reinstatement works underway.
- The Rangiora Woodend Road water main in Woodend has just been awarded.

Wastewater

- Staff have initiated the midge management plans, including midge trapping and spraying at Woodend and Kaiapoi WWTPs of the season.
- The septage disposal facility has been awarded and construction is underway.
- The Raven Quay works covering wastewater, water and stormwater pipe upgrades has been tendered.

Drainage

- Staff are still monitoring the vegetation establishment at Cones Road Drain Upgrade and will look at whether additional weir modifications are warranted.
- Drainage improvement works at Tram Road and Topito Road are now complete. The works at Upper Sefton is awarded about to commence on site and is expected to commence before Christmas.
- There is a bus trip for the Ohoka-Mandeville Drainage Advisory Group on the 4th December to observe the existing issues and discuss the proposed Stage 1 and Stage 2.

8 **MATTERS REFERRED FROM COMMUNITY BOARDS**

8.1 **Approval to install No-stopping restrictions along the frontage of no. 464 Mandeville Road, Mandeville – D Mansbridge (Project Engineer) and S Binder (Senior Transportation Engineer)**

D Mansbridge spoke to the report which sought approval to establish no stopping restrictions outside 464 Mandeville Road as per the attached plan. The extent was 11 metres to the east of the Mandeville Village entry and 8 metres to the west of the entry of 464 Mandeville Road. Parking outside 464 Mandeville Road had been an historic issue since the development of Mandeville Village with vehicles parking too close to the access way and causing sight distance issues.

Councillor Williams asked who had raised the issue of parking. D Mansbridge noted that main concern had come from the hire centre at 464 Mandeville Road.

Councillor Williams asked how many parks would be removed. D Mansbridge noted that two carparks would be removed.

Moved: Councillor Mealings

Seconded: Councillor Williams

THAT the Utilities and Roding Committee:

- (a) **Approves** the installation of no-stopping restrictions on the northern side of Mandeville Road, for a distance of 11m east of the Mandeville Village entry and 8m west of the entry to no. 464 Mandeville Road.
- (b) **Notes** that although the Hire Centre has not yet been constructed, staff will proceed with the installation of the no-stopping lines upon acceptance of this report, in line with discussions with the adjacent landowner.
- (c) **Notes** that there is a resource consent application under review (RC245278) for further development of the Mandeville Village. The recommendations of this report are separate to this application and will have no bearing on its outcome.

CARRIED

Councillor Mealings commented that she was quite familiar with the situation. Currently it was not that big an issue however once the further development got underway it would become an issue, therefore it made sense to install restrictions now.

Councillor Williams commented that he was normally against removing car parks however this one was for safety and the public were requesting it, therefore he had no issue with the restrictions.

8.2 **Approval of Design for 309 High Street Car Park Design – D Mansbridge (Project Engineer) and G Maxwell (Project Support Coordinator)**

K Straw spoke to the report noting the report was presented to the Rangiora-Ashley Community Board and sought its endorsement of the design. The design was as per the District Plan requirements and allowed for an additional 57 off road carparking spaces. The design utilised the excess space that was created from the two former vehicle entrances to 309 High Street when it was the former Police station. That space was insufficient for additional parking areas, so it was being developed into a functional space for refuge collection, seating, a gathering space and cycle parking and did not utilise the existing easement to Church Street as that would result in a reduction of parking. The design allowed for an additional on road mobility parking space in High Street and maintained the existing P5 to pick up and drop off. However, the Rangiora-Ashley Community Board raised concerns of whether this area was needed as a mobility park. Following the meeting staff had confirmed the number of mobility parks in the District Plan and confirmed that no additional mobility parking in High Street was required. The Board was also concerned about the location of the bike parking and whether or not it obstructed the footpath. Staff had checked that and if bikes were parked there there was an unobstructed width of 2.7 metres which was well within the standards. He noted the report was also referred to the District Planning and Regulation Committee for the time restrictions.

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Approves** the Scheme Plan for the proposed car park at 309 High Street (as per attachment i).
- (b) **Approves** relocation of the existing mobility park to the immediate west of the existing mobility park.
- (c) **Approves** the conversion of the existing mobility park to a P5 park.
- (d) **Notes** that the existing mobility parking within the existing Town Hall car park (accessed off King Street) will remain following the completion of the car park redevelopment.

CARRIED

Councillor Ward thought that the plan was brilliant. She believed that the carpark needed to be sealed as there were a lot of elderly people that went to the theatre.]

Councillor Mealings commented that she liked how staff had utilised the space which included seating and bike parks. She liked that it was proposed to be P180 because there was a lack of those in the town.

Councillor Williams stressed that the Council made sure the public knew that it was public parking and not just for the cinema.

8.3 **East Belt New Footpath - Approval to Install No Stopping Restrictions and Approval for Small Portions of Hedge Removal at MainPower Oval – S Srinivasan – (Project Engineer PDU Civil) and J McBride (Roading & Transportation Manager)**

J McBride spoke to the report noting it sought approval to install no stopping restrictions outside 164 East Belt and for approval to remove a small portion of hedge at MainPower Oval. This was to allow for the installation of a new footpath along East Belt to connect through to Coldstream Road. The road through this area was narrow and there was limited space to install a path. She noted the report in the agenda was the one presented to the Rangiora-Ashley Community Board and the recommendations had been updated to include the need to consult with the property owner. Staff had met with the property owner, and they were happy with the proposed changes.

Moved: Councillor Williams Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Approves** the installation of 64.50m no-stopping restrictions outside 164 East Belt, Rangiora, with consultation with 164 East Belt residents.
- (b) **Approves** the partial removal of the hedge along the boundary of MainPower Oval, at the locations shown within attachment (i.)
- (c) **Notes** that the partial removal of the hedge is required to allow for the installation of the proposed footpath behind the buildings at MainPower Oval.
- (d) **Notes** that where the hedge is to be removed, bollards will be installed to prevent vehicle access into MainPower Oval.
- (e) **Notes** that the installation of the parking restrictions outside No. 164 East Belt is the result of the narrow road width in this portion of East Belt, where there is insufficient width to accommodate on-road parking.
- (f) **Notes** that the Greenspaces Team have been involved in the development of the alignment through Mainpower Oval and are supportive of the partial removal of the hedge as required.

CARRIED

Councillor Williams commented that he was happy staff had consulted with the property owner. He was concerned regarding security with Canterbury Cricket which had been covered by staff.

9 MATTERS FOR INFORMATION

Nil.

10 QUESTIONS UNDER STANDING ORDERS

Nil.

11 URGENT GENERAL BUSINESS

Nil.

12 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: Councillor Mealings

Seconded: Councillor Williams

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

- 11.1 Confirmation of Public Excluded Minutes from 15 October 2024.
- 11.2 Removal of Deeds Land – D Young (Senior Engineering Advisor).
- 11.3 Rangiora WWTP Septage Receiving Facility – Contract Award Report - Report to Management Team 21 October 2024.
- 11.4 Septic Tank Maintenance Contract 2024-2027 Tender Evaluation and Contract Award Report – Report to Management Team 21 October 2024
- 11.5 Contract 20/41 School Road Drainage Upgrade Tender Evaluation and Contract Award Report – Report to Management Team 4 November 2024

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
11.1	Confirmation of Public Excluded Minutes from 15 October 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.”
11.2	Removal of Deeds Land	Good reason to withhold exists under Section 7	Resolves that the report, attachments, discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(e), i.e. ‘avoid prejudice to measures that prevent or mitigate material loss to members of the public’.
11.3	Rangiora WWTP Septage Receiving Facility – Contract Award Report - Report to Management Team 21 October 2024	Good reason to withhold exists under Section 7	Resolves that the recommendations in this report be made publicly available but that the contents remain public excluded as there is good reason to withhold in accordance with Section 7 (h) of the Local Government Official Information and Meetings Act; “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”
11.4	Septic Tank Maintenance	Good reason to	Resolves that the report, attachments,

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
	Contract 2024-2027 Tender Evaluation and Contract Award Report- Report to Management Team 21 October 2024	withhold exists under Section 7	discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
11.5	Contract 20/41 School Road Drainage Upgrade Tender Evaluation and Contract Award Report – Report to Management Team 4 November 2024	Good reason to withhold exists under Section 7	Approves that the report, attachments, discussion and minutes remain public excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i). Approves the recommendations becoming public, however the report, discussion, minutes and attachments remain public excluded.

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting commenced at 10.29am until 10.39am.

OPEN MEETING

Moved: Councillor Williams

Seconded: Councillor Mealings

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

CARRIED**NEXT MEETING**

The next meeting of the Utilities and Roading Committee will be held on Tuesday 10 December 2024 at 1pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.40AM.

Chairperson

Date

A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 26 NOVEMBER 2024 AT 3:30PM.

PRESENT:

Councillors B Cairns (Chairperson), Councillors R Brine, A Blackie and N Mealings.

IN ATTENDANCE:

Councillors T Fulton

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), L Sole (District Libraries Manager), T Sturley (Community Team Manager), B Dollery (Ecologist - Biodiversity), M Greenwood (Aquatics Manager), G MacLeod (Greenspace Manager), W Howe (Team Leader Vibrant Communities), K Howat (Parks and Facilities Team Leader) and K Rabe (Governance Advisor).

1 APOLOGIES

Moved: Councillor Cairns

Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- (a) **Received** and sustained leave of absence from Mayor D Gordon and Councillor P Redmond.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Community and Recreation Committee held on 17 September 2024

Moved: Councillor Cairns

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 17 September 2024 as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Notes of the Community and Recreation Committee Workshop held on 17 September 2024**

Moved: Councillor Brine

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

- (a) **Receives** the circulated notes of the Community and Recreation Committee workshop, held on 17 September 2024.

CARRIED

4 DEPUTATIONS

There were no deputations.

5 REPORTS

5.1 **Arohatia te Awa Programme of Works – B Dollery (Ecologist – Biodiversity)**

B Dollery was in attendance to present the report which sought the approval of the proposed ten-year programme of works for the Arohatia te Awa project. The project was dedicated to enhancing water quality, biodiversity and recreational access across the district. The works undertaken would not exceed the budget and to fundraising, requests for 'work in kind' or downscaling of plans where necessary would ensure that work was kept within the budget.

Councillor Fulton asked if the budget was from the Waimakariri District Council or if the funding originated from other sources. B Dollery replied that this was a Council budget, however there was a possibility that landowners may contribute to the programme which worked with volunteers and community groups to achieve its outcomes.

Councillor Cairns asked if any shortfall would be found through funding applications or contributions from landowners. B Dollery acknowledged that not all the costs were currently known however the programme would be tailored to the budget and no overspends would occur.

In response to Councillor Fulton's query regarding adventure tourism, B Dollery stated that this was an unknown at this stage and consultation with landowners and the public would need to be carried out to see if there was any appetite for this type of recreational activity.

Moved: Councillor Mealings

Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 241113200896.
- (b) **Approves** the Arohatia te Awa Programme of Works for years one to ten years allowing the Arohatia te awa Working Group to continue operations.
- (c) **Notes** staff will report back to the Community and Recreation Committee during the last quarter of the financial year to update on the status of the project and budget.
- (d) **Notes** that any programme changes will be reported to the Community and Recreation Committee.
- (e) **Notes** that the project currently has a budget of \$472,802 with an annual budget of \$110,000 ongoing.

- (f) **Notes** that whilst the Programme of Works exceeds the current budget (below), work undertaken will not exceed the available budget and actions will be taken to fundraise, request “work in kind” and down-scale plans where necessary.

Year	24/25	25/26	26/27	27/28	28/29	5-Yr Sub-total
Approved Budget	\$472, 802	\$110, 000	\$110, 000	\$110, 000	\$110, 000	\$912,802
Total (All Works)	\$152, 500	\$217, 500	\$282, 500	\$230, 000	\$245, 000	\$1,127,500
Remaining Budget/Shortfall	\$320, 302	-\$107, 500	-\$172, 500	-\$120, 000	-\$135, 000	-\$214,698
Year	29/30	30/31	31/32	32/33	33/34	10-Yr Total
Approved Budget	\$110, 000	\$110, 000	\$110, 000	\$110, 000	\$110, 000	\$1,462, 802
Total (All Works)	\$140, 000	\$145, 000	\$145, 000	\$150, 000	\$150, 000	\$1,857, 500
Remaining Budget/ Shortfall	-\$30, 000	-\$35, 000	-\$35 ,000	-\$40, 000	-\$40 ,000	<u>-\$394, 698</u>

- (g) **Circulates** this report to all Community Boards for their information.

CARRIED

Councillor Mealings commented that the programme scheduled was a good way forward with four projects being worked on simultaneously.

Councillor Brine noted that the report was informative and the programme environmentally important however warned that this programme may be under risk during the coming election process with finances under scrutiny due to the economic pressure felt by many in the district.

Councillor Cairns agreed with Councillor Brine’s assessment, however supported the planting of trees and biodiversity initiatives in any form.

5.2 Fee Waiver Grants Scheme Update – K Howat (Parks and Facilities Team Leader)

K Howat presented the report which updated the Committee on the Fee Waiver Grants scheme. The scheme was overseen by the Fee Waivers Subcommittee and waived fees on charges for community facilities and approved grants towards building and resource consent costs for community groups. This initiative had a positive impact on the community especially those who attended programmes who lived on a fixed income.

Councillor Blackie noted that the Rangiora Rotary Club had received a fee waiver for an event run out of the Rangiora Town Hall and queried what event this was. K Howat stated this was an annual primary school competition.

Councillor Cairns asked how many groups hired the council’s facilities district wide. K Howat was unable to answer however noted that many were regular users over many years.

Councillor Fulton asked why the Oxford Town Hall was under utilised and K Howat replied that most community groups used the JC Hall at Pearson Park.

Moved: Councillor Brine

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 241113200505.
- (b) **Notes** that fee waivers for facility hire costs totalling \$3,819 were approved to 14 groups and consent grants totalling \$17,111.25 were approved for four community groups.
- (c) **Circulates** the report to the Community Boards for their information.

CARRIED

Councillor Brine noted the Fee Waiver Committee was set up originally when a councillor objected to a 0.50c increase in facility charges while this initiative had resulted in a cost of \$46,000 to the Council. However now resource consents were also being considered by the Committee and he had questioned why the Kaiapoi Croquet Club had received a fee waiver when the Rangiora Croquet Club had not.

Councillor Cairns noted that the fees and chargers set by the council were appropriate as borne out by the small number of groups who had applied for assistance. If the fees were excessive then the number of groups applying for waivers would be much higher than the fourteen who had applied for a waiver.

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

M Greenwood was in attendance to present the report which provided the Committee with a summary of the aquatic facilities year and sought the approval for the introduction of three new entry passes for pools and support for the Coastguard fundraising initiative, the Big Swim, which would potentially generate further income.

M Greenwood noted that the Oxford-Ohoka Community Board had requested a summer pass for the Oxford pool which had resulted in new pass options presented in the report. The Coastguard held an annual Big Swim fundraising event which required people being sponsored to swim pool lengths. The proposal was that if the person raised \$100 or more for the coastguard, the swimmer would be allowed a free one-month pass to pools in the district.

M Greenwood also gave a brief overview of the maintenance works which had been necessary at Dudley Pool.

Councillor Cairns asked if there were different passes for each pool and M Greenwood replied that passes could be used at any of the four pools in the district. In response to a question regarding the Big Swim event, M Greenwood noted that the request had been denied for the 2023 season as it was the first time that Waimakariri District Council had been approached and there was insufficient time to set up the required administration, however everything had now been worked out. People who had donated \$100 or more would be issued with a red wrist band by the Coastguard and when presented at the pool would be issued with a month's free pass.

Councillor Cairns then requested information regarding the recently installed pool lift and the proposed building works to allow the pool to be accessible for disabled swimmers. M Greenwood responded that an architect had been employed to design the area however there would be no increase in the pool's footprint. All works would be contained within the current building.

Councillor Cairns noted that operational expenses had shown to be less than expected and queried the reason for this. M Greenwood noted that the current power invoice was still to be paid and that due to winter illnesses and a lack of staffing had resulted in pool closures. However this was set to improve with 15 new life guards being employed recently.

Councillor Mealings acknowledged that the season pass (15 week pass) had addressed the Oxford-Ohoka Community Board's request in a broad manner, however given that this pass was designed to be available for all pools missed the point slightly. The current pass was costed to take into account the higher costs of heated and better equipped pools at Rangiora and Kaiapoi, whereas the Board was looking for an Oxford specific pass which would be cheaper given this was an unheated pool with no extra equipment. She queried if this could be progressed further. M Greenwood replied that fees and charges were set during the Long Term/Annual Plan process and the Board would need to request this variation during its Annual Plan submission in 2025.

Councillor Fulton agreed with Councillor Mealings and requested that further investigation be done on the possibility of progressing an Oxford only pass. M Greenwood agreed to do research and get back to the Board on the outcome.

Moved: Councillor Brine

Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 241104191022.
- (b) **Notes** the progress on current and planned maintenance activities to support the ongoing operation of the facilities.
- (c) **Approves** support for the Coastguard Big Swim fundraising initiative by offering free lane swimming for the month of June 2025 for those participating in the fundraising for the event.
- (d) **Notes** that while there is no direct cost to the Council for being involved, an estimated likely impact to income is around \$650 for 10 people however this is likely to be recovered from further repeat business.
- (e) **Approves** the trial of three season pass ticket prices at the Oxford Pool for the coming season, being Adult \$244.40, Senior/community service \$183.80 and Child \$138.70.
- (f) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Brine started that pools cost a lot of money for upkeep, however the public expected swimming facilities to be provided at low cost. Pools were important in providing swim programmes which was vital in a country surrounded by oceans and populated with many rivers and lakes. He noted that teaching people to swim from an early age was important and stated that he would be buying his grandchildren learn to swim lessons for Christmas rather than toys.

Councillor Mealings thanked M Greenwood for a good report and acknowledged the work he had done on the summer pass.

Councillor Cairns appreciated the readiness of taking on new initiatives by pool management and was pleased to hear that new lifeguards had been hired. He also stated that he thought that Councillor Brine's gift idea was a good one.

5.4 **Community Team Year in Review Report 2023/24 – T Sturley (Community Team Manager)**

T Sturley and W Howe were in attendance to present the report which provided an overview of activity undertaken by the Team, on community development, community safety, youth development and opportunities and civil defence welfare. She also acknowledged W Howe's work over the past 12 years.

Councillor Fulton asked if difficult engagements with people behaving badly were logged and T Sturley replied that it depended on the details. If there was danger to people or property it was reported to the police however other matters were often referred to the appropriate agency. She stated that the Next Steps app allowed the public to be proactive in keeping themselves and their families safe and they encouraged people to take ownership rather than relying on the council to manage their situation.

Moved: Councillor Mealings

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** report No. 241112199722.
- (b) **Notes** the collaborative, community-led approach adopted by the Community Team as part of business as usual and Civil Defence response and social recovery.
- (c) **Notes** that, as detailed in the Community Team Year in Review Report 2023/2024, all population and performance measure targets for the Community Development Strategy 2015 -2025 have now been met or exceeded.
- (d) **Notes** the pending review of the Community Development Strategy, due for completion before June 2025.
- (e) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Mealings expressed her awe at the way the team worked collaboratively with other groups and agencies to achieve a caring wrap around service for those in need. She commended T Sturley and W Howe on their team's ability to achieve tangible outcomes.

Councillor Cairns noted the great programmes that were in place and when speaking to the community had heard positive and grateful comments from migrant communities, the youth, the elderly and people with disabilities. He especially noted the work of W Howe and her colleague M Pugh.

5.5 **Libraries Update from 5 September to 14 November 2024 – L Sole (District Libraries Manager)**

L Sole was in attendance and spoke to the report which provided an update on library services and programmes offered by the libraries. L Sole gave a brief summary of the report highlighting the Lego Robotics Club initiative which had resulted in a fourth placing in the LEGO League Robotics Competition. Other programmes included Eco Educate which focused on activities and stories related to sustainability, school workshops and evening session to connect with local gardening and community groups to learn how to grow fruit and vegetables and gain knowledge about seed saving and raising, support offered to students sitting NCEA and Te Wiki o te Reo Māori celebrations.

