

# Waimakariri District Council

## Utilities and Roading Committee

# Agenda

Tuesday 18 March 2025

9am

Council Chambers  
215 High Street  
Rangiora

**Members:**

Cr Joan Ward (Chairperson)

Cr Robbie Brine

Cr Niki Mealings

Cr Philip Redmond

Cr Paul Williams

Mayor Dan Gordon (ex officio)



WAIMAKARIRI  
DISTRICT COUNCIL

## **AGENDA CONTENTS – UTILITIES AND ROADING COMMITTEE**

<b><u>Item Number</u></b>	<b><u>Item Topic</u></b>	<b><u>Page numbers</u></b>
<b>3</b>	<b>Confirmation of Minutes</b>	
3.1	Minutes of 25 February 2025	7-19
<b>5</b>	<b>Staff Reports</b>	
5.1	Town Centre Upgrades Budget – Additional Kerb and Channel Replacement in Raven Quay	20-26
<b>7</b>	<b>Matters Referred from the Rangiora-Ashley Community Board</b>	
7.1	Proposed Early Collection Area: Percival, Victoria and Murray Streets, Rangiora	27-33
<b>8</b>	<b>Matters for Information</b>	
8.1	Contract 24-107 Supply of Liquid Caustic for Water Treatment Tender Evaluation and Contract Award Report	34-45
8.2	Contract 24/105 Supply of Sodium Hypochlorite for Water Treatment - Tender Evaluation and Contract Award Report	46-58

The Chairperson and Members  
**UTILITIES AND ROADING COMMITTEE**

**A MEETING OF THE UTILITIES AND ROADING COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 18 MARCH 2025 AT 9AM.**

Sarah Nichols  
GOVERNANCE MANAGER

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

**BUSINESS**

Page No

**1     APOLOGIES**

**2     CONFLICTS OF INTEREST**

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

**3     CONFIRMATION OF MINUTES**

**3.1     Minutes of the meeting of the Utilities and Roding Committee held on Tuesday, 25 February 2025.**

7-19

*RECOMMENDATION*

**THAT** the Utilities and Roding Committee:

- (a)     **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 25 February 2025 as a true and accurate record.

**3.2     Matters Arising (From Minutes)**

**4     DEPUTATION/PRESENTATIONS**

Nil.

## 5 REPORTS

### 5.1 Town Centre Upgrades Budget – Additional Kerb and Channel Replacement in Raven Quay – Don Young (Senior Engineering Advisor)

20-26

#### *RECOMMENDATION*

**THAT** the Utilities and Roading Committee:

(a) **Receives** Report No. 250305036264.

EITHER

(b) **Approves** the expenditure of up to \$20,000 on the Raven Quay kerb and channel and associated footpath to be funded by the Town Centre Upgrades budget (PJ100359.000.5134) which has a budget of \$20,000 in the 2024/25 financial year.

(c) **Notes** that this will be carried out as a variation to the existing Contract 23/36 Raven Quay 3 Waters renewals, to be valued on the submitted contractual rates.

(d) **Circulates** this report to the Kaiapoi Tuahiwi Community Board for information.

OR

(e) **Declines** expenditure on the Raven Quay kerb and channel and associated footpath

(f) **Circulates** this report to the Kaiapoi Tuahiwi Community Board for information.

## 6 PORTFOLIO UPDATES

### 6.1 Roading – Councillor Philip Redmond

### 6.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

### 6.3 Solid Waste– Councillor Robbie Brine

### 6.4 Transport – Mayor Dan Gordon

## 7 MATTERS REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD

### 7.1 Proposed Early Collection Area: Percival, Victoria and Murray Streets, Rangiora – Kitty Waghorn (Solid Waste Asset Manager)

*The Rangiora-Ashley Community Board considered report Trim 250218025857 at its meeting held on 12 March 2025.*

27-33

#### RECOMMENDATION

**THAT** the Utilities and Roding Committee:

- (a) **Approves** designating the following streets as “Early Collection Streets”:
  - i. Victoria Street from No. 7 to 59, between Northbrook Road and Queen Street.
  - ii. Percival Street from No. 69 to 119A, between Victoria Street and Queen Street.
  - iii. Murray Street from No. 1A/2 to No. 35, between George Street and Queen Street.
- (b) **Notes** that these collections would not start earlier than 6:30 am and are more likely to commence at 6:45 am.
- (c) **Notes** that the school, residents and residential facilities in these streets will be notified about the change in collection times at least one week in advance of the change in the collection time.

## 8 MATTERS FOR INFORMATION

### 8.1 Contract 24-107 Supply of Liquid Caustic for Water Treatment Tender Evaluation and Contract Award Report – Don Young (Senior Engineering Advisor) and Tjaart van Rensburg (Water Unit Manager)

(Report No. 250225031219 to Management Team Operation meeting of 5 March 2025)

### 8.2 Contract 24/105 Supply of Sodium Hypochlorite for Water Treatment - Tender Evaluation and Contract Award Report – Don Young (Senior Engineering Advisor) and Tjaart van Rensburg (Water Unit Manager)

(Report No. 250225030450 to Management Team Operation meeting of 5 March 2025)

34-58

#### RECOMMENDATION

**THAT** the Utilities and Roding Committee

- (a) **Receives** the information in Items 8.1 to 8.2.

## 9 QUESTIONS UNDER STANDING ORDERS

## 10 URGENT GENERAL BUSINESS

## 11 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

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

- 9.1 Confirmation of Public Excluded Minutes from 10 December 2024.
- 9.2 Contract 24/61 – Kerb and Channel Renewals 2024/2025 Tender Evaluation and Contract Award Report.

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
9.1	Confirmation of Public Excluded Minutes from 25 February 2025	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).
9.2	Contract 202504 Town Hall Car Park Expansion Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).

### **CLOSED MEETING**

*Refer to Public Excluded Agenda (separate document).*

### **OPEN MEETING**

### **NEXT MEETING**

The next meeting of the Utilities and Roading Committee will be held on Tuesday 15 April 2025 at 9am.

#### **Workshop**

- *Approach to Town Centres Upgrade Budget – Heike Downie (Strategy and Centres Team Leader) and Gina Maxwell (Project Support Coordinator)*
- *Parking and Traffic Bylaw 2025 – Gina Maxwell (Project Support Coordinator), Shane Binder (Senior Transportation Engineer), Joanne McBride (Roading and Transportation Manager) and Billy Charlton (Environmental Services Manager)*

**MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY 10 DECEMBER 2024, AT 9AM.**

**PRESENT**

Councillors J Ward (Chairperson), R Brine (via Teams), N Mealings, P Redmond, J Ward and P Williams.

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager), K Simpson (3 Waters Manager), S Allen (Water Environment Advisor), K Straw (Civil Projects Team Leader) J McSloy (Development Manager) and K Rabe (Governance Adviser).

**1 APOLOGIES**

Moved: Councillor Redmond

Seconded: Councillor Williams

That an apology for absence from Mayor Gordon be received and sustained.

**CARRIED**

**2 CONFLICTS OF INTEREST**

No conflicts of interest were recorded.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday, 10 December 2024.**

Moved: Councillor Williams

Seconded: Councillor Mealings

**THAT** the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 10 December 2024 as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

There were no matters arising from the minutes.

**3.3 Notes of a Workshop of the Utilities and Roding Committee held on Tuesday 10 December 2024**

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Utilities and Roding Committee:

- (a) **Receives** the circulated notes of the workshop of the Utilities and Roding Committee, held on 10 December 2024.

**CARRIED**

#### 4 **DEPUTATION/PRESENTATIONS**

Nil.

#### 5 **REPORTS**

##### 5.1 **Rangiora Stormwater Management Plan 2025 – 40 for Approval – S Allen (Water Environment Advisor)**

S Allen presented the report which sought approval to submit the Rangiora Stormwater Management Plan 2025-40 to Environment Canterbury.

In response to a query by Councillor Redmond regarding the discharge of 2%, S Allen replied that 2% was the requirement from Environment Canterbury for discharge

Moved: Councillor Redmond

Seconded: Councillor Mealings

**THAT** the Utilities and Roothing Committee:

(a) **Receives** Report No. 250120008174.

(b) **Notes** that the Rangiora Stormwater Management Plan 2025-2040 has been circulated to for consultation to Te Ngāi Tūāhuriri Rūnanga via Mahaanui Kurataiao Ltd, Rangiora Ashley Community Board, and the Waimakariri Water Zone Committee.

AND

**THAT** the Utilities and Roothing Committee recommends:

**THAT** the Council:

(c) **Approves** the Rangiora Stormwater Management Plan 2025-2040 to be to be submitted to Environment Canterbury.

**CARRIED**

S Allen asked that a mistake be noted on page 61 of the report which should have read Millbrook and not Southbrook.

Councillor Redmond thanked S Allen for her work and the comprehensive report.

##### 5.2 **Community Biodiversity Funding – ZIPA Recommendation 2.8 – S Allen (Water Environment Advisor)**

S Allen presented the report which sought approval for the allocation of \$20,000 for the third year of a three year funding cycle from the Zone Implementation Programme Addendum (ZIPPA) budget to the Waimakariri Biodiversity Trust.

Councillor Williams asked for clarification on what the funding would cover, and S Allen replied that the funding would assist with managing the Trust to enable it to get leverage for funding for community projects and on the groundwork within the district. The original funding was for \$60,000 over a three-year period, and this would be the final payment.

Councillor Redmond asked who the Trustees were, and S Allen noted that J Roper-Lindsay was the Chairperson and F van Petegem was the Treasurer and there were about seven other Trustees, however she was not able to name them off hand.

Moved: Councillor Mealings

Seconded: Councillor Ward

**THAT** the Utilities and Roothing Committee:

(a) **Receives** Report No 250115005245.

(b) **Approves** the allocation of \$20,000 per annum (\$60,000 total) to the Waimakariri Biodiversity Trust for operational expenses from the existing 2024-27 Zone



Implementation Programme Addendum (ZIPA) Operational expenditure budget.

- (c) **Notes** that an accountability review of achieved outcomes will be undertaken by WDC staff before the allocation of \$20,000 per annum for 2025-26 and 2026-27 is released to the Waimakariri Biodiversity Trust.
- (d) **Circulates** this report to the Waimakariri Water Zone Committee and Ngāi Tūāhuriri Rūnanga, at a WDC-Rūnanga Liaison meeting, for information.

## CARRIED

Councillor Mealings stated that she supported this funding whole heartedly noting that the Waimakariri Biodiversity Trust was involved in several worthwhile on the ground projects and provided encouragement and resources to communities and groups wanting to improve biodiversity throughout the district.

Councillor Ward concurred.

Councillor Williams requested if staff could encourage the Trust to present to the Committee to inform them of the work they were carrying out. S Allen replied that the Trust was keen to present to the Committee and had planned to request a deputation mid-year and that in future they would be reporting annually to the Committee.

### 5.3 Zone Implementation Programme Addendum Budget 2025-2034 update – S Allen (Water Environment Advisor)

S Allen presented the report which sought approval for reallocation within the existing budget included in the Long Term Plan 2024-34 for the Zone Implementation Programme Addendum (ZIPPA). A review of the ZIPPA budget allocations was intended to be carried out again within three years on an 'as need' basis.

