WAIMAKARIRI
DISTRICT COUNCIL

Council Agenda

COUNCIL MEETING

Tuesday 3 September 2019

Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:

Mayor David Ayers
Deputy Mayor Kevin Felstead
Councillor Neville Atkinson
Councillor Kirstyn Barnett
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
Councillor John Meyer
Councillor Sandra Stewart
Councillor Paul Williams

The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in the **COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA** on **TUESDAY 3 SEPTEMBER 2019** at **1.00PM.**

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. APOLOGIES

2. CONFLICTS OF INTEREST

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

3. ACKNOWLEDGEMENTS

4. CONFIRMATION OF MINUTES

4.1. **Minutes of a meeting of the Waimakariri District Council held on 6 August 2019**

RECOMMENDATION *13-33*

THAT the Council:

(a) **Confirms** as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 6 August 2019.

4.2. **Public Excluded Minutes of a meeting of the Waimakariri District Council held on 6 August 2019**

Refer to blue pages of public excluded agenda.

MATTERS ARISING

5. DEPUTATIONS AND PRESENTATIONS

6. ADJOURNED BUSINESS

7. REGENERATION REPORTS

7.1. Earthquake Infrastructure Recovery Programme – Final Update August 2019 – Gary Boot (Senior Engineering Advisor)

RECOMMENDATION *34-41*

THAT the Council:

(a) **Receives** report No. 190809111264

(b) **Notes** the recovery works completed construction programme as presented in Attachment 1 of this report.

(c) **Notes** that 56 of the 58 projects on the Earthquake Infrastructure Recovery Programme have been completed, one will be completed in spring 2019 and the last is being delivered as part of the Feldwick/Macintosh stormwater catchment upgrade.

(d) **Notes** that the current estimate for the capital component of the recovery works is $38,700,000, which is equal to the budget.

(e) **Notes** that this is the last in the series of these update reports. Further reporting on the two outstanding projects will be provided by way of the Regeneration Steering Group.

(f) **Forwards** this report to the Utilities and Roading Committee and Regeneration Steering Group for their information.

8. REPORTS

8.1. Johns Road Stormwater Project – Mark Andrews (Utilities Projects Team Leader)

RECOMMENDATION *42-48*

THAT the Council:

(a) **Receives** report No. 190822117769.

(b) **Approves** bringing forward $298,000 of budget from 2022/23 to the 2019/20 financial year.

(c) **Approves** an additional budget of $332,000 in the 2019/20 financial year for the design and construction of the Johns Road and Fraser Place Stormwater pipeline.

(d) **Notes** that this will give a total budget of $630,000 in the 2019/20 financial year for the design and construction of the Johns Road and Fraser Place Stormwater pipeline.

(e) **Notes** that the additional budget will increase the Rangiora Urban Drainage rate by approximately $3.20 or 1.4% per property.

(f) **Notes** that tender design of the Johns Road and Fraser Place pipeline has been completed and construction has been provisionally included within the tender document for Contract 19/34 Rangiora Central Sewer Stage 4 as a Provisional Separable Portion.

(g) **Notes** that Council is not under any obligation to award this portion of the work, however is in a position to take advantage of efficiencies during construction and minimise disruption based on the tendered price.

(h) **Notes** that the tender report will be bought to Council to approve the award of the works.

(i) **Circulates** to the Utilities and Roading Committee for their information.

8.2. **Annual Report to the Alcohol Regulatory and Licensing Authority 2019 – Nick Harrison (Manager Regulation)**

RECOMMENDATION *49-54*

THAT the Council:

(a) **Receives** report No. 190815114149.

(b) **Approves** the attached 2019 Report to the Alcohol Regulatory Licensing Authority (Trim No:190815114105).

(c) **Circulates** a copy of this report to the Community Boards.

8.3. **Appointments to the District Licensing Committee – Nick Harrison (Manager Regulation)**

RECOMMENDATION *55-57*

THAT the Council:

(a) **Receives** report No. 190821117114.

(b) **Appoints** Councillor Neville Atkinson as a Commissioner and Chairperson of the Waimakariri District Licensing Committee.

(c) **Appoints** Councillor Paul Williams as a Commissioner of the Waimakariri District Licensing Committee.

(d) **Appoints** Councillor Wendy Doody as a Commissioner of the Waimakariri District Licensing Committee.

(e) **Thanks** Councillor John Meyer, member of the Waimakariri District Licensing Committee, for his service to the Committee.

(f) **Appoints** Board Member Jim Gerard as a Commissioner of the Waimakariri District Licensing Committee for a further term.

(g) **Notes** Commissioner Jim Gerard's current term of appointment expires 31 January 2020.

(h) **Notes** Commissioner appointments are for a period of five years or lesser time by Council resolution at any time.

(i) **Notes** Commissioner Al Lawn's appointment expired 31 December 2018.

8.4. **Adoption of Procurement Strategy – Jeff Milward (Manager Finance and Business Support) and Kelly LaValley (Project Delivery Manager)**

RECOMMENDATION *58-116*

THAT the Council:

(a) **Receives** report No. 190815113899.

(b) **Approves** the Procurement Strategy (TRIM 190815114022).

(c) **Notes** that development of an implementation programme is underway, including staff training and awareness.

8.5. **Draft submission on proposed Plan Change 7 to the Canterbury Land and Water Regional Plan and proposed Plan Change 2 to the Waimakariri River Regional Plan – Geoff Meadows (Policy Manager)**

RECOMMENDATION *117-125*

THAT the Council:

(a) **Receives** report No.190813112680;

(b) **Approves** the submission to Environment Canterbury (TRIM No 190813112717) on proposed Plan Change 7 to the Canterbury Land and Water Regional Plan and proposed Plan Change 2 to the Waimakariri River Regional Plan;

(c) **Circulates** the submission to Community Boards for information.

8.6. **Draft submission New Zealand Biodiversity Strategy Discussion Document – Geoff Meadows (Policy Manager)**

RECOMMENDATION *126-133*

THAT the Council:

(a) **Receives** report No.190814113639;

(b) **Approves** the submission (TRIM No 190814113446) to the Department of Conservation on the New Zealand Biodiversity Strategy Discussion Document – *Te Koiroa O Te Koiora;*

(c) **Circulates** the submission to Community Boards for information.

8.7. **Corporate Sustainability Strategy – Mike O'Connell (Senior Policy Analyst)**

RECOMMENDATION *134-154*

THAT the Council:

(a) **Receives** report No. 190801107517.

(b) **Approves** the adoption of the Corporate Sustainability Strategy 2019 for the Council.

(c) **Notes** that the initial work to implement the Strategy's actions will involve the establishment of a cross-council team (group) to undertake that work, utilising resources from existing Unit / Activity budgets.

(d) **Notes** that a formal report will be prepared in 2020 for Management Team consideration of additional funding as part of the Draft 2020/21 Annual Plan process.

8.8. **Recommendations to incoming Council – Jim Palmer (Chief Executive)**

RECOMMENDATION *155-182*

THAT the Council:

(a) **Receives** report No 190822117825.

(b) **Resolves** to continue the following Joint Committees following the 2019 election:

- Greater Christchurch Partnership Committee

- Greater Christchurch Public Transport Joint Committee
- Canterbury Civil Defence and Emergency Management Joint Committee
- Canterbury Waste Joint Committee
- Canterbury Regional Landfill Joint Committee
- Waimakariri Water Zone Joint Committee

THAT the Council recommends to the incoming Council that it:

(c) **Retains** the Councillor Portfolios as per the 2016-2019 term, with the following modifications:

i. Confining the Community Facilities portfolio to large facilities being Aquatic Facilities, Libraries/Service Centres, the Multi-use Sports Centre, Town Halls, and any significant proposals for new and extended community facilities, noting the balance of facilities and their maintenance/management would fall under the Greenspace portfolio.

ii. Extending the Communications portfolio to include customer services.

iii. Retain the Regeneration portfolio with it being reviewed in mid-late 2020.

(d) **Establishes** the following Committees:

- Audit and Risk (Standing Committee)
- District Planning and Regulation (Standing Committee)
- Utilities and Roading (Standing Committee)
- Community and Recreation (Standing Committee)
- Chief Executive Review Committee
- Hearings Committee
- District Licensing Committee
- Mahi Tahi Joint Committee
- Code of Conduct Committee

(e) **Approves** the delegations for the following Committees:

- Audit and Risk (Trim 16092209860)
- District Planning and Regulation (Trim 160922098354)
- Utilities and Roading (Trim 160923098343)
- Community and Recreation (Trim 160928099794)
- Chief Executive Review Committee
- Hearings Committee (Trim 131016094476)
- District Licensing Committee (Trim 130718054804)

(f) **Approves** a Disclosure of Interests Register being maintained for all elected members, including Community Board members.

(g) **Notes** the incoming Council would determine the membership of each committee and its rotation.

(h) **Retains** the rotation of Chairperson for the Audit and Risk, Community and Recreation, District Planning and Regulation, and the Utilities and Roading Committees.

(i) **Develops** a customised development plan for the Mayor and Councillors for the coming term.

9. HEALTH AND SAFETY

9.1. Health and Safety Report to Council August 2019 – Jim Palmer (Chief Executive)

RECOMMENDATION *183-196*

THAT the Council:

(a) **Receives** report No 190820116459

(b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

10. MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS

10.1. District Regeneration - Progress Report to December 2018 – Duncan Roxborough (Implementation Project Manager – District Regeneration)

(Refer to attached copy of report no. 190124007788 to the Regeneration Steering Group 4 February 2019)

RECOMMENDATION *197-218*

THAT the Council:

(c) **Receives** report No. 190124007788.

(d) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.

10.2. District Regeneration - Progress Report to June 2019 - Duncan Roxborough (Implementation Project Manager – District Regeneration)

(Refer to attached copy of report no. 190725104710 to the Regeneration Steering Group 5 August 2019)

RECOMMENDATION *219-239*

THAT the Council:

(a) **Receives** report No. 190725104710.

(b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.

(c) **Circulates** this report to all Community Boards.

10.3. **Arohatia te Awa – Biodiversity and amenity linkages along waterways – Sophie Allen (Water Environment Advisor) and Grant MacLeod (Greenspace Manager)**

(Refer to attached copy of report no. 190314033747 to the Land and Water Working Group meeting 25 July 2019)

RECOMMENDATION *240-246*

THAT the Council:

(a) **Receives** report No. 190314033747.

(b) **Approves** the 'Arohatia te Awa' project objectives, scope and timelines in principal.

(c) **Notes** that a scoping phase, conducted by the Land and Water Project Action Group, is recommended in 2019-2020 to assess staff resources, project areas, similar initiatives and funding availability.

(d) **Circulates** this report to Community Boards, the Utilities and Roading Committee and Community and Recreation Committee for their information.

10.4. **Nitrate pilot study for private wells – Sophie Allen (Water Environment Advisor)**

(Refer to attached copy of report no. 190627090939 to the Land and Water Working Group meeting 25 July 2019)

RECOMMENDATION *247-256*

THAT the Council:

(a) **Receives** report No. 190627090939.

(b) **Notes** the scope of the pilot study, which aims to provide information to private well owners in Cust and Eyreton on nitrate levels in these areas. The aim is to also to test two different sampling techniques, self-supplied sampling or Water Unit staff sampling.

(c) **Notes** that the allocated budget is $10,000 per annum for 2019-20 and 2020-21.

(d) **Notes** that the pilot study in this report is in anticipation of a more extensive programme in 2020-21 onwards of 170 private wells. The extended programme would require additional funding, such as from Environment Canterbury.

(e) **Notes** that specific communication will be undertaken by WDC staff with individual landowners about test results obtained. Any general communication with the wider communities of Cust and Eyreton will depend on test results obtained.

10.5. **Annual Report: Dog Control 2018/19 – Nick Harrison (Manager Regulation)**

(Refer to attached copy of report no. 190730105964 to the District Planning and Regulation Committee meeting of 20 August 2019)

RECOMMENDATION *257-262*

THAT the Council:

(a) **Receives** report No. 190730105964

(b) **Approves** the attached 2018/2019 Annual Report on Dog Control to the Department of Internal Affairs.

(c) **Circulates** a copy of this report to the Community Boards.

10.6. **Establishment of a Targeted Rate for the Sealing of Browns Road and North Eyre Road – Joanne McBride (Roading and Transport Manager)**

(Refer to attached copy of report no. 190801108009 to the Hearing Panel Members, Establishment of a Targeted Rate for the Sealing of Browns Road and North Eyre Road and minutes of that Hearing 15 August 2019)

RECOMMENDATION *263-282*

THAT the Council:

a) **Approves** the targeted rate for the sealing of Browns Road & North Eyre Road as detailed in the Statement of Proposal (Trim 190522072232).

b) **Notes** that property owners have the option of paying by lump sum rather than by a targeted rate.

10.7. **Garrymere Water Supply Upgrade – Feedback from Community Consultation 2019 – Colin Roxburgh (Water Asset Manager)**

(Refer to attached copy of report no. 190731107249 to the Rangiora-Ashley Community Board 13 August 2019)

RECOMMENDATION *283-299*

THAT the Council:

(a) **Receives** report No. 190731107249.

(b) **Notes** that the Garrymere Water Supply Advisory Group has carried out extensive work investigating options to upgrade the Garrymere water supply to achieve compliance with the Drinking-water Standards for New Zealand, and to provide a safe and affordable drinking-water supply to the community.

(c) **Notes** that the Garrymere community have been consulted on the proposed upgrade option, and that there was one submission received in favour of this proposal, and no submissions received against the proposal.

(d) **Notes** that following public consultation the Garrymere Water Supply Advisory Group recommends that the Council proceed with Option A of filtration and UV disinfection being installed at the Garrymere water supply headworks.

(e) **Notes** that there is sufficient budget available of $450,000 to complete this upgrade.

(f) **Approves** staff to proceed with the recommended option to construct a filtration and UV disinfection treatment system at the Garrymere water supply headworks.

10.8. **Improvement to Fencing of Wastewater Treatment Plant Sites – Gavin Hutchinson, (Wastewater Asset Manager)**

Referred from Utilities & Roading Committee, 20 August 2019. *300-331*

That the Council

(a) Receives Report 190805108803.

(b) **Considers** matters from the report.

11. REPORTS FOR INFORMATION

Nil.

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1. **Minutes of a meeting of the Woodend-Sefton Community Board held on 12 August 2019**

12.2. **Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 August 2019**

12.3. **Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 19 August 2019**

Note there was no meeting of the Oxford-Ohoka Community Board in August.

RECOMMENDATION *332-359*

THAT the information in items 12.1 to 12.3 be received.

13. CORRESPONDENCE

14. MAYOR'S DIARY

14.1. **Mayor's Diary 30 July – 26 August 2019**

RECOMMENDATION *360-362*

THAT the Council:

(a) **Receives** report no. 190725104502.

15. COUNCIL PORTFOLIO UPDATES

15.1. **Iwi Relationships – Mayor Ayers**

15.2. **Canterbury Water Management Strategy – Councillor Stewart**

15.3. **International Relationships – Deputy Mayor Felstead**

15.4. **Regeneration (Kaiapoi) – Councillor Blackie**

16. QUESTIONS

(under Standing Orders)

17. URGENT GENERAL BUSINESS

(under Standing Orders)

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes Public Excluded Portion of Council meeting held on 6 August 2019	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.2	Report of Rob Hawthorne (Property Manager)	Proposal for Waikuku Beach Campground Lease	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.3	Report of Gary Stevenson (Development Manager), Kalley Simpson (3 Waters Manager) and Grant MacLeod (GreenSpace Manager)	Budget Brought Forward for Land Purchase from Owners of 382 Mill Road for New Local Purpose – Access Linkage and Stormwater Reserves	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of Kieran Straw (Civil Projects Team Leader) and Owen Davis (Drainage Asset Manager)	Funding for Land Purchase No. 151 & 157 Cones Road	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of Duncan Roxborough (Implementation Project Manager – District Regeneration) and Kevin Dwyer (Landscape Architect)	14A Bowler Street – Addressing repair of shared assets	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of Craig Sargison (Manager Special Projects	Heads of Agreement North Canterbury Sport and Recreation Trust for the Management and operation of the Multi Sports Facility at Coldstream Road	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.7	Simon Hart (Business & Centres Manager) & Rob Hawthorne (Property Manager)	Strategic Property Exchange - 132 & 136 Percival Street, Rangiora	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item Nº	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
19.1 – 19.7	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CLOSED MEETING

See Public Excluded Agenda

OPEN MEETING

19. NEXT MEETING

The next scheduled ordinary meeting of the Council is at 1.00pm on Tuesday 1 October 2019 in the Council Chambers.

Noting this will be the final ordinary meeting of the 2016-19 Council Term.

MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 6 AUGUST 2019 COMMENCING AT 1PM

PRESENT:

Mayor D Ayers, Deputy Mayor K Felstead, Councillors K Barnett, A Blackie, R Brine, W Doody, D Gordon, J Meyer, S Stewart and P Williams.

IN ATTENDANCE:

J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), C Brown (Manager Community and Recreation), G Cleary (Manager Utilities and Roading), S Markham (Manager Strategy and Engagement), K Simpson (3 Waters Manager), J McBride (Roading and Transport Manager), G Meadows (Policy Manager), T Ellis (Development Planning Manager), C Roxburgh (Water Asset Manager), L Beckingsale (Policy Analyst), M Harris (Customer Services Manager), K Waghorn (Solid Waste Asset Manager), G MacLeod (Community Greenspace Manager), B Rice (Senior Transportation Engineer), A Smith (Governance Coordinator).

1. APOLOGIES

Moved Mayor Ayers seconded Councillor Barnett

THAT an apology for absence be received and sustained from Councillor N Atkinson.

CARRIED

2. CONFLICTS OF INTEREST

No conflicts of interest were recorded.

3. ACKNOWLEDGEMENTS

Dirk Cordoen – Mayor of Zonnebeke 2003 - 2015

It was noted with sadness the passing of the former Mayor of Zonnebeke Dirk Cordoen. D Cordoen had visited New Zealand 11 years ago with the delegation from Zonnebeke and Mayor Ayers and Councillors had met him when visiting Zonnebeke for the opening of the extension of the Memorial Museum Passchendaele. D Cordoen was a good friend of this district and condolences had been passed onto family and friends in Belgium, advised Mayor Ayers.

COMMUNITY SERVICE AWARD PRESENTATIONS

Clare Williams

Mayor and Mayoress Ayers and CE Jim Palmer visited the Runanga meeting at the Tuahiwi Marae to present the Community Service Award to Clare Williams on Sunday 4 July. Due to her health, C Williams was unfortunately unable to attend and her award was accepted on her behalf by Joan Bergman. There was quite a large gathering at this Runanga meeting and Mayor Ayers commented that although C Williams was unable to attend, it was appropriate for all those present to hear the reading of her citation.

Gavin Reed

Mr and Mrs Reed were present and Deputy Mayor Felstead read the citation for Mr Reed, noting his long involvement with Waimakariri Irrigation Ltd and many other organisations and sporting groups in the Oxford area. Mayor Ayers presented the Community Service Award for services to the District.

Unconfirmed

4. CONFIRMATION OF MINUTES

4.1. Minutes of a meeting of the Waimakariri District Council held on 2 July 2019

Moved Councillor Blackie Seconded Councillor Felstead

THAT the Council:

(a) **Confirms** as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 2 July 2019 with the inclusion of Councillor Brine as being in attendance.

CARRIED

MATTERS ARISING

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

5.1. Pegasus Community Centre Subcommittee (Roger Rule, Ronel Stephens and Rhonda Mather)

R Rule introduced the presentation and thanked Council for the opportunity for the group to speak. R Mather spoke to a PowerPoint presentation, which provided some background information, with the original discussions between the community and Council starting in November 2015. The opening date of the current community centre was June 2017. There is a Management Agreement between Pegasus Residents Group Inc (PRGI) and the Council which is due to expire in May 2020. This agreement states that booking income is to be used "for consumables and enhancement of the Community Centre equipment". PRGI is responsible for community Centre bookings and keeps income identified separately in the PRGI accounts.

The original proposal for a Community Centre was to be a Council portacom to be located beside the lake swing bridge. This was to include an office space for the Residents Group. Unfortunately this site was not acceptable to Todd Properties, who owned the land and the alternative option was pursued to lease the former pharmacy space from Todd Properties.

The role of the PRGI at the Pegasus Community Centre was highlighted, which includes taking bookings and issuing keys, invoicing users, and providing a monthly report to the Council. There are many regular meetings and events held which, without the community centre wouldn't be able to be held. Information on the details of monthly hours the community centre has been used, separated into free of charge and hours charged for was also provided. The total income since opening of $18,028.30, and expenditure of $5,480.57 was advised. The funds from the community centre bookings currently were held in the bank by the PRGI is $12,663.76.

PRGI expressed concern with the delays since April this year when the Council had given approval for lease of premises to enable expansion of the Community Centre. It was advised that some bookings have been lost due to not having smaller rooms available. A vision of the expansion was shown to the Council and the PRGI encouraged the approval of the budget to cover the expansion fit-out.

It was agreed that the PowerPoint presentation would be circulated to all Councillors.

The Mayor thanked the group for their presentation.

Unconfirmed

6. ADJOURNED BUSINESS

Nil.

7. REGENERATION REPORTS

Nil.

8. REPORTS

8.1. Pegasus Community Centre – G MacLeod (Community Greenspace Manager)

G MacLeod and C Brown presented this report to ratify the $10,000 that the Council has previously agreed to spend on the community centre. This will allow work on the extension to the community centre to commence. The report showed the proposed work to be undertaken and the Council will be working alongside the supporters of the community centre from Pegasus to achieve the agreed outcome for the space.

Question from Councillor Gordon, on the budget figures in the report, G MacLeod said this was created jointly with staff and representatives from the Community Centre supporters. The estimated cost showing is $24,994, and with the budget of $10,000 from the Council and just under $13,000 from the PRGI; there will be a shortfall. G MacLeod advised that looking at equipment and where it is sourced from could reduce the costs and also noting that there will also be funds from future bookings.

Councillor Barnett asked with the amount of community support for this facility, is there any way to save some money in this project. G MacLeod said this would be possible, referring to groups such as the Kaiapoi Menz Shed who could potentially be involved. The Council would need to identify any work that volunteers did and noted there is still work that would need to have a Sitewise contractor to undertake.

The stop work notice was put in place on the site, as the Council could not continue any works until the lease had been signed. G MacLeod confirmed that the lease had now been signed.

There was discussion on the funds that the PRGI were holding from bookings of the community centre to date and G MacLeod said these funds would be included in the budget for all the works to enable the expansion to proceed.

Moved Councillor Gordon Seconded Councillor Blackie

THAT the Council:

(a) **Receives** report No. 190725104368.

(b) **Approves** that staff engage with a contractor to enable the list of works as identified in attachment i Trim 190725104368 to proceed.

(c) **Notes** that this list is to be agreed with lessor prior to any work being undertaken

(d) **Notes** that the list of works exceeds the $10,000, however, this is a contribution from Council to enable the works to happen. The Pegasus Residents Group also currently holds funding received from previous bookings to assist with this building fit out.

(e) **Circulates** this report to the Woodend Sefton Community Board.

CARRIED

unconfirmed

Councillor Gordon thanked the representatives for their earlier presentation and acknowledged the support of other members of the Pegasus community who were also in attendance.

Councillor Gordon supported the Council building a future facility in Pegasus. There is a clear need for a meeting space and it is fortunate that this space has been available for immediate use with some improvements for the extension, he said. If there is a need to extend the budget slightly, Councillor Gordon supported this and looked forward to seeing this facility opened. Hopefully this project will keep on track and Councillor Gordon would like to see the aspirations of the community achieved.

Councillor Blackie reiterated Councillor Gordons comments.

Councillor Meyer congratulated the team in Pegasus are doing are good job and their enthusiasm with this project.

Councillor Barnett congratulated the Pegasus Residents Group for the hard work they have done on this facility and for bringing the community together. It is important to build a good community that looks after its residents she remarked. Comments from Councillor Gordon were acknowledged on the interim need for a community centre, before a more permanent facility is available in the future. Councillor Barnett remarked she would have preferred to see this as a $25,000 budget, for accounting purposes, but with the enthusiasm and passion of the community group, these budgets are likely to come down.

Councillor Williams stated he was in support of the Pegasus Residents Group and offered apologies for the delay in the process to date, and thought the project was well ahead of this current position.

8.2. **Waimakariri Public Arts Trust – C Brown (Manager Community and Recreation)**

C Brown presented this report which sought approval of the Council to establish a Public Art Advisory Trust and potential funding for art in public spaces. This would include seeking expressions of interest from the public to become Trustees. There will be a minimum of five, and a maximum of seven trustees, including two Councillors appointed as Council Trustees.

This matter went out for public consultation in 2018 as part of the Long Term Plan process and C Brown extended apologies for the delay in this report coming back to the Council.

If this recommendation is approved by the Council it is planned to advertise for members of the public interested in being Trustees during August and September, and a further report coming to the Council in the new term, seeking ratification of those interested in these positions and also selecting two Councillors to the roles of Trustees.

Councillor Gordon asked if there were any projects pending while awaiting for the formation of this Public Art Advisory Trust and what process could be put in place so any projects were not delayed. C Brown noted that there have been projects that would have been extremely useful to have the Public Arts Trust consider. Primarily these projects have been going back to the Community Boards to consider during this time (ie mentioned the painting of the Oxford Public Toilets).

It is hoped to have this Pubic Arts Trust in place prior to the end of this year.

Unconfirmed

Mayor Ayers asked if there was an inventory of artworks that are in public places currently available that could come under a Waimakariri Public Arts Trust. C Brown said there is such an inventory of artwork, but did mention that memorials and memorial trees were not listed at present.

Moved Councillor Doody Seconded Councillor Barnett

THAT the Council:

(a) **Receives** report No. 190724103838.

(b) **Notes** that the Community was consulted on the establishment of a Public Arts Trust as part of the 2018 LTP.

(c) **Approves** the Waimakariri Public Arts Trust Deed (Trim 190730106137).

(d) **Approves** the formation of a Public Arts Trust.

(e) **Approves** staff calling for expressions of interest from the Community for Trustees.

(f) **Notes** that a report will be prepared for the new Council to consider the appointment of Trustees and legally forming the Trust.

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

CARRIED

Councillors Doody and Barnett both supported the forming of this Trust.

Councillor Gordon supports this matter progressing and believes that having public art is very important for the community.

8.3. Smith Street Well 5 – Rangiora Water Supply – C Roxburgh (Water Asset Manager)

C Roxburgh and K Simpson presented this report. C Roxburgh advised that the purpose of this well is a backup well to the current four wells that are required to supply water for Rangiora. If any of these wells fail for any reason, this well is the intended back up. Water was found at 190 metres, it is fully compliant with the chemical requirements of the Drinking Water Standards, but the manganese levels are close to the guidelines.

Moved Councillor Williams Seconded Councillor Doody

THAT the Council:

(a) **Receives** report No. 190701092611.

(b) **Notes** that the 5th bore drilled at Smith Street in Kaiapoi for the Rangiora water supply was successful in finding a water supply source of sufficient quality to meet the DWSNZ, but that the manganese levels were close to the guideline value which warrant further consideration.

(c) **Notes** that the operation of the well can be managed to minimise the risk of any aesthetic issues resulting from this source, while still ensuring it provides its primary intended function of providing for growth on the Rangiora scheme while still having the required level of resilience.

(d) **Notes** that it is estimated that a further $200,000 will be required to complete the project, which is allowed for within existing budgets.

unconfirmed

(e) **Approves** staff proceeding with the final stages of physical works for the project, which is budgeted and programmed for completion in the current financial year.

(f) **Circulates** this report to the Rangiora-Ashely Community Board and the Kaiapoi-Tuahiwi Community Board for their information.

CARRIED

Councillor Barnett noted that manganese is not a risk to health and is something that the Woodend water supply users have been dealing with for quite some time.

8.4. Tuahiwi to Ashley River Speed Limit Review Approval to Consult – B Rice (Senior Transportation Engineer) and N Rochford (Graduate Engineer)

J McBride and B Rice were present for consideration of this report. J McBride advised that it had originally been planned for the Council to go out to consultation in November this year on speed limits in the wider Tuahiwi area. With NZTA now going out to public consultation on the Highway speed limits, it is considered beneficial for the Council to go out to consultation with the community at the same time on this eastern district area. Staff have carried out some preliminary work reviewing speed limits and this report requests approval to go out to consult on these. The consultation period is proposed from 7 August to 9 September 2019.

Corrections noted in the report (and recommendation), in Table 1, the proposed speed limited for Pegasus Boulevard from SH1 to the Infinity Drive Roundabout should read 60kph (not 80kph). Also in the report *Table 2 NZTA Proposed Speed limits,* the Northern end of Waikuku to Ashley River Bridge speed limit to remain at 100kph.

Following a question from Councillor Gordon, J McBride confirmed that this matter would normally have been taken to the Community Boards prior to going out to consultation. But with consulting concurrently with the NZTA, this has meant that there has not been time to allow for the item to be taken to the Community Board meetings.

Councillor Barnett asked previously there had been discussion on having the consultations work together with NZTA, with one set of documents, so people do not have to be submit twice. J McBride does not believe it is realistic to have a one submission platform. The two different organisations have different approval processes but it was advised that there would be links on each organisations websites to make sure that people can easily access the information for both organisations. There is also process in place should a submission be directed to the wrong organisation.

Councillor Barnett asked the reasons for wanting to consult on a 40kph speed limit through Tuahiwi Village, as there is no other rural towns currently with this speed limit in the district. B Rice responded that 40kph is the new speed limit recommended for most urban areas. Tuahiwi is the first village being considered with this new speed limit. There will be some traffic calming measures required in Tuahiwi before this speed limit is introduced. J McBride confirmed there is $50,000 in the Minor Improvements Budget to allow for such work to be undertaken.

Moved Councillor Meyer Seconded Councillor Gordon

THAT the Council:

(a) **Receives** report No. 190723103362.

unconfirmed

(b) **Approves** consultation being carried out on the proposed speed limit changes summarised below

Table 1: Recommended Speed Limits, Rangiora to Waikuku

Location	Current (km/h)	Proposed (km/h)
Coldstream Road, from the end of the existing 50km/h limit to the eastern end of the Multi-Use Sports Facility.	100	50
Coldstream Road from the eastern end of the Multi-Use Sports Facility to Smarts Road.	100	80
Golf links Road entire length	100	80
Marchmont Road entire length	100	80
Smarts Road entire length	100	80
Tulls Road entire length	100	80
Wards Road entire length	100	80
Pegasus Boulevard from SH1 to the Infinity Drive Roundabout	70	60
Preeces Road entire length	100	80
Kaiapoi Pa Road entire length	100	80

Table 2: Recommended Speed Limits, Tuahiwi Area

Location	Current (km/h)	Proposed (km/h)
Tuahiwi Road from Boys Road to a point 100m north west of Turiwhaia Road	80	80
Tuahiwi Road from a point 100m north west of Turiwhaia Road for a length of 500 m	80	60
Tuahiwi Road from a point 130m South of Greens Road to a point 100m North of Bramleys Road.	50	40
Okaihau Road entire length	80	80
Waikoruru Road entire length	100	80
Marsh Road entire length	100	80
Camside Road entire length	100	80
Youngs Road entire length	100	80
Turiwhaia Road entire length	100	80
Topito Road entire length	80	80
Greens Road entire length	100	80
Te Pouapatuki Road entire length	100	80
Church Bush Road entire length	100	80
Pa Road entire length	100	80
Cox Road entire length	100	80
Power Road entire length	100	80

unconfirmed

Bramleys Road entire length	100	80
Revells Road entire length	100	80

(c) **Notes** the consultation on this proposal will be carried out between 7 August and 9 September 2019.

(d) **Notes** that this report will be presented to the Community Boards at their August meetings.

(e) **Notes** that the results of the consultation, and the final speed limit proposals will be presented to the Community Boards prior to coming to Council for approval.

(f) **Notes** that any submissions on the proposal will be taken into account before the final speed limit change proposals are presented to the Council for approval.

CARRIED

Councillor Meyer supported the matter going to consultation in conjunction with the NZTA consultation and believes it will be successful for the community.

Councillor Gordon noted that he would normally support such matters going to the Community Boards for consultation first, but believes in this instance it is timely to follow NZTA's process.

Councillor Doody offered congratulations to Graduate Engineer N Rochford for his work on this project.

Councillor Blackie commented on several different speed limits suggested by NZTA on the Main North Road between Lineside Road and Waikuku.

Councillor Barnett noted that this is a proposal at present, to go out for consultation and not a Council recommendation.

Councillor Meyer suggested that it is only a matter of time before speed limits in townships in this district are reduced to 30kph.

8.5. **Regional Policy Statement Change – T Ellis (Development Planning Manager)**

T Ellis presented this report for the Council to receive and consider comments under Schedule 1 clause 3 of the RMA 1991 on pre-notification draft changes to Chapter 6 of the Canterbury Regional Policy Statement. A summary was provided of the targeted changes. The Council would have until 16 August to make any specific comments.
T Ellis also highlighted the process to progress possible changes to Chapter 6 – these have been discussed at the Greater Christchurch Partnership level and also the Chief Executives Advisory Group level with the current preferred option being a streamlined planning process.

Moved Councillor Gordon Seconded Councillor Felstead

THAT the Council:

(a) **Receives** report No. 190729105732.

(b) **Supports** draft changes to the CRPS as set out in Attachments (i) and (ii).

unconfirmed

(c) **Supports** application to the Minister for the Environment to agree to use of the Streamlined Planning Process to make these amendments to the CRPS.

(d) **Delegates** to the Mayor and Chief Executive to provide any specific comments on the pre-notification draft changes to the RPS by Friday 16 August 2019.

CARRIED

Councillor Gordon acknowledged all the work by staff that has gone into this process so far, and the work of the Council representative, Councillor Atkinson. Also acknowledged were Mayor Ayers and Councillor Felstead as Council representatives on the Greater Christchurch Partnership.

Councillor Felstead noted that this is the next stage in the process.

Mayor Ayers spoke briefly on a recent presentation by the Ministry for the Environment and a possibility of a review of the Resource Management Act and the implications to all Councils throughout the country.

8.6. Silverstream Subdivision – Floor Level Issue Outcome – G Cleary (Manager Utilities and Roading)

G Cleary provided a brief summary of this issue from 2016, when a survey error was discovered in the Silverstream subdivision relating to the benchmarks that had been used to set out the floor levels. Following this, Council staff physically surveyed all houses in the subdivision that had been constructed or were under construction and found that 138 houses did not have the full freeboard that is a requirement for the consents for these houses. It was noted that none of these houses were below the 50 year flood level. The developer's insurer then had some comprehensive modelling undertaken of the development which included an accurate ground level survey and lidar of the area. This gave a much better land geometry level for the flood modelling and included the as built levels. This new modelling had not been included in the original hydrology which was used when the building consent and subdivision consent were carried out. The Council then undertook this modelling work, engaged Opus to carry out the modelling work and Beca to do a peer review on it. That modelling came out showing lower flood levels, which is what staff had anticipated. As a result staff are now confident that the purpose of the building consent has been achieved for all properties in Silverstream.

Letters have been sent out to all 138 affected property owners advising them of this and a copy of this letter will sit on each of these property files. This information will be available for purchasers when obtaining a LIM then these properties are put on the market to sell.

There are still 40 houses which need a further process to be undertaken and staff are confident that this can be brought to completion. This is a consent notice which is based on the old levels. The process will involve getting a revised resource consent to vary that level and then normalising that on their title through registering that after that process. Staff are confident that there is a way forward to bring this matter to completion and this report puts on the record the two modelling reports and provides an update to the Council.

Councillor Gordon asked about the owners of the 40 houses, and G Cleary advised that a specific letter will be going out to these owners, advising there is slightly more involved in their response, with the need to seek approval of each owner. The Council will also be communicating with Davis Ogilvie, seeking a response on behalf of the community.

Unconfirmed

Councillor Gordon suggested there was still some concerns with the remainder of Silverstream residents and G Cleary confirmed that every property owner in Silverstream should now have a letter, which shows that they comply with their building consent or an earlier letter which has informed them the issue does not apply to them. The Council will be putting out general communication on this matter and there has been some information put on the Council website already.

Councillor Doody asked if there had been any property sales rejected because of this situation. G Cleary noted that there have been house sales but whether there has been any impact on the price, would be speculation. G Cleary is aware of some property owners putting their house plans on hold.

Councillor Barnett asked if there could be some other form of communication with the 40 property owners, suggesting a drop in session, where owners can meet face to face. G Cleary said further forms of communication were being considered, apart from sending letters and staff would be following up with this.

Moved Councillor Gordon Seconded Councillor Blackie

THAT the Council:

(a) **Receives** report No. 190726104786.

(b) **Notes** that the purpose of the building consents has been achieved in relation to floor levels for all properties in the Silverstream subdivision.

(c) **Notes** that all affected property owners have been advised of the outcome of this issue.

(d) **Notes** that staff will continue to work to amend the consent notices for the 40 properties that have floor levels lower than the current consent notice. When this has been completed Staff will report this to Council.

(e) **Circulates** a copy of this report to the Kaiapoi-Tuahiwi Community Board.

CARRIED

Councillor Gordon stated he was pleased to see this issue coming to an end, with what has been a concerning time for the residents of this particular subdivision that have been affected. Staff who have represented the Council at the public meetings were commended for the way they conducted these meetings and acknowledged both Jim Palmer and Gerard Cleary. It really has been the responsibility of the surveyor Davis Ogilvie to step up and take responsibility, which appears not to be the case, and is itself concerning. Both the Council and the residents have a right to recover costs and the offer to the residents will help in their form of closure. It will never be known for certain if this matter has had an impact on property values.

Councillor Blackie acknowledged the work of the Council staff who conducted the public meeting with property owners and the way that this meeting was held. He believed this is a good outcome.

Councillor Barnett suggested that a face to face meeting is important, and also important to keep the communication lines open and an opportunity for any questions to be answered.

Councillor Stewart also extended congratulations for a good resolution to an extraordinary event. Councillor Stewart commented that there could possibly be some more explanation and clarification on the difference between consent notice, building consent and subdivision consent.

unconfirmed

In reply, Council Gordon extended thanks to G Cleary for making himself available to speak directly with any of the property owners who had concerns or questions on this matter.

Mayor Ayers also thanked staff for their work and the significant amount of time that has been put into resolving this matter.

8.7. **Clarification of "One-Up" approval to Procurement and Contract Management Policy – J Millward (Manager Finance and Business Support)**

J Millward presented this report and provided a brief explanation of the "one-up approval", which is an amendment to the Procurement and Contract Management Policy which the Council adopted in February.

Moved Councillor Barnett Seconded Councillor Meyer

THAT the Council:

(a) **Receives** report No. 190710097054.

(b) **Approves** the following clause to be included in the Procurement and Contract Management Policy (Trim 190516069552).

Our Procurement practices should demonstrate objectivity and integrity in the sourcing and approval of goods or services. One up approval is also taken to include one sideways - that is as long as the approver has appropriate Delegated Financial Authority, has adequate knowledge of the transaction, and is not the initiator then they can approve the award of the provision for goods or services and also approve acceptance of the price. They do not need to be the next level up in terms of the staff structure.

(c) **Notes** that the Policy will undertake a further post review and submitted to the Council by February 2020, once the Policy has been in operation for this time.

CARRIED

8.8. **Draft submission in response to the Productivity Commission's Draft Report on Local Government Funding and Financing – G Meadows (Policy Manager)**

G Meadows presented this report to seek the Council's approval to submit the draft response to the Productivity Commission's Draft Report on Local Government Funding and Financing. This report follows on from discussion at the recent Council briefing. The Council's submission does not respond to all the recommendations in the Report.

Councillor Barnett suggested there could be a challenge to the statistic figures used being averages for household income vs rate rises. The Council could indicate its concern that the affordability in some areas may not be the same as in others. Councillor Barnett would like this to be included in the submission.

Moved Councillor Felstead Seconded Councillor Barnett

THAT the Council:

(a) **Receives** report No.190723103023;

(b) **Approves** the draft submission in response to the Productivity Commission's Draft Report on Local Government Funding and Financing;

unconfirmed

(c) **Circulates** the submission to Community Boards for their information.

CARRIED

Councillor Felstead supports this submission and also the inclusion of the suggestion from Councillor Barnett.

Councillor Barnett commented that variations in day to day living situations are not being taken into account in this Productivity Commission report. It was also noted that "one size does not fit all" and for some areas, affordability is an issue.

Mayor Ayers commented on the way local government is funded and considered that this report from the Productivity Commission does not go far enough looking at this issue. Mayor Ayers noted his support for the Council's submission to this report.

8.9. **Glyphosate – Review of Council practices – G MacLeod (Greenspace Manager) and S Allen (Water Environment Advisor)**

G MacLeod and K Simpson spoke to this report which presents recommendations on where further improvements to current glyphosate practices could be made. There have been concerns raised by the community on the Council's use of glyphosate. G MacLeod advised it is intended that there be improvements in communication with the public, which would include having an online map showing where there is scheduled spraying. The exception to this would be if there was any unscheduled spraying undertaken.

G MacLeod advised that there are some alternatives to using glyphosate but that these would come at a cost. Though a three-yearly review of alternative options is indicated in the report, staff will be keeping informed of any new products as they come onto the market.

K Simpson noted that concerns had been raised about the personal protection equipment (PPE) used by contractors while spraying glyphosate, and so there has been a thorough review undertaken on this by staff to make sure that contractors are all using their correct (PPE).

Councillor Gordon noted a previous deputation to the Council from a resident who had health issues from the residue of Glyphosate. He asked what work is being done to make sure that Contractors are putting out the appropriate signage and that the Council is monitoring that they are actually doing it. G MacLeod advised that Council staff have spoken with contractors about improving best practice and they are aware of the standards that the Council expect them to be upholding.

Following a question from Councillor Gordon on mechanical cleaning of streams and the possible damage to biodiversity, K Simpson advised that the Council is always looking at improving the best practices for use of glyphosate for drain maintenance and does use some mechanical cleaning as well. There is a range of tools available to reduce use of glyphosate, and the Council is open to using any of these tools and making sure it has the right approach.

Following a question from Councillor Blackie, G MacLeod noted that if there were any property owners who did not want to have any spraying near their properties (a "no spray zone"); there would need to be alternatives in place for control of weeds. If property owners take this option, there would need to be some form of cost recovery, and if they choose to opt out of having Council spraying undertaken, they would then need to take control and ownership of that area in the clearing of the vegetation. There will have to be work on how this was going to look.

unconfirmed

Moved Councillor Blackie Seconded Councillor Williams

THAT the Council:

(a) **Receives** report No. 190702093110.

(b) **Notes** that WDC staff will scope the creation of an online herbicide usage map for the general public to view information of where, and when, herbicide is used in public areas.

(c) **Notes** that the online herbicide map creation, if progressed, will be prioritised by the Geospatial Team.

(d) **Notes** that signage requirements are based on the manufacturer's instructions regarding the withholding period.