Councillor Cairns noted that the libraries had provided 1,166 events or programmes during the year and asked how that had been achieved. L Sole replied that Waimakariri

had worked with Christchurch and Selwyn libraries to achieve this. Councillor Cairns queried if the other libraries had shown as much growth as the Waimakariri and was told that there was a strong lending culture in the Waimakariri and the community was driven by books. However there had been a disappointing attendance at some evening events and staff were reviewing this as well as getting feedback from the community themselves.

Councillor Fulton noted that the libraries had to be much more flexible as they were not just about books. L Sole agreed saying that the library now needed to provide community space for meetings, studying and offer programmes and education which meant that space had to be maximised to serve the community appropriately.

Moved: Councillor Brine

Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 241118203393.
- (b) **Notes** the community benefits of the below initiatives, with reference to increasing visitation, lending, and event attendance for 2023/2024-year, recent achievements with digital initiatives, and record attendance for Te Wiki o te Reo Māori.
- (c) **Circulates** the report to the Community Boards for their information.

CARRIED

Councillor Brine thanked L Sole for a quality report.

Councillor Mealings stated that libraries were getting better and better and were becoming a community hub providing reading, learning, socialising and shelter to the community. She commended the staff's knowledge, skill and kindness when dealing with the public.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

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

- Te Kōhaka o Tūhaitara Trust
 - Huria Reserve planning going well however the wooden entrance had to be replaced.
 - New head ranger employed and a summer ranger also to start shortly.
- Silverstream Reserve - Southbrook School gave each student a tree or shrub for its 150 anniversary and students were bussed to the reserve to plant their trees. Each had the students name attached so they could bring their family to see the tree planted.
- Ashley Gorge Advisory Group – completed its accessible track to the lookout trail.
- Pines Beach fairy forest opening and further houses added.
- Attended the West Eyerton school cultural day which was well attended and a great success.
- Fred Brooks from Environment Canterbury spoke to the Kaiapoi-Tuahiwi Community Board and agreed to investigate concerns raised regarding the Kaiapoi and Cam rivers.
- Murphy Park rowing precinct had received a donation from a St Margaret's parent towards a pontoon which would allow better access for rowers. This project is the last of the earthquake budgets and projects to be completed.

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

Councillor Brine had been away for two months however had attended a briefing on current matters from C Brown. He noted that staff reorganisation which would result in better outcomes in the future.

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

Briefly regarding Local Government Conference that both Neville and I attended last week:

- Water Done Well - the need to install water meters which was going to come at considerable cost, however with the benefit of being able to increase debt levels up to 500%. Water levy - unsure as to what that cost would be. Water services and the various models and the benefits of each were explained.
- Discussion was had about 'capping of rates', with two speakers from Victoria and New South Wales (NSW) talked about how a government department each year would set the cap, often well below CPI ie they talked about one year CPI was 3.7% and the government agency set a cap of .7%. Councils then had the option of applying to rate above the cap. Government provided councils grants for roading etc it was unclear as to what levels, by population. Australia had a higher number of Local Councils than New Zealand. In NSW, DC's are around \$120K for section sizes of 400m².
- Electricity prices next year are set to rise 10-15%

Pines Beach

- Residents would soon start local community engagement, requesting help with trees and plants and other services in creating a food forest on a narrow piece of land behind the hall.
- Pines Beach had a well-run and well attended community Christmas event over the weekend.
- Pines Beach have installed a fairy forest near the Pines Beach car park. The opening was well attended and already had added an additional 12 fairy houses built.
- The Pines Beach hall was having issues with vandals and were looking at installing cameras, both inside and outside.

Other

- Harvey Normans Ravenswood had opened and was really busy, especially the tech side.
- Community Wellbeing do incredible work in the community, helping the most vulnerable residents. Reported a deficit at its AGM. It was spending more on food (to go into food parcels) which was one service that was unfunded.
- The Community wellbeing trial of providing families which collect food parcels received potted vegetables such as tomatoes, lettuces, peas, strawberries, potatoes was going well with over 75 families starting to grow their own food. Families using the potted vegetables to connect with children, children measuring the growth of the plants, growing their own food provides a sense of empowerment and benefits wellbeing.
- Toot for Tucker next Tuesday.
- Residents of the Oxford community recently held a meeting calling for community funded cameras to be installed.
- Signage for coastal cycle trails were being installed, which would be great for those cyclists that had reported they have become a little lost. Thanks to ENC, with the help of Pete Daly.
- Rangiora Promotions held its Celebration Night in Victoria Park, with a good number of stall holders and foodies and a reasonable crowd numbers for this evening event.
- Kaiapoi Promotions had chosen to move its Sounds of Summer music event indoors and the community reaction had been challenging. The committee, in my view, had made the right call to move the event due to lower than expected ticket sales. Making

the decision now to move the event had removed the risk of having to try and fund considerable costs like this outdoors.

- Waimak Football were in planning mode re holding a master's football tournament in February 2025, it would be the largest tournament of this type in the country.
- Lesley Ottey of Eco Educate was taking soft toys and giving them a new life. Repurposing them into Pals for children who like to hold on to weighted soft toys in class.
- Food Secure North Canterbury recently held a workshop focusing on "food security at a time of disruption" the mapping of local producers and manufacturers was being considered which would be a first in New Zealand.
- Dalice Stewart, the manager for North Canterbury Neighbourhood Support, had been appointed a Neighbourhood Support National Board member.
- Vaping information evening at Mainpower Stadium reported that nationally there were 8000 stores selling vapes, compared to 900 pharmacies.
- Art on the Quay Art Gallery in Kaiapoi celebrate its 10 year anniversary on 9 January 2025.

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

- Hortens Signage had donated a sculpture to the Waimakariri and this would be sited in Victoria Park within a flower beds in an effort to mitigate vandalism and to alleviate having to manoeuvre round the sculpture when mowing.
- Attended the opening of the Raymond Herber sculpture in Silverstream. Good turnout for the opening.
- All paintings help by the Arts Trust needed to be catalogued and re-insured. Valuations scheduled to be carried out early in 2025.
- Art on the Quay – 10 year anniversary. Artists having to book a year in advance for space for an exhibition.

In response to a question regarding maintenance on sculptures, C Brown replied that there was a maintenance budget for public artworks and staff regularly monitored artworks to ensure they were kept in good condition. Most of the public artworks had major maintenance after the earthquakes and were in good condition currently.

8 **QUESTIONS**

There were no questions under standing orders.

9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

NEXT MEETING

The next meeting of the Community and Recreation Committee will be held on Tuesday 25 February 2025 at 1pm.

The Chairperson thanked the Committee for their work during the year noting that this was the last meeting of the year.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.046PM.

CONFIRMED

Chairperson

Date

UNCONFIRMED

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 21 OCTOBER 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).

K LaValley (General Manager Planning, Regulation and Environment), S Allen (Water Environment Advisor), T Stableford (Landscape Architect), G Stephens (Design and Planning Team Leader), N Thenuwara (Policy Analyst), B Charlton (Environmental Services Manager), D Young (Senior Engineering Advisor), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were eight members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT an apology for absence be received and sustained from T Blair.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.4 – J Watson declared a conflict of interest as she was a Trustee of the Kaiapoi Community Garden.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 September 2024

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 September 2024, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 16 September 2024

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 16 September 2024, as a true and accurate record.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Alwin G Heritage Trust – Neville Atkinson**

N Atkinson advised members the Trust had been renamed the Kaipuke Kaiapoi Heritage Trust to encompass all of the Kaiapoi River and projects the Trust may do in the future. He stated the plans for the scow were yet to be completed as the Trust did not want to do any work if the lease was not secured. The Trust was however investigating options to mitigate contaminants from the boat leaking into the stormwater systems and the river. They were hoping to provide the Board with a full set of plans in early 2025. The main goal was to have the boat at a standard where it could be moved into the river. It would not necessarily be sail ready after five years.

B Cairns asked if a storage facility would be put on the site. N Atkinson replied that would be part of the plan. Originally, they were going to use dressed 40 foot container however that may not currently be the plan. The current area of fenced land would be the maximum amount of space needed by the Trust.

J Watson questioned if this would be an expensive undertaking or if they were mostly relying on manpower of volunteers. N Atkinson confirmed people would be employed, and education programmes would be laid out. There was not a large amount of education opportunities available for building wooden boats. They would offer opportunities to have apprentice's visit and learn.

J Watson further sought information if funding was readily available to the Trust. N Atkinson reported it would be a hard task to fund as the project could cost upwards of \$2,000,000. The costs required would also be dictated by whether the boat sailed with passengers or was just a museum piece that was stationary on the water.

4.2 **Environment Canterbury Courtenay Floodgate Structure – Fred Brooks**

F Brooks informed the Board the Courtenay Stream was the historic south branch of the Waimakariri River and had significant changes to its course during its lifespan. The existing floodgate structure had various repairs made over the years and received significant damage during the earthquakes. There were currently three water level radars in place recording data over the last six months to help understand how the Kaiapoi River influenced the Courtenay Stream.

F Brooks further stated his aspiration for the Waimakariri/Eyre/Cust scheme was to rationalise all the large structures in the lower portions of the catchment as currently all the structures were different. In the Courtenay Stream flood gate system, several culverts had separated throughout the stopbank and all four culverts had various degrees of cracking. The current floodgate did not have sufficient fish passage accessibility, and the replacement would ensure ease of fish movement. Flood modelling showed that if the floodgate structure was removed or completely failed there would be a significant inundation of water throughout Kaiapoi. He reported ecological and geotechnical reports had been completed and the next step would be to receive resource consents from Environment Canterbury. Staff were ambitiously looking to construct in 2025 as the current structure was no longer fit for purpose and the works needed to be completed before winter. Environment Canterbury were also currently working through modelling to show water levels in the lake would not significantly change during the construction.

S Stewart asked if any water quality analysis was being completed. F Brooks replied this was not in the scope of this programme of works. Water quality samples were taken from the lake monthly however they were not continuously being taken.

N Atkinson questioned if modelling would show the effects of a rain event. F Brooks stated localised rain effects were not included in the modelling however heavy localised rain fall would not have as significant effect as the modelling showed.

N Atkinson then enquired how long the new structure would take to build. F Brooks informed the Board he hoped the construction would be completed within eight weeks.

A Blackie queried what the timeframe would be where there was no structure in place. F Brooks noted eight weeks was the conservative estimate however they would adjust the pumping to ensure levels in lake remained consistent.

In reply to a question from A Blackie, F Brooks stated this project would take priority over the Kairaki Stream floodgate. The Kairaki Stream floodgate was not in an active state of failure. There was funding to start works on the Kairaki Stream floodgate in the 2025/26 financial year. The design work from the Courtenay Stream could be transferred to the Kairaki Stream gates.

S Stewart sought what the cost of the project would be and the effect on the rating district. F Brooks informed the Board there was \$887,000 put aside which would not be sufficient to cover the cost of the entire project. They had fortunately attained funding for floodgate structure works which included the Courtenay Stream gates. To date approximately \$70,000 had been spent on Geotech investigations. There would be almost no effect on the rating district as the asset replacement reserve would be utilised.

P Redmond questioned if Environment Canterbury was aware the Council's Drainage Team were proposing drainage works on Kaikanui Stream. F Brooks answered he was not aware however would contact the Council's Drainage Team to discuss further.

4.3 **Kaiapoi Community Garden – Kath Adams**

K Adams noted the Community Garden was small and were based at the Kaiapoi Bourgh School. They delivered a garden to table programme in partnership with the school and it was wonderful to see the children involved in gardening and cooking. Sitting around a table to eat the meal the children had created was a new experience for most, making for a broad educational value. The garden was 15 years old and had three different main purposes. One of those purposes was to bring those together who were socially isolated and allow them to participate in the upkeep of the garden. They had 10 to 12 volunteers who met on a Wednesday morning to share gardening skills and produce food. Their philosophy was you could take food if you took part in the care of the garden. She noted leftover food was mainly donated to Kaiapoi Community Services.

K Adams further explained the Kaiapoi Bourgh School Board of Trustees had donated the old dental clinic to the Community Garden. The flooring in the building had not been replaced since it was used by the dental service and needed a refresh. The Community Garden was dependent on the support of the community and appreciated all the support they received. The Garden was holding an Open Day on 3 November 2024.

Following a question from A Blackie, K Adams confirmed the floor would be overlaid not replaced.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Saline Incursions in the Kaiapoi and Ruataniwha Cam Rivers – S Allen (Water Environment Advisor)**

S Allen took the report as read and noted that the reed beds were recovering well since the September 2024 die back.

N Atkinson asked where the monitors for saltwater intrusion were located. S Allen responded Environment Canterbury had a salinity monitor at Mandeville Bridge. There was no constant monitoring anywhere else along the river.

N Atkinson further enquired how it could be confirmed saltwater was the reason for the die back if there was no constant monitoring. S Allen acknowledged it could not be unreservedly confirmed however, one recommendation from staff was for more modelling to be completed to provide a further understanding.

Following a question from N Atkinson, S Allen stated that after the earthquakes there were changes in the levels to the riverbeds which had not previously been monitored. The changes to the riverbeds resulted in areas falling being below sea level. This meant tidal fluctuation had the potential for saltwater to lie under freshwater in the lower areas of the riverbeds.

T Bartle queried if any other testing regimes were in place to investigate if any other toxins were present in the rivers. S Allen answered there was not currently any other testing in place. Staff were aware that Environment Canterbury had killed tree stumps along the riverbank however the amounts of poison used would not cause this amount of die back.

T Bartle further asked if the testing should be completed due to the scale of die back seen. S Allen noted any testing for herbicides would have to be very regular as herbicides broke down rapidly. This also meant any toxins previously present in the water would not be present currently. She believed that by asking the community and utilising their local knowledge would be an easier way to track what was happening rather than relying on testing. The annual herbicide report would be going to the Utilities and Roading Committee in December 2024.

N Atkinson questioned what other timelines and testing could be investigated to see faster and more efficient progress. S Allen stated the report was requesting Environment Canterbury to do further work on testing. Council did not have budget in current year, however staff could look at what kind of testing could be undertaken and what the cost would be.

P Redmond sought clarity on whether the salinity was a result from the sea or residue from sprays. S Allen answered it was likely from the sea. Sprays like glyphosate were usually diluted.

S Stewart asked if a modelling report was completed what timeframe and cost would be involved. K Simpson replied it would be part of the scope with Environment Canterbury which would ideally be in progress before the end of the year.

S Stewart asked if other data loggers for water quality results were available. Staff would follow up with Environment Canterbury.

Moved: N Atkinson

Seconded: S Stewart

N Atkinson requested recommendation (c) be moved separately.

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 240918159973.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

(b) **Receives** Report No. 240918159973.

(d) **Requests** for modelling to be led by Environment Canterbury to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers, which incorporates tides, river flows and salinity data.

(e) **Requests** that Environment Canterbury determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.

(f) **Circulates** this report to the Waimakariri Water Zone Committee, at a WDC-Ngāi Tūāhuriri Rūnanga meeting, and to all the Rural Drainage Advisory Groups.

(g) **Requests** staff to find out from Environment Canterbury what type of testing could be done, including costs and time frames, to deliver evidence of what is happening in the Kaiapoi River.

CARRIED

Moved: S Stewart

Seconded: A Blackie

(c) **Notes** that the cause of the Kaiapoi and Ruataniwha Cam Rivers ecological dieback observed in 2024 is primarily due to increased salinity, with potentially also some effect from frosts.

A division was called with the following results:

For: A Blackie and S Stewart

Against: N Atkinson, T Bartle, R Keetley and J Watson

Lost (4:2)

N Atkinson stated it was evident there was a problem in the Kaiapoi River and it needed to be identified and resolved. Environment Canterbury held the responsibility for rivers, however the Board owed it to its community to advocate for them and to discover the cause of this dieback. He requested recommendation (c) be taken separately as there was no proof the cause of the dieback was from the increased salinity or from the recent hard frosts. Although the eventual result of the monitoring may not be the result hoped for it was still important to discover.

S Stewart endorsed the recommendations and agreed possible solutions needed to be outlined. She believed that the low flow in the Waimakariri were key factors in the increased salinity in the Kaiapoi River. She would also support further funds being put towards any urgent studies.

P Redmond supported the recommendations and felt it was important that all the Rural Drainage Advisory Boards were informed He felt it was important to remember if there was a simple fix it would have been found years ago and this was a long-standing complex problem.

N Atkinson noted it was up to Environment Canterbury to find the funds to fix this as they had responsibility over rivers. This was a river that flowed through a town and it needed to be treated as such.

6.2 **Request Approval of the Clarkville School Road Safety Improvements Scheme Design – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)**

The report was withdrawn until further engagement with the School had been carried out.

6.3 **Consultation of the Norman Kirk Park Play Space and Currie Park Play Space Concept Plans – T Stableford (Landscape Architect)**

T Stableford took the report as read and highlighted staff were seeking approval to go out for public consultation on the Norman Kirk Play Space Concept Plan, the Currie Park Play Space Concept Plan and the Norman Kirk events area location. The report was also seeking approval of a location for a future learn to ride bike park.

N Atkinson asked for the reasoning for removing the current play equipment at Currie Park. G Stephens explained the project was initiated after an AA Rating Process for all play equipment in the district was completed. Currie Park ranked high on the list as the equipment was reaching the end of its life and would soon become unsafe. Staff aimed to remove any equipment before it became unsafe. After the equipment was removed the level of service for the reserve needed to be reviewed. N Atkinson stated times were tough and if the equipment was not broken why spend funds to remove it. G Stephens noted while the play equipment was still safe to use it was worn to a point where it was costing more money operationally each year to maintain. It was also impossible to predict when the equipment would break.

B Cairns remembered that there were plans to locate the rugby league club rooms at Norman Kirk Park and wondered if these plans took account for that. G Stephens explained the plans for the future club rooms would be in line with the existing building and would not interfere with the proposed play space.

Following a question from B Cairns, T Stableford stated staff were aware softball utilised the space in Norman Kirk Park however there currently was no formal agreement. Staff were not aware that a set of goal posts had been removed to accommodate the softball pitch and would look into this. This report was only seeking approval to consult and within the consultation the softball club would be able to express their views.

P Redmond sought clarity on where users of the playground would come from. T Stableford replied that a more central space for all neighbourhoods surrounding the park had been sought, however the play area would also be used for families of athletes using the sports facilities.

P Redmond further asked if there would be power for the events space. T Stableford replied there would be power included in the events space however the exact location of the events space needed to be determined before installing power supplies.

N Atkinson observed the proposed events space was closest to the houses and he wondered if alternative spaces on the site could be suggested, given the noise issue. G Stephens answered they could propose two locations within the park for the consultation.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 241002169723.
- (b) **Approves** public consultation of the Norman Kirk Park Play Space Concept Plan (TRIM 241002169730).
- (c) **Approves** public consultation of the Currie Park Play Space Concept Plan (TRIM 241003170602).
- (d) **Approves** public consultation of an events area shown on the Norman Kirk Location Plan. (TRIM 241002169726).
- (e) **Approves** the location for a future Learn to Ride, bike facility at Normal Kirk Park. Shown in the Norman Kirk Layout Plan. (TRIM 241002169726).
- (f) **Notes** that the location of a future Learn to Ride, bike park would not be included in the Norman Kirk Layout Plan for consultation.
- (g) **Notes** that \$300,000 is allocated to this project in Councils Long Term Plan, to be spent during the 2024 / 25 financial year. The allocation includes \$191,816 from the Play Safety/Surface Equipment Renewals budget and \$108,184 from the non-specified reserve enhancements budget.

CARRIED

J Watson felt it was good to see area used and was excited to progress the project.

T Bartle concurred and agreed it would be beneficial to propose two locations for the events space.

A Blackie supported going to consultation, he was apprehensive due to the economic climate however would like to see the outcome of consultation.

6.4 **Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

Having previously declared a conflict of interest, J Watson stood back from the table and did not participate in the application's consideration. J Watson vacated the Chair in favour of S Stewart.

K Rabe stated the Kaiapo Community Garden was seeking funding to install new flooring in their building as previously stated by K Adams.

Moved: T Bartle

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240909152910.
- (b) **Approves** a grant of \$550 to the Kaiapoi Community Garden for floor covering for the Garden's building.

CARRIED

T Bartle stated this was a good project for the community and was happy to support the Kaiapoi Community Garden in this way.

