WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 19 MARCH 2019 COMMENCING AT 4.00PM

PRESENT

Councillor P Williams (Chairperson), Mayor D Ayers, Deputy Mayor K Felstead, Councillors R Brine, J Meyer and S Stewart.

IN ATTENDANCE

Councillors W Doody (to 4.50pm), D Gordon (to 4.45pm), K Barnett
Messrs J Palmer, (Chief Executive), G Cleary (Manager Utilities and Roading), K Simpson (3 Waters Manager), O Davies (Drainage Asset Manager), C Roxburgh (Water Asset Manager), F Scales (Senior Project Engineer), Ms J McBride (Roading and Transport Manager), L Hurley (Technical Administrator), and A Smith (Governance Coordinator)

1 APOLOGIES

Councillor Brine advised he would be departing at 5.50pm. The meeting subsequently finished prior to this time.

2 CONFLICTS OF INTEREST

There were no conflicts of interested noted.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 11 December 2018

Moved Councillor Meyer seconded Councillor Brine

THAT the Utilities and Roading Committee:

(a) Confirms, as a true and correct record, the minutes of a meeting of the Utilities and Roading Committee held on Tuesday 11 December 2018.

CARRIED

4 MATTERS ARISING

There were no matters arising

5 DEPUTATION

There was no deputation.
6 REPORTS

6.1 Review of Vehicle Crossing Bylaw 2007 – Gina Maxwell, (Policy Technician) and Joanne McBride (Roading and Transport Manager)

G Maxwell and J McBride presented this report seeking the approval of the committee to consult the public for the review of the Vehicle Crossing Bylaw 1997. This Bylaw was last reviewed in 2007 and needs to be reviewed to comply with the legislative requirements and to bring it into line with current operating practices.

G Maxwell advised that there had been discussion on whether any other mechanism could replace the Bylaw, but after these discussions, it was agreed that no other mechanism would meet the objectives. Although there hasn’t ever been any prosecution using the Bylaw, Roading staff advise that the warning of prosecution is a useful tool to ensure compliance.

The Statement of Proposal details the changes that will affect the public and consultation would be from the 1 April, closing at 5pm on 1 May.

J McBride added that the Bylaw gives the Council control on the location, width and construction of vehicle crossings to make sure they are done in accordance with the engineering standards and meet the District Plan requirements.

Councillor Doody asked as part of the consultation will this be brought to the Community Boards and how will the public be made aware. G Maxwell advised there will be public notices in the paper advising people of the consultation. There will also be invites extended to building companies to an open evening to discuss the proposed changes to the Bylaw and answer any questions.

Moved Councillor Meyer Seconded Councillor Stewart

THAT the Utilities and Roading Committee;

(a) Receives this report No 190225021686

(b) Approves the proposed bylaw for notification

(c) Approves the attached “Statement of Proposal”, Trim 190218018225 as meeting the special consultative procedure, in relation to review of bylaws, under the LGA 2002;

(d) Refers this report to the Oxford - Ohoka, Woodend - Sefton, Rangiora - Ashley and Kaiapoi - Tuahiwi Community Boards for their information;

(e) Notes that the Council's Hearings Committee will hear submissions on the proposal and recommend decisions to the Council.

(f) Recommends that Councillors Meyer, Stewart and Williams from the Hearings Committee be appointed for hearings and deliberations for the Vehicle Crossing Bylaw.

CARRIED
6.2 Walking and Cycling Programme 2018/19 – Dan Lewis (Construction Management Engineer, Project Delivery Unit) and Joanne McBride (Roading and Transport Manager)

J McBride presented this report which is a follow up to the workshop held with the committee last month and seeks approval to proceed with construction of the following cycleway projects:

- Kippenberger Ave, continuation of the cycle lanes
- Lineside Road shared path
- Ohoka Road Cycle lanes

J McBride advised that there had been discussion with Kaiapoi High School regarding the Ohoka Road cycle ways. There was full support for these and the school representatives see these as a good incentive to encourage students to cycle to school. This is also seen as a good asset with the other cycle links through Kaiapoi.

The next step, if approved, would be for consultation to be undertaken before the final design and construction was undertaken.