(e) **Notes** that all Council departments will use a joint 'No Spray' register, where private landowners who sign up do not receive spray in the close vicinity of their property.

(f) **Notes** that specific Health and Safety spray audits are to be carried out by contractors, with external auditing by Council staff, for signage and Personal Protective Equipment usage with glyphosate and other herbicide spraying.

(g) **Notes** that WDC staff intend to include conditions in Service Contracts for required use by contractors of the online herbicide usage map (if progressed), and the 'No Spray' register.

(h) **Notes** that WDC staff will continue to carefully consider options for reduction of the use of glyphosate, as a precautionary principle.

(i) **Notes** the update on glyphosate alternatives and feasibility of their use.

(j) **Circulates** this report to the Community Boards, Drainage Advisory Groups and the Waimakariri Water Zone Committee for their information.

(k) **Notes** that staff will scope the cost recovery and implementation of the 'No spray' register and signage and bring that back as a further report to Council.

CARRIED

Councillor Blackie fully supports this recommendation. The cost factor is important in this, and currently there is no viable alternative option for spraying. The situation needs to continue to be assessed.

Councillor Williams noted this was a positive response to concerns raised by members of the community.

Councillor Stewart welcomed this report but has concerns that there is still spraying undertaken around children's playgrounds and school entrances. Councillor Stewart said when glyphosate is sprayed around waterways, this depletes oxygen levels in the water and encouraged less use of it in and around waterways.

Regarding the "No Spray" register, Councillor Barnett noted that it is important to involve the Community Boards as they can be the eyes and ears of the wider community. There needs to be a balance of using different methods of control and the extra cost of this and this needs to be taken to the community. There is

unconfirmed

a trade-off of protecting land and people and suggests this will be an ongoing debate.

Councillor Meyer noted that Councils have been criticized at times for taking small steps, but feels a sense of pride that this Council has listened to people and taken this big step to protect the environment. This needs to be headline news and to let people know that there can be alternatives to spraying.

Councillor Gordon noted that environmental issues such as this are now mainstream in people's thoughts. Council needs to work with its contractors to be more responsible and to be looking at options into the future.

Councillor Blackie commented that the Council will be making these suggested changes, but the public will also have to stop using it on private properties, if the Council is going to stop using glyphosate on roadsides.

The meeting adjourned at 3.15pm and reconvened at 3.35pm.

8.10. Mayor Forum decision on the Canterbury Water Management Strategy (CWMS) Fit for the Future Project – G Meadows (Policy Manager)

G Meadows presented this report, noting the changes to the legislation which will be required in October for the Fit for the Future.

Councillor Stewart noted that there are a number of targets from 2015 that have not been met, and so queried what confidence does the general public involved (including herself) in the recommendations actually being achieved.

Mayor Ayers noted that, the matter was not recently discussed at the Mayoral Forum. J Palmer added that this is a recommendation to "Note" the approval of the Mayor Forum, but there is no doubt that there is still significant challenges. Probably some of these objectives and goals will need to be revisited again, and all of this work will have resource implications.

Councillor Stewart asked who is advancing the work noted in recommendation (b) – developing the Regional Work Programme. J Palmer suggested that this has yet to be discussed and still to be developed.

Moved Mayor Ayers Seconded Councillor Felstead

THAT the Council:

(a) **Receives** report No.190724103611;

(b) **Notes** the recommendations of Canterbury Mayoral Forum resolved on 24 May 2019 on the CWMS Fit for Future Project, in particular to:

1. **note** that the Canterbury Mayoral Forum has approved CWMS goals for 2025 and 2030;
2. **note** that the Canterbury Mayoral Forum has asked Environment Canterbury to work with territorial authorities, Ngāi Tahu, industry and community partners to develop a Regional Work Programme, with an implementation plan and monitoring framework to deliver the goals;
3. **note** that implementation to deliver the goals will have resource implications that Councils will need to consider in adopting Annual Plans for 2020/21 and Long Term Plans for 2021–31.

unconfirmed

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

CARRIED

8.11. **Policy Manual Review – L Beckingsale (Policy Analyst)**

L Beckingsale and J Millward spoke to this report which presents three Policies that have been reviewed and seeks adoption of these updated Policies by the Council.

Regarding the Vandalism Intelligence Reward, Councillor Barnett asked how the public get to know that there is a reward available. It was advised this would be put on the Council website.

Councillor Blackie suggested there be a change of name to the Vandalism Intelligence Reward Policy to Vandalism Information Policy. There was general agreement to this suggestion.

Moved Councillor Brine Seconded Councillor Doody

THAT the Council:

(a) **Receives** report No 190515068678.

(b) **Adopts** the reviewed policies:

S-CP 5505	Vandalism Information Policy
S-CP 1040	Council Director/Trustee/Representation, Appointment and Remuneration Policy
S-CP 4460	Political Hoardings on Council owned or administered Land and Buildings Policy

(c) **Notes** the amended policies become Council policy on adoption.

CARRIED

Councillor Brine spoke on the historical reason for the $100 reward in the original Vandalism Policy. This reward is available to Community Watch staff.

8.12. **Solid Waste Contracts Implementation – K Waghorn (Solid Waste Asset Manager)**

K Waghorn and G Cleary presented this report. K Waghorn provided an update on the progress with the introduction of the three bin system. Transfer stations have not been impacted by the change of the system. There have been concerns and issues raised by private collectors on the impact on their service.

There was discussion on the issue of people who start with a bin service and then decide to opt out and that the bin collection rate is not refunded for the current year. M Harris confirmed that Council are unable to change rates once they have been set at the start of the year.

Regarding bin cancellations, K Waghorn advised that most of these are people who have changed their minds, having previously ordered the bins, they now do not want to use them anymore. There have been 20 of these cancellations in the last month, involving 21 bins. These bins can be forwarded on to other users, if they are in good condition.

unconfirmed

Councillor Williams questioned the tonnage figures and has concerns that there is still uncertainty about these figures. It was noted that previously there had been assurance given of these figures. K Waghorn responded that one of the issues is with it being winter, the figures are low, but with spring ahead, there will be an increase in green waste and organics coming in and generally an increase in rubbish over the warmer months. There could be more confidence in tonnage figures six months into the contract. There has always been a level of uncertainty, the Council has used a national average but it is an optional service with different sizes, so there is always a little uncertainty.

Councillor Williams sought information on the tonnage figures, to give some indication if there would need to be adjustments to budget figures. G Cleary said this information could be provided at a Utilities and Roading Committee meeting and by later in the year, the figures will be scrutinized by the Management Team. It was confirmed that there will be an update provided at each Utilities and Roading Committee meeting for the rest of this financial year.

Moved Councillor Brine Seconded Councillor Gordon

THAT the Council:

(a) **Receives** report No. 190724104090.

(b) **Notes** that around 10,660 rubbish bins and 8,400 organics bins have been delivered as part of the initial bin roll-out.

(c) **Notes** that 1,500 bins (8% of the 19,060 bins delivered) were requested between 1 March and 30 June 2019.

(d) **Notes** that a further 520 bins have been requested for 325 properties between 1 and 23 July, which are subject to a delivery charge of $65 including GST.

(e) **Notes** that bin cancellations will not incur a removal fee provided they are cancelled by 30 September 2019, as approved by the Council during the Annual Plan approval process.

(f) **Approves** staff waiving the $65 bin cancellation fee from 1 October 2019 to 30 June 2020.

(g) **Notes** that the subject of bin cancellation fees will be brought to the Council as part of the 2020/21 Annual Plan budgets.

(h) **Notes** that when the bin service is cancelled the bin collection rate is not refunded for the current year, and the bin collection rate will not be charged from 1 July in the following year.

(i) **Notes** that the 3 month “free” bin swap timeframe for requests is still in place from 1 July to 30 September 2019, but the contractor will be in a position to begin swapping bins from early August rather than the initially signalled starting date of October 2019.

(j) **Approves** staff continuing to charge existing approved commercial collection customers the ‘high user’ discount gate fee of $231.90/tonne including GST until 30 June 2020.

(k) **Circulates** report No. 190724104090 to the Community Boards.

CARRIED

unconfirmed

Councillor Brine noted the work that has been required by staff for this project, including the Customer Service Staff. With a project this size it is understandable that there will be some hiccups but with an uptake of nearly 20,000 bins, this is great for the district.

Councillor Gordon endorsed the comments from Councillor Brine. There has been praise extended to the Council Customer Service staff for their handling of queries regarding the bin collection, or where people have changed their mind. Councillor Gordon acknowledged the impact on the private contractors and the adjustments required for their business, but the Council ultimately has to look after the best interests of the ratepayers.

8.13. **Local Government Excellence Programme (LGEP) – Second Assessment – S Markham (Manager Strategy and Engagement)**

S Markham spoke to the report, which is an invitation from LGNZ to the Council to take part in a second round of assessments by the Local Government Excellence Programme CouncilMARK. This would involve a reasonably substantial commitment by our Council but it is always good to get a second "pair of eyes" over the Council. There were 31 Councils nationally who took part in the March 2017 assessment, and this Council is first equal of these 31 Councils. S Markham suggests that there will be more of the 76 Councils across the country who wish to take part in this second assessment.

There was discussion on the recommended areas for improvement from 2017 and how much of these recommendations have been acted on. S Markham suggested that progress overall is good, but some areas require ongoing work.

Councillor Williams questioned the spending of $18,000 for taking part in this assessment, noting that the Council is behind in financial decision making and transparency from the recommended areas of improvement from 2017. S Markham acknowledged that it was up to Council whether they saw this as good value for money at this time. The Management Team consider it to be a worthwhile undertaking to participate in to get the external perspective.

Moved Councillor Gordon Seconded Councillor Brine

THAT the Council:

(a) **Receives** report No. 190725104186.

(b) **Notes** the work that has been progressed in relation to the recommended areas for improvement, intended to be substantially completed by March 2020.

(c) **Advises** LGNZ it is recommending to the incoming Council that it take part in a second assessment in March 2020.

CARRIED

Councillor Gordon supports this recommendation. The Council is attracting really good staff which he believes could be partly attributed to the rating that the Council achieved at the last assessment. Ultimately this will be decided by the incoming Council, which may have a different view.

Mayor Ayers noted that this is for the next Council to be part of, this is not about us being compared to other Councils, but actually looking at the whole organisation. Mayor Ayers suggested that this is offered to the sector and believes the Council should participate in this assessment.

unconfirmed

9. HEALTH AND SAFETY

9.1. Health and Safety Report to Council July 2019 – J Palmer (Chief Executive)

Moved Councillor Blackie Seconded Councillor Felstead

THAT the Council:

(a) **Receives** report No 190723102734.

(b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

CARRIED

10. MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS

Nil.

11. REPORTS FOR INFORMATION

11.1. Review of the Gambling Venue and Board Venue Policies – L Beckingsale (Policy Analyst) and N Harrison (Manager Planning and Regulation)

(referred to report no. 190606080102 of the District Planning and Regulation Committee meeting of 18 June 2019).

Moved Mayor Ayers Seconded Councillor Doody

(a) **THAT** the information in Item 11.1 be received.

CARRIED

11.2. Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2019, Approved Enterprise North Canterbury Business Plan and the Approved Promotion of Waimakariri District Business Plan for 2019/20 – S Markham (Manager Strategy and Engagement)

(referred to report no. 190531077619).

Moved Councillor Brine Seconded Councillor Felstead

THAT the Council

(a) **Receives** for information, the approved Statement of Intent beginning 1 July 2019, Approved Enterprise North Canterbury's Business Plan and Promotion of Waimakariri District Business Plan for 2910/20.

CARRIED

Unconfirmed

12. COMMITTEE MINUTES FOR INFORMATION

12.1. **Minutes of meeting of the Utilities and Roading Committee held on 18 June 2019**

12.2. **Minutes of a meeting of the Waimakariri Youth Council held on 2 July 2019**

Moved Councillor Meyer Seconded Councillor Doody

THAT the information in items 12.1 to 12.2 be received.

CARRIED

13. COMMUNITY BOARD MINUTES FOR INFORMATION

Minutes of a meeting of the Oxford-Ohoka Community Board held on 4 July 2019

13.1. **Minutes of a meeting of the Woodend-Sefton Community Board held on 7 July 2019**

13.2. **Minutes of a meeting of the Rangiora-Ashley Community Board held on 10 July 2019**

13.3. **Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 15 July 2019**

Moved Councillor Blackie Seconded Councillor Williams

THAT the information in items 13.1 to 13.4 be received.

CARRIED

14. CORRESPONDENCE

Nil.

15. MAYOR'S DIARY

15.1. **Mayor's Diary 25 June – 29 July 2019**

Moved Councillor Felstead Seconded Councillor Brine

THAT the Council:

(a) **Receives** report no. 190619086528.

CARRIED

16. COUNCIL PORTFOLIO UPDATES

16.1. **Iwi Relationships – Mayor Ayers**

The Runanga is still to confirm its representatives on the Mahi Tahi Joint Development Committee.

Unconfirmed

16.2. **Canterbury Water Management Strategy – Councillor Stewart**

The next meeting of the committee will be held on Monday 12 August, which will be the first meeting since May. Two new community members have been appointed to the Zone Committee following the refresh process, who will be attending their first meeting.

There has been an informal gathering of some members of the committee where concerns were raised that nine months after the ZIPA was approved, there is concern that nothing has come forward from ECan on the Catchment Management Plans which are the basis for work on the ground.

The WDC Land and Water Working Party had its inaugural meeting on 25 July and a further briefing on Plan Change 7 will be held on August 22. This briefing will be open to all Council and the Community Boards, as this is a significant piece of legislation.

16.3. **International Relationships – Deputy Mayor Felstead**

The next meeting of the Enshi Advising Group is being held tomorrow, 7 August. The main focus is the Enshi Sister City Youth Art exhibition on Thursday August 15, which is being held in Kaiapoi.

The Waimakariri - Passchendaele Advisory Group will be meeting next week on Wednesday 14 August.

16.4. **Regeneration (Kaiapoi) – Councillor Blackie**

Nothing to report for this month.

17. QUESTIONS

There were no questions.

18. URGENT GENERAL BUSINESS

There was no urgent general business.

19. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Mayor Ayers Seconded Councillor Felstead

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution

Unconfirmed

19.1	Minutes Public Excluded Portion of Council meeting of 2 July 2019	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.2	Minutes Public Excluded Portion of Council meeting of 16 July 2019	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.2	Minutes Public Excluded Portion of Utilities and Roading Committee meeting 18 June 2019	Minutes received for information	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item Nº	**Reason for protection of interests**	**Ref NZS 9202:2003 Appendix A**
19.1 – 19.3	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved Mayor Ayers seconded Councillor Felstead

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING

20. NEXT MEETING

The next scheduled ordinary meeting of the Council is at 1.00pm on Tuesday 3 September 2019 in the Council Chambers.

There being no further business, the meeting closed at 4.40pm.

CONFIRMED

_____
Chairperson

_____
Date

unconfirmed

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	IRU-17-01 / 190809111264
REPORT TO:	Council
DATE OF MEETING:	3 September 2019
FROM:	Gary Boot, Senior Engineering Advisor Gavin Lake, Roading Recovery Programme Manager
SUBJECT:	Earthquake Infrastructure Recovery Programme – Final Update August 2019
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is to provide a final summary of the Earthquake Infrastructure Recovery Programme for the roading, water, wastewater and drainage works.

1.2. The programme is essentially complete and comprises 58 projects at its conclusion.

1.3. The final forecast for the programme of $38,700,000. This is a maximum cost which compares well with the budget set in May 2018 of $38,645,000 and is a very good outcome considering the length and scale of the programme.

1.4. The total spent on the capital component of the infrastructure recovery works at the end of July 2019 was $37,106,150. This represents 96% of the final forecast and most ($1.1M) of the remainder is allocated to the Feldwick SMA, which is part of a wider stormwater catchment upgrade.

1.5. The final year of the programme saw the completion of 9 projects, which included the remaining loosely scoped works.

1.6. 56 projects have been completed and 2 are yet to be completed. One of these will be completed shortly, in spring 2019, once ground conditions are more favourable. The other is the Feldwick SMA, as noted in 1.4 above, which is being delivered in 2020/21.

1.7. Council staff have negotiated a Crown contribution to the 3-Waters Capital Works Programme of $14.2M, with a Council share of $11.2M, and the balance coming from insurance.

1.8. The Earthquake Infrastructure Recovery Steering Group, which managed the programme, has now been disbanded. Key Council staff from the steering group are represented on the District Regeneration Project Control Group which ensures continuity of knowledge.

1.9. Management Team have reviewed this report and support its recommendations. In addition to this Management Team would like to acknowledge Gary Boot for managing and delivering this programme. This is the largest infrastructure programme ever delivered by the Council and it has been delivered under budget and to a high standard.

Attachments - Project Status Table, including Construction Dates

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 190809111264

(b) **Notes** the recovery works completed construction programme as presented in Attachment 1 of this report.

(c) **Notes** that 56 of the 58 projects on the Earthquake Infrastructure Recovery Programme have been completed, one will be completed in spring 2019 and the last is being delivered as part of the Feldwick/Macintosh stormwater catchment upgrade.

(d) **Notes** that the current estimate for the capital component of the recovery works is $38,700,000, which is equal to the budget.

(e) **Notes** that this is the last in the series of these update reports. Further reporting on the two outstanding projects will be provided by way of the Regeneration Steering Group.

(f) **Forwards** this report to the Utilities and Roading Committee and Regeneration Steering Group for their information.

3. BACKGROUND, ISSUES AND OPTIONS

3.1. The Earthquake Infrastructure Recovery Programme delivered repairs to Council's horizontal infrastructure that was damaged in the 2010-2011 Canterbury earthquakes, principally in areas of Kaiapoi, The Pines Beach and Kairaki. The initial repair programme, instigated immediately after the September 2010 earthquake, stalled when the Government introduced the Residential Red Zones. The subsequent infrastructure recovery programme developed in 2012 to reinstate the remaining damaged infrastructure and accommodate the impacts of the Red Zones has now been completed.

3.2. A full report on the programme and its background was made on to Council on 7 August 2018 (TRIM 180723081893), as the programme was nearing completion. A brief update on progress was given in the Annual Plan staff submission to Council on 28-30 May 2019 (TRIM 190418058189).

3.3. This report provides a final summary following essential completion of the programme.

3.4. The programme was managed by the Earthquake Infrastructure Recovery Steering Group (EIRSG) comprising:

- Gary Boot (WDC Senior Engineering Advisor) – Chair
- Kalley Simpson (WDC 3 Waters Manager)
- Joanne McBride (WDC Roading Manager), previously Ken Stevenson
- Gavin Lake (Lake Civil Consulting) – Programme Manager / Roading Discipline Lead
- Paul Reed (Beca) – Water and Wastewater Discipline Lead
- Bevan Pratt (previously E2 Environmental) – Stormwater Discipline Lead. Paul Reed took over this role in the final months of the programme

3.5. In addition, key members of the District Regeneration Project Control Group attended the EIRSG meetings to ensure close coordination between the two programmes.

3.6. Upon its conclusion, the programme comprises 58 individual projects with a total budget of $38.7M set in May 2018. These are listed in Attachment 1 which also notes when they were completed.

3.7. Since the last full update report to Council in August 2018, construction of the following has been completed:

- Project 43: Kaiapoi East Services Re-Routing (roads) consisting of works in Bracebridge Street, Blackwell Crescent, Moore Street, Charles Street and Sewell Street
- Project 45: Kaiapoi East Access Road, which is the new Feldwick Drive
- Project 48: Regeneration Area Infrastructure Decommissioning (roads)
- Jones Street Roading earthquake repairs
- Project 57: Servicing Houses in Regeneration Area
- Project 58: Pines Beach Stormwater Improvements
- Town Centre/Raven Quay East Stormwater Reticulation
- Beswick Street – Jones Street Stormwater Reticulation
- Beswick Stormwater Management Area and Regeneration Area Stormwater

3.8. The August 2018 report noted 52 individually scoped projects plus budget provisions for loosely scoped works to restore infrastructure in the Regeneration Area. The final stages of the programme saw those works defined into an additional 6 projects, all but 2 of which have now been completed. The remaining projects are:

- Feldwick Catchment Reticulation – a swale from the old Feldwick Drive to Feldwick Drain has been constructed under Contract 18/34: Kaiapoi East Enabling Works. A short (7m) section of pipe and two manholes to connect the swale to Feldwick Drain is yet to be built. Prices have been obtained for these works, which are planned to proceed in spring 2019 once ground conditions are more favourable for access to the site.

- Feldwick Stormwater Management Area (SMA) – this project is integrated with the wider Feldwick/Macintosh stormwater catchment upgrade works being delivered by the Drainage Team. It is no longer under the direction of the EIRSG.

3.9. Although the physical works are substantially completed and in use for the other 56 projects, there are still some project close-out activities to undertake. These include finalising payments to contractors for several contracts that were completed in June and July, completing contract administration and safety audits of completed works.

3.10. There remains one infrastructure repair project within the Regeneration Area - the Kaiapoi East Regeneration Area Road Upgrades. This project will rebuild the route along Charles Street from Jones Street to the Askeaton Park boat ramp. The project will include enhancements to provide access to the various community facilities under construction or planned for the Kaiapoi East Regeneration Area. The project is being delivered by the District Regeneration Project Control Group and is currently under design by external consultants for construction commencing late 2019.

3.11. The EIRSG has continued to meet monthly while the final projects were being completed but has now been disbanded, with its final meeting on 19 August 2019. Key members of the EIRSG (Roading Manager and 3 Waters Manager) are represented on the District Regeneration Project Control Group which ensures continuity of knowledge.

4. COMMUNITY VIEWS

Groups and Organisations

4.1. The works in the earthquake recovery programme are monitored by the Earthquake Infrastructure Recovery Steering Group. Those located within or around the Regeneration Areas were planned in consultation with members of the District Regeneration Project Control Group.

Wider Community

4.2. As described in the August 2018 report, the community has been consulted widely over the earthquake recovery works and the Regeneration Plan. The community has been kept informed of progress on specific projects.

5. IMPLICATIONS AND RISKS

Financial Implications

5.1. The actual final cost of the programme is not yet available due to the few remaining tasks discussed above but the updated final forecast cost of $38,700,000 carries a high degree of certainty. The EIRSG consider this to be a maximum final cost and is a good outcome considering the length and scale of the programme.

5.2. The total spent on the capital component of the infrastructure recovery works at the end of July 2019 was $37,106,150. This represents 96% of the final forecast and most of the remainder ($1.1M) is allocated to the Feldwick SMA which is part of a wider stormwater catchment upgrade as noted below.

5.3. A status report, as at 16 August 2019, of all the projects that make up the programme is stored in TRIM 190821117090.

5.4. Budget allocations are already in place sufficient to cover project close-out activities, in terms of the overall programme budget of $38,645,000 set in May 2018. However, expenditure has varied from the individual project budgets and the EIRSG has managed this through a holistic “overs and unders” approach.

5.5. The most notable variance between forecast and budget is the Beswick Stormwater Management Area, incorporating Feldwick Catchment Reticulation. Regular updates on this project have been reported to the Utilities and Roading Committee and a final update report is being presented on 24 September 2019 (TRIM 190722102651).

5.6. The final forecast for Roading of $10.3M is $0.3M less than the budget set in May 2018.

5.7. The final forecast for 3-Waters (excludes Roading) of $28.4M is approximately $2.4M less than estimate of $30.8M that the Crown Cost Share Agreement was based on.

5.8. For the past twelve months, Council staff have been negotiating with the DPMC over the Crown share towards the 3-Waters Capital Works Programme. We have settled on a Crown contribution of $14.2M (subject to presentation of final claim), with a Council share of $11.2M, and the balance coming from insurance.

5.9. While the Crown share of $14.2M is less than was anticipated, Council staff are satisfied it represents a fair cost apportionment. The lower Crown payment is offset by the overall cost saving on delivering the 3-Waters Programme.

5.10. The Feldwick SMA has budget allocated for design this year and construction in 2020/21. It is no longer under the direction of the EIRSG but will utilise the $1.1M budget allocated under the infrastructure recovery programme. This is being combined with other drainage budget provisions to deliver the Feldwick/Macintosh stormwater catchment upgrade.

5.11. The programme estimate has been regularly updated and reported to Council. Commentary on how the estimate and actual expenditure have tracked over time was presented in the August 2019 report. The EIRSG are pleased with how this has developed.

Community Implications

5.12. The community implications associated with these projects are affordable, improved and more resilient 3-waters and road infrastructure.

Risk Management

5.13. There are no material risks associated with the project close-out tasks required to conclude the programme.

Health and Safety

5.14. All works have been managed in accordance with the Utilities & Roading Department's health and safety practices relating to safety in design, engaging contractors, and overseeing construction works.

6. CONTEXT

Policy

6.1. The Council is authorised to consider matters relating to programming and budgeting of earthquake recovery works.

Legislation

6.2. The Greater Christchurch Regeneration Act, Land Transport Management Act, Local Government Act are all relevant in this matter.

Community Outcomes

6.3. The following community outcomes are relevant in this matter:

- There is a safe environment for all.
- Transport is accessible, convenient, reliable, affordable and sustainable.
- There is sufficient clean water to meet the needs of communities and ecosystems.
- Core utility services are provided in a timely, sustainable, and affordable manner.

Gary Boot

Senior Engineering Advisor

Attachment 1:

Project Status Table, including Proposed Revised Construction Dates

Project	Status	Expected build start	Expected build finish
1: Kaiapoi Town Centre Earthquake Repairs & Bridge Improvements	COMPLETED Mar '14	Completed	Completed
2: Kaikanui Sewer Earthquake Repairs	COMPLETED Feb '14	Completed	Completed
3: Chapman Pl Sewer Earthquake Repairs	COMPLETED Sep '13	Completed	Completed
4: Otaki St Sewer Earthquake Repairs	COMPLETED Apr '14	Completed	Completed
5: Sneyd St Sewer Earthquake Repairs	COMPLETED Jun'16	Completed	Completed
6: Peraki St Sewage Pumping Main Earthquake Repairs	COMPLETED Nov '13	Completed	Completed
7: Courtenay Downs Earthquake Repairs	COMPLETED May'18	Completed	Completed
10: Kaiapoi Service Centre Sewer Earthquake Repairs	COMPLETED Nov '13	Completed	Completed
12: Kaiapoi Sewer Earthquake Relining	COMPLETED Oct '13	Completed	Completed
16: Moore St Earthquake Repairs	COMPLETED Jul '15	Completed	Completed
17: Holland Dr Sewer Earthquake Repairs	COMPLETED Nov '13	Completed	Completed
18: Sewell St Sewer Earthquake Recovery Works	COMPLETED Jun '15	Completed	Completed
19: Charles St Sewer Pump Station Earthquake Recovery Works	COMPLETED Aug'16	Completed	Completed
20: Pines Beach Earthquake Repairs	COMPLETED Aug '15	Completed	Completed
21: Sewer Pump Station Earthquake Repairs	COMPLETED Jul '15	Completed	Completed
22: Moorcroft Sewer Pump Station Earthquake Repairs	COMPLETED Feb '14	Completed	Completed
23: Rangiora Sewer Earthquake Repairs	COMPLETED Jun '14	Completed	Completed
24: Woodend Beach Sewer Earthquake Repairs	COMPLETED Dec '14	Completed	Completed
25: Adderley Tce Water Earthquake Repairs	COMPLETED Feb '13	Completed	Completed
26: Cust Water Earthquake Repairs	COMPLETED Nov '15	Completed	Completed
27: Gray / Feldwick / Moore St North Earthquake Repairs	COMPLETED Oct '12	Completed	Completed

Project	Status	Expected build start	Expected build finish
28: Beach Rd West / Reid Memorial Ave East Earthquake Repairs	COMPLETED Sep ’12	Completed	Completed
29: Dunns Ave North Earthquake Repairs	COMPLETED Sep ’12	Completed	Completed
30: Adderley Tce / Fuller St Earthquake Repairs	COMPLETED Jun ’13	Completed	Completed
31: Meadow St Earthquake Repairs	COMPLETED Mar ‘14	Completed	Completed
32: Kaiapoi West Earthquake Infrastructure Rebuild	COMPLETED Dec’15	Completed	Completed
33: Various Sewer Earthquake Repairs	COMPLETED May’16	Completed	Completed
34: Kairaki Earthquake Repairs	COMPLETED Sept’14	Completed	Completed
35: Courtenay Downs Sw Basins Earthquake Repairs	COMPLETED Apr ’13	Completed	Completed
36: 202 Ferry Rd Stormwater Culvert Earthquake Repairs	COMPLETED Apr ’13	Completed	Completed
37: Bull Farm Stormwater Pipe Earthquake Repairs	COMPLETED Dec ’12	Completed	Completed
38: Kaiapoi Cemetery SW Pipe Earthquake Repairs	COMPLETED Aug ’13	Completed	Completed
39: Feldwick Drain Stormwater Pump Station Earthquake Repairs	COMPLETED 2011	Completed	Completed
40: Cridland St SW Pump Station Earthquake Repairs	COMPLETED Nov ‘13	Completed	Completed
41: Dudley Drain Stormwater Pump Station Earthquake Repairs	COMPLETED Jun ’14	Completed	Completed
42: Bowler St Stormwater Pump Station Earthquake Repairs	COMPLETED Jun ’14	Completed	Completed
43: Kaiapoi East Services Re-Routing Earthquake Recovery Works	COMPLETED Mar ’18	Completed	Completed
44: Pines Beach Water Source Earthquake Recovery Works	COMPLETED Sep ’15	Completed	Completed
45: Kaiapoi East Access Road Earthquake Recovery Works	COMPLETED Sep’18	Completed	Completed
46: Old Waimakariri Bridge Earthquake Repairs	COMPLETED Jul ‘13	Completed	Completed
47: Kaiapoi Lakes Sewer Earthquake Repairs	COMPLETED Jun ‘15	Completed	Completed
48: Regeneration Area Infrastructure Decommissioning	COMPLETED Jun ‘19	Completed	Completed
49: Doubledays Rd Culvert Earthquake Repairs	COMPLETED May ’13	Completed	Completed

Project	Status	Expected build start	Expected build finish
50: Ocean Outfall Trunk Main Valve Repairs	COMPLETED Dec '13	Completed	Completed
51: Fuller St Stormwater Earthquake Repairs	COMPLETED Sep '14	Completed	Completed
52: Well Redevelopments	COMPLETED Jun '15	Completed	Completed
53: Hugh St Sewer Earthquake Repairs	COMPLETED Nov '13	Completed	Completed
54: Waikuku Beach Stormwater Earthquake Repairs	COMPLETED Jul '14	Completed	Completed
55: Stone St Sewer Earthquake Repairs	COMPLETED May '14	Completed	Completed
56: Dudley Drain Earthquake Regeneration	COMPLETED Jun'18	Completed	Completed
57: Servicing Houses in the Regeneration Area	COMPLETED Jun'18	Completed	Completed
58: Pines Beach Stormwater Improvements	COMPLETED Jun'19	Completed	Completed
101: Town Centre/Raven Quay East Stormwater	COMPLETED Jun'19	Completed	Completed
102: Beswick St - Jones St Stormwater Reticulation	COMPLETED Jul'19	Completed	Completed
104: Jones St Roading	COMPLETED Jul'19	Completed	Completed
105: Beswick SMA & Regeneration Area Stormwater	COMPLETED Jul'19	Completed	Completed
106: Feldwick SMA & Reticulation - Regeneration Area Stormwater	Being delivered as part of wider Feldwick/Macintosh stormwater catchment upgrade works	2020/21	2020/21
109: Feldwick Catchment Reticulation	75% complete - outfall to Feldwick Drain to be completed when conditions allow in spring 2019	Sept'19	Sept'19

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	PD001587 / DRA-06-08-01 / 190822117769
REPORT TO:	Council
DATE OF MEETING:	03 September 2019
FROM:	Mark Andrews, Utilities Projects Team Leader Kalley Simpson, 3 Waters Manager
SUBJECT:	Johns Road Stormwater Project, Rangiora

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

Department Manager | Chief Executive

1. SUMMARY

1.1 The purpose of this report is to seek approval to bring forward budget and approve additional budget for the Johns Road Stormwater Project in Rangiora, to enable part of the project to be constructed at the same time as Rangiora Central Sewer Stage 4 and watermain renewals at the intersection of Johns Road and Kings Street.

1.2 The intersection of Johns Road and King Street is very busy and construction is likely to be reasonably disruptive to residents and road users. The Roading Team plan to complete some health and safety improvements at the intersection twelve months following the completion of the Rangiora Central Sewer Stage 4 project. Therefore the Johns Road Stormwater project (between Church Street and Fraser Place) is being considered for acceleration to mitigate further works in the same location and potentially realise efficiencies which should reduce capital cost.

1.3 There are three parts to the Johns Road Stormwater project as identified by the 2014 flood report (refer TRIM 141010111299 section 7.4):

a) Palmer Street – Programmed to be completed 2022/23

b) Church Street – Complete and constructed as part of Contract 16/74 in 2017.

c) Johns Road and Fraser Place – Proposed for acceleration as part of this report

1.4 There is a budget allowance of $450,000 in the 2022/23 financial year to design and construct the remaining portion of the flooding alleviation stormwater project. A revised engineers estimate has been prepared for both items a and c in Section 1.3 using previously tendered rates. The estimate identifies that there is insufficient budget to complete the project. The following budget amendments are proposed:

Section of Project	Current Budget	Proposed Budget	Proposed amendments
a) Palmer Street	$450,000 (2022/23)	$152,000* (2022/23)	Bring forward $298,000 to 2019/20 financial year for the Johns Road and Fraser Place Works

Section of Project	Current Budget	Proposed Budget	Proposed amendments
b) Johns Road and Fraser Place	-	$630,000** (2019/20)	As above plus seek additional $332,000 funding in 2019/20 financial year

* Includes 30% contingency

** Includes 10% contingency

Attachments:

i) Johns Road Stormwater Pipeline - Locality and Layout Plan (Drawing 4038 Sheet 1 Rev A)

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 190822117769.

(b) **Approves** bringing forward $298,000 of budget from 2022/23 to the 2019/20 financial year

(c) **Approves** an additional budget of $332,000 in the 2019/20 financial year for the design and construction of the Johns Road and Fraser Place Stormwater pipeline.

(d) **Notes** that this will give a total budget of $630,000 in the 2019/20 financial year for the design and construction of the Johns Road and Fraser Place Stormwater pipeline.

(e) **Notes** that the additional budget will increase the Rangiora Urban Drainage rate by approximately $3.20 or 1.4% per property.

(f) **Notes** that tender design of the Johns Road and Fraser Place pipeline has been completed and construction has been provisionally included within the tender document for Contract 19/34 Rangiora Central Sewer Stage 4 as a Provisional Separable Portion.

(g) **Notes** that Council is not under any obligation to award this portion of the work, however is in a position to take advantage of efficiencies during construction and minimise disruption based on the tendered price.

(h) **Notes** that the tender report will be bought to Council to approve the award of the works.

(i) **Circulates** to the Utilities and Roading Committee for their information.

3. BACKGROUND

3.1 As part of the Rangiora Central Sewer Stage 4 project a wastewater sewer pipeline is being installed through a busy roundabout at the intersection of King Street and Johns Road. Due to the busy nature of the intersection and the disruption it will cause, the 3 Waters Manager, Drainage Asset Manager, Water Asset Manager and Roading Manager were consulted to determine if they had projects in the near future in the same area and to achieve efficiencies regarding packaging and delivering the works.

3.2 The Roading Team have identified that they intend to carry out road safety improvements and refurbishment works at the King Street and Johns Road Intersection twelve months following the Rangiora Central Sewer Stage 4 project and complete kerb and channel renewals in Johns Road. In this way the any residual risk of settlement of trench lines is significantly reduced.

3.3 The Water Asset Manager has approved a separable portion to replace the watermains at the intersection which would be due for renewal in the coming years. This has been

designed and incorporated into the tender package for the Rangiora Central Sewer Stage 4 Contract as Separable Portion D. This work is funded from current renewal budgets by modification to the current 5-year programme of water main renewals.

3.4 The 3 Waters Manager and Drainage Asset Manager have a project to design and install a new stormwater main which includes a section crossing the roundabout at the intersection of King Street and Johns Road (refer TRIM 141010111299 section 7.4). This project was originally planned for construction in the 2022/23 financial year. This project, the subject of this report, is being considered for acceleration due to the Rangiora Central Sewer Stage 4 project.

3.5 There are three parts to the Johns Road Stormwater project as identified by the 2014 flood report (refer TRIM 141010111299 section 7.4):

a) Palmer Street – Programmed to be completed 2022/23,

b) Church Street – Complete and constructed as part of Contract 16/74 in 2017,

c) Johns Road and Fraser Place – Proposed for acceleration as part of this report.

3.6 The following were assessed as part of the Johns Road Stormwater Project:

- Detail design the DN600/DN750 section of the stormwater upgrade (Section 3.5 Item a) with a view to potential inclusion within the Rangiora Central Sewer Stage 4 contract (Contract 19/34). Pipeline from the intersection of Johns Road and Church Street (connecting from the end of the pipe in Church Street constructed as part of Contract 16/74) to its point of discharge near Fraser Place.

- In addition to designing the full DN600/DN750 section Council staff considered the additional project costs associated with building only the section crossing the Johns Road Roundabout and the risks and additional works associated with this option.

- Although not part of the current stage of the detailed design scope of the Johns Road Stormwater Project, Council staff considered the financial implications of a future 450mm diameter stormwater pipe in Palmer Street (Section 3.5 Item c) and developed a high level cost estimate for the purposes of budgeting future works.

3.7 As part of the detailed design of the Johns Road to Fraser Place section of stormwater pipework an engineers' estimate was completed using average recently tendered rates. This was compared to available budget which identified that there is insufficient budget to complete the remaining sections of the project (Section 3.5 items a and c).

4. ISSUES AND OPTIONS

4.1. There is a budget allowance of $450,000 in the 2022/23 financial year to design and construct the remaining portions of the Johns Road Stormwater project. This is insufficient to complete the remaining works.

4.2. Two options exist:

4.2.1. The recommended option is to partially bring forward and amend budgets with a view to potential inclusion of the Johns Road stormwater pipeline within the Rangiora Central Sewer Stage 4 contract:

Section of Project	Current Budget	Proposed Budget	Proposed amendments
a) Palmer Street	$450,000 (2022/23)	$152,000* (2022/23)	Bring forward $298,000 to 2019/20 financial year for the Johns Road and Fraser Place Works

Section of Project	Current Budget	Proposed Budget	Proposed amendments
b) Johns Road and Fraser Place	-	$630,000** (2019/20)	As above plus seek additional $332,000 funding in 2019/20 financial year

* Includes 30% contingency

** Includes 10% contingency

4.2.2. An alternative to the recommended option would be to delay the project until the budgeted year. This would create additional disruption, increased project costs and potentially have a detrimental impact on Council reputation (increased complaints that Council keep digging up the same place). This option is not recommended.

4.2.3. Consideration was given to only constructing a short length of the pipeline crossing the Johns Road and King Street intersection, however this would create additional bubble-up systems, marginally increase flood risk, create a dead end at the downstream end of the pipeline and potentially increase project costs in the order of $55,000 (due to the reduced scope of work, potentially additional infrastructure requirements and project costs). Approving the additional budget now does not limit the Council deciding only to award part of the works as part of the tender negotiations.

Staff considered the potential benefits to the pipeline alignment and for improved connectivity between Ward Place and Fraser Place in purchasing a section at 11b Fraser Place that is currently for sale. On balance there is already a connection between Fraser Place and Ward Place for pedestrians, which at 5m wide is less than ideal but is an acceptable existing situation. Therefore it is not recommended that council consider purchasing the property.

4.3. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

The project is currently planned in the 2022/23 financial year. Community views have been sought on the co-ordination of the project or on the proposed budget increase.

5.2. Wider Community

Bringing forward funding and providing the additional funding will enable the project to be incorporated within the Rangiora Central Sewer Stage 4 project which would reduce disruption and project costs.

There is a known flooding issue in Fraser Place which the Johns Road Stormwater project should help to mitigate.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

There is a budget allowance of $450,000 in the 2022/23 financial year to design and construct the remaining portion of the flooding alleviation stormwater project. Following detailed design of the Johns Road and Fraser Place section of the works a revised engineers' estimate has been prepared for both sections a and c using previously tendered rates. The following budget amendments are proposed:

Section of Project	Current Budget	Proposed Budget	Proposed amendments
a) Palmer Street	$450,000 (2022/23)	$152,000* (2022/23)	Bring forward $298,000 to 2019/20 financial year for the Johns Road and Fraser Place Works
b) Johns Road and Fraser Place	-	$630,000** (2019/20)	As above plus seek additional $332,000 funding in 2019/20 financial year

* Includes 30% contingency

** Includes 10% contingency

The additional budget will increase the Rangiora Urban Drainage rate by approximately $3.20 or 1.4% per property.

6.2. Community Implications

The Johns Road and King Street Intersection is very busy and any works in the area will be disruptive. Co-ordinating the works should reduce disruption and result in efficiencies during construction.

6.3. Risk Management

The project includes construction of large diameter pipework and manholes at depths in the order of 2 to 2.5 meters. A design report and Safety in Design review has been undertaken and key risks highlighted to prospective tenderers. The Engineers estimate has been developed from average tendered rates and includes 10% contingency which should reduce the risk of funding shortfall.

There is a known flooding issue in Fraser Place which the Johns Road and Fraser Place stormwater pipeline should help to mitigate.

6.4. Health and Safety

Following an Expressions of Interest (EOI) process, three contractors have been shortlisted to tender on the Rangiora Central Sewer Stage 4 project. The proposed stormwater project is similar in nature to the Rangiora Central Sewer Stage 4 project. The tender evaluation team are satisfied that the shortlisted contractors could complete the project safety. The successful tenderer will be required to provide a site specific health and safety plan for acceptance prior to the works commencing.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

There is no legislation applicable to this project.