J Watson returned to the table, and S Stewart vacated the chair in favour of J Watson.

The Pines Kairaki Beaches Association was seeking funding for catering costs associated with its Christmas event. The application was non-complying as the Group had applied for the same event in previous years. The Group noted it was difficult to find funding for catering related costs as other funding streams would not cover catering costs.

Moved: J Watson

Seconded: A Blackie

- (c) **Approves** a grant of \$732 to the Pines Kairaki Beaches Association towards hosting a community Christmas event.

CARRIED

6.5 **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – K Rabe (Governance Advisor)**

K Rabe informed the Board this was an annual report to provide the Board with accountability from the community groups who received funding. She noted that in previous years it had been difficult to motivate Groups to fill in the accountability forms however due to a process change the majority of the forms had been returned for the previous financial year.

Moved: N Atkinson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240827144222.
- (b) **Notes** that the \$7,522 allocated to the Board for the 2023/24 financial year and was fully distributed for events and projects within the community.
- (c) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

6.6 **2025 Kaiapoi-Tuahiwi Community Board's Meeting Schedule – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240906152353.
- (b) **Resolves** to hold Community Board meetings generally on the third Monday of the month at the Kāikanui Room, Ruataniwha Kaiapoi Civic Centre, commencing at 4pm, on the following dates:
- 17 February 2025
 - 17 March 2025
 - 14 April 2025
 - 19 May 2025
 - 16 June 2025
 - 21 July 2025
 - 18 August 2025
 - 15 September 2025

CARRIED

7 **CORRESPONDENCE**

7.1 **Long Term Plan Response Letter**

Trim: 240216022707.

7.2 **Pile of Dirt at 46 Main North Road – C Brown (General Manager Community and Recreation)**

Trim: 241001168929.

S Stewart felt the memo regarding the Pile of Dirt at 46 Main North Road was insufficient.

N Atkinson agreed and asked how it was known if there was any leachate seeping into the stream. K LaValley stated the leachate would remain stable as long as it was not exposed to air. It was also unknown if there was asbestos in the pile which would cause contamination if the dirt pile was disturbed.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence.
- (b) **Requests** staff assess the approach to the pile of dirt and provide an update to the Board in 3 months.

CARRIED

8 **CHAIRPERSON'S REPORT**

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

Attended Inquiry by Design for parking management in Rangiora and Kaiapoi. Rangiora was in more need of intervention than Kaiapoi.

Met with the Harper family regarding the Kaiapoi Bridge balustrade.

The Waimakariri Public Arts Trust were working on a website design.

Attended the Kaiapoi Promotions Association meeting.

Moved: J Watson

Seconded: N Atkinson

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 4 September 2024.

9.2 Woodend-Sefton Community Board Meeting Minutes 9 September 2024.

9.3 Rangiora-Ashley Community Board Meeting Minutes 11 September 2024.

9.4 Submission on the Draft Setting of Speed Limits Rule 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

9.5 Submission on Making it Easier to Build Granny Flats – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

9.6 Subdivision Contribution Programme for 2024/25 and Approval of Ellis Road Seal Extension – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

9.7 Environment Canterbury Representation Review – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

- 9.8 Review of the Briefing and Workshop Policy – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 9.9 Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 9.10 Annual Report on Dog Control 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.
- 9.11 Annual Report to the Alcohol Regulatory and Licensing Authority 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.
- 9.12 Libraries Update to 5 September 2024 – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.
- 9.13 Aquatics September 2024 Report – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.13.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley

- Invited onto the Waimakariri Biodiversity Trust.

S Stewart

- The Waimakariri Biodiversity Trust held an excellent event with Daikon where they were reestablishing a wetland.
- Was a member of the judging panel for the Biodiversity Awards and presented one of the awards at the Community Service Awards. Blessed with environmentalists doing great things in the district.
- Attended Huria Reserve planting day.
- Planning for the Kaiapoi Promotions Association carnival/concert underway.

B Cairns

- Attended the Woodend School Fair – well organised and well attended.
- Parking Enquiry by Design – reviewed Kaiapoi and Rangiora parking. The need for change was in Rangiora at this stage.
- Attended Youth Council meeting – wonderful group of young people, who spoke about what they had achieved with their river clean ups.
- Attended Food Secure North Canterbury Meeting – lower volume of food coming from supermarkets, however supplies would be supplemented from the likes of Oxford Lions and Woodend Lions would also be helping.
- North Canterbury Neighbourhood Support – database provider was doing a large upgrade which would be of benefit to users.
- Darnley Club Annual General Meeting – a wonderful group dedicated to caring for the elderly daily.
- Attended the Kaiapoi Garden Club – had recently planted Ash Trees in front of Kaiapoi Fire Brigade.
- Attended Waimakariri Access Group Meeting – would be making a submission on Environment Canterbury Public Transport Plan. Were hoping to have Aspire attend an upcoming meeting with gadgets to make daily life easier for those with disabilities.

- Attended and donated a number of trees for the residents of Silverstream to plant along the river.
- Attended Down by the Rivers latest event which combined art and music at Eyreton Hall.
- Attended Rangiora Museum Meeting – Council was to employ a consultant that could help with storage.
- Attended Waiora Links event where Liz from Death Café spoke.
- Attended Big Brother Big Sisters fundraising event – was wonderfully run and made certain that everyone who attended donated.
- Attended an Enterprise North Canterbury and Ministry of Social Development (MSD) hosted event regarding employment. MSD was promoted as a vulnerable resource when it came to assisting employers and employees to connect and provide funding.
- Attended Springston Trophy – huge event with riders and supporters from all over the South Island. Was a great event for the district.
- Attended Community Networking meeting – Woodend looked like it would get a satellite doctors surgery. There were still emerging issues with people accessing health care and a lack of doctors. Higher levels of training for some nurses would fill the gaps.
- Budgeting services were under pressure with people coming to them with rent arrears, mortgage arrears and a number suffering under pressure from secondary loan providers.
- Citizens Advice Bureau had provided advice about legal and Government 119 times. Consumer related 666 times and family related 41 times in the last month.
- Oranga Tamariki had nationally lost 600 staff, locally they housed children from seven to 18 years. they were always looking for carers.
- Attended Repurpose Pals workshop – was a new business wanting to reduce waste to landfill.
- Attended North Canterbury Inclusive Sports Festival helping to take photos.
- Attended Batter Women's Trust fundraising event with his wife – the police in Canterbury received on average 37 calls per day from women needing to leave their homes.

P Redmond

- The Northern Pegasus Bay Bylaw was adopted, and feedback received had been positive.
- The Ravenswood to Woodend path had been re-prioritised by Council and would be looked at through the Annual Plan process.
- Chief Executive review – Chaired by Stewart Mitchell.
- Water Zone Committee – received deputations regarding chlorination.
- Property Portfolio Working Group.
- Hom. Mark Mitchel, Minister of Police question and answer session.
- Speed Management Plans – new direction from Government received.
- Rooding Portfolio Update.
- Coldstream Tennis Club official opening. Had ten courts. President was Lawrence Smith.
- Parking Enquiry by Design – stakeholders present at MainPower Stadium.
- Rangiora Pottery Group Exhibition opening – Art on the Quay, was very well attended.
- Council Social Club at Winnie Bagoes.
- District Licensing Committee Hearing for Rangiora RSA special license.
- LGNZ Zoom – New Zealand Security Intelligence Service, awareness needed.
- Youth Council Meeting – excellent meeting with amazing young people.

- Morning tea for Bernie Power – recognition of service (Kings Service Medal).
- Adrienne Smiths Farewell – was very well attended by staff, she would be missed with over 21 years at the Council.
- Huria Mahinga Kai Planting Day.
- Attended YDOT funday event.
- Pegasus Civil Defence hub opening.

T Bartle

- Attended briefing on Kaiapoi Bridge Balustrade.
- Attended Youth Council meeting.
- Attended three Drainage Advisory Group meetings, budgets were looking good for all.
- North Canterbury Neighbourhood Support meeting. Issues with funding.
- Waimakariri Health Advisory Group meeting. Concerning issues raised regarding the state of the health care system. There were struggles with staff burnout. One issue raised was many five-year-olds were starting school still in nappies which overall effected learning.
- Attended Community Service awards.
- Attended Clarkville School 150-year anniversary.

A Blackie

- Road Reserves Bylaw hearing.
- Attended Clarkville School 150th anniversary.
- Northern Pegasus Bay Bylaw was approved by Council.
- Huria Reserve planting day, 40 people in attendance.
- Te Kohaka o Tuhaitara Trust were employing a Conservation Project Coordinator.
- Attended the Community Service Awards.
- Planter boxes on the stop bank were installed, brilliant.

N Atkinson

- Hearings completed for District Plan and was hoping the recommendation would go through to Council in early 2025.
- Southbrook School anniversary. 150 years old and still operated their original swimming pool.
- YDOT Funday, not as well attended as hoped.
- Inquiry by Design for town centre parking. Kaiapoi was in an okay position the main issue was disabled parking.
- Community Service Awards, very exceptional.

11 CONSULTATION PROJECTS

11.1 Road Reserve Management

<https://letstalk.waimakariri.govt.nz/road-reserve-management>

11.2 Solutions to Waste

<https://letstalk.waimakariri.govt.nz/waste-matters>

11.3 Welcoming Communities

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 30 September 2024: \$5,483.

12.2 General Landscaping Budget

Balance as at 30 September 2024: \$45,650.

13 MEDIA ITEMS**14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

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

Moved: J Watson

Seconded: A Blackie

That the Kaiapoi-Tuahiwi Community Board:

(a) **Agrees** that the public be excluded from the following parts of the proceedings of this meeting:

14.1 Williams Street Bridge Balustrade Replacement Project Status and Approvals

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
14.1	Williams Street Bridge Balustrade Replacement Project Status and Approvals	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(a, g and i)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 5.59pm and concluded at 6.10pm.

Resolution to resume in Open Meeting

Moved: N Atkinson

Seconded: A Blackie

THAT open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING

15 QUESTIONS UNDER STANDING ORDERS**16 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 18 November 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.12PM

CONFIRMED


Chairperson

18 November 2024

Date

Workshop (6.12pm to 6.58pm)

- *Animal Control Bylaw – Nadeesha Thenuwara (Policy Analys) and Billy Chalton (Environmental Services Manager) – 15 Minutes*
- *Kaiapoi Town Centre Parking Management Plan Project – Heike Downie (Strategy and Centres Team Leader), Don Young (Senior Engineering Advisor) and Shane Binder (Senior Transportation Engineer) – 30 Minutes*
- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE WEST EYRETON HALL, 2 EARLYS ROAD, WEST EYRETON, ON THURSDAY, 7 NOVEMBER 2024, AT 7PM.

PRESENT

T Robson (Acting Chairperson), M Brown, R Harpur (arrived 6:59pm), P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roding), K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager), C Roxburgh (Project Delivery Manager), K Howat (Parks and Facilities Team Leader), S Binder (Senior Transportation Engineer), S Murphy (Senior Civil Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were eight members of the public present.

1. APOLOGIES

Moved: P Merrifield

Seconded: M Brown

THAT apologies for absence be received and sustained from T Fulton, N Mealings and S Barkle.

CARRIED

2. PUBLIC FORUM

2.1. Jonathan Stagg

J Stagg noted that while serving as a relieved New Zealand Police Officer in Oxford for the last eight months, it came to his attention that Oxford did not have a night patrol or a community watch. He, therefore, wishes to host a public meeting to try and recruit volunteers. At that meeting, he also wished to discuss crime prevention with the community and the possibility of additional CCTV cameras. J Stagg commented that many Oxford residents had raised concerns about the speeds on Main Street. He accessed some data, and in the 2021/22 financial year, New Zealand Police issued 25 speeding tickets on Main Street, in the zone from High Street through to the end of the West Hotel; in the 2022/23 financial year, 88 tickets were issued, and in the 2023/24 financial year 72 tickets. He noted that these were not considered high ticket numbers in the scheme of things.

M Brown asked how many volunteers they needed for the night patrol to make it viable. J Stagg thought they would need around 15 to 20 volunteers, so people did not have to be on duty too many weeks in a row.

M Brown further questioned if the night patrol or a community watch would be using private vehicles and, down the track, have its own community vehicle. J Stagg noted that based on their investigation, it would be simpler to use private vehicles and provide a fuel voucher for the night.

T Robson enquired where J Stagg believed additional CCTV cameras should be a priority. J Stagg recommended that CCTV cameras be installed at the Tram and Bennetts Roads corner, the gas station end of Main Street, at the corner of Harewood Road and High Street and along Bay Road. That would cover all the exits from Oxford which gave the New Zealand Police the ability to track suspects if something happened in Oxford.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 2 October 2024**

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 October, as a true and accurate record.

CARRIED

4.2. **Matters Arising (From Minutes)**

There were no matters arising.

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 2 October 2024**

Moved: M Wilson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 2 October 2024.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Environment Canterbury – Environment Canterbury Councillor Claire McKay**

Councillor C McKay advised that Environment Canterbury's (ECan) Regional Public Transport Plan was currently out for public consultation. ECan had been advised that there was interest in public transport to and from Oxford. However, it was not sure whether there was a real need. She noted that the Central Government's National Land Transport Programme did not include funding for public transport. Councillor McKay noted that ECan was currently reviewing its 2025/26 Annual Plan; they were reallocating some year-two funding to facilitate a business case about rural public transport, which may include some changes for the Selwyn and Waimakariri Districts. However, ECan was looking at pushing these proposed changes out to year three because it did not have the funding to implement them.

Councillor McKay reported that the Central Government had recently changed the legislation pertaining to the Canterbury Regional Policy Statement. Freshwater Plans and activities relating to freshwater were not allowed to be notified until the end of December 2025 or until such time as the Central Government had a new policy statement.

T Robson noted that a number of years ago, the Waimakariri Youth Council approached ECan about a bus service to Oxford; however, it never materialised. He thought it may be an initiative that the Oxford Community Trust and Waimakariri Youth Council could undertake together.

P Merrifield noted that it was a concern that ECan was providing a bus service from Lyttleton Harbour to Christchurch City Centre for the cruise ship passengers, who were not ratepayers and therefore did not subsidise public transport. Councillor McKay advised that public transport was available to all, regardless of where they came from.

T Robson questioned the proposed ban on the transport of bicycles on buses. Councillor McKay noted that from 8 November 2024, bicycles on buses' front-mounted bike racks

were restricted until further notice. This was due to safety concerns from the New Zealand Transport Agency, which determined that the way some bike racks were fitted partially obscured the buses' headlights.

In response to a question from M Wilson, Councillor McKay commented that the previous bus service from Oxford to Christchurch City was privately operated and run by Christchurch City Council.

5.2. **Water Issues – Marnie Prickett**

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

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

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

G Cleary questioned if there were any other Water Quality Parameters that may be of interest. M Prickett noted that the E. coli groundwater survey indicated that there may also be some microbiological contamination at Oxford Rural 1.

M Brown enquired what the current planning was if the nitrate levels continued to rise in the Oxford Water Supply. G Cleary explained that when testing, the Council did receive variable results, though it was normally not that high. Once it reached 50%, the Council would increase its monitoring, but available options included treatment or potentially investigating other sources, both of which would be expensive.

M Wilson noted that if changes were made at the water source, it would take time for nitrate levels to improve because of the lag. M Prickett noted that lag times were quite variable even within a small area.

6. **ADJOURNED BUSINESS**

6.1. **Discretionary Grant Application from the Lees Valley Householders**

K Rabe spoke to the report, noting that the Board previously requested clarity on several issues regarding the application received from the Lees Valley Householders (the Group) for funding to purchase two defibrillators. The Group's reply to the Board's questions had been included in the Agenda. The Group indicated that they were able to secure one defibrillator, however, they wished to install defibrillators on each end of the valley, so they were keen to secure funding.

M Brown questioned if applicants had a time limit for spending Discretionary Grant funding. K Rabe noted that if funds were not spent within six months be required to return the funding must be returned to the Board. However, the Board may agree to an alternate arrangement.

R Harpur asked if the Group had any other available funding. K Rabe commented that the Group seemed to have sufficient funds, though, there was no indication what the funds were earmarked for. She had suggested to the Group that they could approach St John Ambulance, Department of Conservation, or Fire and Emergency for assistance.

Moved: M Brown

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240809132742.
- (b) **Receives** the information supplied by the Lees Valley House Holders (Trim: 241024185769).
- (c) **Approves** a grant of \$500 to the Lees Valley Householders to purchase defibrillators for a twelve-month period. If funds are not spent on the specific project applied for within 12 months, the recipient will be required to return the funding to the Board.

CARRIED

7. **REPORTS**

7.1. **Approval to install No-stopping Restrictions along the Frontage of No. 464 Mandeville Road, Mandeville – D Mansbridge (Project Engineer) and S Binder (Senior Transportation Engineer)**

S Binder took the report as read.

T Robson questioned the reason for not establishing no-stopping restrictions along the whole Mandeville Road frontage. S Binder explained that it was discussed; however, the grocery store had applied for further expansion and there was also the potential of the retail space expanding in the future which would result in the need for more carparking.

Responding to questions from P Merrifield, S Binder noted that the Hire Centre supported the proposal as their preference would be to maximise visibility from their access. The current speed limit along Mandeville Road in this location was 80 kilometres per hour. The Hire Centre would cater for larger vehicles which had slower acceleration speeds so increasing the site distances by reducing parking would be beneficial to allow time for vehicles to enter Mandeville Road safely.

Moved: R Harpur

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240802128102.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the installation of no-stopping restrictions on the northern side of Mandeville Road, for a distance of 11m east of the Mandeville Village entry and 8m west of the entry to no. 464 Mandeville Road.
- (c) **Notes** that although the Hire Centre has not yet been constructed, staff will proceed with the installation of the no-stopping lines upon acceptance of this report, in line with discussions with the adjacent landowner.
- (d) **Notes** that there is a resource consent application under review (RC245278) for further development of the Mandeville Village. The recommendations of this report are separate to this application and will have no bearing on its outcome.

CARRIED

7.2. **Storage Container Oxford Art Gallery – K Howat (Parks and Facilities Team Leader)**

K Howat spoke to the report, noting that the Oxford Art Gallery had a storage container in Pearson Park behind the gallery building, it was requesting that the storage container remain in place.

T Robson sought clarity if the Oxford Art Gallery would be painting the container. K Howat explained that the Gallery had agreed to ensure the container blended in with the two existing buildings and would, therefore, paint the visible parts and perhaps paint a mural on it.

Moved: P Merrifield

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240826143740.
- (b) **Approves** the installation of a 20 Ft container to be used as a temporary storage area for a period of three years maturing 31 October 2028, via a variation to the current lease held onsite by the Arts in Oxford Trust for the land situated at 68 Main Street, pt Lot 3 DP 14094 and lots 1 and 2 DP 14782 pt containing approximately 4047 square metres. On the condition the container was painted to blend with the current building.
- (c) **Notes** that any security measures for the container are the responsibility of the Arts in Oxford Trust, and the Council takes no responsibility for the container or its contents.
- (d) **Notes** that the Arts in Oxford Trust is responsible for insuring items or any content that is placed or stored within the container, and the Council is not obligated to cover the cost of any damage.
- (e) **Notes** that a longer-term storage solution should be considered by the Arts in Oxford Trust prior to the review date of 31 October 2028, noting that containers are relocatable and not a permanent solution for storage.
- (f) **Notes** that the Pearson Park Advisory Group supports the placement of the container at the location.
- (g) **Notes** that the location of the container is contingent on the Arts in Oxford Trust obtaining written permission from the Lessor (Oxford Ohoka Community Board) and

that this report fulfils that obligation.

- (h) **Notes** that the purchase and relocation costs have been met by the Arts in Oxford Trust who hold the Lease for the parcel of land situated at 68 Main Street, pt Lot 3 DP 14094 and lots 1 and 2 DP 14782 pt containing approximately 4047 square meters more less.
- (i) **Notes** that the Arts in Oxford Trust will provide evidence of current insurance to the Council on an annual basis.

CARRIED

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

K Rabe took the report as read.

M Brown asked if 24/7 Youth was part of the Oxford Community Families Trust. T Robson confirmed that it was not part of the Oxford Community Trust.