Councillor Meyer, regarding the Ohoka Road cycle lanes, noted that the few students that ride their bikes to school now from the northern part of Kaiapoi, used the footbridge behind the Borough School and use alternative streets to get to the school and very few cycle the entire length of Ohoka Road to get to Kaiapoi High School. J McBride noted as in the report that a survey had been undertaken on Ohoka Road between Otaki Street and Akaroa Street, which indicated that there would be between 30 to 40 cyclists per day using this section of Ohoka Road.

Councillor Williams asked would there be any parking spaces lost with the installation of the cycle ways. Regarding parking spaces, there may be some spaces lost at intersections, where there are pedestrian refuges in the middle of the road, and there will need to be short sections of “No Stopping” put in. The finalised design will come back to this committee for approval.

With the estimated cost of $160,000 from the Walking and Cycling Budget, Councillor Doody asked how much of this is subsidised? 51% subsidy comes from the NZTA Walking and Cycling budget.

Moved Councillor Meyer Seconded Mayor Ayers

THAT the Utilities and Roading Committee:

(a) Receives report No. 181218149963;
(b) Approves construction of the:
   - Kippenberger Ave cycle lanes
   - Lineside Road shared path
   - Ohoka Road cycle lanes.
(c) Notes the estimated cost is $160,000 and funded from the Walking and Cycling Programme Budget
(d) Notes the Ohoka Rd & Kippenberger Ave projects will be undertaken in the current financial year. Lineside Road is dependent on timing of stormwater design.
(e) **Notes** staff will be undertaking further investigation and network planning to develop a programme for years 2019/20 and 2020/21 which will be reported back to the Utilities and Roading Committee.

**CARRIED**

Councillor Meyer and Mayor Ayers both noted that any measures which encourages more people to ride bikes the better.

### 6.3 Stockwater Race Bylaw Review 2019 – Owen Davies (Drainage Asset Manager) and Libica Hurley (Technical Administrator)

O Davies, L Hurley and K Simpson were present for consideration of this report, which seeks the committee recommendation to Council of the proposed minor changes to the Stockwater Race Bylaw 2007 and associated policies. It is a requirement that this Bylaw is reviewed every ten years. The recommended changes have been determined by staff as minor and public consultation is therefore not required by way of a Special Consultative Procedure. Changes recommended by staff relate to stock access, spraying (making the Bylaw more in line with the Drainage Bylaw). Other changes provide clarification and consistency in the Bylaw document.

Councillor Gordon asked why it was considered that this matter not go out for public consultation, or to Community Boards, as there is a number of ratepayers interested in this matter and it covers a significant number of properties. O Davies said there was an issue with time constraints, and G Cleary added that as this Stockwater Race Bylaw Review is to keep the Bylaw in effect, otherwise it would lapse. Staff are aware of some of the more significant changes required in the bylaw and these would be included in a more substantial review including a Special Consultative Procedure. Council can undertake a further review in the near future.

K Simpson clarified what would need to be reviewed in this future review, would be the extent of the system, where it feeds into residential systems and the need is changing in these areas. There is also the issue related to the importance of the stockwater system as a whole and how it affects the aquifers as well. There is also the matter of the maintenance of the water races within the road reserves. The current bylaw indicates that the maintenance of these is the responsibility of the adjacent land owners. It needs to be reviewed whether the Council take over more maintenance responsibility or if this is retained as the property owners responsibility. These matters need to be addressed and as these will have a rating impact, this requires a public consultation being undertaken. It is anticipated that this further review will be undertaken within the one to two year period.

Councillor Stewart asked about the wording in the Bylaw document, and is there a difference between “permission” and “written permission”. K Simpson said this is all to be identified as “written permission” and advised what this written permission involves (which is a form available on the Council website).

Councillor Stewart questioned the roadside stockwater race cleaning. O Davies responded that some of the roads where stock water races are located have reasonably high traffic volume and with the health and safety matters to be considered (traffic management), this could be quite onerous on property owners. This matter would come under a Special Consultative Procedure.
THAT the Utilities and Roading Committee recommends:

THAT the Council

(a) Receives report no. 190219018655

(b) Notes that a review of the Stockwater Race Bylaw 2007 has been undertaken and it has been confirmed that there is a need for a Stockwater Race Bylaw

(c) Notes that minor changes to the Stockwater Race Bylaw 2007 and associated policies, as identified by tracked changes in attachments i, iii, iv & v, have been made for clarity purposes and to update references

(d) Instructs staff to make final edits to the document to insert the word “written” before “permission” throughout the Bylaw document.