7.3. Community Outcomes

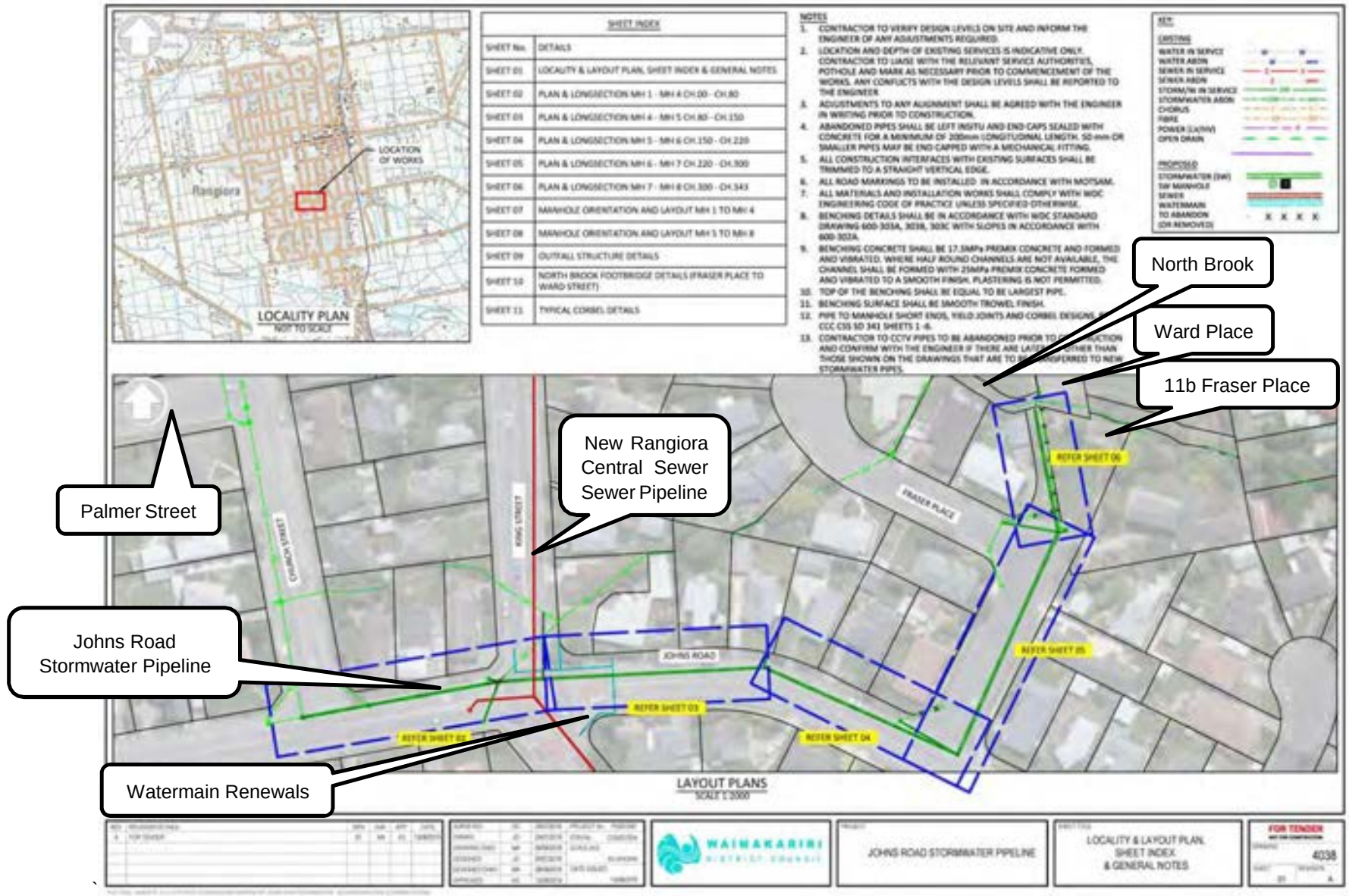
- There is a safe environment for all.
- Harm to the environment from sewage and stormwater discharges is minimised.
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard.

- Core utility services are provided in a timely and sustainable manner.

7.4. Delegations

Only the Council can approve budget alterations and award contracts with a value greater than $1 million. The contract value of the Rangiora Central Sewer Stage 4 project will exceed $1 million.

Appendix i) Johns Road Stormwater Pipeline Locality and Layout Plan



WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	ENV-04-01, GOV-01-16 / 190815114149
REPORT TO:	The Council
DATE OF MEETING:	3 September 2019
FROM:	Nick Harrison, Manager: Regulation
SUBJECT:	**Annual Report to the Alcohol Regulatory and Licensing Authority 2019**

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

Department Manager | Chief Executive

1. SUMMARY

1.1 This report informs Council of the proposed 2019 annual report to the Alcohol Regulatory Licensing Authority (ARLA) about the activity of the District Licensing Committee (DLC). Section 199 of the *Sale and Supply of Alcohol Act 2014* (the Act) states that within 3 months after the end of every financial year, every territorial authority must prepare and send to ARLA an annual report outlining the territorial authority's licensing proceedings and operations for that financial year.

1.2 The Council has the option of adopting the recommendation as fulfilling the requirement of Section 199. If the Council adopts the recommendation the annual report will be sent to ARLA and a copy placed on the Council website.

The annual report covers trends in the DLC's workload over the last year. It includes any new DLC initiatives undertaken which in this case was the review of the LAP, what effect the Local Alcohol Policy is having within the District and whether it believes the Sale and Supply of Alcohol Act is achieving the object of the Act for the Waimakariri District. The report makes the observation that the Act has raised the community's expectation for compliance by the industry.

Attachment:

Annual Report to ARLA Trim No:190815114105

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 190815114149

(b) **Approves** the attached 2019 Report to the Alcohol Regulatory Licensing Authority (Trim No:190815114105)

(c) **Circulates** a copy of this report to the Community Boards.

3. BACKGROUND

3.1 Alcohol Licensing in New Zealand is overseen and monitored by the Alcohol Regulatory Licensing Authority.

3.2 The annual report is for information purposes for ARLA and itemises the types and numbers of alcohol licence applications decided by the Waimakariri District Licensing Committee. It is also an opportunity for the District Licensing Committee to provide feedback directly to ARLA.

4. ISSUES AND OPTIONS

4.1. The annual reports includes feedback from DLC's that covers trends in the DLC's workload, any new DLC initiatives undertaken for the year, what effect the Local Alcohol Policy is having in the District, and whether the DLC believes the Sale and Supply of Alcohol Act is achieving the object of the Act.

4.2. The DLC, through the Council, in 2018 initiated an early review of the LAP. This was not because of a perceived failure of the LAP. The DLC believed that because the legislation was new and the LAP was new, it was prudent to test the policy at the three year point rather than wait the full six year term. The policy was adopted again with minor adjustment to hours to align on and off license opening hours and to clarify when premises can be open before public holidays.

4.3. A matter that is not an issue as such, rather an observation, is that the new Act along with the LAP and by extension the DLC, is placing higher expectations on applicants especially licensees. Licensees who are returning to the industry and bringing previous experience are finding that the there is more rigour required in how they demonstrate that they have the systems and processes in place to run a tavern and achieve the objects of the Act.

4.4. The Council resolved at an early stage to have the DLC comprised of elected members as this would provide a connection to the community. This has worked well and DLC members have gained experience and become confident in their role. The election cycle does place a risk to this approach in that well gained experience can be lost without the ability to transition that experience to new members. A way to avoid this and also for the DLC to develop new members as members retire, would be to make members commissioners. This is proposed in a separate report.

4.5. The Waimakariri DLC members have reviewed the attached annual report.

4.6. The Management Team has reviewed this report.

5. COMMUNITY VIEWS

5.1. **Groups and Organisations:** The annual report is a statutory requirement of the Waimakariri District Licensing Committee to inform the Alcohol Regulatory and Licensing Authority of a summary of the alcohol licence applications dealt with by the Committee over the preceding year. The information is collected across Waimakariri, district-wide and is not broken down into wards

5.2. **Wider Community:** A copy of the report will be placed on Council's website.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications:** Alcohol licence work is funded by a mix of alcohol licence fees and from the general rate. The fees are set by government regulation and have not changed since their inception in 2012. The Council currently employs one licensing inspector, one part-time inspector and approximately a .75FTE administration component (Secretary and Admin).

6.2. **Community Implications:** The report is for information purposes to ARLA and also through the Council website to the community.

6.3. **Risk Management:** No policy development or alcohol licence operational work is dependent on this report and it has no risk considerations.

6.4. **Health and Safety:** There is no direct health and safety consideration as a factor of this report. The report does detail alcohol regulatory activity that would have an indirect association with community health and safety.

7. CONTEXT

7.1. **Policy**

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

The Council has a Local Alcohol Policy that helps the object of the Act (that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly) to be achieved in Waimakariri. This policy places restrictions on the location of stand-alone bottle stores and also specifies maximum trading hours for premises in the district.

7.2. **Legislation: Sale and Supply of Alcohol Act 2014, Section 199 –**

3 months after the end of every financial year, every territorial authority must prepare and send to the licensing authority a report of the proceedings and operations of its licensing committees during the year.

The licensing authority may specify the form of the annual report and the matters to be included in the report.

The licensing authority or the licensing committee must, on payment of any reasonable fee it may prescribe, provide a copy of each report to any person who asks for one.

Every annual report required to be prepared under this section is a public record for the purposes of this Act.

*A copy of every annual report must be made available by the territorial authority for inspection free of charge and be made available on an Internet site maintained by or on behalf of the territorial authority for a period of not less than 5 years***:**

7.3. **Community Outcomes**

There is a safe environment for all – *Harm to people from natural and man-made hazards is minimised.*

2018 2019 Waimakariri District Council Annual Report to the Alcohol Regulatory and Licensing Authority

1. **Please provide the name of your District Licensing Committee** – Waimakariri District Licensing Committee.

2. **Please provide the name, email, and contact phone number of your Committee's Secretary** – Tracy Bouncy, tracy.boundy@wmk.govt.nz ph 027 2567040.

3. **Please name each of your licensing inspectors and provide their email and contact phone number**. Raj Deo, raj.deo@wmk.govt.nz ph 021 480834.
   Sharon Stevenson, sharon.stevenson@wmk.govt.nz ph 021 480818

4. **The following questions relate to the number of licences and managers' certificates your Committee issued and refused in the 2017-18 and 2018-19 financial years.**

   Note: the 2018-19 financial year runs from 1 July 2018 to 30 June 2019.

   Licences 2017-2018

   In the 2017-18 year, how many 'on licences' did your Committee issue? (15)

   In the 2017-18 year, how many applications for 'on licences' did your Committee refuse? (0)

   In the 2017-18 year, how many 'off licences' did your Committee issue? (6)

   In the 2017-18 year, how many applications for 'off licences' did your Committee refuse? (1)

   In the 2017-18 year, how many club licences did your Committee issue? (0)

   In the 2017-18 year, how many applications for club licences did your Committee refuse? (0)

   Licences 2018-2019
   In the 2018-19 year, how many new 'on licences' did your Committee issue? (15)

   In the 2018-19 year, how many applications for 'on licences' did your Committee refuse? (1)

   In the 2018-19 year, how many new 'off licences' did your Committee issue? (5)

   In the 2018-19 year, how many new applications for 'off licences' did your Committee refuse? (0)

   In the 2018-19 year, how many new club licences did your Committee issue? (0)

In the 2018-19 year, how many new applications for club licences did your Committee refuse? (0)

Manager's certificates 2017-2018

In the 2017-18 year, how many managers' certificates did your Committee issue? (166)

In the 2017-18 year, how many applications for managers' certificates did your Committee refuse? (1)

In the 2017-18 year, how many applications for managers' certificates were withdrawn? (7)

Manager's certificates 2018-2019
In the 2018-19 year, how many new managers' certificates did your Committee issue? (61)

In the 2018-19 year, how many new applications for managers' certificates did your Committee refuse? (1)

In the 2018-19 year, how many applications for managers' certificates were withdrawn? (3)

Licence renewals 2017 - 2018
In the 2017-18 year, how many licence renewals did your Committee issue? (30)

In the 2017-18 year, how many licence renewals did your Committee refuse? (0)

Licence renewals 2018 – 2019

In the 2018-19 year, how many licence renewals did your Committee issue? (41)

In the 2018-19 year, how many licence renewals did your Committee refuse? (0)

5. Please comment on any changes or trends in the Committee's workload in 2018-19.

The Committee has had two significant hearings where in one neighbours objected to noise matters, and in the second, the agencies were in opposition as they considered the applicant had not shown that suitable systems and processes in place to manage the premises.

6. **Please comment on any new initiatives the Committee has developed/adopted in 2018-19**.

Having the DLC attend an ARLA hearing in person to gain better understanding of the workings of ARLA has been an excellent training exercise. As well, the DLC tries to attend significant hearings of neighbouring DLCs to better understand process and where possible to align procedure.

The DLC, through the Council, in 2018 initiated an early review of the LAP. This was not because of a perceived failure of the LAP. The DLC believed that because the legislation was new and the LAP was new, it was prudent to test the policy at the three year point rather than wait the six year term. The policy was adopted again with minor adjustment to hours to align on and off license opening hours and to clarify when premises can be open before public holidays.

7. **Has your Committee developed a Local Alcohol Policy**?
   Yes

8. W**hat stage is your Local Alcohol Policy at**?
   Initially adopted 2015. Reviewed after three years in 2018 and adopted.

9. **Under the Local Alcohol Policy what are the maximum hours that apply for an on-license application?**
   7am to 11pm Sunday to Thursday
   7am to 1am Friday and Saturday

10. **Under the Local Alcohol Policy what are the maximum hours that apply for an off-license?**

    7am to 10pm

11. **What effect do you consider your Local Alcohol Policy is having**?

The Local Alcohol Policy came into force in the Waimakariri District on 16 February 2015 and was reviewed and re-adopted in 2018. Anecdotally the Police, Health, Community and the Council are impressed with the way the Policy is working. The Waimakariri LAP stipulates that new stand-alone off licences should be located only in Business 1 & 2 Zones. This has proved a robust condition and is well accepted by the community.

Since the adoption of the LAP, the inspectors' observations are the knowledge and competency of licenced premises staff has increased. There appears to be improved compliance across the whole industry with the only exception being one restaurant failing a controlled purchase operation out of several run through the year.

The LAP is now well embedded. From submissions to some applications, particularly off-licences, it appears the community feels it can be "heard" when concerns are expressed and people are more willing to participate in the process.

12. **Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is achieving its object. Note: the object of the Sale and Supply of Alcohol Act 2012 is that:**
    a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
    b) ***the harm caused by the excessive or inappropriate consumption of alcohol should be minimised****.*

Inter- Agency Co-operation -The Act, in conjunction with the LAP, provides the DLC with a greater mandate in giving effect to the object of the Act. Local DLC's are more aware of local issues when it comes to alcohol licensing decisions affecting the community. The Act has resulted in a more formal communication and liaison between Police, MOH and Licensing Inspectors. This has shown to help DLC in its decisions, however there are areas which could be improved such as when one of the agencies provides evidence to a hearing it is supported by witnesses to substantiate the evidence. The DLC understand that sometimes operational necessity means witness statements have not always been sought, but notes that this absence can strongly disadvantage an avenue of enquiry.

Secretary
Waimakariri District Licensing Committee

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	POL-08-36 /190821117114
REPORT TO:	The Council
DATE OF MEETING:	3 September 2019
FROM:	Nick Harrison, Manager: Regulation
SUBJECT:	Appointments to the District Licensing Committee
SIGNED BY: **(for Reports to Council, Committees or Boards)**	Department Manager / Chief Executive

1. SUMMARY

This report recommends appointing current District Licensing Committee (DLC) members as commissioners. The Sale and Supply of Alcohol Act 2012 (the Act) provides that Councils can appoint a DLC from elected members or commissioners. The Council had resolved in 2013 that its DLC would be comprised of elected members. This was expanded in 2016 to include Board Chair Jim Gerard as a commissioner so that his experience remained available to the DLC.

The DLC has to comprise three members at any one time and this is drawn from a current "list" of five members. Councillor John Meyer is retiring and this combined with the uncertainty inherent to an election could place forming an experienced DLC in the short to medium term at risk.

The Council has a considerable investment in its current DLC; gained through hearings and also the review of the Local Alcohol Policy. A way to gain certainty that experienced members would remain available is to appoint them as commissioners. Commissioners are appointed for five years or a shorter term at the discretion of the Council.

The next Council may choose to review membership and encourage other elected members to learn this role so that the Council grew its capacity to continue this function.

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 190821117114.

(b) **Appoints** Councillor Neville Atkinson as a Commissioner and Chairperson of the Waimakariri District Licensing Committee.

(c) **Appoints** Councillor Paul Williams as a Commissioner of the Waimakariri District Licensing Committee.

(d) **Appoints** Councillor Wendy Doody as a Commissioner of the Waimakariri District Licensing Committee.

(e) **Thanks** Councillor John Meyer, member of the Waimakariri District Licensing Committee, for his service to the Committee.

(f) **Appoints** Board Member Jim Gerard as a Commissioner of the Waimakariri District Licensing Committee for a further term.

(g) **Notes** Commissioner Jim Gerard's current term of appointment expires 31 January 2020

(h) **Notes** Commissioner appointments are for a period of five years or lesser time by Council resolution at any time.

(i) **Notes** Commissioner Al Lawn's appointment expired 31 December 2018

3. BACKGROUND

3.1 Each Territorial Authority must appoint one or more licensing committees to deal with alcohol licencing matters in their District.

3.2 The DLC has the same powers as a Commission of Enquiry under the *Commission of Enquiry Act 1908*. This provides powers that include the issuing of summonses requiring the attendance of witnesses, cross examination and the power to require the production of documents.

3.3 The Act provides that each hearing committee must comprise of three members being the Chairperson and two members from the "list" established by each Territorial Authority. The "list" of licensing committee members may include elected representatives. It may also include appointed Commissioners.

3.4 Both the Chairperson and Deputy Chairperson can be either an elected member or a Commissioner appointed to the committee. The Chief Executive may (on the recommendation of the Council) appoint a person as a Commissioner if that person is of good standing in the community and has the necessary knowledge, skill and experience relating to matters that are likely to come before the committee.

4. ISSUES AND OPTIONS

4.1. The DLC was established in 2013 and members have become well experienced with the application of the Act through many hearings and also the Local Alcohol Policy review.

4.2. The current DLC membership is Cr Neville Atkinson (Chair), Cr Wendy Doody, Cr John Meyer, Cr Paul Williams and Commissioner Jim Gerard (Deputy Chair). Mr Al Lawn was a commissioner and his term expired 31 December 2018.

4.3. It's important for the community to retain this experience. The Act requires three members to form a DLC drawn, in this case, from the Council's list of five members. With the retirement of Councillor Meyer and the uncertainty inherent to an election, the ability for the Council to, at any time, draw on three experienced members to form its DLC is at risk.

4.4. Commissioner Jim Gerard was appointed following the 2016 election to address this risk posed by elections. Commissioner Gerard's appointment was made to 31 January 2020 to enable his experience to continue to be available over this term.

4.5. An option for placing certainty about retaining current experience is to follow the example of the 2016 appointment of Commissioner Gerard and appoint members as commissioners for a period. If this option is not taken there is a risk that if current members are not re-elected, then the only member would be Commissioner Jim Gerard (until 31 January next year) and the Council would promptly need to appoint a further two commissioners to form the three member DLC.

4.6. It's recommended that the Council follow this path and appoint current members as commissioners and then review the DLC membership at some point in the next term. The Act specified that Commissioners are appointed for a period of five years or otherwise a lesser time at the Council's discretion. It's also recommended that at the same time, Cr Atkinson is re-confirmed as Chair of the DLC, and Commissioner Gerard's appointment be renewed so that there is a seamless continuation of this statutory function.

4.7. Some members of the new Council may also wish to be part of the DLC. The new Council has discretion to make appointments at any time and this may be a matter for consideration early in the new term. It would be good practice to continue to grow Council's expertise in this function.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

This report has been prepared from observations of the structure, processes and procedures of the current DLC as well as other Council DLCs across Canterbury. No community views have been sought.

5.2. Wider Community

The wider community has not been consulted on this matter. The wider community has been consulted on alcohol policy concerns and this was most recently during the Local Alcohol Policy review in late 2018.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

There are no changed financial implications from the option of having Councillors appointed as Commissioners. Fees and allowances remain the same and continue from the same source of licence fees.

6.2. Community Implications

There are no direct community implications to the appointment of the DLC.

6.3. Risk Management

Re-appointment of DLC members as commissioners promotes the continuation of a list of experienced licensing decision makers.

6.4. Health and Safety

There are no direct health and safety matters associated with the recommendations.

7. CONTEXT

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

7.2. **Legislation:** *The Sale and Supply of Alcohol Act 2012 section 186 "Territorial Authority must appoint Licensing Committees".*

7.3. **Community Outcomes:** *There is a safe environment for all*

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	FIN-01 / 190815113899
REPORT TO:	Council
DATE OF MEETING:	3 September
FROM:	Jeff Millward, Manager Finance & Business Support Kelly LaValley, Project Delivery Manager
SUBJECT:	Adoption of Procurement Strategy
SIGNED BY: **(for Reports to Council, Committees or Boards)**	Department Manager / Chief Executive

1. SUMMARY

1.1 The purpose of this report is to present the Procurement Strategy for approval.

1.2 The Procurement Strategy was identified as a component in the overarching Procurement Improvement Project. The development of the Procurement Strategy completes one of the actions identified in a review of the maturity of Council's procurement practices.

1.3 Following approval of the Strategy a staff training and awareness programme will be rolled out along with a Procurement Roadmap, which will support the implementation of the Strategy.

Attachments:

i. Procurement Strategy (TRIM 190815114022)

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 190815113899.

(b) **Approves** the Procurement Strategy (TRIM 190815114022).

(c) **Notes** that development of an implementation programme is underway, including staff training and awareness.

3. BACKGROUND

3.1. Annually, the Long Term Plan identifies between $80 million and $100 million of operational and capital expenditure. Most of this is on goods and services sourced from external suppliers including a significant capital works programme.

3.2. In 2018 this council joined a number of councils to review the Council's purchasing and contract management, resulting in a number of actions being identified that could improve procurement.

3.1 A Procurement Maturity Assessment Report (180905101471) was prepared by MB associates, which had identified a number of areas where the Council could make improvements to procurement practices. This included the development of a long-term Procurement Strategy that articulates the procurement vision, objectives and 'what' the Council is aiming to achieve for its stakeholders.

3.2 The Procurement Strategy sits underneath the Procurement and Contract Management Policy and provides the strategic direction for the organisation.

3.3 The Strategy also aligns with the recently released 4th Edition produced by the Ministry of Business, Innovation, and Employment (MBIE) Government Procurement Rules.

3.4 Development of the Procurement Strategy was completed by MB Associates with the Project Delivery Manager, and the Special Projects Manager. The Strategy was reviewed through both the Procurement Project Control Group and the Asset Management Steering Groups, which have members of senior management as well as key asset managers.

4. ISSUES AND OPTIONS

4.1. The Procurement Strategy is the approach to procurement over the next three years. It sets forth the framework to achieve public value and quality outcomes through best procurement practices.

4.2. It is important to note that while there are aspects of the Strategy that are currently in practice, the Strategy does not represent the current state of procurement but rather is future state of procurement that the organisation is moving towards.

4.3. The Strategy has been developed to support the upcoming work reflected in the LTP. It aims to improve procurement outcomes through the following key areas:

4.3.1. Developing and maintaining internal capacity for an effective procurement function. The Project Delivery Unit will function as the procurement centre of excellence with a network of Procurement Champions throughout the organisation to foster strong relationship with the procurement function and provide decentralised consistency in the procurement process.

4.3.2. A greater focus will be put on the procurement planning stages of projects including considering procurement at earlier stages in the project lifecycle. Planning will include looking at the specific delivery models included in the Strategy to procure goods and services. The Strategy outlines what types of projects each delivery model is best suited for.

4.3.3. The concept of Category Management is introduced. Category Management is the process of identifying Council's spend and breaking it down into discrete groups of similar or related goods and services. Category plans are then developed for each category to strategically map the approach to the market for best public value.

4.3.4. The Strategy seeks to improve consistency in sourcing management through guidance in the following areas:

- Non-price attributes for evaluation in proposals that include a non-price component.
- Price and quality weightings for supplier selection.
- Evaluation of suppliers based on the selection methodology, including guidance on when to use the various selection methodologies.
- Staged supplier selection including shortlisting and interactive tendering.

- Tender evaluation team composition and responsibilities.
- Principles of probity in procurement.
- Negotiation with the preferred supplier(s) as part of the tender process.
- Notification of results following tender acceptance or contract award.

4.3.5. Contract management principles and procedures are touched upon in the Strategy giving greater weight to the procedures. These procedures are in line with Council's current procedures which are documented in Promapp, which is the Council's process mapping software system. A suite of guidelines and procurement documentation to assist staff with procurement will be located on the Council's intranet and Promapp.

4.3.6. Strategic supplier relationship management principles are introduced to strategically plan and manage interactions with our suppliers.

4.4. Implementation of the Strategy will require staff to put more time and resource into considering procurement at early stages of projects. To support this planning, the following documents either have been or will need to be developed and implemented across the organisation.

- Procurement Plan
- Tender Evaluation Plan
- Negotiation Plan

4.5. A considerable training and awareness effort will be required to inform staff involved in procurement on the Strategy and what it means for their work and changes to current procurement practices. To do this, firstly a change management process will be developed and secondly training will be provided to staff on the Procurement Strategy and procurement best practice.

4.6. Options

4.7. The Council could approve the Procurement Strategy as attached. This is the recommended option.

4.8. Alternatively, the Council could request further information before considering adoption of the Procurement Strategy or not adopt the Procurement Strategy.

4.9. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. **Groups and Organisations**

5.2. Specific views of groups and organisations external to Council have not been sought on the Procurement Strategy.

5.3. The Procurement Strategy has been reviewed and accepted through various internal Council working groups including the Asset Management Steering Group and the Procurement Project Control Group.

5.4. **Wider Community**

5.5. While the wider community views have not specifically been sought on the Procurement Strategy, improved procurement practices and outcomes does have a benefit to the wider community in that greater public value is achieved.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications**

6.2. It is expected that implementation of the Procurement Strategy will lead to public value in procurement. Public value, however, is not solely based on price but rather the long term benefit to the community and the whole of life costs. Whole of life costs includes purchase outcomes, operating costs, and impacts associated with manufacture, transport, delivery and disposal.

6.3. To evaluate the financial impact of the Strategy, we will need to focus and report on the procurement process – planning (scoping), designing and procuring to bring value into the supply chain.

6.4. **Community Implications**

6.5. The community will benefit from the Procurement Strategy when better procurement outcomes are achieved through procurement best practice.

6.6. Sustainable procurement is a focus of the Strategy, which includes “thinking local” in procurement. This means that consideration should be given to suppliers that can evidence a positive economic footprint in the region. A sustainable procurement framework will need to be developed to look at how sustainability is incorporated into our procurement practices.

6.7. The process of Category Management and Category Plans could potentially lead to greater involvement by local suppliers in the supply of goods and services.

6.8. **Risk Management**

6.9. Practices in the Procurement Strategy are aimed at reducing Council risk in its procurement activities.

6.10. Specifically, the Strategy seeks to reduce risk by introducing more resource to the planning stage of procurement. Appropriate procurement decisions are to be made considering the specific risks of each project so that allocation of risk is considered and deliberate.

6.11. There is a risk that the required up front procurement planning required of the Procurement Strategy will delay projects getting to market. Thorough planning will, however, save time in the sourcing phase of a project so there is unlikely to be a significant overall increase in programme for any given project.

6.12. **Health and Safety**

6.13. Health and Safety in both tender evaluation and contract management is included in the Strategy supporting Council Health and Safety initiatives.

7. CONTEXT

7.1. **Policy**

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

7.3. **Legislation**

7.4. The Local Government Act 2002 applies.

7.5. **Community Outcomes**

7.6. The following community outcomes are relevant to the Procurement Strategy.

- *There is a safe environment for all*.
- *There is a healthy and sustainable environment for all.*
- *Transport is accessible, convenient, reliable and sustainable.*
- *Core utility services are provided in a timely and sustainable manner.*

7.7. **Delegations**

7.8. Council has the delegated authority to approve the Procurement Strategy**.**

WAIMAKARIRI DISTRICT COUNCIL PROCUREMENT STRATEGY

July 2019

VERSION CONTROL

Version No	Date	Comments	Compiled By	Approved by
V1	28th March 2019	Draft for circulation to Jeff Millward	Richard McKenzie-Browne	
V2	18th April 2019	Draft for circulation to AMSG	Richard McKenzie-Browne	
V3	9th June 2019	Draft following comments received from AMSG and PDU	Richard McKenzie-Browne	
V4	12th June 2019	Draft following comments received from Kelly La Valley, Don Young and Daniel Thompson	Richard McKenzie-Browne	Kelly La Valley
V5	20th June	Draft following comments received from Richard Cookson	Richard McKenzie-Browne	Kelly La Valley
V6	8th July	Draft following comments received from Kelly La Valley and Daniel Thompson	Richard McKenzie-Browne	Kelly La Valley
V7	27th July	Final Version following further comments from AMSG	Richard McKenzie-Browne	Kelly La Valley

GLOSSARY OF TERMS

AoG = All of Government

CCO = Council Controlled Organisation

CIPS = Chartered Institute of Procurement and Supply

ECI = Early Contractor Involvement

GETS = Government Electronic Tender System

KPI = Key Performance Indicator

KRA = Key Result Area

LTP = Long Term Plan

LPC = Lowest Price Conforming

MBIE = Ministry of Business, Innovation and Employment

PNP = Purchaser Nominated Price

PQM = Price Quality Method

QBM = Quality Based Method

RFI = Request for Information

RFP = Request for Proposal

RFT = Request for Tender

RFQ = Request for Quotation

RFx = Request for (either Proposal, Quotation or Tender)

ROI = Registration of Interest

SME = Subject Matter Expert

SQP = Supplier Quality Premium

SRMP = Supplier Relationship Management Plan

SSRM = Strategic Supplier Relationship Management

TET = Tender Evaluation Team

WDC = Waimakariri District Council

TABLE OF CONTENTS

Glossary of Terms *2*

Strategic Overview *5*

Who we are and what we do 5

Our mission and values 5

How we are governed 6

Strategic drivers for Waimakariri District Council 7

Our strategic planning framework 8

Procurement Operating Model *11*

What we are trying to achieve 11

Our capability and capacity 13

Procurement Delivery *16*

How we procure 16

Our planned major projects 17

Our planned procurement spend 18

Our procurement forecast 19

Delivery models we use 19

Maximum contract terms 21

Category Management *22*

Our category approach 22

Sourcing Management *23*

Sourcing principles 23

Preconditions and non-price attributes 24

Supplier selection methods 25

Systems supporting supplier selection 32

Staged supplier selection 34

Competitive tendering 35

Evaluation of tenders 38

Unsolicited proposals 43

Publishing of contract awards 43

Contract Management *43*
Contract management principles 43
Contract templates 45
Contract performance and review 45
Supplier Management *46*
Strategic Supplier Relationship Management (SSRM) principles 46
Our SSRM framework 47
Implementation and Improvement *50*
Implementation 50
Improvement 50
Templates 52
References *53*

STRATEGIC OVERVIEW

WHO WE ARE AND WHAT WE DO

The Waimakariri District Council (the "Council') is a territorial local authority with obligations to its ratepayers and the public, defined under the Local Government Act 2002 as: “to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses" (1).

Waimakariri District has a population of c60,000. The largest towns are Kaiapoi, Rangiora, Woodend/Pegasus, situated in the eastern part of the district, with Oxford being the largest town in the west.

There are also a large number of people living in villages and on small holdings in the rural zone, with 3,500 lots of between 0.4 and 4 hectares in rural areas.

Due to the proximity of Christchurch and the country environment, Waimakariri is an attractive location for those who are looking for the best of both country and city living. This is expected to drive a population increase to approximately 74500 by 2028 and almost 100,000 by 2048.

The vision of the Council is to make Waimakariri a great place to be in partnership with communities guided by our outcomes, through the following:

- As a service provider;
- As a funder of activities by others;
- As an advocate on behalf of our community;
- As a regulator under legislation,

The Council has formed a Long Term Plan (LTP) covering the next 10 years which is refreshed every three years. This Strategy lays out the response to changing community priorities and the issues that face the District.

The Waimakariri District has been one of the fastest growing Districts in the country over the past thirty years, more than doubling its population in that time. Accordingly, the average age of its infrastructural assets is relatively new. While wastewater systems in the larger settlements were laid from the 1930s onwards, the majority of the underground infrastructure has been laid within with the last thirty years. As a result, a significant increase in underground infrastructure replacement is not forecasted until about 2070, with a steady rise from then until the peak in about 2120. Peak expenditure is forecast to be nearly 2.5 times the current renewals expenditure.

The Council’s main focus for the next 30 years is on catering for growth, ensuring the renewal of assets is supported by an appropriate funding strategy, and that the Council is addressing increasing community expectations of the standard of services provided.

OUR MISSION AND VALUES

Our mission statement

To pursue with the community a high quality physical and social environment, safe communities, and a healthy economy.

Our values statement

This is our service promise to you:

- We'll keep you informed
- We'll do better every day
- We'll take responsibility
- We'll act with integrity, honesty and trust
- We'll work with you and each other (2)

HOW WE ARE GOVERNED

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities. This responsibility includes, but is not limited to:

- Formulating the District's strategic direction in conjunction with the community - the Long Term Plan (LTP) and Annual Plan;
- Determining the services and activities to be undertaken and the levels of service for those activities and how service performance will be measured;
- Managing principal risks;
- Administering various regulations and upholding the law;
- Monitoring the delivery of the LTP and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Reporting to ratepayers;
- Appointing the Chief Executive;
- Acting as a good employer.

In fulfilling its purpose, the Waimakariri District Council exercises powers and fulfils responsibilities conferred on it by various Statutes.

Chief among these are: the Local Government Acts of 1974 and 2002; Local Government Act 2002 Amendment Bill (no.2); the Local Electoral Act 2001; Local Government Borrowing Act 2011; the Local Government (Rating) Act 2002; the Local Government Official Information and Meetings Act 1987, and the Resource Management Act 1991. Following earthquakes in 2010 and 2011, the Canterbury Earthquake Recovery Act 2011 was a significant piece of legislation that the Council must take account of, however, this has been superseded by the Greater Christchurch Regeneration Act 2016.

The Local Government Act 2002 (section 14) details the principles relating to local authorities. The principles most relevant to the Council's procurement activity are:

In performing its role, a local authority must act in accordance with the following principles:

a local authority should—

1) *conduct its business in an open, transparent, and democratically accountable manner; and*

2) *give effect to its identified priorities and desired outcomes in an efficient and effective manner:*

A local authority should undertake any commercial transactions in accordance with sound business practices; and

1) *a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including by planning effectively for the future management of its assets; and*

2) *in taking a sustainable development approach, a local authority should take into account— (i) the social, economic, and cultural interests of people and communities; and (ii) the need to maintain and enhance the quality of the environment; and (iii)the reasonably foreseeable needs of future generations.*

This Procurement Strategy reflects these principles as they relate to the Council's procurement activity. In particular, the broader community wellbeing impacts are explicitly recognised. (3)

The nature of the Local Government Act 2002 means that the Council must work with neighbouring local authorities (i.e. Christchurch, Selwyn and Hurunui), the regional council (Environment Canterbury) and other bodies engaged in community services (e.g. Police and Fire). The Council may consider joint working, syndication of contracts and/or partnering agreements, where appropriate, in order to introduce synergy of process and commonality of scale.

COUNCIL CONTROLLED ORGANISATIONS

The Council has direct and indirect shareholdings in, or control over, a variety of Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs). This control is either through ownership greater than 50%, or the ability to appoint more than half of the board. These Organisations all operate on a commercial basis at arm's length from the Council:

(a) Enterprise North Canterbury.
(b) Te Kōhaka o Tūhaitara Trust.
(c) Transwaste Canterbury Limited - The Waimakariri District Council is one of six councils in the Canterbury region which between them own 50% of the shares in Transwaste Canterbury Limited. The organisation operates a regional landfill at Kate Valley and associated transport services in a joint venture with Canterbury Waste Services.

The Council also has non-controlling interests in numerous Council Organisations, by virtue of appointing one or more board members or trustees such as Canterbury Museum.

STRATEGIC DRIVERS FOR WAIMAKARIRI DISTRICT COUNCIL

With the majority of the earthquake recovery programme completed, essential infrastructure improvements in our main town centres well underway and flood mitigation and protection works progressing, the focus of the WDC spending is now on:

- Catering for growth.
- Responding to increasing community expectations and national standards especially in respect of water quality and environmental standards.
- Ensuring the District has facilities and services in place which make Waimakariri a great place to be.

However it is also recognised that the required infrastructural response to Climate Change is not yet understood, and it is expected that this will play an increasing part in the Council's infrastructure spend over the coming decades.

Importantly, it is critical that the Council's stewardship over the assets and services it is responsible for is demonstrated to be sound and robust, and it is done in a financially prudent manner for current and future residents.

Procurement plays a vital role in the delivery of Council outcomes, with a significant variety of goods, services and works being purchased from third party suppliers.

The Council recognises that rigorous procurement and contract management practices:

a) Ensure the Council delivers value for money and quality outcomes for the community.
b) Underpin the performance and delivery of the Councils strategic and business objectives.
c) Provide opportunities for business sustainability, strategic growth and improvement.

We acknowledge the MBIE Government Procurement Rules (4th Edition 2019) containing the Rules for sustainable and inclusive procurement and will adopt the supporting processes and procedures provided by MBIE where suitable and appropriate.

OUR STRATEGIC PLANNING FRAMEWORK

DOCUMENTS THAT GUIDE US

ANNUAL PLAN

The purpose of the Annual Plan is to describe the activities of the Council and provide a basis for accountability of those activities to the community. The Annual Plan is a continuation of decisions agreed to in the Long Term Plan (LTP), which outlines the use of the Council's resources for the next ten years.

The Local Government Act 2002 stipulates in Section 95(5) that the purpose of an Annual Plan is to:

a) contain the proposed annual budget and funding impact statement for the year to which the Annual Plan relates;
b) identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year;
c) support the long-term plan in providing integrated decision making and coordination of the resources of the local authority;
d) contribute to the accountability of the local authority to the community.

LONG TERM PLAN

The Council's 10 year Long Term Plan (LTP) is refreshed every three years, it responds to and considers changing community priorities and issues being faced within the District.

With the majority of the earthquake recovery programme completed, essential infrastructure improvements in our main town centres is well underway and flood mitigation and protection works progressing. This LTP cycle thereby focuses on our spending goals as outlined above:

- Catering for growth.
- Responding to increasing community expectations and national standards especially in respect of water quality and environmental standards.
- Ensuring the District has facilities and services in place which make Waimakariri a great place to be.

Importantly, the LTP demonstrates Council's stewardship over the assets and services it is responsible for, and that it does so in a financially prudent manner for current and future residents. Figure 1 below highlights the linkages between the LTP and our core strategic reports and plans.

Figure 1 Long term plan linkages with other documents

DISTRICT DEVELOPMENT STRATEGY

The District Development Strategy (DDS), is a high- level, long-range strategic document that provides a spatial framework to guide the anticipated growth in our District over the next 30 years. The DDS outlines directions for growth management and is designed to act as a broad statement of direction to inform more detailed decision-making within the context of a long- term view.

It is projected that up to 15,000 more houses may be required to accommodate growth, together with business, infrastructure and public facilities requirements, under the most likely growth scenario out to 2048. That is, a resident population of approximately 100,000 by 2048 based on the Waimakariri District Council medium/high variant population model. To prepare for growth, we need to ensure it is well planned, integrated and sustainable for current and future generations.

The DDS influences the timing and location of growth and makes sure it is achieved in an integrated way. This has allowed us to plan for expected growth, rather than react to change, and provide a clear direction for public and private investment.

KEY LEGISLATION AND POLICY

In developing our Procurement Strategy, we have ensured consistency with our internal Procurement and Contract Management Policy and external requirements of:

- The Local Government Official Information and Meetings Act 1987.
- The Local Government Act 2002.
- The Land Transport Management Act 2003 and Amendment Act 2013.
- The Official Information Act 1982.
- The Public Finance Act 1989.
- The Electronic Transactions Act 2002.
- The Public Records Act 2005.
- The Local Electoral Act 2001.
- Local Government Borrowing Act 2011.
- Resource Management Act 1991.
- Greater Christchurch Regeneration Act 2016.
- The Office of the Auditor General: Procurement Guidance for Public Entities (2008).
- The NZ Government Rules of Sourcing (fourth edition 2019).
- The Ministry of Business, Innovation and Employment (MBIE) Mastering Procurement Guide (2011).
- National policy statement (NPS) (Urban development).
- RPS.
- Our Space.

PROCUREMENT OPERATING MODEL

WHAT WE ARE TRYING TO ACHIEVE

> *"Procurement is all of the business processes associated with purchasing, spanning the whole cycle from the identification of needs to the end of a service contract, or the end of the useful life and subsequent disposal of an asset" (4)*

Our Aim → To harness the purchasing power of the Council for the realisation of its strategic and business objectives, as well as the benefit of the local community

We will achieve this by implementing a Procurement Framework that supports Waimakariri District Council in achieving its mission "To pursue with the community a high quality physical and social environment, safe communities, and a healthy economy." Procurement supports this mission through its objective of "sustainable value through smart buying."

Our Procurement Operating Model supports our aim by ensuring the Council delivers public value and quality outcomes for the community by underpinning the performance and delivery of the Council's strategic and business objectives, whilst also providing opportunities for business sustainability, strategic growth and improvement.

> ***PUBLIC VALUE*** **MEANS ACHIEVING THE BEST POSSIBLE RESULT FROM A PROCUREMENT. FOR INSTANCE, PROCUREMENT OFFERS THE OPPORTUNITY TO SUPPORT** ***NEW ZEALAND BUSINESSES*****, INCLUDING MAORI BUSINESSES AND PASIFIKA BUSINESSES. PROCUREMENT CAN ALSO CONTRIBUTE POSITIVELY TOWARDS ACHIEVING ENVIRONMENTAL OUTCOMES BY SUPPORTING NEW ZEALAND'S TRANSITION TO A LOW EMISSIONS ECONOMY OR REDUCING WASTE.**

Through the use and development of innovative procurement solutions, we will leverage procurement opportunities to give economies of scale. This will, however, be balanced with the requirement to maintain a sustainable and competitive supplier market.

We will apply the five principles of government Procurement in all our procurement activities. These principles are:

1. Plan and manage for great results
2. Be fair to all Suppliers
3. Get the right Supplier
4. Get the best deal for everyone
5. Play by the rules

With these principles in mind, we will take into consideration where appropriate the whole of life costs, risks and/or benefits associated with procurement from design through to decommissioning and disposal. Contracts will clearly

identify functional, performance and/or technical deliverables and key performance indicators to generate 'SMART' (Specific, Measurable, Achievable, Relevant and Time-bound) deliverables for the monitoring of contracts.

> ***Whole of life thinking**: an assessment of the total costs and/or benefits of purchasing goods or services from concept to disposal. This includes purchase outcomes, operating costs spanning the useful life of the good or service, as well as any impacts associated with (product) manufacture, transport, delivery and disposal. Consideration may also be given to sustainable procurement (4)*

This will be supported by sustainable procurement principles wherever possible.

SUSTAINABLE PROCUREMENT

The Council recognises that procurement and contract management practices provide a key opportunity to maximise value for money and quality service delivery, as well as deliver tangible benefits for the local community, economy and environment – as articulated in the Council's Strategic Planning Framework.

Whenever practicable, the Council shall give conscious consideration to sustainable procurement principles, including when undertaking cost-benefit analyses or weighted attributes assessments of potential goods and service Suppliers. (4)

As such, and in accordance with our Procurement and Contract Management Policy, the principles of sustainable procurement shall be recognised whenever possible in the assessment of the costs and benefits of procurement on a whole of life basis, as follows:

(a) Think Local: The Council shall consider those Suppliers that can evidence a positive economic footprint in the region. This includes contributing to the vibrancy and sustainability of the local economy, supporting job or market growth, as well as fostering opportunities for small and medium-sized enterprises.