The Board noted that the archery tag was estimated to cost \$2,300; however, the Group only applied for \$750. It was noted that the Group also applied to the Oxford Benevolent and Improvement League, but it was unknown how much funding they would receive. The Board requested additional information on how the Group would be raising the remainder of the required funding.

THAT the Oxford-Ohoka Community Board:

- (a) **Agreed** that the report be laid on the table to enable Oxford 24-7 Youth Work to provide the Board with additional information on how they would be raising the remainder of the required funding.
- (a)

CARRIED

The meeting adjourned from 7:42pm to 8:43pm for workshops on Parking Issues and the Mandeville Resurgence Channel.

8. CORRESPONDENCE

8.1. **Long Term Plan Response**

Moved: M Wilson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the Long Term Plan Response (Trim 240216022707).

CARRIED

9. CHAIRPERSON'S REPORT

9.1. **Chairperson's Report for October 2024**

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 241029187750).

CARRIED**10. MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 14 October 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 9 October 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 October 2024.
- 10.4. Council Meeting Schedule from January to October 2025 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
- 10.5. Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
- 10.6. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Rangiora-Ashley Community Board 9 October 2024 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards
- 10.7. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Woodend-Sefton Community Board 14 October 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards
- 10.8. Amendment to Standing Orders – Report to Council Meeting 15 October 2024 – Circulates to all Boards.
- 10.9. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 15 October 2024 – Circulates to all Boards
- 10.10. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Kaiapoi-Tuahiwi Community Board 21 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Oxford-Ohoka Community Boards

Public Excluded

- 10.11. West Eyreton UV Treatments Upgrades Additional Budget – Report to Council Meeting 1 October 2024 – Circulates to Oxford-Ohoka and Rangiora-Ashley Community Board
- 10.12. Partial Acquisition of 3 Wards Road, Mandeville – Report to Council Meeting 1 October 2024 – Circulates to Oxford-Ohoka Community Board

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.10.
- (b) **Receives** the separately circulated public excluded information in items 10.11 to 10.12.

CARRIED**11. MEMBERS' INFORMATION EXCHANGE****T Robson**

- Oxford Promotions Action Committee Mix 'n' Mingle was cancelled due to low numbers.
- Oxford Community Trust Annual General Meeting – Ken Terry attended from the New Zealand Police and talked about the work the Trust did in the domestic violence area.
- Pearson Park Advisory Group Meeting – They discussed the storage for the tennis club as well as some upgrade ideas for those paths, tidying up the stage and playground equipment.
- The Lions Big Day Out was on 16 November at the Oxford A&P Grounds.
- Ashley Gorge Advisory Group Meeting – discussed the Gala Day, which was planned for Waitangi Day, and the opening of the track.

P Merrifield

- Attended the Springston Trophy event.
- Oxford Museum helped with the container.
- A local farmer from Two Chain Road beyond South Eyre Road complained about the tidiness of the area.
- Attended the Ashley Gorge Track opening.

M Wilson

- Inclusive Sports Festival – Zak Lappin organised this great event, and it was well attended.
- Waimakariri Health Advisory Group Meeting – Two applications for the Chair role. Pharmacy project so people could drop unused medications in. Need to promote Ka Ora – Telehealth Option. Budgeting Services missed out on funding. However, they would keep going and try to source funding elsewhere. Seeing the impact of the Covid lockdown on 4-5-year-olds regarding behavior, anxiety and toilet training. Work in hospitality industry space due to cluster of suicides.
- Community Service Awards – Inspiring to hear stories of those who were giving to our community. Good to see youth recognized as well.
- North Canterbury Wearable Arts – A fun, family event fundraising for Oxford Area School. Some wonderful creative entries from both students and adults.
- Kaiapoi Fun Day – Ran by YDOT. The turnout was low. It may have been due to a number of other events at the same time.
- Ohoka Residents Meeting – Working on updating their constitution.
- Vape Free New Zealand Workshop – This was an excellent workshop with some concerning statistics and stories. 7,000 vape stores (yet only 6,500 takeaway outlets, 900 pharmacies) in New Zealand. Only two regulators for vaping, tobacco and smoking for all of Canterbury. No support to help teens with addictive behaviors as a result of vaping. New products are coming – heated tobacco products and pouches can stick inside of the mouth. 'Big Tobacco needs Little Addicts'. Have practical ideas to do something about this issue, which the Alcohol and Drug Harm Prevention Steering Group would pick up.

M Brown

- Commented on the Oxford West Domain long-term resident.
- No update on the west Eyreton Railway Sign.

T Robson noted that the sign was at Horton's waiting to be installed.

R Harpur

- Community Service Awards.
- Waimakariri Access Group Meeting.
 - Ease of use of the Waimakariri District Council Website discussed.
 - More space on buses was requested for wheelchairs; currently, only one per bus.
 - Bus route to be circular. This will be discussed with Environment Canterbury.
 - Pegasus deaf not getting emergency preparedness messages.
 - Aspire Shop on Langdon's Road.
- Mandeville Sports Club's new Bar and Bistro opened.

N Mealings

- Property Portfolio Working Group Meeting.
- Ohoka Domain Bird Count set up – Met with R Chambers of Pest Free Waimakariri to set up bird counting stations for biennial surveys to be carried out in October and February each year to assess the health of the ecosystem.

- Council Workshop and Briefing Session.
- Alcohol and Drug Harm Prevention Steering Group Meeting – General discussion about getting new members around the table from stakeholder groups, talked about the group's purpose being to build practitioner networking opportunities, policy and advocacy. "A Deeper Dive Into Parenting - Vape Free Kids" workshop held on 29 October 2024 at MainPower Stadium and building on the success of the last workshops, another "AOD 101" workshop for social work practitioners would be held on 14 November 2024 in partnership with Odyssey House, this time at Kaiapoi Ruataniwha Library.
- Passive House Site Visit – Invited by a resident and builder to visit their certified "Passive House" in Waikuku along with the Mayor, K LaValley and Planning Manager. Amazing home, super energy efficient, built with recycled materials, SaveBoard, triple glazing and very little construction waste. Quite inspirational.
- Community Service Awards – Always a wonderful occasion when we get to celebrate the heroes in our community. She had the honor of reading Doug Nichol's citation.
- Utilities and Roading Committee Meeting – Of interest regarding Flood Progress Report: All 88 investigations from last year's flood events had now been triaged, scoped and investigated; all 126 maintenance actions were complete; of the 24 immediate works projects, 15 were complete, two were under construction, and seven were in the design phase. The roles for the new Resilience Team were now filled, and the team was in place and would take over the remaining works and implement future works proposed. Great to have this up and running now.
- Council Meeting to adopt Annual Report.
- Mandeville Sports Club Board Meeting.
- Ashley River Cleanup – Took part in Waimakariri Youth Council's second river cleanup this year. Great turnout of diverse groups. Thankfully, there was not a lot of rubbish about it, which was a nice surprise. However, they still collected just under 300kgs of rubbish due in part to a mattress found dumped in the river, which took three of us, a 4WD, a winch and a trailer to extricate from the water.
- Bird Counts – Carried out her first bird counts at the Ohoka Domain and Whites Road Reserve. Very interesting to quantify and compare the diversity of bird species present in both reserves.
- Social Services Waimakariri Hui – They farewelled their community constable, Don Munro. No replacement had been named as yet. Karanga Mai Young Parents' College at Kaiapoi High School had seen a welcome trend of more students staying on to year 13. Foodbanks were under extreme pressure even before we came into Christmas, so please support food drives/ Toot For Tucker/ donate if possible. It's tough out there.
- Ohoka Residents Meeting.
- Community Wellbeing North Canterbury (CWNC) Board Meeting and Annual General Meeting – Board meeting held prior to the Annual General Meeting held. CWNC was on the hunt for new trustees next year as some current board members' terms ended. If you know of any experienced trustees who would be interested, please get in touch with CWNC to keep this amazing community organisation going strong.
- Waimakariri Youth Council Meeting – Leslie Ottey was a guest speaker talking about the new 'Repurpose Pals' venture that repurposes old stuffed toys into weighted toys and gifts them to RLTB teachers for students. Youth Councillors took part in Waimakariri Access Group's Accessibility Training, which they found very interesting and helpful in understanding those with accessibility issues. Currently reviewing the Council's Youth Strategy and Action Plan.
- Bird Counts – Undertook a second round of bird counts at Ohoka Domain and Whites Road Reserve, this time with the aid of Cornell University's 'Merlin Bird ID' app, which recognized bird species by sound recordings. She was relieved to see the results were consistent with her previous effort, but this (free)app was very helpful and informative. Check it out! <https://merlin.allaboutbirds.org/>.

- Oxford Area School Senior Prizegiving – Had the honor of attending and giving out awards to senior students at their annual school prizegiving at the Oxford Town Hall. It's always a great night and a privilege to celebrate the students' efforts, and she wishes them all well for the future.
- Mandeville Sports Club Operations Meeting – Monthly meeting with grounds manager and Council staff.
- Council Meeting.
- Library Sustainability Workshop – Attended a 'Let's Get Growing' workshop at Oxford Library featuring a hands-on demonstration of how to grow fruit and veggies by seed and make seed-saving envelopes and containers from recycled paper, and attendees could also make and plant their own. There was also a seed and plant swap. This awesome annual series is run by our brilliant Library Learning Connections Coordinator, Jason.

12. **CONSULTATION PROJECTS**

12.1. **Solutions to Waste**

<https://letstalk.waimakariri.govt.nz/waste-matters>

The consultation closed on Friday, 29 November 2024.

12.2. **Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

The Board noted the Consultation Projects.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 October 2024: \$4,032.

13.2. **General Landscaping Fund**

Balance as at 31 October 2024: \$28,010.

The Board noted the Funding Update.

14. **MEDIA ITEMS**

Nil

15. **QUESTIONS UNDER STANDING ORDERS**

Nil

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

Nil

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for 6:30pm, Wednesday, 4 December 2024, at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9:04PM.

CONFIRMED

Chairperson

Date

Unconfirmed

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND, ON MONDAY, 11 NOVEMBER 2024, AT 5.30PM.

PRESENT

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns, I Fong, R Mather and A Thompson.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), G McLeod (Greenspace Manager), M Kwant (Senior Ranger, Biodiversity), S Binder (Senior Transportation Engineer), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: S Powell

Seconded: I Fong

THAT an apology for absence be received and sustained from P Redmond.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 14 October 2024

Moved: M Paterson

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Confirms** the Minutes of the Woodend-Sefton Community Board Meeting held on 14 October 2024.

CARRIED

3.2 Matters Arising

There were no matters arising from the minutes.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 14 October 2024

Moved: R Mather

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshop held on 14 October 2024.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

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

M Kwant spoke to the report highlighting that the project proposed by the Ashley/Rakahuri River Care Group had been discussed for many years as a possible asset to enhance the Ashley/Rakahuri Estuary. The platform would help spread the main pillars of the Natural Environment Strategy and the aspirations of the Northern Pegasus Bay Bylaw. There would be no cost to the Council to install the platform and it would be similar to the well utilised viewing platform at Waikuku Beach. M Kwant further stated that the platform would be fully accessible with consultation from the Waimakariri Access Group.

S Powell asked if consent would need to be received from Environment Canterbury. M Kwant confirmed no consent would be needed from Environment Canterbury however a District Planning consent would be required from the Council.

B Cairns questioned the feasibility of the \$500 annual maintenance based on experiences with platforms at Waikuku Beach and Pegasus. M Kwant noted that the proposed location would not have the sand buildup issues found at the beach platforms. However, the main concerns for the Ashley/Rakahuri location would be pine tree litter and vandalism, though it was difficult to predict exact situations.

Following a query from S Powell, M Kwant confirmed that any seating provided would have a back support if that was the preferred option from an accessibility perspective.

Moved: R Mather Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

(a) **Receives** Report No. 241031189626.

AND

THAT the Woodend Sefton Community Board recommends:

THAT the Council:

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

CARRIED

R Mather was delighted to see this project progressing and thanked the Ashley/Rakahuri River Care Group for this asset that would complement the platforms at Waikuku Beach and Pegasus.

M Patterson felt the platform was situated at a good location and was excited to see it completed.

B Cairns stated it was wonderful to see a local group take ownership of its area and projects within it.

S Powell was 100% behind this project as it was a great asset for the community.

6.2 **Ratification of the Woodend-Sefton Community Board's submission on the Draft Canterbury Regional Public Transport Plan – K Rabe (Governance Advisor)**

S Powell thanked the Board for its prompt feedback on the submission and mentioned she would be speaking to it at the Environment Canterbury hearing on 18 November 2024.

There were no questions however R Mather thanked the Chair for her work in developing the submission on behalf of the Board.

Moved: S Powell Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 241024185545.
- (b) **Retrospectively ratifies** its submission to Environment Canterbury (ECan) on the Draft Canterbury Regional Public Transport Plan (Trim Ref: 241024185541).

CARRIED

6.3 **Change to the appointment of the Board Representative to the Pegasus Residents Group – K Rabe (Governance Advisor)**

K Rabe stated a letter was received from the President of the Pegasus Residents' Group to the Board regarding consideration of a different Board Member being appointed to the Pegasus Residents Group as he had been unable to attend a number of meetings recently. K Rabe also noted that the Group had requested Councillor B Cairns to become its liaison to the Board. She advised that normally councillors were not appointed as Board representatives to local community groups due to their heavy Council workload, however the Board's discretion and decision would be upheld.

R Mather asked if the Pegasus Residents Group had identified any issues which had occurred as a result of I Fong's non attendance. I Fong noted he put apologies in for three meetings however had provided a detailed written report for the meetings he was unable to attend. He expressed his willingness to continue as the representative for the rest of the term and suggested having another Board member as a backup in case of future absences.

Moved: R Mather Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 241014177347.
- (b) **Reconfirms** the appointment of Board member I Fong as the Board representative and liaison person to the Pegasus Residents Group (PRGI) until the end of the term in September 2025 with the provision that B Cairns will attend meetings, if his schedule allows it, when I Fong is unable to attend the PRGI meeting.

CARRIED

The Chair believed that this was a good compromise to the Group's request for consistent attendance at its meetings.

6.4 **Application to the Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe noted that the Waiora Links Community Trust were seeking \$750 to run a community event in partnership with other local community groups.

While the Board was supportive of this application, concern was raised on the lack of detailed information on what the Trust intended to spend the funds on and believed that there should have been some indication on what the catering and / or entertainment would cost. K Rabe replied that

as this was the first time that entertainment was being provided at the event they may not have a clear idea what the costs would entail.

Moved: R Mather Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 241002169201.
- (b) **Approves** a grant of \$500 to the Waiora Links Community Trust towards entertainment at a community family event to be held in January 2025.

CARRIED

R Mather believed this was a worthwhile event however did not agree that the Trust would be unable to run the event without the Boards funding, as stated in the application. She also noted that she was reluctant to support any application which did not provide information regarding the costs relating to the proposed event or project.

B Cairns expressed support for this application, noting the absence of a Promotions Association in the Woodend-Sefton area, which meant no Council funding was available for community events. He hoped this lack would be addressed in the current review of promotion associations.

S Powell agreed with R Mather regarding the need for detailed costing information. She requested that the Trust be informed that future applications would need to include the expected costs.

The meeting adjourned at 5.54pm for workshops and reconvened at 6.40pm.

7 CORRESPONDENCE

7.1 General Landscaping Budget – Project Considerations memo

Trim No. 241031189747.

7.2 Long Term Plan Response Letter

Trim No. 240216022707.

Moved: I Fong Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the correspondence in items 7.1 and 7.2.

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairpersons Report for October 2024

Attended the Environment Canterbury drop-in session regarding the Regional Public Transport Plan. It was a good opportunity to speak with local Environment Canterbury Councillors who seemed receptive to ideas put forward by the community.

Moved: S Powell Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 241104191049).

CARRIED

9 MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 2 October 2024.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 9 October 2024.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 October 2024.
- 9.4. Council Meeting Schedule from January to October 2025 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
- 9.5. Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
- 9.6. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Oxford-Ohoka Community Board 2 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards
- 9.7. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Rangiora-Ashley Community Board 9 October 2024 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards
- 9.8. Amendment to Standing Orders – Report to Council Meeting 15 October 2024 – Circulates to all Boards.
- 9.9. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 15 October 2024 – Circulates to all Boards
- 9.10. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Kaiapoi-Tuahiwi Community Board 21 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Oxford-Ohoka Community Boards

Moved: A Thompson Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

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

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

M Paterson

- It was amazing to see the community support a family through a devastating time.

R Mather

- Received a letter back from the Council regarding her Long Term Plan submission. It stated the Council was supportive of up to two seats along Pegasus Boulevard as it made sense from an accessibility point of view and would be funded through existing greenspace budgets.
- Attended the Project Steering Group meeting for the new Pegasus Community Centre. Was exciting to see the project begin to take shape. A public consultation was upcoming in December/January once the concept design was complete.
- Attended the Older Person's Expo. Was excellent and well attended with a wide range of relevant organisations present with information.
- Attended the Community Service Awards. Was a pleasure to attend the event and watch all the deserving recipients receive their awards. It was particularly pleasing to see two Pegasus residents receive awards.
- Attended an open day for the Pegasus Community Centre Community Emergency Hub. It was good to see the new Coastguard boat there as well as the fire service.
- Attended the Woodend Community Association Annual General Meeting. A new Secretary/Treasurer was appointed however they were still looking for a new President.
- Reported overgrowth in the swale which encroached on the footpath creating a trip hazard on Infinity Drive. This was part of the route for the Canterbury half Marathon in December and was used on a

regular basis by walkers, joggers and cyclists. The area was under the responsibility of Te Kohaka o Tuhaitara Trust however they had not responded to previous Snap, Send, Sloves. It had since been mowed.

- Received a call from the General manager of Te Kohaka o Tuhaitara Trust saying they would be tidying up along the western ridge. Had since seen work being done at the northern end however not the southern.
- Notified the Council's Facilities Team regarding signs at the Woodend Community Centre on the floor under the alarm. The issue had now been rectified.
- Contacted Greenspace on behalf of the Woodend Community Association regarding a noticeboard located on the edge of Veges Direct carpark. They were hoping it could be a Council asset with the Community Association updating the notices on a regular basis. Has since been told it was a Council asset and information had been passed on to the Community Association.

B Cairns

- Attended Armistice Day service in Kaiapoi.
- Attended vaping workshop. There was 8,000 vape shops in New Zealand compared to 900 Pharmacies.
- Attended Ronel's Community Cuppa was a smaller turn out than normal.
- Attended the Older Person's Expo. Was not a large enough space for the number who attended.
- Met with a resident regarding the Woodend Bypass.
- Attended Ravenswood residents catch up.
- Attended community networking meeting.
- Attended the Community Service Awards.
- Attended the Road Safety Working Group Meeting.
- Chaired the Road Sealing Hearing.
- Attended Repurpose Pals workshop – reduction of waste initiative converting unused soft toys in weighted toys.
- Attended Environment Canterbury drop-in session at Rangiora Library. Would have liked similar in Pegasus and Kaiapoi and the residents paid significant rates for buses.
- Attended Kaiapoi Promotions association mingle. A local business was celebrating 20 years in business.
- Was asked to attend residents' meal out.
- Was a member of a Dog Abatement Notice Hearing.
- Attended 400th Pegasus Park Run, was lovely to see so many people.
- Attended Rangiora Museum monthly talk.
- Attended and emceed the YDOT Fund Day and Adventure race.
- Attended Pegasus Emergency Hub Open Day.
- Attended a meeting with a resident regarding an international group coming to Kaiapoi.
- Attended Spooktacular event, was well run and lots attended.
- Attended Food Secure North Canterbury workshop on Food Security in a time of disruption – was fascinating, as a district would look to map all local food producers and manufacturers.
- Attended a Diwali event.
- Attended multiple events at the Sterling.
- Attended Kaiapoi Community Garden Open Day.
- Attended USA car event in Woodend.

- Attended the opening of the Rusty Acre – amazing artwork on show.
- Chaired the North Canterbury Neighbourhood Support Annual General Meeting.
- Conducted growing workshops in Oxford and Kaiapoi libraries.
- Attended Fairy Forest opening in Pines Beach.
- Biodiversity event at Trousellot Park – was small but effective.
- Kaiapoi Food Forest meeting, education building was to start progressing.