(e) Adopts the Waimakariri District Council Stockwater Race Bylaw 2019

(f) Adopts the revised Stockwater Race Closure Policy, Stockwater Race Pond Policy and Planting of Trees and Shrubs alongside Stockwater Races Policy

(g) Notes that the staff will bring back the Stockwater Race Bylaw for the committee to consider reviewing it within two years.

(h) Circulates this report to the Council’s Community Boards for their information

CARRIED

Councillor Stewart supports the review of this Bylaw and also supports a more detailed examination as part of a Special Consultative Procedure, in a one to two year timeframe. There are significant issues that do need examination.

Councillor Gordon commented that it was a shame that this couldn’t have been picked up earlier to allow time for a Special Consultative Procedure. At the very least with those affected by the water race system, or that the Community Boards haven’t been consulted on this either. Councillor Gordon suggested that a note be included that there will be a further review within a two year period. The Chair sought agreement of the mover and seconder that a further recommendation indicating this, be included. This was agreed.

6.4 Water Conservation Strategy Implementation Summary – 2017/18 – Colin Roxburgh (Water Asset Manager)

C Roxburgh presented this report providing an update on the implementation of the Council’s Water Conservation Strategy. There are four key parts, being Leak Analysis and reduction, water metering assessment, BRANZ water metering and water use project and community awareness programme.

An update on the water leakage detection was provided. A new key method as the primary measure is proposed to be adopted, being the Infrastructure Leakage Index (ILI) and C Roxburgh provided an explanation of this. This measure is within the Water New Zealand water loss guidelines, which is the primary document in New Zealand for setting how to assess leakage. This
method of measuring hasn’t been used widely in the past but is becoming more extensively used. There is more investigation required on the readings from restricted schemes.

Water meters have been installed at 114 sites throughout the district. It was explained that these sites were selected as potential high water users to assess usage against average properties, and whether there is a need for staff to review the way that Council rates for water use.

C Roxburgh also spoke on the community awareness programme, which involves classroom sessions being held in schools and pre-schools throughout the district. In the 2017/18 year, an estimated 2,900 students received education through this programme.

Councillor Stewart expressed concern at the high level of leakage at some of the Council’s scheme (69% and 74%) and asked if staff are focusing on these high leakage schemes. C Roxburgh responded that there will be continued annual reporting back to the committee. There is an average of 20% leakage at schemes across the district, some are higher and some are lower. The schemes with high levels of leakage are fully restricted or have a high number of restricted connections and there is the possibility that the leakage may be being over-estimated. It is challenging the way staff report this but it proposed to have reporting by zones of different sections of the schemes for both Mandeville and Fernside, in this current year. It was noted the significant amount of pipework across the district (more than 900kms) and also the significant number of pipe joints in this 925km of pipes. Of the results of the ILI ratings, the Council is in the middle of national range calculated. The best scheme in the district is Pegasus which has all new pipework.

K Simpson noted that the way that leakage is measured is improved now, and acknowledged that while an average of 20% leakage of water from the network across the district doesn’t seem good, some other areas nationally and throughout the world, the percentages are a lot higher. Staff are working to improve this percentage, putting in measures to reduce this where possible. This needs to be looked at practically, what can be physically achieved and what is economic as well. As the water supplier, the Council needs to demonstrate the efficient use of water and the leak reduction programme is a key part of that.

Moved Councillor Williams Seconded Councillor Brine

THAT the Utilities and Roading Committee:

(a) **Receives** report No. 190130010451.

(b) **Notes** the progress on the implementation of the Water Conservation, including the active leak detection and analysis work, Community Awareness Programme, participation in the BRANZ water use study and investigations in water metering as documented in this report.

(c) **Approves** the inclusion of the Infrastructure Leakage Index (ILI) in the next version of the Activity Management Plans as the primary relative measure of leakage on all schemes rather than the target value of 240 L/connection/day that was previously reported on.

(d) **Notes** that where an A or B band is calculated using the ILI, no active leak detection work will be undertaken, and when a C or D is achieved an economic assessment will be undertaken to determine the merit in further leak identification and reduction work.
(e) **Notes** that Council is meeting its mandatory performance measure target of achieving leakage of less than 22% of total water used, achieving an actual assessed leakage value of 21% across the district’s public water supply schemes, noting that the Department of Internal Affairs requires that Council report on this measure.

