



AGENDA FOR THE

ORDINARY MEETING OF
SELWYN DISTRICT COUNCIL

TO BE HELD IN THE
COUNCIL CHAMBERS

SELWYN DISTRICT COUNCIL
ROLLESTON

WEDNESDAY 23 NOVEMBER 2022

COMMENCING AT 1 PM

Council 23 November 2022 Public Agenda

Attendees: Mayor Sam Broughton, Councillors, P M Dean, S N O H Epiha, L L Gliddon, D Hasson, M B Lyall, S G McInnes, G S F Miller, R H Mugford, E S Mundt & N C Reid

23 November 2022 01:00 PM

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Public portions of this meeting are audio-recorded and livestreamed via the Council's YouTube channel.

Whakataka te hau ki
te uru

Cease the winds from
the west

Whakataka te hau ki
te tonga

Cease the winds from
the south

Kia mākinakina ki uta

Let the breeze blow
over the land

Kia mātaratara ki tai

Let the breeze blow
over the sea

E hī ake ana te
atakura

Let the red-tipped
dawn come with a
sharpened air

He tio, he huka, he
hau hū

A touch of frost, a
promise of a glorious
day

Tīhei mauri ora!

COUNCIL AFFIRMATION

Let us affirm today that we as Councillors will work together to serve the citizens of Selwyn District.

To always use our gifts of understanding, courage, common sense, wisdom and integrity in all our discussions, dealings and decisions so that we may solve problems effectively.

May we always recognise each other's values and opinions, be fair minded and ready to listen to each other's point of view.

In our dealings with each other let us always be open to the truth of others and ready to seek agreement, slow to take offence and always prepared to forgive.

May we always work to enhance the wellbeing of the Selwyn District and its communities.

**MINUTES OF THE INAUGURAL COUNCIL MEETING OF THE
SELWYN DISTRICT COUNCIL
HELD IN TE ARA ATEA
ON WEDNESDAY 2 NOVEMBER 2022 COMMENCING AT 5.00PM**

PRESENT

Mayor Sam Broughton, Councillors, P M Dean, S N O H Epiha, L L Gliddon, D Hasson, M B Lyall, S McInnes, G S F Miller, R H Mugford, E S Mundt and N C Reid

IN ATTENDANCE

Messrs. D Ward (Chief Executive) and Ms T Davel (Committee Advisor)

Members of Te Taumutu Rūnanga were in attendance as well, namely Liz Brown, Chair, Rulon Nutira, Deputy Chair and Puamiria Parata-Goodall, Executive and Ruahikihiki Portfolio Leader.

Rulon Nutira presented with a mihi and noted he was humbled to stand before the elected members and welcome them. He said his ancestors settled here on the land 600 years ago when the landscape was bountiful and rich in abundance. They came for mahinga kai but also for somewhere to grow, harvest and create. He said it reminded him of waves crashing. Now there was a gathering in this place again and the event is witnessed as a new chapter for the people of Selwyn. Mr Nutira said to Council that the people, the communities, deserve the best and expect nothing less. He added that Te Taumutu looked forward to walking beside them on this journey.

Addressing the Mayor and Councillors Mr Nutira said the challenge has been laid and they heard the call of the community. He welcomed them to the warm embrace of the whare, and congratulated everyone.

Te Taumutu Rūnanga representatives sang a waiata.

Welcome by the Chief Executive

The Chief Executive noted that today was probably the most significant Council meeting for newly elected members in that they are formally sworn in, which means they would then be able to act on behalf of the community that has elected them into office.

The Chief Executive explained to proceedings of the evening, starting with Councillor declarations and procedural matters such as adopting certain papers.

Mayoral Declaration

The Chief Executive called Mr Sam Broughton to the front to read his declaration, after which the Chief Executive presented him with the Mayoral chains.

Opening Remarks and Welcome by the Mayor

The Mayor said that the chains had the names of former Mayors engraved but that there was still plenty of space left for Mayors that will go beyond him. He looked forward to what Council would do in this term.

The Mayor said Council should be leading out of a heart of love. Love can look like empathy, sometimes it can look like courage. He said it was about understanding that not every decision will be easy and although we can all get scared we can also be brave. The Mayor said he loved the partnership that Selwyn has with Te Taumutu and which continues to grow, and as they continue to welcome Council onto their land, the partnership will continue to strengthen. He also said he looked forward to the visit to the marae to sign partnership agreement.

The Mayor thanked elected members for their bravery. He said by putting their hands up they made themselves vulnerable. He added that Selwyn was the third largest district and is a place where New Zealanders wanted to be more than anywhere else.

The Council waiata was sung.

Councillor Declarations

The Mayor called each Councillor to the front to read out their declarations.

National Anthem

The group sang the national anthem.

Laws Affecting Councillors

The Chief Executive went through the law affecting councillors and said the Code of Conduct will be adopted at the first formal meeting on 23 November.

Moved – Councillor Lyall / **Seconded** – Councillor Mugford

‘That the Chief Executive’s Report ‘Laws Affecting Councillors’ be received for information.’

CARRIED

Adoption of Model Standing Orders

Moved – Councillor Lyall / **Seconded** – Councillor Dean

‘That Council adopt New Zealand Model Standing Orders dated 2 November 2022.’

CARRIED

Election of the Deputy Mayor

Moved – Councillor Miller / **Seconded** – Councillor McInnes

‘That System B be adopted as the voting procedure for election of the Deputy Mayor; and

Moved – Councillor Dean / **Seconded** – Councillor McInnes

Councillor Lyall be declared as the Deputy Mayor of Selwyn District Council.’

CARRIED

Appointment of a Ward Councillor to the Malvern Community Board

As there are two ward councillors and only one position on the Malvern Community board, Councillors Mugford and Gliddon had decided prior to this inaugural meeting that they would take 9 month turns. Councillor Mugford will be appointed for the first 9 months, thereafter Councillor Gliddon and so on.

Moved – Councillor Lyall / **Seconded** – Councillor Hasson

‘That Council appoints Malvern Ward Councillor Bob Mugford to the Malvern Community Board for nine months commencing 2 November 2022, thereafter alternating between Councillors Mugford and Gliddon over the remaining three nine-monthly periods of the 2022 – 2025 Triennium.’

CARRIED

Schedule of Meetings for Remainder of 2022

The Chief Executive asked Council to adopt the meeting schedule for the remainder of 2022.

Moved – Councillor Epiha / **Seconded** – Councillor Gliddon

‘That Council resolves that full Council meetings for the remainder of 2022 will be held on:

Wednesday 23 November 2022 commencing at 1pm; and

Wednesday 14 December 2022 commencing at 1pm.’

CARRIED

The meeting closed at 5.49pm

DATED this day of 2022

CHAIRPERSON

REPORT

TO: Council

FOR: Council Meeting – 23 November 2022

FROM: Mayor Sam Broughton

DATE: 14 November 2022

SUBJECT: MAYOR'S REPORT – SEPTEMBER AND OCTOBER 2022

RECOMMENDATION

'That Council receives the Mayor's Report for September and October 2022 for information.'

1. Acknowledgements

This month's 'Shout Out' goes to Tony Ward. Tony assisted with resolving a storm water soak hole flooding issue which wasn't an easy fix. His communication skills and friendly manner were outstanding and the affected residents appreciated being kept informed with the situation.

2. Meetings

- 1 September Met with Minister Mahuta about Future For Local Government Panel work.
National Council and LGNZ working dinner.
- 2 September National Council Meeting in Wellington.
- 3 September Spoke at the Christchurch Kerala Association Onam Harvest Festival held at the Lincoln Events Centre.
- 6 September Spoke at Upstream event about Local Government and SMEs held at the Wigram Air Force Museum.
- 7 September Councillor Briefings Workshop.
- 8 September Met with Marion Read, LGNZ Libraries Advisor along with Denise Kidd and her team.
Met with Dawn Ballagh regarding the Hororata River flooding along with Nicola Grigg and Ian Mackenzie.

9 September	Greater Christchurch Partnership Committee meeting. Canterbury Mayoral Forum meeting with Scion, Agresearch and Plant & Food regarding GM tools in agriculture to respond to climate change.
12 September	Met with GCP leaders and National party MP's to discuss Canterbury transport issues.
14 September	Visited Lincoln and Prebbleton Dairies with Police following recent break-ins at their premises. Council meeting.
15 September	Participated in panel discussion for Rolleston Kahui Ako Student Leadership Hui held at the Selwyn Sports Centre. Attended Springfield Community Drop in Session to discuss future flood mitigation options.
20 September	Official reopening of Kura Tawhiti which has been upgraded with new tracks, plantings and interpretation that celebrates the spiritual, cultural and historic importance of this site. Unpacking Resource Management Reform zoom meeting.
21 September	Meeting with Waka Kotahi Board and Local Government representative Mayors held in Wellington to discuss transport improvements.
22 September	Met with Malvern River Protection Group members about consenting and future of funding. Lincoln University Chancellor's Cocktail Function.
23 September	Resource Management Reform Local Government Steering Group meeting.
26 September	State Memorial Service for Queen Elizabeth II held in Wellington.
28 September	Institute of Directors Board Evaluation meeting. Council meeting.
30 September	Played in SDC team at ChristchurchNZ Futsal Fundraising Event held at Hagley Park.
12 October	Canterbury Museum Redevelopment update and special funding announcement by Hon. Dr Megan Woods.
14 October	Canterbury Employers Chamber of Commerce event with Christopher Luxon at Te Ara Ātea.
15 October	Selwyn Spring Show held at the Ellesmere A&P Grounds in Leeston.

17-18 October	Mayoral Induction Hui held in Wellington.
19 October	Exploring the Future for Local Government zoom meeting.
20-21 October	Council induction.
22 October	Open Greendale School's 150 th Jubilee celebrations.
25 October	Hosted Janine Smith & Lesley Baddon MfE on Resource Management Reform related matters. Attended Lincoln Rotary Meeting and presented the Rotary Young Totara Award to Bobbie Hira.
26 October	Met with Cheryl Doig to discuss the Zone 5&6 meeting presentation.
27 October	Visited Sheffield School along with staff member James Richmond.
28 October	Opening of Parry Field Lawyers offices in Rolleston.
29 October	Spoke at Springfield School's 150th celebrations and official opening of their new building. Rolleston Diwali Show Festival of Lights event held at the Rolleston Community Centre.
31 October	Welcomed and spoke to attendees at the NZ Police Women's Cricket event at Weedons. Spoke at the Central Plains Water bus tour event. SDC One Water Working Group Hui .

3. Events attended by Councillors on behalf of the Mayor

Cr Lyall – Tuesday 20 September 7.30am West Melton Community Centre
Selwyn Spring Business Breakfast

Cr Lyall – Tuesday 20 September 9.30am Lincoln Netball Courts
Opened Koru Games

Cr Hasson – Wednesday 21 September 5.30pm Christchurch Town Hall
Rātā Canterbury Grants Function

Cr Lyall – Friday 23 September 9.30am Christchurch Town Hall
Lincoln University Graduation celebration – Faculty of Agribusiness and Commerce

Cr Lyall – Thursday 6 October 5pm Lincoln University
Agribusiness and Economics Research Unit (AERU) at Lincoln University
celebrating the 60th anniversary of its foundation by Cabinet in 1962

Cr Mugford – Wednesday 5 October 6pm Great Hall, The Arts Centre
NZ-China 50th Anniversary of Diplomatic Relations Dinner

Cr Epiha – Saturday 8 October 7pm Lakeside Hall
Southbridge VFB Awards Evening. Gold Star presentation to Mark Root plus
awards to brigade honours.

Cr Gliddon – Saturday 22 October 6.30pm Kirwee Hall
Kirwee VFB Gold Star Awards ceremony for Stu Begg

Cr Reid – Friday 28 October 6pm Rolleston Community Centre
Selwyn Responsible Business Awards (Lincoln Envirotown Trust)

Cr Mundt – Monday 31 October 7pm Ellesmere College
Annual Senior Prizegiving Ceremony.



Sam Broughton
MAYOR

REPORT

TO: Council
FOR: Council Meeting on 23 November 2022
FROM: Chief Executive
DATE: 9 November 2022
SUBJECT: **CHIEF EXECUTIVE'S REPORT**

RECOMMENDATION

'That Council

- (a) receives the Chief Executive's report for information;*
- (b) agrees to the appointment of Mayor Sam Broughton to the Canterbury Regional Transport Committee (RTC) for the current Triennium; and*
- (c) approves the additions / alterations to the Delegations Manual as presented.'*

1. APPOINTMENT TO THE CANTERBURY REGIONAL TRANSPORT COMMITTEE (RTC)

The Canterbury Regional Transport Committee (RTC) comprises representatives from the region's councils as well as Waka Kotahi. The primary role of the RTC is to develop and implement the Canterbury Regional Land Transport Plan (RLTP). A full list of committee organisations is provided below.

The RLTP is a legislative document that sets out the current state of our region's transport network, the challenges we face and the priorities for future investment and the policies by which those services will operate by. It also explains how we will work in partnership with operators and territorial authorities in the region. It covers a 10-year period and is updated every three years.

Delivery of the activities included in the RLTP remains the responsibility of the proposing agency, while the Committee monitors implementation.

In addition to producing the RLTP, the Committee advises Environment Canterbury on transport issues and advocates for legislative and policy changes at a national level.

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Funding for RLTP programmes and projects is primarily provided from territorial authority rates, direct Crown funding, and the National Land Transport Fund, which is made up of road user charges and fuel taxes. It feeds into the National Land Transport Programme prepared by Waka Kotahi. Environment Canterbury has allocated \$11.5 million to the development of the RLTP and the RTC Work Programme over the next 10 years.

Committee organisations are:

- Waka Kotahi NZ Transport Agency
- Environmental Canterbury Regional Council
- Christchurch City Council
- Ashburton District Council
- Ashburton District Council
- Hurunui District Council
- Kaikōura District Council
- Mackenzie District Council
- Selwyn District Council
- Timaru District Council
- Waimakariri District Council
- Waimate District Council

The Canterbury Regional Transport Committee also plays an important role in the promotion of the Regional Land Transport Plan within the region and to monitor the progress of its implementation as well as reporting and recommending to the Regional Council, territorial authorities and other organisations, where appropriate, on the Committee's legal responsibilities, objectives and delegated powers.

At today's Council meeting, Councillors will be asked to endorse the appointment of Mayor Sam Broughton to the Canterbury Regional Transport Committee. This is a position that the Mayor has held for the previous two trienniums.

2. COUNCIL WINS NATIONAL AWARD

Programmes organised by the Council with local and national partners to support employment in Selwyn have earned national attention. The Council won a Best Practice Commendation for Integrated Planning Award at the Economic Development New Zealand national awards in late October, for its Selwyn Works package of programmes, designed to build local employment, especially for younger adults.

The Selwyn Works package of initiatives helped over 650 Selwyn residents into work in Selwyn, or training and making career plans incorporating living and working in Selwyn. It included Trailblazers, an innovative programme of training, social support and internships with Council, and the Mayors Taskforce for Jobs Work Exposures providing work experience at Selwyn businesses.

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The award was great recognition for the effort of all those involved. Selwyn Works has been a passion project for staff and partners who really enjoy seeing young people build their strengths, passions and interests as well as gaining useful skills for life. The award's a great reflection of that work, the quality of the District's young people and so many businesses who are so open to supporting Selwyn youth.

3. SELWYN STILL THE MOST POPULAR PLACE TO LIVE IN THE COUNTRY

Selwyn continues to be the fastest growing place in the country, with more new residents in Selwyn in the past year than anywhere else in New Zealand.

The latest population estimates from Statistics New Zealand show Waikirikiriri Selwyn's population grew by 3,600 new residents to 79,300, which was the largest total number of new residents of anywhere in the country. Selwyn also had the biggest proportional growth at 4.5%.

In the surrounding Council areas Waimakariri grew by 1,300 people (1.9%), Ashburton by 200 (0.6%) and Christchurch City's population fell by 700 people (-0.2%) in the year to June 2022.

Selwyn's population growth was backed by a continuing strong economy, with the most recent figures from economic analysts Infometrics showing Selwyn's economy grew by 6.2% in the year to June against a national average of 0.9%.

The Selwyn's economy was supported by strong dairy payouts, along with the ongoing housing boom, strong consumer spending and tourism bouncing back from the impacts of the pandemic with tourism spending growing by 10.7% in the year to June.

Selwyn is benefiting from a combination of great natural attractions, good planning and a strong community.

For more information on the latest population estimates visit Stats NZ website at <https://www.stats.govt.nz/information-releases/subnational-population-estimates-at-30-june-2022-provisional/>.

4. SPRINGFIELD TURNS OUT FOR REWI ALLEY'S 125TH ANNIVERSARY –

On Friday 21 October, Springfield's Rewi Alley Memorial Park was the site of the celebration of the 125th anniversary of Rewi's birth in Springfield. Special guests joined members of the Malvern Community Board, Springfield Township Committee, Sister City Committee, and students and principals from Springfield School and Darfield High School where the Chinese Ambassador to New Zealand Wang Xiaolong and Chinese Consul General Madame He Ying unveiled a new plaque at the memorial park.

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Alley, born in 1897, remains one of China's best-known and loved foreigners, setting up cooperatives and schools in the country. He is also the reason for Selwyn's Sister City relationship with Shandan in northwest China. It was a great opportunity to remember Rewi's contributions who spent many years in China, working first in the fire brigade and then as a factory inspector in Shanghai where he witnessed child labour and became concerned about the plight of young children working in factories. Rewi would go on to establish the Shandan Bailie School, which is now a large vocational college.

The Chinese Ambassador spoke of Rewi's time in China, and explained that the primary focus of the celebration was to share the Rewi Alley legacy with young people. He then unveiled the new memorial plaque with the assistance of Springfield School and Darfield High School students.

The plaque was made in China and donated by the Christchurch Chinese Consulate. Members of Rewi's family, as well as the artist who sculpted the Springfield statue, Lu Boa and her husband also attended the ceremony.

5. DELEGATIONS MANUAL UPDATE

The following changes have been made to the Delegations Manual to reflect staffing updates. One of the pieces of work coming out of the restructure review was a renaming of the TA Functions Team to Building Compliance which is clearer and more readily understandable for our customers. These minor changes are highlighted below.

Full changes to reflect the new organisational structure will be made in due course.

AUTHORITIES

MD-102

	MAXIMUM VALUE OF FINANCIAL COMMITMENT FOR THE OFFICER	ELECTRONIC PURCHASE ORDER SYSTEM POSITION NUMBER
Officer	\$	
Building Technical Trainer	5,000	TBC

BUILDING ACT – BUILDING

RS-104

The Council, through its CEO, delegates the functions, powers and duties listed in the following schedule to the relevant positions identified under the provisions of Section 232 of the Building Act 2004 and Clause 32 of Schedule 7 of the Local Government Act 2002 and subject to the following conditions.

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SCHEDULE OF DELEGATIONS

These delegations must be delivered in accordance with the relevant section(s) of the Building Act 2004.

Building Act 2004 Section	Description	Building Manager	Principal Advisor Building	Building Services Delivery Manager	Team Leader Building Compliance	Team Leader Commercial	Team Leader Residential	Team Leader Building Advisory	Senior Building Surveyors & Building Technical Trainer	Building Surveyors – Building Compliance	Building Surveyors – Commercial & Residential	Building Advisors (including senior)	Building Compliance Administrator
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David Ward
CHIEF EXECUTIVE

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REPORT

TO: Council

FOR: Council Meeting – 23 November 2022

FROM: Chief Executive

DATE: 3 November 2022

SUBJECT: ADOPTION OF THE CODE OF CONDUCT

RECOMMENDATION

‘That Council adopts the attached Code of Conduct for the 2022 – 2025 Triennium.’

1. PURPOSE

The Code of Conduct is a requirement under Clause 15 of Schedule 7 of the Local Government Act 2002. Councillors are legally bound to comply with provisions of the Code adopted by Council.

This Code of Conduct is in place to maintain effective working relationships. The Code sets out the standards of behaviour expected from elected members in the exercise of their duties. Its purpose is to:

- Enhance the effectiveness of the Selwyn District Council and the provision of good local government for the Selwyn district.
- Promote effective decision-making and community engagement.
- Enhance the credibility and accountability of the Council to its communities; and
- Develop a culture of mutual trust, respect and tolerance between the members of the Council and between the members and management

The purpose is given effect through the values, roles, responsibilities and specific behaviours agreed in this Code of Conduct.

2. REVIEW OF THE CODE OF CONDUCT

The Code of Conduct has undergone a recent peer review by Council's legal advisors (Budde Findlay) and by Local Government New Zealand.

the updated template now includes:

- an explicit description of unacceptable behaviours
- an acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of the Te Tiriti principles and how they apply to councils
- an acknowledgement of the principles of good governance, drawn from the findings of the 1994 Nolan Inquiry (UK)
- an amended approach to investigating and assessing alleged breaches designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.

Our legal advisors have made amendments on account of the first three of the above matters but not the final one. The LGNZ provided template did not really seem to address this point and our legal advisors thought that the Council's existing processes and procedures (as documented in the previous version of its code of conduct) were superior.

3. PROPOSAL

It is appropriate for Council to adopt the Code of Conduct at today's (23 November 2022) meeting in accordance with Clause 15 of Schedule 7 of the Local Government Act 2002 with regards to the behaviour expected from elected members in the exercise of their duties.

4. POST-ADOPTION AMENDMENTS TO THE CODE OF CONDUCT

Following adoption of the Code of Conduct, any amendments to, or adoption of a new Code of Conduct – in every case – requires a vote in support of the amendment or new Code of no less than 75% of the members present.



David Ward
CHIEF EXECUTIVE



CODE OF CONDUCT

Adopted on 23 November 2022

1. INTRODUCTION

This Code of Conduct (**Code**) sets out the standards of behaviour expected from elected members in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the Selwyn District Council (**Council**) and the provision of good local government for the Selwyn District (**District**);
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the Council to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the Council and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviours agreed in this Code.

Members' commitment

These commitments apply when conducting the business of the Council as its representative or the representative of an electorate, and communicating with other members, the media, the public or staff. By adopting this Code of Conduct members agree that they will:

1. not bully, harass, or discriminate unlawfully against any person;
2. treat all people fairly;
3. not bring the Council into disrepute;
4. not use their position to improperly advantage themselves or anyone else or disadvantage another person;
5. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council;
6. treat all other members, staff, and members of the public, with courtesy and respect;
7. not disclose information acquired, or given, in confidence, which they believe is of a confidential nature;
8. share with the Council any information received that is pertinent to the ability of the Council to properly perform its statutory duties;
9. make it clear, when speaking to the media, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the Council;
10. take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of a member; and
11. comply with the specific duties outlined below.

Please note, a failure to act in accordance with these commitments represents a breach of this Code.

2. SCOPE

The Code has been adopted in accordance with clause 15 of Schedule 7 of the Local Government Act 2002 (**LGA**) and applies to all elected members, including the members of any local boards as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the chief executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the Council to give effect to its statutory responsibilities

The Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered.

The Code should be read in conjunction with the Council's Standing Orders.

3. TE TIRITI O WAITANGI

The Council commits to operating in a manner that recognises and respects the significance of the Te Tiriti o Waitangi and acknowledges the following principles:

1. **Tino Rangatiratanga:** The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes.
2. **Partnership:** The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with Iwi/Māori, within the context of Iwi/Maori expectations.
3. **Equity:** The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services.
4. **Active protection:** The principle of active protection requires local authorities to be well informed on the wellbeing of Iwi, hapū and whanau within their respective rohe.
5. **Options:** The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of te ao Māori.

4. VALUES

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will act with honesty and integrity at all times and will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour. Members will respect the impartiality and integrity of officials.
4. **Integrity:** members should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
5. **Tāria te wā and kaitiakitanga/stewardship:** members should use long-term perspective when making decisions. Decisions, which impact on both past, current and future generations, have an inter-generational impact on collective well-being.
6. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts and

- recommending individuals for rewards or benefits.
7. **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
 8. **Openness:** members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
 9. **Honesty:** members should be truthful.
 10. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of officials.
 11. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code and act in accordance with the trust placed in them by the public.
 12. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events and participating in relevant training seminars.
 13. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the LGA and the governance principles of section 39 of the LGA.

5. BEHAVIOURS

To promote good governance and build trust between the local authority, its members and citizens, members agree to the following standards of conduct when they are:

- conducting the business of the local authority;
- acting as a representative of the local authority;
- acting as a representative of their electorate;
- communicating with other members, the media, the public and staff; and
- using social media and other communication channels.¹

Where a member's conduct falls short of these standards, members accept that they may be subject to a complaint made under the council's "Policy for alleged breaches of the Code of Conduct".

Bullying, harassment and discrimination

Members will:

- not bully any person
- not harass any person
- not discriminate unlawfully against any person; and
- treat all people fairly.

¹ Please refer to the Guidelines for the responsible use of social media in Appendix A.

For the purpose of this Code, bullying is defined as offensive, intimidating, malicious or insulting behaviour which represents an abuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying can be a regular pattern of behaviour or a one-off incident, occur face-to-face, on social media, in emails or phone calls, happen in the workplace, or at work social events, and may not always be obvious, or noticed by others.

Harassment means conduct that causes alarm or distress, or puts people in fear of violence, and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person. Unlawful discrimination is where someone is treated unfairly or less favourably than another person because of their:²

<i>Age</i>	<i>colour</i>	<i>race</i>
<i>disability</i>	<i>employment status</i>	<i>ethical belief</i>
<i>ethnic or national origin</i>	<i>family status</i>	<i>marital status</i>
<i>political opinion</i>	<i>religious belief</i>	<i>gender identity</i>
<i>Sex</i>	<i>sexual orientation.</i>	

Disrepute

Members will not bring the local authority into disrepute.

As a member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You need to be aware that your actions might have an adverse impact not only on yourself and colleagues but also on your local authority and may lower the public's confidence in your local authority.

Behaviours that can bring your local authority into disrepute and diminish its ability to fulfil its statutory role, include behaviours that are dishonest and/or deceitful. Adhering to this Code does not in any way limit your ability to hold the local authority and fellow members to account or constructively challenge and express concern about decisions and processes undertaken by the local authority.

Use of position for personal advantage

Members will not use, or attempt to use, their position to improperly advantage themselves or anyone else, or disadvantage another person.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly. A member found to have personally benefited by information gained as an elected member may be subject to the provisions of the Secret Commissions Act 2010.

See further discussion of conflicts of interest, interest register requirements and ethical behaviour requirements 12 below.

² See Human Rights Commission <https://www.govt.nz/browse/law-crime-and-justice/human-rights-in-nz/human-rights-and-freedoms/>

Impartiality

Members will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try to influence officials to change their advice, or alter the content of a report, other than in a meeting or workshop, if doing so would prejudice their professional integrity.

Members should:

- make themselves aware of the obligations that the local authority and chief executive have as employers and always observe these requirements, such as the obligation to be a good employer; and
- observe any protocols put in place by the chief executive concerning contact between members and employees, and not publicly criticise individual staff.

If you have concerns about the behaviour of an official, whether permanent or contracted, you should raise your concerns with the local authority's chief executive, or, if the concerns are to do with the chief executive, the Mayor, the council chairperson or CEO performance committee.

Respect

Members will treat all other members, staff and members of the public, with respect.

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a member of a local authority you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Offensive behaviour lowers the public's expectations of, and confidence in, your local authority. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police.

Further discussion of relationships between members, staff and members of the public is set out below.

Confidentiality and information

Members will not disclose information acquired, or given, in confidence, which they believe is of a confidential nature, unless:

- they have the consent of a person authorised to give it;
- they are required by law to do so;
- the disclosure is to a third party to obtain professional legal advice, and that the third party agrees not to disclose the information to any other person; or
- the disclosure is reasonable and in the public interest, is made in good faith, and in compliance with the reasonable requirements of the local authority.

Members will share with the local authority any information received that is pertinent to the ability of the local authority to properly perform its statutory duties.

Occasionally members will receive information, in their capacity; as members of the governing body, which is pertinent to the ability of their council to properly perform its statutory duties. Where this occurs members will disclose any such information to other members and, where appropriate the chief executive. Members who are offered information on the condition that it remains confidential will inform the person making the offer that they are under a duty to disclose such information, for example, to a governing body meeting in public exclusion.

Further guidance on the receipt and handling of confidential information is set out below.

Media

Members will make it clear, when speaking to the media, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the local authority.

The media play an important role in the operation and efficacy of our local democracy and need access to accurate and timely information about the affairs of the local authority to fulfil that role. Members are free to express a personal view to the media at any time, provided the following rules are observed:

- they do not purport to talk on behalf of the local authority, if permission to speak on behalf of the authority has not been given to them;
- comments shall be consistent with the Code, for example, they should not disclose confidential information or criticise individual members of staff; and
- comments must not purposefully misrepresent the views of the local authority or other members.

Further details about media relations are set out below.

Members will abide by the social media protocols described in Attachment A, LGNZ's Good Governance Guide, available at <https://www.lgnz.co.nz/assets/Induction/The-Good-Governance-Guide.pdf>

Equitable contribution

Members will take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of them.

Being a member is a position of considerable trust, given to you by your community to act on their behalf. To fulfil the expectations of your constituents and contribute to the good governance of the District it is important that you make all reasonable efforts to attend meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.

The local government workload can be substantial, and it is important that every member "pulls their weight". Achieving good governance and leaving your community in a better state than when you were elected requires members to often work as a team and avoid situations where the majority of the work undertaken by the local authority falls on the shoulders of a small number of members.

6. ROLE AND RESPONSIBILITIES

The Code is designed to strengthen the good governance in the District. Good governance requires clarity of roles, respect and understanding between those charged with responsibility for the leadership of the Council and those responsible for advice and the implementation of Council decisions. The key roles are:

6.1 Members

The role of the governing body includes:

- representing the interests of the people of the district;
- developing and adopting plans, policies and budgets;
- monitoring the performance of the Council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of the Council's resources;
- employing and monitoring the performance of the chief executive; and
- ensuring the Council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

6.2 Chief executive

The role of the chief executive includes:

- implementing the decisions of the Council;
- ensuring that all responsibilities delegated to the chief executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the Council; and
- employing staff on behalf of the Council (including negotiation of the terms of employment for those staff).

Under section 42 of the LGA the chief executive is the only person *directly* employed by the Council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the chief executive.

7. RELATIONSHIPS

This section of the Code sets out agreed standards of behaviour between:

- members;
- members and staff; and
- members and the public.

7.1 Relationships between members

Given the importance of relationships to the effective performance of the Council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive, bullying or abusive conduct, including the use of disrespectful or malicious language.

Please note that nothing in this section of the Code is intended to limit robust debate within the Council if it is conducted in a respectful and insightful manner.

7.2 Relationships with staff

An important element of good governance involves the relationship between the Council and its chief executive and staff. Members will respect arrangements put in place to facilitate this relationship and:

- raise any concerns about employees, officers or contracted officials with the chief executive;
- raise any concerns about the performance or behaviour of the chief executive with the mayor or the chairperson of the chief executive performance review committee;
- make themselves aware of the obligations that the Council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the chief executive concerning contact between members and employees; and
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee.

Please note: Elected members should be aware that failure to observe this portion of the Code may compromise the Council's obligations to be a good employer and consequently expose the Council to civil litigation or affect the risk assessment of Council's management and governance control processes undertaken as part of the Council's audit.

7.3 Relationship with the public

Given the vital role that democratic local government plays in our community, it is important that the Council has the trust and respect of its citizens. To facilitate trust and respect in their Council, members will:

- ensure their interactions with members of the public are fair, respectful and conducted in an equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- represent the views of citizens and organisations accurately and consider all points of view or interests when participating in debate and making decisions, regardless of the member's own opinions of the matters raised;

- treat members of the public in a courteous manner; and
- ensure their interactions with citizens and communities uphold the reputation of the Council.

8. CONTACT WITH THE MEDIA

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of Council.

From time to time individual members will be approached to comment on a particular issue either on behalf of the Council, or as an elected member in their own right. In dealing with the media elected members must clarify whether they are communicating a view endorsed by their Council, committee or community board, or are expressing a personal view.

When responding to the media members must be mindful that operational questions should be referred to the chief executive and policy-related questions referred to the mayor or the member with the appropriate delegated authority.

When speaking to the media more generally members will abide by the following provisions:

8.1 Media contact on behalf of the Council

- The mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the mayor is absent requests for comment will be referred to the deputy mayor or relevant committee chairperson or member appointee.
- The mayor may refer any matter to the relevant committee chairperson or to the chief executive for their comment.
- No other member may comment *on behalf of* the Council without having first obtained the approval of the mayor.