Councillor Williams noted that he had recently met with members of the Kaiapoi River Preservation Society, Environment Canterbury and Waimakariri District Council councillors and staff regarding water quality in the Kaiapoi River and queried if the work being done within this budget was being co-ordinated with other groups organisations to achieve the best outcomes. S Allen noted that the ZIPPA budget would cover other waterways within the district and was not confined to the Kaiapoi River although some of the tributaries would benefit from the work being done.

Moved: Councillor Mealings

Seconded: Councillor Redmond

**THAT** the Utilities and Rooding Committee:

- (a) **Receives** Report No. 250210020464.
- (b) **Approves** the reallocation of the existing ZIPA budget 2025-34 to Recommendations as proposed in Table 1:

Table 1: Proposed reallocation of ZIPA budget.

ZIPA Recommendation	Current allocation	Proposed Allocation	Rationale
1.8 Review the presence and effects of barriers to indigenous and introduced fish	\$20,000 capex	\$15,000 capex	Fish passage budget has not been fully spent each year. More survey work is required to prioritise projects
1.14 Minimising waterway management and maintenance activity effects (Drainage Maintenance Management Plan initiatives)	\$20,000 capex \$15,000 opex	\$10,000 capex \$5,000 opex	This project budget has not be fully spent each year
1.21 On-the-ground projects for Taranaki	\$0	\$5,000 capex	For Taranaki Stream works (in addition to

Stream			inanga spawning area works in a separate budget). A culturally significant waterway
1.24 Lees Valley and Upper Ashley Rakahuri River catchment focus	\$0 opex	\$15,000 opex	For the WDC-owned Forestdale Wetland, within the Ashley Rakahuri catchment. This wetland requires opex to implement the restoration plan above current Greenspace budget.
1.26 Improved stream health, Ngāi Tūāhuriri values, and improved recreational amenity in the North Waimakariri River tributaries.	\$10,000 capex \$15,000 opex	\$30,000 capex \$5,000 opex	For northern Waimakariri tributaries - such as continued planting for South Brook at Townsend Fields, and for partial support of the North Brook Trail planting, fencing and other costs
1.27 On-the-ground projects in the Cam Ruataniwha and Silverstream/Kaiapoi catchments	\$40,000 capex	\$30,000 capex	To be retargeted to mahinga kai projects, such as watercress improvement projects

- (c) **Notes** that a review of ZIPA budget allocation to ZIPA Recommendations is intended to be carried out again within 3 years, on an as required basis.
- (d) **Approves** reallocation of \$30,000 capex budget from the North Brook Trail culverts project (ZIPA Recommendation 1.26) to boulder cluster placement within the North Brook, South Brook and Middle Brook for the enhancement of habitat for kanakana (pouched lamprey), a mahinga kai species (also under ZIPA Recommendation 1.26).
- (e) **Circulates** this report to the Waimakariri Water Zone Committee and Ngāi Tūāhuriri Rūnanga at a WDC-Rūnanga meeting for information.

**CARRIED**

Councillor Mealings noted that there had been a good spread of projects over the district with these allocations and queried where the Mahinga Kai project would be located. S Allen replied that the focus would be the Cam River area.

Councillor Redmond endorsed the comments made by Councillor Mealings, knowing that the allocations were deliverable within the timeframes set was a good step forward.

#### 5.4 **Engineering Code of Practice Update – Stormwater Design Standards – C Roxburgh (Project Delivery Manager) and K Simpson (3 Waters Manager)**

K Simpson presented the report which sought the approval of the recommended changes to the Engineering Code of Practice regarding design standards for stormwater. These changes aligned the Council with many other council practices throughout the country. Briefly the changes would move the Council from a five to 10 year event cycle and from a 50 year to a 100 year event cycle.

G Cleary suggested a change to the recommendation with an additional one to authorise senior staff discretion when reviewing multistage developments during the transition phase. Councillor Redmond clarified that discretion would only be used as stated and not on any new consents and was told that was correct.

Councillor Williams was concerned with allowing discretion with no boundaries and G Cleary replied that decisions were not made lightly and without discretion the Council and staff could not operate effectively.

Councillor Redmond asked what other councils had already implemented the higher standards and K Simpson replied that quite a few had probably moved to the improved standards in 2010 when they were released. Councillor Redmond asked why the Waimakariri District Council had delayed and was told that K Simpson was not aware of the history however the building codes had also been updated to reflect the 10 and 100-year events and this was now considered best practice as it aligned with New Zealand standards.

Councillor Redmond then asked if applications had been lodged but were still in process, which standard would apply and was told that this was where the discretion of managers would be used. He noted that he believed that not many developers would be inconvenienced as most subdivisions had plenty of space to adapt to the changes required. Councillor Redmond queried if it would be possible for the Committee to implement guidelines to allow for old standards for applications in process. G Cleary replied that it would not do to be too prescriptive, and the suggested guidelines could open other areas of concern.

Moved: Councillor Mealings

Seconded: Councillor Ward

**THAT** the Utilities and Roothing Committee:

- (a) **Receives** Report No. 241203214710.
- (b) **Approves** the updated version (TRIM: 250220027876) of the Stormwater and Land Drainage section of the Engineering Code of Practice to be adopted.
- (c) **Approves** that the changes come into effect from the time that this report is adopted and apply to any new development applications that are received by the Council from that point in time onwards.
- (d) **Notes** the key changes proposed are to require that:
  - i. the primary stormwater system be designed for the 10% annual exceedance probability event (10 year ARI), rather than 20% annual exceedance probability event (5 year ARI),
  - ii. the secondary stormwater system be designed for the 1% annual exceedance probability event (100 year ARI), rather than 2% annual exceedance probability event (50 year ARI), and;
  - iii. providing more clarity on expectations regarding the level of modelling undertaken to demonstrate that stormwater neutrality for the specified design events is achieved.
- (e) **Authorises** the General Manager Utilities and Roothing and General Manager Planning, Regulation and Environment to apply discretion in granting of existing and multistage consents through the transition of these changes.
- (f) **Notes** that some discretion may have to be applied to the proposed new requirements for multi-stage developments where the SMA sizing may have been dictated already at an earlier stage that is already built or consented, meaning that it might be difficult for future stages that discharge into that earlier stage to meet those new requirements, and that in these instances, such discretion shall only be granted with the approval of the General Manager Utilities and Roothing and General Manager Planning, Regulation and Environment.
- (g) **Notes** that the proposed changes are intended to bring the Council in line with how the majority of other councils (where design standards were found) in the country manage stormwater for new developments, and in line with the key New Zealand Standard (NZS4404) for Land Development and Subdivision Infrastructure.
- (h) **Notes** that key developers and key consultants within the District will be made aware of the changes once adopted, as is normal practice when changes to the Engineering Code of Practice are made.

**CARRIED**

Councillor Mealings stated that she was satisfied that the amendment made to the motion would safeguard the community from more new houses being built with insufficient drainage which often caused flooding in the future. Councillor Mealings noted the increased frequency of heavy weather events and supported the change in standards which would mitigate flooding in the district.

Councillor Williams noted that he was concerned that developers who had plans in the pipeline would be put to expense and time delays by the changes required especially during the transitioning between the two standards. He noted that he was supportive of better drainage measures being undertaken, however he did not want to see staff put under pressure with making decisions relying on discretion. He asked if it would not be better if these decisions could include council representation. G Cleary noted that the Council had already given managers delegated authority to make the necessary decisions.

Councillor Redmond supported the changes to the standards which, in his opinion, were long overdue. Councillor Redmond agreed that weather events were more frequent and recalibrating standards was necessary, however had concerns about issues to be faced during the transition period.

Councillor Mealings stated that she believed that the staff and developers were not being given enough credit to achieve the best outcomes for the district.

## **6 PORTFOLIO UPDATES**

### **6.1 Roading – Councillor Philip Redmond**

#### **Focus areas for staff:**

- Resealing is continuing with seven sites being completed during January and February.
- Pre-reseal repairs and heavy maintenance have been underway on Plaskett Road, Loburn Whiterock Road and Oxford Road. These sites will all have a full reseal follow over the next one to two months.
- Mowing has been ongoing at a high frequency around the district, as growth has continued to be high over the wetter than normal summer period.
- Pavement rehabilitation works are underway in Mill Road, Ohoka and are progressing very well (slightly ahead of time). This work is being carried out in three stages to reduce the impacts on the Community. Works are currently underway on Stage One which is the section between Bradleys Road and Whites Road. The next stage includes work between Whites Road and Wilsons Drive. For stage two works, the road will be open on a Friday to ensure good access to the Ohoka Market continues.

#### **Capital:**

- Riverside Road Seal Extension was progressing well. The construction and sealing were being completed in two stages, as this was a long length. The first length had been formed and sealed, and the second stage was planned for sealing in late February. This would complete the project.
- The Kerb and Renewal Contract had begun with the first site starting in Ashgrove Street. EDR Contracting were making good progress and were expected to complete this first site within two weeks. Work would then move on to Alfred Street, Stephens Street and the Edward Street (each site to follow on from the previous). This contract was expected to be complete early May.
- Kippenberger Avenue Urbanisation and the new East Belt Footpath Contract had been awarded to Pidgeon Contracting. Work was expected to begin on the 24<sup>th</sup> February.
- Minor Safety Improvements involving upgrading of signs at high-risk intersections had been underway. This was to improve safety at approximately 10 intersections which had a high crash record and risk.

**Other works:**

- Asphalt surfacing was planned for the section of Ohoka Road between the Island Road intersection and the bridge (west of Giles Road). This was the last section of the new arterial road (adjacent to the residential area) that still had a chipseal surface. As this road was due for resurfacing, the renewal would be done in asphalt. Staff were currently working with the contractor on traffic management details. A letter drop would be carried out with residents and communication put on the website. Work was planned for March.
- Raven Quay, Kaiapoi was currently closed between Williams Street and Black Street for upgrades to the storm water, water and sewer networks. Work had also moved to the connection on the eastern side of the Williams Street Bridge Footpath.
- The installation of a new water main was continuing along Rangiora Woodend Road with temporary traffic lights in place.
- Smarts Road was closed between Coldstream Road and Rangiora Woodend Road for tree removal works.
- The new Street Light Maintenance Contract had been awarded to Power Jointing Limited (PJL).

**Events:**

- The Primary Sports Triathlon was being held at the Spark Farm lake on Tuesday 25<sup>th</sup> February 2025. A road closure would be in place to accommodate the event.

## 6.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams**

**General**

- There was a meeting with Kaiapoi River Preservation Society last week attended by some WDC and Environment Canterbury (ECan) councillors and staff. The issues raised were wide ranging, however the focus was on protecting and improving the Kaiapoi River. Concerns were raised over herbicide use by both councils, sludge and avian botulism management at the Kaiapoi wastewater treatment plant. Staff were currently working on a response to the group and how to determine, in partnership with ECan, the most appropriate forum to engage with this group.