(f) **Notes** that the current method of determining leakage using night flows is expected to overestimate leakage on restricted schemes however this is the most accurate method available currently.

(g) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Williams noted concern at the percentage of water leakage, but also noted that there could be discrepancies in the methods of measuring.

6.5 **Engineering Code of Practice – Update of Water Supply Drawings – Colin Roxburgh (Water Asset Manager) and Gary Stevenson (Development Manager)**

C Roxburgh presented this report, also on behalf of G Stevenson, requesting that the committee adopt a new and revised water supply standard drawings developed for the Engineering Code of Practice. These standard drawings are either new or updated, and provides formal documentation of current practices. These will create better consistency and clarity in the district and also simplify maintenance going forward. This is part of the wider Code of Practice update.

Moved Councillor Meyer Seconded Councillor Brine

**THAT** the Utilities and Roading Committee:

(a) **Receives** report No. 190227023196.

(b) **Adopts** the following new ECOP drawings for backflow prevention:

- Plan 600 Sheet 409A Issue B, High Hazard Backflow Preventer
- Plan 600 Sheet 409B Issue B, Medium Hazard Backflow Preventer

(c) **Adopts** the following revised ECOP drawings for water supply lateral connections and thrust blocks, to replace earlier revisions of these drawings:

- Plan 600 Sheet 346 Issue B, Thrust Blocks
- Plan 600 Sheet 414A Issue D, Urban Water Supply Lateral Connection
- Plan 600 Sheet 414B Issue D, Rural and Rural Residential Water Supply Lateral Connection

(d) **Notes** that these drawings have been produced in order to formalise current practices and requirements, rather than introducing new requirements.

(e) **Notes** that the Engineering Code of Practice is currently due for a full review, but individual updates are being undertaken on a case by case basis.

CARRIED
6.6 **Engineer Code of Practice – HIRDS Version 4 – Kalley Simpson (3 Waters Manager) and Gary Stevenson (Development Manager)**

K Simpson presented this report, which seeks the approval of the committee to adopt the new rainfall data HIRDS (High Intensity Rainfall Design System) Version 4. This was released by NIWA in October 2018 and to include in the Engineering Code of Practice.

K Simpson noted that the second part of the report relates to climate change. The recommended climate change scenario is specific to rainfall data for designing infrastructure under the Engineering Code of Practice.

Following a question from Councillor Brine, K Simpson noted that the Council is adopting current best practice in the industry, though he isn’t able to predict whether there would be a revised version of the HIRDS software will be released. This was last done in 2010, so the current cycle of updates is approximately every ten years. In addition, G Cleary noted that the Code of Practice is put up on the Council website, which allows any minor updates.

Noted that the Climate Change to apply to the HIRDS Version 4 is for rainfall data only at this time. There will be further report to the committee sometime in the near future on the sea level rise scenario. This will require careful consideration by Council at that time.

Moved Councillor Brine Seconded Deputy Mayor Felstead

**THAT** the Utilities and Roading Committee:

(a) **Receives** report No. 190205013519.

(b) **Adopts** HIRDS Version 4 as the rainfall data to be used for modelling and design purposes in the Engineering Code of Practice.

(c) **Adopts** the RCP8.5 scenario for climate change to apply to the HIRDS Version 4 rainfall data for inclusion in the Engineering Code of Practice.

(d) **Notes** that the Engineering Code of Practice is currently due for a full review, but specific updates are being undertaken on a case by case basis.

**CARRIED**

7 **MATTERS REFERRED FROM COMMUNITY BOARDS**

There were no matters arising from Community Boards.

8 **PORTFOLIO UPDATES**
8.1 Roading – Councillor John Meyer

Councillor Meyer noted comments on the increase in traffic on the west side of Kaiapoi. G Cleary noted that there is funding in the Council’s Long Term Plan and Annual Plan for the Skewbridge project. The Council is committed and have been endeavouring to have a business case for this to be accepted by to NZTA. This was originally to be on a safety perspective. Staff are also looking at the project as an entire route assessment, from the motorway through to Rangiora. This is a critical route for the district in managing the demand of traffic out of Rangiora. There is continuing growth on the western side of Rangiora. Staff are working hard to secure some NZTA funding for this project. J McBride also noted that staff are working with the Police to get data on crashes on the Skewbridge and following up with motorists involved. It is taking time to gather all this information. It was noted that unfortunately the data of all accidents is not captured by Police.