8.2 Media comment on a member's own behalf

Elected members are free to express a personal view in the media or social media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of the Council;
- Comments must not purposefully misrepresent the views of the Council or the views of other members;
- media comments which are contrary to a Council decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticize, or compromise the impartiality or integrity of staff; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.
- Social media pages controlled by members and used for making observations relevant to their role as an elected members should be open and transparent, except where abusive or inflammatory content is being posted; and
- Social media posts about other members, Council staff or the public must be consistent with section five of this Code. (See **Appendix A** for guidelines on the personal use of social media).

Any failure by members to meet the standards set out above represents a breach of this Code.

9. INFORMATION

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

9.1 Confidential information

In the course of their duties members will occasionally receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

9.2 Information received in capacity as an elected member

Members will disclose to other members and, where appropriate the chief executive, any information received in their capacity as an elected member that concerns the Council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by members to act in the manner described above represents a breach of this Code.

Please note: failure to observe these provisions may impede the performance of the Council by inhibiting information flows and undermining public confidence. It may also expose the Council to prosecution under the Privacy Act and/or civil litigation.

10. CONFLICTS OF INTEREST

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (**LAMIA**).

Members will not participate in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse or partner contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the Council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix B). In the event of a conviction, elected members can be removed from office.

11. REGISTER OF INTERESTS³

Members shall annually make a declaration of interest. These declarations are recorded in a public Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the member or the members' spouse or partner for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse or partner is a director, partner or trustee;
- c) the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority;
- d) the address of any land owned by the local authority in which the member or their spouse or partner is:
 - a tenant; or
 - the land is tenanted by a firm in which the member or spouse or partner is a partner, a company of which the member or spouse or partner is a director, or a trust of which the member or spouse or partner is a trustee; and
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the chief executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

12. ETHICAL BEHAVIOUR

Members will seek to promote the highest standards of ethical conduct. Accordingly, members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or family's personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of this Code.

³ These requirements now mandated under Part 4, Subpart 3 of the LGA following the commencement of the Local Government (Pecuniary Interests Register) Amendment Act 2022.

12.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 of the LGA any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

13. CREATING A SUPPORTIVE AND INCLUSIVE ENVIRONMENT

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- attending post-election induction programmes organised by the Council for the purpose of facilitating agreement on the Council’s vision, goals and objectives and the manner and operating style by which members will work;
- taking part in any assessment of the Council’s overall performance and operating style during the triennium⁴; and
- taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfil their Declaration of Office and contribute to the good governance of the district.

14. BREACHES OF THE CODE

Members must comply with the provisions of this Code (LGA, schedule 7, section 15(4)). Any member, or the chief executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

14.1 Principles:

The following principles will guide any processes for investigating and determining whether a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have confidence that any hearing will be impartial;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

⁴ A self assessment template is provided in the Guidance to this Code

14.2 Complaints

All complaints made under this Code must be made in writing and forwarded to the chief executive. On receipt of a complaint the chief executive must forward that complaint to the Mayor or, where the Mayor is a party to the complaint, an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation⁵.

Only members and the chief executive may make a complaint under this Code.

14.3 Complaint referred to Mayor

On receipt of a complaint made under the provisions of the Council's Code the Mayor will, as the situation allows:

- Interview the complainant to assess the full extent of the complaint.
- Interview the member(s) subject to the complaint.
- Assess the complaint to determine materiality.
- Where a complaint is assessed by the Mayor to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.
- Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor, to the Council or an adjudicative body established by the Council to assess and rule on complaints made under the Code.⁶

If the Mayor chooses they may, instead of undertaking an initial assessment, immediately refer the complaint to the independent investigator, via the Chief Executive.

14.4 Complaint referred to Independent Investigator

On receipt of a complaint from a member which concerns the Mayor, or from the Mayor after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Council or an adjudicative body for assessing and ruling on complaints.⁷

14.5 Investigation, advice and decision

The process, following receipt of a complaint, will follow the steps outlined in Appendix C.

14.6 Materiality

An alleged breach under this Code is material if, in the opinion of the Mayor or independent investigator, it would, if proven, bring a member or the Council into disrepute or, if not addressed, reflect adversely on another member of the Council.

An alleged breach under this Code is non-material if, in the opinion of the Mayor/Chair or independent investigator, any adverse effects are minor and no investigation or referral is warranted.

⁵ On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor, a list of investigators for this purpose of undertaking a preliminary assessment. The Chief Executive may prepare a list specifically for his or her Council, prepare a list jointly with neighbouring councils or contract with an agency capable of providing appropriate investigators, such as Equip.

⁶ Advice on establishing adjudication bodies can be found in the Guide to the Code of Conduct.

⁷ On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor or Chairperson, a list of investigators for this purpose of undertaking a preliminary assessment. The Chief Executive may prepare a list specifically for his or her Council, prepare a list jointly with neighbouring councils or contract with an agency capable of providing appropriate investigators, such as Equip.

15. PENALTIES AND ACTIONS

Where a complaint is determined to be material and referred to the Council or an adjudicative body established to consider complaints, the nature of any penalty or action will depend on the seriousness of the breach.

15.1 Material breaches

In the case of material breaches of this Code the Council, or the adjudicative body with delegated authority, may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain Council-funded privileges (such as attendance at conferences);
5. Removal of responsibilities, such as committee chair, deputy committee chair or portfolio holder;
6. restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
7. limitation on any dealings with Council staff so that they are confined to the chief executive or identified senior manager only;
8. suspension from committees or other bodies; or
9. an invitation for the member to consider resigning from the Council.

A Council or adjudicative body with delegated authority may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course;
- work with a mentor for a period;
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

15.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under section 44 of the LGA which may result in the member having to make good the loss or damage); or
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

16. Review

Once adopted, a Code continues in force until amended by the Council. The Code can be amended at any time but cannot be revoked unless the Council replaces it with another Code. As noted above, once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of the Council present at a Council meeting where the amendment is considered.

The Council shall formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the Council in regard to potential changes for improving the Code.

Appendix A: Guidelines on the personal use of social media

There is a big difference in speaking “on behalf of Council” and speaking “about” the Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.
2. **You are responsible for your actions.** Anything you post that can potentially damage the Council’s image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. **Be an “advocate” for compliments and criticism.** Even if you are not an official online spokesperson for the Council, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Council or its activities online that you believe are important you are encouraged to share them with the governing body.
4. **Let the subject matter experts respond to negative posts.** Should you come across negative or critical posts about the Council or its activities you should consider referring the posts to the Council’s authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.
5. **Take care mixing your political (Council) and personal lives.** Elected members need to take extra care when participating in social media. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.
6. **Never post sensitive and confidential information** provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.

Elected Members’ social media pages should be open and transparent. When commenting on matters related to the local authority no members should represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.

Appendix B: Legislation bearing on the role and conduct of elected members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

Local Authorities (Members' Interests) Act 1968

The LAMIA regulates situations where a member's personal interests impinge or could be seen as impinging on their duties as a member.

The LAMIA provides that a member is disqualified from office if that member or that member's spouse or partner is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 (inclusive of GST) in any financial year.

Additionally, members are prohibited from participating in any Council discussion or voting on any matter in which they or their spouse or partner has a pecuniary interest, other than an interest in common with the general public. This includes where a member, or their spouse or partner, are involved in a company or trust that is "concerned or interested" in a contract or decision or where the company or trust has a pecuniary interest in the decision.

Members may contact the Office of the Auditor-General for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

The Chief Executive may seek approval from the Office of the Auditor-General for contractual payments to members, their spouses or partners or their companies that exceed the \$25,000 annual limit in special cases.

Failure to observe these requirements could leave the member open to prosecution under the LAMIA. In the event of a conviction members will be removed from office.

The website of the Office of the Auditor General contains further guidance on the LAMIA: www.oag.govt.nz.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned. (OAG, 2010)

In deciding whether you have a pecuniary interest, members should consider the following factors:

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?

- Could I apply to the Office of the Auditor-General for approval to participate?

Members may seek assistance from the mayor or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether they have a pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes (further requirements are set out in the Council's Standing Orders).

From November 2022, Part 4, Subpart 3 of the LGA requires local authorities to maintain a register of members' pecuniary interests and members to make an annual declaration in relation to such matters.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

Would a fair-minded observer reasonably think that a member of the decision-making body might not bring an impartial mind to the decision, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party. (OAG, 2010)

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members should focus be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an resource management hearing).

Local Government Official Information and Meetings Act 1987 (LGOIMA)

The LGOIMA has three main purposes that can be summarised as follows:

- increase the availability of official information to the public and promote the open and public transaction of business at meetings of local authorities;
- provide for proper access by each person to official information relating to that person; and
- protect official information and the deliberations of local authorities to the extent consistent with the public interest and preservation of personal privacy.

Generally, information held by the Council is to be made available unless there is a good reason for withholding (the main grounds for withholding information are set out in sections 6 and 7 of the LGOIMA).

The LGOIMA also sets out a list of meeting procedures and requirements. Meetings are to be publicly notified and open to the public, unless there is good reason for withholding information and excluding the public. Of particular importance for the roles and conduct of members is the fact that the Chair has the responsibility to maintain order at meetings, but all members should accept a personal responsibility to maintain acceptable standards of address and debate and should comply with the Council's Code.

No member should:

- create a disturbance or a distraction while another member is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the Council, other members, any employee of the Council or any member of the public.

The website of the Office of the Ombudsman contains further guidance on the LGOIMA: www.ombudsman.parliament.nz.

Secret Commissions Act 1910 (SCA)

Under the SCA it is unlawful for a member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false invoices/documentation to the Council.

If convicted of any offence under the SCA a person can be imprisoned for up to seven years. A conviction therefore would trigger the disqualification provisions in clause 1 of Schedule 7 of the LGA and will result in the removal of the member from office.

Crimes Act 1961

Under the Crimes Act it is unlawful for a member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- use information gained in the course of their duties for their, or another person's monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. A conviction therefore would trigger the disqualification provisions in clause 1 of Schedule 7 of the LGA and will result in the removal of the

member from office.

Financial Markets Conduct Act 2013

The FMCA governs the offer, promotion, issue and sale of financial products, which includes shares, debt securities and derivatives.

If Council does issue financial products or, in certain cases, sells financial products that it holds, members will be potentially subject to personal liability for breaches of the offer and other provisions of the FMCA. For example, if investment documents such as a prospectus contain untrue statements.

Health and Safety at Work Act 2015 (HSWA)

The HSWA and its associated regulations comprise New Zealand's key work health and safety legislation. The guiding principle under the HSWA is that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from work risks as is reasonably practicable.

The HSWA places obligations on Members as 'officers' of the Council (who is a 'person conducting a business or undertaking' or PCUB for the purposes of the HSWA) to exercise due diligence to ensure that the Council is meeting its obligations under the HSWA. While Members are not required to be directly involved with the day-to-day management of health and safety, they are required to take reasonable steps to understand Council's operations and health and safety risks and to ensure that the Council has the appropriate resources and processes to ensure that it is managed in accordance with the HSWA.

This duty does not extend to ensuring that a Council-controlled organisation complies with the HSWA, unless the Member concerned is also an 'officer' (i.e. a director or trustee) of that organisation.

Most officers can be convicted of an offence for failing to meet their due diligence obligations. However, Members (and members of local boards and community boards), when acting in their capacity as elected members, are expressly exempted from prosecution under section 52 of the HSWA.

The Local Government Act 2002

The LGA sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to this Code include:

Personal liability of members

Generally speaking, members are indemnified in respect of their actions as a member. Section 43 of the LGA provides for this indemnity by the Council in relation to:

- civil liability (both for costs and damages) if the member is acting in good faith and in pursuance of the responsibilities or powers of the Council; and
- costs arising from any successfully defended criminal action relating to acts or omissions in his or her capacity as a member.

However, there is a theoretical personal exposure on the part of members following a report from the Auditor-General under section 44 of the Act, if it is found that one of the following applies:

- money belonging to, or administrable by, the Council being unlawfully expended; or

- an asset being unlawfully sold or otherwise disposed of by the Council; or
- a liability being unlawfully incurred by the Council; or
- the Council intentionally or negligently failing to enforce the collection of money it is lawfully entitled to receive.

If the Auditor-General has made such a report, then that loss is recoverable as a debt due to the Crown (which in turn must be paid back to the Council) from each member jointly and severally. However, a member has a defence to such a claim if he or she can prove that the act or failure giving rise to the loss occurred:

- without the member's knowledge; or
- with the member's knowledge but against his or her protest made at or before the time when the loss occurred; or
- contrary to the way the member voted on the issue at a meeting of the Council; or
- in circumstances where, although being a party to the act or failure to act, the member acted in good faith and in reliance on reports, statements, financial data, or other information prepared or supplied, or on professional or expert advice given, by any Council officer or professional advisor in relation to matters which the member believed on reasonable grounds to be within that person's competency.

In certain situation members will also be responsible for paying the costs of proceedings (section 47 LGA).

Appendix C: Process where a complaint is referred to an independent investigator

Step 1: Chief executive receives complaint

On receipt of a complaint under this Code, whether from a member (because the complaint involves the Mayor) or from the Mayor after an initial assessment, the chief executive will refer the complaint to an investigator selected from a panel agreed at the start of the triennium. The members of the panel will be:

- mayor
- deputy mayor
- chief executive
- the alternate – where required – may be the Chair of Council’s Audit and Risk Subcommittee.

The chief executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the name of the investigator and refer them to the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; and
4. the complaint is material and a full investigation is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's chief executive. The investigator has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality.

On receiving the investigator’s preliminary assessment, the chief executive will:

1. where an investigator determines that a complaint is frivolous or without substance, inform the complainant and respondent directly and inform other members (if there are no grounds for confidentiality) of the investigator’s decision; and/or
2. in cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform the chief executive who will inform the complainant, the respondent and members of the action.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material, but more than frivolous, the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent seeks guidance from the mayor; and/or
- that the respondent attends appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

The chief executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the Council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material the investigator will inform the chief executive, who will inform the complainant and respondent. The investigator will then prepare a report for the Council on the seriousness of the breach.

In preparing that report the investigator may:

- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the chief executive will prepare a report for the Council or adjudicative body with delegated authority, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The chief executive's report will include the full report prepared by the investigator.

Step 5: Process for considering the investigator's report

Depending upon the nature of the complaint and alleged breach the investigator's report may be considered by the full Council, excluding the complainant, respondent and any other 'interested' members, or a committee established for that purpose.

In order to avoid any suggestion of bias, a Code of Conduct Committee may often be the best mechanism for considering and ruling on complaints. Committees should be established at the start of a triennium with a majority of members selected from the community through either an application process or by invitation.

The Council or committee will consider the chief executive's report in open meeting, except where the alleged breach concerns matters that justify the exclusion of the public, such as the misuse of confidential information or a matter that would otherwise be exempt from public disclosure under section 48 of the LGOIMA, in which case it will be a closed meeting.

Before making any decision in respect of the investigator's report the Council or committee will give the member against whom the complaint has been made an opportunity to appear and speak in their own defence. Members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set

out in clause 13.1 of this Code.

In accordance with this Code the Council will agree to implement the recommendations of a Code of Conduct Committee without debate.

REPORT

TO: Council – 23 November 2022
FROM: Chief Executive
DATE: 1 November 2022
SUBJECT: **ELECTED MEMBER REMUNERATION**

RECOMMENDATION

‘That Council:

- a) acknowledges that the Remuneration Authority has allocated a sum of \$555,420 for annual remuneration of elected members to Selwyn District Council; and*
- b) accepts the direction from the Remuneration Authority, that the pool of funds must be fully allocated; and*
- c) advises the Remuneration Authority that it wishes to allocate the annual sum of \$65,344 to the Deputy Mayor, and the annual sum of \$54,453 to all other elected members of Council, for the period commencing 17 October 2022.’*

1. PURPOSE

Remuneration for elected members of local authorities is regularly reviewed and set by the Remuneration Authority and it is notified in the Local Government Members’ (2022/2023) Determination.

Within that legislation the Remuneration Authority identifies a pool of funds that are allocated for the remuneration of each Council’s elected members. It is then a requirement of each local authority to determine how the funds are allocated acknowledging that the pool must be allocated in its entirety.

2. BACKGROUND

In December 2021 Council received advice from the Remuneration Authority of the review that they had undertaken in respect to Local Government Members (2022/2023) Determination for Selwyn District. Correspondence received from the Remuneration Authority made reference to the weighting process which is given consideration and data that is drawn from the following sources:

- Population: Stats NZ estimated resident population at 30 June 2020
 - Weighting 50%
- Total assets: Stats NZ local authority financial statistics as at 30 June 2020
 - Weighting 15%

- Total operating expenditure: Stats NZ local authority financial statistics as at 30 June 2020
 - Weighting 20%
- Socioeconomic deprivation: University of Otago NZ Deprivation Index analysis from 2018 Census
 - Weighting 15%
- Geographic area: Stats NZ geographic boundary files as at January 2021
 - No weighting
- Passenger Boardings: MoT Public transport boardings by region 2018-2019
 - No weighting

3. DISCUSSION

The governance remuneration pool provides the total amount that must be paid in remuneration to Councillors in each individual Council. The pool does not apply to Mayors or Community Board Members.

Under the Determination, the governance remuneration pool for Selwyn District Council increased from \$493,230 at 1 July 2022 to \$555,420 from the day after the date the official election result is declared.

At its recent Retreat, Council discussed how remuneration may be allocated and considered a number of options including:

- Levels of differential for the Deputy Mayor
- Levels of differential for Committee Chairs
- Equitable payment to all Members

During consideration of these options staff presented a number of scenarios for elected member consideration. The outcome to those discussions was an agreement that a differential of 20% be applied to the Deputy Mayor in acknowledgement of the role and responsibilities incumbent upon that position firstly when the Mayor is unavailable and secondly to broaden access from community members and organisations to the Mayoral Office.

Councillors also took the time to consider proposed workload that may emanate from a revised Committee governance structure. Councillors took the view that both Committee Chair and Deputy Chair roles, together with appointments to external organisations ensured that the workload of elected members was spread reasonably equitably and it would be more prudent to remunerate all elected members on an equal basis.



David Ward
CHIEF EXECUTIVE

REPORT

TO: Chief Executive Officer

FOR: Council Meeting – 23 November 2022

FROM: Bonnie Denson – Senior Administrator District Licensing Committee
Malcolm Johnston – Chief Licensing Inspector
Susan Atherton – Regulatory Manager (Secretary of District Licensing Committee)

DATE: 19 September 2022

SUBJECT: **Joint District Licensing Committee and Chief Licensing Inspector
Monthly Report for period 1 August 2022 to 31 August 2022**

RECOMMENDATION

'That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for August 2022.'

1. PURPOSE

The purpose of the report is to inform the Council of activity in the Alcohol Licensing section.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report is for information only it is not considered to be significant in the context of Council's Significance Policy.

3. PROPOSAL

Licences issued in August 2022.

Special Licences for August 2022:

- SP220041 – SWBF Limited – Larcomb Vineyard
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.
- SP220045 – Longshot Distillery – Larcomb Vineyard
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.
- SP220046 – S Cottier & N Burborough – Larcomb Vineyard
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.
- SP220047 – Straight 8 Estate – Larcomb Vineyard
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.
- SP220043 – Reefton Distilling Co Limited
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.
- SP220042 – Cassels Brewing Co – Larcomb Vineyard
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.

- SP220044 – The Alchemist Limited – Larcomb Vineyard
On & Off Site Licence: Saturday 27 August 2022 from 1.00pm to 9.00pm.
- SP220038 – Prebbleton School PTA – Prebbleton School
On Site Licence: Saturday 29 October 2022 from 6.00pm to 12.00am (midnight).
- SP220040 – Lincoln Rugby Football Club – Lincoln Events Centre
On Site Licence: Saturday 20 August 2022 from 5.00pm to 11.30pm.
- SP220048 – Glentunnel Home and School – Glentunnel Community Centre
On Site Licence: Thursday 1 September 2022 from 7.30pm to 10.00pm.
- SP220049 – Burnham Dunsandel Irwell Rugby Club – Dunsandel Community Centre.
On Site Licence: Friday 2 September 2022 from 6.00pm to 12.00am (midnight).
- SP220051 – Hororata Golf Club – Hororata Golf Club
On Site Licence: Friday 23 September 2022 from 6.00pm to 7.00pm.
- Hororata Golf Club – Hororata Golf Club
On Site Licence: Saturday 26 November 2022 from 11.00am to 9.00pm
Sunday 27 September 2022 from 11.00am to 9.00pm.
- SP220050 – Sheffield Rugby Club – Sheffield Domain
On Site Licence: Sunday 17 September 2022 from 12.00pm to 11.00pm.
- SP220053 – Lincoln Cricket Club – Lincoln Events Centre
On Site Licence: Friday 30 September 2022 from 6.30pm to 11.00pm.
- SP220055 – Rolleston School PTA – Rolleston Primary School Hall
On Site Licence: Friday 9 September 2022 from 7.00pm to 11.00pm.
- SP220054 – Southbridge Home & School PTA – Southbridge Town Hall.
On Site Licence: Friday 16 September 2022 from 7.00pm to 12.00am (midnight).

New Managers Certificates for August 2022:

- R961863 – Jason Hayman – New World Lincoln.
- R961870 – Tanya Guerin – Mt Olympus Ski Field.
- R961869 – Manpreet Singh – Dunsandel Bar & Café.
- R961865 – Tobias Messerer – Kirwee Rugby Club.

Renew Managers Certificates for August 2022:

- R961711 – Vikas Tiwari – Liquorland Rolleston Drive.
- R961461 – Natalie Edwards – Cross Hares.
- R961866 – Blair Penhalluriack – Countdown Rolleston.
- R961867 – Gagandeep Kaur Sidhu – Mughal Kitchen.
- R961744 – Veamariz S Hermoso – Nom Nom Kitchen.
- R961864 – Akhilesh Patti – Super Liquor Lincoln.
- R961739 – Kurt Young – Famous Grouse Hotel.
- R960662 – Debbie O'Connell – Darfield Hotel.
- R961743 – Kate Talbot – Freshchoice Leeston.
- R961309 – Byron Mann – The Flaming Rabbit.
- R961735 – Dhamendra Singh – Little India Rolleston.
- R961236 – Hamish Jenkins – Union Fare Eatery.
- R961760 – Melanie Wells – Mrs O's Café & Bar.

New Off Licence for August 2022:

- R920158 – Steele's Hanmer Food Market Limited
New World Rolleston – 92 Rolleston Drive, Rolleston.

Renew On Licences for August 2022:

- R910130 – Fenloc Holdings Limited
The Flaming Rabbit – 3 Vernon Drive, Lincoln.
- R910053 – Porters Ski Area Limited
Porters Café – Porters Ski Area, Porter Heights, State Highway 73, Porters Pass.
- R910134 – Hachi Hachi Rolleston Limited
Hachi Hachi – Shop 25, Rolleston Retail Centre, 9 Masefield Drive, Rolleston.

Renew Off Licences for August 2022:

- R920149 – Barrelli Limited
Barrelli – 8 Edward Street, Prebbleton.

Temporary Authority Off Licence for August 2022:

- R20131 – Gandhi's Super Stores Limited
Southbridge Superette – 104 High Street, Southbridge.

Licences currently being processed in August 2022:

A total of **48** applications are currently being processed and awaiting issue, which can be broken down into the following categories:

On Licence: 5 New applications

- R910171 – TGH Prebbleton Limited (The Good Home Prebbleton).
- R910172 – Randhawa Enterprises Limited (Nawab Eatery).
- R910177 – Saket Food Limited (Saket Indian Restaurant).
- R910178 – Maxwell Jackson Limited (Lone Star Rolleston).
- R910179 – Maddison Eatery Rolleston Ltd (Maddison Eatery).

Off Licence: 3 New applications

- R920155 – Jran Holdings Limited (Liquorland Prebbleton).
- R920159 – A Thousand Gods Wines Limited (A Thousand Gods Wines).
- R920160 – Euphoric Explorations Limited (Tennyson Market).

On Licence: 6 Renewal applications

- R910149 – Alpine 182 Degrees Limited (Springfield Hotel).
- R910156 – Pelemi Limited (The Store @ Tai Tapu).
- R910168 – HQ Enterprises Limited (Lincoln Headquarters).
- R910165 – KP999 Enterprises Ltd (Darfield Hotel).
- R910136 – Country Lane Group Ltd (Suburban Eatery).
- R910169 – New Zealand Hotel Company Ltd (Fables Terrace Downs Resort).

Off Licence: 3 Renewal applications

- R920140 – Alpine 182 Degrees Limited (Springfield Hotel).
- R920146 – KP999 Enterprises Limited (Darfield Hotel).
- R920129 – Natalie Paula Edwards (Cross Hares).

Off Licence: 2 Variation applications

- R920020 – Prebbleton Hotel Limited (Henrys Prebbleton).
- R920087 – Akshan Enterprises Limited (Super Liquor Lincoln).

Club Licence: 1 Renewal application

- R900042 – Kirwee Rugby Football Club Incorporated (Kirwee Rugby Football Club).

Managers Certificate: 14 New applications

Managers Certificate: 7 Renewal applications

Special Licence: 7 Applications

4. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE

No waivers were requested in August.

5. INSPECTOR'S REPORT FOR AUGUST 2022

The annual Selwyn Wine and Beer Festival was held again at Larcombs Vineyard on Saturday 27 August 2022. The event attracted 350 attendees and was very successful.

We have two large events confirmed for October 2022. The Lincoln University Garden Party is scheduled for Friday 21 October, and the Ellesmere A&P Show have also confirmed they will be seeking special licences for their October show. Both events were cancelled last year were due to Covid.

Sue Atherton and the Chief Licensing Inspector held a workshop on 10 August with Councillors to progress the review of the Local Alcohol Policy. The review is on track to be completed by April 2023.

During August 2022 the Chief Licensing Inspector conducted the five yearly inspection at the Temple Basin Ski Club. With a one-hour trek up a mountain goat track above Arthurs Pass an inspection once every five years is more than enough.

Inspections were also conducted at Craigieburn Ski-Field, Thirsty Liquor Darfield, Darfield Hotel, Springfield Hotel, Coalgate Tavern, Dunsandel Tavern, Rolly Inn, Liquorland Rolleston, Porters Café, Cheeseman Ski-Field, Terrace Downs and The Rock.

Bonnie Denson
SENIOR ADMINISTRATOR

Malcolm Johnston
CHIEF LICENSING INSPECTOR

DISTRICT LICENSING COMMITTEE



Susan Atherton
REGULATORY MANAGER (SECRETARY DISTRICT LICENSING COMMITTEE)

Endorsed For Agenda



Tim Harris
GROUP MANAGER ENVIRONMENTAL AND REGULATORY SERVICES



SDC Licences Report

Licences Aggregate Report for the period 2022-08-01 to 2022-08-31

Licence Type	# Issued	% in time*	Avg Days
Club Licence	0	0%	-
On Licence	3	0%	43
Off Licence	2	0%	37
Special Licence	17	100%	15
Manager's Certificate	17	100%	14

* = 'In time' is 15 days for Special licences and 20 days for other licences

The On and Off Licences were not issued within 20 working days due to the delay in receiving the Medical Officer of Health report. The current IMO (Immediate Modification Order) suspends the obligations of Police and Medical Officer of Health to inquire into any new or renewal application within the normal 15 working days while the Epidemic Notice is in force. This means that these agencies have an open-ended timeframe to present their report. This in turn is holding up the process for some applications

REPORT

TO: Chief Executive Officer

FOR: Council Meeting – 27 November 2022

FROM: Bonnie Denson – Senior Administrator District Licensing Committee
Malcolm Johnston – Chief Licensing Inspector
Susan Atherton – Regulatory Manager (Secretary of District Licensing Committee)

DATE: 19 October 2022

SUBJECT: **Joint District Licensing Committee and Chief Licensing Inspector
Monthly Report for period 1 September 2022 to 30 September 2022**

RECOMMENDATION

'That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for September 2022.'

1. PURPOSE

The purpose of the report is to inform the Council of activity in the Alcohol Licensing section.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report is for information only it is not considered to be significant in the context of Council's Significance Policy.

3. PROPOSAL

Licences issued in September 2022.

Special Licences for September 2022:

- SP220059 – Parents Association Ladbrooks School – Tai Tapu Community Centre
On Site Licence: Saturday 24 September 2022 from 6.00pm to 12.00am (midnight).
- SP220057 – Leeston Bowling & Tennis Club Inc – Leeston Bowling & Tennis Club
On Site Licence: Saturday 1 October 2022 from 5.00pm to 9.00pm.
- SP220058 – Malvern Community Arts Council – Darfield Recreation & Community Centre
On Site Licence: Friday 7 October 2022 from 7.00pm to 9.00pm.
- SP220062 – Hororata Historical Society – First Church Hororata
On Site Licence: Tuesday 1 November 2022 from 5.30pm to 7.30pm.
- SP220062 – Rolleston Rugby Football Club – Rolleston Rugby Football Club
On Site Licence: Saturday 1 October 2022 from 6.30pm to 12.00am (midnight).

- SP220061 – Straight 8 Estate – Lincoln Events Centre
On Site Licence: Friday 30 September 2022 from 6.30pm to 9.30pm.
- SP220067 – Vintage Fest NZ – Lincoln Events Centre
On Site Licence: Saturday 24 September 2022 from 7.00pm to 12.00am (midnight).
- SP220060 – Petru Hoju – Rolleston Community Centre
On Site Licence: Saturday 15 October 2022 from 5.00pm to 12.00am (midnight)
Saturday 11 March 2023 from 5.00pm to 12.00am (midnight).
- SP220063 – Rolleston Rugby Football Club – Rolleston Rugby Football Club
On Site Licence: Sunday 9 October 2022 from 2.00pm to 5.00pm.
- SP220066 – Rolleston Rugby Football Club – Rolleston Rugby Football Club
On Site Licence: Saturday 15 October 2022 from 5.00pm to 12.00am (midnight).
- SP220064 – Ellesmere Motor Racing Club – Ellesmere Motor Racing Club
On Site Licence: Sunday 23 October 2022 from 3.00pm to 10.00pm
Sunday 13 November 2022 from 3.00pm to 10.00pm
Sunday 11 December 2022 from 3.00pm to 10.00pm
Sunday 15 January 2023 from 3.00pm to 10.00pm
Sunday 6 February 2023 from 3.00pm to 10.00pm
Sunday 19 March 2023 from 3.00pm to 10.00pm
Sunday 23 April 2023 from 3.00pm to 10.00pm
Sunday 14 May 2023 from 3.00pm to 10.00pm.
- SP220056 – Leeston Bowling & Tennis Club – Leeston Bowling & Tennis Club
On Site Licence: Sunday 18 September 2022 from 1.00pm to 4.00pm.

New Managers Certificates for September 2022:

- R961898 – Anne-Marie Marvin – The Rolly Inn.
- R961880 – Chelsea McGregor – Joe's Garage Rolleston.
- R961809 – Bronwyn McKavanagh – Summerhill Heights Vineyard.
- R961826 – Marcelo Medeiros – Geek Brewing.
- R961881 – Thomas Hiddlestone – Union Fare Eatery.
- R961882 – Mayson Bradford – Crate & Barrel.
- R961883 – Kharissa Tomkins – Crate & Barrel.
- R961877 – Louise Flynn – Liquorland Tennyson Street.
- R961871 – Jessica Clulee – New World Rolleston.
- R961873 – Abbie Tyson – New World Rolleston.
- R961872 – Bradley Jacques – The Good Home Prebbleton.
- R961875 – Fletcher Brodie – The Famous Grouse.
- R961876 – Tayla Martin-Free – The Famous Grouse.
- R961874 – Charlotte Harvey – Fables Terrace Downs Golf Resort.

Renew Managers Certificates for September 2022:

- R961704 – Gagandeep Singh – The Turkish Grill.
- R961759 – Sarita Chambers – Larcomb Vineyard.
- R961771 – Desiree Davison – Mrs O's Café.
- R961768 – Gurjit Singh Saddhar – New World Lincoln.
- R961750 – Jasmine Boyne – Lincoln Headquarters.
- R961767 – Nicola Ruki – Rolleston Rugby Club.
- R961769 – Love Patel – The Kingfisher Restaurant, Bar & Takeaway.
- R960685 – Raymond O'Connell – Darfield Hotel.
- R961473 – Sarah-Kate Flewellen – Mrs O's Café.
- R961239 – David Whitelaw – Tai Tapu Bowling Club.

- R960019 – Karen Gardener – Springston Hotel.
- R961240 – Trevor Brown – Leeston Bowling & Tennis Club.
- R961241 – Baoyi Cai – Thai Terrace.

New On Licence for September 2022:

- R910179 – Maddison Eatery Rolleston Limited
Maddison Eatery – 971 Goulds Road, Rolleston.

New Off Licence for September 2022:

- R920159 – A Thousand Gods Wines Limited
A Thousand Gods Wines – Unit 6, Hendrick Lane, Rolleston.