**Water**

- The UV systems at Pegasus, Domain Road, Peraki and Darnley water treat plants were now fully operational. The UV system at South Belt, Rangiora, had required additional modification to the control system and would now be operational by the end of March.
- The West Eyreton UV installation works had commenced onsite, and the contractor was currently working on the building and site works.
- The land for the Ohoka water treatment plant upgrade had been acquired and the tender for the UV installation works at this site will go out in the next two weeks.

**Wastewater**

- There had been an increase in the number of dead birds collected at the wastewater treatment plants over the last three months. This was a minor outbreak with numbers collected less than the previous year. The frequency of bird collection had been increased to help reduce the spread of avian botulism. This was one of the matters raised at the recent meeting with the Kaiapoi River Preservation Society.
- Construction of the septage disposal facility was progressing well and was expected to be commissioned in March.
- The Raven Quay works covering wastewater, water and stormwater pipe upgrades had commenced onsite. Staff were working to minimise the disruption to businesses and shops in the area.

### **Drainage / Stockwater**

- Council and the Ohoka-Mandeville Drainage Advisory Group held a workshop last week, where drainage staff received feedback on both Stage 1 and Stage 2 of the Mandeville Resurgence Project. Staff would obtain sign-off from the Mayor prior to proceeding with consultation in the coming months.
- The second round of drainage advisory groups meetings for the year had commenced. Good feedback was received last week from the Oxford Rural Drainage Advisory Group and there was the Ohoka-Mandeville meeting this week where staff would get feedback on works in the lower Ohoka Stream catchment to spend the additional \$50k maintenance budget on.
- There was a meeting with residents last week in West Eyreton regarding stockwater race maintenance. It turned out this race was wrongly classified and should be maintained by Waimakariri Irrigation Ltd (WIL). Staff were following up with WIL on the maintenance frequency and standard for this particular race. It was intended that the maintenance responsibilities for people who don't use the race would be discussed at the next water race advisory group meeting.

### **6.3 Solid Waste– Councillor Robbie Brine**

- The new Waste Minimisation Officer started in late January, Maria Lamb had a fixed term contract as Waste Minimisation Advisor for the Christchurch City Council before landing the job in Waimakariri
- The new battery stations had been installed at Southbrook in the shop, and Oxford transfer station, and staff are seeing if they could locate another one at the Kaiapoi service centre, for public use
- The audit team were going into new areas as well as revisiting the known hot-spots - 25 gold stars were issued in Rangiora last week, out of the 90 recycling bins inspected in one area.

#### **Answers to Councillor questions at previous meeting**

- *Councillor Williams noted 12 months ago it had been bought up at Council, that staff were going to investigate with the property owner on the south side of the transfer station to trim the poplars. He asked if that had been done.*
  - M Bell had overhanging branches removed on the Council's side of the fence, however it was complicated to get the trees topped given they were on private property which was an operating farm.
  - K Waghorne had emailed the Trustees to arrange a meeting with them and D Young and A Childs, would meet to discuss the trees and the proposed land purchase.
- *Councillor Cairns asked for an update since Council had started the auditing of recycling bins and if this had resulted in less contamination.*
  - There had been a drop in contamination since audits began, and overall contamination levels were fairly low.
  - Auditors were still finding bins with nappies, lots of soft plastics, food, and non-recyclable plastics (buckets, toilet seats, etc.) in them.
  - Auditing would be an on-going process.
- *Councillor Fulton asked if there was a mobility access policy?*
  - There is an Accessibility Plan, and Martin Pugh from the Community Team was currently managing the review of this document.
  - The solid waste team were asked to comment on new developments and their focus was on how easy it was for residents to put out their bins, collection efficiencies, and limiting the impact of new bins on other residents and footpath users.

#### 6.4 Transport – Mayor Dan Gordon

Due to the absence of Mayor Gordon there was no update on transport.

### 7 MATTERS REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD

#### 7.1 Approval to Install No Stopping Restrictions – South Belt – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transportation Manager)

K Straw presented the report which sought approval for the installation of a pedestrian refuge island on South Belt and the King Street intersection. The approvals sought the installation of approximately 28 metres of no stopping lines associated with the installation of the pedestrian refuge island and the installation of a right turn bay for turning traffic into King Street.

Moved: Councillor Ward

Seconded: Councillor Mealings

**THAT** the Utilities and Roading Committee:

- (a) **Approves** the installation of no-stopping restrictions at the following locations, as a result of the planned minor improvement project:
  - i. Outside No. 99 South Belt (approximately 12m long)
  - ii. Outside No. 1 King Street (approximately 16m long)
- (b) **Approves** the installation of a right turn lane into King Street from South Belt as part of the project to install a pedestrian refuge island.
- (c) **Notes** that the installation of no stopping lines at this site equates to the loss of five on-street car parking spaces.
- (d) **Notes** that this pedestrian refuge, associated right turn bay, and no stopping was previously included in the now cancelled Rangiora Town Cycleway project, and that the design for this was previously endorsed by the Board, and approved by Council in November 2023.
- (e) **Notes** that there was general support for the refuge in South Belt as part of the now cancelled Rangiora Town Cycleway project, and the width of the refuge will accommodate cycles to future proof this pedestrian refuge crossing.

**CARRIED**

Councillor Ward noted that this matter had been well discussed during the Rangiora-Ashley Community Board meeting and she was comfortable with the motion.

Councillor Williams noted that he would support the motion however had a fundamental objection to car parking being removed especially in this area which was busy during sports events. He noted that residents had to use vehicles due to the lack of suitable public transport and the distances that needed to be travelled and therefore every car park was needed. However, he acknowledged that in this instance there was no other option.

Councillor Mealings stated that she was not too worried about the loss of carparking in this instance given the increased parking options provided by the park and ride area.

7.2 **Kippenberger Avenue – Approval of Bus Stop Locations – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transportation Manager)**

K Straw presented the report which sought approval for parking restrictions and changes associated with the Kippenberger Avenue Urbanisation Project specifically for the installation of a new bus stop outside Lamb and Heyward Funeral Home, the installation of a new bus stop outside No. 91/93 Kippenberger Avenue, the installation of a new pedestrian island outside No. 107 Kippenberger Avenue and the installation of no-stopping lines outside 107 Kippenberger Avenue.

K Straw brought the Committee's attention to the three new recommendations made by the Rangiora-Ashley Community Board, namely (i) to (k) which noted that this work should not continue until after Environment Canterbury had reviewed the 97 bus route.

Moved: Councillor Ward

Seconded: Councillor Redmond

**THAT** the Utilities and Roading Committee:

- (a) **Approves** the installation of a new Bus Stop on Kippenberger Avenue (eastbound) outside Lamb and Heyward Funeral Home.
- (b) **Approves** the installation of a new Bus Stop on Kippenberger Avenue (westbound) outside No. 91 / 93 Kippenberger Avenue.
- (c) **Approves** the installation of a new pedestrian refuge outside No. 107 Kippenberger Avenue for the purposes of accommodating a pedestrian crossing facility and the 18.0m of required no-stopping lines.
- (d) **Notes** that the impacted businesses and residents have been consulted on these locations and that they have no objection to the proposed works.
- (e) **Notes** that there is no change to the bus route as a result of this project.
- (f) **Notes** that Council staff have discussed the proposed locations with Environment Canterbury, who have no immediate objections.
- (g) **Notes** that two additional parking bays have been incorporated into the design on the northern side of Kippenberger Avenue, providing on-road parking bays for up to six additional vehicles.
- (h) **Notes** that an additional three street trees are to be installed after minor path design changes are made which are not reflected on the provided plans following discussions with Greenspace.
- (i) **Notes** that the eastbound bus stop (recommendation a) will be considered as part of the project works and utilised as car parking until a final decision is made on the future of Route 97.
- (j) **Notes** that the westbound bus stop (recommendation b) will not be constructed as part of the project works and will only be constructed once the future of Route 97 is known.
- (k) **Notes** that the implementation of the bus stops is subject to Environment Canterbury's continuation of Route 97 (or subsequent public transport services along Kippenberger Avenue) following the upcoming review.

**CARRIED**

Councillor Williams raised concern regarding removing carparking noting that the grass berm in front of Lamb and Heyward was used for parking during funerals.

Councillor Ward supported the motion stating that this matter, including car parking, had been discussed at the Board meeting.



Councillor Redmond supported the motion however believed that the new (i) to (k) recommendations basically repeated the (a) to (c) recommendations.

Councillor Ward stated that she was pleased with the additional items which gave clarity.

7.3 **Kippenberger Underpass –J McBride (Roothing and Transportation Manager) and J McSloy (Development Manager)**

J McSloy presented the report sought approval to decommission the underpass located at Kippenberger Avenue. She took the report as read.

Moved: Councillor Williams

Seconded: Councillor Ward

**THAT** the Utilities and Roothing Committee:

- (a) **Approves** the decommissioning of the underpass located at Kippenberger Avenue, approximately 24m east of Devlin Avenue.
- (b) **Approves** staff proceeding to seek pricing from three contractors to decommission the underpass.
- (c) **Notes** the estimated cost of decommissioning is \$100,000.
- (d) **Notes** the works would be funded out of the Subdivision Contributions budget. That budget is forecast to be overspent in this financial year (Trim 240717116901); however, the long-term average is within budget, and often, projects anticipated by the budget do not occur due to developer delays. If it is not possible to undertake the project this financial year, it will be completed in summer 2025/26.
- (e) **Notes** the works at the southern side of the underpass for the benefit of the developer will be paid for by them.
- (f) **Notes** staff presented on this topic to the Utilities and Roothing Committee on 15 October 2024.
- (g) **Notes** staff will engage with the lease holder to formalise a deed of surrender.

**CARRIED**

Councillor Williams supported the motion noting that the underpass needed to be decommissioned.

Councillor Ward concurred and Councillor Redmond noted that it was a pity that a solution could not be found to keep the underpass in operation.

**8 MATTERS REFERRED FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD**

8.1 **Charles Street – Approval of the Scheme Design and Proposed Relocation of a Mobility Park – K Straw (Civil Projects Team Leader), J McBride (Roothing and Transportation Manager) and D Roxborough (Strategic and Special Projects Manager)**

K Straw presented the report which sought the approval of the scheme design for Charles Street, Kaiapoi which included the installation of line marking / road layout changes for Charles Street, relocating a mobility car park, formalising the existing P120 parking restrictions, implementing a short stretch of no stopping restrictions and implementing a further P120 restriction on the existing mobility park.

Councillor Redmond asked who paid for the relocation of a business access way and was told that normally the business would however as the Council had planned works in the area the Council would pay for the majority of the work, however NZ Post would be responsible for any extra expenditure incurred in moving the accessway. Councillor Redmond also queried if P120 restrictions were appropriate in this location which generally had a quick turnaround. J McBride stated that the restrictions already existed and besides this would bring Kaiapoi restrictions in line with those in Rangiora.

Councillor Williams asked who paid for the loss of a carpark due to the relocation of the accessway. G Cleary replied that there were rules and process to follow and there was no charge for a loss of parking spaces.