(b) Think Environmental: The Council shall consider procurement decisions that have a positive impact on the natural environment and biodiversity, including the prudent use of natural resources, the minimisation of waste or hazardous substances, and efforts to reduce carbon or Greenhouse Gas (GHG) emissions.

(c) Think Social: The Council shall consider procurement decisions that maximise community benefits in terms of personal wellbeing, social cohesion, capital and inclusion, equal opportunities and participation.

Figure 2 above illustrates the interdependencies between Social, Environmental and Economic considerations.

Figure 2 The triple bottom line of sustainability

It is recognised that Cultural sustainability also plays a role in Council's procurement and as such, where appropriate, Council shall consider procurement decisions that have a positive impact on maintaining cultural beliefs, cultural practices, and heritage conservation.

Our aims and principles are fulfilled using the Waimakariri District Council's values, as represented in our procurement house shown below:

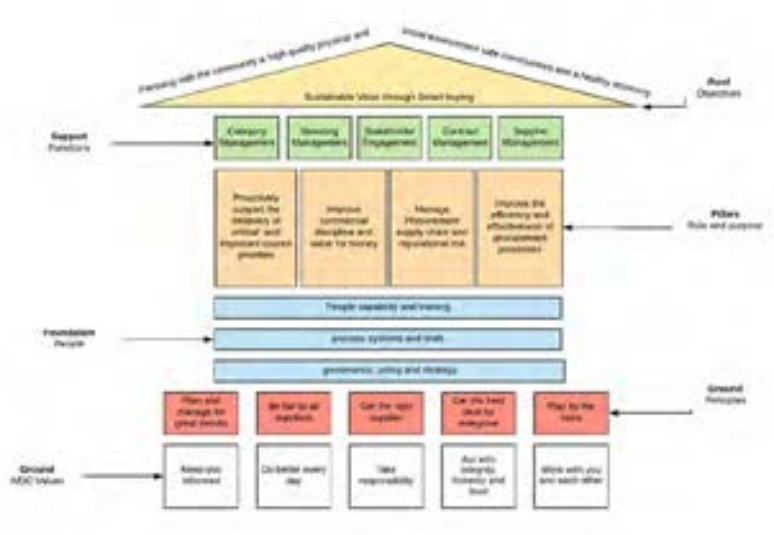


Figure 3 Procurement house

OUR CAPABILITY AND CAPACITY

Our procurement function is centre led and has a functional responsibility to the Manager Finance and Business Support who is responsible for the governance of the function. The team is made up primarily of the Project Delivery Unit (PDU), the Water Unit (WU) and various buyers (champions) across the organisation which aims to implement the procurement and contract management goals of the Council within the relevant council wide business units. The Procurement Manager role is fulfilled by the Project Delivery Manager and is responsible for developing the unit as a centre of excellence and toward procuring as one organisation.

The structure of the procurement function is detailed below.

Figure 4 Organisational structure for the WDC Procurement Function

Our procurement model has been developed to support the upcoming work reflected in the Waimakariri District Councils Long Term Plan (LTP). This covers the next ten (10) years planned activities which are outlined in Section 3 of this document. In order to deliver this plan successfully a highly effective procurement function will be required – they will need to understand the Supplier markets, implement strategies for engaging, and manage the risks alongside determining the Supplier performance within those markets.

Given the Council's procurement budget in the region of (put in what is currently and tapering to $60 million p.a, we are a significant influencer in the Canterbury market. To ensure that value for money is achieved, the Procurement function, procurement support champions, and any other staff undertaking procurement activities will have an appropriate level of expertise, experience and resource levels. This is supported by the Management Team who will ensure that we have access to sufficiently qualified and/or experienced professionals to undertake key procurement tasks. This also includes having sufficient numbers of qualified tender evaluators available throughout the business.

Targeted learning, development and mentoring of our procurement staff is encouraged through individual personal development plans. For the purposes of standardisation with best practice we will align our procurement practices where appropriate with:

- The Ministry of Business, Innovation and Employment (MBIE) as the lead agency in the NZ Government Procurement Reform Programme.
- The Chartered Institute of Procurement and Supply (CIPS) as the leading international representative body for the procurement profession.
- Other Local Council bodies in the Canterbury area.
- NZTA as a funder of some activities.
- The IPWEA and Engineering NZ.
- Good practice both from New Zealand and international sources.

IN HOUSE PROFESSIONAL SERVICES AND ADMINISTRATION

The Council has previously determined that it wishes to maintain a strong and viable in house professional services capability, with civil engineering design and project management, utilities engineering design and project management, network planning, subdivision and land development expertise. It is not the purpose of this Strategy to review that, but rather to look at ways of assisting the Council structure to achieve the outcomes noted above.

In-house professional service and administration activities are largely centred in the Councils Project Delivery Unit, but to a lesser extent will be undertaken across all of our business units delivering or supporting the delivery of our outputs. Professional services shall be defined as below:

Professional services – Services specific to the activity. For funding purposes these are treated as an input and the cost is charged directly to the activity. They are provided by a person/s skilled in the particular field for which they are engaged.

Administration – Costs are not integral to an individual activity but must be provided to support the delivery of activities. Administration is an overhead cost incurred in the delivery of activities.

We will deliver value for money by engaging staff with the appropriate skill sets for the roles they are employed for. We will continually review our in house capacity and, where appropriate, adjust our structure to ensure public value is maintained.

In general, discussions about the delivery of professional services begin at or before the start of the financial year with planning meetings with the in-house consultant Project Delivery Unit (PDU). This focusses on the type and extent of work that can be delivered internally, while still meeting the project objectives. This results in an agreed PDU work programme, with budgets, timeframes and key resources agreed. The remainder of the works is then considered in terms of being available to the wider external professional services market.

Similarly, discussions about water and wastewater physical works projects take place with the Council's business unit, the Water Unit (WU) in accordance with the Service Level Agreement between 3 Waters and the WU. Agreement is reached on which projects can and should be delivered by the WU, and agreement reached on timeframe and cost. The remainder of the works is then considered in terms of being available to the external market.

Decisions around whether to in-house or outsource a particular activity will be made by management on the basis of resources and available skills at the time of the project. Our preference is to resource in house but there may be a situations where we outsource projects due to project specific requirements, peaks in workload or technical capability. Should it be deemed appropriate by the PDU Manager and/or the Asset Managers to outsource projects, part of the engagement will be to develop the skills in-house to ensure future capability is maintained and developed. The benefits of maintaining this capability include:

- Stronger ownership and a longer view of activities.
- Greater flexibility and responsiveness.
- Strong relationships are developed with the WU, contractors and other service providers.
- Risk is easier to manage.

As each financial year progresses, the procurement approach will be reviewed regularly. Where the risk to delivery is increasing beyond an acceptable point, and alternative procurement approach will be applied.

PROCUREMENT DELIVERY

HOW WE PROCURE

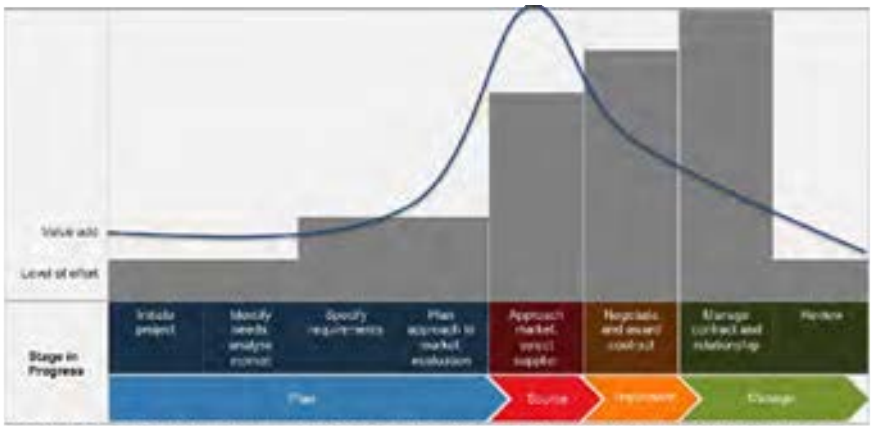
Our Strategy is based on a staged strategic procurement process consistent with the MBIE Procurement Lifecycle, which divides our four key procurement processes into eight distinct but interrelated substages. These processes are shown in the Procurement Lifecycle image below and are underpinned by the four key procurement functions: Category, Sourcing, Contract and Supplier Management which are covered in the following sections of this Strategy.

Figure 5 Procurement Lifecycle

TRADITIONAL VS STRATEGIC PROCUREMENT

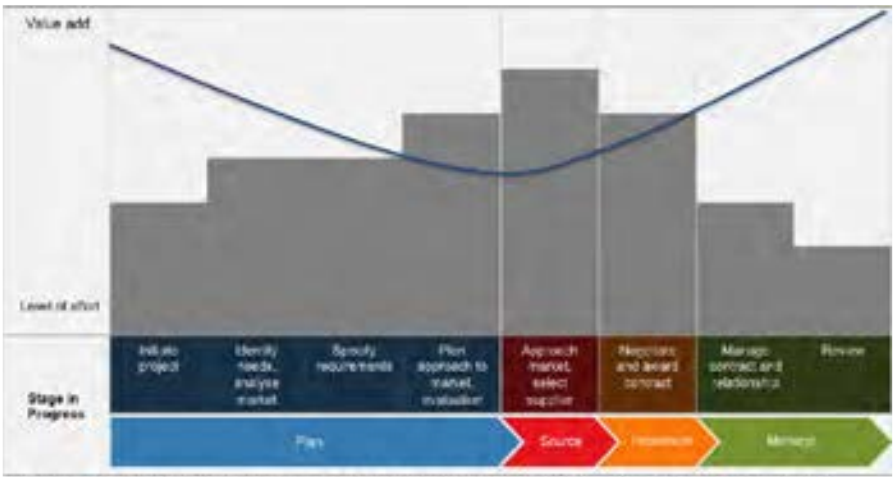
We are moving away from a traditional approach to procurement and towards an approach which is more strategic with a focus on planning, which is supported by robust and objective analysis that informs the best methodology to approach the market to give optimal outcomes and public value.

There are several differences in the methodology and execution between the traditional and strategic approaches of procurement. A traditional approach views procurement as an administrative function for buying goods and services. A strategic approach involves understanding the importance of procurement to Waimakariri District Council achieving its strategic goals, by sourcing Suppliers and managing relationships, to successfully deliver against organisational objectives and needs, whilst delivering overall value for money.



This diagram illustrates a traditional approach to procurement where little time is spent on planning. Effort is generally brought to bear when it comes to approaching the market. As a consequence of insufficient analysis in the planning stages increasing levels of effort are required through contract and relationship management. If the procurement is not reviewed there is little opportunity to benefit from lessons learned.

Figure 6 Traditional Approach to Procurement



This diagram illustrates a strategic approach to procurement, which methodically works through each stage in the procurement process. The time taken to plan, research and analyse add significant value to identifying solutions that will meet the needs. A focus on relationship development and management means that less time is spent resolving issues and more time applied to assessing quality in delivery and identifying opportunities for cost savings and benefit gains. A strategic approach delivers greater value.

Figure 7 Strategic Approach to Procurement

OUR PLANNED MAJOR PROJECTS

The LTP outlines the capital and operational projects planned to be delivered in Waimakariri over the next ten years. The outcomes by which this list was developed is based on:

- Catering for growth.
- Responding to increasing community expectations and national standards especially in respect to water quality and environmental standards.
- Ensuring the District has facilities and services in place to make Waimakariri a great place to be.

Key areas of expenditure over the remainder of the current LTP are:

- Multi-use Sports Facility ($27.85m)
- District Regeneration($11.2m)
- Water UV treatment ($4m)
- Strategic drainage solutions ($8.0m)
- Sewer capacity improvements ($20.0m)

OUR PLANNED LTP PROCUREMENT SPEND

Table 1 Planned Procurement Over Next 3 Financial Years

ACTIVITY	2018/19 ($,000s)	2019/20 ($,000s)	2020/21 ($000's)
Roads and footpaths	9743	17280	11092
Water supply	4270	3626	3876
Sewerage and the treatment and disposal of sewage	7771	4019	312
Stormwater drainage	3866	1843	6585
Refuse and Recycling	27	103	1660
Recreation	10438	24632	7851
Libraries and museums	453	474	490
Community Development	350	408	418
Property	2300	1722	
Earthquake recovery	15182	5237	752
Miscellaneous	2349	2140	808
TOTAL	56749	61484	36659

OUR PROCUREMENT FORECAST

o improve the levels of service

Figure 8 Infrastructue Forecasts

We will facilitate a series of Contractor Briefing sessions in order to inform the stakeholder community of our capital expenditure intentions and to socialise on how we can do better in our procurement process, improve public value and engage in a planned approach to Strategic Supplier Relationship Management (SSRM).

DELIVERY MODELS WE USE

A delivery model is the relationship between WDC and our Suppliers to enable the purchase of the output that is required to deliver an activity.

Activity assessment criteria for delivery model selection
• Complexity • Risk profile • Stakeholder requirements • Innovation potential • Timing and urgency • Uncertainty • Scale • Supplier market • Level of our involvement

Figure 9 Assessment Criteria

We use a variety of delivery models to procure goods and services as described below.

STAGED

Under a staged approach, activities are delivered through a staged series of separate contracts (e.g. investigation only, design only or construction only). This is a well understood and widely used approach to procurement and is often described as the 'Traditional' approach. It is best suited to small, simple or low-risks projects.

DESIGN AND CONSTRUCT (TRADITIONAL)

A traditional design and construct delivery model (also commonly referred to as Design and Build) uses a single contract to complete the detailed design and construction. This usually involves a lump sum price arrangement where more risk is accepted by the Supplier. It is best suited where there are clear areas where the industry can add value through the design, but the underlying requirements can be clearly articulated.

DESIGN AND CONSTRUCT (ECI)

An Early Contractor Involvement (ECI) approach engages the contractor after the initial investigations and seeks to maximise the value that can be achieved from a design and construct model. Under design and construct individual stages are generally awarded as separable portions, conditional on the successful completion of the previous portion. The exact number of separable portions will be dependent on how far the project has been developed prior to the design and construct delivery model being implemented. These approaches are best suited for medium to large projects with innovation potential. Although we have not often used this delivery model in the past, it is anticipated that this model may be used more in the future depending on the size and complexity of the design and construct project.

SHARED RISK

Under a shared risk model, an integrated team consisting of the buyer, consultants, contractors and material Suppliers is used. The team members are incentivised to work collaboratively and impartially to deliver what is best for the project and to achieve high-performance standards. Successful collaboration demands that all parties' commercial interests be aligned. Risk is shared by all parties with only two possible outcomes to working together – either all parties succeed or all parties fail. No team member can win at the expense of another. An Alliance is an example of the Shared Risk delivery model and is best suited to large, complex and high-risk projects. It is unlikely that the Council will be involved in projects that are large and complex enough to warrant a shared risk model.

SUPPLIER PANEL

Under a supplier panel delivery model, a group of Suppliers is appointed as a panel, to offer the best combination of skills and experience to deliver a specified group of outputs. The supplier panel model uses two-stage process. In stage one, Suppliers are appointed to the panel through a competitive process. In the second stage, provision of services are allocated to panel members. Services may be allocated to a preferred panel member by either direct appointment, or through a competitive process involving two or more panel members.

COLLABORATIVE

Under a collaborative delivery model, activities are delivered by leveraging arrangements already put in place by other organisations, including MBIE, and other councils. Common collaborative arrangements include All of Government (AoG) contracts, Syndicated and Common Capability contracts. We will look to utilise these contacts where appropriate as it is expected that these contracts will offer direct savings as well as a reduction in procurement overheads.

Note: Shared risk and Supplier Panel are considered advanced delivery models by the NZ Transport Agency. Use of these models for Transport Agency funded activities will require specific approval by the Transport Agency.

PRACTICAL APPLICATION OF DELIVERY MODELS

The diagram below shows the main differences between the Staged, Design and Construct, ECI, and Shared Risk models from the point of view of a conceptual construction. It can be seen that as the model increases in complexity the number of contracts decreases, which creates an opportunity to increase the speed of delivery for the project.

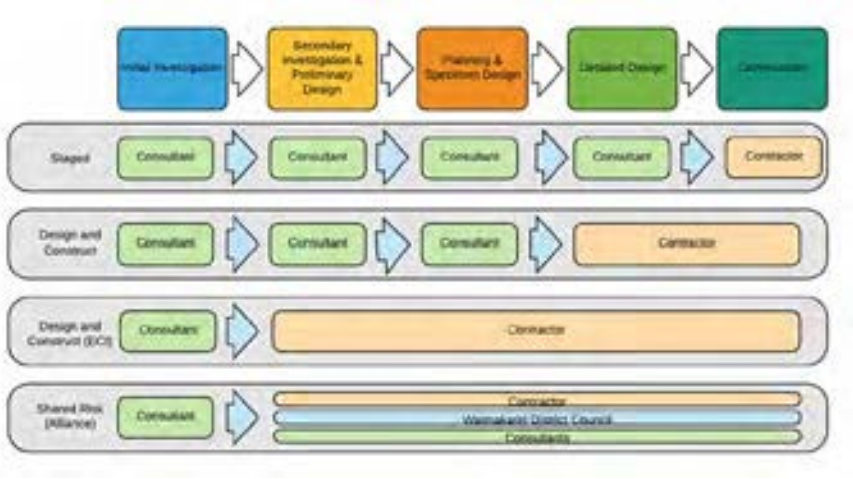


Figure 10 Procurement delivery models

MAXIMUM CONTRACT TERMS

The length of time that a specific contact operates is referred to as the term of the contract. This includes any allowable extensions after the initial term.

We will apply the following maximum contract terms to our contracts. The use of longer contract terms may be applied only with the specific approval of the Management Team, but in no circumstance will this be greater than ten years in its entirety, including rights of renewal. An “evergreen” or indefinite length of contract will not be entered into.

Table 2 Maximum Contract Terms

Contract Type	Maximum Term
Capital Expenditure	The time to complete the works
Operational expenditure (Except Leases)	5 years
Operational Leases	Based on Value for Money

CATEGORY MANAGEMENT

OUR CATEGORY APPROACH

Due to a combination of organisational structure, the uniqueness of individual category requirements, and Supplier markets, we will adopt a category management approach to procurement. This will help our focus on an all of business cross-functional approach to procurement rather than a siloed approach. Our planned Panel Contracts are deemed as strategic procurement initiatives and will supplement the discrete categories identified below.

It is envisaged that the procurement categories below will form the basis for the development of Procurement Category Plans and the reporting of spend data.

Table 3 Procurement Categories

Indicative Annual Waimakariri District Council Category Profile	
Category	
Vertical Infrastructure	
Asset Construction (VAC)	
Facilities Maintenance (VFM)	
Horizontal Infrastructure	
Asset Construction (HAC)	
Road Corridor Maintenance (RCM)	
Facilities Maintenance (HFM)	
Services	
Professional Services (PS)	
Technology	
Business Technology (BT)	
Corporate	
Corporate goods and services (CG)	

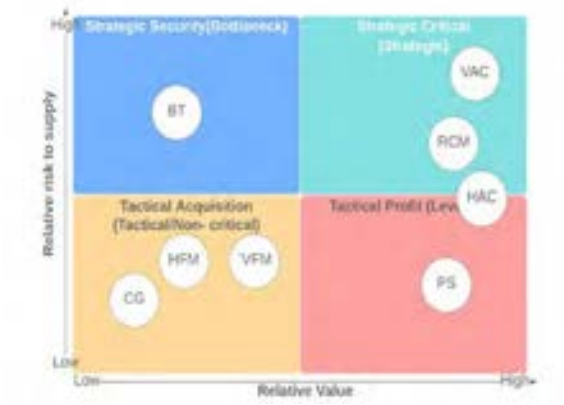


Figure 11 Procurement Category Positioning Model

The procurement category positioning matrix assesses the business impact and risk in delivery against relative value. It is a useful tool to help inform the approach to take to market, the type of relationship to be developed with the Supplier and the amount of time and resources used in the procurement process.

Table 4 Procurement Category Approach

Supply Position	Description	Value/Risk	Approach	Potential Arrangements
Strategic Critical	Specialist services/Good A limited number of Suppliers	High/High	Manage Suppliers	Medium to long term contracts Contingency planning
Strategic Security	Strategically important Shortage of reliable Suppliers	Low/High	Ensure supply	Long term contracts Consider Alternatives
Tactical Profit	Many potential Suppliers	High/Low	Drive savings	Short term contracts On-going active sourcing for competition
Tactical Acquisition	Routine purchases Many potential Suppliers	Low/Low	Minimal attention	One-off contracts/purchase orders E-purchasing/purchasing cards

SOURCING MANAGEMENT

SOURCING PRINCIPLES

Suppliers must be treated fairly, impartially and equitably at all stages in the procurement process. In order to stimulate competitive tension and in turn generate better value for money while stimulating innovative ideas and solutions, a default commencing position of an open competitive contest is needed. All potential Suppliers will be given fair opportunity to compete.

Notwithstanding this, there are occasions where value for money will best be achieved through a closed contest or direct appointment selection, and this will be discussed later in the section.

No matter the process and methodology to be followed, a statement outlining the value for money contest and the impact on the Supplier market will be required to be documented in the procurement plan or Supplier selection recommendation.

PRECONDITIONS AND NON-PRICE ATTRIBUTES

PRECONDITIONS

Prequalifying criteria (or preconditions) are the prerequisite requirements that must be met. Their purpose is to eliminate Suppliers who do not have the minimum capacity or capability to deliver the contract. This is not intended to be used to limit competition within the market.

Preconditions will be stated in such a way which ensures an easy determination of the Supplier ability to meet or not meet the precondition. Failure to fully meet any precondition will result in the Suppliers' offer being rejected and removed from any further evaluation.

For our capital works projects, the ability of the Supplier to meet the required WDC Health and Safety minimum standards will be a precondition of contract acceptance.

NON-PRICE ATTRIBUTES

We will evaluate proposals using the following non-price attributes for all Supplier selection methods.

Mandatory:

- Capability – The Supplier's capability in areas relevant to the outputs being purchased.
- Skills – The competence of the personnel that the Supplier proposes to use in areas relevant to the outputs being purchased.
- Methodology – The procedures the Supplier proposes to use to achieve the specified end result.

Optional

- Track record – The Supplier's record of delivering works or services to the quality standards required, on time and within budget.
- Resources – the equipment, including facilities and intellectual property that the Supplier proposes to use to deliver the outputs.
- Functional Requirements – the ability of the Supplier's solution to meet the functional or technical specifications required.
- Project Specific Requirements – other requirements specific to the project based on workshopping specific objectives of the works or services.
- Health and Safety* – the ability of the Supplier to meet the required WDC Health and Safety standards
- Financial Viability* – The Supplier's ability to access the financial resources required to deliver the outputs to be purchased.

***Note – Health and Safety and Financial Viability will be assessed on a pass/fail basis only.**

We will ensure that the evaluation of tenders is project specific, structured, robust and transparent by describing in the tender documents which attributes will be evaluated, the weighting to be applied, or whether the attribute will be assessed as a pass/fail.

SUPPLIER SELECTION METHODS

The determination of which Supplier selection method will be used will depend on the relative importance of price and quality:

- Focus on price – the Suppliers are ranked by price. The preferred Supplier will be the Supplier with the lowest price that meets all the quality requirements.
- Focus on both price and quality – the quality attributes of the Suppliers are graded and the preferred Supplier is selected by balancing the price and quality.
- Focus on quality – the preferred Supplier is selected on the basis of quality, with the price being negotiated afterwards.

Appropriate price and quality weightings for Supplier selection will be determined by the need to obtain the best value for money. Where the scope of the work is well defined, the resources available in the market place are well matched and an accurate estimate of cost can be provided, the price may be sufficient to distinguish suppliers. As the complexity of the activities increases, or where the achievement of standards becomes more important, the emphasis on quality over price will become more pronounced.

The diagram below shows factors which will influence the Supplier selection method and in turn, the attribute weightings used.

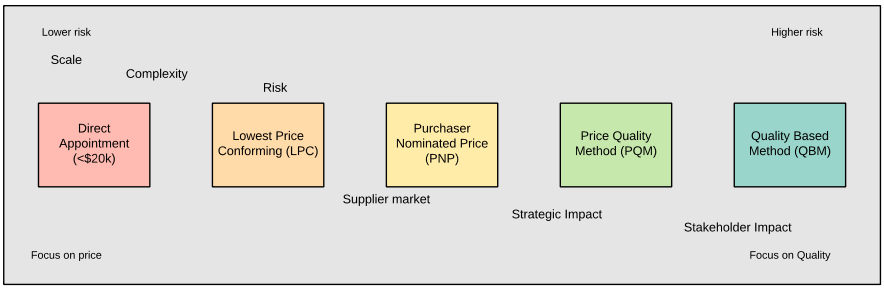


Figure 12 Supplier evaluation methods

Deviation from the Council's procurement and contract management processes may be necessary due to circumstances beyond the control of Council. Such instances include:

- A limited number of suppliers available in the market
- A different procurement methodology or process is stipulated by legislation or a professional/ regulatory body
- An exceptional, urgent or emergency situation where immediate Council decision-making is required and is in the best interests of ratepayers

In such instances, two members of the Management Team shall authorise the deviation prior to adoption, and if appropriate the decision ratified retrospectively by the CEO.

Procurement Plans will be developed for each project that will identify the procurement approach, the evaluation criteria and weightings, the anticipated procurement risk and mitigations and the envisaged timeframes for the procurement process.

The method of evaluation of Suppliers will be based on the factors as outlined in more detail in the sub-section below.

DIRECT APPOINTMENT

This is the simplest of all Supplier selection methods. A single Supplier is selected and subsequently, commercial terms are directly negotiated with that Supplier for an agreed scope of works or services.

This Supplier selection method is normally reserved for contracts with low value and low risk – those in the tactical acquisition window, but specifically where there is a limited Supplier market or level of expertise, or there is a case for significant public value in direct appointing.

Direct Appointment is only used if:
• The contract is low value (<$20k), or • The supplier selection process commenced as a competitive tender, but only one conforming tender was received, or • A monopoly supplier situation exists, or • The contract is an emergency reinstatement or to address a serious Health and Safety issue, or • It is determined that there is only one practical supplier, or • It is determined that competition will not deliver value for money

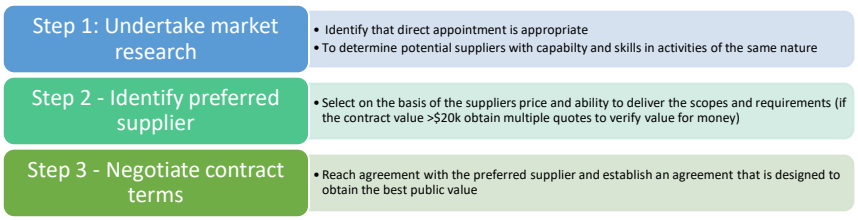
Notes:

1. Where a Supplier Panel is in place the value limit for direct appointment of a panel member will be detailed in the Supplier Panel Contract.
2. Where the contract value is >$5k and <$20k, value for money should be supported by obtaining multiple quotes through a request for quotation (RFQ) process, however, this is at the Contract Owner's discretion. In all cases the contract owners shall ensure obtaining good value.
3. Where the contract value is >$20k value for money will need to be supported by obtaining multiple quotes through a request for quotation (RFQ) unless one of the above conditions apply.
   Above values assume it is not practical to aggregate purchases to form a greater value. Where possible orders should be aggregated and the total value used.

In all cases, the rationale behind the selection of the Supplier will be documented within the Procurement Plans. Where appropriate, we will introduce formal performance management regimes, including KRA and KPI criteria to assess and monitor supplier performance against contract expectations.

Commented [KL1]: Give an example and clarify which type of contracts would apply to. Also what is in the RoadMapp

When selecting a Supplier using direct appointment we will use the following evaluation process:



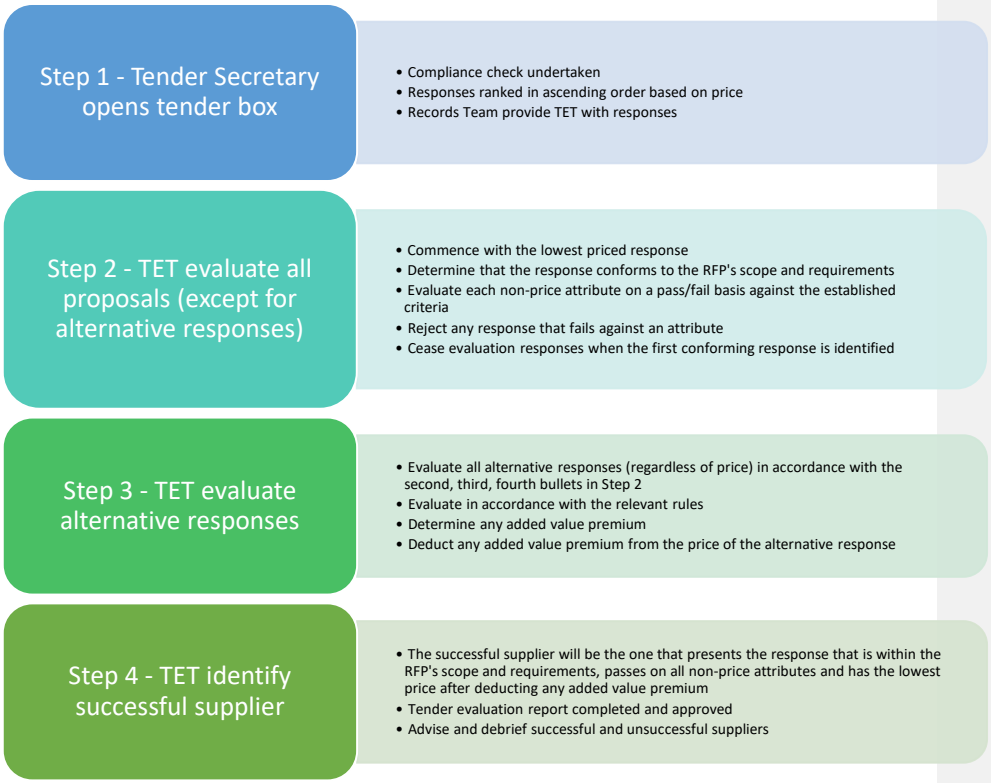
Note: Where a supplier register, prequalification or Supplier panel has been established for a particular discipline, Step 1 will not be required, as the selection will be made from the register or panel.

LOWEST PRICE CONFORMING (LPC)

Commented [KL2]: Need intro paragraph for formal tender process for intro before going into LPC

LPC will be used where it is determined that the best value for money will be achieved by having Suppliers compete on price alone and there is no desire to pay a premium for additional quality. In this case, the preferred Supplier will be the one that offers the lowest price while meeting all the minimum requirements, including quality, as set out in the tender.

This method should only be used for contracts with low-value low risk that are fully specified (Tactical Acquisition/Tactical profit) or those that have gone through an EOI/ROI process.

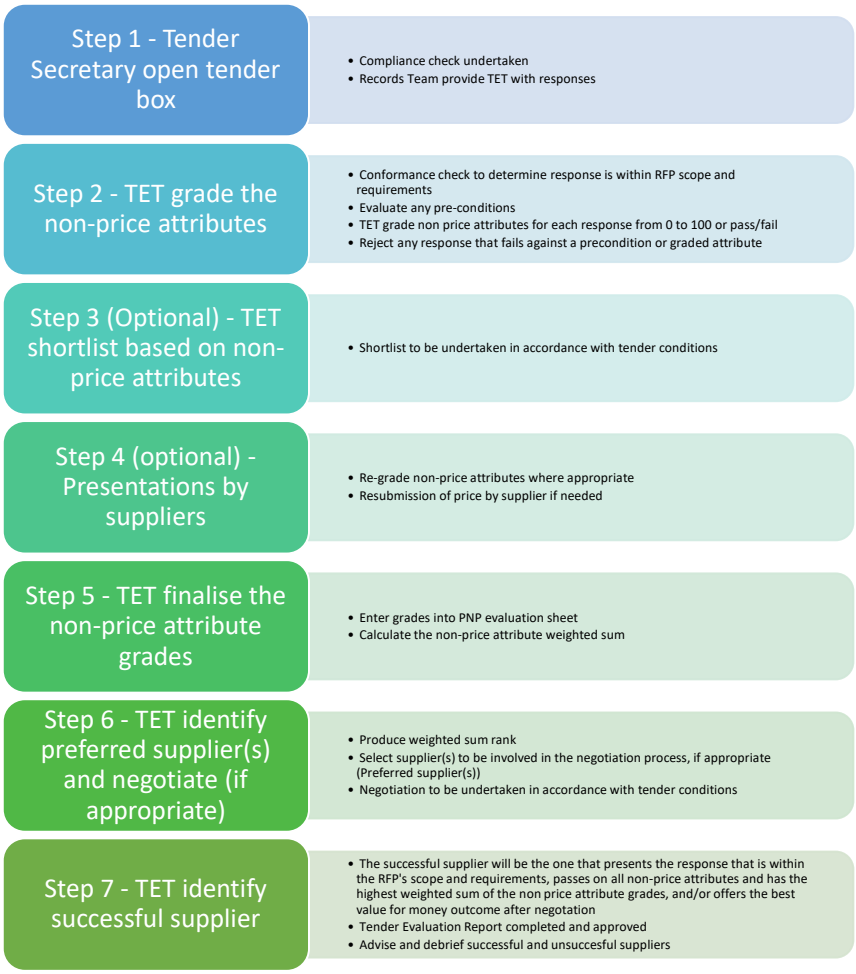


PURCHASER NOMINATED PRICE (PNP)

Where outputs are difficult to specify or may be completed to a varying degree, and the price to be paid has already been determined PNP will be used.

The value for money will be obtained by selecting the Supplier that provides the best proposal for the price set out in the tender. The best proposal will be determined on the basis of the non-price components and any differences that the competing Suppliers offer in terms of quantum of output.

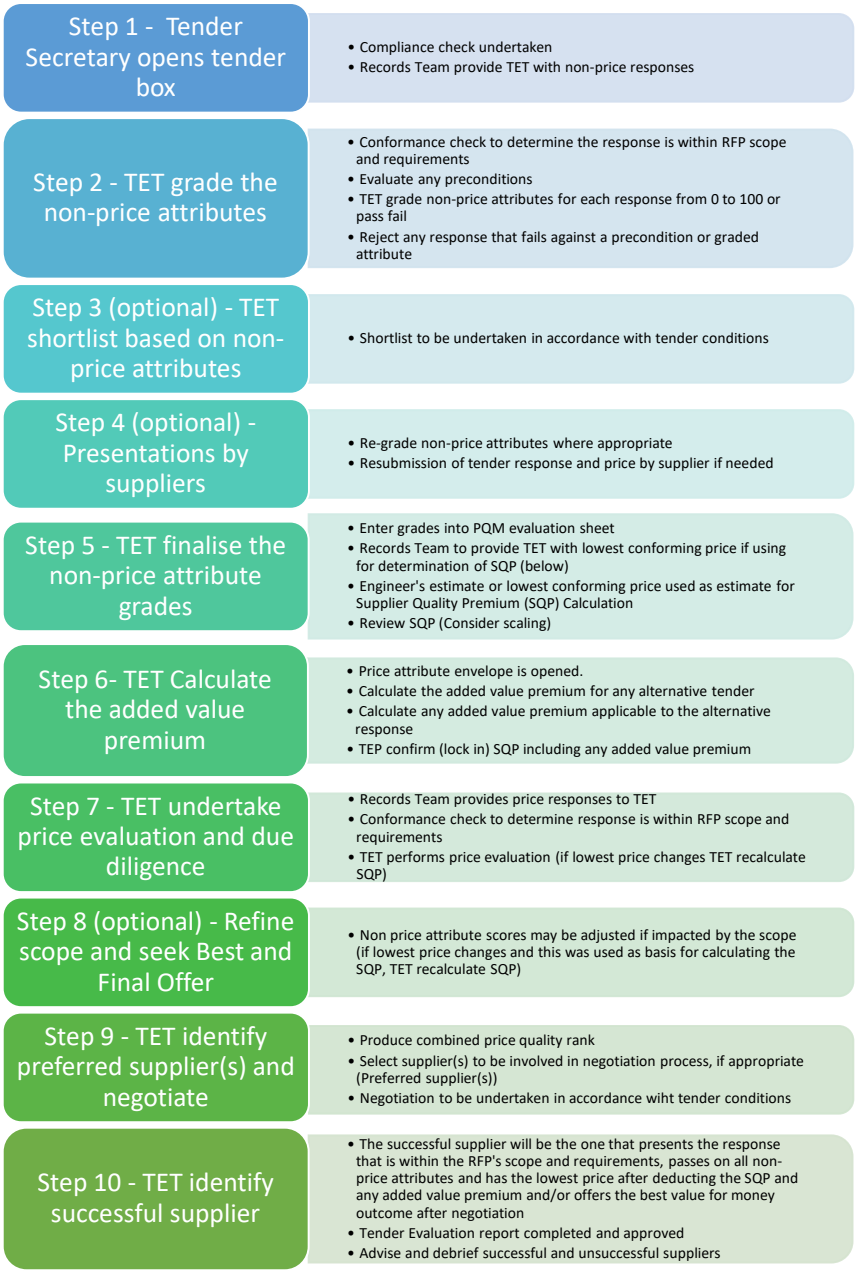
A typical use for PNP will be in activities such as strategies, studies, and investigations. The process is outlined below:



PRICE QUALITY METHOD

PQM is a Supplier selection method where the quality attributes of Suppliers who meet the tender's requirements are graded and the preferred Supplier is selected by balancing price and quality through the use of a formula.

Where it is determined that the best value for money will be obtained through competition on both price and quality, PQM will be used to select the Supplier that offers the best combination of the two. The process to determine the value of additional quality (i.e. attribute weightings) will be clearly stated in the tender. This is a two-step process where non-price attributes are submitted separately from price attributes (commonly called a two envelope process). Below is the evaluation procedure for PQM.


Step 1 - Tender Secretary opens tender box
• Compliance check undertaken
• Records Team provide TET with non-price responses
Step 2 - TET grade the non-price attributes
• Conformance check to determine the response is within RFP scope and requirements
• Evaluate any preconditions
• TET grade non-price attributes for each response from 0 to 100 or pass fail
• Reject any response that fails against a precondition or graded attribute
Step 3 (optional) - TET shortlist based on non-price attributes
• Shortlist to be undertaken in accordance with tender conditions
Step 4 (optional) - Presentations by suppliers
• Re-grade non-price attributes where appropriate
• Resubmission of tender response and price by supplier if needed
Step 5 - TET finalise the non-price attribute grades
• Enter grades into PQM evaluation sheet
• Records Team to provide TET with lowest conforming price if using for determination of SQP (below)
• Engineer's estimate or lowest conforming price used as estimate for Supplier Quality Premium (SQP) Calculation
• Review SQP (Consider scaling)
Step 6- TET Calculate the added value premium
• Price attribute envelope is opened.
• Calculate the added value premium for any alternative tender
• Calculate any added value premium applicable to the alternative response
• TEP confirm (lock in) SQP including any added value premium
Step 7 - TET undertake price evaluation and due diligence
• Records Team provides price responses to TET
• Conformance check to determine response is within RFP scope and requirements
• TET performs price evaluation (if lowest price changes TET recalculate SQP)
Step 8 (optional) - Refine scope and seek Best and Final Offer
• Non price attribute scores may be adjusted if impacted by the scope (if lowest price changes and this was used as basis for calculating the SQP, TET recalculate SQP)
Step 9 - TET identify preferred supplier(s) and negotiate
• Produce combined price quality rank
• Select supplier(s) to be involved in negotiation process, if appropriate (Preferred supplier(s))
• Negotiation to be undertaken in accordance wiht tender conditions
Step 10 - TET identify successful supplier
• The successful supplier will be the one that presents the response that is within the RFP's scope and requirements, passes on all non-price attributes and has the lowest price after deducting the SQP and any added value premium and/or offers the best value for money outcome after negotiation
• Tender Evaluation report completed and approved
• Advise and debrief successful and unsuccessful suppliers

Steps 1-6 will be completed prior to the TET receiving price responses.

NON PRICE WEIGHTING

We allow a combined non-price weighting of between 30% and 80% to be applied to the non-price attributes under PQM. When using PQM we will:

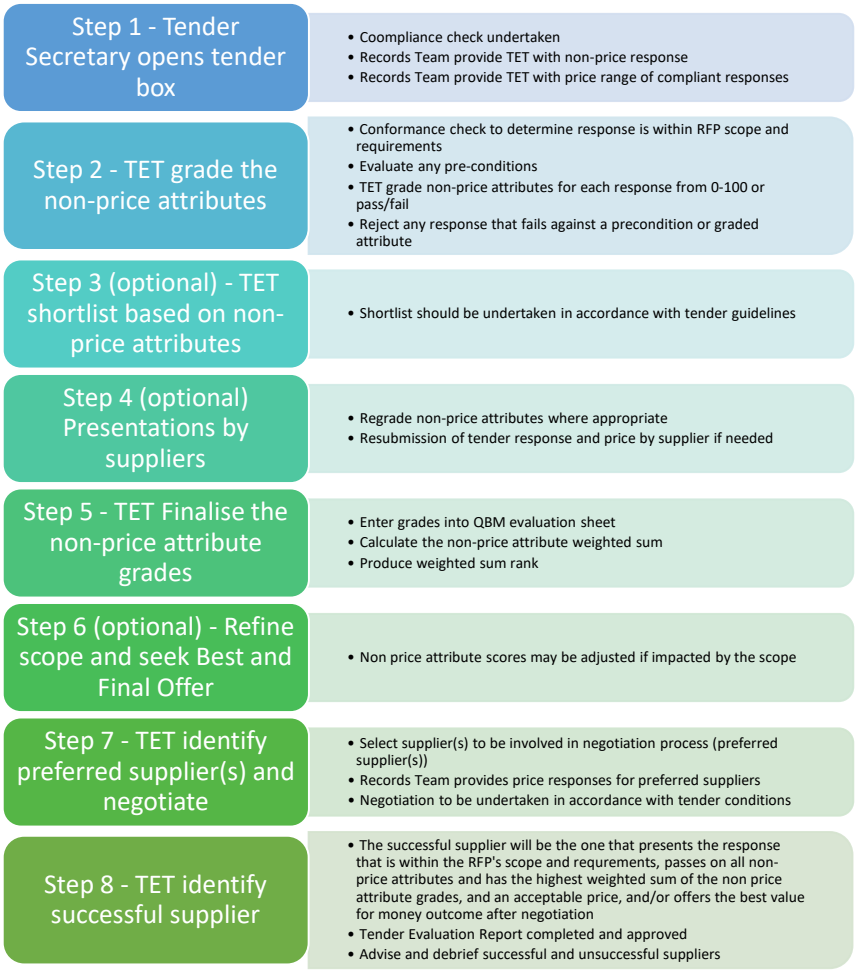
- Undertake a sensitivity analysis to ensure that the weightings set will result in a realistic Supplier Quality Premium (SQP)
- Ensure there is an awareness of the potential SQP prior to the outset of the tender process
- Consider the use of LPC where low price non-price weightings (below 30%) are planned to be used
- Consider the use of QBM to remove the potential price risk of a high SQP when high non-price weightings (greater than 70%) are planned to be used
- Consider scaling the SQP's where a non-price evaluation results in what is considered an unrealistic SQP. This should only be undertaken in exceptional circumstances and reasons will be fully documented in the Tender Evaluation Report.