Renew On Licences for September 2022:

- R910162 – Aashiyana Investment Limited
Mughal Kitchen – Unit 6, 8 Vernon Drive, Lincoln.
- R910168 – HQ Enterprises Limited
Lincoln Headquarters – Unit 9, 4 Eastfield Drive, Lincoln.
- R910136 – Country Lane Group Limited
Suburban Eatery – 112 High Street, Leeston.

Renew Off Licence for September 2022:

- R920028 – Leeston Supervalu Limited
Freshchoice Leeston – 78 High Street, Leeston.

Renew Club Licence for September 2022:

- R900042 – Kirwee Rugby Football Club
Kirwee Rugby Football Club – 40 High Street, Kirwee.

Licences currently being processed in September 2022:

A total of **63** applications are currently being processed and awaiting issue, which can be broken down into the following categories:

On Licence: 5 New applications

- R910171 – TGH Prebbleton Limited (The Good Home Prebbleton).
- R910172 – Randhawa Enterprises Limited (Nawab Eatery).
- R910177 – Saket Food Limited (Saket Indian Restaurant).
- R910178 – Maxwell Jackson Limited (Lone Star Rolleston).
- R910180 – Canterbury Hospo Limited (Drafters).

Off Licence: 4 New applications

- R920155 – JРАН Holdings Limited (Liquorland Prebbleton).
- R920160 – Euphoric Explorations Limited (Tennyson Market).

- R920161 – Gandhi's Super Stores Limited (Southbridge Superette).
- R920162 – Upstream Limited (Upstream Limited).

On Licence: 5 Renewal applications

- R910149 – Alpine 182 Degrees Limited (Springfield Hotel).
- R910156 – Pelemi Limited (The Store @ Tai Tapu).
- R910165 – KP999 Enterprises Ltd (Darfield Hotel).
- R910169 – New Zealand Hotel Company Ltd (Fables Terrace Downs Resort).
- R910118 – LJ Control Enterprises Limited (Thai Terrace).

Off Licence: 4 Renewal applications

- R920140 – Alpine 182 Degrees Limited (Springfield Hotel).
- R920146 – KP999 Enterprises Limited (Darfield Hotel).
- R920129 – Natalie Paula Edwards (Cross Hares).
- R920083 – Lincoln Supermarket Limited (New World Lincoln).

Off Licence: 2 Variation applications

- R920020 – Prebbleton Hotel Limited (Henrys Prebbleton).
- R920087 – Akshan Enterprises Limited (Super Liquor Lincoln).

Club Licence: 1 Renewal application

- R900050 – Lake Coleridge Billiards Club Inc (Lake Coleridge Billiards Club).

Managers Certificate: 12 New applications

Managers Certificate: 14 Renewal applications

Special Licence: 16 Applications

4. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE

Waivers requested and approved in September:

- Vintage Fest NZ – Lincoln Events Centre

Due to miscommunication between the original applicant and the event organiser caused delays in getting the application complete and submitted within the 20 working days.

5. INSPECTOR'S REPORT FOR SEPTEMBER 2022

Four special licences were received this month for the Hororata Highland Games which are scheduled for Saturday 05 November 2022. The games were cancelled in 2021 due to Covid. An application for a special licence was also received for the Courtney A&P Show on 19 November. Public confidence in attending large community events has definitely returned.

Southbridge Superette and New World Rolleston recently changed hands. New off-licences are in the process of being issued. Woodleys Winebar & Restaurant on the main street in Darfield has been repaired after a fire nearly two years ago. An application for an on-licence has now been received from an established Selwyn licensee who is setting up a new Restaurant and Bar on the site.

During September 2022 the Chief Licensing Inspector conducted licensing inspections at Southbridge Superette, Dunsandel Tavern, Coalgate Tavern, Springfield Hotel, Thirsty Liquor Darfield, Darfield Hotel, West Melton Tavern, Liquorland West Melton, West Melton Four Square and Darfield Four Square.



Bonnie Denson
**SENIOR ADMINISTRATOR
DISTRICT LICENSING COMMITTEE**



Malcolm Johnston
CHIEF LICENSING INSPECTOR



Susan Atherton
REGULATORY MANAGER (SECRETARY DISTRICT LICENSING COMMITTEE)

Endorsed For Agenda



Tim Harris
GROUP MANAGER ENVIRONMENTAL AND REGULATORY SERVICES



SDC Licences Report

Licences Aggregate Report for the period 2022-09-01 to 2022-09-30

Licence Type	# Issued	% in time*	Avg Days
Club Licence	1	0%	21
On Licence	4	25%	44
Off Licence	2	50%	23
Special Licence	12	100%	10
Manager's Certificate	26	100%	14

* = 'In time' is 15 days for Special licences and 20 days for other licences

The On, Off and Club Licences were not issued within 20 working days due to the delay in receiving the Medical Officer of Health report. The current IMO (Immediate Modification Order) suspends the obligations of Police and Medical Officer of Health to inquire into any new or renewal application within the normal 15 working days while the Epidemic Notice is in force. This means that these agencies have an open ended timeframe to present their report. This in turn is holding up the process for some applications

REPORT

TO: Chief Executive

FOR: Council meeting – 23 November 2022

FROM: Animal Control Team Leader – Steve Clarke
Regulatory Manager – Susan Atherton

DATE: 08/11/2022

SUBJECT: **DOG CONTROL POLICY AND PROCEDURES REPORT 1 JULY 2021
30 JUNE 2022**

RECOMMENDATION

That the Council resolves:

- i) The Dog Control Policy and Practices Report for the period 1 July 2021 to 30 June 2022 be adopted*
- ii) That the Report is notified in Council Call*
- iii) That the Report is sent to the Secretary for Local Government within one month of adoption.*

1. PURPOSE

The report is being presented for the Council's consideration to meet reporting requirements on Dog Control activities contained in the Dog Control Act 1996.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This has been assessed against the Significance Policy and the following is noted:

The matter does not:

- Affect all or a large portion of the community in a way that is not inconsequential,
- Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial,
- Have financial implications on the Council's resources that would be substantial, and
- Likely to generate a high degree of controversy.

Accordingly, the matter is considered to be of low significance in terms of the Council's significance policy.

3. HISTORY/BACKGROUND

The Dog Control Act 1996 requires territorial authorities to publicly report each financial year on:

- The administration of its dog control policy and dog control practices (Section 10 A(1); and
- A variety of dog control related statistics (Section 10A(2).

In accordance with:

- Section 10A (3) the Territorial Authority must give public notice of the report in:
 - one or more daily newspapers circulating in the Territorial Authority District.
 - One or more other newspapers that have at least an equivalent circulation in that district to the daily newspapers circulating in that district and
 - By any means that the territorial authority thinks desirable in the circumstances.
- Section 10A(4) the Council must send a copy of the report to the Secretary for Local Government within one month of adoption.

The report which follows contains information and statistics on the Council's dog control activity for the year 1 July 2021 to 30 June 2022.

4. PROPOSAL

Annual Report on Dog Control Policy and Practices for the Year Ending - 30 June 2022

Dog Control in Selwyn District

Dog Control activities in the Selwyn District are undertaken by Council staff. At the time of this report the Animal Control Team consists of three Animal Control Officers and two Animal Control Administrators.

The Animal Control Team operates a 7 day 24 hour service.

The Animal Control activity reports to the Regulatory Manager who deals with escalated complaints and legal questions regarding dog and animal control.

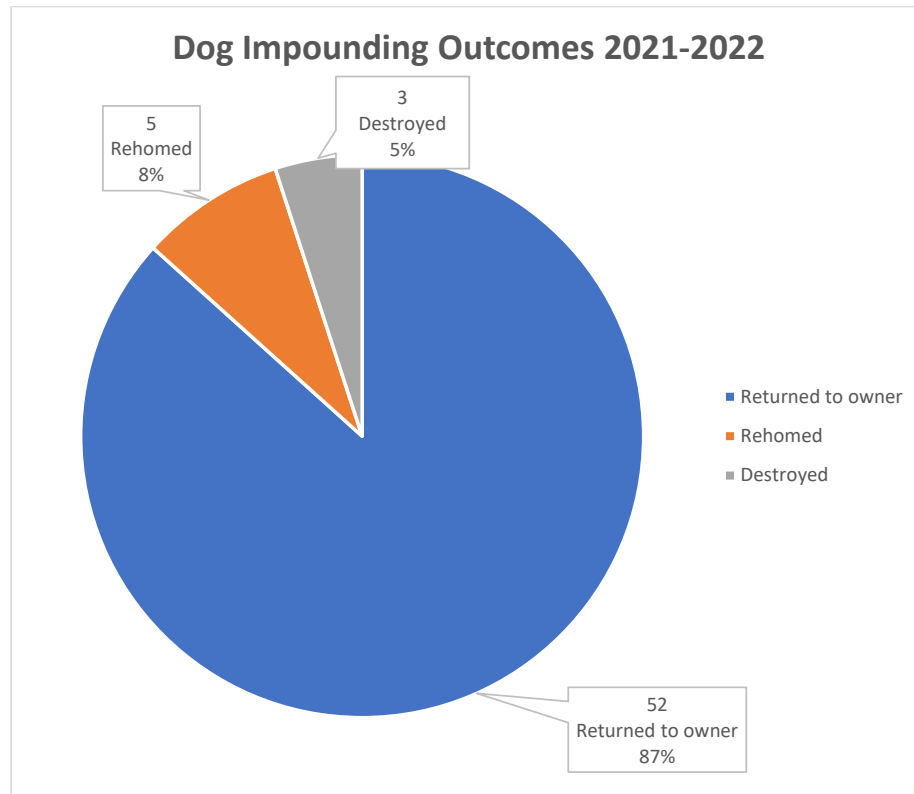
The team works closely with Dog Watch to rehome dogs.

The education program "Dog Smart" has been presented to 5 schools and organised groups throughout the District and continues to be a successful mechanism to educate children and adults in dog safety. Covid has had a bearing on schools wishing to be involved in the program in the last 12 months.

Dog Pound

The Animal Control Team operates a Council owned facility.

During the reporting period 60 dogs were impounded. The number of dogs impounded is low when compared to the number of dogs microchipped which was 13524 by the end of the reporting period.

*Dog Control Enforcement Practices*

During the reporting period the Council has dealt with 1234 complaints and issued 1094 Infringement Notices for a variety of offences under the Dog Control Act. A breakdown of the Infringement Notices issued and complaints dealt with can be found in Figure 1 and Tables 1 and 2 below.

Table 1. List of Infringement offence issued during 2021-2022

Serial	Offence	Section of The Act	Number	Fine
1	Failure to Register a Dog	Section 42	1050	\$300
2	Failure to Advise Change of Address	Section 49(4)	0	\$100
3	Failure to Keep a Dog Controlled or Confined	Section 52A & 53(1)	24	\$200
4	Failure to Implant a Microchip transponder in a dog	Section 36(A)(6)	0	\$300
5	Failure to Advise Change of Dog Ownership	Section 48(3)	0	\$100
6	Failure or Refusal to Supply Information or Wilfully Providing False Particulars	Section 19(2)	0	\$750
7	Failure to Comply with menacing classification	Section 33EC(1)	4	\$300
8	Failure to Comply with dangerous classification	Section 32(2)	0	\$300
9	False statement relating to registration	Section 41	0	\$750
10	Falsely notifying the death of dog	Section 41(A)	0	\$750
11	Wilful Obstruction of a Dog Control Officer	Section 18	0	\$750
12	Failure to Comply with any authorised bylaw	Section 20(5)	15	\$300
13	Failure to comply with barking dog abatement notice	Section 55(7)	1	\$200
14	Releasing dog from custody	Section 72(2)	0	\$750
	TOTAL		1094	

Dog Exercise Facilities

McHughs Forest Park, Darfield, Rolleston and Leeston Dog Parks are extremely popular with dog owners. The Council Reserves and Domains are a popular option for those not wishing to use the Dog Parks. Ecan have opened a dog park at 'The Willows'

Dog Registration and other Fees

The Council's dog registration and other associated fees are published on the Council's website. All revenue received is allocated to the Dog Control account.

Dog registration fees for 2021-2022 are \$60 for the first dog and \$45 for each subsequent dog with a discounted fee during July of \$45 for the 1st dog and \$35 for each subsequent dog.

Dog Education and Dog Obedience Courses

The Selwyn District Council has not required any owners to undergo dog education or obedience courses.

Disqualified and Probationary Dog Owners

1 person was disqualified or classified as probationary dog owners during the reporting period.

Menacing and Dangerous Dogs

Selwyn District Council has 88 dogs classified as menacing and 14 dogs classified as dangerous at the end of the reporting period.

Other Information

100% registration of all known and registered dogs that still reside in the District from the previous financial year was attained.

The Council provides a monthly microchipping service which is free for dogs that are legally required to be microchipped.

Council achieved an 89.88% compliance rate of dogs legally required to be microchipped.

Table 2 – Statistical Information

Category	For Period 01 July 2021 – 30 June 2022
1) Total # Registered Dogs	16441
2) Total # Probationary Owners	0
3) Total # Disqualified Owners	1
4) Total # Dangerous Dogs	14
* Dangerous by Owner Conviction Under s31(1)(a)	0
* Dangerous by Sworn Evidence s31(1)(b)	1
* Dangerous by Owner Admittance in Writing s31(1)(c)	13
5) Total # Menacing Dogs	88
* Menacing under s33A(1)(b)(i) i.e. by Deed	66
* Menacing under s33A(1)(b)(ii) - by Breed Characteristics	12
* Menacing under s33C(1) - by Schedule 4 Breed	10
6) Total # Infringement Notices	1094
7) Total # Complaints Received	1234
* Wandering/Pick up	498
* Barking	230
* Attack	88
* Rushing/aggressive	79
* Found	339
8) Prosecutions	0

5. OPTIONS

This report contains the information required by Section 10A of the Dog Control Act 1996. Therefore, it is recommended that Council adopt this report.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

No consultation was required.



Steve Clarke
ANIMAL CONTROL TEAM LEADER

Endorsed For Agenda



Susan Atherton
REGULATORY MANAGER

REPORT

TO: Chief Executive Officer
FOR: Council Meeting – 23 November 2022
FROM: Senior Biodiversity Advisor and Biodiversity Officer
DATE: 27 October 2022
SUBJECT: **BIODIVERSITY UPDATE**

RECOMMENDATION:

'That Council'

- a) *Receives this report*
- b) *Continues to support and guide the biodiversity work programme.'*

1. PURPOSE

To inform Council on the work of the Biodiversity Team, with a focus on updates of key projects.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The subject matter of this report has been assessed against the Significance and Engagement Policy. The significance level of this report is low given that it seeks to provide information to update the Council and isn't seeking project endorsement.

3. HISTORY/BACKGROUND

The biodiversity work programme continues to develop and grow. Across Canterbury Territorial Authorities are playing an increasingly proactive role in managing and protecting the districts indigenous biodiversity. In Selwyn District Council staff continue to develop strong working partnerships with Te Taumutu Rūnanga, our Selwyn community, industry, landowners, and the agencies. Through national policy documents on indigenous biodiversity central government has clarified that Councils need to work collectively with partners to have improved biodiversity outcomes – significantly almost all of Selwyn District Councils key biodiversity projects involve partnerships.

The Significant Natural Environmental Fund (SNEF) fund has grown over the last five years from 2017 to 2022, and that is allowing Council to play an increasingly supportive and enabling role in the development and management of numerous biodiversity projects. With Council's key projects (listed below), other smaller pieces of work, and a continuance of anticipated and unanticipated work arriving Council's biodiversity team have a full to overflowing work programme. The expected and expanded Significant Natural Areas (SNA) assessment project

(as directed by the Ministry for the Environment as part of the upcoming National Policy Statement - Indigenous Biodiversity) will add considerably to the work programme.

Challenges exist amidst what is a district and nationwide biodiversity crisis – as indicated by the continual decline in populations of native flora and fauna, un-consented and inappropriate development of previously undeveloped land in the high country, and growing weed and pest issues – however with the Council working together in partnership with iwi, central government, its communities and other agencies we are hopeful of producing focused, suitable and timely responses to many of these issues.

4. **PROPOSAL**

Biodiversity update - key projects:

- a) **National Policy Statement-Indigenous Biodiversity (NPS-IB)** - with the likely gazettal of the NPS-IB in December 2022 we are expecting an enlarged work programme, primarily concerning increased iwi engagement and partnership on biodiversity matters and the assessment and management of SNAs across the district. It is expected that we will receive some Regional Council support with the Significant Natural Area (SNA) programme, and we will look to work with DoC on 'highly mobile fauna'. Earlier this year Council submitted on the NPS-IB and we are supportive of the document, and believe that it is prescient - relative to the ongoing biodiversity crisis.
- b) **Selwyn Biodiversity Strategy** – in February we formed a Strategy Working Group made up of Te Taumutu Rūnanga and ECan staff, plus two Councillors and ELT members. Murray Lemmon chaired the group and Denise Ford, and Andy Spanton are leading the writing of the strategy with an expectation that it will be finalised around the middle of 2023. The Regional Biodiversity Strategy is a key guiding document along with other district and regional biodiversity strategies. At this stage we have developed the strategy *vision and goals* and are finalising *targets and actions*. Council will be updated on the Strategy in February 2023. It is anticipated that an associated three yearly Biodiversity Work Programme will be prepared with iwi, community and agency input and advice.
- c) **Tārerেকautuku Yarrs Lagoon (TYL) restoration project** - in December 2021 Council was awarded \$796,980 through the MfE Freshwater Improvement Fund for the ecological restoration of Tārerেকautuku Yarrs lagoon/wetland, which is situated near Lincoln. This project is funded until the end of June 2026.

Progress to date:

- The Contractors, Wildland Consultants, were approved through the Council's procurement policy (Council meeting 23 February 2022).
- Denise has been assigned the role of Project Manager.
- A Project Steering Group has been formed and is led by Tim Harris and includes representation from ECan and DoC and Council staff - Andy Spanton and Derek Hayes. This group is meeting monthly and is briefed by Denise on progress of the project and any issues and opportunities that may arise.
- A Landcare Group (stakeholder) meeting was held in March to bring together interested parties, the majority having been involved in earlier discussions at the time that a draft Management Plan for the wetland was prepared. A Terms of Reference for the group has been written and will be finalised once feedback has been received.

- Resource consents have been granted by ECan and Council – for vegetation clearance in a wetland, sediment traps, rebattering of waterways and installation of two access bridges.
 - Wildland Consultants have employed staff (4 full time equivalents as specified by the project contract) to work in the wetland and work commenced on the ground in April. Several priority areas were identified – including the significant rushland and Manuka areas, as these were suffering from willow invasion, and a pest trapping project is underway. There have been some disruptions because of staff illness (namely Covid) and adverse winter weather conditions. However good progress is now being made.
 - Discussions are ongoing with surrounding landowners regarding control of willows on their properties and restoration of the waterways/drains that run through their properties into the wetland.
 - Two bridges have been installed to allow access across the key waterways – they are comprised of flat rack shipping containers that have been re-engineered with new decking and handrails.
 - Lincoln University have had students at the wetland doing various monitoring activities: bird counts, vegetation transects, predator monitoring, water sampling as well as investigating tourism activities. Lincoln High School's science department are also interested in using the wetland as a living laboratory and will look to bring students out next year probably in collaboration with the University.
 - Associated project reporting to MFE is ongoing.
 - The restoration team are becoming familiar with the wetland and are finding that the native regeneration is plentiful, and they have also found several previously unrecorded native species.
- d) **Significant Natural Area programme** – we have identified and assessed four sites over the last year and now have a total of 73 sites in our database. Council has also helped to project manage and fund restoration, management, and protection actions at several SNA and QEII covenant sites. With the likely gazettal of the NPS-IB later this year we will develop a SNA work plan with advice and support from experts. This will help provide direction on how we intend to carry out an expanded SNA assessment work programme. Consideration is needed on how we will deal with unwilling landowners, areas that are likely to be threatened by development / cultivation, and land such as DoC estate - that tends to be well managed and isn't under threat of development.
- e) **Significant Natural Environment Fund (SNEF)** - 28 applications were received for the 2022/2023 year and funding of \$124,140 has been approved. Also administered through SNEF are grants to Te Ara Kakariki of \$40,000 (year 2 of 3), and the Summit Road Society for \$5,000 (year 2 of 2). Many of the applications are for funding of restoration plantings but also for predator control and weed control within SNA's. Each year we have more and more interest in this fund from landowners and community groups.
- f) **Coes Ford Constructed Wetland** – in 2021 Council purchased land above Coes Ford for the development of a proposed wetland and a recreation space that will have connectivity to Coes and Chamberlains Fords. An ECan procurement process was carried out for the wetland design (with Council involvement) and Morphum Environmental - who designed the Te Ahuriri wetland - won the tender. Wetland construction designs are now being finalised with funding from Fonterra and ECan. Te Taumutu Runanga and the Wetland Working Group (made of members of our community) were involved in the design process and a Mātauranga Maori cultural

assessment of the site is being undertaken. Once the designs and project costings are available then consideration will be given to finding suitable funding to undertake the construction of the wetland.

- g) **Rakaia gorge weed control project** – this project is led by SDC and ECan and includes landowners, Ashburton District Council, the Ministry for Primary Industries and Land Information New Zealand (LINZ). It is focused on control of the weed species (primarily Sycamores and Cherries) that threaten the significant native flora that is present in the gorge. Year one of the programme has just been completed with a total spend of \$164,799, and the key sources of project funding are LINZ and Manawa Energy (ex-Trustpower). Council and ECan have also contributed staff time and funding towards the project which is expected to run for another three years – though the area will need associated monitoring and management work into the foreseeable future.
- h) **Upper Waimakariri basin weed strategy** – we have been working with stakeholders in the basin - including landowners / managers, DoC, ECan, community groups, LINZ, Kiwi Rail, and New Zealand Transport Agency - to develop a weed survey and control strategy for the upper Waimakariri catchment. In the last nine months BML have developed the strategy for the area (largely with LINZ and ECan funding) and Council has contributed staff time. Along with inappropriate and sometimes unconsented pasture development (cultivation) weeds are seen as the biggest threat to the significant indigenous vegetation in the high country.
- i) **Whakaora Te Waikēkēwai** – this four-year project is led by Te Taumutu Runanga with input and support from Council, ECan and DoC. The aim is to work with landowners to restore the culturally significant Waikēkēwai stream which is located upstream of Ngati Moki marae. The project includes riparian planting, waterway fencing, rebattering and sediment traps, wetland construction and on farm improvements, and the key source of funding is the MfE Freshwater Improvement Fund.
- j) **Predator Free Banks Peninsula (PFPB)** – Denise Ford represents Council on the Project Management Group of PFPB. Currently the project is concentrating much of its work at Kaitōrete. As part of this they are also trapping at Timbervale Point and Taumutu as this area is a gateway for pest animals onto Kaitōrete, especially when Te Waihora is closed. The team have deployed many traps and have locals, including the Marae, on board checking them. This work includes catching and despatching feral cats which are a large problem on Kaitōrete. Through the SNEF fund Council has helped with funding for predator control on private properties as part of this project. Trapping is also being expanded to Muriwai (Coopers Lagoon).
- k) **Dunsandel Mudfish water race project** - the water race (of which this project is part of) is to be closed. The section which traverses private land is a known mudfish site which is monitored by DoC. Therefore, there is a need to keep water in this section of the water race. Funding was obtained from ECAN's Fish Habitat Fund to enhance this section of waterway through removing built up spoil, and planting. The aim is to remove the need for mechanical cleaning via a digger as this is detrimental to the survival of the mudfish population. As part of the wider project the Council Freshwater Team (including Kate Atwood) is working to install a bore and pump that will allow a continued supply of water to this section of race after it is closed. The project is a great example of collaboration between agencies (SDC, DoC, and ECAN), the landowner and Fonterra who have made some funding available.

- l) **Representation on community groups** – Denise Ford and Andy Spanton sit on and advise several community led project groups including Pest Free Banks Peninsula, Te Kakahu Kahukura (Southern Port Hills Biodiversity Hub), Coleridge Environmental Habitat Trust, and Waimakariri Environmental and Recreation Trust. We also actively engage and manage projects with Te Ara Kakariki, Kids Discovery Plant Out, Waihora Ellesmere Trust, and Lincoln Rotary.
- m) **Community Events** – working with the events team at Council Denise Ford and Andy Spanton have led walks and talks at the Liffey & Ararira (Lincoln) and Ahuriri (Motukarara) as part of the Matariki celebrations. The Biodiversity Team will continue to work with the Events Team to look for opportunities to further community awareness of the biodiversity of our district, largely through walks and community planting events.
- n) **Territorial Authority (TA) Biodiversity Staff Group** – Denise Ford and Andy Spanton have led the formation of this group with the intention of supporting each other (TA staff often work alone in their organisations), cross pollination of information, reducing duplication across Councils, and providing a point of contact for other agencies. The inaugural hui was held in August and links are being developed with the Biodiversity Champions Group (of Canterbury TA Councillors).

Other biodiversity mahi includes:

- Work across Council on biodiversity matters including resource consenting
- Identifying sources of biodiversity funding and assisting landowners with funding applications for projects
- Preparation of biodiversity related submissions for central government documents / strategies.
- Responding to High Country developments and compliance situations
- Yarrs Flat trapping project
- The annual Te Waihora Bird count
- Mitchell's road restoration site management
- Planting in our reserve spaces
- Biodiversity talks to community groups (Rotary, Probus)
- Biodiversity presentations at the new library (such as on Braided River birds).



Andy Spanton
SENIOR BIODIVERSITY ADVISOR



Tim Harris
Group Manager Development & Growth

REPORT

TO: Chief Executive

FOR: Council Meeting – 23 November

FROM: Group Manager – Community Services and Facilities

DATE: 10 November 2022

SUBJECT: COMMUNITY SERVICES AND FACILITIES GROUP UPDATE

RECOMMENDATION

‘That the Council receives the Report “Community Services and Facilities Group Update” for information.’

1. PURPOSE

Contributing to Council Outcomes for Community of:

- Social and Cultural wellbeing - To build community connectedness, inclusivity & safety by providing opportunities & resources for volunteers & communities
- Economic wellbeing - To promote economic development by collaboration, networking, information sharing & encouraging visitors.

This Report aims to inform Council on matters of interest in the context of the community service activity.

The information included in this Report relates to the period 01 July – 30 September 2022, a three month period.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this Report is for information only, it is not considered to be significant in the context of the Council’s Significance Policy.

3. NATIONAL AWARDS SINCE JULY 2022:

Award	Category	Result	CSF Project
NZ Recreation Aotearoa (NZRA)	Special Project	MERIT	Selwyn Sports Centre
Local Government New Zealand (LGNZ)	Excellence For Cultural Wellbeing	WINNER	Te Ara Ātea, and the cultural experience
Local Government New Zealand (LGNZ)	Excellence For Economic Wellbeing	HIGHLY COMMENDED	Selwyn Works: Employment; Trailblazers Internship, LG Careers online, Employment Expo, Mayors Taskforce etc.
Local Government New Zealand (LGNZ)	Kainga Ora Excellence Award for Social Wellbeing	FINALIST	Welcoming Community, Accessibility Charter, Faces of Selwyn (including Plains FM Podcasts), Putting Down Roots
Economic Development NZ	Best Practice Commendation for Integrated Planning	HIGHLY COMMENDED	Selwyn Works: New Employment Partnerships and Approaches to Drive Economic Growth

4. ACTIVE SELWYN (including Selwyn Aquatics Centre (SAC), Selwyn Sports Centre (SSC) and fitness programme delivery)

Community Services and Facilities Group - Population 01 July 2022 74,000 (Stats NZ) Note: In YTD column if the figure is higher than YTD of previous year it is shown in bold . In Month column if the figure is higher than month of previous year it is shown in bold . July 2022 in Black. August 2022 in Blue. September 2022 in green YTD to 30 September in Black		MONTH 2021/22			YTD 21/22
		July	August	September	
ACTIVE SELWYN - AQUATICS					
Events: Active Selwyn Events – <u>Contributes to Target of 100.</u> Reported in C&ED.	12	1	6	19	
Programmes: (Participants enrol and attend for a term) Aqua Fitness programmes MONTH	1,624	1,079	942	3,645	
Learn to Swim Term 3 Enrolments	3,022	3,022	3,022	9,066	
Visits to Pools: <u>Annual Target: 300,000 visits.</u>	33,664	41,516	38,419	113,599	
Swims per capita: <u>Annual Target: 4.5.</u>	5	1	1	1.45	
Annual User Survey: The % satisfaction with SAC. <u>Target: ≥ 90%.</u>	21/22 =90% Annual Survey (Next survey report due June 2023)				
Recreation Aotearoa Pool Safe Accreditation: SAC achieves 100% compliance. <u>Target: ≥ 100%.</u>	Achieved 100% accreditation (Annual - estimated March 2023 reassessment)				
Recreation Aotearoa Pool Safe Accreditation: Darfield Pool achieves 100% compliance. <u>Target: ≥ 100%.</u>	Achieved 100% accreditation (Annual - estimated March 2023 reassessment)				
Recreation Aotearoa Pool Safe Accreditation: Southbridge achieves 100% compliance. <u>Target: ≥ 100%.</u>	Achieved 100% accreditation (Annual - estimated March 2023 reassessment)				
Revenue: The percentage of Council owned swimming pools generating revenue meeting or exceeding 20% of operating costs (excluding capital projects) <u>Target: 75%.</u>	21/22 =60% Annual (Next report due July 2023)				
ACTIVE SELWYN - COMMUNITY SPORT AND RECREATION					
SSC Door Count. <u>Target: 250,000.</u>	33,641	39,183	19,967	92,791	
SSC & Community Centre Recreation Attendees to programmes delivered: District Wide Annual <u>Target: 60,000.</u>	5,226	7,189	6,119	18,534	
SSC Participants <u>Annual Target: 36,000.</u>	3,512	4,812	4,048	12,372	
LEC Participants <u>Annual Target: 16,000.</u>	1,190	1,652	1,375	4,217	
WMCRC Participants <u>Annual Target: 8,000.</u>	564	734	696	1,994	
User Satisfaction Survey: <u>Annual Target: 90% at each centre.</u>	21/22 =90% Annual Survey (Next survey report due June 2023)				

4.1 Events and Holiday Programme Delivery

July

The Bouncy Castle Day at Selwyn Sports Centre as part of KidsFest had over 1000 attendees. Affinity Gymnastics delivered mini-gym classes at Selwyn Sports Centre, West Melton and Lincoln Events Centre as part of KidFest.

Refurbishment of Darfield Pool commenced.

August

Promotion for 2 weeks of holiday programme delivery at Selwyn Sports Centre for October school holidays commenced. Selwyn Sports Trusts winter programme to run 6 weeks of term 3 with 2000 plus kids per session.

In August, Selwyn Aquatic Centre had the most visitor numbers on record with 41,516 visits. Selwyn Sports Centre had nearly 40,000 and there were over 7000 attendees at group fitness classes held in different Council facilities across the district.

September

The partial shutdown of the Selwyn Aquatic Centre was a success with all major works having been completed including AHU duct replacement works, flooring replacement and balance tank valve works. The new 25 metre pool had extensive use during this time.

4.2 Operations Summary

July

A partial operational shutdown of some of Selwyn Aquatic Centre planned for October to work through remedial flooring works, filter repairs, and air handler works. The newer part of the facility will remain open; will take place week 1 of the school holidays to complete flooring works and Air Handler maintenance.

August

Turfs now operating well with some concern around alcohol consumption in changing rooms by Hockey Teams. Visits back up to normal levels post Covid restrictions.

Selwyn Sports Trusts winter programme to run 6 weeks of term 3 with 2000 plus kids per session. Winter season coming to an end with some sport debriefs planned for September so planning can begin for next year.

September

October Holiday Programmes sold out in September at the Selwyn Sports Centre. This is the first 2 week programme ever held at SSC.