Moved: Councillor Redmond

Seconded: Councillor Ward

**THAT** the Utilities and Roothing Committee:

- (a) **Approves** the proposed Charles Street Scheme Design as per Trim: 250114004447.
- (b) **Approves** the implementation of 6m of no-stopping, between the relocated NZ post entrance, and the existing angle parking, noting that there is insufficient space to accommodate an on-road parking space in this location.
- (c) **Notes** that the revised design retains the existing angle parking, and that the footpath width has increased, and the width of the central painted median is reduced to accommodate the wider footpath area.

**CARRIED**

Councillor Redmond noted that he had not been present at the Kaiapoi-Tuahiwi Community Board meeting during the discussion of this item and was surprised at the P120 restriction in an area that had a high turnover of vehicles. However, the design was appropriate.

## 9 **QUESTIONS UNDER STANDING ORDERS**

Nil.

## 10 **URGENT GENERAL BUSINESS**

Nil.

## 11 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councilor Mealings

Seconded: Councillor Redmond

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

- 9.1 Confirmation of Public Excluded Minutes from 10 December 2024.
- 9.2 Contract 24/61 – Kerb and Channel Renewals 2024/2025 Tender Evaluation and Contract Award Report.

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:

*See Public Excluded Agenda (separate document)*

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
9.1	Confirmation of Public Excluded Minutes from 10 December 2024	Good reason to withhold exists under Section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities LGOIMA 7(2)(h).
9.2	Contract 24/61 – Kerb and Chennel Renewals 2024/2025 Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. LGOIMA Section 7 (2)(a), (g) and (i).

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting commenced at 10.49am and concluded at 10.52am.*

**OPEN MEETING**

**NEXT MEETING**

The next meeting of the Utilities and Roading Committee will be held on Tuesday 18 March 2025 at 9am.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RAC-03-32/250305036264**REPORT TO:** UTILITIES AND ROADING COMMITTEE**DATE OF MEETING:** 18<sup>th</sup> March 2025**AUTHOR(S):** Don Young, Senior Engineering Advisor**SUBJECT:** Town Centre Upgrades Budget – Additional Kerb and Channel Replacement in Raven Quay**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report is to request the Committee approve expenditure of existing budget on additional kerb and channel replacement and the associated footpath in Raven Quay in Kaiapoi.
- 1.2. The Council has allocated a budget towards upgrading the District's town centres. At this stage this budget has not been allocated to any specific projects. Staff are holding a workshop with the Committee on 18 March to develop criteria for assessing each project, and a procedure for approving each project, to be followed by a report approving the agreed approach.
- 1.3. In the interim, there is an opportunity in Raven Quay which needs to be considered in advance of this date due to contract timeframes.

Attachments:

- i. Map of different sections of Raven Quay kerb and channel (Trim 250305036776)
- ii. Photo of section recommended to be replaced under Town Area budget (250306037580)

**2. RECOMMENDATION****THAT** the Utilities and Roading Committee:

- (a) **Receives** Report No. 250305036264.

EITHER

- (b) **Approves** the expenditure of up to \$20,000 on the Raven Quay kerb and channel and associated footpath to be funded by the Town Centre Upgrades Budget (PJ100359.000.5134) which has a budget of \$20,000 in the 2024/25 financial year.
- (c) **Notes** that this will be carried out as a variation to the existing Contract 23/36 Raven Quay 3 Waters renewals, to be valued on the submitted contractual rates.
- (d) **Circulates** this report to the Kaiapoi Tuahiwi Community Board for information.

OR

- (e) **Declines** expenditure on the Raven Quay kerb and channel and associated footpath
- (f) **Circulates** this report to the Kaiapoi Tuahiwi Community Board for information.

### 3. **BACKGROUND**

- 3.1. The Council allocates a budget towards Town Centre Upgrades. This budget is used for a range of different projects in any of the District's town centres, including traffic improvements, pedestrian and cyclist improvements, and amenity improvements. This includes responding to third party developments, by adding additional facility beyond what was intended.
- 3.2. There is currently \$20,000 budgeted in the 2024/25 financial year, which at this stage has not been allocated. The Long-Term Plan then includes further budgets in future years, as noted in the financial section below.
- 3.3. At this stage, there is not a defined process for allocating this budget to specific projects. Staff will hold a workshop with the Committee on 18 March to discuss criteria to apply and a process to follow to allocate the budget to specific projects, which will be followed by a decision-making report to confirm the approach.
- 3.4. In the meantime, an opportunity has arisen that needs a decision in advance of a decision-making report that will come before the Committee following that workshop. Currently there is a significant pipe replacement project taking place in Raven Quay. As a result of those works there is a length of existing kerb and channel that needs replacing as part of the works (coloured blue on Attachment i). There is also a further length of kerb and channel that is in poor condition (coloured green on Attachment i), and Roading staff have requested it be replaced as part of this contract.
- 3.5. However, there is approximately 37m in between these two sections (coloured brown in Attachment i) which is in reasonable condition (as seen in Attachment ii), and it is not justifiable to replace it using the kerb and channel replacement budget. This budget is subsidised by NZTA, and there are clear criteria to be met before this budget could be used, which this kerb and channel does not meet.
- 3.6. While this section is not cracked or in poor condition, it is aging (records appear to indicate it was installed in 1975, but it is possible that it is more recent than that), will have an older appearance, and will require replacement sooner. (It is noted that kerb and channel has a life of 80-100 years, and so this section is well short of its design life.)
- 3.7. Also leaving it in the middle of two new sections will result in a 'patchwork' result. Due to the high amenity of this part of the Kaiapoi Town Centre, it is recommended to replace the full length, to provide a complete finished product when the current work is completed. In addition to the kerb and channel, the footpath behind the kerb and channel will also need replacing.
- 3.8. Due to the timeframe of the current contract, this needs instructing to the contractor prior to the end of March, to be included in their programme.
- 3.9. Note that there is no intention to replace the footpath on the north side of Raven Quay.

#### 4. **ISSUES AND OPTIONS**

- 4.1. Option 1 – Do not replace the middle section of kerb and channel and associated footpath as part of the current contract
- 4.2. The Committee could choose not to allocate this funding towards the Raven Quay kerb and channel and associated footpath. It may choose this option on the basis that it has not yet considered the full range of projects that it may like to support, and therefore it is not appropriate to allocate funding in advance of this.
- 4.3. The disadvantage of this is that if this decision isn't made now, it will be too late, as the road reinstatement will be completed before a process and criteria is determined. It is also worth noting that it is unlikely that there will be sufficient time after the Utilities and Roothing workshop and follow-up decision-making report to spend the 2024/25 budget before the end of the financial year, and so if the budget is not allocated to this project, it would need to be carried over. If the Committee then subsequently wished to replace this middle section of kerb and channel and associated footpath, there would be inefficiencies in process of procurement and construction, in addition to further disruption to this part of the Kaiapoi town centre.
- 4.4. Option 2 – replace the middle section of kerb and channel and associated footpath as part of the current contract
- 4.5. The Committee could choose to allocate a budget of \$20,000 from the Town Centre Upgrades budget towards the Raven Quay kerb and channel and associated footpath. It may choose this option in order to ensure that the finished outcome after the contract is completed includes a better finished product, without differing ages and appearances of the assets, and that the replacement of the kerb and channel will all happen together at an appropriate time in the future, maximising efficiencies in process and construction, and minimising further disruption in the future.
- 4.6. It should also be noted that, subject to the discussions at the workshop with the Committee on the criteria to consider for future spend of the Town Centre Upgrades budget as well as the Committee's subsequent decision on this, staff consider that this kerb and channel project meets the intentions of the budget and draft criteria proposed that will be discussed with the Committee.
- 4.7. As this is solely a decision for the Committee, neither option is recommended by the staff.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. An attractive town centre adds to civic pride and enjoyment.

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

#### 5. **COMMUNITY VIEWS**

##### 5.1. **Mana whenua**

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

##### 5.2. **Groups and Organisations**

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

##### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

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

The current Town Centre Upgrades budget has \$20,000 in 2024/25, none of which has been allocated. A quoted rate has been received for the work, so the contract rates are fixed, and the total cost for the kerb and channel and immediately adjacent footpath is likely to be around \$15,000. However, increasing the allocated budget to \$20,000 allows for some on-site discretion around the width of footpath replacement, and whether there are other footpath areas adjacent to the other kerb and channel replacement sections not covered by other budgets, that there is benefit in replacing.

The Annual Plan / Long Term Plan allows for a further \$30,000 in 2025/26, \$265,000 in 2026/27 and \$300,000 in each 2027/28, 2030/31, and 2033/34, and the workshop with the Utilities and Roading Committee will be to allow discussion on a more structured approach to spending that budget.

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

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Replacing all of the kerb and channel at this stage will be more efficient (and a lower carbon loading) than returning to replace a single section alone.

### 6.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. The primary risk is that allocating funding to this project prior to considering all possible projects would result in a less-than-optimal decision, given other potential priorities. This is a low risk, as there is significant funding still to be allocated compared to this relatively small amount. The risk of missing this opportunity could be considered higher.

### 6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. These will be dealt with under the existing contact requirements.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

The Local Government Act affects this decision.

### 7.3. **Consistency with Community Outcomes**

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

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

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

#### 7.4. **Authorising Delegations**

As budget has already been allocated by the Council, it is appropriate that a committee allocates the funding.

The Town Centre Upgrades budget is intended to be spent on roading works, landscaping and public spaces, and so there are matters that affect both Utilities and Roading, and Community and Recreation. However, in order to ensure consistent decision making, it is appropriate that the projects within the Town Centre Upgrades budget are considered by one committee, and due to the majority of issues being in Utilities and Roading area, this committee is appropriate.

In a general sense, once the Committee has allocated funding for projects, it is intended that the appropriate Community Board may form a view on the detailed implementation. In this particular instance, this step would not add value.









26



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** CON201817-05 SHW-02-01 / 250218025857**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD**DATE OF MEETING:** 12 March 2025**AUTHOR(S):** Kitty Waghorn, Solid Waste Asset Manager**SUBJECT:** Proposed Early Collection Area: Percival, Victoria and Murray Streets, Rangiora**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report is to inform the Rangiora-Ashley Community Board (RACB) about the impacts that increases in parking demand in some streets near the town centre is impacting on the efficiency of providing kerbside collections, and to seek a recommendation from the RACB to the Utilities and Roading Committee that they approve the proposed change to the kerbside collection starting time in Percival, Victoria and Murray Streets to alleviate these impacts.
- 1.2. Owing to ongoing business and district growth, there has been an increase in on-street parking demand in Victoria Street, Percival Street and Murray Street, which is resulting in cars being parked in front of residents' bins and rubbish bags on collection day. This area has a high proportion of high-density housing, and there are few options available for residents to place bins and bags for collection on the berm where they are clear of parked cars.
- 1.3. The collection truck drivers must exit the truck to move the bins clear of the cars for the truck to lift them for collection, which increases both the overall collection time and health and safety risks for the drivers. There is also a higher chance that the drivers may miss seeing some of the rubbish bags and bins as they drive along.
- 1.4. Council staff have discussed options to reduce the possibility of missed collections, reduce health and safety risks and interactions between passing or parking vehicles and collection trucks, and improve the efficiency of collections to ensure collections to other areas are not delayed. Three options have been considered: Status Quo (Option 1); Designation as a Difficult Access Area (Option 2); and Designation as an Early Start Area (Option 3).
- 1.5. Staff recommend Option 3, which would bring the forward start time of collections for these three streets to before 7:00 am, so that the trucks can have clear access to the bins and bags before cars are parked along the street frontages for all-day parking. The messaging to residents in these three streets will be to put bags and bins out by 6:30 am on collection day, however we note that the collections would not commence until 6:45 am.
- 1.6. Staff consider that the recommended early collections will reduce impacts on collection efficiencies and traffic conflicts in those residential streets neighbouring the town centre where there is a significant level of long-term parking.