QUALITY BASED METHOD (QBM)

QBM is a Supplier selection technique used when the quality attributes of Suppliers whose proposals meet the tenders' requirements are graded and the preferred Supplier is selected solely on that basis. Under this approach, Suppliers usually provide a price with their tender in a separate envelope which is only opened for the preferred tenderer, which forms the starting point for subsequent price negotiations.

QBM will be used where it is determined that the best value for money will be obtained by selecting the Supplier on the basis of quality alone. There is no competition on price.

Traditionally, this approach has been limited to professional services contracts, but in addition, it may be used on some technology contracts or construction, ECI and Alliance contracts where the scope of the outputs cannot be fully described or would be difficult to price. When selecting a Supplier using QBM, we will use the following evaluation procedure:



Steps 1-5 will be completed prior to the TET receiving price responses

SYSTEMS SUPPORTING SUPPLIER SELECTION

Highlighted within this section is an overview of the procurement methodologies that we use to support the selection of suppliers. Note that the presence of a Supplier or Prequalification Register does not:

- Create a contractual or legal relationship with the Supplier.
- Remove the need to follow normal procurement processes.
- Guarantee the award of any work to the Supplier.

SUPPLIER REGISTERS

A Supplier register gives potential Suppliers the opportunity to indicate their interest and capability in particular work categories. The use of a Supplier register also mitigates some of the negative perceptions that closed contests and direct appointment can create in an open and competitive market and provides business units with an indication of the market within a particular work category.

Where a particular work category is covered by a Supplier register it is mandatory to select suppliers from the register when undertaking a purchase using direct appointment or a closed contest tender.

We will consider implementing a supplier register for categories located in the Tactical Profit and Tactical Acquisition quadrants of the category positioning matrix.

PREQUALIFICATION REGISTERS

Prequalification is a joint buyer and Supplier value for money initiative aimed at simplifying the tender process, reducing tendering costs and encouraging on-going Supplier performance.

Suppliers are assessed over a range of quality criteria, and then registered for specific types and sizes of work under the prequalification register. Tenders covered by prequalification will specify the minimum prequalification level required as a precondition for a Supplier to submit a tender. Generally, a Supplier will not be required to resubmit information assessed as a part of the prequalification process in their tender responses.

Suppliers will be monitored for compliance against their prequalification level as a part of the Supplier performance management system. Their performance may cause the level to rise, fall or remain unchanged.

Where a particular work category is covered by a prequalification system it is mandatory to select Suppliers from the system when undertaking a new purchase using direct appointment or closed contest tender.

SUPPLIER PANELS

Supplier panels are put in place when a buyer wants to establish a relationship with a group of Suppliers to deliver a series of like activities for a specified period of time. In all cases, Supplier panels will be put in place through an open competitive process.

Where a particular project is covered by the scope of an established Supplier panel, the panel should be used to deliver that work in all cases.

We will introduce Supplier Panel Agreements for the following technical services during the term of this strategy's time horizon:

- Minor Capital Works.
- Trade Services.
- Professional Engineering Services.
- Property Management.

STAGED SUPPLIER SELECTION

Staged Supplier selection involves breaking the procurement process into two or more stages. This is done to deliver better value for money by reducing administration costs, however, the reduced cost needs to be balanced against the additional time required to undertake the tender.

MARKET RESEARCH

Requests for Information (RFI) are useful tools to formally seek information from Suppliers when there is limited knowledge of the products or solutions in the market, or the Supplier market. This allows the formal gathering of information from Suppliers as to the types of goods and services currently available. An RFI is a market research tool and will not be used to select or shortlist Suppliers. If it is decided to proceed with the purchase the RFI will be followed with a tender.

SHORTLISTING

Where appropriate, we will shortlist by undertaking two-stage tender process by conducting a Registration of Interest (ROI) followed by a Request for Proposal (RFP). At the end of the ROI, Suppliers will be evaluated and advised whether or not they have been shortlisted. Suppliers who fail to make the shortlist will be offered feedback at the conclusion of the second stage RFP evaluation.

When shortlisting is used we will use the following as guidance:

- Shortlist three to four Suppliers for contracts valued up to $2m.
- Shortlist three Suppliers for contracts above $2m.
- Include an indicative methodology attribute at the ROI stage, to encourage innovation.

Commented [KL3]: Be more general to allow for more to go through depending on the contract and the specific work.

The parameters for shortlisting will be detailed in the ROI in all cases, along with the way in which the attributes evaluated will be carried forward, if applicable to the RFP evaluation.

Shortlisting prospective Suppliers has the ability to promote value for money by:

- Reducing the costs of tendering by reducing the number of full submissions called for.
- Ensuring only high-quality Suppliers are selected to tender for the work.
- Reducing the administrative burden of evaluating tenders.

Overuse of this shortlisting process can, however, have potential disadvantages, including:

- Decreasing the overall market sustainability and competitiveness.
- Creating a barrier to entry for some Suppliers.
- Increasing the time and cost associated with the procurement process.

As such, appropriate market considerations, such as likely supplier resource and capacity, will be undertaken before deciding to use a shortlisting process.

COMPETITIVE TENDERING

Competitive tendering is the default method under which we will procure goods and services above the value of $100k. Depending on the value of the purchase we will conduct either a closed or open tender process as detailed below:

Table 5 Competitive Tendering Processes

Contest type:	Purchase Value:	Tender Available to:
Closed	$20k to $100k	Minimum three willing and able Suppliers
Open	>$100k	All willing Suppliers

Notes:

1. Where a Supplier register or prequalification register has been established for a particular category, selection of Suppliers to participate in a closed contest will be made from the register.
2. An open competitive tender process can be used for purchase values less than $100k where appropriate.

In addition to the value of the purchase we will also consider the following when planning to undertake a competitive tender process:

Conditions for competitive tender
• Suppliers must be technically competent and must actually want the work. • There must be an adequate number of suppliers. • Suppliers must know their costs of delivery. • Scope must be clear to all parties. • There must be sufficient time for tendering.

If all of these conditions cannot be met then tendering may not deliver a value for money solution and direct appointment may be considered in accordance with our Procurement and Contract Management Policy.

ELECTRONIC TENDERS

We are committed to leveraging the efficiencies and cost benefits, both to us and our Suppliers, of electronic tendering. We will use:

- The tenderlink.com/Waimakariri portal or the Government Electronic Tendering Service (GETS) to publish all tenders and subsequent addenda, and receive responses to tenders.
- The Tenderlink or GETS question and answer functionality to receive and respond to tender queries.

In all cases, the tender documents will detail a point of contact for the tender process and detail the method for submitting queries and tender responses. Non-price and price responses may be required to be submitted in separate files depending on the evaluation methodology selection.

MINIMUM TIME FOR TENDERS

We are aware that responding to a tender takes time, and that insufficient timing given to complete this task can result in an impact onto the quality of the responses and add risk to the evaluation process. To allow for this we will apply the following minimum time periods for responding to tender

Table 6 Minimum Time for Tenders

Contest Type	Tender Type	Minimum Time Period
One stage process	Request for Quotation (RFQ)	8 working days
	Request for Proposal (RFP) Request for Tender (RFT) <$300k using LPC	8 working days
	Request for Proposal (RFP) Request for Tender (RFT)	15 working day
Two-stage process	Registration of Interest (ROI)	10 working days
	Request for Proposal (RFP) Request for Tender (RFT)	15 working days

Note: the minimum time periods are minimums and should not be considered normal. The actual time in the market will be dependent on the size and complexity of the purchase and there may be situations that require an accelerated minimum time period.

SUPPLIER QUESTIONS

We encourage questions during the tender process. In addition to the Tenderlink and GETS functionality, all tenders will specify a Tender Information Contact Person. This person is the only person authorised to discuss the tender once published until the award of the contract, with the exception of the interactive tendering process meetings.

Questions should be made on and will be responded to using the Tenderlink or GETS question and answer functionality for all electronic tenders. In the case of a hard copy, tender publication questions should be addressed to the Tender Information Contact Person. Unless the question contains information that the Supplier identifies as commercially sensitive, questions and answers will be made available to all tenderers.

When, as a result of a question there is a requirement to change or add to the published tender documents, a tender addendum will be issued either via Tenderlink or GETS.

If we are unable to promptly respond to a question, or the change or addition to the tender document is material to the tenderers response, we will consider extending the deadline for responses.

INTERACTIVE TENDERING

Interactive tender meetings provide a useful means of assuring that the expected project outcomes will be delivered. In particular they are useful for larger more complex projects, or projects where the risk profile, contractual approach or client expectations are different from standard practice. The meetings will be commercial, in confidence and non-contractual in nature. We may use an interactive tender process for high value and/or high-risk procurement activities (Strategic Security), or where it is determined that best value for money will be obtained by using the process. Where an interactive process is to be used, the process will be documented in the tender documents. An interactive tender process may consist of one or more of the meetings shown in the following diagram. Either group meetings or individual meetings can be planned as below. The advantage of group meetings are that they are efficient for sharing the Council's views.

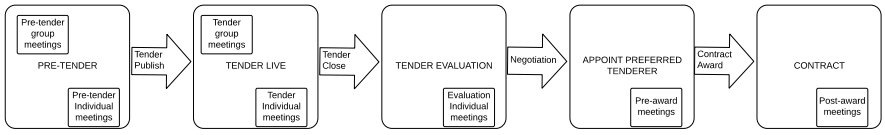


Figure 13 Interactive tendering meetings

Key purposes of interactive tenders
• Clarify the intent and improve the standard of the tender by ensuring all parties are aligned on the specified requirements. • Provide a forum for an open exchange of information and ideas. • Allow additional information transfer to more clearly identify risk, so it can be better managed. • Allow the supplier to put forward conceptual ideas, or alternate proposals for the Waimakariri District Council to provide feedback on the acceptability of these offerings.

When interactive tendering is used we will always ensure that the process is conducted in fair manner and that no Supplier will receive an unfair or biased advantage over another.

TENDER RECEIPT

The physical and electronic tender box will be opened in public by the Tender Secretary who has been appointed by the Chief Executive.

The Tender Secretary is responsible for the management and security of electronic tenders as well as the tender box and the tenders deposited therein. The tender secretary has responsibility for opening the tenders received, either electronically or hard copy and recording the tender prices at the conclusion of the tender process.

All tenders shall close at a time nominated in the tender documents and must be received either electronically or in the tender box by the closing time. The tender box is fixed in one place in the foyer of the Rangiora Service Centre

and shall remain locked until the closing time for tenders. Electronic tenders will only be received via tenderlink.com/Waimakariri. or GETS - Government Electronic Tenders Service www.gets.govt.nz

Tenders will be opened in public. All tenders with an expected price of $100,000 (GST exclusive) or less shall be opened in the presence of the tender secretary and at least one member of the management team. Tenders with an expected price over $100,000 shall be opened in the presence of the tender secretary and two others from the management team or Council. An elected representative should be present for tenders expected to exceed $500,000.

Council is accountable to the community through the Long Term Plan and Annual Plan. All purchases (including tenders) of any goods and services which commits expenditure from the current year's Annual Plan shall be accepted by an officer with sufficient contractual authority as described in the delegations manual S-DM 1044. Monitoring of the procurement process will be undertaken by the Audit Committee and management team.

As a part of the opening process, all responses will be checked for compliance with the requirements of the tender. Any compliance issues will be dealt with prior to any evaluation commencing. This may involve the requesting of additional information omitted from the initial response. In such cases, the omitted information will be requested to be submitted in such time that the Supplier obtains no unfair advantage over other Suppliers.

All tender documents will be held securely until they are required for evaluation.

RECORD KEEPING

All procurement and contract document management processes shall adhere to relevant statutory and regulatory obligations, including the Public Records Act 2005.

Clear and comprehensive written records of all procurement and contract management activity shall be retained in accordance with Council document management policies and protocols. This includes market, tender and evaluation material, contracts and variations, performance reporting, correspondence and associated service records, generated both by ourselves, and contractors on our behalf.

EVALUATION OF TENDERS

Tender evaluation is the process which enables the selection of the most appropriate tender that achieves the best value for money. The method of evaluation will be documented in both the Procurement Plan and the tender documents. A separate Evaluation Plan will be used for all purchases above $2m, or that are considered high risk. A good evaluation will assist in the objectives of the project being achieved.

Generally, the evaluation will be carried out by following the eight stage process:

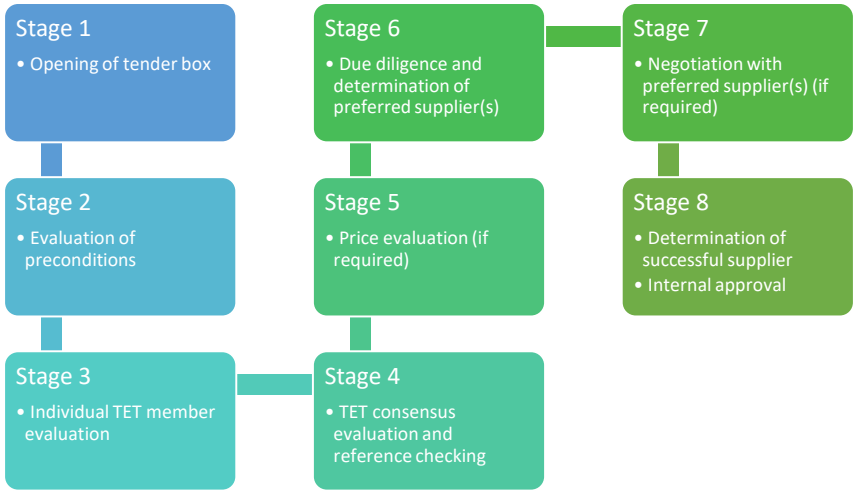


Figure 14 Tender Evaluation Process

TENDER EVALUATION TEAMS (TETS)

The makeup of the TET will be dependent on the value, complexity and risk of the purchase. The TET will be managed by a suitably qualified and experienced TET chair and may be supplemented by Subject Matter Experts (SMEs). SMEs will not participate in evaluation meetings but will be available to answer questions of the TET via the TET Chair. The makeup of the TET will be outlined in the Procurement Plan for approval by the authoriser with relevant contractual delegations. The authoriser with ensure that the TET comprises relevant personnel with suitable experience and qualifications required to perform the evaluation.

For high value and complex purchases, the TET Chair will not score and will generally be a member of the procurement function, who understands the rules of the evaluation and ensures that the evaluation process is managed in a fair, robust and defensible manner. In addition to this a separate commercial evaluation panel, or external advisers, may be used to evaluate complex price schedules, undertake financial viability and due diligence checks and assist with commercial negotiations if required.

The TET will not be named in the tender documents to ensure the TET members cannot be influenced by potential Suppliers. The table below describes the minimum requirements of a TET:

Table 7 Minimum Requirements of a Tender Evaluation Team

Purchase Value	Non-scoring Chair	Scoring Evaluators (minimum)	External Evaluators (if required)
<$300k	No	Two	Nil
>$300k and <$500k	No	Three	One
>$500k	Yes	Three	One (Two if more than five scoring evaluators)

Commented [KL4]: High risk or high value may consider the use of a non-scoring chair in the TET or external evaluator

Commented [KL5]: Take external evaluators out. Make mention in text possibly

Commented [KL6]:

Note: When using the collaborative delivery model staff of the other organisation(s) will not be considered external evaluators.

On high-value high-risk procurement a separate price/commercial evaluation team may be used to evaluate price responses.

Variation to the above will require specific approval by the Management Team on the Procurement Plan.

Responsibilties of the TET Chair
• Reviewing the Procurement Plan and tender documentation. • Ensuring all evaluators understand their obligations as an evaluator, and in particular with respect to confidentiality and probity. • Ensuring all evaluators and SME's sign a Conflict of Interest and Confidentiality Form prior to evaluation. Where an evaluator or SME indicates a conflict or potential conflict, ensuring the appropriate mitigation is undertaken. • Acting as the single point of contact for the TET, including managing all questions from and to the TET. • Ensuring no individual supplier is unfairly advantaged or disadvantaged. • Ensuring the correct process is followed for the supplier selection method being used and that at the end of the evaluation a Tender Evaluation Report is completed and approved. • Ensuring that all suppliers are advised of the outcome of the tender, and are offered the opportunity for a debrief.

PROBITY:

Ensuring the probity of action is everyone's responsibility when conducting procurement activities. We apply the basic principles of good practice when buying goods and services:

1. Acting fairly, impartially and with integrity.
2. Being accountable and transparent.
3. Being trustworthy and acting lawfully.
4. Managing conflicts of interest.
5. Securing commercially sensitive and confidential information.

By applying these principles sensibly, we can demonstrate that we are spending public money carefully through a properly managed process.

We consider probity of the process to be of the utmost importance. All tenders will state a specific contact should Suppliers have a probity concern with regard to a particular procurement activity.

We will also appoint an independent Probity Auditor for significant high risk or high value purchases. The need for an independent Probity Auditor will be identified in the Procurement Plan. Where an independent Probity Auditor is appointed, we will reference the appointment within the RFx documentation.

An independent hotline will be established for both staff and the public to report issues of concern. Calls will be reviewed by Waimakariri District Council and all complaints and allegations passed on to the Independent Reviewer.

GRADING SCALE FOR NON-PRICE UPDATES

We will use the following grading system to assign values between 0-100 when evaluating tenders:

90-100	Excellent (significantly exceeds the criterion)	Exceeds the requirement. Exceptional demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services. Response identifies factors that will offer potential added value, with supporting evidence.
75-85	Very Good (Exceeds the criterion in some aspects)	Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services. Response identifies factors that will offer potential added value, with supporting evidence.
60-70	Good (Meets the criterion in full)	Satisfies the requirement. Demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services, with supporting evidence.
50-55	Minor Reservations (Marginally deficient)	Satisfies the requirement with minor reservations. Some minor reservations of the Supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services, with little or no supporting evidence.
40-45	Serious Reservations (Significant issues that can't be addressed)	Satisfies the requirement with major reservations. Considerable reservations of the Supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods/services, with little or no supporting evidence.
≤ 35	Unacceptable (significant issues not capable of being resolved)	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods/services, with little or no supporting evidence.

Note: Failing to fully meet any precondition, scoring a fail on any attribute assessed on a pass/fail basis or failing to score above 35 on any weighted attribute, will result in the Supplier's offer being rejected and removed from any further evaluation; unless otherwise stated within the RFx documentation.

ALTERNATIVE RESPONSES AND ADDED VALUE PREMIUMS

Innovation is encouraged from the Supplier market and as such we support the submission of alternative responses where a complying submission is also received. The added value premium may be a positive value (in the case where the response adds value) or a negative value (should the response add cost). When submitting an alternative response, Suppliers should clearly quantify the added value they believe their alternative response provides.

REFERENCE CHECKING

We will carry out reference checking to assist in determining the Supplier's ability to deliver the output described in their tender response. Reference checking will be carried out after the tender has been evaluated on its own merit. Reference checking will include:

- Checking with referees provided in the response.
- Internal checking of prior performance on our projects.

Reference checking responses will inform the TET and may result in adjusted scores for non-price attributes.

NEGOTIATION WITH PREFERRED SUPPLIERS

We will negotiate with the preferred Supplier(s) where appropriate prior to tender acceptance or contract award. We view negotiation as an effective risk management tool which, when used correctly and fairly, can add value to the procurement process. The primary objectives of negotiation are to:

1. Test the understandings and underlying assumptions that have influenced the Supplier(s) in preparing their response(s).
2. Achieve a reduction in costs or an increase in value, where appropriate.

When negotiation is to be undertaken, we will prepare a Negotiation Plan.

Note – negotiation will only take place with one preferred tenderer at any one time. If the negotiation is unsuccessful, then the Council may move on to negotiating with the next preferred tenderer.

Negotiation Plans ensure:
• All negotiations are conducted ethically and we do not use our position in a manner that might be considered unfair. • That the negotiation does not solely focus on reducing bottom line prices. • That the negotiation does not disadvantage other suppppliers by forming an agreement that is materially different in scope from what was described in the tender. • That the negotiation and results of the negotiation are fully documented. • That the negotiatied agreement is sustainable and does not inappropriately compromise quality. • That when, and if, negotiating with multiple preferred suppliers, particular care is taken to ensure they remain fair and individual suppliers are not played off against each other (Dutch Auction).

DUE DILIGENCE

Due diligence is about independently verifying the ability of a Supplier to deliver in full and over the term of the contract. It is an opportunity for both parties to test their expectations and understanding of the deliverables and the contract. During this phase, assumptions will be checked, and roles and obligations clarified. Should serious issues arise during due diligence that cannot be resolved the Supplier will be removed from further consideration, and the next ranked Supplier will be promoted to preferred status.

We will undertake independent due diligence of the preferred tenderer(s) in contracts valued above $2m, or that are considered high risk, or where there are specific concerns identified at the evaluation stage about a particular tenderer. Where particular financial records are requested for this purpose, we will request that these be provided in a separate file in the tender response.

Commented [KL7]: Significant high value/high risk – deemed significant.

Need to move to consider versus will for these sections.

NOTIFICATION OF TENDER RESULTS:

In accordance with the RFx documentation, all Suppliers will be notified in writing of the tender outcome and will be offered the opportunity for a debriefing. This is an important part of the evaluation process to support future market competition. No details of any tenderers scores will be provided until the end of the evaluation process i.e.

after tender acceptance or contract award has occurred, however, tenderers will be notified during the evaluation process if:

- Their response has been excluded from evaluation due to non-conformance, failing to meet any prequalification, failing a pass/fail attribute or failing to score above 35 in any non-price attribute.
- They have been shortlisted (or not) after the first stage of two-stage (EOI/RFP) tender.
- They are a preferred (or not a preferred) Supplier.

Our tender debriefings will focus on the strengths and weaknesses of the Supplier's response against the evaluation criteria, rather than a comparison to other responses received. Commercially sensitive information relating to other Supplier proposals will not be disclosed as part of the debrief process.

UNSOLICITED PROPOSALS

From time to time, Suppliers may wish to approach us with a proposal to meet a perceived need, without being asked to do so. This is considered an unsolicited proposal. Suppliers are encouraged to put forward good ideas and we will treat all unsolicited proposals in a way that is transparent and fair to everyone.

Any unsolicited proposal must contain at least one of the below attributes to be considered:

Attributes for unsolicited proposals
• Unique elements • Demonstrates innovation • Provides a solution to a need that is otherwise not available in the market • Supports the long term market deelopment and needs of Waimakariri District Council • Aligns with Waimakariri District Council's plans, objectives and strategic direction

PUBLISHING OF CONTRACT AWARDS

Award notices will also be published on Tenderlink and/or GETS for all tenders advertised publicly.

CONTRACT MANAGEMENT

CONTRACT MANAGEMENT PRINCIPLES

Contract management is the process which enables the Waimakariri District Council and its Suppliers to meet the obligations in order to deliver the objectives of the contract on time, to the quality and specification required and within budget.

This means tracking and monitoring delivery and costs, managing risks, and actively managing the relationships between the Waimakariri District Council and its Suppliers and key stakeholders on an ongoing basis. This process continues throughout the contract life and involves managing proactively to anticipate future needs as well as reacting to situations that may arise.

Key activities:

Performance management	Relationship management	Contract Administration
• Ensuring that the service is being delivered as agreed, to the required level of performance and quality	• Keeping the relationship between the parties open and constructive, aiming to resolve or ease tensions and identify problems early. This is driven by; • Openness and excellent communications • Developing mutual trust and understanding • A joint approach to managing delivery and any related problems	• The formal governance of the contract and changes to the contract documentation including: • Maintaining documentation relating to the contract • Regulating change control • Monitoring charges and costs • Checking invoices and authorising payment • Reviewing reports and requesting information • Asset management

HEALTH AND SAFETY

The Health & Safety at Work Act 2015 requires that an organisation must ensure the health and safety of workers (including contractors), and that organisations must consult, co-operate and co-ordinate activities with all other organisations who have health and safety duties in relation to the same matter (overlapping duties); so far as is reasonably practicable. WDC maintains contract health and safety management systems in order to achieve compliance with these requirements.

Suppliers for all contracts shall be required to meet a range of health and safety requirements throughout the life-cycle of the contract, which, depending on the nature of the contract, may include (but are not limited to):

- Health and safety pre-qualification.
- Site-specific safety plans.
- Hazard identification and management.
- Site inductions.
- Incident reporting.
- Site safety audits.
- Contract closeouts.

In particular, all Suppliers for contracts involving physical works shall be health and safety pre-qualified. This will mean that they are assessed at >50% via the SiteWise health and safety pre-qualification system as a minimum or meet the requirements of another externally-audited pre-qualification system of equivalent or superior standard (this will be approved on a case-by-case basis by the WDC Health & Safety Team. The >50% criteria may be increased subject to the WDC risk management process).

Suppliers can achieve health and safety prequalification before or during the tender period, but pre-qualification must be achieved prior to work commencing.

Where a decision is made to select a Supplier who is not health and safety prequalified as the preferred tenderer (or who has a SiteWise score lower than any minimum score indicated in the tender documents), approval must be

gained from the Management Team. The reasons for the decision shall be reported (such as emergency works, or a sole Supplier situation).

All further health and safety requirements for the duration of the contract shall be clearly defined within the contract documentation.

INSURANCES, BONDS AND RETENTIONS

The use of Insurances, Bonds and Retentions are all methods that we use to protect ourselves from the risks associated with Supplier performance. The level of protection will be determined by assessing the risks involved in delivering the services. We are mindful of the need to exercise caution when setting limits, as excessive limits will deter from the objective of value for money.

CONTRACT TEMPLATES

Our Procurement Framework contains a range of standardised contract templates for use by our staff. These templates will be, wherever possible, based on standard form contracts and will have been through a legal review. Where a standard contract template exists the expectation is that it will be used when engaging with Suppliers. Standard contracts that we currently use include:

- NZS3910:2013 – Conditions of contract for building and civil engineering – Construction.
- NZS3916:2013 – Conditions of contract for building and civil engineering – Design and Construct.
- NZS3917:2013 – Conditions of contract for building and civil engineering – Fixed Term.
- NZS3915:2005 – Conditions of contract for building and civil engineering – Construction (where no person is appointed to act as engineer to contract).
- CCCS: Aug 2014 – Conditions of Contract for Consultancy Services.
- ACENZ/IPENZ: Mar 2012 – Short form agreement for consultant engagement.
- PTOM (Participation, Regional Partnering and Unit) agreements.
- WDC specific contract templates.

Recent years have seen a drive toward collaborative ways of contracting. Our general conditions of contract play a role in encouraging this collaborative behaviour, and we will continue to review these contracts with this in mind. We will also look at other contracting models, for example, NEC3/4 to ensure that the models we use are current and reflective of the best practice in the market.

CONTRACT PERFORMANCE AND REVIEW

CONTRACT PERFORMANCE ASSESSMENTS

The four main performance criteria are below:

Management	Production	Stakeholders, Safety and Environment	Administration
• Skill levels and compenency • Creating a "no surprises" environment • Responsiveness • Creating innovation • Proactiveness	• Ability to meet programme • Timely outputs • Achieve the specified standard • Accurate outputs to required standards • Defect management systems	• Safe work practices • Traffic management control	• QA documentation • Monthly reporting • Financial • Handling of variations

SUPPLIER MANAGEMENT

STRATEGIC SUPPLIER RELATIONSHIP MANAGEMENT (SSRM) PRINCIPLES

SSRM is the systematic enterprise-wide process assessing Supplier's assets and capabilities in order to strategically plan and manage interactions with our Suppliers. The focus of SSRM is to develop two-way, mutually beneficial relationships with strategic supply partners to deliver greater levels of innovation and competitive advantage than could be achieved by operating independently or through a traditional, transactional purchasing arrangement (5). This brings about a proactive relationship focused on looking for continuous improvements, not a cosy buyer-supplier relationship in which the status quo is allowed to prevail.

These collaborative relationships typically involve:

- Shared objectives.
- A mutual search for greater efficiency.
- Joint planning for the future.
- Each party understanding the expectations of the other and seeking to meet them.

Key factors for successful collaborative relationships are:

- Clear, open and honest communication.
- Mutual trust, respect and understanding.
- Collaboration and joint problem-solving.

BENEFITS OF SSRM

Commercial success often comes down to the relationship between buyer and Supplier. Our SSRM Framework aims to benefit this relationship by providing:

- Allocated resources focussed to ensure Suppliers deliver as expected.
- Clearly defined roles on both buyer and Supplier side.
- Regular governance meetings that drive access to new innovative approaches to business.
- Improved visibility of Supplier risks and development of appropriate risk mitigation strategies and control.

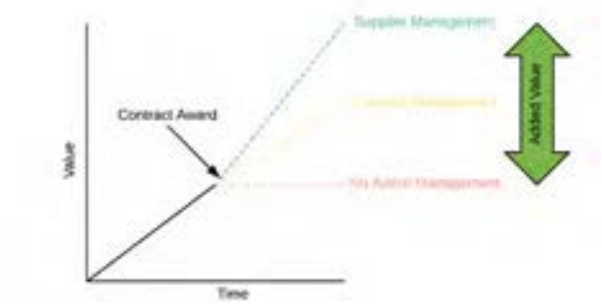


Figure 15 Added value gained using Supplier management

OUR SSRM FRAMEWORK

Our SSRM framework aims to focus on our key Suppliers and the relationship we have with them. Our Suppliers are segmented into four groups as described below

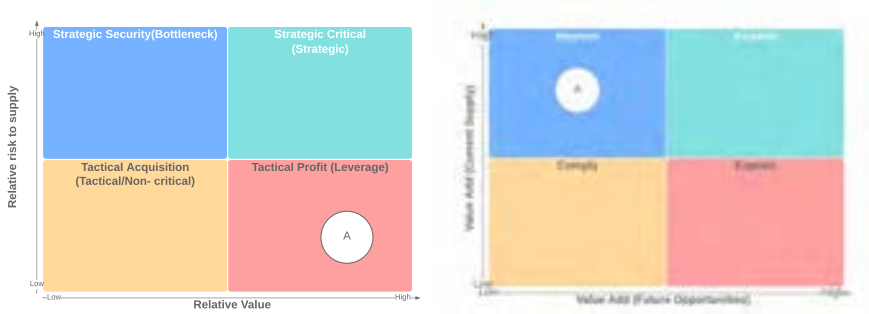
- Tier 1 “Alliance Suppliers” – These are our critical Suppliers who offer significant long term sustainable value. These Suppliers have the ability to deliver a significant step change in our overall performance and the delivery of our objectives.
- Tier 2 “Strategic Suppliers” – These Suppliers provide high value, specialised or unique goods and services that are core to the delivery of our objectives. It is expected that these Suppliers will be able to generate additional value to our organisation from both current and future business.
- Tier 3 "Tactical Suppliers" – These are our important Suppliers who provide high value but standardised goods and services to our organisation. It is expected that these Suppliers will be able to generate additional value from the current business.
- Tier 4 “Operational Suppliers” – All other Suppliers fit this category.

SUPPLIER SEGMENTATION

Segmentation of the Suppliers in the four key category areas of Corporate, Technology, Infrastructure and Services will be undertaken on an annual basis. This involves evaluating Suppliers who have a historical or expected spend in excess of $1m per annum, or that are in the top ten Suppliers in an individual procurement category. The purpose of Supplier segmentation is to:

- Provide us with a preliminary risk assessment of our Suppliers, based on their criticality to our business performance.
- Help us allocate scarce time and resource most effectively with Suppliers, based on their value-add potential.

An example of the three steps is shown below:



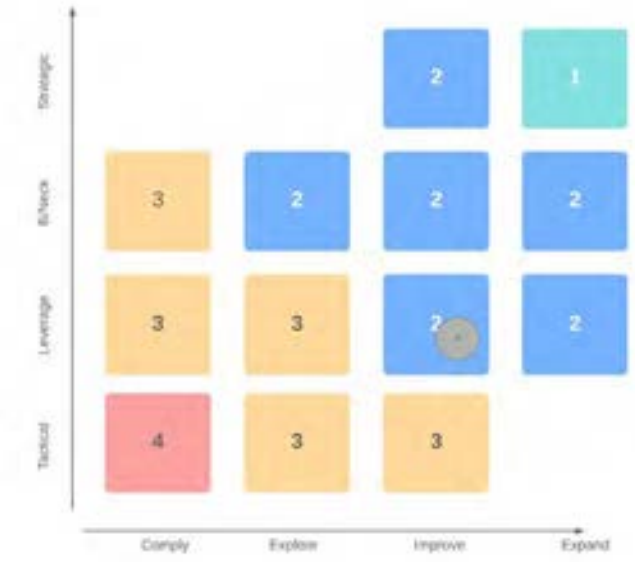


Figure 16 Example of the steps in supplier segmentation

SUPPLIER ENGAGEMENT

Tier 1 to Tier 3 Suppliers will be actively managed within our SSRM framework under an agreed Supplier Relationship Management Plan (SRMP) which will capture the relationship objectives and scope of interaction with the Supplier. The SRMP will help both us and our Suppliers understand the current state and establish a plan to visualise what success looks like. This will cover three phases as shown in the diagram below:

Figure 17 Phases of Supplier Relationship Management Plan

SSRM GOVERNANCE

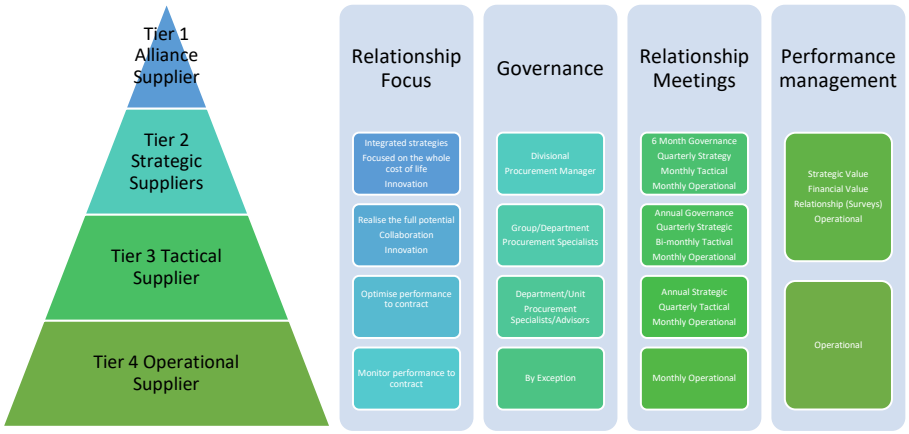


Figure 18 Strategic Supplier Relationship management governance

IMPLEMENTATION AND IMPROVEMENT

IMPLEMENTATION

OWNERSHIP OF THE PROCUREMENT STRATEGY

While the ultimate ownership of the Procurement Strategy rests with the Management Team, effectively the Procurement function is accountable for ensuring that the specific methods and improvement initiatives included within the Strategy are implemented and monitored.

MONITORING

Monitoring is key to implementation, ensuring the objectives of the Procurement Strategy are achieved through the way in which we procure, as well as guaranteeing all improvement initiatives are developed in the right areas and align with the overall Procurement Strategy intentions. The purpose of all monitoring is to gauge the value for money achieved and continuously look for further efficiency gains.

As part of our ongoing monitoring, we will continually review and make changes to our strategy where appropriate. We see this as a natural process as our organisation continues to evolve to meet the demands of our stakeholders and customers.

CONSULTATION

We are committed to obtaining Supplier feedback into this Strategy and wider procurement framework. We value transparency in our procurement process and are open to listening and discussing any concerns Suppliers may have in relation to our Supplier engagement and procurement practices.

IMPROVEMENT

Due to the complex nature of our Procurement Strategy, it is appropriate that we will be subject to periodic internal and external reviews. Lessons learnt will be used to improve future procurement activities and initiate changes to the Procurement Framework.

Where appropriate, our procurement performance will also be benchmarked against similar organisations to demonstrate that our processes:

- Proactively support the delivery of critical and important organisational priorities.
- Improve commercial discipline and add value for money.
- Manage procurement supply chain and reputational risk.
- Improve the efficiency and effectiveness of the procurement process.

At the time of writing we have identified a number of different areas which we feel need to be investigated, developed and improved during the term of the strategy. These include:

- Increasing our understanding of our procurement pipeline so we can more effectively plan our procurement activities.

- Increasing our understanding of our Supplier market and the impact that different delivery models have on the market.
- Ensuring a consistent Council wide procurement framework.
- Reviewing our existing prequalification system.
- Implementing our online “Procurement Toolbox” and Promapp processes.
- Identifying ways of reducing Supplier selection costs while maintaining a competitive process.
- Enriching our capability in contract and Supplier management.
- Implementation of our SSRM Framework and Contract Management Framework.
- Improving our reporting, both internally and externally, including how we debrief our tenders.
- An increasing focus on sustainable procurement.

TEMPLATES

Tender Evaluation Report

PQM Evaluation sheet

Tender Evaluation Plan <$2m

Tender Evaluation Plan >$2m or High Risk

PNP Evaluation sheet

QBM Evaluation sheet

Negotiation Plan

REFERENCES

1. *LGA (2002) Section 10: 1 (a).* .

2. Waimakariri District Council. Mission & Values statements. *Waimakariri District Council.* [Online] 12 March 2019. https://www.waimakariri.govt.nz/your-council/mission-and-values-statements.

3. Christchurch City Council. Christchurch City Council. *Christchurch City Council Procurement Poilcy.* [Online] 2018. https://www.ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Policies/Council-org/Christchurch-City-Council-Procurement-Policy-2018.pdf.

4. Waimakariri District Council. Waimakariri District Council. *Procurement Policy.* [Online] March 2019. https://www.waimakariri.govt.nz/__data/assets/pdf_file/0028/28459/4160-Procurement-and-Contract-Management-Policy.pdf.

5. OECD. Country case: Managing supplier relationships in New Zealand. *OECD.* [Online] 2016. https://www.oecd.org/governance/procurement/toolbox/search/managing-supplier-relationships-collaborative-contracts-new-zealand.pdf.

6. Auckland Transport. Procurement Strategy. *Auckland Transport.* [Online] July 2015. https://at.govt.nz/media/1184542/PRO2-01-Procurement-Strategy-July-2015.pdf.

7. Waimakariri District Council. *Long Term Plan 2018-2028.* Rangiora : Waimakariri District Council, 2018.

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	EXT-01-35 - 190813112680
REPORT TO:	Council
DATE OF MEETING:	3 September 2019
FROM:	Geoff Meadows – Policy Manager
SUBJECT:	Draft submission on proposed Plan Change 7 to the Canterbury Land and Water Regional Plan and proposed Plan Change 2 to the Waimakariri River Regional Plan
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager

1. SUMMARY

1.1. The purpose of this report is to recommend that Council approves the attached submission to Environment Canterbury on proposed Plan Change 7 to the Canterbury Land and Water Regional Plan, and proposed Plan Change 2 to the Waimakariri River Regional Plan.

Attachments:

i. Draft submission to Environment Canterbury on proposed Plan Change 7 to the Canterbury Land and Water Regional Plan and proposed Plan Change 2 to the Waimakariri River Regional Plan (TRIM No 190813112717).

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No.190813112680;

(b) **Approves** the submission to Environment Canterbury (TRIM No 190813112717) on proposed Plan Change 7 to the Canterbury Land and Water Regional Plan and proposed Plan Change 2 to the Waimakariri River Regional Plan;

(c) **Circulates** the submission to Community Boards for information.

3. BACKGROUND

3.1 The Canterbury Land and Water Regional Plan aims to provide clear direction on how land and water in the Region are to be managed. The Plan became operative on 1 February 2017 with the objective of helping deliver community aspirations for water quality in both urban and rural areas.

3.2 Successive plan changes have been made to incorporate sub-regional chapters as part of the Canterbury Water Management Strategy. Plan Change 1 (Selwyn Waihora), Plan Change 2 (Hinds), and Plan Change 3 (South Coastal Canterbury) were made in response to Zone Committee recommendations for those respective Zones. Plan Change 4 was an

omnibus plan change that introduced region-wide rules for stock exclusions and urban storm water management, among other things.

3.4 Plan Change 5 introduced both region-wide nutrient management rules and responded to the Waitaki Zone Implementation Programme Addendum, while Plan Change 6 was specifically focused on Wairewa/Lake Forsyth. Plan Change 7 (this Plan Change) has 3 parts as follows:

Part A – Omnibus – includes changes to a number of region-wide sections, and to the Ashburton sub-region;

Part B – Orari – Temuka – Opihi – Pareora (OTOP) – OTOP sub-region section;

Part C – Waimakariri sub-region section.

4. ISSUES AND OPTIONS

4.1 A potential problem of duplication arises because the *Resource Management Act 1991* empowers Territorial Authorities with controls over freshwater species habitat, as does the Regional Policy Statement, however Plan Change 7 proposes to amend Rules 5.167 and 5.168 (vegetation clearance and earthworks) to reference freshwater species habitat. It could be as simple as agreeing with the Regional Council as to who does what, but this needs to be worked through.

4.2 The stock water race network in the District is not a Managed Aquifer Recharge system. There is incidental aquifer recharge from the leaky water race network. Mitigation of nitrate-nitrogen, and the associated costs, should be addressed and paid for by polluters of nitrate-nitrogen with effects-based rules and mitigations. Taking into account nitrate-nitrogen concentrations and water losses for supporting groundwater levels and stream flows, is outside the reasonable considerations for a stock water race network. The rights of this Council, as a current consent holder to take water for the stock water race system, and comply with consent conditions, would be compromised by the proposed Plan Change.

4.3 The proposed nutrient management regime over time is going to be difficult for a significant number of commercial agricultural businesses, however in general, the agricultural sector are cognisant that changes need to be made to reduce nutrients to surface and ground water. Good Management Practice, audited Farm Environment Plans, and nutrient reduction targets over timed stages, are all practices that the agricultural sector embrace, supported by Dairy NZ, Beef and Lamb NZ, and Federated Farmers.

4.4 There is a growing disquiet in the agricultural sector that the evidence of nutrient losses to ground and surface water are not causally linked to the proposed changes to the policies and rules in Plan Change 7. There are sections of the agricultural sector in the District who have indicated they will challenge the basis of the proposed plan changes through the *Resource Management Act 1991* hearings process.

4.5 Plan Change 2 to the Waimakariri River Regional Plan amends various chapters and associated planning maps, so that there is only one Regional Plan for land and water in the Waimakariri Zone. These proposed plan changes are sensible and are supported.