5. ARTS, CULTURE AND LIFELONG LEARNING (ACLL)

Community Services and Facilities Group - Population 01 July 2022 74,000 (Stats NZ) Note: In YTD column if the figure is higher than YTD of previous year it is shown in bold . In Month column if the figure is higher than month of previous year it is shown in bold . July 2022 in Black . August 2022 in Blue . September 2022 in Green YTD to 30 September in Black	MONTH 2021/22			YTD 21/22
	July	August	September	
ACLL				
Annual User Survey: The % satisfaction with libraries. <u>Target: $\geq 90\%$.</u>	21/22 = 93% Annual Survey (Next survey report due June 2023)			
Library users (defined as visitors to the library) is <u>not less than 75% of population (74,000)</u> . <u>Target 53,625</u> . (door count + website usage data)	122%	124%	131%	
Membership	27,315	27,488	27,702	Monthly Data Only
Active members				
Members added	139	448	378	965
Door Count: <u>Target: 280K</u> . Physical Visits by site:	34,435	34,152	33,340	101,926
Lincoln	9,340	9,273	10,141	
Te Ara Ātea	17,274	17,423	15,923	
Leeston	3,102	3,454	3,504	
Darfield	3,687	3,985	3,710	
ECV	1,032	8	62	
Av visits by population: <u>Target: ≥ 8.38</u> . The average number of physical (and digital) visits per annum to Selwyn libraries required to meet or exceeds national average per capital, dividing total visits by population (71,500)	21/22 = 31% Annual			
Service Centres: <u>Target: 20%</u> . The % of overall rates / water and dog registration payments made at Library / Council Service Centres / Face to Face annually.				53% / 47%
Library / SC	53%	54%	53%	
HQ	47%	46%	47%	
Digital Visits: <u>Target: 300,000</u> . The number of "digital" visits per annum to Selwyn libraries *(either logged into library website, using library computer, or using Wi-Fi and own device).				210,667
APNK	24,988	23,118	25,274	
Website	40,863	36,186	60,238	
Loans/Items Issued: <u>Target: 435,000 2021-28</u> . Number of loans of physical and/or digital resources per annum across Selwyn Libraries.	60,320	56,051	49,710	166,081
Print	50,925	46,600	41,511	
Non-Book	2,638	2,341	2,054	
eBook	3,362	3,037	2,847	
eAudio	2,876	3,547	2,770	
eMag	519	526	528	
Programming: <u>Target: 15,000 per annum</u> . Participants at programmed classes and activities.	3,270	3,414	2,933	9,617
Programming: <u>Target: 1,500 per annum</u> . Events/sessions/programmes delivered by Libraries and/or Library staff.) amount of events / number of participants	218	291	254	763
Literacy Programmes	38	66	70	

Digital Literacy programmes	28	36	33	
Lifelong Learning – Adult programmes	43	64	53	
Lifelong Learning – Youth programmes	20	26	25	
Lifelong Learning – Family / Children programmes	65	81	68	
Group	02	04	03	
Outreach	22	14	02	
Arts, Culture and Heritage: <u>Target: ≥ 20 per annum.</u> A range of arts, culture, and heritage initiatives to take place annually.	03	02	01	06
Arts, Culture and Heritage Satisfaction Survey: <u>Target: 90%.</u> Arts Culture Heritage and Local History Programme Participants are satisfied / very satisfied (participant surveys)		21 forms have been submitted for the July/ August/ September reporting period 100% of those surveyed have said they are Very Satisfied/ Satisfied		

Programme Delivery (July):**July ACLL Programme Highlights:****Highlights**

Name	Location	Partner	Attendance
KidsFest School Holidays			
Light Up the Books	Te Ara Ātea	Court Theatre, Selwyn Community Choir, NanoGirl Labs	500+
Tuatara Trails	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library	NZ Conservation Trust	190 total
Edutech Fun! Creative Learning	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library	Creative Trust	98 total
Pirate Party	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library		99 total
Stone Carving	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library		43 total
Still-Life Painting	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library	Soon-Lee Spicer	46 total
LEGO Spike Prime	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library		39 total
DJ Workshop: Freestyle	Lincoln Library, Te Ara Ātea	DJ Danny-ill	24 total
Family History Detective	Te Ara Ātea	Memories in Time	18
Family Mythology Quiz	Te Ara Ātea		55
Selwyn Libraries Holiday Fun Outreach	ECV @ Glenroy Hall, Tawera Hall, Castle Hill Hall, Sheffield Hall, Southbridge Hall, Glentunnel Hall.		182 total
Inflatable Star Dome	Tawera Hall	International Antarctic Centre	42
General Highlights			
The Art of Bonsai	Darfield Library		4
Ngā Pia ō Te Reo Māori	Te Ara Ātea	Local tutors	28 weekly for 10 weeks
KidsFest dominated ACLL programme delivery during July with a wide offering of arts, technology, and learning activities around the district. Programmes happened at 4 Selwyn Libraries locations, and the ECV was on the road reaching many outlying communities. Tawera Hall hosted a team from the International Antarctic Centre who brought their inflatable planetarium to explore the stars.			

A highlight from KidsFest was the Light Up the Books finale at Te Ara Ātea – an after-hours spectacular which welcomed over 500 attendees. With the lights dimmed down and the temporary installation of light experiences Te Ara Ātea was transformed for the evening. The team working on the night dressed as book characters, and simultaneous programming took place around Te Ara Ātea, with performances by the Court Theatre Jesters, the Selwyn Community Choir, a science bubble show from NanoGirl Labs, Storytimes, neon drawing, and more.

At the end of July Te Ara Ātea also began hosting *Ngā Pia ō Te Reo Māori*, a 10-week series of Te Reo Māori lessons. The purpose of the programme is to create a supportive, fun, and inclusive environment for learning Te Reo Māori. Tutors Miru and Joe are teaching basic sentence structures, pronouns, karakia, mihi, whakatauki, waiata, games and many more activities throughout the term. The first session attracted a full and diverse crowd of 28 learners and the sessions continue through to the end of September.

Light Up the Books Tamariki Area Installation



Storytimes



NanoGirl Labs Bubble Show

Programme Delivery (August):**Highlights**

Name	Location	Partner	Attendance
Wellness Series			
Breathing for Wellness Workshops	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library		44 total
Yoga for Toddlers	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library		46 total
Skincare Analysis Workshop	Te Ara Ātea, Lincoln Library, Darfield Library, Leeston Library	Caci Rolleston	22
Living Mindfully	Te Ara Ātea, Lincoln Library	Our Hauora	19 total
General Highlights			
Beau Miles Author Talk	Te Ara Ātea	Beau Miles	50
'No Dig' Gardening Demonstration	Te Ara Ātea	Rolleston Community Garden	18
Tool Maintenance	Darfield Library	Nourish	11
Te Reo Māori Basics	Leeston Library		
Flip Book 2D Animation and Character Design	Te Ara Ātea	Yoobee College of Creative Innovation	8
Understanding the Treaty in 2022	Te Ara Ātea	Network Waitangi Ōtautahi	10
Junior Drama Kids Mini-Series	Te Ara Ātea	PLAY Drama	33
Senior Drama Kids Mini-Series	Te Ara Ātea	PLAY Drama	28
Dr. Sketchy's Anti-Art School	Te Ara Ātea	Dr Sketchy's	42
Hiwa Wahine – Women's Empowerment Series	Te Ara Ātea		59 total 3 sessions
Rekindle: Spindle Workshop	Prebbleton Cottage	Rekindle	4
Cheesemaking Workshop	Tawera Hall		11
School Visits			
Burnham School	Te Ara Ātea		47
Lemonwood Grove School	Te Ara Ātea		139
Greendale School	Te Ara Ātea		51

ACLL programmes during August represented a wide range of offerings for diverse interests. A wellness series was developed in response to what has been a difficult period on the back of COVID-19 and included mindfulness and breathing information sessions. Yoga continues to be a positively received feature of programmes with young people.

2 four-week drama series, one for younger kids and one for youth, were both well attended throughout the month. The youth series is particularly pleasing as we were able to attract a consistent audience – which is often a challenge for an audience with busy social and school lives. Participants appeared to enjoy the storytelling aspects of drama, and each series ended with a mini performance for parents and caregivers. Due to success, sessions will be extended to other parts of the district.

Te Ara Ātea hosted a number of school visits in Term 3. Sessions schools participated in included heritage scavenger hunts, stories, LEGO, robotics, cultural narratives and art workshops.

Two sessions for adult audiences were also highlights; the first was Dr Sketchy's Anti-Art School brought in a good crowd of art enthusiasts and featured light-hearted and social life-drawing on a Friday evening; the next was an author talk by Australian YouTuber Beau Miles who has over 500,000 YouTube subscribers, and makes films about environmental issues, outdoor adventuring, and his philosophies on life. Beau has recently written a book called *The Backyard Adventurer*, which is in the Selwyn Libraries collection, and was the focus on his talk. Beau was touring the South Island. These types of programmes are bringing new audiences into library spaces and represent a "night out" for the people who attend.



Dr Sketchy's Anti-Art School at Te Ara Ātea



Beau Miles The Backyard Adventurer Author talk at Te Ara Ātea

Programme Delivery (September):**Highlights**

Name	Location	Partner	Attendance
CultureFest Series			
Immigrant Journeys Exhibition	Te Ara Ātea – Te Waka Huia	Lady Khadija Trust	Static
Macedonian Cultural Talk	Lincoln Library		22
Iranian Morning Tea and Presentation	Te Ara Ātea		16
Intro to Lion Dance	Te Ara Ātea		20
Intro to K-pop Dancing	Te Ara Ātea		14
Italian for Beginners Series	Lincoln Library		28 over 4 weeks
Rangoli Art	Darfield Library, Lincoln Library		25 total
Lippin Art	Leeston Library, Darfield Library		7 total
Austrian Sauerkraut and Bratwurst Workshop	Te Ara Ātea		26
Japanese Storytime	Te Ara Ātea		25
InCommon Series	Lincoln Library, Leeston Library, Darfield Library, Te Ara Ātea	InCommon	24 total
Asia After Five	Te Ara Ātea	Asia New Zealand Foundation	28
Sow a Lyttel Seed	Te Ara Ātea	Giving Seeds of Love	16
Intro to Bollywood Dancing	Rolleston Community Centre		50
Te Wiki o Te Reo Māori			
Te Wiki o te reo Māori Storytimes	Lincoln Library, Leeston Library, Darfield Library, Te Ara Ātea		63 total
Interactive Māori Games	Lincoln Library, Leeston Library, Darfield Library, Te Ara Ātea		49 total
Kapa Haka Performance	Te Ara Ātea	Burnham and Broadfield Schools	156 total

Lifelong learning opportunities during September primarily revolved around two themes: CultureFest and Te Wiki o Te Reo Māori; 14 different offerings over the two week period of CultureFest, including a photographic exhibition, and interactive workshops, arts activities, presentations, and lessons. Presentations highlighted cultures and Selwyn locals from all over the world. The Asia New Zealand Foundation presented some interesting and high-level insights by sending representatives from their research team to share their latest highlights findings from their annual Perceptions of Asia survey.

The Austrian Sauerkraut and Bratwurst Workshop was particularly popular – run by Austrian chef Christian Bochsichler from Otahuna Lodge, Chris shared how to create homemade fermented sauerkraut and homemade bratwurst.

The Immigrant Journeys photography exhibition, previously exhibited at Tūranga and at Waimakariri Libraries, has been exhibited in Te Waka Huia at Te Ara Ātea since the 10th of September, and includes photographs of Canterbury migrant families (a number from Selwyn) in their homes. The exhibition was developed after the March 15 mosque shootings as a way to highlight and celebrate the diversity across Canterbury.

A highlight of Te Wiki o te Reo Māori was a community kapa haka performance at Te Ara Ātea by Burnham and Broadfield Schools' kapa haka groups with Matua Sonny. The midday event was well attended by over 150 people, including a large number of students from the two schools.

Public Arts Update

July

The second major exhibition suite opened at Te Ara Ātea during July - marking a major milestone in the full integration of arts experiences within the facility. *Pahū!* (to burst, explode, pop) will be on display from 14 July – 31st January 2023. In this exhibition 5 artists respond to the multi-use nature of Te Ara Ātea with an air of mischief and celebration. Works by Miranda Parkes, Janna Van Hasselt, and Judy Darragh celebrate colour and materiality, while Clara Wells and Turumeke Harrington have responded directly to this site in the development of their new works. Visitors encounter works in unexpected places, as colour and form explode out from the wall, the ceiling, or the confines of glass cabinets.

5 Ngāi Tahu or Canterbury-based/ born artists were invited to develop new works for Te Ara Ātea. They were all present for the opening of the exhibition and participated in a public programme artist panel discussion at the opening. A work was also loaned from the Lincoln University Collection. On the evening of the opening, the 5 artists participated in a public artist talk discussing their artworks.

Te Ara Ātea also hosted its first temporary exhibition in Te Whare Tapere: *Te Mataaho: Alternative Views of Selwyn by Local Artists* from 18th – 31st July. Local artists were invited to make submissions that were considered for selection by an independent jury of contemporary art professionals from Selwyn and Ōtautahi Christchurch. 14 artists were selected to exhibit, and over 20 works were shown. In the exhibition, local artists responded to the theme by presenting the views they consider important, providing a window into life in Selwyn.

August

Te Ara Ātea hosted 2 x four-week drama series, one for younger kids and one for youth, which were both consistently attended throughout the month. The youth series is particularly pleasing as series attracted a consistent audience – which is often a challenge for an audience with busy social and school lives. Participants enjoyed the storytelling aspects of drama, and each series ended with a mini performance for parents and caregivers. The series will be extended to other parts of the district.

September

Some work being undertaken on how to celebrate Sister City at the Darfield Library and Service Centre.

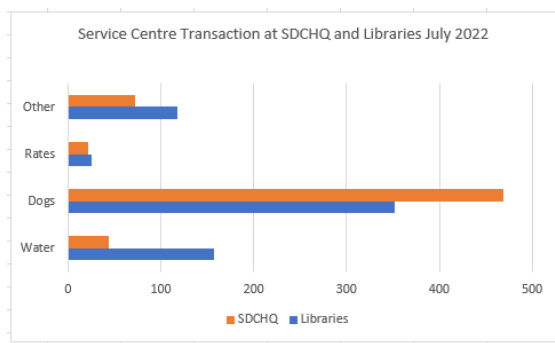
Millstone Artwork Project funding made to the Lincoln Community Committee as part of second stage.

5.1. Service Centre Activity (ACLL Delivered Face to Face)

July 2022

Service Centre face to face transactions at SDCHQ & Libraries

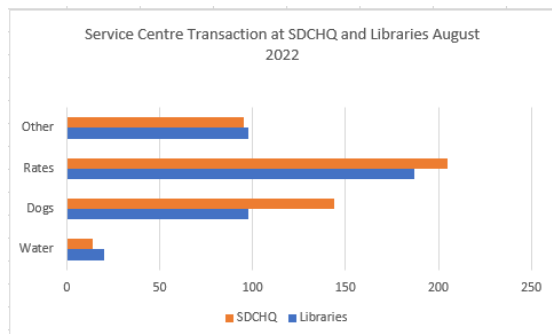
Libraries	655	52%
SDCHQ	607	48%



August 2022

Service Centre face to face transactions at SDCHQ & Libraries

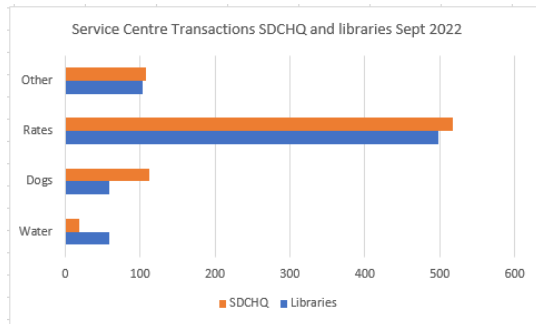
Libraries	414	47%
SDCHQ	458	53%



September 2022

Service Centre face to face transactions at SDCHQ & Libraries

Libraries	720	49%
SDCHQ	755	51%



5.2. Library Services Operations Summary

July

The first week of school holidays saw an increase in the foot count of the libraries. Visitation at Te Ara Ātea was close to double that of Lincoln and 4 times that of Leeston and Darfield. Friday the 22nd was the busiest day on record for Te Ara Ātea.

Following on from the feedback in the latest Customer Experience, customers were contacted by team members at Darfield and Leeston to offer assistance with accessing digital resources.

Rate rebate training taking place at all libraries for a staff based at Libraries / Service Centres.

August

Te Ara Ātea was visited by 100 people for the Public Libraries New Zealand Conference on Wednesday 17th August, during the visit they had a tour and attended a seminar. Afterwards they enjoyed drinks and dinner in Te Whare Tapere.

Wellington City Council visited for a tour of Te Ara Ātea.

Lincoln ran an impromptu 3D Printing workshop for a group of children. Demonstrated Thingiverse and Upstudio - everyone chose a small print each as a wee memento!

Leeston received delivery of a new Xbox gaming console, which was well received.

At Darfield Library, Malvern Community Board held their Community Awards evening in the library on the evening of Monday the 22nd.

September

The first two weeks of October were School holidays. During this time the libraries saw a combined total foot traffic of 20,049, with 10,206 at Te Ara Ātea.

Several team members undertook training and issued special votes for local council elections, which was available at all library sites.

A Leeston local customer approached us with a request to donate early literacy books to a refugee aid group in Pakistan. We were able to donate 80 books within 3 days for this cause.

Darfield received a request for 15 3D print jobs from Glentunnel Primary School as part of their pet day celebrations.

October has been our busiest month so far this year for library memberships, with a total of 475 new members.

Luke Sole, Digital Futures Coordinator left for a leadership role at Waimakariri Libraries. Heather Goh (Programme Delivery Coordinator), Matthew Sampson (Programme Delivery Coordinator) and Justine Loader (Community Library Service Centre Assistant) all departed the team.

Recruitment for the front-line roles is ongoing.

2. COMMUNITY AND ECONOMIC DEVELOPMENT

Community Services and Facilities Group - Population 01 July 2022 74,000 (Stats NZ) Note: In YTD column if the figure is higher than YTD of previous year it is shown in bold . In Month column if the figure is higher than month of previous year it is shown in bold . July 2021 in Black. August 2021 in Blue. September 2021 in green YTD to 30 September in Black		MONTH 2021/22			YTD 21/22
		July	August	September	
COMMUNITY & ECONOMIC DEVELOPMENT					
Community Capacity Building					
Community Capacity Building initiatives : <u>Target: ≥500 participants per annum.</u> Capacity Building initiatives are facilitated/funded/delivered to more than 500 representatives of community clubs/groups/committees per annum.		65	61	56	182
Participant Survey <u>Target: ≥90%.</u> Community Capacity Building participants are satisfied/very satisfied with programmes/services delivered. 27 surveys		0%	0%	0%	0%
Contestable Funding:					
Selwyn Community Fund : <u>Target: 40 per annum.</u> Community Grant Funding enables Community-based Initiatives		0	0	0	0
Tourism & Visitor Promotion					
Visitor promotion initiatives : <u>Target: ≥12 initiatives.</u> To take place annually. (which include promotion initiatives within them)		1	1	3	5
Visitor promotion campaigns : <u>Target: ≥1 campaign.</u> To take place with business and community partners. 1 Campaign ongoing with ChristchurchNZ		0	3	0	3
Produce and distribute a range of promotional materials . <u>Target:</u> Production: 1, Distribution: 3 per annum. (e.g., Visitor Guide, Special Interest Guide) Meet us in the Country		0	1	0	1
From the Land Website usage. <u>Target: ≥10%.</u> Baseline: 63,669 21/22 Baseline for 2022/23 is 70,000		7%	6%	11%	17% increase from baseline (63,669) Total YTD (17,686)
Social Media:					
Users		5159	4562	7965	
FB New Likes:		82	33	67	
Facebook New Followers:		Facebook has stopped reporting on New Followers			Total YTD (17,686)
Instagram New Followers:		19	18	0	
Community Development - Neighbourliness					
Initiatives that foster neighbourliness take place: <u>Target ≥ 12 initiatives.</u>		0	0	2	2
Community Development - Newcomers & Migrants					
Initiatives targeting newcomers take place. <u>Target: ≥12 events.</u>		0	0	5	5
Business & Economic Development					
Initiatives to promote economic development/local business and/or celebrate business excellence are delivered, resourced, or facilitated annually. <u>Target: 6</u>		0	0	0	0
Community Events					
Community/Wellbeing Events Delivered : <u>Target: 100.</u> Ensure a range of sport, recreation and wellbeing events that contribute towards the		49	4	7	60

Performance Indicator of not less than 100 community events annually targeting newcomers, families with children, young people as well as older people. Active Selwyn, Community and Economic Development and ACLL all contribute to the total.				
Events: Target: 10,000 attend events.	2760	352	3279	6391
Participants in 25 community events are satisfied/very satisfied with event delivered. Target: ≥90%. 26 events surveyed: 98%	0%	0%	0%	0%
Selwyn Youth Council				
Youth Consultation/Advocacy Activities take place annually. Target: 6 per annum.	0	1	0	1

6.1 Capacity Building

Accessibility/Inclusion

The in person launch of the Hapai Access Card in Selwyn was hosted at Selwyn Sports Centre on the 19th of July. This event attracted 68 attendees, including representatives from organisations that work with disabled people. The associated promotion has encouraged disability agencies and businesses to connect to Council.

6.2 Newcomers and Diversity

July

Faces of Selwyn applications collated for the 2022 Culturefest Series. The website now hosts a 'share your story' pdf where anyone is able to submit their story to encourage more applications. Faces of Selwyn on Air ran for the second time. This had 7 episodes and 677 listens on Plains FM. This year's focus was to share a recipe. Planning for a Faces of Selwyn "On Air" event to celebrate with a shared potluck meal is underway.

August

Faces of Selwyn recordings were completed in August. Applicants can now share their story via the website. This is proving to be a popular way to foster participation.

Planning for Welcoming Communities accreditation renewal by May 4th, 2023.

University of Canterbury have partnered with Welcoming Communities to conduct a Filipino Migrant Needs Survey in Rolleston for a student thesis.

September

Selwyn's annual CultureFest series ran from 10 September through to the 25 September and incorporated a large array of offerings including an Immigrant Journey Exhibition, Faces of Selwyn on air and a women's only night at the Selwyn Aquatic Centre.

CultureFest's Hero Event was held on September 11th at the Lincoln Domain. The main CultureFest event was held despite terrible weather conditions and attracted approximately 3,000 attendees. This event hosted over 40 stalls representing a range of ethnicities from Iraq to Yoruba and Philippines to Morocco. With CultureFest being a great opportunity to showcase and celebrate Selwyn's growing diversity, the stage was full throughout the day with over 30 performances from groups representing their culture with pride and confidence. Many of these groups also hosted have-a-go sessions where attendees could further learn about the performer's culture. Lincoln University is supporting Council in making CultureFest more sustainable by minimising waste from this event. Christchurch Multicultural Council has been a strategic partner and supporter

of Selwyn CultureFest since its start in 2016 and has always helped in coordinating the performance stage at CultureFest:

- 40 stalls representing a range of ethnicities including (but not limited to) countries such as Iraq, Yoruba, Philippines, India, France, Morocco, Korea, Germany, Asia
- 30 performances from a range of ethnicities including (but not limited to) Māori, Fijian, South African, Mexican, Polish, Nepalis, Korean, Bangladesh
- 10 have-a-go activities from a range of ethnicities; Māori, Brazilian JiuJitsu, Latin, Indian, Thai, Filipino
- Approximately 3,000 Attendees throughout the day and feedback seemed largely positive

Collaborations

- The MC of the Event was Futi Ka from Ministry of Pacific Peoples. Futi was sourced from the Wellbeing Forum and did a fantastic job.
- Council staff from across the organisation participated in the day including both Road Safety and Civil Defence having stalls
- Christchurch Multi-Cultural helped coordinate performers and run the stage on the day
- Lincoln University sponsored the SESI (Selwyn Event Sustainability Initiative) which enabled this event to be implement sustainable practises
- Lincoln University International Students provided 8 volunteers that assisted throughout the day
- Lincoln Rugby Club allowed access to their clubrooms for a performer hang out space
- Lincoln Rotary offered their services as carpark marshals, operating 3 teams of 6 people throughout the event
- Council offered volunteers and performers credit vouchers to use at stalls as a token of Council's appreciation. This increased income for stalls and was a positive way to provide volunteer's lunch.

6.3 Events

During the July School Holidays 24 community events took place across Selwyn in addition to Selwyn Sport Centre and libraries / service centres events. The events included the ever-popular Elgregoe the Magician, Paper Girl Show, Discomania and Moviemania. More events were held in the Malvern area this year, including at the Glentunnel Community Centre and Tawera Memorial Hall in Springfield. New events during the July School Holidays showcased Selwyn businesses to the community, such as cooking classes with Food Art Science and musical theatre workshops with Singing Stars Selwyn. These events also provided an opportunity to build the capacity of the businesses and show them that they could organise and deliver future school holiday events and programmes themselves, in collaboration with Council holiday programmes.

6.4 Visitor / Visitor Promotion

July

A social media workshop was held with the Selwyn ski fields, marketing consultants Little Lion Media and Council staff. This was focused on promoting the ski industry and how to create a thriving online community that celebrates Selwyn. 16 attendees participated in the workshop and shared their experience. Consultants talked through best practice, answered questions from attendees and provided an excellent document with Selwyn specific content, hashtags and key tips following the workshop. The feedback has been really positive and Selwyn District Council staff have noted a change in the way the ski fields are utilising social media this season.

September

Meet us in the country campaign was launched in September the campaign includes 10 open gardens, A & P shows, Fairs and Fetes.

The campaign Included extensive advertising across the South Island in publications, newspapers, bus backs and billboards, along with Selwyn NZ social media accounts.

Ski photoshoot programme of work has been completed with videographer, Sam Worsp visiting 3 ski fields and capturing moments from various events taking place. These images will be used in future marketing of the Ski Selwyn brand. ChchNZ also led "Defining our Place" survey closed with 4,444 responses. Approximately 399 were from the Selwyn District. The comments board is now open for community input to the below areas and Selwyn residents are encouraged to participate until the end of the year.

- Quality of Life – What do you value most about living in Selwyn?
- Barriers/ Challenges – What do we need to be mindful of as we develop the destination management plan?
- Gaps and Opportunities – What should be our top priority to get this right?
- Aspirations – Ten years from now, what would you want Selwyn to be known for?
- Ideal Visitors – what kinds of visitors do you want to see coming to our district?
- Unique - What do you think sets us apart from other destinations?

6.5 Youth

July

Selwyn Youth Council

The Selwyn Youth Council are currently working on their next youth consultation focussed on the way Council celebrates youth in Selwyn. This consultation will inform the way the Selwyn Awards are planned and delivered with particular focus on the Youth Award, how applicants are judged and how the Gala Dinner event could be more youth friendly. This is expected to launch in August. Members have been supporting the planning of the upcoming CultureFest event and Faces of Selwyn podcast. The Youth Council have also recently been invited to participate in a Public Transport Stakeholder Reference Group by ECAN to share their views on public transport across the Greater Christchurch region.

August

Youth Project Fund

The Selwyn Youth Project Fund closed at the end of August. The successful applications are:

Arts Integrated

- Decision: Successful
- Applied for: \$3,880
- Granted: \$1,500

Young Farmers

- Decision: Successful
- Applied for: \$2,000
- Granted: \$350

School Workshop

A class from both Rolleston College and Leeston College attended an Events Workshop delivered by Council staff. The workshop was on topic of planning and running events.

September

Capacity Building / Youth

In early September, 30 Geography students from Rolleston and Ellesmere Colleges joined Council staff for a 2 hour workshop on how to plan events with specific references and examples from CultureFest. Feedback was also received from the youth in attendance on what they would like to see at events and what would attract them to events. The workshop was informative and worthwhile for both parties, with the students using the information they gained on an internal assessment.

CultureFest

Members of the Selwyn Youth Council volunteered at CultureFest. They created a cultural canvas and looked after the Highland Games activities.

Current Consultation

Selwyn Youth Council are in consultation around how youth could better be included in the offerings of the Learn, Earn, Grow series taking place in March 2023.

Alternative Education

Selwyn District Council is currently in discussions with the Selwyn High School principals and youth providers around what a short term alternative education intervention might look like and where it might be located in Selwyn.

Mental Health / Family Planning

Selwyn District Council is currently in discussions with the Selwyn High School principals and key youth health providers around what health services for young people might be available and where these might be delivered in Selwyn.

6.6 Accessibility

Please refer "Accessibility Charter" Report (separate Report to Council in December).

6.8 Community Grants

Selwyn Community Fund				
Funding Round	Amount Funded (\$)	No. Community Groups Funded	Average Amount Funded	Close Date
Round 1	\$ 79,251.23	29	\$2,732.80	31-Jul
Round 2	\$ 9,928.26	6	\$1,654.71	26-Aug
Round 3				
Round 4				
Total YTD				

6.9 Creative Communities

In the August round of Creative Communities (delivered by Council, funded by Creative New Zealand which also sets criteria for panel membership etc) , 6 projects were funded in Selwyn; including a Christmas performance by the Musika Filipinas Aotearoa Choir, a writing workshop hosted by the Malvern Writers' Café and 'BLOOM' - a string quartet performance in Rolleston led by award-winning musician, Rakuto Kurano.

The Panel has appointed 6 new community representatives, due to previous members' terms coming to an end. New panel members will be inducted over the next couple of months, ready for the next funding round in November 2022.

6.10 Economic Development

Council has received the evaluation for a "Starting a Business In Later Life" pilot Council organized with funding from Office for Seniors. Overall feedback was positive, and all 12 (Aged 49-64) participants have plans in place to start a business or have already started a business.

6.11 Volunteering

Volunteering continues to be promoted across Selwyn with weekly Volunteering Clinics held throughout the Selwyn Libraries during school terms. Appointments and drop-in sessions provided. Volunteering Canterbury (Volcan) hosted a "Newcomers Join In" Expo at Rolleston Community Centre.

6. COMMUNITY SPACES

Community Services and Facilities Group - Population 01 July 2022 74,000 (Stats NZ) Note: In YTD column if the figure is higher than YTD of previous year it is shown in bold. In Month column if the figure is higher than month of previous year it is shown in bold. July 2021 in Black. August 2021 in Blue. September 2021 in green YTD to 30 September in Black	MONTH 2021/22			YTD 21/22
	July	August	September	
COMMUNITY SPACES				
Bookings: Target: 5% Increase per annum on baseline. The total bookings (Community, Corporate and Private) of Council community Centres and Halls. Baseline – 7,802. For “by Ward Breakdown” Refer Appendix One	783	1,018	1,002	1949
Community	505	764	680	
Corporate	67	69	92	
Rec Classes	211	185	230	
Revenue: Target: 75%. The percentage of Council owned community centres/halls, by Ward, continue to generate revenue meeting or exceeding 20% of operating costs (excluding capital project costs) per annum ¹ . <div>YTD</div>	43%	34%	34%	45%
Revenue	60,910	68,652	61,610	191,172
Expenditure	137,754	106,713	179,833	424,300
Door count: Community Centres: Target: 150,000 visits per annum	21,709	21,699	28,491	71,899
Target 60,000 pa LEC	11,188	11,905	19,516	
Target 30,000 pa RCC	4,408	3,678	3,660	
Target 30,000 pa WMCRC	4,316	4,188	3,250	
Duns CC	750	650	960	
Tai Tapu CC	650	700	600	
Survey: Target: ≥ 90%. The % satisfaction from user surveys for Lincoln Events Centre (LEC), Rolleston Community Centre (RCC) and West Melton Community Centre (WMCC).	21/22 =100% Annual Survey (Next survey report due June 2023)			
Revenue: The percentage of Council owned community centres/halls, by Ward, continue to generate revenue meeting or exceeding 20% of operating costs (excluding capital project costs) per annum. Target: 75%.	67%			

7.1 Community Centres / Halls

July

Communication underway with Killinchy and Doyleston community volunteers as these halls transition to Council operations, bringing the total number of centres / halls in the network operated directly by Council to 23. This figure excludes Selwyn Sports Centre, swimming pools and libraries / service centres.

August

Increase in corporate and community hires. The month of August achieved highest dollar revenue in past 12 months.

The “Venue for Every Occasion” campaign concluded at the end of August.

¹ Provisional Summary of Revenue to Expenditure provided as Appendix 1 to this Report

September

Corporate and community hire activity continued strongly as in August, with increase in corporate hires.

Expressions of Interest for 2023 were taken for both new and existing hires with final decisions to be made in October/ November 2022.

7.2 Community Committees of Council

Please refer “Engaging with Selwyn Residents Groups and Community Committees of Council” Report (separate Report to Council In December).

7.3 Staff Member Trip to Honiara On Behalf of Council

Appendix 2

A handwritten signature in black ink, appearing to read 'DKidd', is positioned above the printed name and title.

Denise Kidd

GROUP MANAGER – COMMUNITY SERVICE AND FACILITIES

Endorsed For Agenda

APPENDIX 1

Provisional Summary of Community Centre and Hall Expenditure to Revenue – Operational (excluding Selwyn Sports Centre)
July/ August / September.