**Attachments:**

- i) Proposed Early Collection Area (TRIM No. 250218025867)

## 2. **RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250218025857.
- (b) **Supports** the proposal to bring the collection time forward in Victoria Street, Percival Street and Murray Street to make collections in this area more efficient and effective.

*AND*

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roothing Committee:

- (c) **Approves** designating the following streets as “Early Collection Streets”:
  - i) Victoria Street from No. 7 to 59, between Northbrook Road and Queen Street.
  - ii) Percival Street from No. 69 to 119A, between Victoria Street and Queen Street.
  - iii) Murray Street from No. 1A/2 to No. 35, between George Street and Queen Street.
- (d) **Notes** that these collections would not start earlier than 6:30 am and are more likely to commence at 6:45 am.
- (e) **Notes** that the school, residents and residential facilities in these streets will be notified about the change in collection times at least one week in advance of the change in the collection time.

## 3. **BACKGROUND**

- 3.1. As a result of continuing business growth in the Rangiora CBD and ongoing district growth, there has been an increase in on-street parking demand in Victoria Street, Percival Street and Murray Street. The increases in the number of cars being parked in front of residents' bins on collection day is exacerbated by the high level of residential housing and the presence of schools and aged care facilities in and near these streets. There are limited options for residents and the institutions to place their bins and rubbish bags out on these streets where long-term parking does not occur.
- 3.2. Staff have noted that while there is some residential on-street parking before 7:00 am, longer-term daytime parking starts around 7:00 am and by 8:00 am the streets are packed. Although residents may place their bins in areas that are free of cars in the evening, cars park in front of the bins in the morning before collections can begin in these streets.
- 3.3. The collection truck drivers must therefore exit the truck – which must remain parked in the live lane – to move the bins clear of the cars for the truck arm to lift them for collection, return the bins to the berm, enter the truck to drive further and repeat the process.
- 3.4. This manual handling increases health and safety risks for the drivers and increases the overall collection time which impacts on other road users. Passing drivers must wait behind or negotiate around the parked truck, and there is an increased risk of interactions between vehicles with drivers trying to park while the truck is parked or driving along the road.
- 3.5. There is also a higher chance that the drivers may miss seeing rubbish bags and some of the bins as they approach. This issue therefore impacts on kerbside collection levels of service in these streets and for the wider community.
- 3.6. Solid Waste staff have worked to find a solution that will reduce the possibility of missed collections, improve the efficiency and timeliness of collections, reduce health and safety risks for road users and collection staff, and ensure a good level of service can be provided to all residents.

- 3.7. Staff note that the Council is consulting on Parking Management Plans for the Rangiora and Kaiapoi town centres. The proposed approaches involve measures to optimise existing parking assets, manage demand, and increase supply of parking in the town centres. We note that this may result in long-term parking moving to more residential streets around the edges of the Rangiora town centre.
- 3.8. This in turn may mean more streets would need to be designated for 'early collections' to mitigate the impacts of those changes in parking patterns. However, staff consider that the recommended early collections will reduce impacts on collection efficiencies and traffic conflicts in those residential streets neighbouring the town centre where there is a significant level of long-term parking. Staff will monitor impacts of changes to parking patterns to determine if more streets should be designated for "early collections" in the future.

#### 4. **ISSUES AND OPTIONS**

- 4.1. Three options have been considered: Status Quo (Option 1); Designation as a Difficult Access Area (Option 2); and Designation as an Early Start Area (Option 3). The collection contract allows for the identification of both Difficult Access and Early Start Areas, although at the time the contract was tendered Council did not have any areas designated in this way.
- 4.2. Option 1: Status Quo. This is not recommended.
  - 4.2.1. Continuing with the current collection times and method has a high risk that bins and bags would be missed by the contractor, which impacts on levels of service to residents. It increases collection times because the driver must move the majority of bins to the truck to empty them, and return the bins to the berms, which in turn impacts on the timeliness of collections in other areas.
  - 4.2.2. The requirement to manually move the bins also extends the time that the truck blocks the live lane of these roads which impacts on other road users. Passing drivers must wait behind or negotiate around the parked truck.
  - 4.2.3. This option also has heightened health and safety risks for contractor staff and other road users.
  - 4.2.4. There is a risk of injury to the drivers who frequently exit and re-enter their trucks, particularly those collection trucks that don't have low-entry access. There is an increased risk of interactions between vehicles with drivers trying to park while the truck is parked on or driving along the road.
- 4.3. Option 2: Designate the three streets as Difficult Access Streets. A Difficult Access service allows for a second staff member to accompany the truck driver to move the bins and bags, potentially reducing collection delays. This is not recommended.
  - 4.3.1. Designating Victoria, Percival and Murray Streets as "difficult access" streets would enable collections to be carried out using an additional staff member to move the bins and bags for collections so that the driver does not have to constantly exit from and return to the truck.
  - 4.3.2. The 'runner' could walk along the berm to move bins and bags to where the truck can easily reach the bins for emptying, but the speed of collections would be tied to the speed of the 'runner' and not the truck as the runner would still have to return the bins to the berm once they are emptied. This is unlikely to fully address the delays in finishing collections in this area and the impacts of delayed collections in other parts of Rangiora.
  - 4.3.3. This service would come at an additional cost and would increase health and safety risks for collection staff and would not address the current level of risk around interactions between passing or parking vehicles and collection trucks.

- 4.3.4. Given the trucks are left-hand drive during collections, the additional staff member would have to exit and re-enter the truck from the live-lane side of the truck which increases the risk of traffic-related accidents, in addition to the usual risks of climbing out of and into the truck, crossing side roads, and moving potentially heavy bins.
- 4.3.5. There have been several accidents around the country relating to the presence of 'runners' for kerbside collections, and Council and WM do not recommend utilising this method for bin and bag collections.
- 4.4. Option 3: Designate the three streets as Early Start. This allows for collection trucks to commence collections before 7:00am, which would be before most of the long-term cars are parked in front of the bins. This is the recommended option.
- 4.4.1. Under this option, collections would commence at around 6:45am with one truck collecting organics bins and another two trucks collecting either recycling or rubbish (depending on the weekly collection cycle), with the aim of completing collections before 7:00 am when cars start to arrive and park for the day.
- 4.4.2. Starting 15 minutes earlier is not likely to cause issues for residents from the noise of collections. It will mean the trucks can collect at their normal speed as there will be fewer cars parked on the street at this time of day, and residents will have placed their bins away from their own and neighbours parked cars.
- 4.4.3. This reduces Health and Safety risks and delays caused by the drivers having to move bins to make the collections and would reduce the level of risk around interactions between passing or parking vehicles and the collection trucks. Further, this option increases levels of service for this area, with fewer 'missed' bags and bins, and lessens service impacts for the wider community.
- 4.5. On balance, staff recommend that Victoria Street, Percival Street and Murray Street be designated as an 'early start' area and that the starting time for collections in these streets be brought forward from 7:00 am to 6:45 am.

#### **Implications for Community Wellbeing**

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

### **5.2. Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### **5.3. Wider Community**

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

The change to collection times in Victoria Street, Percival Street and Murray Street is likely to result in some initial concerns from residents, however staff propose to allay these concerns by undertaking a letter-drop to all properties in these streets and visiting the rest home and school to explain why the collection time is changing.

This change will provide a better level of service for residents in these streets, and staff trust that this information will alleviate any concerns.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. Option 3 does not come at an additional cost to the contract.

This budget is included in the Annual Plan/Long Term Plan in the Collection Account Contract GL codes 10.400.239.2502 (Organics), 10.400.244.2502 (Rubbish) and 10.400.245.2502 (Recycling).

### 6.2. **Sustainability and Climate Change Impacts**

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

### 6.3. **Risk Management**

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

There is still a risk that cars may park in front of bins and bags after they have been placed out for collection, in which case the driver will still have to move some of the bins/bags to make the collections. However, these risks are considerably reduced in the recommended option.

The impact on levels of service from missed bags/bins are being reduced by bringing the collection start time to before too much long-term on-street parking starts. Council staff will endeavour to address any such issues as and when they arise in the future.

### 6.4. **Health and Safety**

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

The proposed option reduces the current level of risk of injury to the drivers who frequently exit and re-enter their trucks, particularly those collection trucks that don't have low-entry access; and reduces the risk of interactions between vehicles with drivers trying to park while the truck is parked on or driving along the road.

As discussed in Section 6.2, there is still a risk that cars may park in front of bins and bags after they have been placed out for collection, in which case the driver will have to exit and return to the truck move some bins/bags to make the collections. However, the proposed option considerably reduces the frequency of this occurrence.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Local Government Act