4.5. The Management Team/CE have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. The public notification of the proposed Plan Changes are an opportunity for community input.

6. IMPLICATIONS AND RISKS

6.1 **Financial Implications –** the economic costs to the agricultural sector in the District are significant to meet the nitrate reduction targets over time.

6.2 **Community Implications –** there are significant social adjustments and costs from restructuring the agricultural sector.

6.3 **Risk Management –** the biggest risk to the District is that the economic vibrancy emanating from the agricultural sector will be impaired.

6.4 **Health and Safety –** N/A

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

Local Government Act 2002, Environment Canterbury (Transitional Governance Arrangements) Act 2016.

7.3. **Community Outcomes**

There are wide ranging opportunities for people to contribute to decision-making by national and regional organisations that affect the District.

7.4 **Delegations**

N/A

Geoff Meadows,
Policy Manager

To Environment Canterbury

Submission from

Waimakariri District Council

In the matter of the proposed Plan Change 7 to the Canterbury Land and Water Regional Plan and proposed Plan Change 2 to the Waimakariri River Regional Plan

DRAFT

3 September 2019

Person for Contact: Geoff Meadows

Part A – Canterbury Land and Water Regional Plan

General comments

The Waimakariri District Council is broadly in support of the proposed Plan Change 7 to the Canterbury Land and Water Regional Plan to give regulatory effect to the Waimakariri Zone Implementation Programme Addendum (ZIPA). The ZIPA was adopted by this Council in December 2018. However as a utility operator there are some practical matters that would assist with the effective operation of the Regional Plan.

- Rules 5.167 and 5.168 (vegetation clearance and earthworks) have both been amended to reference freshwater species habitat. On the planning maps this seems to be the purple rivers and tributaries, and is fairly extensive. A potential problem of duplication arises because the *Resource Management Act 1991* empowers Territorial Authorities with controls in this area, as does the Regional Policy Statement. It could be as simple as agreeing with the Regional Council as to who does what, but this needs to be worked through.

- The proposed additions in Sections 5 and 8 to protect indigenous freshwater species habitat is noted, however there is potential for unintended consequences. For example, preventing biodiversity improvements as a permitted activity in areas with Indigenous Freshwater Species Habitat (Rule 8.5.35) where this is habitat where the plan should be enabling biodiversity improvements.

Definitions

- Terms need to be standardised and defined, or removed, such as “open drain” (in policies 8.4.30. and 8.4.31).

- The definition for “drain” should exclude conveyance of storm water, and only intermittently-wet drains. The current definition of drain includes ones that are usually dry.

- The definition of “principal water supplier” should be altered to exclude “community and/or stock water scheme”, otherwise nitrate reduction and contaminant discharge rules will apply to the stock water network and community water supplies, as well as consent durations reduced by policies 8.4.30 and 8.4.31

Section 4 Policies
Habitat of Indigenous Freshwater Species

4.101 This policy would seem to be unfairly restrictive to Territorial Authorities. For example, the activity of drainage maintenance in the North Brook, Middlebrook, and South Brook could require the creation of new habitat in the same surface water catchment and with the same or improved habitat characteristics. The definition of “surface water body” is too wide for determining any off-setting requirements.

Suggested relief: The definition of “surface water body” is replaced with “river, wetland or lake”, to avoid the unfairly restrictive “in same surface water catchment”.

Section 5 Region-Wide Rules
Stock Exclusion

5.71 Currently anything that does not meet this rule is a prohibited activity.

Suggested relief: Change to a controlled or restricted discretionary activity, to allow exemptions for stock exclusion under certain conditions, for example stock to access stock water drinking bays).
8.4 Policies

DRAFT

Natural State Waterbodies

8.4.5 The classification of View Hill Stream, Coopers Creek and the Eyre River upstream of the confluence of the Waimakariri River with the Eyre River Diversion, as Natural State Waterbodies, is not adequately defined. "Natural State Water bodies" are defined as "rivers, lakes and natural wetlands within land administered for conservation purposes by the Department of Conservation" (DOC), however these rivers are not administered by DoC. This classification may result in restriction to works in the bed of these waterbodies, two of which are intermittent. View Hill Stream and the Eyre River have multiple fords maintained by this Council. The Eyre River has water and wastewater mains and a siphon underneath the stream bed for the stock water race system, on which this Council undertakes regular maintenance.

Relief sought: Remove the classification of View Hill Stream and the Eyre River as Natural State Water Bodies.

Efficient Use of Water

8.4.22 The stock water race network in the District is not a Managed Aquifer Recharge system. There is incidental aquifer recharge. Mitigation of nitrate-nitrogen, and the associated costs, should be addressed and paid for by polluters of nitrate-nitrogen with effects-based rules and mitigations. Taking into account nitrate-nitrogen concentrations and water losses for supporting groundwater levels and stream flows, is outside the reasonable considerations for a stock water race network. The rights of this Council, as a current consent holder to take water for the stock water race system, and comply with consent conditions, would be compromised by this policy.

Suggested relief: Remove the phrase "*system used to convey water" owned or operated by Waimakariri District Council* (which has no definition) and replace with "*artificial watercourse used for irrigation and/or stock water*" to exclude other water systems such as urban storm water and wastewater networks.

Nutrient Management

8.4.28A This policy is likely to negatively impact on the Woodend and Kaiapoi Network Storm Water consents that have been lodged or will be lodged shortly, as well as future consent applications to discharge storm water from Pegasus.

Suggested relief: Insert the following: *For all activities within the Ashley Estuary (Te Aka Aka) and Coastal Protection Zone, discharges of contaminants to surface water or onto ~~or into~~ land in circumstances where contaminants may enter surface water are avoided as a first priority, and if this is not achievable, best practicable option is used to minimise the loss or discharge of contaminants so as to achieve:*

Stock Exclusion

Policy 8.4.31 (b) requires further definition of "intermittently" and "contains surface water". There does not seem to be any evidence that stock exclusions from artificial watercourses will result in less discharge of contaminants.

Consent Expiry and Duration

Suggested relief for Policies 8.4.36 and 8.4.37: - An exemption from policies 8.4.36 and 8.4.37 for Territorial Authorities. Consent durations of 10 years are not feasible due to the long planning timeframes and high investment required by Territorial Authorities for provision of the stock water race network and community water supplies.

The exemption would be to not place restrictions that reduce a resource consent duration to less than 35 years for consents that are granted for the discharge of nutrients, or the take and use of water: *8.4.36 Provide for the regular review and adjustments in progress towards achieving the freshwater outcomes and limits for the Waimakariri Sub-region (with the exception of a Territorial Authority and community water suppliers as the applicant), by applying the following common expiry dates to resource consents:*

a) *1 July 2037 for resource consents granted for the use of land for a farming activity;*
b) *1 July 2037 for resource consents granted for the discharge of nutrients by an irrigation scheme or principal water supplier;*
c) *1 July 2037 for resource consents granted for the take and use of water;*

1 July 2047 for any resource consent that replaces an existing water permit that expires after 1 July 2030 and that is affected by the provisions of section 124-124C of the RMA.

8.4.37 Apply the following durations to any resource consent granted after the relevant common expiry date in Policy 8.4.36 (with the exception of a Territorial Authority and community water suppliers as the applicant):

a) *10 years for resource consents for the use of land for a farming activity; and*
b) *10 years for resource consents for the discharge of nutrients by an irrigation scheme or principal water supplier; and*
c) *10 years for resource consents for take and use of water.*

Suggested relief: 8.4.37 Insert an exemption for community water supply consents to undergo review. *8.4.37 Assist with achieving the freshwater outcomes for the Waimakariri Sub-region by (with the exception of community water supply consents):*

a) *reviewing, by 31 December 2027, all surface water or stream depleting groundwater permits within the Ashley River/Rakahuri Freshwater Management Unit that have a direct or high stream depletion effect, and by implementing the environmental flow and allocation regimes in Tables 8-1 and 8-3 on all reviewed permits and any new permits granted; and*
b) *reviewing, by 31 December 2029, all surface water or stream depleting groundwater permits within the Northern Waimakariri Tributaries Freshwater Management Unit that have a direct or high stream depletion effect, and by implementing the environmental flow and allocation regimes in Tables 8-2 and 8-3 on all reviewed permits and any new permits granted.*

8.5 Rules
Shallow groundwater dewatering, and minimum flow gauging for takes in the Kaiapoi River

Rules 8.5.9 and 8.5.14
Abstraction to enable irrigation of the Regeneration Zone Land, once the new recreational facilities are constructed, are also subject to this rule. There are concerns about whether consent would be granted for an irrigation abstraction given the groundwater and surface water is over allocated through the whole Kaiapoi River system. For this reason a Regeneration Zone irrigation consent from an existing available bore has not yet been sought.

The prohibition of abstractions below the minimum flow applies regardless of whether there are any ecological effects in the tidal reaches of the lower river from the temporary abstraction (even if only material at low tide) (and with 24 hour return) or whether there are areas of very high groundwater that need to be drained. The prohibited rule relates only to the abstraction and does not take account of ecological effects or return of dewatering water to a downstream location, or period of time until the take is returned.

Relief sought: Exclude the tidal reaches of these waterways and downstream wetter catchments where there is high shallow groundwater from the minimum flow prohibition. Abstractions for dewatering should be assessed as “discretionary” rather than “prohibited” in terms of the planning rule.

Also the installation of a new minimum flow gauge location in the lower Kaiapoi River is sought to better measure these lower river flows and tidal impacts. With a collection of data (say at the Mandeville Bridge or Williams Street Bridge) over time there would be enough information to determine a more suitable minimum flow for the tidally affected lower Kaiapoi River in consultation with stakeholders. It could also address the balance of effects from salt and fresh water interaction, whilst also allowing for a likely future need to increasingly drain Kaiapoi groundwater to ensure ongoing functioning of the storm water system.

In addition any dewatering required in Rangiora or Kaiapoi for future utilities and/or groundwater management purposes and for installation of new infrastructure should be "discretionary" rather than "prohibited" in terms of the rule, or excluded altogether from the minimum flow prohibition requirement.

Nutrient management

Rule 8.5.24 and 8.5.25 capture an additional 1,052 properties greater than 5.0 hectares and less than 10.0 hectares in the Waimakariri District. The compliance costs on enforcing these rules in this District, rules that will not apply to the balance of the Canterbury Region, would not seem to justify the perceived environmental benefits. There does not seem to be any evidence offered in the Section 32 analysis that there would be any environmental gain in inserting this rule.

Suggested amendment: 8.5.24 Insert the word "where" as a correction: *For any property located within the Ashley Estuary (Te Aka Aka) and Coastal Protection Zone and directly adjoins the bed of any river or coastal lake where there is no irrigation or winter grazing on any part of the property.*

Irrigation Schemes

8.5.30 (including rules 5.62 and 8.5.31 and the policy 8.4.29). The term "Principal Water Supplier" should be removed from these rules. As currently drafted, nitrate reduction targets will apply to this Council's community water supply and stock water race network schemes, with this Council as a Principal Water Supplier. This would require this Council to seek a resource consent for any discharge of nutrient onto land that would result in a contaminant entering water from the stock water race network or community water supply. The role of nitrate reduction targets and resource consent holder for discharge of contaminants should be held by the irrigation supplier and/or holder of a discharge permit.

Suggested relief: *8.5.30 The discharge of nutrients onto or into land in circumstances that may result in a contaminant entering water that would otherwise contravene s15(1) of the RMA where the applicant is an irrigation scheme ~~or a principal water supplier~~ or the holder of the discharge permit will be an irrigation scheme ~~or a principal water supplier~~ is a discretionary activity provided the following condition is met:*

8.6 Freshwater Outcomes Tables

Table 8a - This Council would be unlikely to meet the current "Spring-fed plains urban" attributes in Table 8a within the urban storm water areas of Rangiora, Kaiapoi, Woodend, and Oxford for Storm Water Network Consents (with applications that are lodged or soon to be lodged with Environment Canterbury). Attributes that are unlikely to be achievable are for example, emergent macrophyte cover, fine sediment cover, and *E.coli* levels. This Council suggests that attributes within the tables are set at achievable levels, based on practicable storm water improvements and investment by this Council.
Table 8b - Lake Attributes - Clarification is required on whether Lake Pegasus attributes in this table would be used to set conditions in future resource consents. Based on the 2009-2015 summary report of water quality prepared by Golder and Associates, some of the attributes are set at unobtainable levels, such as the Trophic Level Index.

Suggested relief: Attributes for Lake Pegasus are set as the same as for Tutaepatu Lagoon.

Table 8-1, 8-2, 8-3, 8-4 The limits set by these tables are supported.

Table 8-5 It is noted that nitrate targets for some rivers are to be meet by 2080.

Suggested relief: An earlier target of 2040 for 3.8 mg/L targets. Targets of 6.9 mg/L of nitrate, however, should be set from the date the plan is operative, due to the 6.9 mg/L national bottom line in the National Policy Statement for Freshwater Management.

Table 8-6 It is noted that historic average Total Phosphorus levels for 2009-2015 and maximum ammonia levels have exceeded the limits proposed by Table 8.6. (Refer to the 5 Year summary report for Lake Pegasus water quality). Attributes should be set at achievable levels.
Suggested relief: Amend freshwater outcomes to ensure management options are able to be reasonably implemented.

8.7 Allocation Limits and Water Quality Limits

Table 8-7 A 5.65 mg/L nitrate-nitrogen maximum for community drinking water supplies is supported by this Council *in principle*, as it is precautionary level below the Drinking Water Standards for New Zealand (2005, amended 2018) of 11.3 mg/L nitrate-nitrogen. However, this Council supports Environment Canterbury with a call for urgent New Zealand-based research into the link that has been found between nitrate levels in drinking water and colorectal cancer incidences.

Table 8-8 A 5.65 mg/L nitrate-nitrogen median for private well drinking water supplies is supported by this Council *in principle*, as it is precautionary level below the Drinking Water Standards for New Zealand (2005, amended 2018) of 11.3 mg/L nitrate-nitrogen. However, this Council supports Environment Canterbury with a call for urgent New Zealand-based research into the link that has been found between nitrate levels in drinking water and colorectal cancer incidences. It is noted that nitrate target for the Cust groundwater zone is to be met by 2080.

Suggested relief: Set an earlier target of 2040.

It is recommend that the limit of 50% of the MAV of other contaminants (such as arsenic) should only be for contaminants which humans have control over.
Suggested relief: Exclusion any naturally-occurring contaminants, such as naturally-occurring arsenic.

Part B – Waimakariri River Regional Plan
The proposed amendments through Plan Change 2 are sensible and are supported.

DRAFT

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	EXT-30 - 190814113639
REPORT TO:	Council
DATE OF MEETING:	3 September 2019
FROM:	Geoff Meadows – Policy Manager
SUBJECT:	Draft submission New Zealand Biodiversity Strategy Discussion Document
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is to recommend that Council approves the attached submission to the Department of Conservation on the New Zealand Biodiversity Strategy Discussion Document.

Attachments:

i. Draft submission to the Department of Conservation on the New Zealand Biodiversity Strategy (TRIM No 190814113446).

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No.190814113639;

(b) **Approves** the submission (TRIM No 190814113446) to the Department of Conservation on the New Zealand Biodiversity Strategy Discussion Document – *Te Koiroa O Te Koiora;*

(c) **Circulates** the submission to Community Boards for information.

3. BACKGROUND

3.1 The Department of Conservation (DOC) released on 5 August 2019 a Discussion Document *Te Koiroa O Te Koirora* to glean public input into the development of the New Zealand Biodiversity Strategy (NZBS).

3.2 The new Biodiversity Strategy will set out how Aotearoa New Zealand will protect and restore nature, from the mountain tops to the ocean depths, as part of an international commitment to protect biodiversity globally. DOC has also been working with other government agencies, Treaty partners, local government, science, conservation and sector organisations, and communities to develop the Discussion Document.

3.3 DOC are launching a national conversation on nature that will set the scene and tone for Aotearoa New Zealand's future conservation and restoration work. "Nature" in the Discussion Document is defined as "all living things" and "biodiversity" as "the variety of all biological life".

4. **ISSUES AND OPTIONS**

4.1 At a Council briefing on 13 August 2019 consensus was reached among elected members that this definition of "nature" and "biodiversity" was too broad, and that a national strategy for biodiversity needed to focus on indigenous biodiversity to arrest the decline in natural ecosystems and native plants and animals.

4.2 The attached submission on the Discussion Document proposes alternative definitions of "nature" and "biodiversity" that confine these terms to indigenous biodiversity. The problems that arise from these broad definitions are repeated throughout the Discussion Document.

4.3 Despite the acknowledgement throughout the Discussion Document of the shortcomings of the policy and legal framework to arrest biodiversity decline, the proposed priority actions (on page 40 of the Discussion Document) do not include legislative reform as a priority.

4.4 From an international perspective, the protection, preservation, and presentation of the natural world has long been an objective of the International Union for the Conservation of Nature (IUCN). Created in 1948, IUCN is the world's largest and most diverse environmental network, and is the global authority on the status of the natural world, and the measures needed to safeguard it. The IUCN is dedicated to species survival, environmental law, protected area management, social and economic policy, and ecosystem management.

4.5 As a member of IUCN, New Zealand has a responsibility to be part of the global vision to safeguard threatened ecosystems, and manage national systems for species survival. By definition, the "natural world" excludes introduced species that are not a natural part of the bioregion. The Discussion Document is seeking public input into New Zealand's contribution to review the international Convention of Biological Diversity (CBD).

4.5. The Management Team/CE have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. The Discussion Document is an opportunity for community input.

6. IMPLICATIONS AND RISKS

6.1 **Financial Implications –** the economic benefits of ecosystem services are immense but not accurately quantified.

6.2 **Community Implications –** the New Zealand public need a clear and unequivocal definition of biodiversity that contributes to community ownership of arresting New Zealand's biodiversity decline.

6.3 **Risk Management –** there is a risk that the proposed broad definition of biodiversity to include "valued non-indigenous species" could undermine the national biosecurity framework, confuse public understanding of protecting and preserving native plants and animals, and make the declaration of pest plants and animals subjective and arbitrary.

6.4 **Health and Safety –** N/A

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

Resource Management Act 1991, Conservation Act 1987, Fisheries Sct 1996

7.3. **Community Outcomes**

There are wide ranging opportunities for people to contribute to decision-making by national and regional organisations that affect the District.

7.4 **Delegations**

N/A

Geoff Meadows,
Policy Manager

To the Department of Conservation

Submission by

Waimakariri District Council

In the matter of the *New Zealand Biodiversity Strategy Discussion Document*

3 September 2019

Person for Contact: Geoff Meadows, Policy Manager

WAIMAKARIRI DISTRICT COUNCIL

Introduction

The Waimakariri District Council considered the New Zealand Biodiversity Strategy Discussion Document at a Council briefing session on 13 August 2019, and approved this submission to the Discussion Document at a Council meeting on 3 September 2019.

A response to each of the 16 questions posed in the Discussion Document has been provided in this submission. The Waimakariri District Council is a signatory to the 2008 Canterbury Biodiversity Strategy, and has been concerned about the national decline in ecosystem health and biological diversity for some time.

Questions

1. ***How well does the Discussion Document set out the problem and consider the challenges and opportunities facing nature now and in the future?***

Definitions of terms is important so that there is a common understanding of the national problem, and the challenges and opportunities that arise to address the perceived problem.

While the term "nature" may include all living things, a national biodiversity strategy needs to be confined to natural systems. Protection and preservation of biodiversity should mean the protection and preservation of indigenous biodiversity, otherwise a biodiversity strategy would include the protection and preservation of cows and cabbages. A suggested definition of "nature" and "biological diversity" is set out as follows:

> *Nature – includes ecosystems and their constituent parts, all natural and physical resources, natural dynamic processes, and natural biological diversity.*
>
> *Biological Diversity – is the natural diversity of indigenous plants and animals, together with the environmental conditions necessary for their survival.*

While the Discussion Document acknowledges that indigenous biodiversity in New Zealand is unique, and that indigenous species are not well equipped to defend themselves against new threats (page 7), there is a confused message that there is "a role for valued exotic species in Aotearoa" (pages 11 and 12). Statements in the Discussion Document such as "New Zealand's prosperity is built on our natural environment" (page 10) obfuscate the general public's understanding of biodiversity, and confuse the pressing issue of arresting New Zealand's indigenous biodiversity decline.

Protection, preservation and presentation of nature are noble goals for a national biodiversity strategy, however when nature is defined as all living things, there is confusion with domestic and pest plants and animals, many of which need no national strategy to protect, and some of which are the object of other national strategies to eradicate.

The objective of arresting New Zealand's biodiversity decline needs a national strategy to protect, preserve and present native plants and animals. The recognition of exotic species, and the role they play in the social fabric of the nation, has no part in a national strategy to conserve the natural diversity of indigenous plants and animals.

It is suggested that the definition of "nature" and "biodiversity" in a national strategy is confined to the alternative definitions as suggested above, and the NZ Biodiversity Strategy is styled the *New Zealand Indigenous Biodiversity Strategy.* References to the "valued role of non-indigenous species" (page 11) have no part in a national indigenous biodiversity strategy.

As stated in the Discussion Document, the current policy and regulatory framework for protecting biodiversity is “inconsistent, disjointed, under-resourced, and poorly enforced”, and the statement that there is “no clear and universal mandate to protect species and ecosystems” (page 16 and 17) is supported. There is a clear need for a consistent legislative framework across tenures which links local, regional and national efforts to arrest New Zealand’s indigenous biodiversity decline. This part of the Discussion Document clearly sets out the problem definition in relation to the regulatory framework.

A contribution to the international discussion on a new global biodiversity framework will need to have the definition of biodiversity on a national scale sorted as a first step. As a party to the International Convention on Biological Diversity, New Zealand will not be able to lead on the international arena with more ambitious and urgent global targets while the definition of nature and biodiversity encompasses “all living things”. There is a clear inconsistency between this all-encompassing definition, and national programmes such as Predator Free 2050.

2. Proposed Framework for a National Strategy

The problems with the core definition of “nature” and “biodiversity” cascade down through the document. The section under Systems and Behaviour includes the aspirational outcome that:

> *“Non-indigenous species and ecosystems are managed to maintain or enhance indigenous biodiversity, while providing for the values that non-indigenous species provide”.*

Managing for the habitat of rapacious exotic predators such as salmon and trout will never arrest the decline of in-stream indigenous aquatic native plants and animals. An outcome such as this, as proposed on page 27 of the Discussion Document, is incompatible with the enhancement of indigenous biodiversity. Most non-indigenous species in New Zealand are a threat to marine, freshwater and terrestrial ecosystems. The Discussion Document is characterised by these internal inconsistencies.

3. Proposed Vision for a National Strategy

The Vision makes the statement on page 28 that:

> *“We recognize that both indigenous and non-indigenous species are part of the system, but that foremost we will focus on what is unique to Aotearoa”.*

This statement is not only internally incompatible, but also the word “unique” introduces the concept of endemism, which is separate again to native plants and animals. Protecting and preserving endemic species is vitally important, but should not necessarily be a higher priority over protecting and preserving non-endemic native plants and animals.

4. Proposed Value and Principles

The values on page 29 that include the recognition of sovereignty need to be clear about the sovereign state of Aotearoa. Similarly there is no clarity in the vision statement that “priority should be given to conserving indigenous species over non-indigenous species when making management decisions”. Statements like this provide fertile ground for conflict.

5. Proposed Long Term Outcomes

Most of the proposed Long Term Outcomes are vague and platitudinous. For example the proposed Long Term Outcome on page 31 that “all New Zealanders can connect with nature”

might have perverse consequences. Under the current definition of "nature" as proposed, this might mean New Zealanders enjoying their rose garden, or children stopping by the roadside to connect with declared pests. The internal incompatibility of the Discussion Document is continued in this section with the proposed Long Term Outcome of "secure and thriving indigenous species and their habitats". The outcome that "all our indigenous species will persist for future generations" (page 31) will not be realised unless the nation takes decisive action on the eradication of pest plants and animals.

6. Goals to 2025, 2030 and 2050

It is important that there is a comprehensive monitoring framework that is able to measure progress, whatever goals are set into future years. Again some of the goals are inconsistent with each other (for example no net loss of extant rare and naturally uncommon terrestrial indigenous habitat is inconsistent with the Discussion Document's definition of "nature" and "biodiversity").

The term "cultural take" in this section is not defined, and is not generally understood by the broader public.

7. Implementation

The proposed five System Shifts on initial reading appear to be too high level to be strategic, however the Discussion Document proposes some commendable first steps and priority actions. Development of collaborative and more detailed implementation planning is sensible given the acknowledgement that the biodiversity protection system straddles local, regional, national and global responsibilities (page 23).

8. Regular Progress Reviews

Regular Progress Reviews (page 35) are supported, provided the goals being assessed are measurable and realistic.

9. The Five System Shifts

So much of the efficacy of the step changes required to arrest New Zealand's biodiversity decline once again come back to the definitions of "nature" and "biodiversity". For example, the statement that "all New Zealanders are empowered to be stewards of nature" will mean many different things to many different people if nature is defined as "all living things". Under this definition, any biosecurity programme could be seen as biodiversity loss to some members of the public.

Apart from "getting the system right" – which has sensible and practical first steps and priority actions, - the other four System Shifts suffer from poor definitions, and variations in generally accepted understandings of terms.

10. Getting the System Right

The current lack of coordination and clarity around "who is supposed to do what" is acknowledged in the Discussion Document (page 38). Some of the priority actions proposed in this section are not strategic, such as delivery of the National Policy Statement on Indigenous Biodiversity, which is imminent anyway. The Discussion Document acknowledges the "numerous pieces of legislation that are overlapping, contradictory, contested, ineffective or slow" (page 40), however the priority actions make no mention of a comprehensive legislative reform programme that will address the shortcomings of the regulatory framework that is impeding the arrest of New Zealand's indigenous biodiversity decline.

11. Kaitiakitanga

Priority Actions in this proposed System Shift are supported.

12. Empowered Communities

The proposed Priority Action on page 48 to implement a consistent national approach to rates relief for covenanted and other protected private land within one year will require legislative change to the *Local Government (Rating) Act 2002,* and is unrealistic within one year.

13. Connecting Ecosystems

Scaling up programmes for privately protected areas as suggested in the Priority Actions on page 53 is not as important of having protected areas on private land protected by law. Covenants are not legally binding on title, and legislative reform is needed in New Zealand to more securely protect the QE II Trust private protected area network.

14. Innovating for the Future

Priority Actions in this proposed Systems Shift are supported.

15. Are these the components of an effective strategy?

Overall, the proposed NZ Biodiversity Strategy suffers from a definition of "biodiversity" that is too broad, and this problem cascades down through the document. Trying to incorporate "the role of valued non-indigenous species" undermines the national biosecurity framework, confuses public understanding of protecting and preserving native plants and animals, and makes the declaration of pest plants and animals subjective and arbitrary.

The proposed framework for 5 System Shifts do not go far enough, particularly in the area of overhauling the legislative and regulatory regime. The statement in the Discussion Document that the proposed new strategy "will act as an over-arching canopy that will guide biodiversity management action" (page 21) is unlikely to be realised without significant reform of the legal and regulatory system. Despite the acknowledgement throughout the Discussion Document of the shortcomings of the policy and legal framework to arrest biodiversity decline, the proposed priority actions (page 40) do not include legislative reform as a priority.

16. Global Vision and targets

The protection, preservation, and presentation of the natural world has long been an objective of the International Union for the Conservation of Nature (IUCN). Created in 1948, IUCN is the world's largest and most diverse environmental network, and is the global authority on the status of the natural world, and the measures needed to safeguard it. The IUCN is dedicated to species survival, environmental law, protected area management, social and economic policy, and ecosystem management.

As a member of IUCN, New Zealand has a responsibility to be part of the global vision to safeguard threatened ecosystems, and manage national systems for species survival. By definition, the "natural world" excludes introduced species that are not a natural part of the bioregion.

Thank you for the opportunity to submit on the Discussion Document.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	POL-08-63 / 190801107517
REPORT TO:	Council
DATE OF MEETING:	3 September 2019
FROM:	Mike O'Connell, Senior Policy Analyst
SUBJECT:	Corporate Sustainability Strategy
SIGNED BY: **(for Reports to Council, Committees or Boards)**	Department Manager / Chief Executive

1. SUMMARY

1.1 This is the Council's Corporate Sustainability Strategy, which sets out actions allowing the Council to conduct its business and operations in a more sustainable manner. It is also about developing and retaining a staff culture which embraces sustainability as normal day-to-day practice

1.2 The purpose of this report is to recommend to Council the adoption of the Corporate Sustainability Strategy and Action Plan for the Council.

Attachments:

i. Corporate Sustainability Strategy and Action Plan 2019 (TRIM 190827119728)

2. RECOMMENDATION

THAT the Council:

(a) **Receives** report No. 190801107517.

(b) **Approves** the adoption of the Corporate Sustainability Strategy 2019 for the Council.

(c) **Notes** that the initial work to implement the Strategy's actions will involve the establishment of a cross-council team (group) to undertake that work, utilising resources from existing Unit / Activity budgets.

(d) **Notes** that a formal report will be prepared in 2020 for Management Team consideration of additional funding as part of the Draft 2020/21 Annual Plan process.

3. BACKGROUND

3.1. The Strategy project, with the sponsorship of the Chief Executive, remains a top ten organisational priority into the 2019/20 financial year. It is highly likely additional funding will be required to deliver on medium and long-term objectives.

3.2. The Strategy is about creating an organisational-wide sustainability culture for all staff so that sustainability becomes normalised. The immediate focus of the Strategy is environmental sustainability.

3.3. The Strategy's purpose is to provide an overarching framework that guides over the next 2-3 years the adoption of environmental, as well as economic, social, cultural sustainability aspects and well-being principles into Council's strategic planning and day-to-day operations, including procurement processes.

3.4. The Strategy's ambit will be widened in the 2020/21 FY to include an audit of existing practice for wider Council business such as network infrastructure, libraries and swimming pools. A Strategy for the community will be developed in the 2021/22 FY.

4. ISSUES AND OPTIONS

4.1. The adoption of a sustainability approach within the organisation complements the need for new approaches to the way Council goes about its business, including playing its part in transitioning the country to a low emissions economy by 2050.

4.2. In this Strategy, sustainability in essence means meeting the needs of the present without compromising the ability of future generations to meet their needs.

4.3. Our environment is under increasing threat from a warming climate; and China, previously the world's largest market for waste streams, no longer accepts our country's waste. It is imperative that the Council finds its own practical and innovative solutions to mitigating emissions and managing waste.

4.4. While this strategy focuses on corporate sustainability, whatever actions and services the Council undertakes or provides involves emissions and is linked to climate change. There is a need to mitigate greenhouse gas emissions as much as is feasible while continuing to provide important community services through a sustainability lens.

4.5. Well-attended workshops held across the organisation in 2018 demonstrated that staff wanted Council to make change with genuine and measurable actions, come up with solutions that are cost-effective and affordable and provide on-going education for sustainability.

4.6. The workshops, educations sessions and other means of communication are leading to an observed culture shift for staff with the expectation that 'thinking and acting sustainably' becomes the normal practice across all units. Further development of the Strategy will take place in 2020/21 to include an audit of existing practice for wider Council business.

4.7. A greenhouse gas (GHG) emissions inventory undertaken for the 2017/18 FY has provided a starting point for action to enable the Council to make informed decisions when managing GHG emissions. The major contributing sources are the vehicle fleet (73 per cent), electricity (15 per cent) and air travel (11 percent).

4.8. Waste makes a tiny GHG contribution; however, it remains a significant sustainability issue in terms of volume and visibility. Management of Service Centre waste is a key component of the initial (short-term) actions to be undertaken (as outlined in Action Plan).

4.9. Outcomes and objectives across five themes will be delivered through an Action Plan. The themes are: Sustainability culture (emissions reduction); Mobility and travel; Waste management; Energy; and Procurement.

4.10. Many of the preliminary actions can be supported through existing budgets. Further detailed cost benefit analysis may be required as these projects are further developed with some requiring additional resourcing. Resourcing will be sought through future Annual and Long Term Plans as well as through central government funding initiatives.

4.11. The Strategy forward work programme will complement work streams from the Land and Water Working Group and the Climate Change Coordination Group.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Some general communications were held with territorial authorities in the initial phase of this project.

5.2. Wider Community

No views have been sought at this stage from the wider community.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The project has been identified by management as a priority and staff resourcing from across the organisation will be made available as and when required.

6.2. Community Implications

Community input at this stage is minimal

6.3. Risk Management

There will be risks associated in developing and implementing this strategy. Factors include: a lack of awareness of the issues and the need to change; inertia and cynicism, with staff not wanting to move from the 'comfort zone'; lack of a co-ordinated approach across all Council units; and lack of budget provision, particularly where there is a higher capital cost with reduced recurrent costs only realised over the longer term.

6.4. Health and Safety

There are no implications for health and safety in developing this strategy.

7. CONTEXT

7.1. Policy

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

Adoption of the strategy development process will not require any immediate changes to existing Council policy.

7.2. Legislation

The development of this policy supports the success and implementation of existing Council documents under the *Local Government Act 2002*, *Resource Management Act 1991* and the *Waste Minimisation Act 2008*.

7.3. Community Outcomes

This report relates to the following community outcomes:

- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- Public spaces and facilities are plentiful, accessible and high quality
- Transport is accessible, convenient, reliable and sustainable
- Core utility services are provided in a timely and sustainable manner
- Businesses in the District are diverse, adaptable and growing.

7.4. Delegations

There are no delegated responsibilities associated with the report.

WAIMAKARIRI
DISTRICT COUNCIL

Corporate Sustainability Strategy and Action Plan 2019

DRAFT Version 3, August 2019

Contents

Vision and goals

3

What is sustainability?

4

What we have been doing

10

Action areas

14

Why do we need this strategy?

6

Action plan

20

Monitoring and review

29

Mō tātou te taiao ko te atawhai, mō tātou te taiao ko te orange

It is for us to care for and look after the environment to ensure its wellbeing, in doing so we ensure our own wellbeing and that of future generations.

Forward

This is the Council's first Sustainability Strategy. It sets out actions which will allow the Council to chart a sustainable way forward in the manner it conducts its business and day to day operations.

The Strategy's purpose is to provide an overarching framework that guides over time the adoption of economic, social, cultural, environmental sustainability, and well-being principles into Council's strategic planning and day-to-day operations. The Council needs to take strong and decisive action. The cost of taking action, investing in a sustainable future for the organisation, are demonstrably less than the cost of taking no action.

As our national economy and businesses shift towards a low-emissions future, our emission-rich business-as-usual culture is becoming increasingly less attractive and undesirable. It is crucial that the Council finds its own practical and innovative solutions to mitigating emissions, managing waste and developing a culture which embraces sustainability as something we just do anyway.

This Strategy is about engaging with staff, changing our internal culture for the better and demonstrating leadership to the community.

It starts with readily practical, pragmatic and achievable actions. The sustainability approach being adopted by the Council also complements with parallel work streams within the organisation including climate change mitigation and adaptation, procurement and well-being.

Vision and Goals

Investment by the Council in a sustainable and resilient future for the District: for our people, our businesses, our infrastructure and our environment by taking responsibility and showing leadership.

This is our strategy, for getting our own house in order, showing leadership and sharing knowledge and learnings with the community. Outcomes sought from implementation of this strategy include embedding sustainability considerations into Council operations and policy development, demonstrating social and environmental responsibility through procurement, and identifying greater efficiencies and cost savings to reduce use of resources.

Overarching Goal

In developing and implementing this Strategy, Council creates a staff culture where acting and doing things sustainably becomes second nature.

What is Sustainability?

The basic concept of sustainability is composed of three pillars: economic, environmental, and social. Sustainability refers to the quality of a state or process that allows it to be maintained indefinitely.

At present, the way humanity is living is not sustainable. We need to look after planet. This includes the resources it contains and the people who live here, to ensure that we can hand over to those who follow us.

The Council has made a commitment to reduce our environmental impact and to show leadership to those who work and live in Waimakariri District.

The Sustainability Strategy aligns to Council's procurement, climate change and environmental-themed work streams.

Background

The Strategy broadly aligns with the 2030 United Nations Sustainable Development Goals (SDG), goals which set out a universal agenda by bringing together the economic, social and environmental dimensions of sustainable development.

While the Strategy is a non-statutory document, it is designed to fit with and complement key national policy directives, including the Local Government Act 2002. The government is committing the country to a low-emissions future by 2050. The Strategy anticipates future legislative requirements including emissions reporting, sustainable procurement and tougher measures addressing waste production and disposal. Additionally, the Strategy aligns with Treasury's Four Well-beings Framework.

Tackling waste is a growing challenge in Waimakariri District and staff are rightly concerned about the volumes of waste being produced by Council activities. We can start solving our waste problem by becoming more efficient with the resources we use.

Procurement is also of growing importance. Good public service outcomes delivered by the Council depend on good procurement to cover all aspects of the acquisition and delivery of goods or services.

Sustainability principles sit within Council's Infrastructure and Procurement Strategies. Progressively, sustainability elements will become more consistently embedded in a wider suite of Council documents, processes and procedures.

The Strategy also complements the Waste Management and Minimisation Plan and Procurement and Contract Management Policy.

Why do we need this strategy?

Bold and transformative steps are urgently needed to shift the world onto a sustainable and resilient path.

The government is transitioning the country to a low emissions economy by 2050. The Council in response needs to prepared and anticipate significant change, to help avoid future significant unplanned costs.

Waste management is a massive and complex global issue. The country cannot continue to export its waste. Councils play a key role in developing clever and innovative approaches to managing waste streams within the District and to landfill.

Transport is the second largest and fastest growing greenhouse gas contributor nationally. Hence, a wide range of low emission and active transport alternatives for staff are needed for both commuting options and for moving between Service Centres or getting to our customers.

There is strong evidence to show that work is generally good for people's physical and mental health and wellbeing. The workplace environment must be conducive to wellbeing. The planned repurposing of the Rangiora Service Centre in 2020/21 FY is a key action in this direction.

Climate Change

While this strategy focuses on organisational sustainability, whatever actions and services the Council undertakes or provides involves emissions and is linked to climate change.

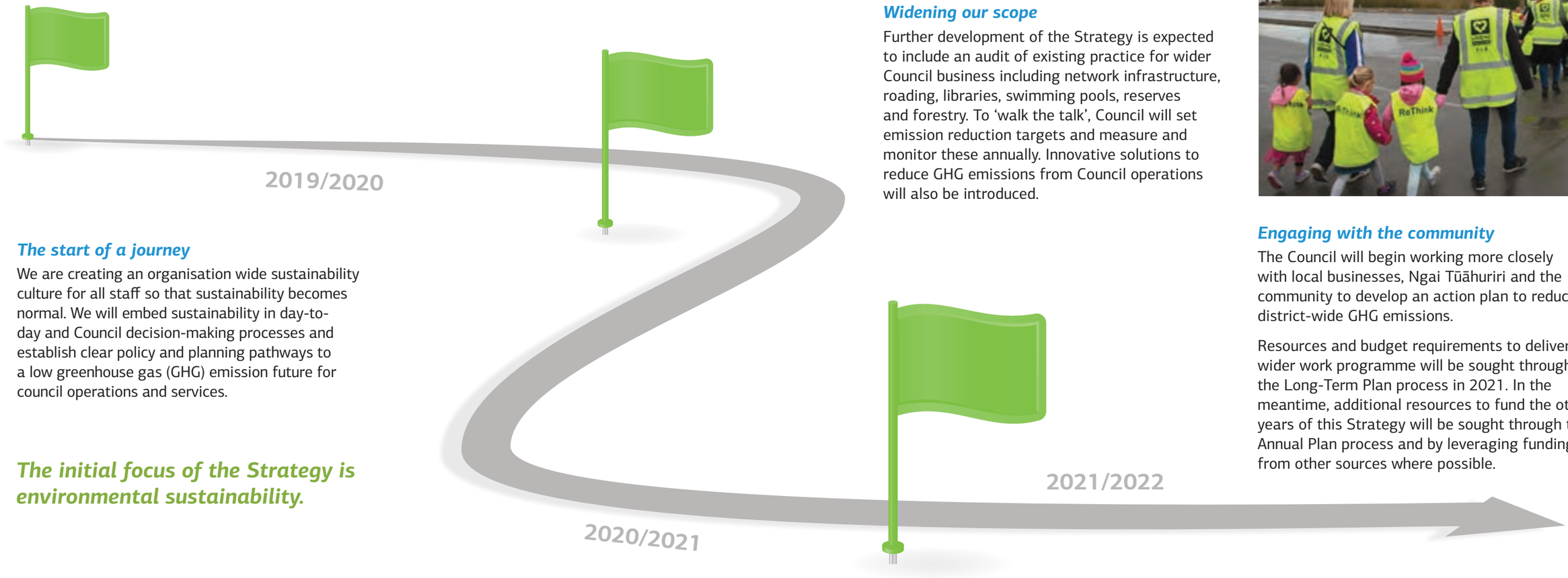
Climate change is a game changer for Council business. Climate change will present increasing risks and challenges to nearly every aspect of Council's operations into the future.

Exposure to climate impacts are projected to worsen in many parts of the country including Waimakariri District. We need to mitigate our emissions as much as is feasible while continuing to provide vital community services.

Our youth, the members of the community who will inherit our legacy, are campaigning for reduced emissions, smarter transport, liveable cities and independence from fossil fuels.

This Strategy is complementary and consistent with Council's climate change response work stream.

How will we get there?



The start of a journey

We are creating an organisation wide sustainability culture for all staff so that sustainability becomes normal. We will embed sustainability in day-to-day and Council decision-making processes and establish clear policy and planning pathways to a low greenhouse gas (GHG) emission future for council operations and services.

The initial focus of the Strategy is environmental sustainability.

Widening our scope

Further development of the Strategy is expected to include an audit of existing practice for wider Council business including network infrastructure, roading, libraries, swimming pools, reserves and forestry. To 'walk the talk', Council will set emission reduction targets and measure and monitor these annually. Innovative solutions to reduce GHG emissions from Council operations will also be introduced.

Engaging with the community

The Council will begin working more closely with local businesses, Ngai Tūāhuriri and the community to develop an action plan to reduce district-wide GHG emissions.

Resources and budget requirements to deliver this wider work programme will be sought through the Long-Term Plan process in 2021. In the meantime, additional resources to fund the other years of this Strategy will be sought through the Annual Plan process and by leveraging funding from other sources where possible.

What we have been doing?

Cross-organisational workshops

Staff were asked to respond to key questions such as what 'sustainability means to me?', 'who are the key influencers?' and 'what am I prepared to do to make a difference'? Staff want Council to make change with genuine and measurable actions, with solutions that are cost-effective and affordable.

Sustainability champions engagement

The Champions are members of staff with a strong interest in, and enthusiasm for, sustainability outcomes. They promote the Strategy at team meetings to colleagues and support the undertaking of practical and pragmatic actions.

Education for sustainability

Sessions have been held throughout 2019 on the topics of waste, electric vehicles, energy efficient home design, emissions mitigation, growing and planting, and the business case for solar electricity generation.