Ward		Hires July Corp	Hires July Comm	SDC Hires /Classes	July Rev	July Op exp (to be updated 21/08)	KPI Revenue exceed 20% of opex at 75% of halls	Hires increase 5% per annum	Hires August Corp	Hires August Comm	SDC Hires /Classes	August Rev	August Op exp (to be updated 21/09)	KPI Revenue exceed 20% of opex at 75% of halls	Hires increase 5% per annum	Hires Sept Corp	Hires Sept Comm	SDC Hires /Classes	Sept Rev	Sept Op exp (to be updated 21/09)	KPI Revenue exceed 20% of opex at 75% of halls
Central	RCC	6	136	0	\$ 9,966.00	\$ 28,639.00	34.80%		6	211		\$ 12,330.00	\$ 26,387.00	46.73%		15	191	0	\$ 12,076.00	\$ 32,022.00	37.71%
	West Melton	5	35	44	\$ 6,374.00	\$ 24,314.00	26.22%		5	88	56	\$ 9,968.00	\$ 17,357.00	57.43%		0	70	55	\$ 6,515.00	\$ 29,277.00	22.25%
	Weedons	0	12	0	\$ 139.00	\$ 1,297.00	-10.72%		0	10	0	\$ 604.00	\$ 4,800.00	12.58%		0	20	0	\$ 563.00	\$ 2,476.00	22.74%
	Te Ara Atea	8	14		\$ 2,772.25				12	21		\$ 2,943.00				7	26		\$ 3,719.17		
Ellesmere																					
	Southbridge	0	4	1	\$ 117.00	\$ 12.00			0	7	0	\$ 544.00	\$ 943.00	57.69%		0	5	0	\$ 130.00	\$ 1,074.00	12.10%
	Lakeside	2	9	0	\$ 730.00	\$ 6,586.00			3	1	2	\$ 2,861.00	\$ 1,146.00	249.65%		0	2	0	\$ 1,461.00	\$ 3,607.00	40.50%
	Dunsandel	9	9	2	\$ 3,848.75	\$ 1,599.00			8	20	1	\$ 5,708.00	\$ 2,892.00	197.37%		7	17	0	\$ 2,895.83	\$ 5,222.00	55.45%
Malvern																					
	Darfield	0	18	9	\$ 1,860.00	\$ 14,388.00				24	7	\$ 1,679.00	\$ 4,579.00	36.67%		0	24	4	\$ 836.00	\$ 11,476.00	7.28%
	Hororata	0	1	1	\$ 1,534.00	\$ 331.00				2		\$ 61.00	\$ 395.00	15.44%		0	0	1	\$ -1,159.00	\$ 3,178.00	-36.47%
	Glentunnel	0	13	3	\$ 120.00	\$ 1,775.00				30	1	\$ 441.00	\$ 3,852.00	11.45%		0	20		\$ 337.00	\$ 3,039.00	11.09%
	Tawera	0	5	2	\$ 122.00	\$ 878.00				19	1	\$ 635.00	\$ 621.00	102.25%		1	3	1	\$ 106.00	\$ 2,191.00	4.84%
	Lake Coleridge	0	0	2	\$ -	\$ 102.00			0	2	1	\$ -	\$ 299.00	0.00%		0	0	2	\$ 209.00	\$ 1,655.00	12.63%
	Sheffield	0	6	1	\$ 409.00	\$ 3,065.00				1		\$ -	\$ 780.00	0.00%		0	1	0	\$ -	\$ 1,698.00	0.00%
	Greendale	0	2	0	\$ 13.00	\$ 1,051.00			0	2	0	\$ 13.00	\$ 1,432.00	0.91%		0	2	0	\$ 26.00	\$ 3,215.00	0.81%
Springs	Glenroy								0	10	0	\$ 159.00	\$ 1,314.00	12.10%		0	11	0	\$ 20.00	\$ 361.00	5.54%
	LEC	12	153	146	\$ 23,073.00	\$ 44,757.00			24	210	116	\$ 25,006.00	\$ 31,358.00	79.74%		16	196	167	\$ 25,270.00	\$ 65,128.00	38.80%
	Tai Tapu	3	23	0	\$ 7,648.00	\$ 4,373.00			3	15		\$ 2,635.00	\$ 2,665.00	98.87%		8	21	0	\$ 5,066.00	\$ 5,327.00	95.10%
	Greenpark	0	4	0	\$ 261.00	\$ 802.00			0	1	0	\$ 157.00	\$ 1,477.00	10.63%		0	1	0	\$ 104.00	\$ 751.00	13.85%
	Prebbleton	4	22	0	\$ 850.00	\$ 211.00			4	20		\$ 610.00	\$ 204.00	299.02%		9	21	0	\$ 1,013.00	\$ 208.00	487.02%
	Springston	4	18	0	\$ 505.00	\$ 1,646.00			4	21		\$ 1,046.00	\$ 1,472.00	71.06%		7	17	0	\$ 1,163.00	\$ 3,881.00	29.97%
	Ladbrooks	14	17	0	\$ 560.00	\$ 808.00			0	42	0	\$ 1,037.00	\$ 1,910.00	54.29%		22	25	0	\$ 962.00	\$ 2,436.00	39.49%
	Broadfield	0	4	0	\$ 526.00	\$ 754.00			0	7	0	\$ 215.00	\$ 830.00	25.90%		0	7	0	\$ 297.00	\$ 1,611.00	18.44%
		67	505	211	\$ 60,910.00	\$ 137,364.00			69	764	185	\$ 68,652.00	\$ 106,713.00	64.33%		92	680	230	\$ 61,610.00	\$ 179,833.00	34.26%

APPENDIX 2

Ginny Bowden and her trip to Honiara on behalf of Selwyn District Council.

Local Government New Zealand's (LGNZ) Pacific Technical Advisor (TA) approached Selwyn District Council with a request for staff to aid and provide advice around operating sports facilities in preparation of the upcoming 2023 Pacific Games for the community of Honiara, the capital and largest city of The Solomon Islands.

The Honiara Multi-Purpose Facility was upgraded and opened May 16, 2022.

Within Community Services and Facilities Group of Council, Ginny Bowden, Manager of Community Spaces and James Richmond, Manager of Active Selwyn were approached and provided information and participated in online communication over a period. In mid 2022 Ginny and James were presented with the opportunity to travel to the Solomon Islands to assist in person, due to many ongoing technology issues. James Richmond was not able to make this trip due to Covid issues, but Ginny Bowden travelled with Frances Sullivan, TA. Ginny travelled to the Solomon Islands as a representative of Selwyn District Council.

The visit was an opportunity to build relationships with Honiara City Council (HCC), sports facility staff and to meet key stakeholders including the City Clerk and NZ High Commission staff.

On Wednesday 21 September 2022 Ginny met with the local Councillor for Sport, the Honiara Council Facility Manager, the Director of Sport, Youth and Women, the Youth Centre Manager, and Council's Accounts Team to discuss problems that are being faced with the sports facilities and what solutions collectively they can work on and assist with. Following this there were several other meetings with the NZ High Commissioner and dinner with the CE of The National Sports Institute. Opportunities to generate revenue and ways to ensure the facility remains in the best condition possible were common topics of discussion. Ginny was also involved in operational discussions related to the multi-sport centre which included staffing, waste management, resource limitations, increasing participation, and identifying new potential programmes and activities.

This project was funded by LGNZ with the aim to develop and help with the operation and maintenance of Honiara's sports facilities, given the upcoming games.

Several opportunities for change/ development were shared with the hosts. One example was identifying the benefits of Personal Protective Equipment (PPE) for the caretaker, responsible for keeping the grounds clean and tidy, including drains and toilet blocks, who was working barefoot without boots or gloves.

Several other discussion points included:

- Ways to activate spaces and allow for multi-purpose spaces
- Approaches to marketing and promotions to raise the profile of HCC
- Understanding Health and Safety and its importance in facility operational management
- Ways to measure participation / performance
- Staffing terms and conditions including, but not limited to, uniforms for staff
- Grounds and Carpark and the importance of keeping these spaces clean and managed

Overall, this trip held not only value for Honiara City Council but also Ginny who learnt a lot and felt proud to be involved in a project bettering a community.

REPORT

TO: Chief Executive

FOR: Council Meeting – 23 November 2022

FROM: Asset Manager Water Services, and
Water Services Delivery Manager

DATE: 14 November 2022

SUBJECT: **WATER SERVICES MONTHLY UPDATE**

RECOMMENDATION

‘That the Council

- a) receives the report “Water Services Monthly Update” for information; and*
- b) approves the water race on East Maddisons Road, approximately 1.2 km across the Selwyn District Council Stock Water Race Network, to remain open.’*

1. PURPOSE

The purpose of this report is to inform Council on matters of interest in the context of the 5 Waters activity.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report is for information only it is not considered to be significant in the context of Council's Significance Policy.

3. HISTORY/BACKGROUND

Selwyn District Council's goal for the 5 Waters activities is:

‘To provide water services that meet all relevant standards with a level of service the public can afford and have confidence in, both now and moving forward into the future’.

We discuss key considerations for the 5 Waters activities (Water, Wastewater Stormwater, Land Drainage and Water Races).

3 Waters Reform

The government introduced the Water Services Entities Bill (the **Bill**) to Parliament 2 June 2022. If enacted, the Bill will establish four new Water Services Entities (**WSEs**) to manage, develop and deliver drinking water, wastewater and stormwater services across New Zealand. The Bill provides for the objectives, functions, service delivery areas and governance arrangements for the WSEs. The Bill will be subject to the select committee process providing the opportunity for public submissions.

Submissions closed 22 July 2022 and Selwyn District Council made a submission (Thursday 21 July 2022), after Councillor and staff feedback. The Mayor submitted on behalf of Council to the select committee on 31 August.

On Friday 11 November 2022, the Finance and Expenditure Select Committee reported back to Government on the Water Services Entities Bill. Staff will provide a verbal update at the Council meeting.

Council has been advised that Transition Funding of \$574 k will be made available to cover costs borne by Council during the Transition process. Council has signed off on the agreement and has forwarded a claim for the first quarter tranche.

Council has established a transition reform staff group led by Murray England.

Council has responded to the following requests for information over the last month:

- *14 November* - People & Workforce Water Services Function Review
- *25 October* - Financial Information Request (state of the 3 waters accounts as of 30 June 2022)
- *31 October* - Opex Budgets Request (looking out 30yrs from 1 July 2024 including LoS, Growth and Renewals)
- *1 November* - Data and Digital workshop
- *9 November* - Operational Stocktake review

A general work program is provided in **Attachment 1**.

One Water Strategy and Water Blue Print

One Water Strategy. At the 21 March 2022 Council meeting, it was agreed:

- a) That the Council commence the review of the 2009 5 Waters Strategy;
- b) That the review be a co-design process with mana whenua;
- c) That Council acknowledges the importance of setting the strategic direction for water management within the Selwyn District, providing its community with a voice, regardless of the 3 Water Reform outcome.

Council has now commenced co-design with rūnanga to develop this for the district through an advisory group consisting of three representatives each of Te Taumutu Rūnanga, Te Ngāi Tūāhuriri Rūnanga and Selwyn District Council.

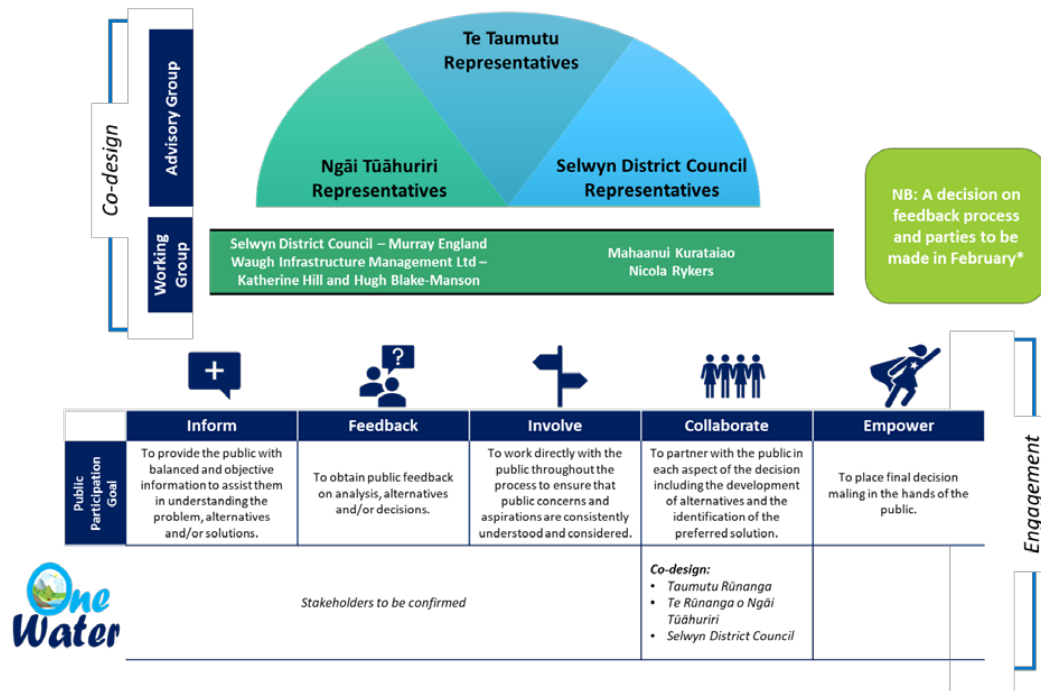
The Group is supported by a working party of Murray England, Hugh Blake-Manson and Katherine Hill of Waugh Infrastructure Management Ltd and Mahaanui Kurataiao advisor Nicola Rykers.

To date, two wānanga have occurred and the drafting of the One Water Strategy has commenced. The following outlines the indicative stages and timeframes of the co-design. Any selected engagement processes, potential consultation or feedback, including deliberations and updates, would occur between stages 11 and 12, extending the delivery date.



In accordance with Councils Engagement Policy, and the Public Participation Framework (adaptation below), the Advisory Group intended to confirm stakeholders and the respective level of engagement. This is programmed for February 2022 (Step Seven).

Stakeholders include community, Environment Canterbury Regional Council, Te Waihora Co-governance, Water Zone Committees, Taumata Arowai, Health NZ, industry sectors and private water users including Central Plains Water Ltd.



The Waters Blueprints, (drinking water, wastewater and surface water) bring a focus to the more immediate (0-10 year) challenges and benefits of these Council managed systems. The Wai-Inu | Drinking Water blueprint is in the review phase. The surface waters (water races, stormwater and land drainage) blueprint development will be delivered to staff in December 2022. All blueprints will sit to one side while the One Water Strategy progresses, they will then be updated and brought together with a summary overview.

Chlorine exemption.

An application for exemption for the Rakaia Huts was submitted on 23 June 2022. Staff met Taumata Arowai (TA) for an initial discussion on the chlorine exemption application for Rakaia huts on Friday 12 August. Council was commended on the structure and detail of the application – and it was noted that ‘clearly a lot of effort has gone into this’. Selwyn was the first Council to apply for an exemption.

A site visit to the Rakaia Huts water supply with TA and their international expert, Dr Dan Deere, was held on Wednesday 28 September 2022. The site visit went well and it was a privilege to show TA around our new WTP and storage facility. TA is continuing to process the application and has indicated that an update will be provided soon.

TA has consistently advised Council to hold back on submitting further applications until they have the time and resources to review them and to allow feedback from the first review to be incorporated into further submissions.

The advice from TA is:

1. SDC shall provide to TA a list of all the supplies that Council intend to seek an exemption for, listed in order of priority.
2. TA will prepare a programme for assessing the applications, taking account of all applications sought by councils seeking exemptions. The programme will set out indicative dates for when they we will be able to assess the applications.
3. TA will provide Council with a copy of the programming of our supplies.
4. When TA are 4 weeks out from being able to assess each successive application, they will contact Council and ask us to formally lodge (with the fee) the application.
5. Council will be able to interchange the supplies on the priority list if priorities change due to previous application feedback.

The programme order for submitting is:

Order	Scheme
1	Rakaia Huts (lodged 23 June)
2	Springston (lodged 14 November)
3	Taumutu
4	Jowers Road
5	Lincoln
6	Claremont
7	Prebbleton
8	Leeston
9	West Melton
10	Southbridge
11	Kirwee
12	Lake Coleridge
13	Dunsandel
14	Rolleston
15	Tai Tapu
16	Te Pirita
17	Darfield

The above list is based on the chlorine risk prioritisation matrix, discussions with TA through the exemption process and WSP preparation process.

Temporary Chlorination and Consultation Update

The chlorination rollout programme continues to progress well. Public interest in chlorination is ongoing, however the general level of communications has reduced over time. The remaining Temporary chlorination programme is as follows:

Scheme	Proposed Date
Lincoln	15/11/2022
Taumutu	21/11/2022
Leeston	29/11/2022
Jowers Road	24/01/2022
Prebbleton	31/01/2023

Three schemes Leeston, Prebbleton and Jowers Road are currently scheduled for chlorination after the 15 November deadline. This is due to high volume of install work required across the district and sequence capacity required to achieve the programme.

These schemes have been discussed with Taumata Arowai who are aware and comfortable with this approach on the basis that all reasonable efforts are being made to meet the legal requirements and the majority of schemes will be complete.

Noting Raven Drive water supply will be connected to the Rolleston supply soon and likely before 15 November and chlorinated via that connection.

Further information including frequently asked questions can be found on the Council website [Selwyn District Council - Water Chlorination](#)

Water Resources

As of the 09 November 2022, soil moisture levels are currently dryer than those experienced this time last year and the historical average. **Refer Attachment 2.**

Ground water levels are showing a down trend which is expected during this time of year when the water demand increase over the district. **Refer Attachment 3.**

Water Races

Following the 28 September 2022 Council Meeting the decision on East Maddisons Road water race closure was deferred to understand development implications. Subsequently, Hughes Development (a landowner along this race) has decided to incorporate the water race within their proposed subdivision plan. They would now like the race to remain open. Following this change it is now recommended that this race remain open. **Refer to the 28 September Council Report and Attachment 4.**

4. PROPOSAL

Staff seek that the Council consider and implement the recommendation set out above.

5. OPTIONS

The options available to Council are to:

- (a) To approve the recommendation of this report, or
- (b) To decline the recommendation of this report

Staff would appreciate feedback on the subject matter and level of information provided in this report.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

Not applicable

7. FUNDING IMPLICATIONS

No funding implications have been identified in relation to the recommendation of this report.



Murray England
ASSET MANAGER WATER SERVICES



Elaine McLaren
WATER SERVICES DELIVERY MANAGER

Endorsed For Agenda



Murray Washington
GROUP MANAGER INFRASTRUCTURE AND PROPERTY

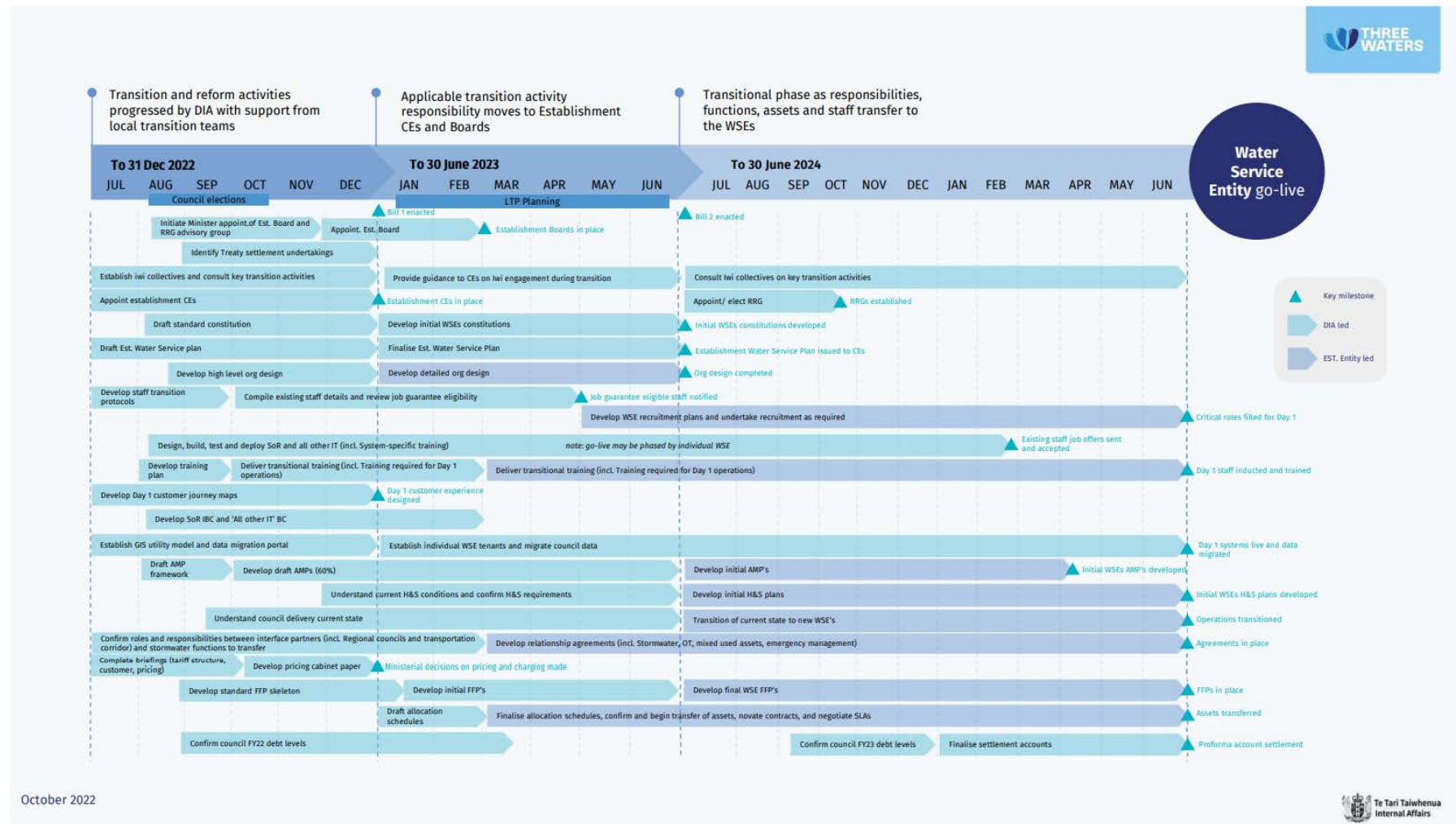
Attachment 1 –Three Waters Work Program

Attachment 2 – Soil moisture Deficit

Attachment 3 – Ground water levels

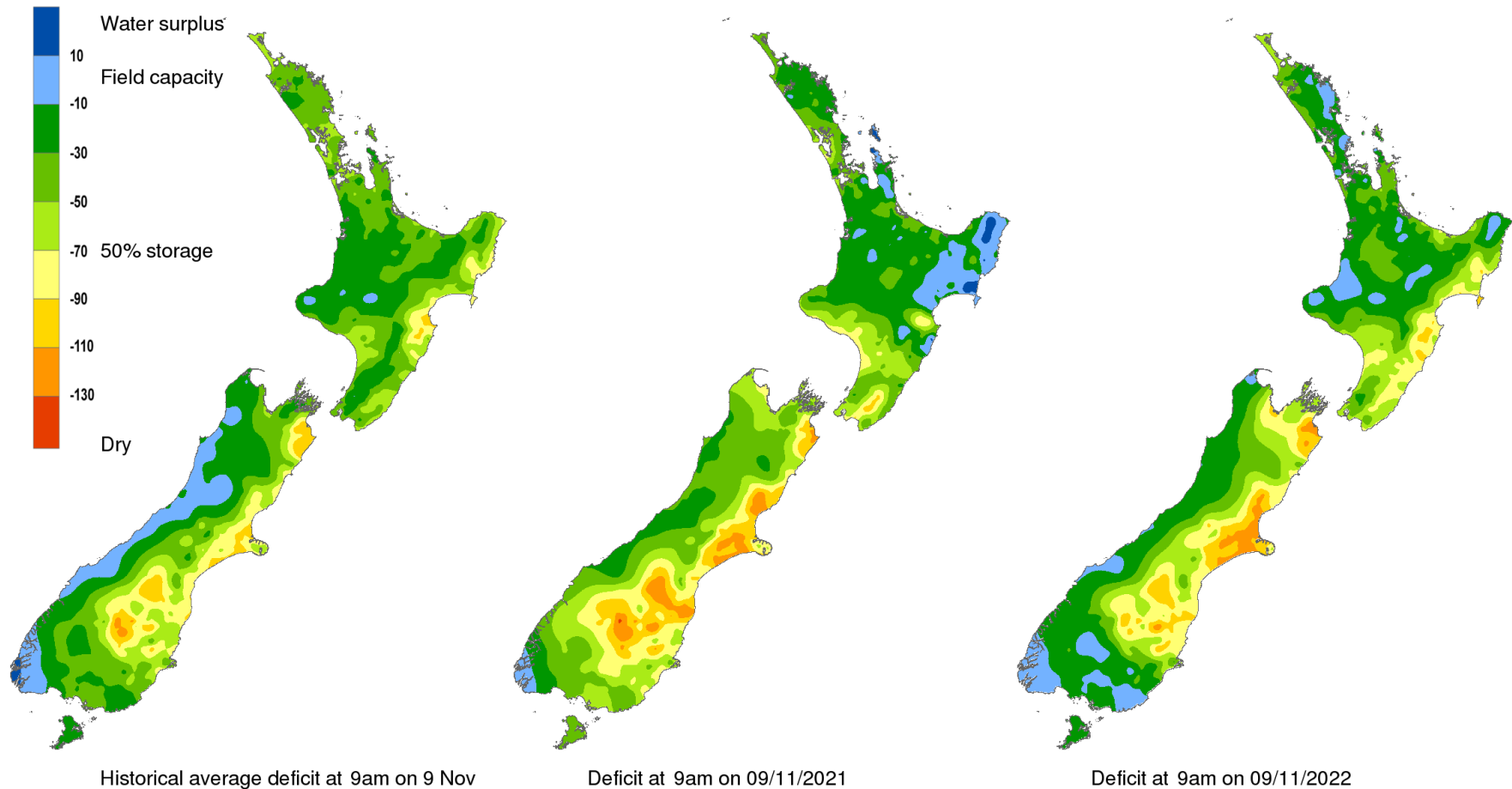
Attachment 4 – Water Race Closure – East Maddisons Road

Attachment 1 – Three Waters Work Program

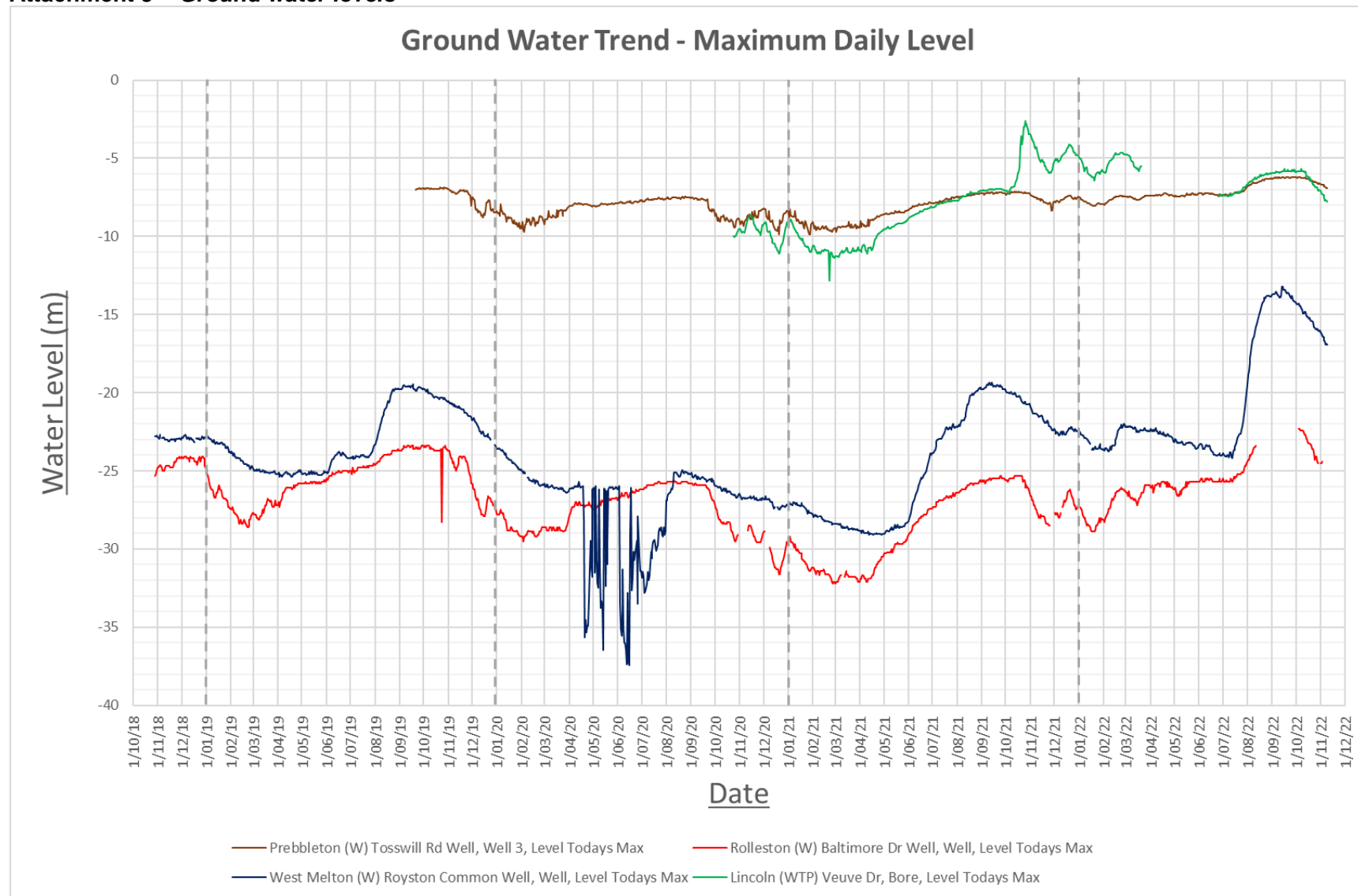


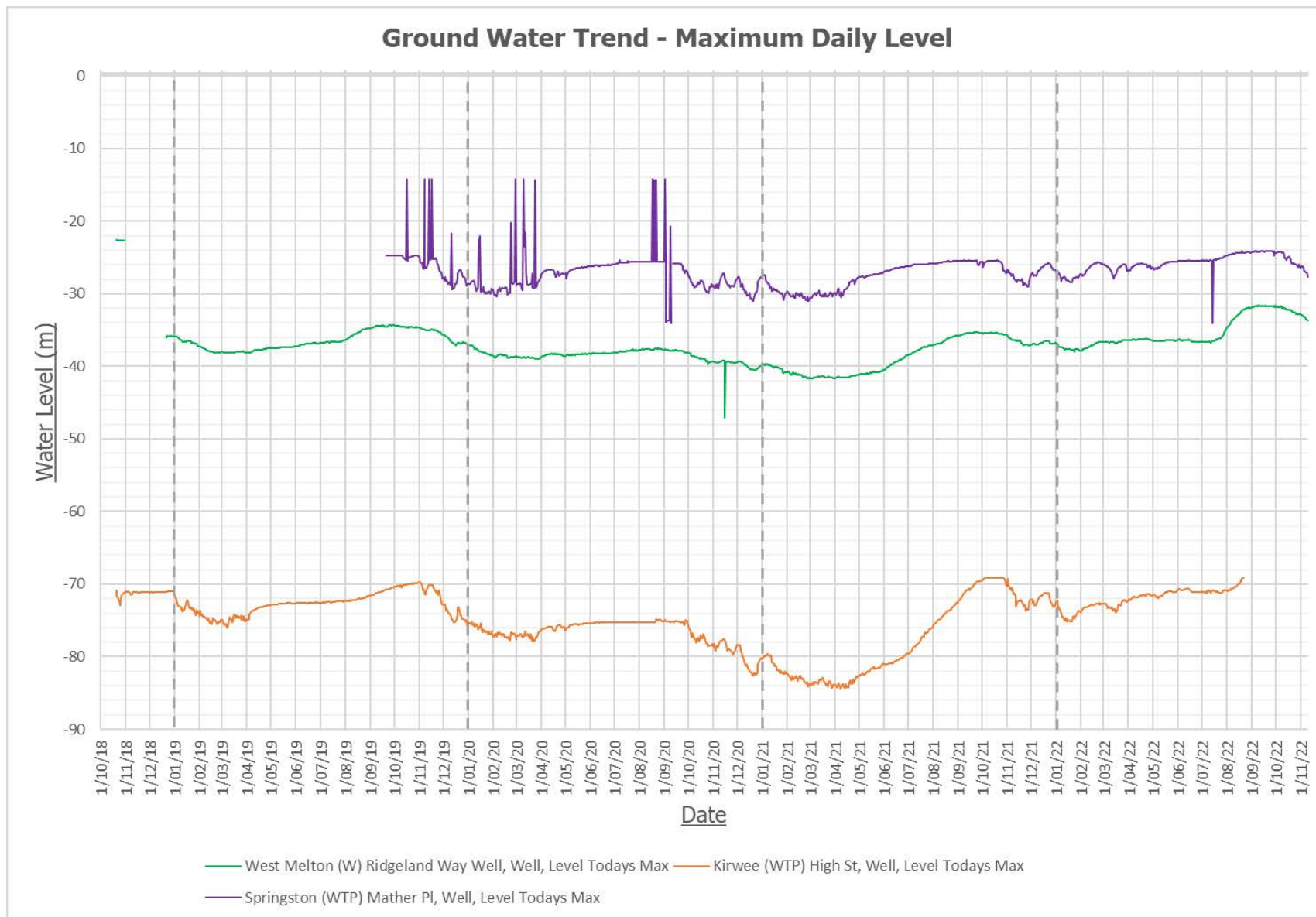
Attachment 2 –Soil Moisture Deficit

Soil moisture deficit (mm) at 9am on 09/11/2022



Attachment 3 – Ground water levels





Attachment 4 – Water Race Closure – East Maddisons Road



Closure Reference: #4 East Maddisons Road

Map and Location:



Scheme: Paparua

Length of Proposed Closure: 1.2km

Application Received From: Dunweavin 2020 Ltd

Number of Affected Properties: 17

Number of Properties agreed to Closures: 14 – 82%

Percentage Loss of Rating Income: 0.08%

Reason for Closure: Land is being developed to allow for housing keeping the race would have significant impact on layout of development. Stock water is no longer required from landowners.