Public Health Act

Waste Minimisation Act

Health and Safety at Work Act 2015

### 7.3. **Consistency with Community Outcomes**

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

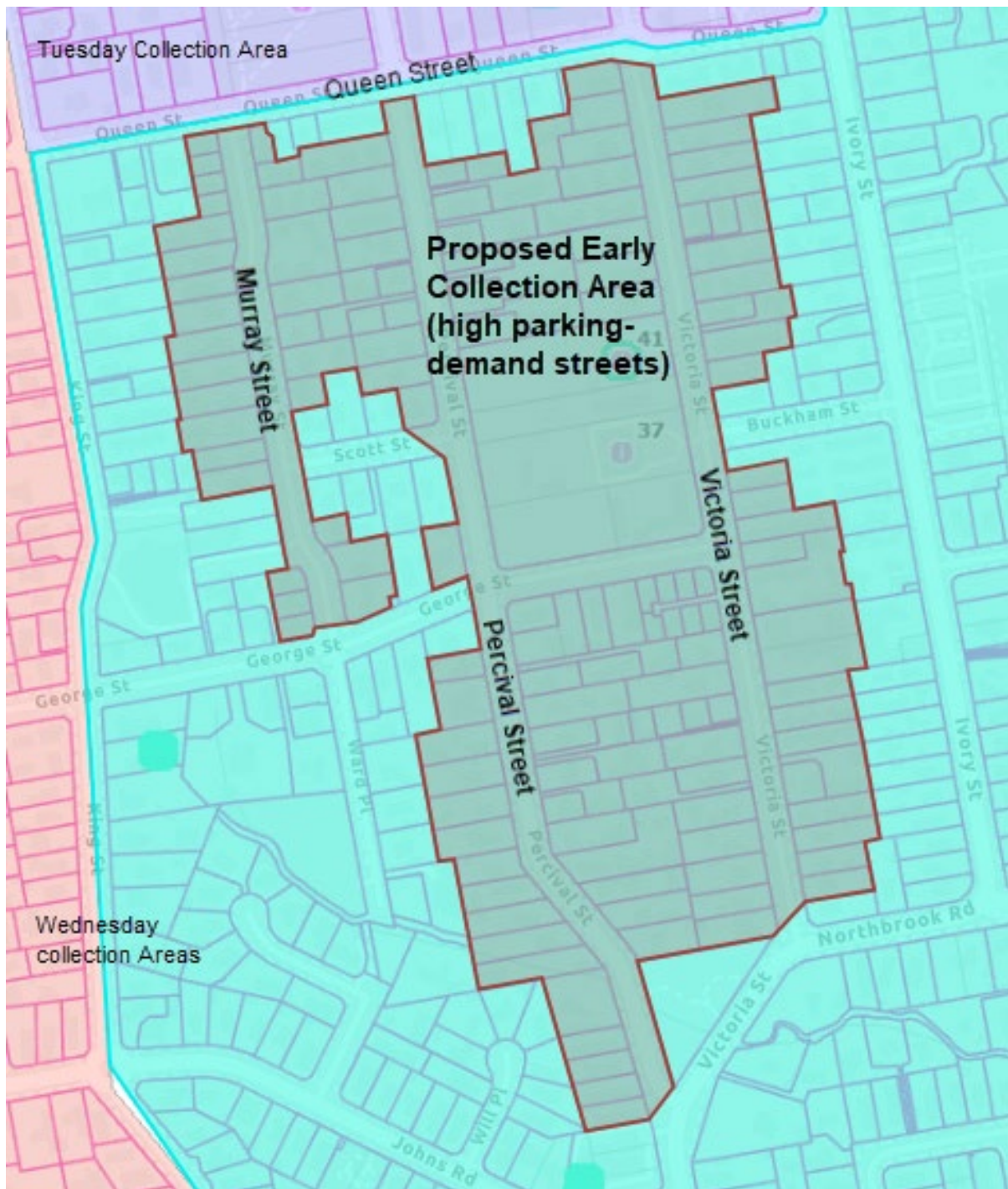
- Infrastructure and services are sustainable, resilient, and affordable


#### 7.4. **Authorising Delegations**

The Community Boards can make recommendations to Council or Council Committees.

The Utilities and Roading Committee have the delegated authority to approve this matter, given that there are no budgetary impacts.



*Attachment i: Proposed Early Collection Area*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** CON2024107-01/250225031219**REPORT TO:** MANAGEMENT TEAM**DATE OF MEETING:** 3<sup>rd</sup> March 2025**AUTHOR(S):** Don Young, Senior Engineering Advisor  
Tjaart van Rensburg, Water Unit Manager**SUBJECT:** Contract 24-107 Supply of Liquid Caustic for Water Treatment Tender Evaluation and Contract Award Report**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to authorise Council staff to award Contract 24-107 Supply of Liquid Caustic for Water Treatment to Ixom Operations Pty Ltd for a sum of \$99,200, excluding GST.
- 1.2. This contract involves supply and delivery of Liquid Caustic to the Mandeville water treatment plant.
- 1.3. In total one tender was received for this contract. In accordance with the Conditions of Tendering the tenders were evaluated by the Lowest Price Conforming.
- 1.4. The Engineer's Estimate for the physical works contract was \$120,000, excluding GST.
- 1.5. Following tender evaluation it is recommended that the tender of Ixom Operations Pty Ltd for \$99,200, excluding GST, be accepted.
- 1.6. This contract is funded from Mandeville Water Supply Treat – Chemical Costs (GL 10.308.686.2701)), which has a total available budget of \$105,510. The tender price is within the available budget.

**Attachments:**

- i. Tender Opening Documentation – Trim 250220027532
- ii. Tender Evaluation Documentation – Trim 250226031316

**2. RECOMMENDATION****THAT** the Management Team:

- (a) **Receives** Report No. 250225031219
- (b) **Authorises** Council staff to award Contract 24-107 Supply of Liquid Caustic for Water Treatment to Ixom Operations Pty Ltd for a term of three years, for a total sum (over three years) of \$99,200 plus GST.
- (c) **Notes** that this project is funded from the Mandeville Water Supply Treat – Chemical Costs (GL 10.308.686.2701) and that there is budget available over the next three years of \$105,510.
- (d) **Notes** the contract has a term of three years, with two possible one-year extensions.

- (e) **Notes** that staff are satisfied that all appropriately qualified and equipped contractors were aware of this proposal and the price is fair and reasonable, and the fact that there is only one tenderer reinforces the small pool of suitable tenderers.
- (f) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and prices of all tenders, and number of tenders received. This information will be made available to the public if requested
- (g) **Circulates** this report to the Utilities and Roading Committee for their information.

### 3. **BACKGROUND**

#### 3.1. **Background**

3.1.1. The contract works involve the supply and delivery of liquid Caustic to Mandeville Water treatment Plant.

3.1.2. Liquid Caustic is used to correct the pH of water supplies where necessary.

#### 3.2. **Tender Process**

##### 3.2.1. Tender Opening

This tender was a public tender and was advertised on GETS and VendorPanel.

Tenders for the project closed at 4.00pm on Wednesday 19<sup>th</sup> February 2025. In total one tender was received before closing time. In accordance with the Conditions of Tendering the tenders were opened by:

- Envelope 1: the General Manager, HR and Organisational Development, and Cllr Cairns.

The Lowest Tender was received from Ixom Operations Pty Ltd for \$99,200.

##### 3.2.2. Alternative Tenders, Tags and Arithmetic Errors

There were no alternative tenders submitted.

The recommended tender from Ixom Operations Pty Ltd did not contain any tags.

The recommended tender from Ixom Operations Pty Ltd did not contain any arithmetic errors.

#### 3.3. **Attribute and Price Evaluation**

3.3.1. The tender was evaluated by Lowest Price Conforming Method. The tender evaluation team consisted of: Tjaart van Rensburg

- Josh Palmer
- Don Young

The tender evaluation team assessed the following non-price attributes:

- Relevant Experience
- Capacity and Capability
- Health and Safety

No specific referee checks were made in this instance as the Contractor is known by staff to have completed similar recent works to a high standard.

As part of the tender evaluation, each member of the tender evaluation team has completed the required Conflict of Interest declaration form that is included within the Tender Evaluation documentation.

3.3.2. The health and safety risk associated with this contract is assessed to be Medium, and therefore the minimum acceptable attribute score required for this attribute was 60.

The table below summarises the tender price (In ascending order), non-price attribute assessment and SiteWise registration.

Tenderer	Tender Price	Satisfactory Non-Price Attributes	Sitewise Registration
----------	--------------	-----------------------------------	-----------------------

Ixom Operations Pty Ltd	\$99,200	YES	See below
-------------------------	----------	-----	-----------

*\*Note that only the attributes of the lowest tenderer are required to be checked, provided that they all pass.*

The table above demonstrates that each of Ixom Operations Pty Ltd non price attributes were assessed and found to pass, and that they had the lowest price of the conforming tenderers.

Ixom Operations Pty Ltd is not currently an assessed member of the SiteWise system. However they are Prequalified under an alternative (Impac Prequal). Given the nature of the works, (Chemical Supply and delivery), this alternative is appropriate. Note the tenderer has also submitted a detailed standard Operating Procedure for Unloading chemical from tanker to storage tank as well as a detail Site Specific Site Requirement Plan. Along with the additional information that Ixom Operations Pty Ltd submitted for the Health and Safety Attribute, the evaluation team as satisfied that Ixom Operations Pty Ltd can complete the works in a safe manner.

#### 4. **ISSUES AND OPTIONS**

4.1. Management Team have the following options available to them:

4.1.1. Option 1 - accept the tender from Ixom Operations Pty Ltd for \$99,200 from the Mandeville Water Supply Treat – Chemical Costs (GL 10.308.686.2701) budget for Contract 24-107. This is the recommended option.

4.1.2. Option 2 - reject all tenders and re-tender. This is not recommended, as the price received was competitive, within budget and less than the engineer's estimate.

#### 5. **Implications for Community Wellbeing**

6. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Providing timely delivery of water treatment chemicals s important to ensure ongoing wellbeing.

#### 7. **COMMUNITY VIEWS**

##### 7.1. **Mana whenua**

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

##### 7.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

##### 7.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

#### 8. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

##### 8.1. **Financial Implications**

8.1.1. The Engineer's estimate for the physical works contract was \$120,000.

8.1.2. The tender price of \$99,200 is comparable to this estimate.

8.1.3. The available budget versus the recommended tender price is summarised in the table below:

Budget name	Mandeville Water Supply Treat – Chemical Costs
PJ Number	(GL 10.308.686.2701)

<b>Total Budget <sup>a</sup></b>	<b>\$246,610</b>
Spent to date (including carry over) <sup>b</sup>	\$41,100
Remaining PDU fees <sup>c</sup>	\$0
Other commitments <sup>d</sup> (Sodium hypochloride)	\$100,000
<b>Total existing commitments <sup>e</sup></b> (=b+c+d)	<b>\$141,100</b>
<b>Total Proposed Tender <sup>h</sup></b> (=f + g)	<b>\$99,200</b>
<b>Total Forecast Expenditure <sup>i</sup></b> (= e + h)	<b>\$240,300</b>
<b>Remaining Budget <sup>j</sup></b> (= a – i)	<b>\$6,310</b>

8.1.4. The above demonstrates that the acceptance of the recommended tender price of \$99,200 will result in total forecast expenditure of \$240,300 against a budget allowance of \$246,610. This indicates that there is adequate budget available to allow the tender to be accepted.

8.2. **Sustainability and Climate Change Impacts**

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

8.3. **Risk Management**

The normal risks associated with delivery of hazardous chemicals apply and these have been mitigated by choosing a contractor with appropriate skills and training.

8.4. **Health and Safety**

Health and Safety was assessed as part of the tender evaluation and covered in section 3.3 above.

**9. CONTEXT**

9.1. **Consistency with Policy**

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

9.2. **Authorising Legislation**

The Water Services Act and Local Government Act are relevant in this matter.

9.3. **Consistency with Community Outcomes**

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

9.4. **Authorising Delegations**

The Management Team has the delegated authority to receive this report and accept the successful tender, on behalf of the Council.