A Thompson

- Attended Pegasus Park Run, amazing turn out.

I Fong

- Attended Sefton Hall Committee Annual General Meeting. There was a number of resignations from the committee which was sad to see and if new members were not found the hall build would be difficult.
- Pegasus Residents Group Civil Defence Open Day.
- Sefton School Board of Trustees meeting. Attended to ask for the school to advertise and help look for new committee members for the hall.
- Pegasus Residents Group monthly meeting. Presented a report of relevant Long Term Plan outcomes for the Pegasus Area. Requested the Board for assistance regarding an update on the status of the lake and funding grant to Council's promotional fund. Were wanting a welcome/event sign for Pegasus.

P Redmond

- Attended Central Rural Drainage Advisory Group. Reported Ashley River mouth changes in sandbar and river gravel levels.
- Rangiora Art Society Spring Exhibition Opening Night. Had over 70 local artists work on display.
- Silverstream Boulevard residents had concerns about judder bars. Options were being considered.
- Woodend Flower Show had the usual high standard of entries and outdoor stalls.
- Attended Waimakariri Health Advisory Group meeting. Two applications for an independent Chair were interviewed both with excellent backgrounds.
- Attended Ronel's Community Cuppa.
- Attended the Older Person's Expo.
- Attended Central Rural Drainage Advisory Group meeting.
- Attended the Community Service Awards. There was a wide range of recipients acknowledged.
- Attended Passchendaele Memorial Service arranged by the Kaiapoi RSA.
- Aided at the Rotary Club book sale.
- Attended Road Safety Committee Meeting. NZTA representative was unable to attend due to staffing cutbacks.
- WSP Future of Canterbury. Was an interesting panel discussion including Mayor Sam Broughton, John O'Hagan from Crown Infrastructure and Lynette Ellis from Transport and Waste Management at Christchurch City Council.
- Attended Clarkville Rural Drainage Advisory Group meeting. Budget and drain maintenance delivered, members were happy with both.
- Attended YDOT Fun Day. Were excellent activities and vendors but was a small crowd.
- Attended Pegasus Community Emergency Hub Opening.
- Had District Licencing Committee Training.
- Road Reserve Hearing, grazing berms were to be regulated.

- Zone 5 and 6 Conference in Dunedin. Excellent topics including Taumata Arowai, NZMCA, Waitaha Health – rural network, the Dunedin Study on CDEM Community Hubs and natural hazards.
- Road reserve management Policy Hearing. Agreed on the final draft to go to Council in December. Recommended exemption process for roadside grazing.
- Otautahi Community Housing Trust Annual Review. The trust was receptive to assisting the Council with housing models. The Trust had been operating for eight years and looked after Christchurch City Council rentals.
- North Canterbury Sport and Recreation Trust Bi-annual sport awards. Was well attended and some awesome awards were given to coaches and sportsmen and administrators.

K LaValley

- Council ran Operation Pandora as a Civil Defence exercise simulating day three after the Alpine Fault earthquake.
- Had a session with Environment Canterbury about the Hikurangi Subduction Zone and the impacts of a Tsunami following.

11 CONSULTATION PROJECTS

11.1 Solutions to Waste

<https://letstalk.waimakariri.govt.nz/waste-matters>

11.2 Welcoming Communities

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 October 2024: \$3,925.

12.2 General Landscaping Budget

Balance as at 31 October 2024: \$14,326.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Tuesday 3 December 2024 at the Waikuku Beach Hall, Park Terrace, Waikuku Beach.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 7.06PM.

CONFIRMED

Chairperson

Workshop (5.54pm to 6.40pm)

- *Future Woodend Bypass impact on Woodend Pegasus Area Strategy – Shane Binder (Senior Transportation Engineer), Diana Caird (Senior Policy Analyst) and Heike Downie (Strategy and Centres Team Leader) – 30 minutes.*
- *Parking Discussion – Shane Binder (Senior Transportation Engineer) – 15 minutes*
- *Members Forum*

UNCONFIRMED

MINUTES OF THE RANGIORA-ASHLEY COMMUNITY BOARD MEETING HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 13 NOVEMBER 2024, AT 7 PM.

PRESENT

J Gerard (Chairperson), K Barnett, I Campbell, M Fleming, L McClure, B McLaren, S Wilkinson and P Williams.

IN ATTENDANCE

S Hart (General Manager Strategy, Engagement and Economic Development), T Kunkel (Governance Team Leader), Kieran Straw (Civil Projects Team Leader), Gina Maxwell (Project Support Coordinator), Srinath Srinivasan (Project Engineer) and E Stubbs (Governance Support Officer).

Two members of the public were present.

1. APOLOGIES

Moved: I Campbell

Seconded: P Willimas

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** and sustains apologies for leave of absence from R Brine, M Clarke, J Goldsworthy and J Ward.

CARRIED

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 9 October 2024

Moved: L McClure

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting held on 9 October 2024.

CARRIED

3.2. Matters Arising (From Minutes)

There were no matters arising.

3.3. Notes of the Rangiora-Ashley Community Board Workshop – =9 October 2024

Moved: L McClure

Seconded: J Gerard

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the circulated notes of the Rangiora-Ashley Community Board Workshop, held on 9 October 2024.

CARRIED

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

6.1. Approval of Design for 309 High Street Car Park – D Mansbridge (Project Engineer) and G Maxwell (Project Support Coordinator)

K Straw advised that approval was being sought for the scheme design for the 309 High Street Car Park, former Rangiora Police Station, to allow staff to progress to the detailed design phase of the project. The proposed car park design meets all medium-term requirements outlined in the proposed District Plan and would provide an additional 57 parking spaces. Staff have considered the existing vehicle entrances to the Town Hall and 309 High Street. Each property had a vehicle entrance off King Street, while 309 High Street also had two existing vehicle accesses on High Street and an access off Church Street. With the amalgamation of the car parks, the design must consider the best use of vehicle entrances to the combined site.

K Straw noted that where there was insufficient width to create additional car parking spaces, the additional area would be utilised in other ways. For example, the Town Hall waste skip would be moved to a less intrusive space, and extra seating and bike parks would be provided. The design also included an additional on-road mobility parking space and the on-road P5 parking would be retained. The time limit of 180 minutes had been discussed with the Town Hall operators and would allow for longer movie times.

K Barnett commented that it was a busy area and noted plans for four additional mobility parking spaces in the carpark. She inquired if it was a requirement to have six mobility parking spaces. K Straw commented that the number of mobility parking was calculated under the Proposed District Plan rules. However, staff could investigate the possibility of a larger drop-off zone rather than more mobility parking before the report was presented to the Utilities and Roading Committee for approval.

M Fleming questioned whether the bike racks would be an obstacle in the proposed location, particularly for those with a disability. K Straw noted that according to the Scheme Design, the footpath was 7 meters at the location of the bike racks, which should be ample width to allow for access. However, staff could discuss the matter with the Waimakariri Access Group.

S Wilkinson asked if the proposal was considered a short- or long-term solution to parking challenges in Rangiora, which the Board had been advised was currently at 70% capacity. G Maxwell advised that the provision of parking on the site was considered a short-term measure, and staff were working on a Parking Management Strategy for Rangiora, which addressed parking needs until 2040.

S Wilkinson further questioned the longer-term rationale for purchasing 309 High Street. G Maxwell explained that the area had been identified as an Arts Precinct. However, the development of the precinct was not in the Council's 2024/34 Long Term Plan (LTP). An opportunity was identified, and the property was purchased with the carparking funds. S Hart confirmed that funding had been provided in the Council's 2021/31 LTP to purchase property for parking, which has been used to purchase the property. The Rangiora Town Centre Strategy had identified the western precinct as an essential part of the town centre, and the Council had purchased 309 High Street to cater for growth and protect future interests for that site. In the short term, it would provide more carparking and, as such, meet two community needs.

P Willimas enquired whether the bike racks were necessary. K Straw commented that at only \$150 for a bike rack, staff thought it was an efficient use of an area that could not be used as a carpark.

Moved: B McLaren

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 241004171746.
- (b) **Endorses** the Scheme Plan for the proposed car park at 309 High Street (Trim no. 241024185526).
- (c) **Notes** that the design allows for a total of 57 additional off-road parking spaces (including three mobility parks).
- (d) **Notes** that the design retains 16 existing off-road parking spaces (including one mobility park) within 303 High Street (the existing car park behind the Town Hall).
- (e) **Notes** that the design allows for one additional on-road mobility parking space on High Street, outside the Town Hall.
- (f) **Notes** that to utilise the existing right-of-way easement to Church Street would result in a reduction of four parking spaces, and as such, the recommended design does not seek to utilise this easement.
- (g) **Notes** that due to District Plan car park requirements, the additional width available due to existing vehicle access ways did not result in additional parking capacity. These areas are proposed to be developed into functional spaces for gathering, cycle parking, and refuse collection.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

- (h) **Approves** the Scheme Plan for the proposed car park at 309 High Street (as per Trim no. 241024185526).
- (i) **Approves** the establishment of an additional mobility parking space on High Street, outside the Rangiora Town Hall.
- (j) **Notes** the existing mobility parking and P5 parking spaces on High Street outside the Town Hall will remain as is.
- (k) **Notes** that the existing mobility parking within the existing Town Hall car park (accessed off King Street) will remain following the completion of the car park redevelopment.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the District Planning and Regulation Committee:

- (l) **Approves** the establishment of a 180-minute time restriction to all car parks within the extent of the "Town Hall Car Park" (Trim no. 241024185526).
- (m) **Notes** that a 180-minute time restriction is considered appropriate to ensure that moviegoers attending movies of a longer duration will not be fined for overstaying.
- (n) **Notes** the existing P5 parking spaces on High Street outside the Town Hall will remain as is.
- (o) **Notes** that the existing mobility parking and the proposed additional mobility parking on High Street outside the Town Hall will remain unrestricted.

CARRIED

B McLaren supported the motion, noting that staff had addressed his concerns regarding the safe access to the area assigned for waste disposal.

K Barnett believed it was an excellent design; however, she thought that providing additional mobility parking spaces limited the area for a drop-off zone, which would assist people who, while not disabled, could not walk far. She agreed that it was essential to provide facilities for cyclists.

J Gerard supported the motion and commented that it was a good report, highlighting all the information the Board needed to make an informed decision.

P Willimas supported the motion and reiterated the importance of carparking in Rangiora to attract shoppers and business.

6.2. **East Belt New Footpath – Approval to Install No-Stopping Restrictions and Approval for Small Portions of Hedge Removal at MainPower Oval – S Srinivasan (Project Engineer) and J McBride (Roading and Transport Manager)**

S Srinivasan introduced the report, noting that it sought endorsement to install no-stopping restrictions outside 164 East Belt and remove portions of the hedge along the boundary of MainPower Oval. A new footpath was to be installed on the eastern side of East Belt, between No 160 and Coldstream Road. However, the road corridor (alongside MainPower Oval Stadium) was too narrow to accommodate a footpath and maintain separation from the road and adjacent drainage swale. Therefore, the path at this location was to be constructed within the property of the MainPower Oval, and portions of the existing hedge were to be removed and replaced with bollards. S Srinivasan advised that Canterbury Country Cricket (CCC) had approved the alignment, and Greenspace and Asplundh had advised on methodology to ensure there would be no harm to the trees. Impacted residents had been advised of the work through a Program Information Notice, and a door knock had also occurred. However, there has been no response from residents.

I Campell referred to the maps and asked about options using other available land to develop the footpath. K Straw commented that staff had considered various options, including reclaiming road reserves; however, these were cost-prohibitive under the current budget.

B McLaren questioned the consultation with the owners of No164 East Belt, and S Srinivasan advised that although the owners were notified, no response had been received.

J Gerard asked if CCC had raised any concerns regarding security at matched if the hedge was removed. K Straw confirmed that security had been discussed explicitly with CCC, that they understood the project well, and that they had not raised concerns. However, staff could raise the matter with CCC again before the Utilities and Roding Committee meeting.

K Barnett enquired why more effort had not been made to engage the owners of 164 East Belt. K Straw noted that the owners were provided information about the project and contact details for Council staff. S Hart commented that this was a good question and that it could be considered further by the Council's Communications and Engagement Team.

P Williams questioned how it was possible that there were no financial implications to the project. K Straw advised that the report only sought approval of the no-stopping, as the scheme design had already received approval. The cost of installing no-stopping lines and hedge removal was included in the project costs and associated budget.

B McLaren asked what consideration had been given to the tree management. S Srinivasan advised that the Council arborist Asplundh had provided a Tree Management Plan that would be included in the contract.

I Campbell asked if the path would only be for pedestrians, and S Srinivasan confirmed that the path would only be 1.8 meters wide and would only be for pedestrian use.

Moved: P Williams

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 240912156263.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** the installation of 64.50m no-stopping restrictions outside 164 East Belt, Rangiora, with consultation with the residents of 164 East Belt.
- (c) **Approves** the partial removal of the hedge along the boundary of MainPower Oval, at the locations shown in Trim No. 240913156962.
- (d) **Notes** that the partial removal of the hedge is required to allow for the installation of the proposed footpath behind the buildings at MainPower Oval.
- (e) **Notes** that where the hedge is to be removed, bollards will be installed to prevent vehicle access into MainPower Oval.
- (f) **Notes** that the installation of the parking restrictions outside No. 164 East Belt is the result of the narrow road width in this portion of East Belt, where there is insufficient width to accommodate on-road parking.
- (g) **Notes** that the Greenspaces Team have been involved in the development of the alignment through MainPower Oval and is supportive of the partial removal of the hedge as required.

CARRIED

P Williams supported the motion but commented on the importance of consulting with the owners of 164 East Belt.

B McLaren believed it was a good report and supported the above-ground installation technique to protect the trees. He noted that the path was critical to the sports area.

J Gerard congratulated the staff and commented that the facility had been needed for some time.

S Wilkinson also supported the motion; however, he agreed that feedback on the project should be obtained from the owners of 164 East Belt and CCC.

As a parent of Rangiora High School students, K Barnett thanked staff for moving ahead with the project that had been requested for some time.

6.3. **Application to the Rangiora-Ashley Community Board's 2024/25 Discretionary Grant Fund – T Kunkel (Governance Team Leader)**

T Kunkel noted that the North Loburn Home and School Committee were asking for funds to purchase seeds, compost and other gardening supplies for its Garden to Table and Paddock to Plate Programs, which the Board had previously supported. The Garden to Table and Paddock to Plate Programmes offer students valuable insights into the origins of their food and encourage the exploration of a variety of flavours they might not typically encounter.

Moved: K Barnett

Seconded: I Campbell

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 240930167111.
- (b) **Approves** a grant of \$1000 to the North Loburn Home and School Committee towards the purchase of seeds, compost and other supplies for the Garden to Table and Paddock to Plate Programmes.

K Barnett commented that the school was the major community group in the North Loburn area; it was good to see funding for projects in the rural area of the Rangiora-Ashely ward. She believed that it was a generational project that was important to continue. High decile schools were totally reliant on fundraising for these types of activities. North Loburn School was also used as an example school where others came to learn about the Garden to Table and Paddock to Plate Programmes.

B McLaren noted that the Board had a guiding principle of providing one-off support for projects and pointed out that the Board had provided funding to North Loburn School's Garden to Table Programme in 2020, 2022 and now 2024. He noted that the reason provided for the grant was to 'revitalise' the gardens and expressed concern that they had been allowed to decline.

Amendment

Moved: M Fleming

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 240930167111.
- (b) **Approves** a grant of \$750 to the North Loburn Home and School Committee towards the purchase of seeds, compost and other supplies for the Garden to Table and Paddock to Plate programmes.

CARRIED

M Fleming believed that, as North Loburn School was not a large school and a smaller number of people would, therefore, benefit from the grant, the Board should consider grating a lesser amount.

The Amendment became the Substantive Motion

Moved: M Fleming

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 240930167111.
- (b) **Approves** a grant of \$750 to the North Loburn Home and School Committee towards the purchase of seeds, compost and other supplies for the Garden to Table and Paddock to Plate Programmes.

CARRIED

K Barnett supported the motion, noting that local sponsorship was becoming more difficult to find in the current economic conditions. She would hate to see the Garden to Table and Paddock to Plate Programmes fold due to a lack of funding.

T Kunkel advised that the North Canterbury BMX Club was applying for \$1,000 for asphalt to be laid at the end of the track for safety purposes. The total project cost was estimated at \$14,000, and the club received \$10,000 from the Gaming Trust.

B McLaren noted that the quote received by the Club was valid until March 2024, noted the significant increases in construction costs, and asked if consideration had been given to an accurate quote. T Kunkel commented that increased construction costs would increase the need for funding.

Moved B McLaren

Seconded: P Willimas

- (c) **Approves** a grant of \$1,000 to the North Canterbury BMX Club Inc. towards asphalt along the finish line of the BMX track.

CARRIED

B McLaren believed the BMX track and club were a superb asset to the community and was delighted to support the application as it would improve the safety of the riders.

P Williams agreed and commented that as a neighbour of the facility, he could attest that it was well utilised, and he was happy to support physical activity.

K Barnett questioned whether 90% of those benefiting were from the Rangiora area, as riders from all over Canterbury competed in BMX Championships. However, she was happy to support the project as the BMX track brought significant events to the district.

6.4. **Appointment of Rangiora-Ashley Community Board Representative to the Southbrook Sports Club – T Kunkel (Governance Team Leader)**

T Kunkel advised that S Wilkinson had resigned as the Board's representative to the Southbrook Sports Club. It was therefore necessary to appoint a new representative for the next 10 months. The Board's representative would not be considered an executive member or have voting rights.

L McClure asked the frequency of the meetings and was advised that they met once a month.

Moved: K Barnett

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 241030188187.
- (b) **Approves** the appointment of Board Member L McClure as the Board representative and liaison person to the Southbrook Sports Club from 14 November 2024 to 10 October 2025, being the end of the term.

CARRIED

6.5. **Ratification of submission to the proposed quarrying activities and the construction and operation of a Class 3 Managed Fill Landfill at 150, 154, 174 and 176 Quarry Road, Loburn – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read.

B McLaren asked if expert advice had been sought. J Gerard noted that the Council approved only \$10,000 (incl GST) to assist the Board in preparing a submission. Therefore, the Board's submission was drafted by the Committee and reviewed by a technical expert. However, as the presentation of the Board's submission at the hearing was considered critical, it would be done by a technical expert.

Moved: B McLaren

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 241030188282.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council and Environment Canterbury on the proposed quarrying activities and the construction and operation of a Class 3 Managed Fill Landfill at 150, 154, 174 and 176 Quarry Road, Loburn (Trim: 241009175043).

CARRIED

7. CORRESPONDENCE

7.1. **2024/34 Long Term Plan Response Letter**

Moved: J Gerard

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the Long Term Plan Response Letter (Trim No. 240216022707).

CARRIED

8. CHAIRPERSON'S REPORT

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

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 241104191096.

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 2 October 2024.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 14 October 2024.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 October 2024.
- 9.4. Council Meeting Schedule from January to October 2025 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
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- 9.10. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Kaiapoi-Tuahiwi Community Board 21 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Oxford-Ohoka Community Boards

Public Excluded

- 9.11. West Eyreton UV Treatments Upgrades Additional Budget – Report to Council Meeting 1 October 2024 – Circulates to Oxford-Ohoka and Rangiora-Ashley Community Board

Moved: K Barnett

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items.9.1 to 9.10.
- (b) **Receives** the separately circulated public excluded information in Item 9.11.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

M Fleming

- Assisted with the Keep Rangiora Beautiful planting.

P Williams

- Attended:
 - Southbrook School 150 Year celebration, there had been a good turnout.
 - Clarkville School 150 Year celebration.
 - Armistice Day Memorial.
 - Several Drainage Working Group meetings.

I Campbell

- Attended:
 - Clarkville School 150 Year celebration.
 - Loburn Domain Shrub planting with Loburn School.
 - Vintage Fair at the racecourse.
- Armistice Day wreath laying.

K Barnett

- Attended:
 - Woodend School reunion.
 - Civil Defence in-house exercise.
- Noted upcoming Rangiora Borough School Civil Defence Hub event.