Emissions inventory

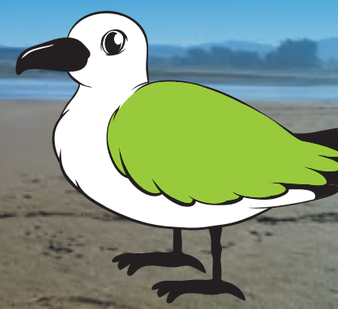
Council has committed to manage and reduce its GHG emissions from its organisation-wide activities. The GHG emissions inventory results for the base 2017/18 financial year have provided Council with an emissions profile of the Council's Service Centres.

'Billy' the Black Billed Gull

Under New Zealand's conservation status, black-billed gulls are considered 'nationally critical'. Their population has declined by about 70 per cent in the last 30 years and they are the most threatened gull species in the world. They are known to nest in large, densely packed colonies on open shingle margins or islands in the Waimakariri and Rakahuri (Ashley) Rivers.

We think they're pretty special and this is why they were chosen as the face of the organisation's sustainability journey.

We called our sustainability champion 'Billy'. Billy has been leading the way during the development of the Council's Sustainability Strategy and for various initiatives to promote culture change.



Greenhouse Gas Emissions Inventory

The Council currently has no obligation to report its emissions. This inventory has been undertaken on a voluntary basis and is intended primarily for an internal audience.

Waimakariri District Council – a 2017/18 snapshot of our organisation.

The inventory provides a base year for data allowing Waimakariri District to understand its emission profile and to track and compare GHG emissions over subsequent years. The inventory also provides a starting point for action to enable the Council to make informed decisions when managing GHG emissions.

Council's total emissions in the 2017/18FY were calculated to be 500 tonnes of CO2-e. The major contributing sources are vehicle travel (363 tonnes, 73 per cent), electricity (73 tonnes, 15 per cent) and air travel (56 tonnes, 11 percent).

While waste makes a small greenhouse gas contribution, it remains a significant sustainability issue in terms of volume and visibility.

Corporate emissions by source:

Council's total emissions =

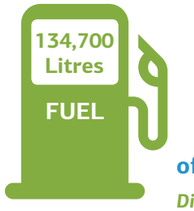
per employee.

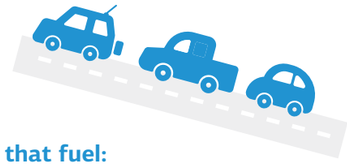
An **average NZ family** will emit:

Close to

80% of **electricity is consumed by:**

Council fleet uses:





of that fuel:

Diesel =

60%

of emissions.

Staff took

450

(mostly) domestic and international flights in 2017/18.

The emissions generated from air travel compare almost exactly with emissions generated from the Rangiora Service Centre's electricity usage.

of Waste generated by staff from council related activities.

Recommended measures to reduce emissions are included in the detailed Action Plan. This provides a means to encourage staff to contribute towards reducing emissions during their day-to-day work practices, through informed choices. It also allow us to influence our suppliers, customers and clients.

Action Areas

This is a strategy for 'getting our own house in order' and is action orientated. Its outcomes and objectives will be delivered through an Action Plan. Each action supports a preliminary cost benefit analysis.

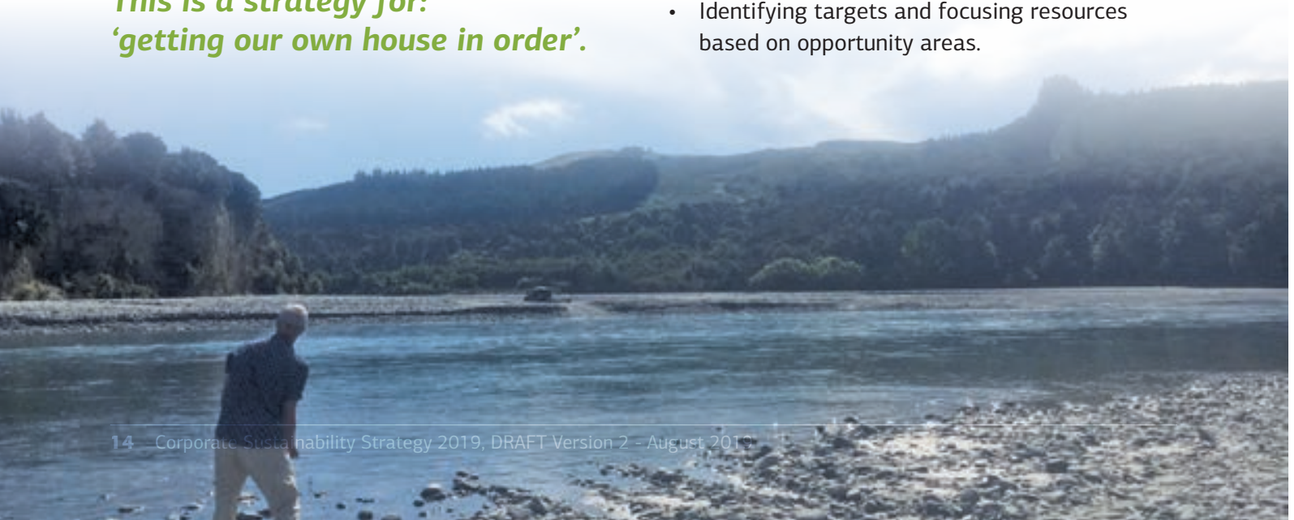
Known financial savings from operating more sustainably can be the greatest motivation for implementing sustainability strategies for some organisations.

Most actions are new and may require additional resourcing. This will be sought through future Annual and Long Term Plans as well as through central government funding initiatives.

This is a strategy for: 'getting our own house in order'.

The Action Plan focuses on:

- Educating staff, enabling behavioural change and making sustainability easy to do;
- Embedding sustainability as decision-making criteria across Council functions;
- Identifying greater efficiencies, cost savings to repurpose or reduce use of resources;
- Demonstrating social and environmental responsibility through procurement;
- Identifying targets and focusing resources based on opportunity areas.



Sustainability Culture

Why?

Mitigation of greenhouse gas emissions is crucial both globally and locally, to head off anticipated climate changes. There is a pressing need to embed in council a culture that seeks to reduce emissions across all operations, reduce energy usage, manage waste better and efficiently reuse resources.

Sustainability is not just about the environment. Maintaining and enhancing staff health and well-being is crucial to create the conditions for every staff member to enjoy an optimum work and life balance.

Goal 1

Sustainability is embedded in council processes and operations as 'something we just do'. Staff are aware of and fully embrace sustainability on a day-to-day and practical level in the workplace.

Goal 2

Staff have access to affordable and equitable provision of services and opportunities to promote their individual and collective well-being.

Did you know?

Since September 2018 we have undertaken two waste audits (Rangiora Service Centre and Farmers Building) and run eight monthly education sessions on topics as varied as the 2017/18 organisational emissions inventory, waste sorting, planting and growing, electric vehicles and energy efficient homes.

The Strategy has also been socialised with Council units and it has been presented to all staff and elected members prior to its public release.

Mobility and Travel

Why?

Transport is the second largest contributor nationally to the country's emission profile and is the fastest growing source of GHG emissions. The Council's own vehicle fleet is the biggest contributor (almost 75 per cent) to our own emissions profile.

Because of the District's geography, WDC staff are often required to travel long distances by car to undertake their duties. However, there is a range of active and low-emission travel options to be explored further including active modes (walking and cycling), ride sharing, the public transport network and low-emission vehicles to substantially reduce our travel emissions.

Goal

Staff have the support and opportunities to access low emission mobility options for both corporate business and commuting staff travel.

Did you know?

Battery electric vehicles are significantly cheaper to run than petrol/diesel cars.

They emit 80% less CO2 than an equivalent petrol vehicle because electricity generated here in NZ is typically at least 80% renewable.

They also emit 60% fewer CO2 emissions over their full life cycle than petrol vehicles, even when raw material extraction, battery manufacture, vehicle manufacture and shipping is taken into account!

Procurement

Why?

Procurement and contract management practices provide a key opportunity to maximise value for money and quality service delivery as well as deliver sustainability benefits.

Nationally, councils are now giving greater consideration to incorporating sustainable procurement principles in tendering processes. This includes undertaking cost-benefit analyses or weighted attribute assessments of potential goods and service suppliers.

The Council will encourage procurement decisions that have a positive impact on the natural environment and biodiversity, including the prudent use of natural resources, the minimisation of waste or hazardous substances, and efforts to reduce GHG emissions.

Goal

The Council recognises that procurement practices provide key opportunities to maximise value for money and quality service delivery, as well as deliver tangible benefits for the local community, economy and environment.

Waste Management

Why?

Waste constitutes a relatively low source of emissions, nationally just five per cent of the country's emissions. The Council's corporate emission proportion is less than one per cent. However, waste is becoming a massive and complex global issue and the problems we face are significant.

The country must find smarter ways though to manage and process its own waste streams. The Council can play a key role in developing clever and innovative approaches when it comes to review its Waste Management & Minimisation Plan and to managing waste streams within the district and to landfill.

Goal

Waste is reduced to manageable levels with clever and innovative recycling and repurposing approaches developed to better manage our waste streams to landfill.

Did you know?

Plastic waste is a big problem as much of it does not breakdown.

8% of New Zealand's waste stream by weight is attributable to plastic. Plastics are lighter than many materials. By volume it is estimated they may use up to 20% of landfill space.

Approximately 252,000 tonnes of plastic waste is disposed of to NZ landfills each year. Much of this is packaging from imported goods.

Energy

Why?

Electricity consumption alone accounts for 11 per cent of the Council's emissions. To help reduce electricity associated emissions, there are solar and wind energy generation opportunities to reduce both operational costs as well as the carbon footprint from electricity usage to be investigated.

Local renewable energy generation opportunities, e.g. from micro-hydro and solar sources, exist to reduce the Council's electricity emissions footprint.

Goal

Moderating our consumption while increasing the proportion of renewable electricity supply to run our operations and to provide our services will deliver tangible benefits to the Council and local community and help reduce the national emissions footprint.

Did you know?

In the average New Zealand household home heating accounts for 34 % of the energy used.

This is followed by hot water (29%), appliances (13%), refrigeration (10%), lighting (8%) and cooking (6%).

Action Plan

This is a summary of the key actions in this strategy. The actions cut across our business and include a mix of planning and information gathering tasks. More tangible operational projects are also included.

Short-term actions are expected to be complete within about six months. Medium-term actions are expected to be complete within about 12-18 months. It is intended that longer-term actions will take 2-5 years to complete.

The Action Plan is a living document. As we find out more about how our organisation operates, we redefine and re-prioritise these actions.

Further detailed cost benefit analyses may be required as these projects are developed.

Council will also set emission reduction and other targets when the strategy undergoes its first review in 2020.

Sustainability Culture

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Establish a Coordination Group for implementation of the Strategy	Management Team (on advice from Unit Managers)	Short term to medium term **Oct 2019**	Within existing budgets	Sustainability actions will be seen to be happening; individual actions can be monitored
Give consideration as to how sustainability responsibilities are allocated.	Management Team (on advice from Unit Managers)	Short term to longer term **Dec 2021**	Tasks allocated to staff as per forward work programmes	Ensuring we have the resourcing to maintain momentum of sustainability 'journey'
Continue staging education-for-sustainability events	Policy	Ongoing	Within existing budgets	Building ongoing awareness and understanding
Continue regular meetings with Sustainability Champions	Policy	Ongoing	Within existing budgets	SCs promote Strategy at grassroots level and support behavioural change in staff
Provide training on Council's sustainability principles as part of induction programme for all new staff	Human Resources	Short term **Dec 2019**	Within existing budgets	Staff are more productive and have fewer sick days off
Undertake research into a whole-of-life assessment for all practical sustainability initiatives	Policy	Medium term **June 2020**	Existing budget. External consultant may need to be commissioned	Allows for best option to be chosen
Repeat an emissions inventory, capturing all Service centre and operational emissions	Policy	Medium term **June 2020**	$5-15K (dependent on contractor)	Follow-up inventory will allow WDC to set targets in widened scope of Stage 2 Strategy
Encourage turning off of lights, PC monitors and appliances when not in use or overnight	Property	Short term **Dec 2019**	Minimal / personal staff responsibility	Electricity usage is reduced

Sustainability culture continued

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Remove wooden stirrers and other disposable features in cafes	Property	Short term **Dec 2019**	< $200 capex for new utensils else within existing budgets	Decreases consumption of consumables but may increase hot water usage
Eliminate all unnecessary printing of official documentation, incoming and outgoing correspondence	Cross-council	Short-term **Dec 2019**	Within existing budgets	All consents should be accessible in electronic form. Documentation can be accessed via tablets and video screens if necessary
Introduce a 'food swap' initiative, the swapping of surplus home produce, for staff	Sustainability Champions	Medium term **Dec 2020**	Essentially undertaken in staff free time	Provides a springboard for further similar initiatives
Consider Council/District wide opportunities and develop an urban and rural forestry strategy	Cross–Unit Project Team	Medium term **June 2020**	Costs will vary by circumstance. Will require budgeting	Aligns with One Billion Trees Programme to deliver improved sustainability outcomes for NZ
Recycle and repurpose materials for Rangiora Service Centre refurbishment	Property / RSC RPG	Medium term **June 2020**	Portion of $6.735M to be allocated	Repurposing RSC materials vastly decreases 'embedded' carbon footprint
Install appropriate (LED) lighting and energy efficient HVAC in refurbished Rangiora SC	Property / RSC RSG	Medium term **June 2021**	Portion of $6.735M to be allocated	Immediate annual electricity usage savings noted
Investigate rainwater collection system in refurbished Rangiora SC	Property / RSC RSG	Longer term **June 2022**	Subject to budget. Portion of $6.735M to be allocated	Water usage is reduced

Sustainability culture continued

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Ensure the RSC refurbishment provides a work environment which optimises natural lighting and work space and improves indoor air quality	Property / RSC RSG	Longer term **June 2022**	Uncertain what portion of $6.735M allocated	Improves staff well-being
Monitor and report on energy, water and other savings through Annual Report	Policy	Medium term **June 2020**	Within existing budgets.	Benefits and successes can be highlighted to the community

Mobility and Travel

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Reduce where practical road travel within an outside District through ridesharing, videoconferencing and meeting scheduling facilitation	All/ ITS	Medium term **June 2020**	Within existing budgets. App to be investigated. Facilitate further rollout of phone system based collaboration	Immediate fuel savings noted.
Reduce where practical air travel to conferences and events as above	All/ ITS	Medium term **June 2020**	Within existing budgets	Money not spent saved
Promote (and reactivate platform) staff participation in ride sharing as option for commuting	All/ ITS	Medium term **June 2020**	Within existing budgets	Immediate fuel savings noted.
Undertake research into staff travel options (E-bikes, E-scooters and ride sharing) to support travel plan development	Roading and Transport. Policy	Medium term **June 2020**	Within existing budgets	Fuel savings
Develop sustainable staff commuting options through development of a 'Green Travel Plan'	Roading and Transport, Policy	Medium term **June 2020**	Within existing budgets	Staff are presented with a range of low-emission options and can make appropriate choices
Adopt best practice staged replacement for all its vehicle types, to achieve the most reliable, safe and sustainable fleet	Finance	Medium term **June 2020**	Will require $X Capex	Savings realised as per recommendation in Utilisation & Fleet Review (2018) and recent 2019 report

Mobility and travel continued

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Complete the Shared Use Path cycleway linking Waimakariri District with Christchurch	Roading and Transport	Medium term **Dec 2021**	$2.11m. Funding allocated in 2018-21 LTP	Fuel savings and health benefits
Investigate and report to MTO on electric vehicle charging stations at WDC Service Centres	Roading and Transport	Longer term **June 2020 and 2021 for RSC**	Will require $X Capex. Maybe partnering opportunities for upfront investment	Visible demonstration of commitment and supported staff transition

Procurement

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Ensure Procurement Strategy adequately links to the Sustainability Strategy	Policy, PDU	Short term **Dec 2019**	Within existing budgets	Strategic documents are in alignment
Adopt best practice principles in line with Government Procurement Rules 2019	PDU	Short term **Dec 2019**	Within existing budgets.	Will enable low-emissions and low-waste goods, services and works to be identified. Note move towards zero emissions and designing waste out of the system (rule 20 GPR)
Ensure that levels of service are clearly specified and monitored in relation to corporate cleaning contracts	Property / Greenspace	Short term **Dec 2019**	Within existing budgets	More efficient management of SC waste streams
Develop appropriate criteria for (pragmatically) assessing sustainability elements in tenders and related documents	PDU	Medium term **June 2020**	Contractors with biggest sustainability profile do not necessarily deliver the biggest benefits	Being pragmatic allows WDC to source best small or local contractors
Ensure sustainable procurement principles are socialised in advance with our (potential) external contractors	PDU, Roading and Transport	Medium term **June 2020**	Within existing budgets	Allows for effective selection of GHG-reducing materials and methodologies

Waste management

Action	Parties Involved	Priority and by When	Estimate Cost/ Funding Source	Benefit
Introduce communal 3-bin system across the three Service Centres plus Ashley, Farmers, Parkside and Torlesse Buildings.	Property	Short term **March 2020**	Within existing budgets. Capex for new bins.	Waste volumes are expected to be reduced.
Introduce simultaneously recycling bin system for paper hand towels in Council facilities	Property	Short term **March 2020**	Within existing budgets. Capex for new bin system.	Paper towels make up ca. 30% of corporate waste
Introduce food scrap collection in 3x Service Centres, Ashley, Farmers, Parkside and Torlesse	Property	Short term **Dec 2019**	Ca. $2,000 to establish	Food waste is usefully repurposed and doesn't end up as landfill
Develop a waste management plan for the repurposed Rangiora Service Centre	Property, Solid Waste Assets / RSC RSG	Medium term **June 2021**	Uncertain what portion of $6.735M allocated	Opportunity for promoting and profiling exemplary waste reduction practice

Energy management				
Action	**Parties Involved**	**Priority and by When**	**Estimate Cost/ Funding Source**	**Benefit**
Investigate more energy efficient lighting in Service Centres	Property/ RSC RSG	Short term **June 2020**	Within existing budgets	Electricity usage savings noted (analysis required)
Investigate more energy efficient lighting in associated buildings	Property/ RSC RSG	Medium term **Dec 2020**	Within existing budgets	Electricity usage savings noted (analysis required)
Initiate solar power array project for the Rangiora Wastewater Treatment Plant in 2019/20 FY	3 Waters	Medium term **Dec 2020**	Est. $0.6M capex (tbc).	Capital investment reduces operating costs and carbon emissions
Set targets for reduction of energy use (and water use) in 2020/21 FY	3 Waters	Medium **June 2019**	Within existing budgets	Energy and water usage savings will be noted
Investigate other energy and water saving devices where identified through audits and management programmes	3 Waters / Wastewater Asset Managers	Medium **Dec 2021**	$20,000 capex. Existing budgets	Energy and water usage savings will be noted
Install solar power system in refurbished Rangiora SC	Property / RSC RSG	Longer term **June 2025**	Part of $30m upgrade	Retrofitting/building with solar electric panels could save $X p.a.

Monitoring and Review

This is a living document. The projects in the Action Plan will be reviewed annually to improve the information Council holds.

This document reflects the developments occurring within core statutory documents: the Annual Plan, Long-Term Plan, Infrastructure Strategy and District Plan.

The objective is to review regularly the Council's performance in energy use, GHG emissions, solid waste generation and water use and to report annually on our performance. Every third year (Long-Term Plan year), a full emissions inventory is to be carried out.

The review process will also allow for more specific actions as a result of hot spots identified in the initial emission inventory audit. It will also take into account developments in the national low-emissions economy, climate change, well-being and waste work programmes.

WAIMAKARIRI
DISTRICT COUNCIL

215 High Street
Private Bag 1005
Rangiora 7440, New Zealand

Phone 0800 965 468

waimakairiri.govt.nz

190827119728

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO:	GOV-26 / 190822117825
REPORT TO:	Council
DATE OF MEETING:	3 September 2019
FROM:	Jim Palmer, Chief Executive
SUBJECT:	Recommendations to Incoming Council

SIGNED BY:
(for Reports to Council or Committees)

Department Manager

Chief Executive

1. SUMMARY

1.1. This report provides recommendations to the incoming Council.

1.2. It is good practice for the outgoing Council to make recommendations to the incoming Council regarding matters such as its form in the new term, noting however that it will be up to the incoming Council make the decisions.

1.3. The Local Government Act empowers a Mayor to make certain appointments. However, it is suggested that the Mayor should make recommendations to the Council for its consideration at its meeting in November, which is consistent with this Council's previous practice.

1.4. There are no proposed significant changes in the structure from that which has operated well through the 2016-19 term.

1.5. The Council does need to resolve to continue its existing joint committees, post the election, otherwise those joint committees would be automatically disbanded, which would cause administrative delays in re-establishing then, hence the report resolves that those joint committees continue into the next term.

Attachments:

i. Delegations – Committees (190828120318), Utilities and Roading (190828120303), Community and Recreation (190828120296), District Planning and Regulation (190828120276), Audit and Risk (190828120273), Hearings Committee (131016094476), District Licensing Committee (190828120307), and CE (Chief Executive) Review Committee (101020039095), Code of Conduct Committee (04102800062).

ii. Potential 2019-22 Councillor Portfolio arrangements (Trim 160922098337).

RECOMMENDATION

THAT the Council:

(a) **Receives** report No 190822117825.

(b) **Resolves** to continue the following Joint Committees following the 2019 election:

- Greater Christchurch Partnership Committee
- Greater Christchurch Public Transport Joint Committee
- Canterbury Civil Defence and Emergency Management Joint Committee

- Canterbury Waste Joint Committee
- Canterbury Regional Landfill Joint Committee
- Waimakariri Water Zone Joint Committee

THAT the Council recommends to the incoming Council that it:

(c) **Retains** the Councillor Portfolios as per the 2016-2019 term, with the following modifications:

i. Confining the Community Facilities portfolio to large facilities being Aquatic Facilities, Libraries/Service Centres, the Multi-use Sports Centre, Town Halls, and any significant proposals for new and extended community facilities, noting the balance of facilities and their maintenance/management would fall under the Greenspace portfolio.

ii. Extending the Communications portfolio to include customer services.

iii. Retain the Regeneration portfolio with it being reviewed in mid-late 2020.

(d) **Establishes** the following Committees:

- Audit and Risk (Standing Committee)
- District Planning and Regulation (Standing Committee)
- Utilities and Roading (Standing Committee)
- Community and Recreation (Standing Committee)
- Chief Executive Review Committee
- Hearings Committee
- District Licensing Committee
- Mahi Tahi Joint Committee
- Code of Conduct Committee

(e) **Approves** the delegations for the following Committees:

- Audit and Risk (Trim 16092209860)
- District Planning and Regulation (Trim 160922098354)
- Utilities and Roading (Trim 160923098343)
- Community and Recreation (Trim 160928099794)
- Chief Executive Review Committee
- Hearings Committee (Trim 131016094476)
- District Licensing Committee (Trim 130718054804)

(f) **Approves** a Disclosure of Interests Register being maintained for all elected members, including Community Board members.

(g) **Notes** the incoming Council would determine the membership of each committee and its rotation.

(h) **Retains** the rotation of Chairperson for the Audit and Risk, Community and Recreation, District Planning and Regulation, and the Utilities and Roading Committees.

(i) **Develops** a customised development plan for the Mayor and Councillors for the coming term.

2. BACKGROUND

2.1. The Council, as part of a staff briefing in August, considered the arrangements it has in place and indicated that generally the current structure, portfolios and delegations are fit for purpose for the new Council, as a starting point for its deliberations once the new Council is in place.

2.2. Standing Committees

It is proposed that for the 2019-22 term the Council retain the existing arrangement of four Standing Committees being:

- Audit and Risk (A&R)
- Community and Recreation (C&R)
- Utilities and Roading (U&R)
- District Planning and Regulation (DP&R)

Elected member feedback and previous Council resolutions did not support having external appointments to its Standing Committees. During the current term the Council has considered this specifically in respect of its Audit and Risk and District Planning and Regulation Committees, and in both instances resolved that they should not include any independent members.

It is noted that the Auditor-General is recommending there be an independent member of the Audit and Risk Committee.

The Mayor is a member of each committee of a territorial authority, as per Section 41A of the Local Government Act 2002, with full voting rights. It is recommended that the A&R, C&R D&R and U&R Committees continue with five Councillors on each committee and a quorum of three Councillors.

It is suggested that the Chairperson of each standing committee will be rotated on a 12 or 18 month basis to share the workload and assist Councillors gain a greater understanding of each area of the Council.

The view of current elected members is that the current timing of Council and Committee meetings is generally satisfactory with most of these meetings occurring on Tuesdays.

2.3. Other Committees

The Council will also require the additional adhoc committees and subcommittees during the 11th term of the Council which will be subject to a report directly to the 2019-22 Council at the inaugural meeting being held later in October.

2.4. Joint Committees

It is recommended that all joint committees currently constituted continue beyond the election.

2.5. Working Parties, Steering Groups and Workshop Meetings

These meeting types are open to the public, unless the business being discussed falls within the criteria for matters to be dealt with by excluding the public as stipulated in the Local Government Official Information and Meetings Act 1987. Working Parties and Steering Groups have a Terms of Reference authorized by their reporting Committee or Board. Working parties included in the current term were:

Solid and Hazardous Waste Working Party
Regeneration Steering Group
Multi-use Sports Stadium Steering Group
Land and Water Working Group
Kaiapoi Riverbank Steering Group
Kaiapoi River Rehabilitation Working Party
Cam River Working Party
Garrymere Water Advisory Working Party
West Eyreton and Summerhill Water Scheme Working Party
Community Facilities Fees and Charges Working Party
Northern Pegasus Bay Implementation Plan Working Party
Infrastructure Strategy Working Party
Alternative 3 Waters Rating Structure Working Party
Community Outcomes Working Party

The new Council will consider new Working Parties on an as-required basis.

The consensus view is that the Regeneration Steering Group does not need to be reconvened in the new term, provided a portfolio holder remains in place until the current major works contracts are actioned.

2.6. Advisory Groups and appointments to outside organisations

These groups and appointments will be considered at the November meeting of the Council and the December meeting of the Community Boards.

2.7. Councillor Portfolios

It has proven successful during the current term for each Councillor and the Mayor to hold various portfolios, which shares the workload and knowledge.

Minor amendments to the Community Facilities portfolios are recommended for the 2019-22 term as follows:

i. The Community Facilities portfolio is confined to large facilities being Aquatic Facilities, Libraries/Service Centres, the Multi-use Sports Centre, Town Halls, and any significant proposals for new and extended community facilities, noting the balance of facilities and their maintenance/management would fall under the Greenspace portfolio.

ii. The Communications portfolio holder role be extended to include customer/contact team interaction, given the related community-focused nature of the customer services.

iii. Review of the ongoing need of the Regeneration portfolio in mid-late 2020.

2.8. Elected Member Training and Development

Councillors have expressed a view that it would be appropriate for each Councillor to have a training and development plan created for them for the following term. It is anticipated that those joining Council for the first time benefit from a range of training including Standing Orders, Finance 101, media, planning and regulatory frameworks. Others may have areas that want to increase their understanding and competency in such as media training, Resource Management training or specialist aspects related to their portfolios that they would benefit from. Having a more structured and tailored development plan would be helpful.

3. ISSUES AND OPTIONS

3.1. The Council can recommend any changes to the recommendations contained in this report, and the incoming Council is not bound by the recommendations report and may resolve something different.

3.2. The Management Team has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. **Groups and Organisations**

Not sought.

4.2. **Wider Community**

Not sought.

5. IMPLICATIONS AND RISKS

5.1. Financial Implications

5.2. The Council is not required to establish committees and some Councils in New Zealand have used a portfolio system where each elected member is allocated one or more activities. It is proposed a portfolio system continue for the new term, as it has proved beneficial during the 2016-19 term. Remuneration is set by the independent Remuneration Authority and it has accepted and approved all Waimakariri Councillors as holding portfolios and therefore receive a slightly higher remuneration to allow for the additional duties than the base remuneration.

5.3. In mid-2019 the Remuneration Authority set the remuneration for the Mayor and the Community Board members. The Councillors remuneration is a base rate from a funding pool set by the Authority. The Waimakariri District Council funding pool is $488,448 for Councillors and Deputy Mayor. The incoming Council will decide on the distribution of the pool, with the ability to increase remuneration in recognition of additional duties, such as portfolio holder or committee chair responsibilities. The process of Councillor remuneration is then finalised with the Remuneration Authority in late 2019. It is anticipated that the Deputy Mayor will receive additional remuneration above the Councillor salary.

5.4. The Councillor remuneration shown below is provisional and based on Council feedback at briefing sessions held earlier in the year.

Position	1 July – 12 October 2019 (p/a)	Indicative mid-October 2019 – 30 June 2020 (p/a)
Mayor	$127,879	$137,500
Deputy Mayor	$47,945	$58,119 recommended from pool
Portfolio Holder	$42,935	$47,814 recommended from pool
Councillor (base)	n/a	$39,024
Rangiora-Ashley Community Board Chair	$22,105	$22,547
Rangiora-Ashley Community Board member	$11,052	$11,274
Kaiapoi-Tuahiwi Community Board Chair	$17,137	$17,480
Kaiapoi-Tuahiwi Community Board member	$8,569	$8,740
Woodend-Sefton Community Board Chair	$14,158	$14,441
Woodend-Sefton Community Board member	$7,080	$7,221

Oxford-Ohoka Community Board Chair	$16,145	$16,468
Oxford-Ohoka Community Board member	$8,072	$8,234

5.5. Meetings are serviced by appropriate staff and costs are met within existing Council budgets.

5.6. **Community Implications**

The structure of the Council needs to be clear and provide certainty as to how the community can engage with the Council and its elected members.

5.7. **Risk Management**

Providing guidance to the incoming Council lessens risk and assists in implementing a structure that has worked well, and would be effective for the Council.

5.8. **Health and Safety**

Not applicable.

6. CONTEXT

6.1. **Policy**

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

6.2. **Legislation**

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

6.3. **Community Outcomes**

There are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affects our District.

6.4. **Delegations**

Delegations – General and procedures – S-DM 1015

6.4.1. Delegations to Committees – SD 1020

6.4.2. Utilities and Roading Committee – S-DM 1024

6.4.3. Community and Recreation Committee – S-DM 1023

6.4.4. District Planning and Regulation Committee – S-DM 1026

6.4.5. Audit and Risk Committee – S-DM 1022

Jim Palmer
Chief Executive

W A I M A K A R I R I
DISTRICT COUNCIL

DELEGATIONS

Part 3 ***Delegation to Committees***

1. Standing Committees

Committee	Membership	Quorum
Audit and Risk	Chair, 4 Councillors, Mayor *ex officio*	3
Community and Recreation	Chair, 4 Councillors, Mayor *ex officio*	3
District Planning and Regulation	Chair, 4 Councillors, Mayor *ex officio*	3
Utilities and Roading	Chair, 4 Councillors, Mayor *ex officio*	3

2. Delegation to Standing Committees

2.1 Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties or powers EXCEPT –-

(a) the power to make a rate; or

(b) the power to make a bylaw; or

(c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or

(d) the power to adopt a long-term council community plan, annual plan, or annual report; or

(e) the power to appoint a chief executive; or

(f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement; or

(g) the appointment of the Deputy Mayor, and standing committees;

(h) the proposed remuneration of the Mayor and members of the Council;

(i) expenditure where no provision is made in the Council's estimates for that year (except to the extent permitted in this Manual in regard to variations in departmental estimates or clause 2.1 (j) below);

(j) expenditure of Council funds where estimates have not been finalised for the relevant year unless the expenditure relates to maintenance of an existing work or progress on a committed work or is in regard to an existing service for which provision is likely to be made in those estimates once finalised;

(k) the cessation of any existing function or commencement of any new function;

(l) formulation or amendment of Council's corporate goals and objectives;

(m) submissions to central government where the function is not clearly the responsibility of another standing committee;

(n) decisions on matters relating to economic development.

2.2 No officer may exercise the powers listed in clauses 2.1 (a)-(n) above.

Note: Any policy matter not within the jurisdiction of other standing committees remains the business of the Council.

3. Other Committees

3.1 Other Committees and Subcommittees shall exercise only such delegated authority as is granted to it from time to time by the Council or the relevant standing committee.

3.2 The primary purposes of subcommittees are:

(a) to address matters which have been delegated to it;

(b) to investigate and report, with recommendations if appropriate, on matters referred from another committee;

(c) to act as a forum for communication between elected representatives, officers, and interested parties.

4. Variations of Estimates

4.1 In this clause "estimate" means the sum represented in the supporting documents to the Annual Plan and the Long Term Plan (LTP) adopted by the Council for that year.

4.2 A standing committee may, in regard to a matter within its jurisdiction vary any estimate by a sum not exceeding $100,000 where the variation will allow the department concerned to better achieve the purpose or purposes for which the estimate was adopted. That variation must be funded from savings within that committee's budgets which are to be confirmed by the relevant Department Manager and the Manager Finance & Business Support.

4.3 A Standing Committee may, in regard to a matter within its jurisdiction, authorise proposed over-expenditure of up to 20% in any Unit budget provided that the source of funding for the proposed over-expenditure is identified.

The Utilities and Roading Committee shall enjoy all the powers granted to a standing committee under this Manual and shall be responsible for the following activities:

1. Land drainage, waterways and stormwater
2. Solid and hazardous waste management.
3. Roading and Transportation (including road safety, multimodal transportation and traffic control)
4. Wastewater (Sewerage)
5. Water supply
6. Stock water races.
7. Quarries.
8. Flooding that relates to the district wide flood rate.

Specific Jurisdiction

1. Authority to develop goals and strategies, for activities the committee is responsible for.

2. Authority to develop policies relating to the activities that the committee is responsible for and recommend their adoption to the Council.

3. Generally (except where otherwise provided by delegation to another committee or council officers) the implementation of tasks identified in the Long Term Plan or Annual Plan for the committee's activities, as adopted by the Council from time to time, where financial provision has been made.

4. Authority to re-allocate funding already approved by the Council as part of the Annual Plan process, for the committee's activities provided that the re-allocation of funds does not increase the total expenditure within any targeted rate cost centre or within a significant activity of Council.

5. Administer bylaws for the committee's activities and to recommend to the Council any amendments, reviews, or new bylaws.

6. Recommends to the Council fees and charges for activities within the jurisdiction of the committee.

7. Authority to approve work programmes for works that the Council has budgeted a general level of expenditure for.

8. Authority to approve the extension and reduction of services subject to budgetary provision being available.

9. Authority to approve agreements and contracts within the budget limits approved by Council.

10. Authority to approve vesting and disposing of infrastructural assets, as a result of subdivision or capital works being undertaken.

11. Authority to establish subcommittees or working parties, and to delegate functions related to the committee's activities.

12. Authority to recommend to Council the purchase or sale of land, the stopping of roads or prohibition of vehicles, designations on private property, establishment of road or utilities reserves.

13. Authority to initiate a Special Consultative Procedure, or otherwise consult the community on matters related to the committee's activities and where the proposed consultation is not contrary to an established Council position.

The Community and Recreation Committee shall enjoy all the powers granted to a standing committee under this Manual and shall be responsible for the following activities:

1. Airfield
2. Cemeteries
3. Community halls and facilities
4. Community initiatives and events
5. Youth Development
6. Community Safety
7. Library services
8. Parks and reserves
9. Public conveniences
10. Public swimming pools
11. Sport and Recreation
12. Community Development
13. Walkways / Recreational Cycleways
14. Biodiversity

Specific Jurisdiction

1. Authority to develop goals and strategies, for activities the committee is responsible for.

2. Authority to develop policies relating to the activities that the committee is responsible for and recommend their adoption to the Council.

3. Generally (except where otherwise provided by delegation to another committee or council officers) the implementation of tasks identified in the Long Term Plan or Annual Plan for the committee's activities, as adopted by the Council from time to time, where financial provision has been made.

4. Authority to re-allocate funding already approved by the Council as part of the Annual Plan process, for the committee's activities provided that the re-allocation of funds does not increase the total expenditure within any targeted rate cost centre or within a significant activity of Council.

5. To administer bylaws for the committee's activities and to recommend to the Council any amendments, reviews, or new bylaws.

6. Recommends to the Council fees and charges for activities within the jurisdiction of the committee.

7. Authority to approve work programmes for works that the Council has budgeted a general level of expenditure for.

8. Authority to approve the extension and reduction of services subject to budgetary provision being available.

9. Authority to approve agreements and contracts within the budget limits approved by Council.

10. Authority to approve vesting and disposing of infrastructural assets, as a result of subdivision or capital works being undertaken.

11. Authority to establish subcommittees or working parties, and to delegate functions within this committee's fields of activities.

12. Authority to recommend to Council the purchase or sale of land.

13. Authority to initiate a Special Consultative Process, or otherwise consult the community on matters within this committee's fields of activities and where the proposed consultation is not contrary to an established Council position.

The District Planning and Regulation Committee shall enjoy all the powers granted to a standing committee under this Manual and shall be responsible for the following activities:

1. Administration of bylaws other than those clearly under the jurisdiction of another standing committee
2. Building control
3. Civil Defence and Emergency Management
4. Contaminated Sites
5. Hazardous Substances and New Organisms
6. Dog registration and control
7. Environmental protection and health including licensing
8. Fees and charges for activities within the jurisdiction of the Committee.
9. Gambling venues
10. Impounding
11. Litter
12. Sale and Supply of Alcohol
13. Noise control
14. Nuisances (under the Health Act 1956)
15. Parking enforcement
16. Planning for growth, Development Strategies, Outline Development Plans
17. Pollution
18. Resource Management Responsibilities
19. Signs
20. Stock control

Specific Jurisdiction

1. The initiation of District Plan Changes or District Plan variations.

2. District Strategy Development and consultation with recommendations to the Council.

3. The approval of District Plan Changes or District Plan variations.

4. The initiation and processing of reviews of the District Plan

5. Authority for the lodging of submissions or appeals to other statutory bodies in respect of the Resource Management Act or any other Act dealing with resource management issues. Where insufficient time exists the Chairman and one other member of the committee can act on behalf of the committee.

6. The appointment of suitable persons to a list of approved Hearing Commissioners for Resource Management Act 1991 purposes.

7. Authority to approve agreements and contracts within the budget limits approved by Council.

8. Authority to establish subcommittees or working parties, and to delegate functions related to the committee's activities.

9. Authority to recommend to Council the purchase or sale of land, the stopping of roads or prohibition of vehicles, designations on private property, establishment of road or utilities reserves.

10. Authority to initiate a Special Consultative Procedure, or otherwise consult the community on matters related to the committee's activities and where the proposed consultation is not contrary to an established Council position.

Jurisdiction

The Audit and Risk Committee shall enjoy all the powers granted to a standing committee under the Delegations Policy. It shall be responsible for the following activities:

1. Financial management and reporting
2. Liability management
3. Investment management
4. Revenue and Financing policy
5. Rating policy
6. Grants policy
7. Risk management
8. Statutory compliance and legal matters (where not covered by any other committees' delegations)
9. Economic development and district promotions policy and projects
10. Camping Grounds
11. Housing for the elderly and Council housing
12. Health and Safety

Specific Jurisdiction

1. Financial Management and Reporting

(a) Monitor implementation of the Annual Plan quarterly (both financial and non-financial).

(b) Review annual financial statements prior to the Council adoption and ensure disclosures are in accordance with statutory requirements and consistent with best practice.

(c) Review and recommend changes to accounting policies as required.

(d) Liaise with and manage the Council's relationship and arrangements with the Council's external auditors.

(e) Receive and consider management reports and any other information received from the Council's external auditors.

2. Oversight of Council Controlled Organisation and other council organisations

(a) Review draft Statements of Intent for Council controlled organisations and advise Council controlled organisations of any comments. When finalised, Statements of Intent are to be referred to Council for information.

(b) Monitor performance of Council controlled organisations on a six monthly basis.

(c) Receive the draft Annual Plan and the Annual Report for other council organisations where the Audit and Risk Committee considers this appropriate.

(d) Monitor performance of other council organisations where the Audit and Risk Committee considers this appropriate.

3. Investment and Liability Management

(a) Review Investment and Liability Management Policies and recommend changes to the Council.

(b) Monitor performance against investment and liability management policies quarterly.

(c) Monitor property and forestry investments

(d) Recommend to the Council investment acquisition and disposal options where this has not been delegated to another standing committee

4. Revenue and Financing Policy and Rating

(a) Review Revenue and Financing Policies as required and recommend changes to Council.

(b) Review Rating Policies (including remissions and postponements) annually, and recommend changes to the Council where required.

(c) Decide any appeal on an application that has been declined for remission of rates on Maori Freehold Land.

(d) Decide any applications for remissions of rates or rates penalties in excess of $5,000 in any one account.

(e) Make a final decision on any appeal on an application for rates postponement on the grounds of financial hardship that has been declined.

(f) Hear and consider appeals on applications for rates remissions that have been declined where such applications have been referred to the Committee by the Manager Finance and Business Support.

5. Risk Management and Insurance

(a) Review corporate risk assessment and internal risk management practices.

(b) Review insurance arrangements annually.

(c) Monitor insurance claims.

6. Statutory Compliance and Legal Matters (where not covered by other committees' delegations)

(a) Review proposed changes to legislation or regulations or other legal obligations relating to any matters within the Audit and Risk Committee's jurisdiction.

(b) Monitor any areas of statutory non-compliance where not covered by other committees' delegations and advise Council of steps being taken to ensure future compliance.

(c) Monitor and review Health and Safety related matters.

7. Other

(a) Review grants policy as required and recommend changes to the Council, as required

(b) Write off to bad debts sundry debtor accounts of $10,000 or more.

(c) Make recommendations to the Council in respect of emerging financial issues of which the Council needs to be informed.

8. Reviews of Significant Activities

Review significant Council activities and expenditure, including Reviews under Section 17A of the Local Government Act 2002, and recommend to the Council any proposed changes to services, levels of service and the method of funding, or significant changes in the method of service delivery. The review programme will be agreed in advance with the Council.

Lead preparation and monitoring of the programme of Service Reviews giving effect to the requirements of S.17A and in particular S.17A(3)(b) in exercising discretion on behalf of the Council in relation to whether a review of a particular activity is justified and if so the priority and timing of that review.

9. Special Reviews

(a) Subject to the agreement of a majority of all members of the Committee, the Committee shall have the authority to nominate and undertake investigations that examine policies, administration and expenditure of the Council's programmes.

(b) The Committee is authorised to appoint ad-hoc subcommittees from amongst its members for such specific investigations and prepare reports where it is considered appropriate to do so. Subcommittees shall consult with any relevant standing committees, where appropriate. Any reports prepared by an ad-hoc subcommittee shall be considered and approved by a publicly notified meeting of the Audit and Risk Committee before being submitted to the full Council for its consideration.

10. Economic Development and District Promotions

(a) Development and review of the implementation of Council's policies guiding its economic development activities and in particular Policy S-CP1405 Council's Role in Economic Development.