## GOVERNANCE

# Opening of Tender Documents

**Contract: (Number - Title)** Supply of Liquid Caustic for Water Treatment - 24/107

## Opening

**Tender closing date:** 19/02/2025

**Time:** 4pm

**Location:** Virtual TEAMS

**Date/Time stamp here:**

Thea Kunkel  
19/02/2025

First Envelope - Authorised Tender Opener (L2/Councillors)		
Name	Position	Signature
Sam Salthouse	General Manager HR and Organisational Development	
Brent Cairns	Councillor	

☒ **Second envelope not required**


Second Envelope - Authorised Tender Opener (L2/Councillors)		
Name	Position	Signature

**Tenders Secretary to confirm evaluation panel and date evaluation complete prior to opening of envelope 2:**

☒ **Panel confirmed** D Young, T van Rensburg and J Palmer

**Date:** 24/02/2025

**Engineer's estimate excluding GST:** \$120,000

Name of Tenderer	Tender Submission		Price excluding GST	Comment
	Hard copy	Electronic		
Ixom Operations Pty Ltd			\$99,200.00	Tagged
-----			-----	-----

Continued over page

[illegible]




## LOWEST PRICE CONFORMING EVALUATION

**File Number:** CON2024107-01 **TRIM No.:** 250226031316

**Contract Name:** Supply of Liquid Caustic for Water Treatment

**Recommended Tenderer's Name:** Ixom Operations Pty Ltd

### PART ONE: CONFLICT OF INTEREST AND CONFIDENTIALITY AGREEMENT

	Tjaart van Rensburg	Josh Palmer	Don Young
Do you, or your immediate family have any personal interest in the purchasing decision? <i>(e.g. you own shares in a supplier or related company)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Are you a relative or close friend of someone with a personal interest in the goods or services being purchased or who could be personally affected by the purchasing decision? <i>(e.g. a family member is an employee or shareholder of a supplier)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Do you have any personal obligations, loyalties or bias that could influence the way you conduct procurements, evaluate offers and recommend purchases? <i>(e.g. a close friendship with an employee of a supplier? Are you employed by, have you been employed by, or hold any office with any tenderer, including executive relationships such as Director or Board Member)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Have you, or your immediate family, within the past year been offered any special discounts, gifts, trips, hospitality, rewards or favours with a value greater than \$50 by suppliers of the goods or services being purchased? <i>(e.g. free travel; free samples for your own use)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier? <i>(e.g. you have expressed strong views about a supplier; you worked for/contracted to a supplier; you use a supplier's corporate box at a sports event, you have been a witness for or against any tenderer, or an expert witness in proceedings involving any tenderer in the past two years)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
	NAME: Tjaart v Rensburg	NAME Josh Palmer	NAME Don Young
	DATE 26/2/2025	DATE 26/02/2025	DATE 25/02/2025
	SIGNATURE 	SIGNATURE 	SIGNATURE 

**NOTE:** If you respond to any question with a "Yes" or "Potentially", you will be required to either find a suitable replacement for your position within the Evaluation Team, or put your conflict in writing to the Tender Secretary (cc Level 2 Manager) seeking approval to remain on the evaluation team.



## LOWEST PRICE CONFORMING EVALUATION

### PART TWO: LOWEST PRICE EVALUATION

Name of Tender (Ranked in Price Order)		Non Price Attributes							Amount of Tender	Tags (a)	Arithmetic Error (b)
		P=Pass F=Fail									
		1	2	3	4	5	6	7			
1	Ixom Operations Pty Ltd	P	P	P					\$99,200	N	N
2											
3											
4											
5											
6											
7											
8											
9											

(1) = Relevant Experience      (2) = Capacity and Capability      (3)= Health and safety

#### General Comments

*Ixom were the only price received, and are an acceptable price.*  
*Ixom have been carrying out this work for a number of years and are well versed with the Council's requirements.*

## LOWEST PRICE CONFORMING EVALUATION

### Assessment of Non-Price Attributes for: Coombes Aquatic Ltd

(1) Relevant Experience	
Has the tenderer nominated relevant projects in their submission?	Yes
Are the relevant nominated projects within a relevant time period, and location?	Yes
Has the tenderer addressed any key aspects identified in 107.3?	Yes
Do we require the nominated Principals Representative to be contacted for reference?	No
GENERAL COMMENTS:	
Evaluation Result (Pass / Fail):	
Pass	

(2) Capacity and Capability	
Has the tenderer provided satisfactory evidence of capacity and capability in receiving and logging calls and requests?	Yes
Has the tenderer provided satisfactory evidence of capacity and capability in having sufficient chemical of the appropriate quality and composition on hand at short notice?	Yes
Has the tenderer provided satisfactory evidence of capacity and capability in having sufficient trucks and drivers available to delivery chemical within the expected time period?	Yes
Yes	
GENERAL COMMENTS:	
Evaluation Result (Pass / Fail):	
Pass	

## LOWEST PRICE CONFORMING EVALUATION

### (7) Health & Safety

This contract has a H&S Risk assessed as being MEDIUM, requiring a desirable minimum SiteWise score of 60

Sitewise Pre-qualification Score of 100%

Sitewise Expiry Date exceeds the programmed completion date for the contract? No

Does additional information need to be reviewed to ensure that the tenderer has the required standard of H&S Systems? No

Does the tenderer have a satisfactory H&S track record on previous contracts (including reporting of incidents, sign in procedures, and safe methods of conducting their work) Yes

Does the tenderer clearly demonstrate within the Methodology that works will be carried out in the safest way possible, and that the Key Risks (nominated in Section 2.4) are addressed? Yes

Evaluation Result (Pass / Fail):	Pass
----------------------------------	------

## LOWEST PRICE CONFORMING EVALUATION

### Assessment of Tags

(a) Declared Tags	
Has the tenderer declared any tags on the Form of Tender, or their cover letter?	N/A
Have any potential hidden tags been identified in the tender submission?	No
Are the tags acceptable?	N/A
Do the tags need to be valued?	N/A
GENERAL COMMENTS:	

### Tender Submission

(b) Miscellaneous	
Is the tender free of any arithmetic errors?	Yes
Has the tenderer included all Provisional Sums and Contingency Values in the tender amount?	Yes
Has the tenderer acknowledged all Notice to Tenderers?	N/A
Does the Dayworks & Overheads Schedule include acceptable rates?	N/A
Does the tenderers programme allow for the correct start / end dates and / or contract period?	N/A
GENERAL COMMENTS:	

Signature of Evaluator(s)



Name: Josh Palmer



Name: Tjaart van Rensburg

**LOWEST PRICE CONFORMING EVALUATION**

Name: Don Young

Note: All Evaluation Team Members must have completed, and signed Part One of this evaluation form, and must not have any Conflict of Interest.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** CON2024105-01/250225030450**REPORT TO:** MANAGEMENT TEAM**DATE OF MEETING:** 3<sup>rd</sup> March 2025**AUTHOR(S):**  
Don Young, Senior Engineering Advisor  
Tjaart van Rensburg, Water Unit Manager**SUBJECT:** Contract 24/105 Supply of Sodium Hypochlorite for Water Treatment -  
Tender Evaluation and Contract Award Report**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to authorise Council staff to award Contract 24/105 Supply of Sodium Hypochlorite for Water Treatment to Coombes Aquatic Ltd for a sum of \$279,200, excluding GST.
- 1.2. This contract involves supply and delivery of Sodium Hypochlorite (chlorine) to ten water treatment plants around the District, on an as-required basis.
- 1.3. In total two tenders were received for this contract. In accordance with the Conditions of Tendering the tenders were evaluated by the Lowest Price Conforming Method. One of the tenderers submitted a non-complying bid and so was not considered further.
- 1.4. The Engineer's Estimate for the physical works contract was \$365,400 excluding GST, over a two-year period.
- 1.5. Following tender evaluation, it is recommended that the tender of Coombes Aquatic Ltd for \$279,200, excluding GST, be accepted.
- 1.6. This contract is funded from various budgets (as noted in the financial section) which has a total budget of \$823,510 over three years (2024/25, 2025/26 and 2026/27). With actual costs to date, and other costs beyond the two-year term subtracted, the available budget is \$600,768. The tender price is \$279,200 over two years (starting from midway 2024/25). Therefore, the tender price is within the available construction budget

**Attachments:**

- i. Tender Opening Documentation – Trim 250220027531
- ii. Tender Evaluation Documentation – Trim 250225031184

**2. RECOMMENDATION****THAT** the Management Team:

- (a) **Receives** Report No. 250225030450.
- (b) **Authorises** Council staff to award Contract 24/105 Supply of Sodium Hypochlorite for Water Treatment to Coombes Aquatic Ltd for a period of 2 years, for a sum of (over two years) of \$279,200.

- (c) **Notes** that this project is funded from the Oxford Urban and #2, Oxford Rural #1, Mandeville, West Eyreton, Pegasus, Kaiapoi, Rangiora Water budgets (10.316.686.2701, 10.315.686.2701, 10.314.686.2701, 10.308.686.2701, 10.320.686.2701, 10.302.686.2701, 10.309.686.2701, 10.300.686.2701) and that there is budget available of \$600,678.
- (d) **Notes** the contract has a term of two years, with two possible one-year extensions.
- (e) **Notes** that staff are satisfied that all appropriately qualified and equipped contractors were aware of this proposal and the price is fair and reasonable, and the fact that there is only one tenderer reinforces the small pool of suitable tenderers.
- (f) **Notes** that in accordance with the Conditions of Tendering, all tenderers will be advised of the name and prices of all tenders, and number of tenders received. This information will be made available to the public if requested
- (g) **Circulates** this report to the Utilities and Roading Committee for their information.

### 3. **BACKGROUND**

- 3.1. The contract works involve the supply and delivery of Sodium Hypochlorite (chlorine) to ten water treatment plants around the District, on an as-required basis. The sites are as follows

- 3.1.1. McPhedrons Rd WTP, 273 McPhedrons Rd, Oxford
- 3.1.2. Domain Rd WTP, 452 Domain Rd, Oxford
- 3.1.3. Two Chain Rd WTP, 937 Two Chain Rd, Mandeville
- 3.1.4. West Eyreton WTP, 1468 North Eyre Rd, West Eyreton
- 3.1.5. Pegasus WTP, 15 Atkinsons Lane, Pegasus
- 3.1.6. Peraki St WTP, 41E Peraki St, Kaiapoi
- 3.1.7. Darnley Square WTP, 4 Sewell St, Kaiapoi
- 3.1.8. South Belt WTP, 11 Pentecost Rd, Rangiora
- 3.1.9. Marsh Rd Storage, 141D Marsh Rd, Rangiora
- 3.1.10. Oxford WWTP, Oxford

#### 3.2. **Tender Process**

##### 3.2.1. Tender Opening

This tender was a public tender and was advertised on GETS and VendorPanel.

Tenders for the project closed at 4.00pm on Wednesday 19<sup>th</sup> February 2025. In total two tenders were received before closing time. In accordance with the Conditions of Tendering the tenders were opened by:

- Envelope 1: the General Manager HR and Organisational Development and Cr Cairns

The Lowest Tender was received from Coombes Aquatic Ltd for \$279,200. (Note the Opening of Tender Documents indicates a tendered price of \$264,000, but it omitted to take into account a second part of the schedule. Note also that the Coombes tendered price is based on the lowest per litre rate, and that for smaller quantities the rate will be higher. There is sufficient allowance in the budget to cater for this.)

##### 3.2.2. Alternative Tenders, Tags and Arithmetic Errors

There were no alternative tenders submitted. However, Ixiom Operations Pty Ltd submitted a non-complying tender, that did not allow for delivering the chemical to each of the water treatment sites.

The recommended tender from Coombes Aquatic Ltd did not contain any tags.

The recommended tender from Coombes Aquatic Ltd did not contain any arithmetic errors.