Details of Closure: This is a minor end of line race that currently terminates to ground. The closure requires a soak pit to be installed at the proposed termination point. No viable alternative options to closure are practical for this proposal. Piping / undergrounding would be a waste of money and resources.

Notice of Motion re Temporary Chlorination of water supplies

Motion: That Selwyn District Council pause its temporary chlorination of water supplies which were not previously chlorinated as per the Selwyn District Council approved water risk matrix.

At-risk supplies, such as river and gallery-sourced supplies, will continue to be chlorinated.

Selwyn District Council will continue its program of infrastructure upgrades to accommodate chlorination infrastructure in its network, and will work with Taumata Arowai on exemption applications for our unchlorinated network.

Moved: Grant Miller



Seconded: Sophie McInnes



REPORT

TO: Chief Executive Officer
FOR: Council Meeting – 23rd November 2022
FROM: Transportation Delivery Manager
DATE: 8th November 2022
SUBJECT: **TRANSPORTATION DELIVERY UPDATE**

RECOMMENDATION

‘That the Council receives the report “Transportation Delivery Monthly Update” for information.’

1. PURPOSE

The purpose of this report is to inform and update Council on key matters of interest in the context of the transportation delivery activity.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report is for information only it is not considered to be significant in the context of Council's Significance Policy.

3. HISTORY/BACKGROUND

Selwyn District Council's current goal for the Transportation activity is:

‘To maintain, operate, and improve the road network and other transport facilities to achieve a transport system that provides safe, efficient, and sustainable movement of people and goods’.

4. PROJECTS

4.1. Low-Cost Low Risk (LCLR) Projects, 2022/23 programme.

- Weedons Ross Rd Seal Widening – **Complete**.
- Gould's Rd/Leeston Rd Intersection Safety Upgrade – Working through property/land acquisition process.
- School Frontage Upgrades - Projects advancing during 2022/23 for,
 - Broadlands Drive – Raised pedestrian platforms and a Kea Crossing (Summer 22/23)
 - Springston Rolleston Rd (Rolleston College) – Pedestrian safety improvements (Summer 22/23) in conjunction with the Springston Rolleston Rd upgrade
- Springston Rolleston Road Kerb & Channel Upgrade – **Tendered**.
- Markham Way Traffic Calming – **Tendered**.
- Waimakariri Gorge Roadside Safety Barrier Installation – Options investigation underway.
- Railway Road Industrial Access Upgrade, Seal extension - **Tendered**.

4.2. Low-Cost Low Risk (LCLR) Projects, 2023/24 programme

- Maddisons Rd and Dawsons Rd Intersection Upgrade – **Waiting to Design once other projects works in the area are completed**
- Templeton to Prebbleton Cycleway – **In Design.**
- Trices Road and Tosswill Road Intersection Upgrade – **In Design.**

4.3. Prebbleton Intersection Upgrades Stage 2

- Shands/Trents and Shands/Hamptons roundabouts - Design, land acquisition, and consenting is progressing. Completion on these is expected in Spring 2023 allowing for construction to proceed over Summer 2023/24. **In Design**
- Trents Road Seal Widening – **In Design.**
- Hamptons Road Seal Widening – **In Design.**

4.4. New Footpath Connections

The following sites are programmed for completion in the 2022/23 financial year,

- Dunns Crossing Rd; Burnham School Rd to Newman Rd – Pathway widening to shared-pathway
- Lowes Rd; East Maddison to Dunns Crossing Rd - Pathway widening to shared-pathway
- Fairhurst Place (Rolleston) – New footpath connection

4.5. Whitecliffs Shared Pathway

- Linking Glentunnel and Whitecliffs – **Nearing Completion.**

4.6. Perymans Rd Seal Extension

- Surveyed and awaiting design completion. Pending decision with Waka Kotahi regarding the SH75 intersection options.

5. ROAD SAFETY UPDATE

Pending dates of interest for Road Safety Team.

- Road Patroller Pool Party – 19th November
- Staying Safe Senior Drivers – 22nd November
- Selwyn Road Safety Stakeholders Meeting – 25th November
- Regional Road Safety Co-Ordinators Meeting – 29th November

5.1. Consistent Messaging

Analysis of crash data from CAS indicates the three primary causations of major crashes on Selwyn roads are 1. Poor Observations and Intersections, 2. Alcohol, 3. Poor handling, all three being predominantly driver behaviour related. Work is being conducted to highlight this to the community and the need to change our own behaviours first prior to laying blame on other factors. **Be Prepared, Stay Alert, Slow Down Drop Back.**

5.2. Impaired Driving

Summer alcohol campaign will commence December, priority messaging will be around sports season, work functions and festive/social gatherings drinking.

5.3. Young Drivers

December tentative dates being confirmed for Ruapuna, struggling to get availability for this venue. Alternate program being prepared for course to be run at Wigram, venue available throughout December.

Positive feedback from October courses, good demand for further courses.

5.4. Motorcycles

Advertising campaign targeting a Ride 2 Survive message, as the majority of motorcycle accidents in Selwyn have a loss of control contributing factor. Ride 2 Survive puts onus on the rider to take responsibility for riding behaviour.

Regional planning has commenced for Kickstart "Have a go day" practical motorcycle expo run at Canterbury Agricultural Park.

5.5. Mature Drivers

Aged Concern will facilitate a theory training session on the 22nd November for senior drivers, aimed as a road code refresher. Those attending will have the option to sign up for a subsidised practical lesson through a local instructor. The intention is to run this program every 3 months, dependant on attendance.

5.6. Child Restraints

Monthly clinics have restarted based on tech availability.

5.7. iBike Cycle Skills

Selwyn Sports Trust is delivering Cycle Skills to West Rolleston Primary School in term 4.

5.8. Campaigns

Following is a summary table of the current and future road safety campaigns being worked on by both the Road Safety Education Coordinator and the School Road Safety Coordinator.

Campaign	Timeline	Overview/Graphics
Motorcycle Safety	September - November	
Impaired Driving	December – February	
Addressing Current Issues	2022/2023	 <p>Community education around current issues raised:</p> <ul style="list-style-type: none"> Considerate parking campaign going live 25 July.
	2022/2023	 <p>Community education around current issues identified:</p> <ul style="list-style-type: none"> Consistent messaging to address driver behaviour.

6. CORRIDOR MANAGEMENT

6.1. Temporary Traffic Management

In the previous month,

Active Worksites	161
New CARs processed in month	72
<i>CARs processed previous month</i>	69
Number of Site Visits Conducted	31
<i>Site Visits previous month</i>	40
Number of Audits Completed	14
<i>Audits previous month</i>	10
Average Audit Score**	21
<i>Average Score previous month</i>	30
Road Closures	5

Note: ** The lower the Audit score the better the outcome, *i.e.* a traffic management site is 'unacceptable' when it reaches a score of 50. An average score in the mid-range of 20-30 translates to an acceptable site which may have minor corrections required at the time of audit, such as, a cone or a sign had blown over.

6.2. Temporary Road Closures

Rapere Street, Rolleston – Saturday 5 November, Residents Street Party.

East Maddisons Road – Ongoing works with the development of Faringdon.

Frasers Road, Dunsandel – Sunday 11 December to Monday 12 December, intersection reseal and required by KiwiRail.

Leeston Santa Parade - To be confirmed waiting on organizers to make contact (December)

Lincoln Santa Parade – To be confirmed organizer has been in contact to start the process (December)

7. ROAD NAMING

The following road names have been approved during September and October.

- Kirwee Plains – Southdown Place
- 1906 Telegraph Road, Darfield – Bob Reid Crescent and Cooney Avenue
- Woodbury, Leeston – Martini Avenue, Collisson Street and Lunn Crescent

8. ROAD MAINTENANCE

8.1. Routine maintenance

Isolated seal repairs, stabilising repairs, dig-out repairs, ford repairs (Beattys Rd) and maintenance metalling was carried out throughout the month.

The Summer seasons programme sealed pavement rehabilitation sites and resurfacing sites have commenced this month with Selwyn Lake Rd being the first location.

Remediation works continued post heavy rain events.

Waka Kotahi NZTA Technical Investment Audit completed in November 2021. A draft report was received at the end of August and a response is being prepared.

8.2. Unsealed Roads Assessments

The next six-monthly inspections of the unsealed network will be carried out between July and December 2022.

9. OPTIONS

The options available to Council are to:

- a) To approve the recommendation of this report,

This is the recommended option

Or,

- b) To decline the recommendation of this report

Staff would appreciate feedback on the subject matter and level of information provided in this report.

10 VIEWS OF THOSE AFFECTED / CONSULTATION

- a) Consultation
Not generally applicable. Though, with maintenance and upgrade works, isolated communications occur with any residents impacted by any work sites as well as media and social media publications of upcoming and underway works. In the Road Safety and Education areas, these are frequently published through Council's media channels and updated as they occur.

- b) Māori implications
Consultation with new road through Rolleston town centre was undertaken with Te Taumutu Rūnanga

- c) Climate Change considerations

Climate Change implications are inherent in all aspects of roading maintenance. Fleet use, material choice and methodologies are all considered for their impacts. Slowly, changes in all these evolve as they improve their considerations.

11 FUNDING IMPLICATIONS

To meet the required levels of service, by maintaining the asset in the appropriate condition, will require additional funding.



Gareth Morgan for Graham Huggins
TRANSPORTATION DELIVERY MANAGER

Endorsed For Agenda



Murray Washington
GROUP MANAGER INFRASTRUCTURE & PROPERTY

REPORT

TO: Chief Executive

FOR: Council meeting – 23 September 2022

FROM: Rachael Carruthers

DATE: 9 September 2022

SUBJECT: **AMENDMENT TO DESIGNATION CONDITIONS FOR CLEARVIEW SCHOOL (D220003), ROLLESTON COLLEGE (D220004) AND WEST ROLLESTON SCHOOL (D220005)**

RECOMMENDATION

'That, pursuant to s181(3) of the Resource Management Act 1991, the:

- 1. Selwyn District Plan be amended for consistency with s77M(5) Resource Management Act 1991 (RMA) by altering designations:*
 - a. ME11 Clearview Primary School, designated for Education Purposes (Early Childhood and Primary School) and situated at Broadlands Drive, Rolleston, by:*
 - i. amending conditions 4, 5 and 6 (building setbacks);*
 - ii. amending condition 7 (building height); and*
 - iii. introducing new condition 7A, (recession plane);*
 - b. ME26 Rolleston High School, designated for Educational Purposes – School (years 7 – 13) and Early Childhood Centre and situated between Goulds Road and Springston Rolleston Road, Rolleston, by amending:*
 - i. condition 2 (recession plane and site coverage); and*
 - ii. condition 3 (road boundary setback); and*
 - c. ME27 Rolleston West Primary School, designated for Primary School and Early Childhood Education and situated at the corner of Dunns Crossing Road and Burnham School Road, by amending:*
 - i. condition 1 (recession plane)*
 - ii. condition 2 (building height)*
 - iii. condition 3 (site coverage)*
 - iv. condition 4 (setbacks from boundaries)*
- 2. Proposed District Plan be consequentially amended by altering:*
 - a. proposed designation MEDU-11 Clearview School to reflect the amendments to ME11 Clearview Primary School;*
 - b. proposed designation MEDU-17 Rolleston College to reflect the amendments to ME26 Rolleston High School; and*
 - c. proposed designation MEDU-18 West Rolleston School to reflect the amendments to ME27 Rolleston West Primary School.*

That Council delegates the Team Leader Policy and Strategy to undertake all necessary actions to give effect to the decision of the Minister of Education in relation to recommendations 1 and 2 above.'

1. PURPOSE

Selwyn District Council as territorial authority has received from the Minister of Education as requiring authority a Notice of Requirement (NOR) under s181(1) RMA for minor alterations to three of its designations within each of the Selwyn District Plan and the Proposed District Plan.

The Notice of Requirement is attached as **Appendix 1** to this report.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

Section 77M(5) RMA allows works on sites designated by the Minister of Education to rely on Medium Density Residential Standards (MDRS), if the designated site is within an area where MDRS applies and if the MDRS are more lenient than conditions included in the designation. The Notice of Requirement is to amend the designation conditions of the three Selwyn schools where this applies, so that the conditions are consistent with MDRS.

On this basis the matter is considered to be of **low** significance.

3. HISTORY/BACKGROUND

The Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021 ("RM Housing Supply Act") came into force on 20 December 2021 with a purpose of amending the RMA and strengthening the requirements of the National Policy Statement on Urban Development 2020 (NPS-UD). To give effect to Policy 3 of the NPS-UD, Section 77G of the RM Housing Supply Act requires specified territorial authorities, including Selwyn District, to incorporate MDRS within its relevant residential zones.

This incorporation has occurred through Variation 1 to the Proposed District Plan, which was notified on 20 August 2022.

The RM Housing Supply Act also introduces s77M(5) RMA, enabling Ministry of Education designations which apply to land that is in a relevant residential zone or adjoins a relevant residential zone, to rely on MDRS provisions if those provisions are more lenient than conditions included in the designation.

In Selwyn District, the designated sites where s77M(5) applies are:

- Clearview School (within a relevant residential zone);
- Rolleston College (within a relevant residential zone); and
- West Rolleston School (adjoins a relevant residential zone).

4. PROPOSAL

Each of Clearview School, Rolleston College and West Rolleston School are subject to designation conditions that include provisions more stringent than the comparable MDRS provisions. The details of the proposed changes are set out in **Appendix 1**, but in summary:

	Clearview School		Rolleston College		West Rolleston School	
	Existing	Proposed MDRS	Existing	Proposed MDRS	Existing	Proposed MDRS
Minimum road setback	10m	1.5m	5.5m	1.5m	5.5m	1.5m
Minimum internal setbacks	10m, 7m and 6m	1m	None	None	5.5m	1m
Maximum building height	9m	11 metres (except 50% of roof may be 12 metres where the entire roof slopes 15° or more)	None	None	8m	11 metres (except 50% of roof may be 12 metres where the entire roof slopes 15° or more)
Recession plane/height in relation to boundary	No part of any building shall protrude through a recession plane commencing 2.5 metres above ground level at any point along the internal boundary inclined towards the relevant containment angle of the recession plane indicator contained in Annexure E of the Notice of Requirement (NOR)	Any new building or building extension (excluding goal posts and similar structures) must not project beyond a 60° recession plane measured from a point 4 metres vertically above ground level along all internal boundaries (except where the height in relation to boundary provisions are more lenient in an underlying relevant residential zone or adjoining relevant residential zone and those conditions shall apply).	Any new building or building extension (excluding goal posts and similar structures) shall comply with the height in relation to boundary controls (attached as Appendix A to the NOR)	Any new building or building extension (excluding goal posts and similar structures) must not project beyond a 60° recession plane measured from a point 4 metres vertically above ground level along all internal boundaries (except where the height in relation to boundary provisions are more lenient in an underlying relevant residential zone or adjoining relevant residential zone and those conditions shall apply).	Any new building or building extension (excluding goal posts and similar structures) shall comply with the height in relation to boundary controls (attached as Appendix A to the NOR) from any adjoining land zoned primarily for a residential purpose or zoned for an open space/outdoor recreation purpose.	Any new building or building extension (excluding goal posts and similar structures) must not project beyond a 60° recession plane measured from a point 4 metres vertically above ground level along all internal boundaries (except where the height in relation to boundary provisions are more lenient in an underlying relevant residential zone or adjoining relevant residential zone and those conditions shall apply).
Maximum site coverage	None	None	35%	50%	35%	50%
Maximum impermeable surface	None	None	50%	None	None	None

A requiring authority that is responsible for a designation may at any time give notice to the territorial authority of its requirement to alter the designation. The same notification tests and effects assessments apply to such alterations as to new designations, unless s181(3) RMA applies. Section 181(3) RMA allows for a simplified and streamlined process without public notification or further formality, and applies where the alteration:

- either involves no more than a minor change to the effects on the environment associated with the use or proposed use of land or any water concerned; or involves only minor changes or adjustments to the boundaries of the designation or requirement (s181(3)(a)); and
- written notice of the proposed alteration has been given to every owner or occupier of the land directly affected and those owners or occupiers agree with the alteration (s181(3)(b)); and
- both the territorial authority and the requiring authority agree with the alteration (s181(3)(c))

Will there be more than a minor change to the effects on the environment?

The proposed changes are administrative in nature. The proposed amended bulk and location conditions already apply to each site, by virtue of s77M(5) RMA.

The alterations will therefore result in no change to the effects on the environment, but instead will achieve consistency of district plan administration, by having district plan designation conditions that are the same as the RMA conditions that apply to each site.

Will there be changes to the boundaries of the designations?

No changes to designation boundaries are proposed.

Has written agreement been provided?

Each site is owned by the Ministry of Education and occupied by a Ministry of Education school. As such, no additional agreement of land owners or occupiers is required.

Does the requiring authority agree?

The recommended alterations are as requested by the Minister. As such, the requiring authority agrees to them.

Does the territorial authority agree?

It is recommended that the Council agree to the alterations.

5. OPTIONS

1. That Council agrees to alter designations ME11, ME26 and ME27 be in accordance with the requirements of ss77M(5) and 181(3) RMA, with consequential alterations to designations MEDU-11, MEDU-17 and MEDU-18 in the Proposed District Plan. This is the recommended option.
2. That Council does not agree to alter designations ME11, ME26 and ME27.

In this instance, the proposed alterations are to achieve consistency between the existing conditions of each designation and the MDRS provisions which now apply to each site, pursuant to s77M(5) RMA. As such, it is considered that the effect of the alterations would be less than minor, and so it is not appropriate for Council to refuse to agree to the alterations.

If Council were not to agree to the alterations, then a full assessment and potential hearing of the alterations would be required, pursuant to s181(2) RMA.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

Section 181(3) RMA does not provide for any form of consultation. The consultation procedures of Schedule 1 explicitly do not apply to s181(3) alterations.

(a) Views of those affected

The written approval of the site owner and occupier (the Ministry) has been provided. There is no scope under the Act for Council to consider any other party to be affected in relation to this proposal.

(b) Consultation

There is no scope under the Act for Council to undertake any consultation in relation to this proposal.

(c) Māori implications

There is no scope under the Act for Council to consider implications for Māori in relation to this proposal.

(d) Climate Change considerations

As a procedural amendment there are no climate change implications associated with this proposal.

7. FUNDING IMPLICATIONS

The cost of staff time associated with the alteration of a designation is charged to the requiring authority on a time and cost basis. There are no other funding implications.



Rachael Carruthers
STRATEGY AND POLICY PLANNER

Endorsed For Agenda



Tim Harris

GROUP MANAGER DEVELOPMENT AND GROWTH

APPENDIX 1 NOTICE OF REQUIREMENT

[http://doris16/docs/ResourceManagementPI/Designations/Education/D220003%20Clearview%20School/Application/Selwyn%20-%20Density%20alteration%20to%20designation%20for%20MoE%20approval%20\(1\).pdf](http://doris16/docs/ResourceManagementPI/Designations/Education/D220003%20Clearview%20School/Application/Selwyn%20-%20Density%20alteration%20to%20designation%20for%20MoE%20approval%20(1).pdf)



30 June 2022

Selwyn District Council

Planning Policy Department

Attention: Rachael Carruthers

Dear Rachael

Minor alteration to Ministry of Education designations

Pursuant to section 181(3) of the Resource Management Act 1991 (RMA), the Minister gives notice of a requirement for a minor alteration to three of its designations within the Proposed and Operative Selwyn District Plan (SDP). This letter provides details of the proposed modification and is supported by:

- Form 18 of the Resource Management Regulations 2003 (Appendix A)
- Details of the school sites and designations subject to this modification (Appendix B).

1. Context

The National Policy Statement on Urban Development 2020 (NPS-UD) came into force on 20 July 2020. Among a number of objectives and policies for achieving well-functioning urban environments, the NPS-UD directs that increased built form densities be enabled by regional policy statements and district plans (Policies 3 and 5) and that all Tier 1 authorities¹ must implement intensification policies (Subpart 6, section 3.31).

The Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021 ("RM Housing Supply Act") came into force on 20 December 2021 with a purpose of amending the RMA and strengthening the requirements of the NPS-UD. To give effect to Policy 3 of the NPS-UD, Section 77G of the RM Housing Supply Act requires specified territorial authorities² to incorporate Medium Density Residential Standards (MDRS) within its relevant residential zones.

It is understood that Selwyn District Council is currently preparing a variation to the Proposed Selwyn District Plan (PSDP) to give effect to the requirements of the RM Housing Supply Act and include MDRS. This notice seeks to align the relevant Ministry of Education (the Ministry) designations with the proposed MDRS of the underlying zones. Section 77M(5) of the RMA enables Ministry designations which apply to

¹ Selwyn District Council is identified as a Tier 1 local authority in Table 1 of the NPS-UD Appendix

² Specified Territorial Authorities are defined in the RM Housing Supply Act and include Tier 1 territorial authorities.



land that is in a relevant residential zone or adjoins a relevant residential zone, to rely on the provisions of the relevant residential zone that incorporate the density standards in Part 2 of Schedule 3A if those provisions are more lenient than conditions included in the designation.

The amendment to the density conditions of Ministry designations in Selwyn will have no immediate effects on the environment. Any future works would be subject to an outline plan which would require the details of height, shape, bulk and location on the site of the public work, project, or work to be addressed, irrespective of any designation condition. This notice is effectively administrative and will enable the Ministry's designations to reflect the underlying MDRS requirements under the district plan.

2. Details of the alteration and the designations that are subject to this notice

This alteration relates to three school designations that are included in both the Operative Selwyn District Plan (OSDP) and PSDP. Details of the designations, the schools and the applicable land are contained in Appendix B to this Form. All three designations are for Ministry-owned schools.

The designations (that this notice relates to) have all been given effect to and the schools are an established part the community. It is important that the operating requirements of these schools as per the conditions of the designations reflects our everchanging environment and society, and this includes density standards.

There are no works proposed as part of this alteration and all other existing conditions (including the requirement to submit an outline plan for any future works) will remain unchanged.

Table 1 below shows the proposed alterations and the designation numbers to which they apply (~~strike through~~ for deletion and *underline italics* for new text).



PSDP Designation Reference	Condition Numbers	Designation Condition Amendment
MEDU-11	4, 5, 6 and 7	<p>4. The minimum setback of buildings from roads shall be 40 <u>1.5</u> metres.</p> <p>5. The minimum setback of buildings from the southern property shall be 40 metres and 6 metres respectively <u>1 metre</u> as indicated on the Concept Plan shown in Annexure E of the NOR.</p> <p>6. The minimum setback of buildings from the western boundary shall be 7 metres as indicated on the concept plan shown in Annexure E of the NOR and 7 metres from the northern boundary <u>1 metre</u>.</p> <p>7. The maximum height of buildings shall be 9 metres <u>11 metres (except 50% of roof may be 12 metres where the entire roof slopes 15° of more)</u> provided that no part of any building shall protrude through a recession plane commencing 2.5 metres above ground level at any point along the internal boundary inclined towards the relevant containment angle of the recession plane indicator contained in Annexure E of the NOR.</p> <p><u>7A. Any new building or building extension (excluding goal posts and similar structures) must not project beyond a 60° recession plane measured from a point 4 metres vertically above ground level along all internal boundaries (except where the height in relation to boundary provisions are more lenient in an underlying relevant residential zone or adjoining relevant residential zone and those conditions shall apply).</u></p>
MEDU-17	2 and 3	<p>2. Any new building or building extension (excluding goal posts and similar structures):</p> <ul style="list-style-type: none"> — shall comply with the height in relation to boundary controls (attached as Appendix A) <u>must not project beyond a 60° recession plane measured from a point 4 metres vertically above ground level along all internal boundaries (except where the height in relation to boundary provisions are more lenient in an underlying relevant residential zone or adjoining relevant residential zone and those conditions shall apply).</u> — and shall not exceed the following:



PSDP Designation Reference	Condition Numbers	Designation Condition Amendment
		<p>a. Maximum building coverage: 35% <u>50% of the net site area</u>; and</p> <p>b. Maximum impermeable surface coverage: 40%.</p> <p>3. No building shall be located closer than 5.5m <u>1.5m</u> from any road boundary.</p>
MEDU-18	1, 2, 3 and 4	<p>1. Any new building or building extension (excluding goal posts and similar structures) shall comply with the height in relation to boundary controls (attached as Appendix A to this recommendation) from any adjoining land zoned primarily for a residential purpose must not project beyond a 60° recession plane measured from a point 4 metres vertically above ground level along all internal boundaries (except where the height in relation to boundary provisions are more lenient in an underlying relevant residential zone or adjoining relevant residential zone and those conditions shall apply), or zoned for an open space/outdoor recreation purpose.</p> <p>2. Any new building or building extension (excluding goal posts and similar structures) shall not exceed a maximum height of 8m <u>11 metres (except 50% of roof may be 12 metres where the entire roof slopes 15° or more).</u></p> <p>3. Buildings on the site shall not exceed a total site coverage of 35% <u>50% of the net site area.</u></p> <p>4. No building shall be located closer than 5.5m <u>1.5 metres</u> from any <u>road</u> boundary <u>and 1 metre from any internal boundaries.</u></p>

3. Statutory Considerations

This alteration to designations has been prepared in accordance with the statutory requirements set out under Section 181(3) of the RMA and are outlined below.

3.1. Section 181(3)(a)(i) the alteration involves no more than a minor change to the effects on the environment associated with the use or proposed use of land or any water concerned.

The alterations are effectively administrative and are not considered to result in more than a minor change to the effect on the environment.



All designated sites will continue to be subject to Section 176A of the RMA, requiring an outline plan be submitted to the territorial authority before any future works are undertaken. Section 176A(3) sets out what needs to be included in an Outline Plan. Section 176A(3)(a) and (b) requires “*the height, shape, and bulk of the public work, project, or work*” and “*the location on the site of the public work, project, or work*” to be addressed, respectively. In addition, Section 176A(3)(f) requires “any other matters to avoid, remedy, or mitigate any adverse effects on the environment”.

The amendments to the density requirements in designation conditions as detailed in Table 1 above will have less than minor effects on the environment as the amendments will align the density requirements with those of adjacent residential zones. In addition, any future works on the sites will need to meet the requirements of Section 176A of the RMA through the provision of an outline plan addressing features relevant to density requirements (i.e., the height, shape, bulk and location provisions).

Notwithstanding the above, there is a national policy shift to enable more permissive density standards in Tier 1 urban environments under the RM Housing Supply Act. The broader effects of this requirements have been anticipated as part of the development of the MDRS.

3.2. Section 181(3)(b) written notice of the proposed alteration has been given to every owner or occupier of the land directly affected and those owners or occupiers agree with the alteration:

The Ministry owns and operates the three designated school sites.

3.3. Section 181(3)(c) both the territorial authority and the requiring authority agree with the alteration and sections 168 to 179 and 198AA to 198AD shall not apply to any such alteration.

This notice formalises the request for alterations to the designations.

4. Conclusion

This alteration to designation seeks to amend all density standard conditions for three designated schools in Selwyn. These amendments will align the proposed MDRS that Selwyn proposes to introduce through a concurrent variation to the proposed District Plan by August 2022. This notice is prepared in accordance with section 181(3) and Form 18 of the RMA 1991. There are no effects on the environment as a result of this alteration.

Please contact the undersigned if you wish to discuss this notice.

Yours sincerely



Kirsty Hunia

Senior Planner

Beca

Ph +64212330833 Email: kirsty.hunia@beca.com



Minister of Education approval under delegated authority



Signed by Clive Huggins

PP

Brian Mitchell - Group Manager National Property Services, Te Puna Hanganga, Matihiko | Infrastructure & Digital, Te Tāhuhu o te Mātauranga, Ministry of Education
(pursuant to a delegated authority dated October 2021)



Appendix A - Form 18

Notice of requirement by Minister, local authority, or requiring authority for designation or alteration of designation under section 145, 186(1), (2), 168A, 181 and Clause 4 of Schedule 1, Resource Management Act 1991.

To: Selwyn District Council

The Ministry of Education ('the Ministry') gives notice of a requirement for an alteration to a designation.

The site to which the requirement applies is as follows:

The designation alteration relates to three school designation in Selwyn. These Ministry designations and the site addresses are listed in Appendix B.

The nature of the proposed work is:

No works are proposed. The alteration relates to the amendment of conditions that specify density requirements.

The nature of the proposed conditions that would apply are:

Table 1 of the attached letter lists the designation conditions proposed to be amended to align with the density requirements of the underlying zone in the operative district plan. All other conditions would continue to apply.

The effects that the work will have on the environment, and the ways in which any adverse effects will be mitigated, are:

Refer to section 3.1 of the attached letter.

Alternative sites, routes, and methods have been considered to the following extent:

The consideration of alternatives is not required for a modification in accordance with section 181(3c) of the RMA which states that sections 168-179 shall not apply.

The designation alterations are reasonably necessary for achieving the objectives of the requiring authority because:

The alterations will continue to enable the Ministry to develop and operate fit-for-purpose educational facilities across the Selwyn District while supporting SDC in their requirement to adopt MDRS in their district plans for current and future residential zones.



Appendix B - Table of schools subject to alteration

Proposed Selwyn District Plan

Designation ID	School Name	Property Address
MEDU-11	Clearview Primary School	20 Broadlands Drive, Rolleston
MEDU-17	Rolleston College	631 Springston Rolleston Road, Rolleston
MEDU-18	West Rolleston School	327 Dunns Crossing Road, Rolleston

Operative Selwyn District Plan

Designation ID	School Name	Property Address
ME-11	Clearview Primary School	Broadlands Drive, Rolleston
ME-26	Rolleston High School	Between Goulds Road and Springston Rolleston Road, Rolleston
ME-27	Rolleston West Primary School	Corner of Dunns Crossing Road and Burnham School Road, Rolleston

REPORT

TO: Chief Executive

FOR: Council meeting – 23 September 2022

FROM: Rachael Carruthers

DATE: 9 September 2022

SUBJECT: **AMENDMENT TO DESIGNATION CONDITIONS FOR LEMONWOOD GROVE SCHOOL (D220007) AND ACLAND PARK PRIMARY SCHOOL (D220006)**

RECOMMENDATION

'That pursuant to s181(3) of the Resource Management Act 1991, the:

- 1. Selwyn District Plan be amended for consistency with Policy 11 and Part 3: Subpart 8, Section 3.38 of the National Policy Statement on Urban Development 2020 by altering designations:*
 - a. ME28 Lemonwood Grove School, designated for Education Purposes (Early Childhood and Primary School) and situated at 540 and 546 Maddisons Road, Rolleston, by deleting condition 9.d relating to the provision of on-site car parking; and*
 - b. ME30 Acland Park Primary School, designated for Educational Purposes (Primary School, Early Childhood and Specialist Hub) and situated at Ed Hillary Drive, Rolleston, by deleting condition 7 relating to the provision of on-site car parking;*
- 2. Selwyn District Plan be amended by altering ME30 Acland Park Primary School by updating the site identifier from "Acland Park Primary School" to "Te Rōhutu Whio" to reflect the operational name of the school; and*
- 3. Proposed District Plan be consequentially amended by altering:*
 - a. proposed designation MEDU-19 Lemonwood Grove School and Waitaha School to reflect the amendments to ME28 Lemonwood Grove School; and*
 - b. proposed designation MEDU-30 Acland Park School to reflect the amendments to ME30 Acland Park Primary School.*

That Council delegates the Team Leader Policy and Strategy to undertake all necessary actions to give effect to the decision of the Minister of Education in relation to recommendations 1 – 3 above.'