B McLaren

- Attended:
 - Ashley River Cleanup organised by the Youth Council.
 - Noted a lot was happening around the district and referred to his member's diary in the agenda for the events he had attended.
- Advised the security camera meeting would be held the following week. A 3-way conversation between the Council, the New Zealand Police and the Community Patrol was required.
- Commented on the Crown Apology for the Abuse in Care and the work of Ken Clearwater, a district resident. He had been nominated for New Zealander of the Year.

L McClure

- Organised and celebrated 150 years of Southbrook School with over 400 people attending across the weekend. Thanks to Neville, Jim, Paul and Bruce for supporting.
- Attended:
 - National Shake Out Drill.
 - RHS Community Work Day.
 - Sparks Museum Open Day.
 - Woodend School 150th Jubilee.
 - Armistice Day 100-year anniversary of Bridge of Remembrance.

There was agreement that the Board should send a letter to the Youth Council in appreciation of their work in the Rangiora-Ashley Ward.

11. CONSULTATION PROJECTS**11.1. Solutions to Waste**

<https://letstalk.waimakariri.govt.nz/waste-matters>

11.2. Welcoming Communities

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

The Board noted the Consultation Projects.

12. BOARD FUNDING UPDATE

12.1. Board Discretionary Grant

Balance as at 31 October 2024: \$11,535.

12.2. General Landscaping Fund

Balance as at 31 October 2024: \$28,646 not allocated.

The Board noted the Board Funding updates.

13. MEDIA ITEMS

Nil

14. QUESTIONS UNDER STANDING ORDERS

Nil

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday, 11 December 2024.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.13PM.

CONFIRMED

Chairperson

Date

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 18 NOVEMBER 2024, AT 4PM.

PRESENT

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

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), D Roxborough (Strategic and Special Projects Leader), C Taylor-Claude (Parks Officer), G Stephens (Greenspace Design and Planning Team Leader), J Mason (Landscape Architect) I Clark (Project Manager), S Srinivasan (Project Engineer), T Stableford (Landscape Architect), S Binder (Senior Transportation Engineer), B Dollery (Ecologist – Biodiversity) and A Connor (Governance Support Officer).

There were six members of the public present.

1 APOLOGIES

Moved: A Blackie

Seconded: T Bartle

THAT apologies for absence be received and sustained from Deputy Mayor N Atkinson and Councillor P Redmond.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.2 B Cairns declared a conflict of interest as he served as a trustee on the Kaiapoi Food Forest Trust.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 October 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 21 October 2024, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

S Stewart requested an update on the report on the saline incursion in the Kaiapoi River and the data collected by Environment Canterbury (ECan) from the data loggers in the Kaiapoi River.

A Blackie reported that Deputy Mayor Atkinson had met with ECan to discuss the matter. ECan was onboard with the Council's requests for modelling to be led by them to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers and to determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.

The Board requested to be kept abreast of the work and testing that ECan was doing in the Kaiapoi River, with a report back at the next Board meeting.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 21 October 2024**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 21 October 2024, as a true and accurate record.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Water Access Issues at Murphy Park – W Blakely, T Keys and F Moore – St Margarets College Rowing**

W Blakely noted that they, as parents of rowers, sought the Board's support to install a pontoon to make safer access to the water at Murphy Park for all users. They would be working closely with the Council and were willing to co-fund the project. W Blakely confirmed that the pontoon would be accessible to the public.

T Keys showed photos of the low tide experienced in February 2023. The rowers were standing in mud and silt while accessing the Kaiapoi River. Parents' main concern was health and safety as the rowers could be injured by objects stuck in mud. She commented that lots of different people now used this facility and the access to the river had not been upgraded, despite requests since 2016.

W Blakely explained that the proposal was to remove the concrete blocks, restore the beach to its natural environment, and install a floating pontoon with two access ramps, one on each end. It was anticipated that rowers and other people could use the floating pontoon for recreational activities. They were currently investigating two possible options: a kit set option from Canada, or potentially designing a boutique-type one. It would depend on what would be most cost-effective and the most sturdy option for handling high flows in the river.

J Watson questioned if the group had been working with the Council. W Blakely confirmed that they had a couple of really good, productive meetings with the staff, with everyone focusing on the end results. The next stage would be applying to ECan for consent.

S Stewart enquired when the floating pontoon would be installed. W Blakely replied that it would depend on the ECan's consent process; however, it was hoped that they could commence work next summer.

4.2 **Doll and Bear Show – D Kingi-Patterson**

D Kingi-Patterson advised that she had been developing film productions; however, there was no funding available. She would be hosting some screen production workshops in Christchurch and Kaiapoi to generate interest. D Kingi-Patterson was also investigating the possibility of hosting a doll exhibition in Kaiapoi, where not only her extensive collection would be displayed, but also other local residents' doll collections, and maybe bears as well. She had also written various plays that could be staged as part of the doll exhibition project.

Responding to a question from A Blackie, D Kingi-Patterson noted that she believed that the Anglican Church Hall on Cass Street would be ideal for the doll exhibition.

J Watson wished D Kingi-Patterson well in her endeavours, noting that the Kaiapoi community always welcomed new events.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Charles Street Dump Station Location – K Straw (Civil Projects Team Leader), S Srinivasan (Project Engineer) and D Roxborough (Strategic and Special Projects Manager)**

S Srinivasan presented a report which sought the Board's approval for the upgrading of the Kaiapoi Caravan Dump Station in Charles Street, Kaiapoi. Staff had assessed multiple alternative sites and workshopped these with the Board on 16 September 2024. The outcome of the workshop indicated that the upgrade of the existing site was the preferred option. After the workshop, staff completed the Kaiapoi Caravan Dump Station Scheme Design, which was endorsed by the New Zealand Motor Caravan Association (NZMCA). The NZMCA would also contribute \$25,000 to the upgrading of the Caravan Dump Station.

D Roxborough noted that the staff believed that the proposed Kaiapoi Caravan Dump Station design was sufficient to ensure a future-proof dump station. Staff were confident that, with the contribution of the NZMCA, it would be able to complete the project within budget.

There were no questions from elected members.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240917158349.
- (b) **Approves** the upgrade of the Charles Street caravan dump station at the existing site.
- (c) **Approves** the scheme design of the Charles Street caravan dump station (Trim No. 241101190188).
- (d) **Notes** that the boat and trailer parking shown within the scheme plan is for illustrative purposes only and is just one of the options available for this project, which is not to be included within the scope of the dump station upgrade.
- (e) **Notes** that staff have consulted with the New Zealand Motor Caravan Association (NZMCA), and the NZMCA supports the scheme design to upgrade this dump station (Trim No. 241107197181).

- (f) **Notes** that if the project goes ahead as planned, NZMCA has confirmed to contribute \$25,000 ex GST towards the installation costs, supply the two pre-cast units with fittings for free, and reimburse WDC's costs for all road/on-site signage as per Attachment iii, representing a total estimated value of approximately \$28,000 ex GST.
- (g) **Notes** that this project is to be funded from the Car and Boat Trailer Parking Account (PJ 101542.000.5223), which has a budget of \$125,000, combined with the NZMCA contribution gives a total available budget of \$150,000, which is considered sufficient to deliver this project, based on the Engineers Estimate of the proposed scheme design.

CARRIED

A Blackie supported the motion; which he believed was the best location for a caravan dump station, as well as being the most cost-effective option. Thinking ahead, the Council may be able to install water and power to the boat restoration project and the proposed trailer park.

T Bartle concurred with the comments made by A Blackie and supported the motion.

6.2 **Kaiapoi Food Forest Trust – Request to use Capital Funding to Construct Approved Education Shelter – C Taylor-Claude (Parks Officer)**

Having previously declared a conflict of interest, B Cains sat back from the table and did not partake in the consideration of the report.

C Taylor-Claude noted that in December 2023, the Board approved the construction of the Food Forrest shelter and toilet, which the Council had endorsed in February 2024. The Food Forrest Trust currently had a capital grant fund of \$40,000, which they wished to utilise for the construction of the shelter. She reported that the Food Forrest Trust was planning on contracting a local travel trust to build the shelter to reduce costs and allow for a collaborative community project. As part of the initial construction of the shelter, a large concrete pad and associated work were planned to be carried out before Christmas 2024, and the Food Forrest would like to put \$40,000 towards the initiative.

C Taylor-Claude advised that if the Board was to approve the use of the \$40,000 before the total funds had been acquired, there was a risk that the concrete slab would be on the site without the rest of the shelter until alternative funding was secured. Noting that the total estimated cost of the project was \$240,000 and the Trust needed to acquire approximately \$163,000.

J Watson enquired how the Food Forrest Trust would be raising the remaining funds required. C Taylor-Claude advised that the Trust would be applying for grant funding to organisations such as the Lottery Grants Board, which could take a long time.

S Stewart questioned how the Board would protect its investment if it agreed to the \$40,000 being used for the installation of the slab, if it took the Food Forrest Trust a long time to raise the remaining funds. C Brown noted that there was no guarantee, as it was a risk that the Board would have to take. On the one hand, if the Board agreed the Trust would be able to secure a good deal currently for the pouring of concrete. However, there was the risk of the Trust not being able to secure the additional funding and, therefore, not finishing the project.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahivi Community Board:

- (a) **Receives** Report No. 241105192567.
- (b) **Notes** that the Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from the Council. This fund is for the development of infrastructure on the site that contributes to and supports their activities. The Council holds this fund and has a current balance of \$40,000.
- (c) **Notes** that after the \$40,000 has been spent, there is no further funding allocated to the Food Forest Trust through this budget.
- (d) **Approves** the Food Forest Trust to use up to \$40,000 of the capital grant fund for the construction of the approved education shelter and toilet.
- (e) **Notes** that the total estimated cost for the shelter and toilet is \$240,000.
- (f) **Notes** that the Food Forest Trust is applying for funding for the shelter and toilet from Lottery Grants, hence why the recommendation is up to the amount. If the application is unsuccessful, the Trust would need to source alternative funding.
- (g) **Notes** that once funding is secured, it is expected the education shelter and toilet will be built in three to four months. At this time, the Food Forest Trust will update the Community Board on the project's timeline and send communication to the wider community.
- (h) **Notes** that in December 2023, the construction of an education shelter, including a toilet at the Kaiapoi Food Forest, was approved by the Kaiapoi-Tuahivi Community Board (Trim: 231211198296) and by the Council in February 2024 (Trim: 240205016249).

CARRIED

J Watson supported the motion as the Board and the Council had previously approved the construction of the Food Forrest shelter. She believed the construction of an education shelter, including a toilet, would benefit the Kaiapoi Food Forest. However, she noted that the Trust had extensive work to do to secure the remainder of the funding.

A Blackie supported the motion and noted that the Trust would be able to secure a really good deal at the moment with a local contractor. He believed the risk of the shelter not being constructed was minor, as the Food Forrest was dedicated to the project.

6.3 **Kaiapoi North School/Moorcroft Reserve Fencing – G Stephens (Greenspace Design and Planning Team Leader)**

G Stephens was in attendance and took the report as read. However, he explained that the community was consulted on the options of the fencing of Kaiapoi North School and potentially Moorcroft Reserve; however, only 22 responses were received. Of these, nine were in support of Option One and 13 were in support of Option Two. While from a quantitative perspective, there was a small majority expressing a preference for Option 2, the Council typically focuses more on qualitative responses when it comes to engagement. This assisted the Council in understanding the “why” behind public opinions and what mitigation techniques may be required for either option or was crucial for effective engagement. The main public concern seemed to be accessibility to Moorcroft Reserve.

T Bartle sought clarity on why Option 2 was considered inconsistent with the outcomes of the Neighbourhood Reserves Management Plan. G Stephens noted that the plan included a number of levels of service and management objectives relating to neighbourhood reserves. The relevant sections in which Option Two was not consistent with the plan were included in the report and included visual impact, not being inviting to the public, and limiting public accessibility.

In response to a question from T Bartle, C Brown advised that the Board do not have the authority to disregard the Neighbourhood Reserves Management Plan. It would have to go through the public process of amending the plan.

J Watson enquired if there were examples of other schools using public reserves and whether the reserves were fenced off. G Stephens noted that it was common in the Waimakariri District that schools used adjoining public reserves. However, none of the reserves had been fenced in, despite previous requests from schools.

A Blackie questioned how severe the Kaiapoi North School's challenges were with children leaving the school grounds without authority. J Miles, Principal of Kaiapoi North School, noted that the school had several children leaving the school grounds without warning. This year, the school had two such students, and safety was a concern. The number of children running away seemed to be increasing. J Miles explained that the Ministry of Education did not want to keep funding Teacher Aids to monitor children with special needs. Currently, the children had adult supervision funded by the Ministry of Education and the school. The Ministry of Education was funding the installation of the fence so that they did not need to continue funding Teacher Aids and so that the school could be confident that if the child leaves a room, they were not able to leave the school grounds

Moved: T Bartle

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 241106196861.
- (b) **Notes** the request from Kaiapoi North School for 1.8m high fencing to safely contain students prone to running away with little regard for their own safety.
- (c) **Notes** that consultation was carried out with the surrounding community on two options for the location of fencing, with Option 1 being along the northern boundary between the school and Moorcroft Reserve and Option 2 being on the northern and eastern boundaries of Moorcroft Reserve – allowing full access to the reserve by the school.
- (d) **Notes** the results of this consultation within the attached Consultation Report (Trim: 241106196866) and that of the 22 respondents, 9 supported Option 1 and 13 supported Option 2 with qualitative feedback received and discussed within the body of this report.
- (e) **Notes** that the Ministry of Education has committed to covering all costs associated with the construction and ongoing maintenance/replacement of the fence and that ownership of the fence would sit with the Ministry of Education.
- (f) **Approves** the erection of a 1.8-meter-high fence along the northern boundary of the school with gates providing access from the school into Moorcroft Reserve.
- (g) **Approves** staff informing the Kaiapoi North School Board of Trustees of the outcomes of this decision regarding the location of fencing at Kaiapoi North School/Moorcroft Reserve
- (h) **Circulates** report to the other Community Boards for information.

CARRIED

T Bartle noted that the Board could not go against the provisions of the Neighbourhood Reserves Management Plan. Also, the public perception of a fence going up around Moorcroft Reserve was negative.

S Stewart thanked staff for an excellent report, which outlined in detail the issues in front of the Board and the applicable Council policies. She understood the school's predicament, and the school had the privilege of being able to easily use the reserve. However, erecting a fence along the northern and eastern boundaries of Moorcroft Reserve was perceived negatively as far as the privatisation of what is a public reserve. She did not believe the public should be negatively impacted by having to go over and above to access a public space that they paid for. The onus should be on the school to put in place the management to allow the students to use the reserve. S Stewart supported the erection of a fence along the school boundary.

A Blackie reluctantly supported the motion, noting that the Ministry of Education should address the problems being experienced by Kaiapoi North School. However, this seemed to be the best solution for a challenging situation.

B Cains expressed his disappointment that students would be limited from using the whole beautiful open space, which they previously had access to. It was sad that the area was being cut in half by a decision by the Ministry of Education.

J Watson concurred with previous speakers, noting that she was disappointed that the school needed to be fenced, as it was a sad indictment on society. However, she believed that public access to Moorcroft Reserve was important, and the students could still access the reserve during the school day under supervision. J Watson, therefore, supported the motion.

6.4 **Approval to consult on Play Space Concept Plan for the Kaiapoi Community Hub – J Mason (Landscape Architect)**

J Mason presented a report which sought the Board's approval to consult on the Community Hub Play Space Concept Plan (Trim ref: 241025186176). She had been in discussion with the Waimakariri Access Group regarding making the space accessible for the whole community. There was a budget of \$400,000 in the Long Term Plan and staff expected to complete the project well within the budget.

S Stewart questioned if the consultation area could be expanded and if staff would be welcome to responses from outside the proposed consultation area. J Mason replied staff would definitely welcome feedback from the wider community however they did need to meet a level of service for the area the play space was replacing.

B Cairns asked if any consideration had been given to advice from Urban95 when designing the play space. J Mason noted she had not had the opportunity to speak to staff who attended the Urban95 workshop however principles for play did not fit into one small box.

In response to a further question from B Cairns, J Mason explained an accessible carousel was a merry-go-round level to the ground which a wheelchair could roll onto and spin around. She noted there was currently one installed at Owen Stalker Park in Woodend. It would be marketed as an accessible playground and the Waimakariri Access Group was very excited to have more options throughout the district.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 240913157321
- (b) **Notes** there is budget set within the current Long-Term Plan of \$400,000 for the renewal of the NCF playground and to provide a play space within the hub to meet the levels of service to the surrounding community. This funding is made up of \$165,000 allocated from the non-specified reserve enhancement budget and \$235,000 from Play Safety Surface/Equipment budgets.
- (c) **Notes** the playground at NCF relocation has already been approved by the Kaiapoi-Tuahwi Community Board. Staff have assessed possible locations and believe the hub is the best location due to its proximity to residents, being more visible along with accessible.
- (d) **Notes** the current NCF playground equipment at the end of its useful life and needs to be decommissioned.
- (e) **Notes** the location within the Community Hub has been identified as the preferred location for a play space.
- (f) **Notes** a cost estimate has been undertaken on the Play Space Concept Plan which comes in within budget at \$386,595.00 and includes a 15% contingency fee.
- (g) **Approves** consultation with the Community Hub stakeholders and surrounding community within a 500m radius on the Community Hub Play Space Concept Plan (Appendix iii)
- (h) **Notes** that, following consultation a revised Community Hub Play Space Plan will be brought to the Board in early 2025 for consideration and seek approval for construction.
- (i) **Notes** the budget is set for the 2024/2025 financial year within the Long-Term Plan (LTP). The estimated project timeframe is for the Kaiapoi-Tuahwi Community Board to approve staff to undertake consultation with the local community on the current concept plan in December 2024 with the intention of taking a revised concept plan meeting the community's consultation feedback in February 2025. Following this the tender process will be initiated and it is anticipated construction will start late May to early June, noting equipment specified is largely manufactured in the North Island. It is expected that 30% of the budget will be used within 2024/2025 financial year with the remaining 70% to be carried forward and completed within 2025/2026 financial year.

CARRIED

J Watson stated the project sounded fantastic and had no hesitation in supporting the motion.

A Blackie praised the staff for their excellent work and felt the new play space would significantly improve upon the current NFC playground. He supported the project, noting that it would replace a playground that was not fit for purpose and unusable during and after rain.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for September 2024

Attended the Youth Development Grant meeting where the fund was given to a wonderful project run by Ruby Wilson which provided workshops for youth leaders within the district. She had previously received the fund however was the only applicant to apply this year and the Committee felt it was a worthwhile project to fund again.

Attended the Kaiapoi Community Garden Open Day.

Attended North Canterbury Neighbourhood Support Annual General Meeting. they were feeling the restrictions of belonging to a national body rather than operating independently.

Attended the Marine Reserve meeting. It was a worthwhile meeting and was exciting to see more happening along the Kaiapoi River.

Moved: J Watson

Seconded: T Bartle

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 2 October 2024.

9.2 Woodend-Sefton Community Board Meeting Minutes 14 October 2024.

9.3 Rangiora-Ashley Community Board Meeting Minutes 9 October 2024.

9.4 Council Meeting Schedule from January to October 2025 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.

9.5 Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.

9.6 Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Oxford-Ohoka Community Board 2 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards

9.7 Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Rangiora-Ashley Community Board 9 October 2024 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards

9.8 Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Woodend-Sefton Community Board 14 October 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards

9.9 Amendment to Standing Orders – Report to Council Meeting 15 October 2024 – Circulates to all Boards.

9.10 July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 15 October 2024 – Circulates to all Boards

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board

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

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

A Blackie

- Had been busy standing in as Deputy Mayor while Mayor Gordon was overseas and Deputy Mayor Atkinson had stepped up into the Mayoral role.
- Attended the Pines Beach Fairy Forest opening.

T Bartle

- Attended North Canterbury Neighbourhood Support Annual General Meeting. It was quieter than previous years.
- Attended Kaiapoi Promotions Association meeting.

T Blair

- The Darnley Club garage had been installed.