8.2 Drainage and Stockwater – Councillor Sandra Stewart

Councillor Stewart advised that four of the six rural drainage groups have had recent meetings. Noted that there have been issues with significant consented water takes which impact on the users downstream. There needs to be increased monitoring of these water takes and some of these are being breached. The Drainage Advisory Groups have concerns with this matter.

There has been a breach of the McAlpines ponds, which has overflowed into a stormwater basin. There were high levels of pollution recorded and Councillor Stewart understands this hasn't been fixed yet. Any contamination coming from McAlpines is meant to be caught by “Pond C”.

8.3 Utilities (Water Supplies and Sewer) – Cr Paul Williams

McPhedrons well update, the height is starting to build up and water is getting back into the well system there.

Some water sampling was missed for one day but Councillor Williams has been assured that there will be better monitoring in the new regime. By explanation, K Simpson noted that three samples on a single day late in 2018 were not recorded. It is likely that the drinking water assessor will grade the Council as non-compliant for not taking these samples. A description of the updated monitoring regime was provided and there are now further measures put in place to meet the sampling requirements. Samples can now be collected after hours and sent for testing to avoid a non-compliance in the future. Sampling means a sample to be physically taken from the sites, and there are designated points in the system where samples are collected. If a sample is not collected now, this matter escalates automatically by the system. This involves alerts being activated to management if samples have not been taken.

Councillor Williams asked if the alert could be the day prior to the required sampling day. K Simpson noted that there are set rules that have to be met that gives a spacial representation across the district and days in the week as well.
8.4 Solid Waste– Cr Robbie Brine

Councillor Brine noted that there is to be a meeting of the Solid and Hazardous Waste Working Party meeting next Tuesday 26 March to discuss the branding and messaging for the new bins. There will also be a verbal update on the bin update which is tracking well and currently indicates that there will be sufficient bins to meet roll out. The Canterbury Joint Standing Committee was due to meet on 29th March, but some members were not available this day and this was cancelled. The next meeting has been scheduled for April 9.

9 QUESTIONS

There were no questions.

10 URGENT GENERAL BUSINESS

There was no urgent general business.

11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Williams Seconded Deputy Mayor Felstead

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
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</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Report of Fraser Scales (Snr Project Engineer), Kalley Simpson (3 Waters Mgr), Duncan Roxborough (Implementation Project Mgr – District Regen.), Joanne McBride (Roading and Transport Manager)</td>
<td>Kaiapoi East Enabling Works and Beswick SMA Project Update</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>11.2</td>
<td>Report of Kitty Waghorn (Solid Waste Asset Manager) to Management Team</td>
<td>Report to be received for information on Contract 19/12 Southbrook RRP Upgrade</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>
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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
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</thead>
<tbody>
<tr>
<td>11.1 and 11.2</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
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</table>

CARRIED

CLOSED MEETING

Resolution to resume in open meeting

Moved Mayor Ayers seconded Councillor Brine

THAT open meeting resumes and the business discussed with the public excluded in Item 11.1 remains public excluded but the recommendation be made public

CARRIED

OPEN MEETING

11.1 Kaiapoi East Enabling Works and Beswick SMA Project Update – Fraser Scales (Senior Project Engineer), Kalley Simpson, (3 Waters Manager), Duncan Roxborough (Implementation Project Manager – District Regeneration) and Joanne McBride (Roading and Transport Manager)

Moved Mayor Ayers seconded Councillor Brine.

THAT the Utilities and Roading Committee

(a) Receives report No. 190301025048
(b) Notes that the estimated total cost of the project will be $5,496,553.
(c) Notes that overall there is a forecast net deficit of $171,593, which includes contingency of $106,000 for Contract 18/34.
(d) Notes the earthquake infrastructure recovery programme has a forecast net deficit of $92,273, which includes contingency of $65,000 for Contract 18/34.
(e) Notes the regeneration programme has a forecast net deficit of $79,320, which includes contingency of $41,000 for Contract 18/34.
(f) Notes that both the earthquake infrastructure recovery programme and regeneration programme are funded from the earthquake recovery loan.
(g) Circulates this report to the Regeneration Steering Group for their information.

CARRIED
There being no further business the meeting closed at 5.40pm.

CONFIRMED

___________________________  Chairperson

___________________________  Date