1. PURPOSE

Selwyn District Council as territorial authority has received from the Minister of Education (the Minister) as requiring authority a Notice of Requirement (NOR) under s181(1) RMA for minor alterations to two of its designations within each of the Selwyn District Plan (SDP) and the Proposed District Plan (PDP).

The NOR is attached as **Appendix 1** to this report. The NOR also refers to Rolleston Christian School, but that school has been removed from this recommendation because it does not have an operative designation (instead it currently operates pursuant to a

resource consent) and so that change will instead be considered by the Proposed District Plan Hearings Panel.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The National Policy Statement on Urban Development 2020 (NPS-UD) came into force on 20 July 2020. Among a number of objectives and policies for achieving well-functioning urban environments, the NPS-UD requires territorial authorities to remove all minimum car parking requirements from district plans. The provisions needed to be complied with no later than 19 months after the commencement date (i.e. by 20 January 2022).

The designation for Te Rōhutu Whio was completed before the name of the school had been decided, and so the designation site identifier does not now reflect the name of the school.

This notice is for:

- the removal of all minimum car parking requirements from operative education designations within the SDP and PDP to align with the requirements of the NPS-UD; and
- The updating of the site identifier for Acland Park Primary School to “Te Rōhutu Whio”

On this basis the matter is considered to be of **low** significance.

3. HISTORY/BACKGROUND

In accordance with the requirements of the NPS-UD, Selwyn District Council (SDC) has completed the process of removing any minimum car parking provisions from the SDP. SDC was unable to remove minimum car parking provisions from non-SDC designations when the other provisions were removed, because Council does not have the jurisdiction to make such changes – they must instead be initiated by the relevant requiring authority.

The SDP contains two education designations that have minimum car parking requirements, with both designations being ‘rolled over’ into the PDP. This NOR is for the removal of all minimum car parking requirements from operative education purpose designations within the SDP and consequential changes to the PDP to align with the requirements under the NPS-UD. The affected schools are:

- Lemonwood Grove School and Waitaha School; and
- Te Rōhutu Whio

4. PROPOSAL

Lemonwood Grove School and Waitaha School and Te Rōhutu Whio are each subject to designation conditions requiring the provision of on-site car parking at specific rates. The NOR is to remove these conditions, consistent with the requirements of the NPS-UD (Policy 11 and Part 3: Subpart 8, Section 3.38)

At the time the site was designated, ME30 was allocated the site name 'Acland Park School'. The Minister proposes to take this opportunity to update the designation site identifier to reflect the final name of the school, "Te Rōhutu Whio".

A requiring authority that is responsible for a designation may at any time give notice to the territorial authority of its requirement to alter the designation. The same notification tests and effects assessments apply to such alterations as to new designations, unless s181(3) RMA applies. Section 181(3) RMA allows for a simplified and streamlined process without public notification or further formality, and applies where the alteration:

- either involves no more than a minor change to the effects on the environment associated with the use or proposed use of land or any water concerned; or involves only minor changes or adjustments to the boundaries of the designation or requirement (s181(3)(a)); and
- written notice of the proposed alteration has been given to every owner or occupier of the land directly affected and those owners or occupiers agree with the alteration (s181(3)(b)); and
- both the territorial authority and the requiring authority agree with the alteration (s181(3)(c))

Will there be more than a minor change to the effects on the environment?

The proposed changes are administrative in nature. The removal of parking conditions is required by the NPS-UD and the updating of the site name for ME30 (Acland Park School) will avoid confusion about which school is subject to the designation.

The alterations will therefore result in no change to the effects on the environment, but instead will achieve consistency with both government requirements for parking standards and community understanding of school names.

Will there be changes to the boundaries of the designations?

No changes to designation boundaries are proposed.

Has written agreement been provided?

Each site is owned by the Ministry of Education and occupied by a Ministry of Education school. As such, no additional agreement of land owners or occupiers is required.

Does the requiring authority agree?

The recommended alterations are as requested by the Minister. As such, the requiring authority agrees to them.

Does the territorial authority agree?

It is recommended that the Council agree to the alterations.

5. OPTIONS

1. That Council agrees to alter designations ME28 and ME30, with consequential alterations to designations MEDU-19 and MEDU-30 in the Proposed District Plan. This is the recommended option.
2. That Council does not agree to alter designations ME28 and ME30.

In this instance, the proposed alterations are to achieve consistency with the NPS-UD and the final name of a new school. As such, it is considered that the effect of the alterations would be less than minor, and so it is not appropriate for Council to refuse to agree to the alterations.

If Council were not to agree to the alterations, then a full assessment and potential hearing of the alterations would be required, pursuant to s181(2) RMA.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

Section 181(3) RMA does not provide for any form of consultation. The consultation procedures of Schedule 1 explicitly do not apply to s181(3) alterations.

(a) Views of those affected

The written approval of the site owner and occupier (the Ministry) has been provided. There is no scope under the Act for Council to consider any other party to be affected in relation to this proposal.

(b) Consultation

There is no scope under the Act for Council to undertake any consultation in relation to this proposal.

(c) Māori implications

There is no scope under the Act for Council to consider implications for Māori in relation to this proposal.

(d) Climate Change considerations

As a procedural amendment there are no climate change implications associated with this proposal.

7. FUNDING IMPLICATIONS

The cost of staff time associated with the alteration of a designation is charged to the requiring authority on a time and cost basis. There are no other funding implications.



Rachael Carruthers
STRATEGY AND POLICY PLANNER

Endorsed For Agenda



Tim Harris

GROUP MANAGER DEVELOPMENT AND GROWTH

APPENDIX 1 NOTICE OF REQUIREMENT

<http://doris16/docs/ResourceManagementPI/Designations/Education/D220006%20Acland%20Park%20Primary%20School%20Alteration/Application/Selwyn%20District%20Council-%20Car%20Parking%20Alteration%20to%20Designation%20%20for%20Lodgment.pdf>



Date: 18 August 2022

Selwyn District Council
Planning Policy Department

Attn: Rachael Carruthers – Strategy and Policy Planner
Via email: rachael.carruthers@selwyn.govt.nz

Dear Rachael,

Minor alteration to Minister of Education designations in Selwyn District Plan (Operative & Proposed)

Pursuant to section 181(3) of the Resource Management Act 1991 (RMA), the Minister of Education (Minister) gives notice of a requirement for a minor alteration to its designations within the Operative Selwyn District Plan (SDP) and Proposed Selwyn District Plan (PSDP). This letter provides details of the proposed modification and is supported by:

- Form 18 of the Resource Management Regulations 2003 (Appendix A)
- Details of the school sites and designations subject to this modification (Appendix B)
- Written notice of approval by non-ministry occupied land (Appendix C)

1. Overview

The National Policy Statement on Urban Development 2020 (NPS-UD) came into force on 20 July 2020. Among a number of objectives and policies for achieving well-functioning urban environments, the NPS-UD requires territorial authorities to remove all minimum car parking requirements from district plans (Policy 11 and Part 3: Subpart 8, Section 3.38). The provisions needed to be complied with no later than 19 months after the commencement date (i.e. by 20 January 2022).

In accordance with the requirements of the NPS-UD, Selwyn District Council (SDC) has completed the process of removing any minimum car parking provisions from the SDP and PSDP. The PSDP contains 30 education purpose designations, three of which have minimum car parking requirements. This notice is for the removal of all minimum car parking requirements from education purpose designations within the SDP and PSDP to align with the requirements under the NPS-UD.

The removal of the minimum car parking conditions of education purpose designations in Selwyn will have no immediate effects on the environment. Any future works would be subject to an outline plan which would require the details of parking provisions to be addressed, irrespective of any designation condition. This notice is effectively administrative and will enable the Ministry's designations in the SDP and PSDP to reflect the requirements under the NPS-UD.



2. Details of the alteration and the designations that are subject to this notice

This alteration relates to three school designations, two of which are included in both the SDP and PSDP (MEDU-19 and MEDU-30) and one of which is only included in the PSDP (MEDU-29). Details of the designations, the schools and the applicable land are contained in Appendix B to this Form. Two of the designations are for Ministry of Education-owned schools and one is for a state-integrated school (MEDU-29).

All designations (that this notice relates to) have been given effect to, with Te Rōhutu Whio School opening in 2022. The schools form an integral part the community. It is important that the operating requirements of these schools as per the conditions of the designations reflects our everchanging environment and society and this includes car dependence and car parking requirements.

There are no works proposed as part of this alteration and all other existing conditions (including the requirement to submit an outline plan for any future works) will remain unchanged.

Table 1 below shows the proposed alterations and the designation numbers to which they apply (~~strike through~~ for deletion and *underline italics* for new text).

Designation Reference	School	Condition Numbers	Designation Condition Amendment
MEDU-19	Lemonwood Grove School and Waitaha School	9	<p>Traffic/Carparking</p> <p>9. The proposed development be subject to the following conditions regarding traffic and car parking:</p> <ul style="list-style-type: none"> a. On-site car parking spaces shall be provided in accordance with the Transport Management Plan prepared under Condition (10) below. b. On-site car parking spaces may be provided on a staged basis in line with the Transport Management Plan prepared under Condition (10) below. c. The design and layout of car parking areas, including disabled parking provision and loading areas, shall be developed in consultation with Selwyn District Council Transport Assets, Urban Design and Parks Planning teams or their successors. d. <u><i>(Removed)</i></u> In addition to any car parking required for the school, on-site car parking for early childhood education (preschool) shall be provided at the rate of one car park per every 10 children the facility is licensed or designed to accommodate, plus one per each full time equivalent staff member required for the license or design capacity of the centre, except where the Council accepts, on the basis of a



Designation Reference	School	Condition Numbers	Designation Condition Amendment
			<p>specifically commissioned parking study by an appropriately qualified engineer and/or transportation planner, that a lesser level is appropriate.</p> <p>e. The northern part of East Maddisons Road from the intersection with Goulds Road to the southern boundary of the school shall be reconstructed in accordance with Figure 4 of the draft Transport Assessment (Transport Management Plan) prepared by Carriageway Consulting Ltd and dated 17 November 2015, as attached and as per the approved engineering drawings.</p> <p><i>Note 4: Please refer to Advice Note (2) which details guidance on the design and layout of car parking areas.</i></p> <p><i>Note 5: The draft Transport Management Plan prepared by Carriageway Consulting Limited and dated 17 November 2015 is considered to be the Transport Management Plan for the purposes of Condition 9, for the establishment of the school.</i></p> <p>10. That prior to the lodgement of the first Outline Plan for the school or ECE the Requiring Authority will, in consultation with the Asset Manager for Transportation for the Selwyn District Council or its successors: Resource, develop; review and action a Transport Management Plan, initially based on the draft Plan prepared by Carriageway Consulting Ltd and dated 17 November 2015, which:</p> <ul style="list-style-type: none"> a. Sets the initial goals of the school with respect to sustainable travel modes and the mitigating real and potential adverse traffic effects; b. Ensure sufficient access and off street car parking, including for drop off and pick up is provided; c. An assessment, if no school travel plan has been provided, as to how a school travel plan would be developed. <p><i>Note 7: This Transport Management Plan shall be developed in consultation with Selwyn District Council and shall be reviewed by the Council's Asset Manager, Transportation at the time of submitting any Outline Plan of Works relating to increased student capacity of</i></p>



Designation Reference	School	Condition Numbers	Designation Condition Amendment
			<i>more than 100 students since the Transport Management Plan was last reviewed.</i>
MEDU-29	Rolleston Christian School	7	<p>7. (Removed) Additional on-site car parking shall be provided at the rate of two car parks per new classroom or classroom equivalent, except where council accepts, on the basis of a specifically commissioned parking study by an appropriately qualified engineer and/or transportation planner, that a lesser level is appropriate. For the avoidance of doubt, this condition shall only apply where there is a net increase of classrooms or classroom equivalents.</p>
MEDU-30	Acland Park Primary School (now named Te Rōhutu Whio School)	7	<p>Transport Management Plan</p> <p>5. Prior to the lodgement of the first outline plan for the school or early childhood centre, the Requiring Authority will, in consultation with the Asset Manager Transportation for Selwyn District Council or its successors, resource, develop and action a Transport Management Plan, which:</p> <ul style="list-style-type: none"> a. sets the initial goals of the school with respect to sustainable travel modes and the mitigating real and potential adverse traffic effects; b. ensures sufficient access and off street car parking, including for drop off and pick up, and bus parking, is provided; c. facilitates the integration of the school with the surrounding transport network (including pedestrian and cycling access to the site); d. provides an assessment, if no school travel plan has been provided, as to how a school travel plan would be developed. <p>The Transport Management Plan shall be reviewed by the Council's Asset Manager Transportation at the time of submitting any and each outline plan relating to increased student capacity of more than 100 students since the Transport Management Plan was last reviewed, and shall be maintained and regularly updated while the school is operating under this designation.</p> <p>Traffic/Car parking</p> <p>6. On-site car parking spaces shall be provided in accordance with the Transport Management Plan prepared under Condition 5 above. On-site car parking spaces may be provided on a staged basis in line with</p>



Designation Reference	School	Condition Numbers	Designation Condition Amendment
			<p>the Transport Management Plan prepared under Condition 5 above.</p> <p>7. (Removed) In addition to any car parking required for the school, on-site car parking for early childhood education (preschool) shall be provided at the rate of one car park per every 10 children the facility is licensed or designed to accommodate, plus one per each full time equivalent staff member required for the license or design capacity of the centre, except where the Council accepts, on the basis of a specifically commissioned parking study by an appropriately qualified engineer and/or transportation planner, that a lesser level is appropriate.</p> <p><i>Note 1: Please refer to Advice Note 2 which details guidance on the design and layout of car parking areas.</i></p>

3. Statutory Considerations

This alteration to designations has been prepared in accordance with the statutory requirements set out under Section 181(3) of the RMA and are outlined below.

3.1. 181(3) (a) (i) the alteration involves no more than a minor change to the effects on the environment associated with the use or proposed use of land or any water concerned

The alterations are effectively administrative and are not considered to result in more than a minor change to the effect on the environment. All designated sites will continue to be subject to an outline plan of works to be submitted to the territorial authority before any future works. Section 176A(3) of the RMA sets out what needs to be included in an outline plan. Section 176A(3)(d) requires “*the vehicular access, circulation, and the provision for parking*” to be addressed. The removal of the car parking provisions in designation conditions will have less than minor effects on the environment as proposed car parking provisions will still need to be addressed under the RMA. Section 176A(3)(f) requires “*any other matters to avoid, remedy, or mitigate any adverse effects on the environment*”.

Notwithstanding the above, there is a national policy shift to remove car parking minimums under the NPS-UD. The broader effects of this requirements have previously been addressed and considered through consultation and the Section 32A process associated with the development of the NPS-UD.



3.2. Section 181(3)(b) written notice of the proposed alteration has been given to every owner or occupier of the land directly affected and those owners or occupiers agree with the alteration

The Ministry owns and operates 30 of the designated school sites. Written notice has been given for the state-integrated school, Rolleston Christian School. The Christian Schools Trust owns Rolleston Christian School. On the 21 July 2022, written notice was provided to the Property Portfolio Manager for this school, who confirmed they would like the car parking conditions removed from their designation. Details of this correspondence and approval from the state-integrated school is contained in Appendix C.

3.3. Section 181(3)(c) both the territorial authority and the requiring authority agree with the alteration and sections 168 to 179 and 198AA to 198AD shall not apply to any such alteration

SDC has completed the process to remove car parking minimums from their district plans. This notice formalises the required alterations to the designations.

4. Conclusion

This alteration to designation seeks to align the removal of car parking provisions in the NPS-UD and the revised SDP and PSDP to remove all minimum car parking designation conditions from designated schools in Hami. This notice is prepared in accordance with Section 181(3) and Form 18 of the RMA. There are no effects on the environment as a result of this alteration.

Please contact the undersigned if you wish to discuss this notice.

Yours sincerely,

Kirsty Hunia

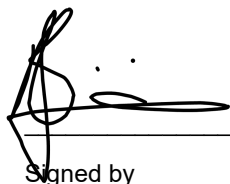
Senior Planner

Beca

Ph +64 21 233 0833 Email: kirsty.hunia@beca.com



Minister of Education approval under delegated authority



Signed by

Brian Mitchell

Group Manager National Property Services, Te Puna Hanganga, Matihiko | Infrastructure & Digital, Te
Tāhuhu o te Mātauranga, Ministry of Education
Pursuant to a delegated authority dated October 2021

T: 6444634803

E: Brian.Mitchell@education.govt.nz



Appendix A - Form 18

Notice of requirement by Minister, local authority, or requiring authority for designation or alteration of designation under Sections 145, 186(1), 186(2), 168A, 181 and Clause 4 of Schedule 1, Resource Management Act 1991.

To: Selwyn District Council

The Ministry of Education ('the Ministry') gives notice of a requirement for an alteration to a designation.

The site to which the requirement applies is as follows:

The designation alteration relates to three school designations in Selwyn. These Ministry designations and the site addresses are listed in Appendix B.

The nature of the proposed work is:

No works are proposed. The alteration relates to the removal of conditions that require minimum car parking.

The nature of the proposed conditions that would apply are:

Table 1 of the attached letter lists the designation conditions proposed to be removed. All other conditions would continue to apply.

The effects that the work will have on the environment, and the ways in which any adverse effects will be mitigated, are:

Refer to section 3.1 of the attached letter.

Alternative sites, routes, and methods have been considered to the following extent:

The consideration of alternatives is not required for a modification in accordance with Section 181(3c) of the RMA which states that Sections 168-179 shall not apply.

The designation alterations are reasonably necessary for achieving the objectives of the requiring authority because:

The alterations will continue to enable the Ministry to develop and operate fit for purpose educational facilities across the SDP and PSDP while supporting SDC in their requirement to comply with the provisions of the NPS-UD in relation to car parking.



Appendix B - Table of schools subject to alteration

Proposed Selwyn District Plan

Designation ID	School Name	Property Address
MEDU-19	Lemonwood Grove School and Waitaha School	12 and 14 Lemonwood Drive, Rolleston Lot 1 DP 493381
MEDU-29	Rolleston Christian School	571 Springston Rolleston Road, Rolleston Lots 16-17 DP 8532 (CB542/283), Lots 19-20 DP 8530 (CB11K/1289)
MEDU-30	Acland Park Primary School (now named Te Rōhutu Whio School)	Ed Hillary Drive, Rolleston Lot 2003 DP 538296

Selwyn District Plan

Designation ID	School Name	Property Address
ME28	Lemonwood Grove School	540 and 546 Maddisons Road, Rolleston Lot 1 DP 327430 and Lot 2 DP 327430
ME30	Acland Park Primary School	Ed Hillary Drive, Rolleston Lot 2003 DP 538296



Appendix C - Written notice of approval by non-ministry occupied land

PUBLIC REPORT

TO: Chief Executive

FOR: Council Meeting – 23 November 2022

FROM: Team Leader, Strategy and Policy – Robert Love

DATE: 14 September 2022

SUBJECT: **PROPOSED DISTRICT PLAN AND VARIATION TO THE PROPOSED DISTRICT PLAN AND VARIATIONS TO RELEVANT PLAN CHANGES - VARIOUS**

RECOMMENDATION

‘That Council:

- a) Receives this Public Report on various matters concerning the Proposed District Plan, the Variation to the Proposed District Plan, and Variations to relevant Private Plan Changes;*
- b) Agrees that preference is given to elected accredited members over previously elected accredited members to sit on the Proposed District Plan Hearing Panel;*
- c) Agrees that no elected member or previously elected member will be used for the Independent Hearing Panel to hear submissions on the Variation to the Proposed District Plan, and Variations to the relevant Private Plan Changes;*
- d) Agrees to make the publicly excluded report dated 06 July 2020 and covering ‘Continuation of the Proposed Selwyn District Plan Hearings Panel Post Local Body Elections’ public, minus any content covering remuneration rates;*
- e) Agrees to make the publicly excluded report dated 06 July 2020 and covering ‘Proposed District Plan – Composition of Hearings Panel for Intensification Variation’ public.*

1. PURPOSE

To receive approval for various matters concerning the Proposed District Plan (PDP) and associated Variations to the PDP and relevant private plan changes. These matters cover:

- The preference to use elected members over previously elected members for the Proposed District Plan Hearings Panel;
- Clarification on the make-up of the Independent Hearings Panel for the Variations;
- To make a previously publicly excluded reports public.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

These matters are largely procedural of nature and as such are of low significance when considered against the Council's Significance Policy.

3. HISTORY/BACKGROUND

At the Council meeting dated 06 July 2022 the following Publicly Excluded Council Reports were tabled to Council:

- 'Continuation of The Proposed Selwyn District Plan Hearings Panel Post Local Body Elections'
- 'Proposed District Plan – Composition of Hearings Panel for Intensification Variation'

Since this meeting Council has requested these reports are to be released to the public, subject to appropriate redacting around remuneration rates which have an element of commercial sensitivity.

Council has also requested clarification on the make-up of the PDP Hearings Panel, and the preference to be given between elected members and previously elected members.

Additionally, at this meeting the make-up of the Independent Hearings Panel (IHP) was discussed, and agreed that the IHP would consist of two independent accredited commissioners, one iwi accredited commissioner, and one accredited councillor or previously elected member, with any Councillor having to have been involved in the PDP hearings.

4. PROPOSAL

It is recommended that Council:

- Releases the aforementioned reports to the public;
- Confirms its preference that elected members are used prior to the use of a previously elected member as part of the PDP hearings panel;
- Accepts that the IHP will not include any elected, or previously elected member.

Regarding the releasing of the publicly excluded reports, other than the content covering remuneration rates there is no issue with the release of this information into the public domain.

Regarding the preference of who should sit on the PDP Hearings Panel, while it was not included in the resolution on the 06 July 2022, it was discussed at the meeting that the preference would be given to elected members over previously elected members where there is an option between them with general Councillor agreement on this approach. Therefore, this report seeks to provide certainty that the intent will be to use elected members in the first instance over previously elected members.

The main reason around this is that the elected member will possess the active mandate from the public to represent them through the process when compared to the position of the previously elected member.

Regarding Councillor involvement in the IHP, it is noted that as the Act does not provide any detail on the make-up of the IHP further work has been carried out on the hearing part of the Variation processes, including receiving comment from MfE and legal advice

(Appendix A). Both of these sources have stated that Councillors cannot sit on the IHP, which runs contrary to the standing order as decided on 06 July 2022.

The role of Council is limited to the decision on the recommendations as provided to them by the IHP. With any decision to decline the Variations being referred to the Minister. Additionally, as highlighted in the legal advice, there is a potential issue around bias/ or a perception of bias if a Councillor took a position through the IHP process, and how this would relate to the decision stage by Council.

5. OPTIONS

Council has two options:

- Option 1 – Support the recommendations contained within this report;
- Option 2 – Not support, all or in part and/or make amendments the recommendations contained within this report

Option 1 – Recommended

Council staff recommend Option 1 as it will mean that the requested reports will be released to the public, that certainty is created as to the make-up of the PDP Hearing Panel, and that the IHP will be brought in line with legal and MfE advice.

Option 2

Option 2 is a viable option and dependent on the requested changes, with there being a need to consider the appropriateness of any amendment from an Officer's perspective.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

The views of those affected by the recommendations has not been sought for the reasons outlined below.

(a) Views of those affected

It is not necessary to seek the views of the public on this procedural matter.

(b) Consultation

It is not necessary to consult on this procedural matter.

(c) Māori implications

Mahaanui Kurataio Ltd have been consulted with to discuss the use of an iwi commissioner on the Panel. They indicated that they were happy if one of the existing iwi commissioners being used as part of the PDP process were also used as part of the IHP process.

(d) Climate Change considerations

Given this is a procedural matter, there are no climate change considerations.

7. FUNDING IMPLICATIONS

There are no funding implications arising from the matters raised in this report.



Robert Love
TEAM LEADER – STRATEGY AND POLICY



Tim Harris
GROUP MANAGER DEVELOPMENT AND GROWTH

Appendix A – Legal Advice



Memo

DATE: 15 September 2022
TO: Robert Love
FROM: Paul Rogers
CLIENT: Selwyn District Council
OUR MATTER: 038777\435
SUBJECT: COUNCILLOR COMMISSIONERS ON THE ISPP

ISSUE

- 1 You seek advice as to whether or not Councillors should sit as Commissioners (**Councillor Commissioners**) on the independent hearings panel to hear and make recommendations on Councils recently notified Intensification Planning Instrument (**IPI**).
- 2 For the reasons we set out below we are of the opinion Councillor Commissioners should not be members of the independent hearings panel (IHP).

DISCUSSION

Process

- 3 Under the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021(**EHS**) Councillors will retain the role of final consideration and approval of IPI recommendations as per clause 17 of Schedule 1 of the RMA. Under EHS that clause 17 role cannot be delegated to the IHP and is consequently retained by Council under s96(c) (i).
- 4 Once the IHP issue a recommendation to the Council following a hearing on the IPI, councillors will subsequently exercise powers under clause 17 to pass a resolution to accept or reject the IHP's recommendations and/or to provide alternative recommendations to those recommendations that Council may decide to reject.

Assessment

- 5 In our opinion it is necessary to ensure Councillors do not perform both roles, that is being a member of the IPI hearings panel and also being part of a council meeting where the resolution under clause 17 is considered and where a resolution is passed.
- 6 In our opinion, if a Councillor undertook both roles, there is a real risk of either bias and/or a perception of bias because having taken part in the first in time IPI hearing and having made a recommendation the counsellor would likely be compelled to act consistently, leading to a vote by that Councillor to accept the recommendation. Expressed another way the Councillor voting at the clause 17 stage may be challenged due to failing to bring an open mind to the clause 17

decision because of the earlier involvement and recommendation while a member of the IPI panel.

- 7 Because the IPI hearing process is a quasi-judicial process it is recommended any risk of perception of bias or predetermination is avoided. We recommend taking a conservative approach.
- 8 Further to the above, we consider that not having Councillors sit as members of the IPI hearing panel fits with the scheme of the EHS. At s96 the EHS requires Council to establish an IHP and to delegate to that IHP the necessary functions for it to hear and make recommendations on Councils IPI and submissions received. The divisions of roles we recommend better fits with the scheme of the EHS which provides for an independent hearings panel. We take this to mean independent from Council.
- 9 As well as an IPI is effectively Council's changes to its district plan and/or changes to privately initiated plan changes to the district plan and or a variation to Council's proposed district plan. So given the IPI is effectively a Council promoted plan change that supports having an independent hearings panel make recommendations to Council on that plan change, rather than Council making recommendations on its own change
- 10 This independence is particularly critical because there are no rights of appeal from decisions of Council (or decisions of the Minister). Given this, it is appropriate that Council ensures the most qualified and experienced hearings Commissioners are appointed to the IPI panel. Doing so assists in securing confidence and integrity in the IPI process.
- 11 So for all of these reasons we recommend Councillor Commissioners are not part of the IPI IHP.

Paul Rogers

Adderley Head

PUBLIC REPORT

TO: Chief Executive

FOR: Council – 23 November 2022

FROM: Group Manager Infrastructure and Property

DATE: 14 November 2022

SUBJECT: **PROPERTY TRANSACTION UPDATE – 31 OCTOBER 2022**

RECOMMENDATION

“That the Council receives the update report on property projects as at 31 October 2022 for information.”

1. PURPOSE

This report updates the Council on several matters that will be of interest to them.

The wording/paragraphs in **RED** are the updates since the last report.

Project name:	EV Charging Stations
Key staff:	Rob Allen - Acquisitions Disposals and Leasing Manager Juliet Johnson – Lease/Licence Officer
Approved budget:	N/A
Project overview:	<p>Council have previously approved the installation of EV Chargers at a number of sites in the district including:</p> <p>Arthurs Pass - ChargNet Castle Hill - ChargNet Dunsandel - Orion Leeston - Orion Lincoln – Orion</p> <p>The primary focus of these installations was to facilitate EV travel across the district and through to the West Coast.</p>
Update since last report:	<p>Council has been in discussions with Meridian Energy Limited in relation to the installation of further public EV Chargers at a number of Council sites in Selwyn to develop a local network of chargers.</p> <p>A number of sites have been identified and agreed:</p> <p>West Melton Community Centre carpark Rolleston Town Centre – Carpark 2, Tennyson Street Foster Park – Selwyn Sports Centre carpark Kakaha Park, Prebbleton – Birchs Road carpark Lincoln Events Centre – North carpark Selwyn Aquatic Centre – South carpark</p>

	Meridian have confirmed that although the cost is projected to be approximately \$450,000, more than \$110,000 over budget they will still proceed with the project at no cost to Council.
Next steps:	Installation of EV charging Infrastructure.
Anticipated timeframe:	Installations underway and should be completed by March/April 2023.

Project name:	Rolleston Town Centre – Town Square and Reserve
Sub-project:	Landscaping
Key staff:	Phillip Millar (Major Property Projects Manager) Dylan Robinson (Landscape Architect)
Approved budget:	\$1.8 million – Te Ara Ātea surrounds (separable portion 1) \$800k – Sensory Space (separable portion 2) \$5.0 million – Remainder of Town Square \$2.9 million – Youth Zone \$2.0 million – Remainder of Reserve
Project overview:	Area immediately around Te Ara Ātea, Town Square and Reserve
Update since last report:	<p>Landscape works immediately around Te Ara Ātea (SP1) and within the Sensory Space (SP2) have been completed.</p> <p>The Town Square landscape design and detailed design of the Arbour structure has been completed and quantity surveying has been undertaken for the Town Square (including overhead Arbour structure), however the town square design is currently on hold while the developer continues looking at the design of surrounding buildings. The exception to this is an area to the north of Building D, which is to the SW corner of the Town Square. This landscaping package (SP3) (approximately \$300k) has been completed by Armitage Williams.</p> <p>Construction of the Rolleston Reserve Youth space is nearing completion. The Youth Zone is forecast to be completed by December 2022.</p> <p>The remainder of the reserve is under design presently. This includes the grassed area south of the tennis/netball courts and the 'Amphitheatre' area between the youth zone and Te Ara Ātea. Design is incorporating the SCAPE Sculpture design. The aim is to tender this package of work at the end of 2022 with construction beginning in February 2023.</p>
Next steps:	<ul style="list-style-type: none"> • Completion of the Youth Zone (December 2022) • Remainder of Reserve Design Work
Anticipated timeframe:	<ul style="list-style-type: none"> • Remainder of Town Square - TBC • Youth Zone – December 2022 • Remainder of Reserve – Late 2023

Project name:	Tourism Infrastructure Fund Projects – Round 5
Key staff:	Cameron Warr (Community Projects Manager)
Approved budget:	N/A
Project overview:	The TIF fund covers capital costs for infrastructure required to meet the demands from tourism activity and generally covers up to 50% of capital expenditure.

Update since last report:	Tourism Infrastructure Fund (TIF) <u>Round 5</u> Council was successful with its Round 5 application with the following projects being funded as below: <ul style="list-style-type: none"> • West Melton – public toilet and dump station on the highway side of the reserve (possibly within the area to be developed as car park adjacent to skate park), • Dump station in Rolleston • Lincoln – The Liffey public toilets upgrade, • Sheffield Toilet – placing toilet in the Sheffield Domain on Highway 73. <p>The Lincoln Liffey public toilet is completed and will be open once water testing has been completed.</p> <p>Rolleston Dump Station has been completed and needs to be commissioned, then opened.</p> <p>The West Melton public toilet have been delivered to site, services to be connected and landscaping to be completed prior to opening.</p> <p>The Sheffield Domain public toilet to proposed to be on site early December 2022.</p>
Next Steps	<u>Round 5</u> <ul style="list-style-type: none"> • Rolleston dump station - Commission and open facility • Foundation work and services installed for Sheffield Toilet • Sheffield toilet delivered to site • Completion of site landscaping and car parking
Anticipated timeframe:	Completion of all these projects is early December 2022

Project name:	Tourism Infrastructure Fund Projects – Round 6
Key staff:	Cameron Warr (Community Projects Manager)
Approved budget:	N/A
Project overview:	The TIF fund covers capital costs for infrastructure required to meet the demands from tourism activity and generally covers up to 50% of capital expenditure.
Update since last report:	Tourism Infrastructure Fund (TIF) <u>Round 6</u> The application for Round 6 has been submitted for the following projects: <ul style="list-style-type: none"> • Grain shed public toilet upgrade (Currently old concrete block 4 pan and urinal). • Waimakariri Gorge toilet upgrade (Currently 2 pan) replacing the existing facility • Joyce Reserve (Glentunnel) and Lake Lyndon car park. • Little River Rail Trail toilet (Lincoln to Motukarara section).