Brent Cairns

- Attended the Woodend School Fair, was well organised and well attended.
- Parking enquiry by Design – reviewed Kaiapoi and Rangiora parking. The need for change was in Rangiora at this stage.
- Attended Youth Council meeting. were a wonderful group of young people who spoke about what they had achieved with their river clean ups.
- Attended Food Secure North Canterbury meeting – lower volume of food coming from supermarkets, however supplies would be supplemented by the likes of Oxford Lions and Woodend Lions would also be helping.
- North Canterbury Neighbourhood Support – database provider was doing a large upgrade which would be of benefit to users.
- Darnley Club Annual General Meeting – wonderful group dedicated to caring for the elderly daily.
- Attended the Kaiapoi Garden Club – had recently planted Ash Trees in front of Kaiapoi Fire Brigade.
- Attended Waimakariri Access group meeting – would be making a submission to Environment Canterbury on their Public Transport Plan. Were hoping to have Aspire attend an upcoming meeting with gadgets to make daily life easier for those with disabilities.
- Attended and donated a number of trees for the residents of Silverstream to plant along the river.
- Attended Down by the Rivers latest event which combined art and music at Eyreton Hall.
- Attended Rangiora Museum meeting – Council was to employ a consultant that would help with storage.
- Attended Waioira Links event where Liz from Death Café spoke.
- Attended Big Brother Big Sister fundraising event – was wonderfully run and made certain the everyone who attended donated.
- Attended an Enterprise North Canterbury and Ministry of Social Development (MSD) event regarding employment. MSD was promoted as a valuable resource when it came to assisting employers and employees to connect and provide funding.
- Attended Springston Trophy – huge event with riders and supports from all over the South Island. Was a great event for the district.

- Attended Community Networking meeting – Woodend looked like it would get a satellite doctors surgery. There ere still some emerging issues with people accessing health care and a lack of doctors. Higher levels of training for some burses would fill the gaps.
- Budgeting services were under pressure with people coming to them with rent arrears, mortgage arrears and a number suffering under pressure from secondary loan providers.
- Citizens Advice Bureau had provided advice about legal and government 119 times, Consumer related 666 times and family related 41 times in the last month.
- Orange Tamariki had national lost 600 staff, locally they housed children from seven to 18 years. They were always looking for carers.
- Attended Repurpose Pals workshop. They were a new business wanting to reduce waste to landfill.
- Attended North Canterbury Inclusive Sports Festival helping to take photos.
- Attended Battered Women’s Trust fundraising event with his wife – the police in Canterbury received on average 37 calls per day from women needing t leave their homes.

S Stewart

- GreyPower were still struggling with the lack of health services.
- Kaiapoi Promotions Association were tracking on with their ticket sales for their concert.
- Attended the Waimakariri Water Zone Committee meeting. It would be continuing until June 2025 when a decision would be made on the future of the Committees.

R Keetley

- Attended meeting hosted by the Veterans Affairs Minister.
- Attended North Canterbury Neighbourhood Support Annual General Meeting. They were 14 members strong and were maintaining a full roster.
- Attended Armistice Day Service.
- Attended first Waimakariri Biodiversity Trust meeting as a newly appointed member.

Philip Redmond

- Attended Central Rural Drainage Advisory Group. Reported Ashley River mouth changes in sandbar and river gravel levels.
- Rangiora Art Society Spring Exhibition Opening Night. Had over 70 local artists work on display.
- Silverstream Boulevard residents had concerns about judder bars. Options were being considered.
- Woodend Flower Show had the usual high standard of entries and outdoor stalls.
- Attended Waimakariri Health Advisory Group meeting. Two applications for an independent Chair were interviewed both with excellent backgrounds.
- Attended Ronel’s Community Cuppa.
- Attended the Older Person’s Expo.
- Attended Central Rural Drainage Advisory Group meeting.
- Attended the Community Service Awards. There was a wide range of recipients acknowledged.
- Attended Passchendaele Memorial Service arranged by the Kaiapoi RSA.

- Aided at the Rotary Club book sale.
- Attended Road Safety Committee Meeting. NZTA representative was unable to attend due to staffing cutbacks.
- WSP Future of Canterbury. Was an interesting panel discussion including Mayor Sam Broughton, John O'Hagan from Crown Infrastructure and Lynette Ellis from Transport and Waste Management at Christchurch City Council.
- Attended Clarkville Rural Drainage Advisory Group meeting. Budget and drain maintenance delivered, members were happy with both.
- Attended YDOT Fun Day. Were excellent activities and vendors but was a small crowd.
- Attended Pegasus Community Emergency Hub Opening.
- Had District Licencing Committee Training.
- Road Reserve Hearing, grazing berms were to be regulated.
- Zone 5 and 6 Conference in Dunedin. Excellent topics including Taumata Arowai, NZMCA, Waitaha Health – rural network, the Dunedin Study on CDEM Community Hubs and natural hazards.
- Road reserve management Policy Hearing. Agreed on the final draft to go to Council in December. Recommended exemption process for roadside grazing.
- Otautahi Community Housing Trust Annual Review. The trust was receptive to assisting the Council with housing models. The Trust had been operating for eight years and looked after Christchurch City Council rentals.
- North Canterbury Sport and Recreation Trust Bi-annual sport awards. Was well attended and some awesome awards were given to coaches and sportsmen and administrators.

11 **CONSULTATION PROJECTS**

11.1 **Solutions to Waste**

<https://letstalk.waimakariri.govt.nz/waste-matters>

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 October 2024: \$4,201.

12.2 **General Landscaping Budget**

Balance as at 31 October 2024: \$45,650.

13 **MEDIA ITEMS**

Nil.

14 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

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

Moved: A Blackie

Seconded: J Watson

That the Kaiapoi-Tuahiwi Community Board:

- (a) **Agrees** that the public be excluded from the following parts of the proceedings of this meeting:

14.1 Confirmation of Public Excluded Minutes of 21 October 2024.

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
14.1	Confirmation of Public Excluded Minutes 21 October 2024	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(a, g and i)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 5.09pm and concluded at 5.10pm.

Resolution to resume in Open Meeting

Moved: J Watson

Seconded: T Bartle

THAT open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

CARRIED

OPEN MEETING

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 9 December 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.10PM

CONFIRMED

Chairperson

Date

Workshop
(5.10pm to 6.14pm)
(see Trim Ref:)

- *Landscaping Budget – Tori Stableford (Landscape Architect) – 15 Minutes*
- *Charles Street Curb and Channel – Shane Binder (Senior Transportation Engineer), Kieran Straw (Civil Projects Team Leader) and Srinath Srinivasan (Graduate Engineer) – 20 Minutes*
- *Murphy Park – River Access – Isibea Clark (Project Manager) and Ducan Roxborough (Strategic and Special Projects Manager)*
- *Members Forum*



LGNZ four-monthly report for member councils

// July-October 2024





Ko Tātou LGNZ.

This report summarises LGNZ’s work on behalf of member councils and is produced three times a year. It’s structured around LGNZ’s purpose: to serve local government by **championing**, **connecting** and **supporting** members.

Many councils have found it useful to put this report on the agenda for their next council meeting so that all councillors can review it and provide feedback. Sam and Susan are also happy to join council meetings online to discuss the report or any aspect of it, on request.

This report complements our regular communication channels, including *Keeping it Local* (our fortnightly e-newsletter), providing a more in-depth look at what we do.

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Introduction

This busy four months included our SuperLocal conference in Wellington, which attracted more than 700 people and dominated the news agenda all week. This was partly thanks to headline-grabbing comments from the Prime Minister and Local Government Minister, but also because of the LGNZ team's proactive generation of many other topics in the media spotlight at our conference, from four-year terms and tourism levies to localism and regional deals.

Alongside preparing for and delivering SuperLocal, our small team managed a huge range of other work, which is covered in this report. Highlights include:

- Launching our third rates rise toolkit in July, including NZIER's research uncovering the costs of unfunded mandates for councils. Unfunded mandates are costs that local government ends up carrying as a result of central government legislation.
- In October, launching our Electoral Reform Working Group's issues paper exploring the current state of participation in local election and asking for feedback.
- Local Government Minister Simeon Brown announcing a framework for Regional Deals that aligns with many of the elements LGNZ called for in our May proposal.

As you'll see below, we've had many meetings with Ministers, the Prime Minister and other politicians across a wide range of topics. And we've engaged in a range of policy issues, with our work driven by the high-level advocacy priorities that members and National Council agreed earlier this year:

- Funding and financing
- Water
- Resource management reform
- Transport
- Climate change

Right now, we're preparing for the 21 November Combined Sector meeting, focused on the Government's local government reform programme. It features a strong range of speakers including the Local Government Minister, Regional Development Minister, Opposition Finance Spokesperson, Australian local government speakers on their rates capping experience, and a briefing from the Treasury on New Zealand's fiscal situation.

During the meeting, we'll also be launching a funding and financing toolkit, showcasing a range of tools that could be used (alongside rates) to boost local government's financial position and help councils deliver for ratepayers. Watch out for an email direct to your inbox on 21 November with all the details. We'll be advocating strongly for these tools – and sharing resources so you can too.

Ngā mihi
Sam and Susan



Champion

Local government funding and financing

Rates rise toolkit 3: Unfunded mandates

In July we released work we had commissioned from NZIER on the impacts of unfunded mandates on local government. NZIER's research highlighted:

- that many central government reforms have resulted in increased costs for ratepayers;
- that central government does not adequately estimate or address what its reforms cost councils;
- that constant policy changes lead to high sunk costs for councils with no tangible outcomes; and
- the true costs of government reform are hidden because councils absorb them by reducing other service delivery.

Our third rates rise toolkit packaged this research with slides and key messages that members could use. The release generated significant media interest and engagement from members.

Tourism and cost recovery

From 1 October, the Government raised the International Visitor Conservation and Tourism Levy (IVL) from \$35 to \$100 to ensure visitors contribute to the upkeep of the facilities, services and natural environment they use and enjoy during their stay. LGNZ is advocating for councils to have a greater say in how the additional funding is spent on tourism-related initiatives. We are also continuing to advocate for the Government to enable cost recovery tools (such as a local tourism bed night charge).

Revenue capping and other measures

At SuperLocal, the Government announced that they would investigate performance metrics, benchmarking, and revenue capping for councils modelled on New South Wales and Victoria. The policy team has been engaging with local government experts from New South Wales and Victoria to understand how these policies have worked for them and what the impact has been. We will provide insights from these discussions and research on these policies with members soon, including at the November Combined Sector meeting.

Forthcoming funding and financing toolkit

We are working on a toolkit for release at the November Combined Sector meeting that details a range of 24 funding and financing tools that would benefit councils (but potentially require enabling legislation). This toolkit will include:

- Basic information about each tool, how it can be used and what it might deliver
- Data to support our approach and inform members' conversations
- Messages local government can use



- A draft opened and draft letter to an MP that can be customised

The toolkit launch will be supported by media and advocacy activity, in the same way that the rates rise toolkits were.

Regional deals

We were pleased that the Government made announcements around its Regional Deals framework at SuperLocal, and that our advocacy has been taken on board with the framework largely reflecting our position. This framework includes partnership, new funding tools and a commitment to long-term planning, and is modelled on LGNZ's proposal released earlier this year.

We know funding tools and regulatory relief will be made available in the regions that secure deals. We have been advocating for those benefits to be available for all of local government (where that makes sense).

Our focus now is on ensuring that the regional deals model has room to evolve and deepen – as it's become clearer that the first iteration will be limited in scope.

Government relations

We appeared before select committees in support of our submissions on the water services preliminary arrangements and fast-track bills.

We've also had productive meetings with Hon Chris Bishop and Hon Casey Costello.

The meeting with Minister Bishop included Hastings District Council Mayor Sandra Hazlehurst and chief executive Nigel Bickle. They were able to provide the Minister with their reflections on the recent Kāinga Ora review and some examples of what they were doing locally to promote better housing outcomes, as part of our effort to position local government as a key partner in resolving the housing crisis.

The meeting with Minister Costello was about what role councils may play in reform of vaping regulations, and resulted in an agreement that LGNZ would further engage with health officials on what a system in which councils have greater control over where vape retailers are located could look like.

In early July we hosted MPs who were former local government elected members or staff for a casual evening function at parliament. Six MPs joined Sam and the LGNZ team for some good conversations and bridge-building across party lines.

We have reached out to ACT leader and Minister of Regulation David Seymour to work with him and his party on streamlining the regulatory burden on councils, and on the ACT commitment in its coalition agreement with National to look at improving housing incentives on councils through GST sharing.

At our July meeting with Minister Brown, we raised concerns regarding NZTA's proposed changes to emergency works funding. We also discussed the Ratepayers' Assistance Scheme (RAS), which is an



innovative financing scheme that LGNZ has been developing with a group of Metro councils, the Local Government Funding Agency and Cameron Partners. The purpose of the RAS is to make local government policies and charges more affordable for ratepayers. RAS would provide ratepayers with:

- Flexibility to decide when to pay local government charges; and/or
- Very competitive finance terms (below standard mortgage rates).

The recess period gave us the opportunity to connect with staff in the Beehive. These conversations have provided insights into the Government's perception of local government and help myth-bust staffers' perceptions (where that's been required).

In late September, we met with the Prime Minister and Local Government Minister together, as part of our series of regular quarterly meetings. Talks took a practical approach to tackle the challenges facing local government. Before the meeting, we asked mayors and chairs for practical cost-cutting ideas to relieve pressure for ratepayers and help councils operate more efficiently. Here's a selection of the ideas you shared:

- Simplify audits with a tiered, risk-based system
- Review Long Term Plans less often
- Let councils set their own fees for things like parking and animal control
- Review District Plans and conduct Representation Reviews less frequently
- Encourage shared services between councils
- Better align local and central government decisions
- Create a "Fast Track" process for land rezoning
- Address the contributors to civil construction price increases.

The Prime Minister and Local Government Minister were interested to hear about possible changes.

In early October, we again met with the Minister for Local Government. The Minister was open to receiving further advice from us on how to cut costs for councils, including a proposal to change Schedule 10 of the Local Government Act to make it less cumbersome and more accessible for the community. The Minister was open to coming to our sector meetings in February and May next year.

The Government announced a raft of proposed changes to the building consents system in late October and we are meeting with Hon Chris Penk in early November.

Media

The June Infrastructure Symposium, including Infrastructure Minister Chris Bishop's speech at our networking function the night before, received very strong media coverage, with stories in The Post, BusinessDesk, NBR and RNZ focused on our support for more funding tools to pay for infrastructure. We also used the opportunity of the Infrastructure Symposium to further our advocacy against proposed changes by NZTA to emergency works, which was a lead story on 1News. Other media interactions in July focused on elected members' behaviour and Christchurch City Council's exit from LGNZ.



SuperLocal24 generated widespread national coverage, making it one of the top stories of the week. The Prime Minister’s politically charged speech, rate increases, and large media attendance contributed to the event being so widely covered. The overall media result was the result of significant planning by LGNZ. We developed a range of proactive stories and pre-briefed media on issues important to members, which ensured balance in stories and coverage of our proactive angles.

Feedback from media about the conference experience was very positive.



6 press conferences



33 accredited media



400+ media items



9 proactive story topics

Earlier in August, LGNZ led out positively on the Government’s Local Water Done Well announcement. LGNZ Vice President Campbell Barry spoke to [1News](#) and said while it was a welcome step, we need to temper expectations about the effect on rates short-term. LGNZ National Council members Tim Cadogan and Neil Holdom spoke to [Stuff and Three News](#) about the need for certainty from all sides so councils can get on with business. Concerns still playing out in the media centre around [credit ratings](#) of the LGFA and the new CCOs, which S&P put a statement out about. LGNZ engaged with S&P at the end of last week and will share updates in the coming months.

Confirmation of time-of-use or congestion charging was also announced in August, with LGNZ Transport Forum Chair Neil Holdom putting LGNZ’s support [on the record](#) saying, “it’s a prudent and pragmatic step that LGNZ has long advocated for”.

Coverage of our unfunded mandates research launch included LGNZ Vice President Campbell Barry speaking to [The Post](#), [RNZ](#) and [Newsroom](#) about the report and joining [ZB’s Early Edition](#) to highlight the cost of flip-flops on policies when the government changes. Then in [The Post](#), Ex-Chief Press Secretary for the National Party Janet Wilson reflected on our research, reiterating the impossible situation for councils as “rates as a share of GDP have hovered around 2% for 20 years” and “central government ... have all the power, with local councils forced to carry out its wishes.”

Also in August, rates invoices began to hit letterboxes. LGNZ has consistently raised this as a national issue in the media and ensured there is good data to support these conversations with communities. Infometrics CE and economist Brad Olsen commented in [The Post](#), giving this perspective on rates rises – “if you look at the amount of money that people pay in their rates versus what they pay to central government, you’re talking chalk and cheese.”

In mid-July, in response to the Government’s announcement it would not progress the Future for Local Government report, we issued a media statement saying “LGNZ developed our own response to the FFLG review, in collaboration with members, and that underpins all our advocacy. We won’t give up advocating for these key changes.”



Earlier in July, a disturbing story was front page in the [Herald on Sunday](#) with former Mayor of Nelson Rachel Reese telling her story after an intruder entered her home back in February. This targeting of former and current elected members is rising, and a poll at LGNZ's Combined Sector meeting in April showed 53% of elected members say it's worse than a year ago. LGNZ CE Susan Freeman-Greene spoke to NZ Herald about members' concerns and highlighted the work LGNZ has been doing to support members – including previously championing a removal of candidate addresses from election advertising, and our roundtable zooms with the likes of NZ Police and Netsafe.

Also in July, LGNZ President Sam Broughton joined the [On The Tiles](#) podcast to discuss our city and regional deals framework and what we could learn from the likes of Australia and the UK.

The Government's building consents reform was welcomed by LGNZ: Sam was interviewed on RNZ and Newstalk ZB. A few days later, when the International Visitor Levy went up, we proactively called for the Government to share the increase with councils to support tourism costs. This advocacy was picked up by the radio stations.

In October, LGNZ was in the media spotlight as we advocated for central government funding of emergency responses. This was part of [our response](#) to the Government's announcement following the North Island Severe Weather Events report. Our President Mayor Sam Broughton and National Council member Mayor Rehette Stoltz shared the workload, with Sam speaking to outlets like [Newsroom](#) and Radio NZ, while Rehette had interviews with TVNZ's Breakfast news and Newstalk ZB.

We marked one year until local body elections by [calling](#) for candidates to start thinking about getting prepared. LGNZ Deputy CE Scott Necklen chatted with Newstalk ZB and RNZ on the subject. During our YEM Hui in Christchurch last month we shone the [spotlight](#) on young leaders in local government, pointing to YEM numbers doubling over the past three elections. We used speakers at the YEM hui to tell a breadth of stories about the importance of this network.

With the Electoral Reform issues paper being released this week, we set up an interview with the Electoral Reform Working Group's Chair Mayor Nick Smith and Jack Tame on [Q & A](#). Securing an interview with one of the only longform political news programmes was a crucial part of our work to raise these issues in the political sphere – and to ensure the work helps inform the Government's decisions. Following our Electoral Reform [article](#) on Sunday, we also organised interviews with Mayor Rehette Stoltz (who is also part of the Working Group) on [Hosking Breakfast](#) and Radio NZ to discuss some of the issues.

LGNZ also [spoke out](#) about the Government's proposal for self-certification for building professionals, speaking to [Three News](#) and Newstalk ZB about the issue of long-term security over the indemnity insurance – to ensure that neither councils nor affected homeowners are saddled with costs if an issue occurs.

Amid public calls for tougher booze rules, Sam Broughton also spoke with both [The Press](#) and [Stuff](#) about how Local Alcohol Policies work.



Electoral Reform Working Group

The Electoral Reform Working Group, chaired by Mayor Nick Smith, developed an issues paper that was launched in late October. It sets out the current state of participation in elections. It explores:

- Understanding of local government and why it is important
- How easy it is to vote, especially with the decline of post
- Knowing candidates and what they stand for
- Administration and promotion of elections
- Four-year terms including their implementation and transition

From mid-October to 5 January, we will seek feedback on the paper from members, key stakeholders, and the wider public. This will include presentations at all zone meetings.

Engagement on the issues paper will inform a draft position paper, which will be engaged on from March-May, before a final paper is drafted. National Council will be asked to adopt that final position paper, which will be launched at SuperLocal25.