### 3.3. Attribute and Price Evaluation

3.3.1. The tender was evaluated by Lowest Price Conforming Method. The tender evaluation team consisted of:

- Tjaart van Rensburg
- Josh Palmer
- Don Young

The tender evaluation team assessed the following non-price attributes:

- Relevant Experience
- Capacity and Capability
- Health and Safety

No specific referee checks were made in this instance as the Contractor is known by staff to have completed similar recent works to a high standard.

As part of the tender evaluation, each member of the tender evaluation team has completed the required Conflict of Interest declaration form that is included within the Tender Evaluation documentation.

3.3.2. The health and safety risk associated with this contract is assessed to be Medium, and therefore the minimum acceptable attribute score required for this attribute was 60.

The table below summarises the tender price (In ascending order), non-price attribute assessment and SiteWise registration.

Tenderer	Tender Price	Satisfactory Non-Price Attributes	Sitewise Registration
Coombes Aquatic Ltd	\$279,200	YES	100%
Ixiom Operations Pty Ltd	Noncomplying	Not Assessed	N/A

*\*Note that only the attributes of the lowest tenderer are required to be checked, provided that they all pass.*

The table above demonstrates that each of Coombes Aquatic Ltd's non price attributes were assessed and found to pass, and that they had the lowest price of the conforming tenderers.

## 4. ISSUES AND OPTIONS

4.1. Management Team have the following options available to them:

- 4.1.1. Option 1 - accept the tender from Coombes Aquatic Ltd for \$279,200 from the budget as identified in the financial section below for Contract 24/105 Supply of Sodium Hypochlorite for Water Treatment. This is the recommended option.
- 4.1.2. Option 2 - reject all tenders and re-tender. This is not recommended, as the price received was competitive, within budget and less than the engineer's estimate.

## 5. Implications for Community Wellbeing

5.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Providing timely delivery of water treatment chemicals is important to ensure ongoing wellbeing.

## 6. COMMUNITY VIEWS

### 6.1. Mana whenua

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

### 6.2. Groups and Organisations



There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### 6.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

## 7. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 7.1. Financial Implications

7.1.1. The Engineer's estimate for the physical works contract was \$365,400.

7.1.2. The tender price of \$279,200 is comparable to this estimate.

7.1.3. The available budget versus the recommended tender price is summarised in the table below:

Scheme	GL	Budget (over three years)	Actual spend	Other committed costs (final 6 months)	Remaining budget available (over three years)	Expected cost
Oxford Urban and #2	10.316.686.2701 10.315.686.2701	61,760	4,416	11,000	57,344	
Oxford Rural #1	10.314.686.2701	49,390	6,667	8,500	42,723	
Mandeville	10.308.686.2701	246,610	34,642	140,300 <sup>1</sup>	211,968	
West Eyreton	10.320.686.2701	13,930	1,498	2,500	12,432	
Pegasus	10.302.686.2701	60,520	11,253	10,000	49,267	
Kaiapoi	10.309.686.2701	146,850	9,984	24,500	136,866	
Rangiora Water	10.300.686.2701	244,450	15,682	41,000	228,588	
		<b>823,510</b>	<b>84,142</b>	<b>237,800</b>	<b>501,568</b>	<b>279,200</b>

<sup>1</sup> – includes expected cost of Liquid Caustic

7.1.4. The above demonstrates that the acceptance of the recommended tender price of \$279,200 will result in total forecast expenditure of \$600,000 against a budget allowance of \$823,510. This indicates that there is adequate budget available to allow the tender to be accepted.

### 7.2. Sustainability and Climate Change Impacts

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

### 7.3. Risk Management

7.3.1. The normal risks associated with delivery of hazardous chemicals apply and these have been mitigated by choosing a contractor with appropriate skills and training.

### 7.4. Health and Safety

Health and Safety was assessed as part of the tender evaluation and covered in section 3.3 above.

**8. CONTEXT****8.1. Consistency with Policy**

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

**8.2. Authorising Legislation**

The Water Services Act and Local Government Act are relevant in this matter.

**8.3. Consistency with Community Outcomes**

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

**8.4. Authorising Delegations**


The Management Team has the delegated authority to receive this report and accept the successful tender, on behalf of the Council.

## GOVERNANCE

## Opening of Tender Documents

**Contract: (Number - Title)** Supply of Sodium Hypochlorite for Water Treatment - 24/105**Opening****Tender closing date:** 19/02/2025**Time:** 4pm**Location:** Virtual TEAMS**Date/Time stamp here:**Thea Kunkel  
19/02/2025

## First Envelope - Authorised Tender Opener (L2/Councillors)



Name	Position	Signature
Sam Salthouse	General Manager HR and Organisational Development	
Brent Cairns	Councillor	

☒ **Second envelope not required**

## Second Envelope - Authorised Tender Opener (L2/Councillors)

Name	Position	Signature

**Tenders Secretary to confirm evaluation panel and date evaluation complete prior to opening of envelope 2:**☒ **Panel confirmed** D Young, T van Rensburg and J Palmer**Date:** 24/02/2025**Engineer's estimate excluding GST:** \$365,400

Name of Tenderer	Tender Submission		Price excluding GST	Comment
	Hard copy	Electronic		
Coombes Aquatics Ltd			\$264,000	Tagged
Ixom Operatoins Pty Ltd			-----	Non Conforming
-----			-----	-----




Continued over page

[illegible]

## LOWEST PRICE CONFORMING EVALUATION

<b>File Number:</b>	CON2024105	<b>TRIM No.:</b>	250225031184
<b>Contract Name:</b>	Supply of Sodium Hypochlorite for Water Treatment		
<b>Recommended Tenderer's Name:</b>	Coombes Aquatic Ltd		

### PART ONE: CONFLICT OF INTEREST AND CONFIDENTIALITY AGREEMENT

	Tjaart van Rensburg	Josh Palmer	Don Young
Do you, or your immediate family have any personal interest in the purchasing decision? <i>(e.g. you own shares in a supplier or related company)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Are you a relative or close friend of someone with a personal interest in the goods or services being purchased or who could be personally affected by the purchasing decision? <i>(e.g. a family member is an employee or shareholder of a supplier)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Do you have any personal obligations, loyalties or bias that could influence the way you conduct procurements, evaluate offers and recommend purchases? <i>(e.g. a close friendship with an employee of a supplier? Are you employed by, have you been employed by, or hold any office with any tenderer, including executive relationships such as Director or Board Member)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Have you, or your immediate family, within the past year been offered any special discounts, gifts, trips, hospitality, rewards or favours with a value greater than \$50 by suppliers of the goods or services being purchased? <i>(e.g. free travel; free samples for your own use)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier? <i>(e.g. you have expressed strong views about a supplier; you worked for/contracted to a supplier; you use a supplier's corporate box at a sports event, you have been a witness for or against any tenderer, or an expert witness in proceedings involving any tenderer in the past two years)</i>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
	NAME: Tjaart v Rensburg	NAME Josh Palmer	NAME Don Young
	DATE 26/2/2025	DATE 26/02/2025	DATE 25/02/2025
	SIGNATURE 	SIGNATURE 	SIGNATURE 

**NOTE:** If you respond to any question with a "Yes" or "Potentially", you will be required to either find a suitable replacement for your position within the Evaluation Team, or put your conflict in writing to the Tender Secretary (cc Level 2 Manager) seeking approval to remain on the evaluation team.

## LOWEST PRICE CONFORMING EVALUATION

### PART TWO: LOWEST PRICE EVALUATION

Name of Tender (Ranked in Price Order)		Non Price Attributes							Amount of Tender	Tags (a)	Arithmetic Error (b)
		P=Pass F=Fail									
		1	2	3	4	5	6	7			
1	Coombes Aquatic Ltd	P	P	P					\$279,200	N	N
2	Ixiom Operations Pty Ltd										
3											
4											
5											
6											
7											
8											
9											

(1) = Relevant Experience      (2) = Capacity and Capability      (3)= Health and safety

#### General Comments

*Coombes were the lowest acceptable price, as Ixiom did not submit a complying bid (did not include delivery to sites).*

*Coombes have been carrying out this work for a number of years and are well versed with the Council's requirements.*

## LOWEST PRICE CONFORMING EVALUATION

### Assessment of Non-Price Attributes for: Coombes Aquatic Ltd

(1) Relevant Experience	
Has the tenderer nominated relevant projects in their submission?	Yes
Are the relevant nominated projects within a relevant time period, and location?	Yes
Has the tenderer addressed any key aspects identified in 107.3?	Yes
Do we require the nominated Principals Representative to be contacted for reference?	No
GENERAL COMMENTS:	
Evaluation Result (Pass / Fail):	
Pass	

(2) Capacity and Capability	
Has the tenderer provided satisfactory evidence of capacity and capability in receiving and logging calls and requests?	Yes
Has the tenderer provided satisfactory evidence of capacity and capability in having sufficient chemical of the appropriate quality and composition on hand at short notice?	Yes
Has the tenderer provided satisfactory evidence of capacity and capability in having sufficient trucks and drivers available to delivery chemical within the expected time period?	Yes
Has the tenderer provided satisfactory evidence of capacity and capability in having access to plant, labour and materials suitable for emptying the tanks, disposing of the contents, cleaning out the tanks and refilling?	Yes
GENERAL COMMENTS:	
Evaluation Result (Pass / Fail):	
Pass	

## LOWEST PRICE CONFORMING EVALUATION

### (7) Health & Safety

This contract has a H&S Risk assessed as being MEDIUM, requiring a desirable minimum SiteWise score of 60

Sitewise Pre-qualification Score of 100%

Sitewise Expiry Date exceeds the programmed completion date for the contract? No

Does additional information need to be reviewed to ensure that the tenderer has the required standard of H&S Systems? No

Does the tenderer have a satisfactory H&S track record on previous contracts (including reporting of incidents, sign in procedures, and safe methods of conducting their work) Yes

Does the tenderer clearly demonstrate within the Methodology that works will be carried out in the safest way possible, and that the Key Risks (nominated in Section 2.4) are addressed? Yes

Evaluation Result (Pass / Fail): Pass



## LOWEST PRICE CONFORMING EVALUATION

### Assessment of Tags

#### (a) Declared Tags

Has the tenderer declared any tags on the Form of Tender, or their cover letter?	N/A
Have any potential hidden tags been identified in the tender submission?	No
Are the tags acceptable?	N/A
Do the tags need to be valued?	N/A

GENERAL COMMENTS:

### Tender Submission

#### (b) Miscellaneous

Is the tender free of any arithmetic errors?	Yes
Has the tenderer included all Provisional Sums and Contingency Values in the tender amount?	Yes
Has the tenderer acknowledged all Notice to Tenderers?	N/A
Does the Dayworks & Overheads Schedule include acceptable rates?	N/A
Does the tenderers programme allow for the correct start / end dates and / or contract period?	N/A

GENERAL COMMENTS:

Signature of Evaluator(s)



Name: Josh Palmer



Name: Tjaart van Rensburg

**LOWEST PRICE CONFORMING EVALUATION**

Name: Don Young

Note: All Evaluation Team Members must have completed, and signed Part One of this evaluation form, and must not have any Conflict of Interest.