	<p>Funding has been approved for Round 6. MBIE have agreed to fund: \$288,950 CAPEX and \$10,000 OPEX provided conditions below are able to be met within the next six months.</p> <p>Pre-Contract Conditions No Contract will be entered into until the Ministry has confirmed to the Recipient in writing that it has received, and found, in its sole discretion, to be satisfactory to it in form and substance, the following evidence:</p> <ol style="list-style-type: none"> 1. The Recipient will provide the Ministry with evidence that it has consulted with the local community on the Project and has advised the Ministry of the outcome of that consultation; and 2. The Recipient will provide the Ministry with evidence that it has secured all necessary consents, permissions, permits and approvals to enable it to deliver the Project. <p>Pre-contract conditions are being assessed for each facility.</p> <p>Council staff are meeting with the toilet manufacturer 16 August 2022, to confirm construction details required for consent applications.</p>
Next Steps	<p>Round 6</p> <ul style="list-style-type: none"> • Undertake pre-contract conditions • Funding agreement/contract • Undertake Construction
Anticipated timeframe:	Works will begin once contract is in place January 2023

Project name:	Leeston Library/Medical Centre Earthquake Seismic Weather Tightness Assessment
Key Staff	<p>Murray Washington (Group Manager Infrastructure and Property) Kevin Chappell (Facilities Manager) Sue Faulkner (Facilities Projects Manager) Sandrine Carrara (Property Projects Manager) Denise Kidd (Group Manager Community Services and Facilities)</p>
Approved budget:	\$312,000
Project overview:	<p>The Leeston Library and Medical Centre has been identified as an earthquake-prone building.</p> <p>An engineering report has shown parts of the building are below 34% of the required standards of the building code, meaning it is classified as earthquake prone. While the report shows no urgent risk to the safety of people using the building, the Council had already removed an area of brick work that was identified in the report as being of concern.</p>
Update since last report:	The upgrade/replacement of the medical centre project has been placed on hold (as of June 2022) to allow for further consideration of the Ellesmere Health/Residential feasibility study during the 2022/2023 financial year.
Next steps:	Project currently on hold due to the Friends of Ellesmere Hospital Annual Plan submission.

Anticipated timeframe:	Ellesmere Health/Residential feasibility study – June 2023
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Project name:	Hororata Community Centre – Replacement
Key Staff	Murray Washington (Group Manager Infrastructure and Property) Rob Allen (Acquisitions, Disposals and Leasing Manager) Denise Kidd (Group Manager Community Services and Facilities) Derek Hayes (Open Space and Property Planner) Kelvin Mason – Group Manager Enabling Services
Approved budget:	\$3 million – Council funding of this approved budget is \$1 million. Balance of the funding comes from the Hororata community.
Project overview:	Adopted option from LTP is to build a new community centre on the Hororata Reserve. Go Hororata have questioned since LTP adoption if option 1 will meet the needs of the Hororata Community.
Update since last report:	At the 14 September 2022 Council meeting the Council agreed the terms of a MOU with the Hororata Community Trust and the Further Terms of Sale. Upon signing this agreement, the Council will provide a \$1 million grant to the Trust. It will, following the successful revocation of reserve and memorial status, transfer the community hall and associated land to the Trust to enable the construction of a Community Hub.
Next steps:	Form of MOU now agreed and signed and dated 14 September 2022. Revocation of reserve land status and endowment land process underway with consultants which needs to be completed within 12 months from the date of the MOU.
Anticipated timeframe:	Further update on revocation and endowment land process in February 2023.

Project name:	Earthquake Prone Buildings
Key staff:	Sue Faulkner (Facilities Project Manager)
Approved budget:	N/A
Project overview:	<ul style="list-style-type: none"> • Mead Hall – Strengthening is budgeted for the 2022/23 financial year. • Tawera Hall (Springfield) – Detailed Seismic Assessment (DSA) report received which concluded that the building is not earthquake prone. The recent DSA report also noted an inconsistency with fire occupancy and seismic rating which needs to be reviewed. Advice is being sought as to the appropriate approach. • Kirwee Pavilion –The building is earthquake prone, it does not pose a life risk and can still be used. A repair methodology and cost has now been received but until funding has been identified the work cannot commence. An earthquake prone notice has been attached to the building requiring the work to be completed before 12 April 2036. • Leeston Rifle Range/Community Rooms - The report has been received and the building has been assessed to be less than 33% NBS at Importance Level 2. The building condition does not pose a life risk and can still be used.

	A decision as to the future of this building will be made as part of the Leeston Community Centre projects.
Update since last report:	Mead Hall – Detailed design underway with Structural Engineer and architect considering June 2022 accessibility report recommendations completed by Barrier Free.
Next steps:	Mead Hall - Consultant engaged to review water supply coming from neighbouring property and halls septic system installed in 1979. Mead Hall - Tender design and specifications including water and septic requirements identified by consultant.
Anticipated timeframe:	Mead Hall - commence construction early 2023

Project name:	West Melton Community Park
Key staff:	Cameron Warr (Community Projects Manager)
Approved budget:	\$250,000 (Community Park), also \$61,680 (Playground Renewal) and \$299,772 (Domain Extension – Development)
Project overview:	The community park is located adjacent the Community Centre within the Domain. This area incorporates a new replacement playground, picnic areas, walkways and landscaping utilising a portion of West Melton 'Domain Extension – Development' \$299,772 and 'Renew play equipment' \$61,680 budgets.
Update since last report:	The Community Park is now open and operational. BBQ tables and seating installed.
Next steps:	Minor work to complete being undertaken as part of the public toilet installation. City Care Ltd Community Park Maintenance period finishes mid-December 2022.
Anticipated timeframe:	This will be the final report to Council.

Project name:	Reids Pit
Key staff:	Cameron Warr (Community Projects Manager)
Approved budget:	BMX track Development \$621,065
Project overview:	The Reids Pit development consists of the remediation/ development of a previously used gravel pit restored to allow use as a passive reserve.
Update since last report:	Preference has been given to Broadfields school as there aren't many projects close to the school that they can easily get involved in. There are a large number of plantings to be undertaken on the site so other interested schools should contact the community projects team if interested. Future intersection/walkway access. Funding carried forward to support this <i>next financial year</i> . Geotech and Flood Damage works now completed Standing water in the base of the pit which three of the four bike tracks go into. We don't want children to be in contact with the standing water, the suggestion was to hold off opening until end of November and if the water is still in place show the three bike tracks as closed.

	The water depth in the base of the pit following the flood was 3.5m, this has now reduced to under 1m.
Next steps:	<ul style="list-style-type: none"> - Receive information from ECAN to install car park storm water to be installed with budgets 2023/24 - Install walkway/cycleway into SW end of pit as part of the Selwyn Road Intersection upgrade - School/Community group plantings next Autumn.
Anticipated timeframe:	The whole project will be completed early 2024 (including works funded in 2023/24)

Project name:	Kakaha Park (new Park in Prebbleton)
Key staff:	<p>Phillip Millar (Major Property Projects Manager)</p> <p>Dylan Robinson (Landscape Architect Projects)</p> <p>Sandrine Carrara (Property Projects Manager)</p> <p>Xoe Tay (Landscape Architect)</p>
Approved budget:	\$17.2 million (over 9 years 2020 – 2029)
Project overview:	This project is a three-stage project to develop a new 22-hectare recreation park within the Springs Ward. This park will include a dog park, sports fields, 3.5x lit sports fields, change rooms, carparks, cycle and walkway paths, native tree and plant areas, waterway upgrade, children's' playground and other features.
Update since last report:	<p>McLenaghans/Johnsons Joint Venture are nearing completion of Stage 1a. Finishing touches are being made and the Park will be open to the public on 26th November 2022. This will coincide with when the services (potable water and sewer connection) will be made under Stage 1b. The opening will be a soft opening as the main carpark will not be completed until stage 1b is completed (around May 2023). We aim to have a formal opening of Kakaha Park then.</p> <p>Stage 1a includes approximately 10ha in the south-east corner of the Park including the dog park, dog park carpark, Leadleys Road carparks, 3.5x lit sports fields, walking tracks, cycle tracks and playground features.</p> <p>Stage 1b includes the main carpark, change rooms building, service connections, pathways, lighting and associated landscaping. Stage 1b civil and landscaping works is making good progress onsite by contractor HEB. Change rooms installation has been awarded to Watts and Hughes, and this has commenced late August. Service installation is well underway to the new carpark and changerooms building, with a majority of the Stg1b earthworks now completed.</p>
Next steps:	<ul style="list-style-type: none"> • Stage 1a Final touches, signage installation, defects etc • Stage 1a Kerb and footpath installation • Stage 1b Changerooms walls and roof
Anticipated timeframe:	<p>Stage 1a opening 26th November</p> <p>Stage 1b is anticipated to be completed by June 2023.</p> <p>Stage 2 is anticipated to be completed by February 2029.</p>


Project name:	Surplus Bare Land Freehold Disposal Project
Key staff:	Bianca White (Acquisitions Disposals and Leasing Officer) Rob Allen (Acquisitions Disposals and Leasing Manager)
Approved budget:	
Project overview:	Identification, consultation and disposal of surplus bare land freehold blocks.
Next steps:	Internal consultation has now begun regarding a suite of 16 bare land freehold properties. This involves seeking input from various managers and staff across different departments of the Council to ascertain whether the blocks are indeed 'surplus' to current requirements or future-proofing needs.
Anticipated timeframe:	Staff were aiming to have a report before Council at the beginning of 2022 though heavy workloads have not permitted this. Staff have prioritised other works but will re-shuffle those priorities in favour of these freehold disposals if Council or management direct staff this way.

Project name:	Foster Park House (dwelling resided in by former owner)
Key staff:	Murray Washington (Group Manager Infrastructure and Property) Rob Allen (Acquisitions, Disposals and Leasing Manager)
Approved budget:	
Project overview:	<p>Foster family have expressed disappointment with the decision by the Council to remove the dwelling.</p> <p>The basis of the Foster family argument is that the community should have been involved in the decision to remove the house as should have the Foster Park Advisory Committee.</p> <p>Staff have formed a view that a formal Council resolution to remove/demolish the house needs to be adopted by Council for compliance with Council Policy C601 which relates to the sale of land.</p> <p>In addition, a consultation/engagement process regarding the merits or not, of the dwelling being community space, also needed to be considered as to whether this was required.</p>
Update since last report:	<p>RSA proposal is now withdrawn as not financially viable.</p> <p>The Foster family have again requested a copy of the draft proposed report be provided to them prior to it being included on the agenda for the next Council meeting on 14 December 2022.</p>
Anticipated timeframe:	It is anticipated that a final report will be made to Council at its meeting on 14 December 2022.

Project name:	Prebbleton Intersection Upgrades (Stage 2) Land Acquisitions
Key staff:	Bianca White (Acquisitions Disposals & Leasing Officer) Rob Allen (Acquisitions Disposals & Leasing Manager)
Approved budget:	\$9.5 million for overall project
Project overview:	Land acquisitions required to facilitate the construction safety upgrades of two arterial intersections into roundabouts – Shands/Trents and Shands/Hamptons. Council has approved use of Public Works Act 1981 (PWA) at meeting on 25 May 2022.

Update since last report:	<p>Concept designs have been completed. Council approved their preferred design for staff at its meeting on 27 July 2022.</p> <p>Designers Davis Ogilvie have been procured by the Infrastructure team. Section 111 PWA Notices for Geotech and topographic survey have been utilised at some affected properties to assist Davis Ogilvie in their preliminary design work. Geotech and topographic survey are in the process of being carried out, as well as safety audit material.</p>
Next steps:	Designers should have a design finalised in September, after which time staff will organise market valuations for the proposed acquisitions of land and will arrange the service of section 18 PWA notices on landowners to formally commence the land acquisition process.
Anticipated timeframe:	Final construction due by mid-2024.

Project name:	Darfield Pool Refurbishment Project
Key staff:	Sandrine Carrara (Property Projects Manager) Phillip Millar (Major Property Projects Manager)
Approved budget:	\$2.3 m
Project overview:	Pool site upgrades, including pool water services, new entrance canopy, bleacher seating, water slide, wet play area and building upgrades. Work is staged to minimise any disruption to operations with majority of the work being completed post March 2023.
Update since last report:	<p>Stage 1 works including new fencing, painting exterior buildings and internal changing room upgrades completed and pool ready for opening on the 11 November 2022.</p> <p>Hydro slide tender completed for Stage 2.</p>
Next steps:	Stage 2 Design works and tendering packages.
Anticipated timeframe:	Completion for opening November 2023



Murray Washington
GROUP MANAGER INFRASTRUCTURE AND PROPERTY

REPORT

TO: Council

FOR: Council Meeting – 23 November 2022

FROM: Personal Assistant to Mayor

DATE: 9 November 2022

SUBJECT: REGISTER OF DOCUMENTS SIGNED AND SEALED

RECOMMENDATION

'That the following transactions and the fixing of the Common Seal under authorised signatures have been approved.'

1. PURPOSE

To advise Council of legal documents approved for signing and sealing.

REGISTER OF DOCUMENTS SIGNED AND SEALED

1	Name of other party	Yoursection Limited
	Transaction type	Certificate of Approval
	Transaction description	Plan Change 75 (Yoursection Limited - rezone approximately 24 hectares of current Rural land to Residential land, Rolleston)
2	Name of other party	Dunweavin 2020 Limited
	Transaction type	Certificate of Approval
	Transaction description	Plan Change 76 (Dunweavin 2020 Limited - rezone approximately 13 hectares of current Rural land to Residential land, Rolleston)
3	Name of other party	Urban Estates
	Transaction type	Certificate of Approval
	Transaction description	Plan Change 78 (Urban Estates - rezone approximately 63 hectares of current Rural land to Residential land, Rolleston).
4	Name of other party	The Weedons Country Club Incorporated
	Transaction type	Deed of Variation of Lease
	Transaction description	Weedons Reserve - Majority of Golf course (north east side)

5	Name of other party	James Glasson
	Transaction type	Deed of Licence
	Transaction description	Part Reserve 967 corner of Old West Coast Road and Waddington Road - 2.0234 hectares
6	Name of other party	Little Rakaia Huts Residents Association
	Transaction type	Memorandum of Understanding
	Transaction description	111 Pacific Drive, Rakaia Huts, Rakaia Huts Camping Ground
7	Name of other party	The Hororata Community Trust
	Transaction type	Memorandum of Understanding
	Transaction description	Hororata Community Hall, Hororata Road
8	Name of other party	Hamish MacDonald – Offaly Farms Limited
	Transaction type	Deed of Surrender of Licence
	Transaction description	Reserve 983 Wrights Road, Sheffield
9	Name of other party	Lawton and Elizabeth Giltrap
	Transaction type	Deed of Partial Surrender of Licence
	Transaction description	Land adjacent to Springston Cemetery
10	Name of other party	Jason Barnes
	Transaction type	Licence to Occupy Road Reserve
	Transaction description	Land adjacent to 12 Queen Street, Springfield – 8 metres x 20 metres
11	Name of other party	Orion Electricity
	Transaction type	Easement Instrument
	Transaction description	Main Race No. 1
12	Name of other party	Greendale Cricket Club
	Transaction type	Deed of Lease
	Transaction description	Greendale Domain - Reserve 3882
13	Name of other party	Frews Contracting Limited
	Transaction type	Licence to Occupy Road Reserve
	Transaction description	Plantation Road, Thwaites Road and Hawkins Road, Hororata
14	Name of other party	Urban Holdings Limited, Suburban Estates Limited and Cairnbrae Developments
	Transaction type	Certificate of Approval
	Transaction description	Plan Change 68 - rezone approximately 67 hectares of current Rural land to Residential land, Prebbleton

15	Name of other party	SDC & Waikirikiri Hockey Incorporated
	Transaction type	Artificial Turfs User Agreement
	Transaction description	Foster Park, Rolleston

16	Name of other party	Tennyson (Building D) Limited
	Transaction type	Deed of Licence for Occupation of Legal Road – Permitted Furniture and Use
	Transaction description	Rolleston Fields, Tennyson Street, Rolleston – Building D

Bernadette Ryan
PERSONAL ASSISTANT TO MAYOR

Endorsed For Agenda

David Ward
CHIEF EXECUTIVE

REPORT

TO: Chief Executive
FOR: Council Meeting – 23 November 2022
FROM: Assistant Accountant
DATE: 16 November 2022
SUBJECT: Request for a Grant – Oleg Shuvave & Ethan Lim

RECOMMENDATION

'That the Council grant \$800 from the Springs Ward Discretionary Fund to assist Oleg and Ethan to attend the annual NZOI camp to be trained in computer science, from 7 January to 15 January 2022.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

Oleg Shuvaev is a student at Lincoln High School. Ethan Lim, and I competed in the New Zealand Informatics Competition (NZOI), where we placed high enough to be accepted in the annual NZOI camp, to be trained in computer science in January. However, the camp costs money, and we are asking for funds to help pay for the camp. This project will benefit myself and Ethan through helping us pay for our higher education, as the knowledge taught at the camp is university level, and as such it would also mean that we could skip some university courses. Also, after completing this camp we would return to our school to teach promising students at our computer science club who couldn't make it to the camp, so that they may get better and perhaps attend the camp in the future. After the camp we could also meet with the Selwyn council to tell them about our experiences there.

Both Oleg and Ethan reside in the Springs Ward.

The estimated cost of attending the NZ infometrics Olympiad camp is \$2,200. Lincoln High School is willing to cover \$1,400 of the cost for both.

A grant of \$800 is sought.

4. PROPOSAL

The standard grant for Individual is \$500.

Staff support a grant being made as it will assist in the personal development of the students involved and help them extend their ability. A grant of \$400 per pupil is supported by staff based on the two students.

A grant of \$800 from the Springs Ward Discretionary Fund is therefore recommended.

5. OPTIONS

Option 1 That the Council grant \$800 from the Springs Ward Discretionary Fund to assist Oleg and Ethan to attend the annual NZOI camp, to be trained in computer science from the 7 January to 15 January 2022.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Springs Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA



Thomas Cockburn
ASSISTANT ACCOUNTANT



Kelvin Mason
GROUP MANAGER ENABLING SERVICES

REPORT

TO: Chief Executive
FOR: Council Meeting – 23 November 2022
FROM: Assistant Accountant
DATE: 16 November 2022
SUBJECT: Request for a Grant – The Women's Helping Hand Trust NZ

RECOMMENDATION

'That the Council grant \$2,500 from the Rolleston Ward Discretionary Fund to assist the Women's Helping Hand Trust covers the costs of organising for the Rolleston kids Bhangra Classes due to demand from the community to have these classes.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

The Women's Helping Hand Trust NZ and Volunteer Team to organise for the Rolleston kids to have Bhangra Classes due to demand from the community. These classes are to support children with a range of services for development, skills, and confidence in Ethnic children with learning to Folk Dance (Bhangra) from a professional tutor. Children will benefit by learning dance to showcase this talent at the wider level. By learning Folk Dance children will represent their Country by learning traditional dance at any level of School or events.

The Indian Community is growing in Rolleston with their young Children. The New families are requesting us to organise Development programme for children. The Trust is working for the Wellbeing and Development of the Children, Women and bringing a new programme for Senior Citizens. Our Volunteer Team spend countless hours to support growing communities in Rolleston. The Community will benefit with the free classes for their children.

The estimated costs for the event are \$7,956. Sponsorship has been done for \$500.

A grant of \$7,456 is sought.

4. PROPOSAL

There is no standard grant for community events.

Staff support a grant being made as it will assist in the personal development of the students involved and help them extend their ability.

A grant of \$2,500 from the Rolleston Ward Discretionary Fund, therefore recommended.

5. OPTIONS

Option 1 That the Council grant \$2,500 from the Rolleston Ward Discretionary Fund to assist the Women's Helping Hand Trust covers the costs of organising for the Rolleston kids Bhangra Classes due to demand from the community to have these classes.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Rolleston Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA



Thomas Cockburn
ASSISTANT ACCOUNTANT



Kelvin Mason
GROUP MANAGER ENABLING SERVICES

REPORT

TO: Chief Executive
FOR: Council Meeting – 23 November 2022
FROM: Assistant Accountant
DATE: 16 November 2022
SUBJECT: Request for a Grant – Finlay & Cameron Cotton

RECOMMENDATION

'That the Council grant \$1,000 from the Springs Ward Discretionary Fund to assist Finlay and Cameron Cotton with the costs to represent Canterbury at the Youth National futsal Championships in Wellington from 15 to 18 December 2022.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

Finlay and Cameron have been selected to represent Canterbury at the Youth National futsal Championships in Wellington from 15 to 18 December 2022. My Children are 15 and 16 and Represent Selwyn via Selwyn Football club where we have been members for several years. Being a low-income family, any financial help will really help, being in December will put extra pressure on the family. Both our children often give back to the community via Selwyn football club, working with younger children and refereeing within the club. my eldest (Finlay 16) has applied for Head student at Lincoln High School and to be active part of the school council. Leadership and team work are 2 key attributes needed in life and both will be gained during this championship. these skills will help them as they continue in life and will benefit Selwyn with their ongoing support in the club and community over many more years. being able to compete at this level is a privilege and something they will cherish for the rest of their lives. They have both represented Selwyn at football and are role models within the sport / club and community.

Both Finlay and Cameron reside in the Springs Ward.

The estimated cost of attending the National futsal Championships in Wellington is \$1,760.

A grant of \$1,760 is sought.

4. PROPOSAL

The standard grant for an Individual is \$500.

Staff support a grant being made as it will assist in the personal development of the student involved and help them extend their sporting ability. A grant of \$500 per pupil is supported by staff based on the two students.

A grant of \$1,000 from the Springs Ward Discretionary Fund is therefore recommended.

5. OPTIONS

Option 1 That the Council grant \$1,000 from the Springs Ward Discretionary Fund to assist Finlay and Cameron Cotton with the costs to represent Canterbury at the Youth National futsal Championships in Wellington from 15 to 18 December 2022.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Springs Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA



Thomas Cockburn
ASSISTANT ACCOUNTANT



Kelvin Mason
GROUP MANAGER ENABLING SERVICES

REPORT

TO: Chief Executive

FOR: Council Meeting – 23 November 2022

FROM: Assistant Accountant

DATE: 16 November 2022

SUBJECT: **Request for a Grant – Rolleston Softball – U15
Rolleston Mustangs**

RECOMMENDATION

'That the Council grant \$1,050 from the Rolleston Ward Discretionary Fund, and \$300 from the Ellesmere Ward Discretionary Fund and \$150 from the Springs Ward Discretionary Fund to assist the Rolleston Softball U15 team to pay for accommodation in Alexandra to allow the Rolleston U15 Mustangs to play in the South Island U15 Tournament on 25 January to 29 January 2023.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

Funding is to pay for accommodation in Alexandra to allow Rolleston U15 Mustangs to play in the South Island U15 Tournament on 25 January to 29 January 2023. The team consists of 14 players and 6 support staff to manage the team. Accommodation is at the Alexandra Holiday Park, which is the only local location that could accommodate the size of the attending team.

Their attendance is allowing growth of local young softball players and their families the experience of competing at a South Island level. The development of these players helps build positive role models within our local community. Throughout the season the boys are encouraged to be respectful, responsible members of our community and club. The team is still needing to pick up another 3 players from either another grade, or another club, this will take total to 14.

11 students will be attending the tournament Currently.

Seven students reside in the Rolleston Ward, two reside in the Ellesmere Ward, One resides in the Springs Ward, and One lives outside the district.

The estimated cost for travel, accommodation, tournament fees and food are \$7,720. The team has started fundraising through a Quiz night and raffles totalling \$4,000.

A grant of \$3,000 is sought.

4. PROPOSAL

The standard grant for teams is \$1,500.

Staff support a grant being made as it will assist in the personal development of the students involved and help them extend their sporting ability. A grant of \$150 per pupil is supported by staff based on 10 members.

A grant of \$1,050 from the Rolleston Ward Discretionary Fund, \$300 from the Ellesmere Ward Discretionary Fund and \$150 from the Springs Ward Discretionary fund is therefore recommended.

5. OPTIONS

Option 1 That the Council grant \$1,050 from the Rolleston Ward Discretionary Fund, \$300 from the Ellesmere Ward Discretionary Fund and \$150 from the Springs ward Discretionary Fund to assist the Rolleston Softball U15 team to pay for accommodation in Alexandra to allow Rolleston U15 Mustangs to play in the South Island U15 Tournament on 25 January to 29 January 2023.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Springs, Ellesmere or Rolleston Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA

A handwritten signature in dark ink, appearing to read 'Thomas' followed by a stylized flourish.

Thomas Cockburn
ASSISTANT ACCOUNTANT

A handwritten signature in dark ink, appearing to read 'Kelvin Mason' in a cursive style.

Kelvin Mason
**GROUP MANAGER ENABLING
SERVICES**

REPORT

TO: Chief Executive

FOR: Council Meeting – 23 November 2022

FROM: Assistant Accountant

DATE: 16 November 2022

SUBJECT: Request for a Grant – Lincoln High School- Mixed Touch Team

RECOMMENDATION

'That the Council grant \$1,400 from the Springs Ward Discretionary Fund and \$100 from the Rolleston Ward Discretionary Fund to assist the Lincoln High School Mixed Touch team to attend the NZSS Tournament in Rotorua from 8 December to 11 December 2022.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

The purpose of the grant is to ask for assistance to for the Lincoln High School Mixed Touch team to attend the NZSS Tournament in Rotorua from 8 December to 11 December 2022. We've been attending NZSS since 2008 and the Mixed Team has been a high-profile Selwyn sports team rising to the heights of 2nd in Aotearoa New Zealand. This team serves as an inspiration to younger Lincoln High students and for Selwyn as a whole, it's important that the region is represented nationally. Many students come to Lincoln with aspirations of being part of this team. It has been important for the mana and hauora of many. We appreciate the support of all the Selwyn boards and their recognition of our team and school. This tournament was cancelled in 2021 due to Covid-19 so many players missed out or will be attending for the first time.

Fifteen students will be attending the tournament.

Fourteen students reside in the Springs ward, and one resides in the Rolleston Ward.

The estimated cost flights, accommodation, tournament fees and food are \$13,700. The team has started fundraising through selling pies, Selwyn Sounds carparking from 2021 and a Quiz night totalling \$2,300.

A grant of \$3,500 is sought.

4. PROPOSAL

The standard grant for teams is \$1,500.

Staff support a grant being made as it will assist in the personal development of the students involved and help them extend their sporting ability. A grant of \$100 per pupil is supported by staff based on fifteen members.

A grant of \$1,400 from the Springs Ward Discretionary Fund and \$100 from the Rolleston Ward Discretionary Fund is therefore recommended.

5. OPTIONS

Option 1 That the Council grant \$1,400 from the Springs Ward Discretionary Fund and \$100 from the Rolleston ward Discretionary Fund to assist the Lincoln High School Mixed Touch team to attend the NZSS Tournament in Rotorua from 8 December to 11 December 2022.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Springs or Rolleston Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA



Thomas Cockburn
ASSISTANT ACCOUNTANT



Kelvin Mason
GROUP MANAGER ENABLING SERVICES

REPORT

TO: Chief Executive

FOR: Council Meeting – 23 November 2022

FROM: Assistant Accountant

DATE: 16 November 2022

SUBJECT: Request for a Grant – Parent Support Group – Kapa Haka

RECOMMENDATION

'That the Council grant \$104 from the Springs Ward Discretionary Fund and \$104 from the Rolleston Ward Discretionary Fund to assist the Parent Support Group – Kapa Haka to help support our Junior School with two Kapa Haka lessons for the students.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

We are a volunteer organisation that helps to support financial needs in our School Community. We have a Kapa Haka team, but only our senior students ages 8-12 can participate. Our littlest school members from the ages 5-7 are not able to have classes due to low funding - as the operational budget is used for this and all other operations in our School. Our wonderful Tutors, Matua Sonny and Whaea Tui from Kotahitanga are wonderful teachers and our tamariki learn so much from them, about maori song, dance, and local legends. We are writing in request for the possibility of helping to support our Junior school for 2 x Kapa Haka lessons please. Cultural inclusion, participation, and appreciation. Kapa haka plays a large great in the revitalisation of the māori language and cultural values. It enhances positive well-being by encouraging a sense of belonging, providing a fun and safe learning space to practice te reo me ōna tikanga, whilst reinforcing social collaboration and cohesion. It will also help support our teachers with the introduction of the curriculum refresh and māori histories curriculum. This year for the first time Templeton School will hold a Kapa Haka Festival on 18 November 2022 - welcoming all our community members to come along for a free Kapa Haka show by their wonderful tamariki. This will give our little members the chance to perform and have a shared kai with our community.

We have a total of 80 tamariki who live in the Selwyn District, who benefit and enjoy kapa haka.

The students are equally spread out between the Springs Rolleston and Malvern Ward

The estimated cost for the kapa Haka is \$1,397. They have raised \$1,000 to cover most of the cost of the lessons.

A grant of \$311 is sought.

4. PROPOSAL

The standard grant for teams is \$1,500.

Staff support a grant being made as it will assist in the personal development of the students involved. A grant of about \$4 per pupil is supported by staff based on eighty members.

A grant of \$104 from the Springs, Rolleston, and Malvern Ward Discretionary Funds Fund is therefore recommended.

The same recommendation will be sent to the Malvern Community board at their meeting.

5. OPTIONS

Option 1 That the Council grant \$104 from the Springs Ward Discretionary Fund and \$104 from the Rolleston Ward Discretionary Fund to assist the Parent Support Group – Kapa Haka to help support our Junior School for two Kapa Haka lessons for the students.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Springs or Rolleston Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA

A handwritten signature in dark ink, appearing to read 'Thomas'.

Thomas Cockburn
ASSISTANT ACCOUNTANT

A handwritten signature in dark ink, appearing to read 'Kelvin Mason'.

Kelvin Mason
**GROUP MANAGER ENABLING
SERVICES**

REPORT

TO: Chief Executive
FOR: Council Meeting – 23 November 2022
FROM: Assistant Accountant
DATE: 16 November 2022
SUBJECT: Request for a Grant – Rory Gordon

RECOMMENDATION

'That the Council grant \$500 from the Springs Ward Discretionary Fund to assist Rory with the costs to attend an Outward Bound 21-day course on from 22 September to 12 October 2023.'

1. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

3. HISTORY/BACKGROUND

Rory is a 16 year and a year 11 student at Lincoln High School. She is an ambassador for the Forward Foundation that supports girls in sport and leadership throughout NZ, a member of the Selwyn District Youth Council where I am working on a project to boost youth employment in less populated sectors, and I have recently joined the Christchurch Foundation's Generation Give where I am learning about entrepreneurialism and philanthropy as we work towards fund raising and distributing grants to non-profit organization. To complement my volunteer work I wish to embark on an Outward-Bound course to gain a real sense of independence, ability to set achievable goals and work well within a team. Funding will be used to pay for me to attend an Outward Bound 21-day course on from 22 September to 12 October 2023. Rory is an intelligent, empathetic and driven young lady who gives back to her community in multiple ways eg patrolling beaches as a life guard, being part of the Selwyn Youth Council as well as many other philanthropic and community groups. Outward Bound will support Rory to become a strong leader within Selwyn District and a role model to others at Lincoln High School.

Rory resides in the Springs Ward.

The estimated cost of attending the Outward-bound Course is \$5,908. Rory has raised money through Sponsorship and a give a little page of \$1,783.

A grant of \$2,000 is sought.

4. PROPOSAL

The standard grant for Individual is \$500.

Staff support a grant being made as it will assist in the personal development of the student involved and help them extend their ability.

A grant of \$500 from the Springs Ward Discretionary Fund is therefore recommended.

5. OPTIONS

Option 1 That the Council grant \$500 from the Springs Ward Discretionary Fund to assist Rory with the costs to attend an Outward Bound 21-day course on from the 22 September to 12 October 2023.

Option 2 That the Council decline the application.

Staff recommend Option 1.

6. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

7. FUNDING IMPLICATIONS

Any funding granted will come from the Springs Discretionary Fund. A financial report for this fund is attached to the agenda.

ENDORSED FOR AGENDA



Thomas Cockburn
ASSISTANT ACCOUNTANT



Kelvin Mason
GROUP MANAGER ENABLING SERVICES

RESOLUTION TO EXCLUDE THE PUBLIC**Recommended:**

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

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	KiwiRail Culvert Replacement	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	Following award of tender
2.	Pines WWTP Upgrade			Following award of tender
3.	Prebbleton AC Watermain Renewals			Following award of tender
4.	Council Property Matters			
5.	Property Acquisition, Lincoln			Upon settlement of purchase
6.	Rolleston Town Centre Update			
7.	Plan Change 71 Mediation			

This resolution is made in reliance on Section 48(1)(a) 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 Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1, 2, 3	Protect information where the making available of information – (i) Would disclose a trade secret; or (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of this information	Section 7(2)(b)
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7	To maintain legal professional privilege	Section 7(2)(g)
1 - 7	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1 - 7	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or	Section 7(2)(i)

2 *that appropriate officers remain to provide advice to the Committee.'*