Remits

This year, to better prioritise resource allocation to remits, National Council adopted a two-step process for remits agreed at LGNZ's AGM. As part of this process, the AGM ranked remits in order of priority, with the following results:

1. Appropriate funding models for central government initiatives
2. GST revenue sharing with local government
3. Local government Māori wards and constituencies should not be subject to a referendum
4. Proactive lever to mitigate the deterioration of unoccupied buildings
5. Representation Reviews
6. Community Services Card
7. Graduated Licensing System

At its September meeting, National Council decided to take the maximum approach for the first four remits. This means commissioning advice or research, or in-depth policy or advocacy work. National Council decided to take a less resource-intensive approach to the remaining remits, which could involve writing a letter to the relevant minister or agency. However, remits may get additional resource if they align with other existing work programmes.

LGNZ's policy team will shortly be in touch with all councils who proposed successful remits to agree on next steps.



Māori wards

Forty-five councils established or resolved to establish Māori wards since the law change in 2021. The Coalition Government enacted legislation that required those 45 councils to make decisions to retain or disestablish their Māori wards by Friday 6 September. If councils chose to keep the wards, they have to fund a poll at next year's local elections.

Two councils decided to disestablish their Māori wards: Upper Hutt City Council and Kaipara District Council. The other 43 decided to retain their wards and a number of these decisions were unanimous, including: Far North, Porirua, South Taranaki, South Wairarapa, Hauraki, Stratford, Marlborough, Whakatāne, Rangitīkei, and Ruapehu.

Some councils indicated they would investigate the implications of refusing to hold a binding referendum. Palmerston North City Council will present a report at an upcoming council meeting; Whakatāne District Council has sought legal advice; and Far North District Council has asked the chief executive "to investigate options of not conducting a binding poll at the next local body election in 2025".

LGNZ is supporting councillors affected by this legislation. Connected to this is our work around supporting Iwi Māori to stand for (re)election in 2025 and promoting voter participation.

Water services reform

The passing of the Local Government (Water Services Preliminary Arrangements) Act in August marked the second stage of the Government's *Local Water Done Well* reforms. This Act provides the framework and preliminary arrangements for the new water services system. There is a requirement for councils to develop and adopt Water Services Delivery Plans (WSDPs) by 3 September 2025. Successful elements of [our submission](#) include the expansion of streamlining provisions for water service entity creation, the scope and timeframe for WSDPs, and the Secretary for Local Government's role in making regulations. However, we were unsuccessful in securing a longer timeframe for WSDP development or greater support for councils in implementing this legislation, including funding.

The Government has announced the third stage of these reforms, which will shape the final bill, due to be introduced by the end of 2024. We released an [explainer](#) covering the key elements of this reform in *Keeping it Local*.

We're engaging with the Commerce Commission on how transitional and permanent economic regulation would work under Local Water Done Well. The Commission will be presenting at the November Metro and Rural & Provincial sector meetings to support members to develop a greater understanding of what economic regulation is and how it operates in other sectors.



Resource management reform

RMA Reform Minister Chris Bishop outlined the Government's plans for stage two of its resource management reform at SuperLocal. These will be progressed via a package on national direction and a second piece of legislation amending the RMA. There will be new national direction issued for infrastructure, housing, and natural hazards, as well as amendments to a wide range of existing national direction, with seven new national direction instruments and amendments to fourteen existing ones in total.

The changes cover four areas:

- infrastructure and energy,
- housing,
- farming and the primary sector, and
- emergencies and natural hazards.

Also included are measures to put into effect the Government's Going for Housing Growth and Electrify New Zealand reforms.

The expansion in national direction must be undertaken in close consultation with local government to be workable, and we will raise this with the Minister and officials. We have met with Simon Court to discuss the NPS-Infrastructure, which he is taking responsibility for developing. This was a positive meeting and further engagement with officials is likely to follow.

The Government has announced that two pieces of legislation would be passed to replace the Resource Management Act as part of stage three of their three-stage approach to resource management reform. One piece of legislation will deal with managing "environmental effects arising from activities", while the other one will "enable urban development and infrastructure".

Cabinet has agreed to 10 core design features for the new resource management system. These will guide the work of an Expert Advisory Group (EAG), which was also announced by the Minister. This group will report back to the Minister before the end of the year with a "blueprint" for new legislation.

Resource management lawyer and former Environmental Defence Society director Janette Campbell will chair the EAG, which also features local government experience in Christine Jones (General Manager – Strategy Growth & Governance at Tauranga City Council) and Gillian Crowcroft (former Auckland Council and Auckland Regional Council staffer).

We will be keeping a close eye on how development of the new RM "blueprint" unfolds between now and the end of the year, ahead of our final catch-up of the year with Minister Bishop in December.

Transport

In August, the Government announced that legislation to enable congestion charging schemes would be introduced by the end of the year. This is a significant and long-awaited announcement,



particularly for metro councils. We will submit on the legislation when it makes its way to Select Committee.

We submitted on the Commerce Commission's review of Auckland Airport's pricing decisions for the 2022-2027 period. We expressed concern about the flow-on effects that Auckland Airport's proposed increased charges to airlines could have for ticket prices, regional connectivity, and the competitiveness of New Zealand's aeronautical sector.

In August, Sam and Transport Forum chair Neil Holdom met with the NZTA board just ahead of an in-person meeting of the Transport Forum.

In September, the Government released its 2024-27 National Land Transport Programme, which is largely in line with the Government Policy Statement on Land Transport 2024. It includes significant funding increases for major roading projects and road maintenance, balanced by a decrease in funding for active and public transport initiatives.

Following the release of the National Land Transport Programme 24-27, we have been building a picture of the impact on members, including through a discussion at the in-person meeting of the Transport Forum. While funding decisions were largely as anticipated (based on the signals from the GPS Transport earlier this year), some members were surprised about the extent of funding cuts for safety improvements and public/active transport. The lack of alignment between the NLTP and LTP planning cycles has also created instances in which projects in LTPs no longer have expected co-funding from central government, meaning councils need to find alternative funding sources or scale the project back.

The impact of the reversal of speed limit reductions will be a focus over the coming month, particularly the fiscal impact given the need for new signage around schools. The new Government's speed limit rule includes:

- Reversing Labour's blanket speed limit reductions on local streets, arterial roads, and state highways by 1 July 2025.
- Requiring reduced variable speed limits outside schools during pick up and drop off times by 1 July 2026.
- Enable speed limits up to 120km/h on Roads of National Significance where it is safe.

We will be engaging with councils to get a picture of the overall fiscal impact of these changes.

Climate change

We submitted supporting the intent of the Government's draft Second Emissions Reduction Plan (2026–30). We also highlighted that most of the actions would require direct or indirect contributions from councils.

We sponsored the Aotearoa Climate Adaptation Network's (ACAN) annual hui again this year, which was held in the Bay of Plenty in October. ACAN is a network of council staff working in climate adaptation focused roles. We engage closely with ACAN on all our climate adaptation work.



The Finance and Expenditure Committee has completed its [inquiry into climate adaptation](#). The high-level objectives and principles it set out will inform the development of New Zealand's climate change adaptation policy framework. The report acknowledges the leading role councils will play in climate adaptation, and adopted much of what was proposed in [LGNZ's submission](#). The report does not resolve crucial questions relating to roles and responsibilities or how to decide who pays for adaptation and retreat.

The Department of Internal Affairs is consulting on an exposure draft of regulations for natural hazard information in Land Information Memoranda (LIMs). The regulations have been drafted to support local authorities in implementing changes to the Local Government Official Information and Meetings Act that are due to come into effect on 1 July 2025. LGNZ submitted on the amendment Bill in February 2023. We supported the Bill but said we would like to see a few changes, many of which have now been incorporated into the updated Bill and proposed regulations. These regulations, in conjunction with the legislative changes that are due to come into effect next year, will provide certainty for councils about sharing natural hazard information in LIMs and reduce their risk of legal liability.

Localism

At SuperLocal, Susan launched our Choose Localism guide and research showing public attitudes to councils and localism.

To produce this research, we worked with Curia to poll members of the public. [The data](#) looks at perceptions around the effectiveness of councils, how councils could improve their effectiveness, and who should deliver services.

[Localism: A Practical Guide](#) sets out a wide range of tools and approaches councils can use to make a localist future a reality and apply a localism lens across their day-to-day work. This is a high-quality, comprehensive piece of work featuring many council cases studies. When we launched the guide to members during SuperLocal, this email had a 65% open rate (which is incredibly high by direct-email standards). We will be posting a physical copy of this guide to all Mayors and Chairs later in November.

Other policy issues

Earthquake prone buildings

In August we submitted on the Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Bill, which delivers on the Government's commitment to extend remediation deadlines for earthquake-prone buildings. We expressed strong support for the legislation and outlined local government's expectations for the upcoming wider review of earthquake prone buildings.

We have also engaged with MBIE to make sure there is suitable local government representation in the wider review's steering group, particularly individuals from the South Island and/or medium risk councils.



We understand that decisions on the MBIE steering group for the review of the earthquake strengthening regime are imminent. We put forward a number of names to represent local government on this group, and are following up with MBIE to determine if any of them were ultimately chosen.

Emergency management system improvement

We engaged on the Government's response to the North Island Severe Weather Event Inquiry's report and wider emergency management system improvement as a member of the steering group. We facilitated engagement between the project group and a group of Mayors, Chairs and CEs, to test the group's current proposals. A Cabinet paper will set out a new Emergency Management Bill (to be introduced next year) along with budget bids and other system changes.

The Government's response to the North Island Severe Weather Event Inquiry's report, and wider emergency management system improvement, has been released. We have been contributing to this work as a member of the Steering Group. This response will form the basis for the development of a new Emergency Management Bill to be introduced next year, along with budget bids and other system changes. The key recommendation is to retain the locally led, regionally coordinated approach – but with NEMA taking on a standard setting and assurance role. This could require increased investment by councils, but at this stage there are no additional funding mechanisms proposed.



Connect

Member visits

In June, Susan and Sam visited 14 councils. These visits are vital for connecting with members, helping them understand what LGNZ delivers, and hearing their feedback and ideas. Visits resumed in early September with visits to a range of Zone 2 councils. Susan visited the Chatham Islands in late September, with Susan and Sam's other member visits scheduled for October and November.

NC members and LT members have also appeared at several member council meetings via zoom to support their consideration of the LGNZ four-monthly report.

SuperLocal24

This year's conference was the "place to be" for local government, with the PM, many Ministers and the Leader of Opposition all speaking alongside impressive international and New Zealand keynote speakers. SuperLocal dominated media and public discourse that week.

We had nearly 800 people attend – and generated 394 media mentions across a huge range of topics (bed tax, PM speech, regional deals, localism, women in local government, four-year term, SuperLocal award winners, and much more).

We asked attendees to complete a feedback survey. While feedback was again positive, there were slightly more negative/neutral comments this year, partially driven by the political polarisation prompted by the PM's speech.

We are incorporating feedback into our planning for SuperLocal25, which will be held in Christchurch (supported by the councils in the region). In response to comments about this year's conference length and timing, we will be starting SuperLocal25 on the Wednesday morning (with the AGM prior) and wrapping up the conference by the end of Thursday, with the awards dinner on the Thursday night.

Combined Sector meetings

We received a huge amount of positive feedback on the programme and organisation of the Infrastructure Symposium on 14 June. Nearly 200 people attended, with Peter Nunns of the New Zealand Infrastructure Commission/Te Waihanganga and Sir Bill English particularly popular speakers.

Our November Combined Sector meeting will take a deep dive into the Government's local government reform, including benchmarking, efficiencies and rates capping. Confirmed speakers include Local Government Minister Simeon Brown, Regional Development and Assoc Finance Minister Shane Jones, Labour Finance spokesperson Barbara Edmonds, Auckland Mayor Wayne



Brown (via zoom), and New South Wales and Victorian speakers on their experience of rates capping.

We are planning for the 2025 Combined Sector meetings, with the theme for February to be around accountability and demonstrating value, and May to be around delivering infrastructure for growth.

2025 calendar

We released our [calendar of events for 2025](#) in October. This will be updated with Zone 5/6 events shortly.

Te Maruata

Te Maruata Rōpū Whakahaere have met regularly, and also initiated a regular Teams drop-in session Piki te Ora that enables members to come in and kōrero, share thoughts and ideas on their mahi and what is happening in their rohe.

Te Maruata's pre-conference hui was attended by approximately 100 people. The hui is the annual face-to-face event for the wider membership but also welcomes non-members who have a strong connection to LG and Kaupapa Māori. The Rōpū welcomed Green MP Hūhana Lyndon, and MP Willie Jackson and MP Shanan Halbert were also in attendance. The programme included a workshop on sharing issues, ideas and solutions given the current climate, and a panel on "how to move the waka forward" with a particular focus on action on the ground, rangatahi participation and civics education.

YEM

Our Young Elected Members held a successful pre-SuperLocal hui in Wellington attended by around 40 YEM. It included a presentation from Dr Jess Berentson-Shaw on how to communicate effectively to achieve change, and a workshop on how to increase young people's participation in local government.

The annual YEM Hui took place in Christchurch regardless of Christchurch City Council's decision to withdraw from LGNZ. This is because the YEM Committee decided earlier this year to shift away from having a host council, with the Committee taking on full responsibility for hosting. We worked closely with Cr Deon Swiggs (Environment Canterbury and member of the YEM Committee) on planning for the event. Former Christchurch Mayor Lianne Dalziel delivered the keynote address, with the theme of the hui being "mā mua kite a muri, mā muri ka ora a mua" – driving change through community leadership. The programme was about councils empowering community leaders to make real change and equipping YEM with the key skills needed to make good decisions around council tables. Tikanga sessions were organised to support members to prepare for the whakatau at the commencement of their hui.



Women's lunch

Before SuperLocal, we hosted a lunch for women that was attended by more than 100 elected members including nearly every woman Mayor. Finance Minister Nicola Willis was a very effective speaker and the event was well covered by media, with [this local democracy reporter story](#) carried prominently by every major outlet. The lunch also included a workshop. We are now considering next steps for this work.

CBEC

Christchurch City Council's decision to withdraw from LGNZ means that Co-Chair of CBEC Simon Britten stepped down in July, with Sarah Lucas becoming the sole Chair.

CBEC has been focused on the Community Boards Conference which, for the first time, was held in conjunction with the LGNZ SuperLocal Conference. While organising the two conferences at the same time was challenging, the Community Boards Conference went well. At their September meeting CBEC resolved not to hold a community board conference in 2025. Instead, they are investigating the possibility of having a dedicated session at the 2025 Super/Local conference that would attract community board members. They are also looking at facilitating smaller zone or regional-based seminars for community boards.

CBEC is continuing to develop a work plan to implement recommendations around community board members' satisfaction and their relationships with their councils. A key part of the work plan is developing a guide to assist councils and community boards to build effective relationships. This will include a model agreement to enable councils and boards to set out mutual expectations.

Sarah Lucas has been actively assisting community boards going through representation reviews.

Work is progressing on the development of an approach to enable the Remuneration Authority to fairly recognise and compensate those community boards with additional responsibilities.

Metro Sector

The Metro Sector held a workshop in September to discuss metro-specific priorities and agree on actions that will complement and support LGNZ's broader advocacy work programme over the next year. Members agreed that the key priorities for metros are centred around enabling growth and economic prosperity, and achieving these priorities requires removing obstacles and improving things that currently slow us down. This is reflected in the following agreed areas of focus:

1. Improve alignment of central and local government investment cycles to reduce inefficiencies and encourage more bipartisan agreement on key infrastructure decisions.
2. A strategic approach to supporting economic development and growth.
3. Lift governance and accountability in order to improve LGNZ's impact in the Metro space.



Te Uru Kahika/Regional Sector

The online meeting of the Regional Sector in June covered a number of key issues for the sector, including emergency management system improvement, Taumata Arowai's work on wastewater performance standards, and work on the climate adaptation framework. Their October online meeting focused on the Finance and Expenditure Committee's Inquiry on Climate Adaptation, the Regional Sector's views on how Core Services should be defined in upcoming legislative changes, and NZTA's Public Transport programme's priorities.

The Regional Sector's ever-popular Regional Tour prior to SuperLocal explored a range of flood protection, recovery, and biosecurity and biodiversity initiatives across the Hawke's Bay and Wellington regions.



Support

Ākona

Ākona users continue to grow, with another 138 people logging in for the first time since July. We have started a monthly email that highlights new Ākona courses and content. Please let us know if you're not receiving it.

In July we launched a new course on the CE Relationship – featuring the insight of Mayor Sandra Hazelhurst, Nigel Bickle, Nigel Corry and Chair Daran Ponter. This course was developed after receiving multiple requests from members. In August we launched a course on Leading Complex Communities, which will eventually include at least two Ako hours with expert host Jo Cribb.

The Climate Change course (released two months ago) caught the attention of the Aotearoa Council Climate Network, who were impressed with the content and keen to encourage elected members to engage with the learning. To support that mahi, a cloned copy of the Climate Change course was made available to sustainability staff from all member councils two weeks ago.

Five Ako hours were run from June-August, including a session that was arranged in response to the change in Māori ward legislation. Another three Ako hours were scheduled during September/October. These sessions are becoming increasingly popular, whether through attending the live sessions or viewing the recordings later.

We are working to confirm logistics and continue development of materials for Induction 2025 before the end of 2024. A draft design was produced and tested with members across October along with a prototype for an upgraded Ākona platform and programme that delivers a more personalised learning experience. The response from testers was very positive and the tīma have now begun development, starting with the production of pre-elected materials ready for release in March 2025. Existing courses have been reviewed in preparation for the shift in format with their redevelopment due to begin in November.

Roundtable zooms

Our second zoom in this series on sovereign citizens was popular and provoked a lot of conversation and positive feedback. We then held a well-attended zoom for elected members on physical security in early August. Our next zoom on 24 September featured the Security Intelligence Service speaking about the new threat assessment for New Zealand, which contained specific commentary on the vulnerability of local government. The presentation provoked a lot of member questions.

These recordings and all other security-related resources can be found in a [special section of Ākona](#).

Hūtia te Rito – LGNZ Māori Strategy

Work continues on the development of this strategy. Related kaupapa include:



- **Toitū te Reo** – This annual symposium launched in Hastings at the start of August and is a partnership between Heretaunga District Council and Ngāti Kahungunu, with the support of many others. Three LGNZ team members attended.
- **Tangihanga of Kiingi Tuuheitia Pootatau te Wherowhero VII** – The Māori King passed away on 30 August and his tangi was held from 31 August-5 September at Tūrangawaewae. LGNZ acknowledged the King's passing on social media and issued a media release acknowledging the ascension of the King's daughter to the throne, to become Te Arikinui Kūiini Ngā wai hono i te po Pootatau te Wherowhero VIII. The team will firm up a plan to connect with the Kiingitanga in the coming months, in support of the Kōtahitanga vision.

Governance guides/support

LGNZ has worked with the Taituarā Democracy and Participation Working Party to update the LGNZ standing orders template. The update will ensure legislative consistency and introduce plain English. A draft has been circulated for member feedback and the final draft is now being legally reviewed. The changes made to the template involve updating it to include legislative amendment from the past three years and introducing plain English where possible. The templates, which include a territorial/unitary council version, a regional council version, and a community board version, are expected to be ready in early 2025.

MTFJ

MTFJ members and networks gathered for the Annual Breakfast meeting at the SuperLocal conference. At this event, Social Development and Employment Minister Louise Upston confirmed \$9 million in funding for the next financial year. Justin Lester of Dot Loves Data launched a revamped youth employment data dashboard, which sets out a council's local landscape in terms of youth and NEETs.

We would like to acknowledge Mayor Max Baxter's service and mahi for MTFJ. Max stepped down from the role in early October. MTFJ held a thank-you and farewell afternoon tea in his honour to celebrate his contribution.

Mayor Alex Walker has been elected as the new MTFJ Chair.

Moata Carbon Portal

This month we've extended the Moata portal subscription for Queenstown Lakes District Council for another 12 months. We've also provided a demo of the portal and had conversations on carbon accounting with Horowhenua District Council.



Mott MacDonald, LGNZ and the Infrastructure Sustainability Council held the 2nd Aotearoa Carbon Crunch event in Auckland on 12 September, with approximately 100 industry players and council staff attending the breakfast event.