(b) Maintaining a broad monitoring oversight on behalf of the Council of the District's economic development, including liaison with key stakeholders such as business and promotional associations.

(c) In addition to the Committee's monitoring responsibilities in relation to Enterprise North Canterbury as a CCO under Section 2 above, liaison with ENC and consideration and recommendation to the Council of ENC's Annual District Promotions Business Plan.

(d) Oversight of and recommendation to the Council in relation to economic development projects

1. Resource Consent Applications and District Plan Changes

1.1 Matters relating to hearing and making of decisions on resource consent applications, and submission on District Plan changes including joint hearings, and the making of recommendations on requirements for a designation or heritage order, and settling by consent any reference to the Environment Court.

1.2 Consideration of any review requested by an applicant of decisions made by the Manager Resource Planning and Regulation.

1.3 Consideration of any matter relating to applications or enforcement action referred to the Committee by the Manager: Resource Planning and Regulation.

2. Gambling Venues

Authority to:

3.1 Hear applications made under the Board Venue Policy (S-CP 1850) and the Gambling Venue Policy (S-CP 1851); and to

3.2 Grant or decline consent in terms of those two policies.

3. Bylaws

Authority to:

4.1 Hear submissions made on a proposed bylaw.

4.2 Make recommendations to the Council on decisions on submissions.

4.3 Recommend amendments to the bylaw as a result of the submission process.

4.4 Recommend to the Council that a bylaw be adopted or not.

4. Dog Control

Authority to:

5.1 Hear objections to the classification of a dog as Dangerous or Menacing in terms of the Dog Control Act 1996 sections 31(3) and 33B.

5.2 Hear objections to a direction to abate a barking nuisance in terms of the Dog Control Act 1996 sections 55(3).

5. Fencing of Swimming Pools

Authority to:

6.1 Hear and decide applications for exemption to the requirements of the Fencing of Swimming Pools Act 1987.

1. Scope of Activity

- To consider and determine applications for licences and manager's certificates; and
- To consider and determine applications for renewal of licences and manager's certificates; and
- to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and
- to consider and determine applications for the variation, suspension, or cancellation of special licences;
- to consider and determine applications for the variation of licences (other than special licences); and
- with the leave of the Chairperson for the licensing authority, to refer applications to the licensing authority; and
- to conduct enquiries and to make reports as may be required of it by the licensing authority under section 175; and
- any other functions conferred on licensing committees by or under this Act of any other enactment.

2. Specific Jurisdiction

Sale and Supply of Alcohol Act 2012, s186-211

A range of criteria will be considered when deciding licence applications under sections 105, 131 and 142 of the Act. Case law and guidance or practice directions issued by the Alcohol Regulatory and Licensing Authority (ARLA) will also influence District Licensing Committee decisions.

Jurisdiction of the CE Review Committee

Scope of Activity

The CE Review Committee shall be responsible for –

- Setting key result areas in accordance with the Chief Executive's contract.
- Reviewing the performance of the Chief Executive in accordance with the Chief Executive's contract.
- Fixing remuneration for, deal with, and conclude all contractual matters with the Chief Executive.

Canterbury Civil Defence Emergency Management Group (cont)
(Joint Standing Committee)

4.2 Each Executive Group is responsible to the Civil Defence Emergency Management Group for—

(a) providing advice to the Civil Defence Emergency Management Group and any subgroups or subcommittees of the Group;

(b) implementing, as appropriate, the decisions of the Civil Defence Emergency Management Group;

(c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

5. Establishment of administering authorities

The administering authority for each Civil Defence Emergency Management Group is a regional council or unitary authority that is a member of the Group.

Canterbury Civil Defence Emergency Management Group (cont)
(Joint Standing Committee)

3. General powers of Civil Defence Emergency Management Groups

3.1 A Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.

3.2 Without limiting the generality of subsection (1), a Group may—

(a) recruit and train volunteers for civil defence emergency management tasks:

(b) conduct civil defence emergency management training exercises, practices, and rehearsals:

(c) issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, regulations made under this Act, or any civil defence emergency management plan:

(d) provide, maintain, control, and operate warning systems:

(e) provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency:

(f) exercise any other powers that are necessary to give effect to any civil defence emergency management plan.

4. Appointment and functions of Civil Defence Emergency Management Co-ordinating Executive Groups

4.1 A Civil Defence Emergency Management Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group consisting of—

(a) the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf; and

(b) a senior member of the police who is assigned for the purpose by the Commissioner of Police; and

(c) a senior member of the Fire Service who is assigned for the purpose by the National Commander; and

(d) the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf; and

(e) any other persons that may be co-opted by the Civil Defence Emergency Management Group.

Canterbury Civil Defence Emergency Management Group (cont)
(Joint Standing Committee)

(f) when requested, assist other Groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Group's own area and any other requests for assistance from other Groups):

(g) within its area, promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of this Act:

(h) monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of this Act:

(i) develop, approve, implement, and monitor a civil defence emergency management group plan and regularly review the plan:

(j) participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan:

(k) promote civil defence emergency management in its area that is consistent with the purpose of this Act.

2.2 The Group also has any other functions that are conferred or imposed by or under this Act or any other enactment.

2.3 For the purposes of subsection (1)(g) and (h), legislative provisions relevant to the purpose of this Act include, but are not limited to, the provisions in the following Acts that may be relevant to civil defence emergency management:

(a) Biosecurity Act 1993:
(b) Building Act 1991:
(c) Fire Service Act 1975:
(d) Forest and Rural Fires Act 1977:
(e) Hazardous Substances and New Organisms Act 1996:
(f) Health Act 1956:
(g) Health and Safety in Employment Act 1992:
(h) Local Government Act 1974:
(i) Maritime Transport Act 1994:
(j) Resource Management Act 1991:
(k) any enactment passed in substitution for any of the Acts in paragraphs (a) to (j).

Canterbury Civil Defence Emergency Management Group
(Joint Standing Committee)

Pursuant to the provisions of the Civil Defence and Emergency Management Act 2002 the following functions, duties and powers are delegated to the Canterbury Civil Defence Emergency Management Group ("the Group"):

1. Powers and obligations of members of Civil Defence Emergency Management Groups

Each member of a Civil Defence Emergency Management Group —

(a) may acquire, hold, and dispose of real or personal property for the use of the Group; and

(b) may remunerate its representative for the cost of that person's participation in the Group; and

(c) must provide to the Group the information or reports that may be required by the Group; and

(d) must pay the costs of administrative and related services in accordance with section 24; and

(e) must pay the costs, or a share of the costs, of any civil defence emergency management activity that the member has agreed to pay; and

(f) may carry out any other functions or duties conferred on a member of a Group under this Act.

2. Functions of Civil Defence Emergency Management Groups

2.1 The functions of the Group, and of each member, are to—

(a) in relation to relevant hazards and risks,—

(i) identify, assess, and manage those hazards and risks:

(ii) consult and communicate about risks:

(iii) identify and implement cost-effective risk reduction:

(b) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area:

(c) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area:

(d) respond to and manage the adverse effects of emergencies in its area:

(e) carry out recovery activities:

2013-16 PORTFOLIO	2016-19 Portfolios as recommended by the outgoing Council on 4 October 2016
COUNCIL	
Iwi Relationships	Iwi Relationships Mayor
Canterbury Water Management Strategy,	Canterbury Water Management Strategy Water Zone Representative
	International Relationships
	(Kaiapoi) Regeneration
UTILITIES AND ROADING COMMITTEE	
Stockwater and Drainage	Drainage and Stockwater
Roading and Residential Streetscapes	Roading
Utilities (Water Supplies and Sewer)	Utilities (Water Supplies and Sewer)
Solid Waste	Solid Waste
COMMUNITY AND RECREATION COMMITTEE	
Greenspace (Parks, Reserves and Sports Grounds)	Greenspace (Parks, Reserves and Sports Grounds)
Community Facilities (including Aquatic Centres, Halls, Libraries and Museums	Community Facilities (including Aquatic Centres, Halls, Libraries and Museums)
Community Development	Community Development and Wellbeing
DISTRICT PLANNING AND REGULATION COMMITTEE	
District Plan	District Planning Development
Environmental Health and Civil Defence	Regulation and Civil Defence
Kaiapoi and Rangiora Town Centres	Business, Promotion and Town Centres
AUDIT AND RISK COMMITTEE	
Audit, Finance, Long Term Plan and Annual Plans	Audit, Risk, Long Term Plan, Excellence Programme
Economic Development	Communications

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	EXC-34-20 / 190820116459
REPORT TO:	Council
DATE OF MEETING:	3 September 2019
FROM:	Jim Palmer, Chief Executive
SUBJECT:	Health and Safety Report to Council August 2019

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

Department Manager

Chief Executive

1. SUMMARY

1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of August.

Attachments:

i. Discharging Officer Health and Safety Duties

ii. August 2019 Health and Safety Dashboard Report

RECOMMENDATION

THAT the Council:

(a) **Receives** report No 190820116459

(b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the PCBU duties of the Health and Safety at Work Act 2015.

2. BACKGROUND

2.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.

2.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

3. ISSUES AND OPTIONS

3.1. There are 6 new work-related incidents in this report, 1 of which requires further investigation.

Date	Occurrence	Event description	Response
18/07/2019	Injury (Lost Time)	Worker was moving lane ropes in the main pool for Aqua felt pain in their right wrist from an old injury sustained at the gym.	Accident was caused by the flare up of old injury, staff member not using correct process or aids to perform job Contributing factor was a previous non work related injury Recurrence can be prevented by worker being conscious of this past injury and using the correct aids when performing task. CLOSED.
31/07/2019	Near Miss	Hate mail received in the post bag. Was opened and handled by workers. NZ Police were notified as well as senior manager. The evidence is now with the NZ Police for investigation.	On opening the mail, hate mail was discovered. There appear to be no contributing factors or links to the occurrence. There appear to be more events such as this one since the Christchurch shooting and this also appears to be generic mail, given the nature of the contents. There is very little that can be done to prevent this sort of mail being received, as until it is opened, it's not found. Our staff are trained in detecting suspicious articles and this was treated as such. No further corrective action is required, until we receive advice from the Police. Staff opening mail are aware of a heightened awareness to incidences that may occur such as this. CLOSED
07/08/2019	Near Miss	Hole in berm by gate was left open/unprotected with no cones/traffic management, and gate was left open at Kaiapoi Waste Water Treatment Plant. Supervisor closed the gate told the team members undertaking the works that they are to ensure entrance gate is shut at all times and requested they immediately put traffic management around the hole at the entrance.	Corrective action: all Water Unit staff and Sub Contractors will be made aware the importance to making sure gates remain close after entry and exit of the plant site. This is to prevent general public or any unauthorised personal entering the site due to the health and safety risk of the sewer ponds etc. Ensure all Water Unit staff are well prepared for a job ensuring Traffic Management is one of the first things put in place when undertaking works, especially in a road reserve. To be completed at next team meeting. MONITOR
11/08/2019	Injury	Putting boards away in store room and stubbed middle toe on nonslip mat.	PENDING INVESTIGATION
13/08/2019	Property/Vehicle Damage	Moving pressure test trailer while hose still connected to hydrant. Bent the hydrant upstand.	This was due to worker not adequately checking before driving down the road. Recurrence can be prevented by taking a quick walk around vehicles before departing to check loads. This discussion has been held with the worker in question

			and they will be a lot more aware of things around them. CLOSED
13/08/2019	Near Miss	Staff member parked in Davie St carpark and was picking up trash while walking to the office. Started to pick up a bunch of wet wipe style paper towels which was full of an adult sized turd. Returned with gloves and disposed of matter down toilet. Most likely came from freedom campers using back carpark. Staff didn't notice anyone as they approached building from the other direction and parked off Cass St.	Incident was caused by freedom campers used the carpark as a toilet and staff member almost put hand in faecal matter. Campers were unaware of local facilities Recurrence can be prevented with signage – Aquatics talking with Greenspace and regulation regarding Council approach to freedom camping and consistency. Gloves – Staff member to carry some gloves in his car as rubbish is pretty bad around the facilities. CLOSED

3.2. The Health and Safety team have been accompanying staff on contractor site audits to provide support and guidance to staff, and to observe the activities and operation of the sites. This has been a valuable exercise for all involved, and will continue to be a focus for the 2019/20 year.

3.3. The Health and Safety team have provided Contract Health and Safety Management training to key contract managers in the Council. This training was well-received and feedback from the sessions has been incorporated into current process.

3.4. The Management Team have reviewed this report and support the recommendations.

4. COMMUNITY VIEWS

4.1. Groups and Organisations

4.1.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.

4.2. Wider Community

4.2.1. The community has not been consulted with regard to this matter, as this is internal compliance reporting, relating to Health and Safety at Work.

5. IMPLICATIONS AND RISKS

5.1. Financial Implications

5.1.1. All financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs (such as Promapp implementation), or via departmental budgets already allocated to health and safety.

5.2. Community Implications

5.2.1. Community implications have not been included in this report as this is internal compliance reporting, relating to Health and Safety at Work.

5.3. Risk Management

5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register Action Plan is a key aspect of this monthly report (see Attachment 2).

5.4. Health and Safety

5.4.1. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 1 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

6. CONTEXT

6.1. Policy

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

6.2. Legislation

6.2.1. The key legislation is the Health and Safety at Work Act 2015.

6.2.2. The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

6.2.3. The Council has an obligation under the Local Government Act to be a good employer.

6.3. Community Outcomes

6.3.1. There is a safe environment for all

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles: ta mātou mauri.

6.4. Delegations

6.4.1. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

Attachment 1

Discharging Officer Health and Safety Duties

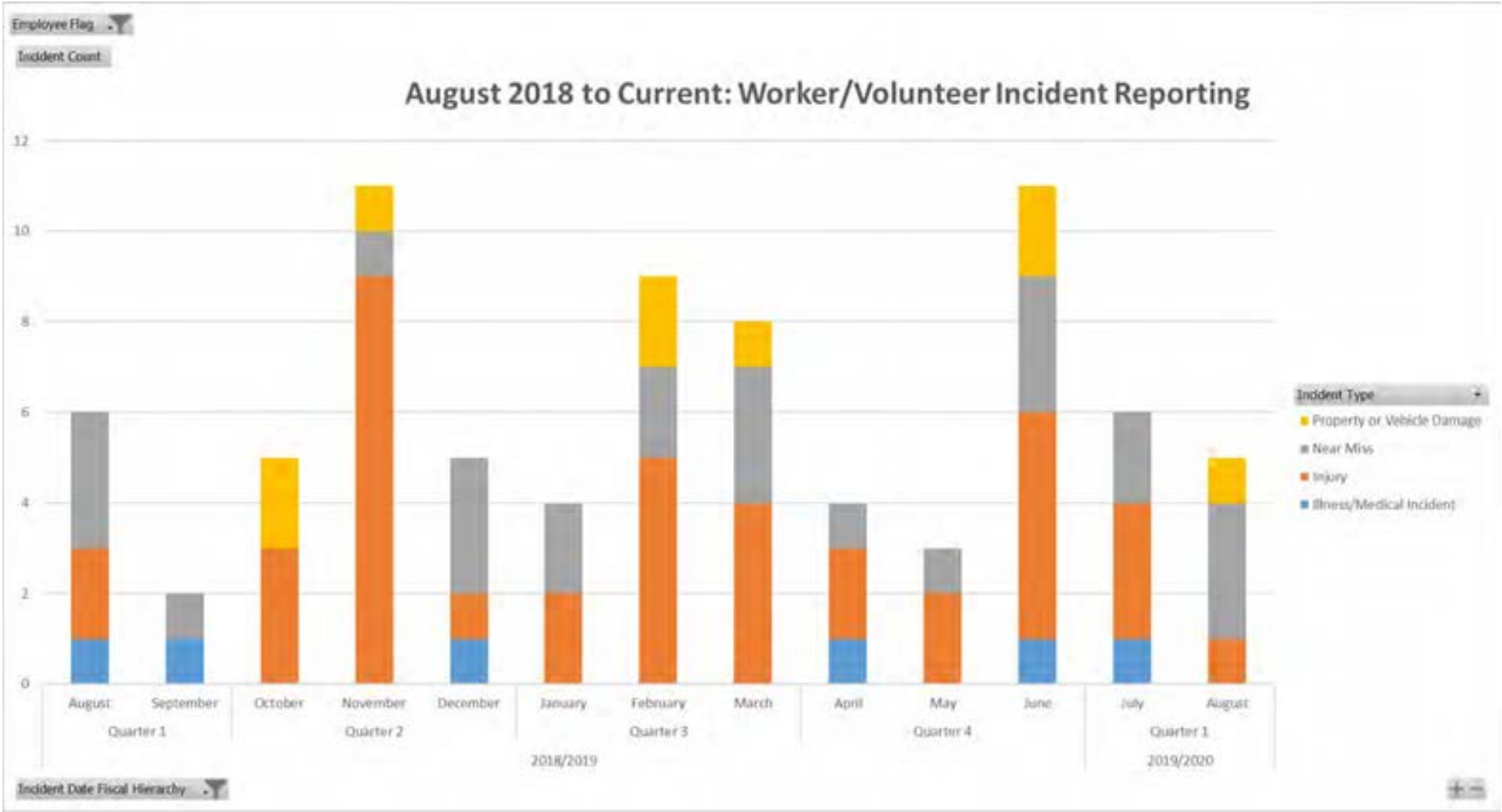
OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES	FREQUENCY
KNOW (To acquire, and keep up to date, knowledge of work health and safety matters)	• Updates on new activities/major contracts • Council reports to include Health and Safety advice as relevant • Audit Committee to receive minutes of Health and Safety Committee meetings • Update on legislation and best practice changes to Audit Committee	Various Committee reports Monthly, as required Quarterly As required
UNDERSTAND (To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)	• Induction of new Council through tour of District and ongoing site visits. • H&S Risk register to Audit Committee • Training on H&S legislation and best practices updates • CCO activities reported to the Audit Committee	Start of each new term and as required Six monthly, or where major change At least annually At least annually
RESOURCES (To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)	• LTP or Annual Plan to have a specific report on H&S resources • Reports to Committees will outline H&S issues and resourcing, as appropriate	Annually As required
MONITOR (To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)	• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments • Risk register review by Audit Committee	Monthly Six monthly, or where major change
COMPLY (To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)	• Programme of H&S internal work received by Audit Committee • Internal Audit reports to Audit Committee • Incident Investigations reported Audit Committee • Worksafe review of incidents/ accidents reported to Audit Committee	Annually As completed As required As required
VERIFY (To verify the provision and use of the resources and processes)	• Receive any external audit results and remedial actions (if any) reported to Audit Committee • Worksafe audits, if undertaken • Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee	Two yearly As completed As completed

Attachment 2

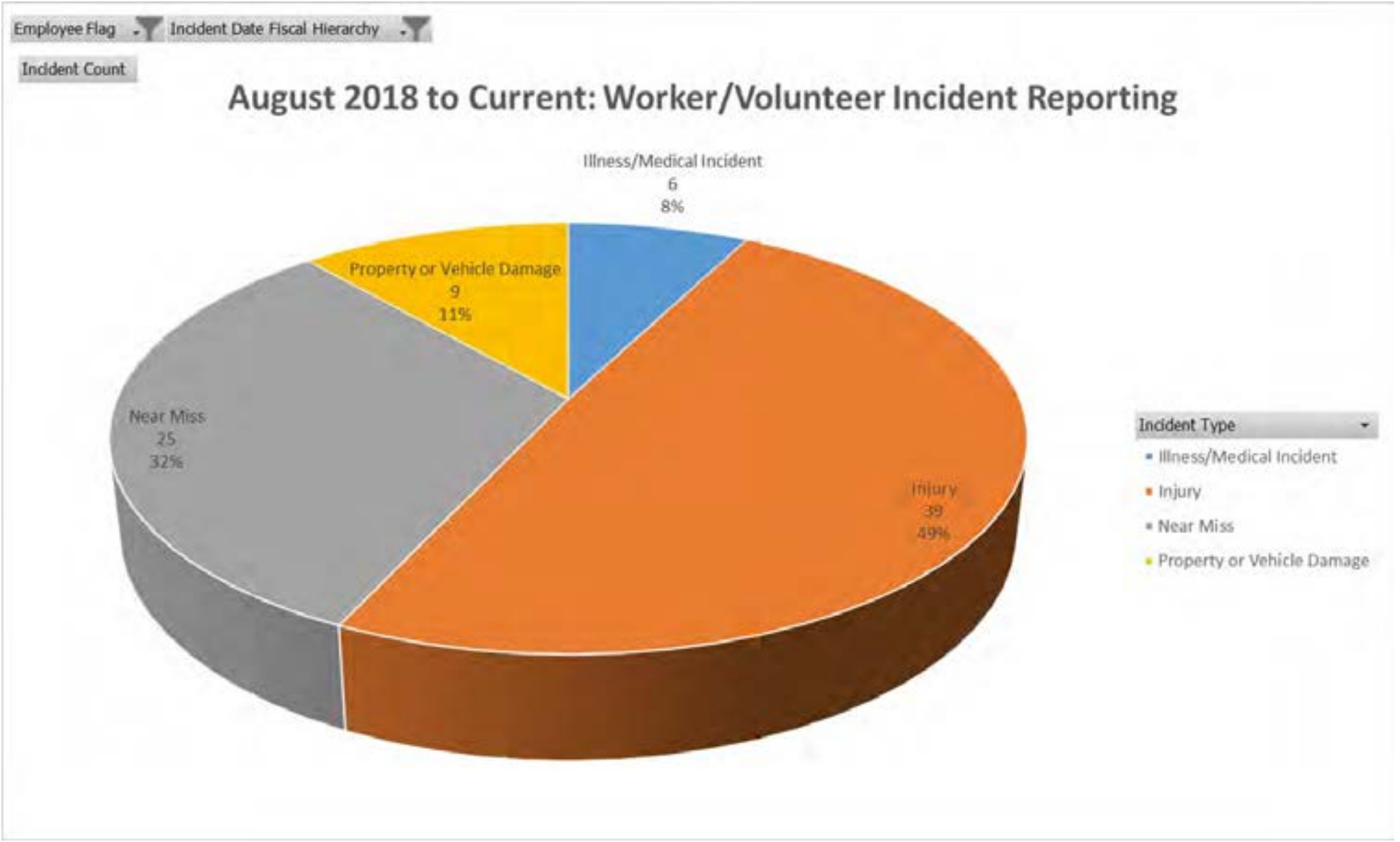
Progress against 2019/20 Workplan – August 2019 (*as at 20 August 2019)

Major Projects	Current Progress	Comment
Action 1: Review and re-develop Take-5 hazard assessment mobile form to account for variations in worker requirements.	**As per last month**	Initial workshops have been held with key stakeholders to gather their requirements. The H&S team are now working with the BATS team to make initial proposed changes for testing with users.
Action 2: Re-develop Health and Safety presence on WDC intranet to ensure that staff have easy and user-friendly access to Health and Safety systems.	**As per last month**	Initial intranet system training has been held with the wider HS&Q unit to ensure that system admin capability exists in the team. The team are currently developing the format of the health and safety intranet presence, as well as ensuring that all assets and links in the current intranet format are transferred into the new intranet format.
Action 3: Investigate and procure improved Health and Safety risk, hazard and incident management software systems to improve corrective action workflows, corporate reporting and staff communication of health and safety risks, hazards and incidents.	**As per last month**	A business case is being developed for a Risk Management software package, which will be submitted to both the risk management workgroup and risk management sponsor group, prior to final sign-off by the Business Improvement Steering Group.
Action 4: Health and Safety participation in Corporate Accommodation working group and/or project team to ensure that the following are considered throughout the project: • Safety in Design • Site security considerations • Risk management • Contractor health and safety management • Site health and safety management • Worker wellbeing	**As per last month**	Health, Safety and Quality Manager has been involved in initial project team meetings and risk identification sessions, and has raised health and safety risks within relevant forums.
LEGEND		On track
		Slightly behind schedule (less than one month)
		Behind schedule (greater than one month)

Incidents/Injuries – July 2019 (*as at 20 August 2019)



Incidents/Injuries – August 2019 (*as at 20 August 2019)

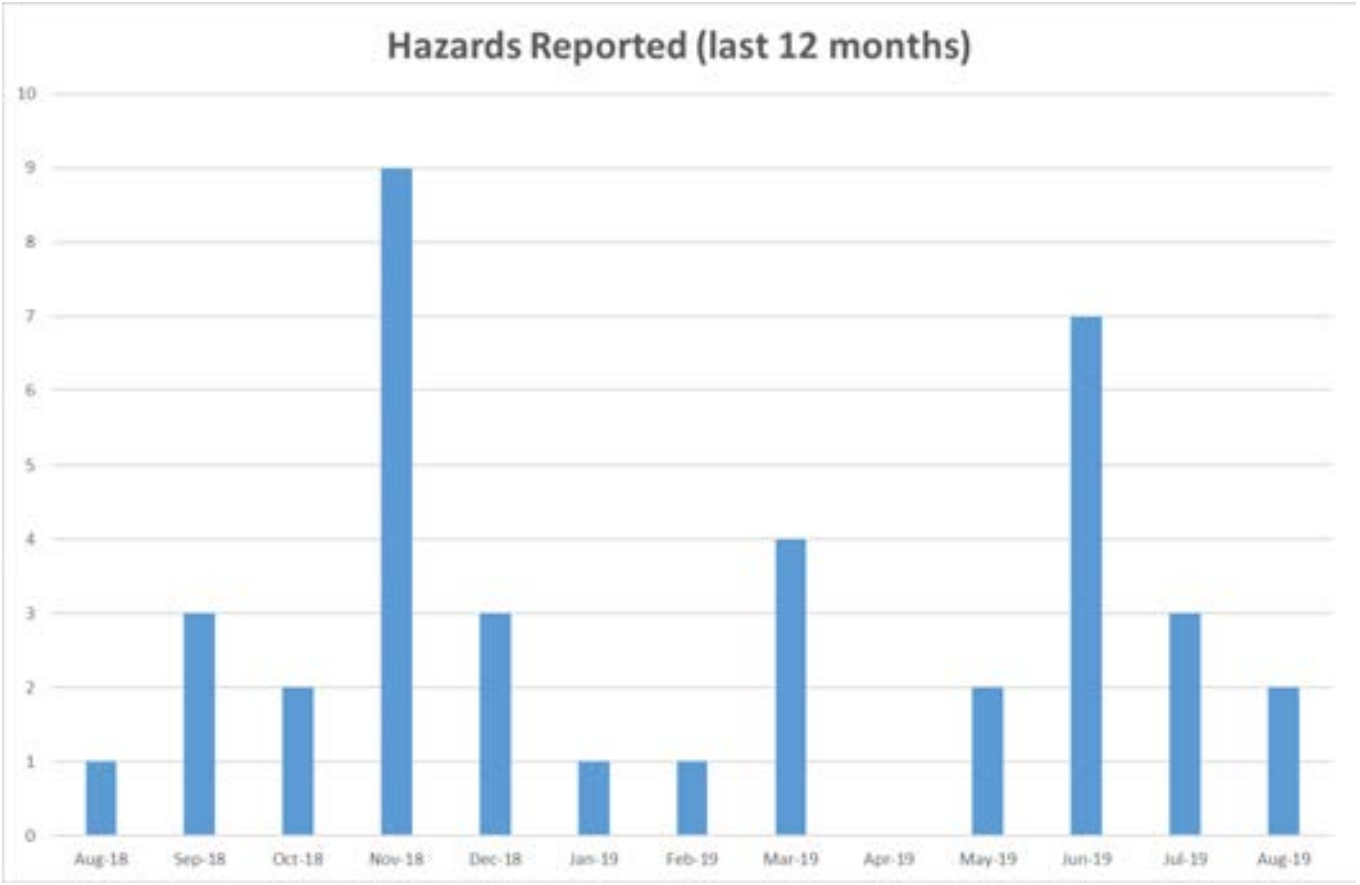


Lost Time Injuries:	2017/18	4 Injuries - total **340.5** hours
	2018/19	3 Injuries - total **318.2** hours
	2019/20	2 Injuries – total of **49.3** hours (*to date*)

LEAD INDICATORS

Safety Inspections Completed (Workplace Walkarounds)	Q2 2019	12 out of 15 Workplace Walkarounds completed for Q2 2019 (June). Hazards raised for any non-compliances.
Training Delivered	2017/18	People Trained: 454
Training Delivered	2018/19	People Trained: 467
Training Delivered	2019/20	People Trained: 138

Contractor Database (drawn from SiteWise Database)


Hazards Reported (last 12 months)
10
9
8
7
6
5
4
3
2
1
0
Aug-18
Sep-18
Oct-18
Nov-18
Dec-18
Jan-19
Feb-19
Mar-19
Apr-19
May-19
Jun-19
Jul-19
Aug-19

Risk Register Action Plan Tracking August 2019
60
50
40
30
20
10
0
September 2018
August 2019

WDC Health and Safety Risk Register Action Plan (High Risk/High Consequence Actions Only) 2019						
Risk Type	**Description**	**Action**	**Action Owner**	**Action Lead**	**Due Date**	**Progress**
High Consequence	Airfield operations	*Require audits of hangars to ensure that they are in compliance with Building Act and tenancy requirements (including the requirement that hazardous substances are prohibited from hangars).	Grant MacLeod	Chris Brown	30/11/2019 (revised)	In progress
High Consequence	Armed Hold-up/Violent or Abusive Customers (on Council Sites) & Site Security	*Develop and implement action plans based on Site Security Reviews.	Rob Hawthorne	Liz Ashton	Review early 2020	In progress
High Consequence	Boat Operations	*Practise rescue plan drills on regular basis *SOPs have been recently reviewed and require re-training.	Richard Cookson	Jeff Millward	31/07/2019	In progress
High Consequence	Confined space entry	*Review procedures for any work on Ocean Outfall Pipeline/drop-structure to ensure they are adequate.	Richard Cookson/Kalley Simpson	Gerard Cleary	31/10/2019	In progress
~~High Risk~~	~~Contractor Health and Safety Management~~	~~*Contract Management refresher training at least every 2 years (to provide opportunity to review processes to keep up with industry practice).~~	~~Charlotte Browne~~	~~Gerard Cleary~~	~~31/07/2019~~	~~COMPLETE~~
~~High Risk~~	~~Contractor Health and Safety Management~~	~~*PDU to create an internal contract management auditing programme which will include H&S requirements.~~	~~Kelly La Valley~~	~~Gerard Cleary~~	~~30/06/2019~~	~~COMPLETE~~
High Consequence	Corporate Accommodation	*Ensure that comprehensive planning for any large-scale staff relocations has been completed, which includes workstation ergonomic assessments (may need contractor based on volume of assessments).	Rob Hawthorne	Liz Ashton	Review early 2020	In progress
High Consequence	Driver Safety	*Encourage staff to find alternatives to driving: e.g. video conferencing, skype etc.	Ashleigh Radford	Jeff Millward/Liz Ashton	Review early 2020	In progress
High Consequence	Electricity & Gas (proximity to overhead/underground lines)	*Ensure that emergency response procedures (i.e. what do to in the event of incident/interaction with underground or overhead power lines) is available, and that all relevant staff are trained,	Richard Cookson	Jeff Millward	30/09/2019	In progress

		in procedure. *Same as above for Gas (Pegasus)				
~~High Consequence~~	~~Electricity (proximity to overhead/underground lines)~~	~~*Retrain all Water Unit staff in use of cable locators.~~	~~Richard Cookson~~	~~Jeff Millward~~	~~30/06/2019~~	~~COMPLETE~~
High Consequence	Electricity (proximity to overhead/underground lines)	*Engagement with Mainpower to improve Before-U-Dig response times (create MOU?). *Engagement with Pegasus Gas to improve Before-U-Dig processes	Richard Cookson	Gerard Cleary	30/09/2019	In progress
High Consequence	Emergency Management (Workers responding to Civil Emergency events) / Volunteers conducting hazardous activities	*Ensure that all of the current control measures are captured in Standard Operating Procedures which are clearly communicated to all relevant workers. *Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&S processes.	Brennan Wiremu	Nick Harrison	Review early 2020	In progress
~~High Consequence~~	~~Emergency response (internal)~~	~~*Earthquake seismic sensors to be installed in key buildings to measure potential damage (decision-making as to whether to evacuate or remain in building in earthquake event).~~	~~Greig Wilson~~	~~Nick Harrison~~	~~31/07/2019 (revised)~~	~~COMPLETE~~
~~High Consequence~~	~~Emergency response (internal)~~	~~*Ear Protection needs to be considered in Emergency Procedures i.e. every person should have access to ear plugs or muffs in case of being trapped or required to stay in the building.~~	~~Health & Safety~~	~~TBC~~	~~30/06/2019~~	~~COMPLETE~~
High Consequence	Excavations	*Develop/review standard operating procedures and retrain staff in new SOP. *Create and implement Water Unit competency register to ensure ongong excavator operator competence.	Richard Cookson	Jeff Millward	31/07/2019	In progress
High Consequence	Hazardous Substances - BAU Handling & Storage	*Ensure non-compliances and improvements from 2019 audit have been completed.	Health & Safety	Managers & Team Leaders	31/10/2019	In progress
High Consequence	Mobile plant and machinery	*Check maintenance records and maintenance schedules are in place to ensure safety of equipment.	Health & Safety	Managers & Team Leaders	31/10/2019	In progress

High Consequence	Mobile plant and machinery	*Improve competency records to include a schedule of levels of competency for each staff member/each piece of mobile plant. *Develop/review standard operating procedures and retrain staff in new SOP.	Richard Cookson	Jeff Millward	31/07/2019	In progress
High Consequence/High Risk	Multiple	Review and action of 3-Waters Sites Hazard Review (Dan McNally)	Kalley Simpson	Gerard Cleary	Ongoing	In progress
High Consequence/High Risk	Multiple	Review and action of Water Unit Observation Report (Impac)	Richard Cookson	Jeff Millward	Ongoing	In progress
~~High Risk~~	~~Site Security WWTP~~	~~*Site security review to consider any points of access or vulnerabilities to sabotage (in particular pump stations, treatment plants or pipelines)~~	~~Kalley Simpson~~	~~Gerard Cleary~~	~~30/06/2020~~	~~N/A~~
High Consequence	Traffic management	*Review Traffic Management requirements for Greenspace Team, given that the Greenspaces team will be carrying inspections of street trees / street gardens as well as supervision and checking of the contractor working within the road corridor.	Grant MacLeod	Chris Brown	30/11/2019 (revised)	In progress
High Consequence	Violent or Abusive members of public (in the field)	*Consider use of body cameras for enforcement staff	Health & Safety	Nick Harrison	30/11/2019 (revised)	In progress
~~High Consequence~~	~~Violent or Abusive members of public (in the field)~~	~~*Enforce mandatory StopViolence training for all staff that interact with public face-to-face (needs analysis by role)~~	~~Charlotte Browne~~	~~Liz Ashton~~	~~30/06/2019~~	~~COMPLETE~~
High Consequence	Violent or Abusive members of public (in the field)	*Develop 'key client' staff relationships to ensure that only certain staff deal with identified difficult customers	Managers & Team Leaders	Nick Harrison	TBC	Ongoing
~~High Risk~~	~~Water Safety (Public) Beaches/Natural Environment~~	~~*Review of risk and required control measures (based on what is 'reasonably practicable')~~	~~Grant MacLeod~~	~~Chris Brown~~	~~Review early 2020~~	~~N/A~~

~~High Risk~~	~~Water Safety (Public) Stormwater/Stock Races~~	~~*Review of risk and required control measures (based on what is 'reasonably practicable')~~	~~Kalley Simpson~~	~~Gerard Cleary~~	~~Review early 2020~~	~~N/A~~
~~High Risk~~	~~Water Safety (Public) WWTP~~	~~*Require review of security fencing of all Waste Water Treatment Plant sites (internal review - test against other organisations). Review Stormwater site security (internal review - test against other organisations).~~	~~Kalley Simpson~~	~~Gerard Cleary~~	~~30/06/2020 (revised)~~	~~N/A~~
High Consequence	Working at heights	Water Unit: *Review of all structures which require work at heights to determine the adequacy of the fall protection (in particular the harness systems) and any further procedure/training required to ensure safe use of systems.	Richard Cookson / Kalley Simpson	Gerard Cleary / Jeff Millward	30/06/2020 (revised)	In progress

*All actions are new since the April 2019 Risk Register review.
*All actions with ~~strikethrough~~ have been transferred to department operational risk registers, or completed.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	RGN-02-01 / 190124007788
REPORT TO:	Regeneration Steering Group
DATE OF MEETING:	Monday, 4 February 2019
FROM:	Duncan Roxborough, Implementation Project Manager – District Regeneration
SUBJECT:	District Regeneration – Progress Report to December 2018
SIGNED BY: (for Reports to Council, Committees or Boards)	Department Manager / Chief Executive

1. SUMMARY

1.1 The purpose of this report is to provide a regular activity summary to those parties overseeing the District Regeneration programme, to allow for monitoring of progress. This report covers progress to end of December 2018 (Q2 of 18/19 WDC financial year).

1.2 At present; of the 61 projects in the combined programmes, approximately 1/3 are complete, 1/3 are underway, and 1/3 are yet to start.

1.3 Total expenditure to date (as at Dec 2018) on the District Regeneration activity is approximately $2.7M. The current approved budget is $17.7M (excluding the Memorial Gardens project).

1.4 Total expenditure to date (as at Dec 2018) on the Kaiapoi River Wharf and Riverbanks activity is approximately $6.7M. The current approved budget is $9.0M.

Attachments:

i. 2017 Regeneration Calendar Year end summary
ii. 2018 Regeneration Calendar Year end summary (Trim 181210145530)
iii. Implementation Structure (Trim 170221016575[v2])
iv. Projects summary sheet
v. Regeneration Project Timeline (summarised)

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) **Receives** report No. 190124007788.

(b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.

3. BACKGROUND

3.1 The District Regeneration programme covers the Implementation of the land uses and activities identified within the Waimakariri Residential Red Zone Recovery Plan (the 'Recovery Plan'). The District Regeneration programme also includes the delivery of:

- Kaiapoi River Wharf and Marine Precinct programme (including Riverbanks)
- Murphy Park and Rowing Precinct project
- Adjoining Council Reserves projects

3.2 The draft Recovery Plan was developed by Waimakariri District Council and presented to the Minister supporting Greater Christchurch Regeneration in August 2016, following extensive consultation with the community and strategic partners. The final Recovery Plan was issued by the government in December 2016 and adopted by Council in February 2017. The Waimakariri District Council is the key implementing party for the activities on the land identified to be divested to Council.

3.3 A requirement of the Recovery Plan was for the Waimakariri District Council to develop an Implementation Plan to outline how and when the land uses and activities from within the plan would be implemented. The Implementation Plan is a key document which contains key planning items and supplementary information, and is referred to throughout this report.

3.4 The District Regeneration programme delivery is overseen at a governance level primarily by the Regeneration Steering Group, and at an operational level by the by the District Regeneration Project Control Group (PCG) and the Marine Project Control Group. The membership of these groups is outlined within the Implementation Plan.

3.5 The District Regeneration programme includes coordination with other allied council projects such as:

- Kaiapoi Town Centre Plan Review
- District Development Strategy
- District Plan Review
- Walking & Cycling Strategy
- Kaiapoi River Rehabilitation
- Policy Development

4. ISSUES AND OPTIONS

Programme Summary

4.1. A summary of projects current status and progress for the whole programme is shown in Table 1 and Figure 1 below.

Table 1: District Regeneration programmes summary of current project progress/status

	Total	Completed	Ongoing/ recurring	On/ahead of programme	Behind programme/ concerns	Not started
Operational Projects	9	4	3	1	1	0
Capital Projects (Regen)	36	6	2	7	3	18
Capital Projects (Marine)	16	9	0	3	1	3
Total	**61**	**19**	**5**	**11**	**5**	**21**

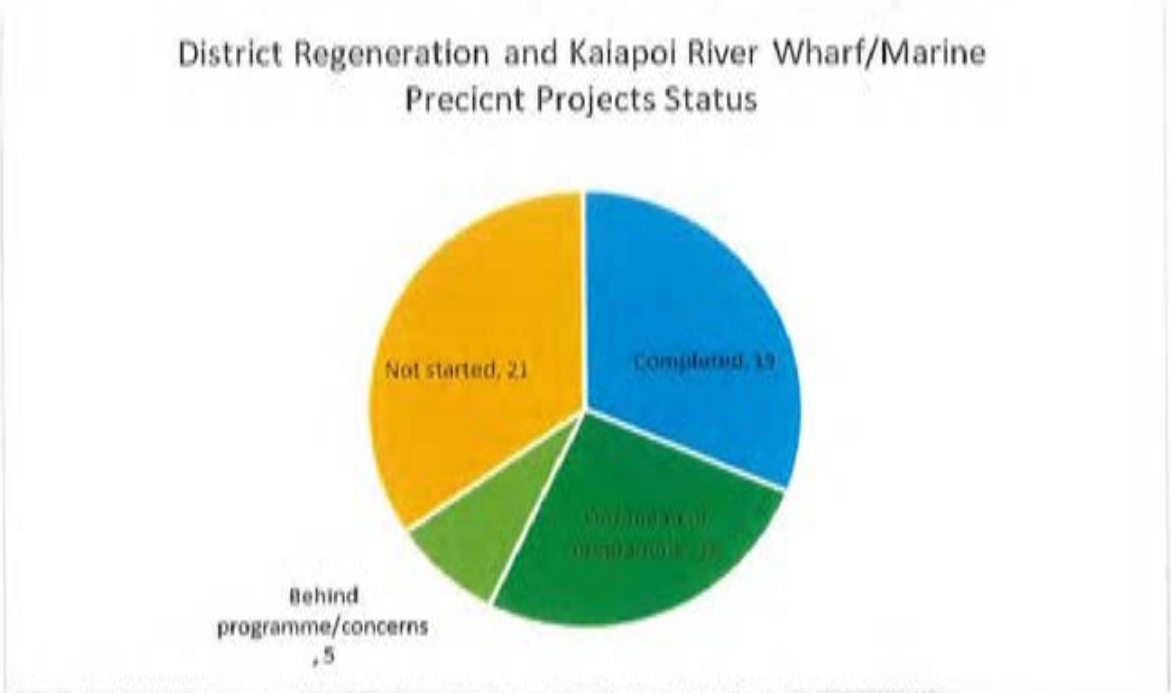


Figure 1: District Regeneration programmes summary of current project progress/status

Refer to attachment iv) for the full project list.

4.2. Clarifications and endorsements to the preceding summary table and figures are as follows:

a) For the purposes of management and tracking, the overall Programme Management and General Operations management is treated as an ongoing project, as is the monitoring and reporting (including development of monitoring plan), and the land management and administration. The development of the Recovery Plan (from 2016) is included as a project, since the project costs are realised under the Regeneration activity budget.

b) The sports facility development in Kaiapoi east is treated as one large project even though this is comprised of a number of individual developments and associated construction contracts and design commissions.

c) Rural areas is treated as a project; to allow for some investment in development of these areas to enable future land uses, and assess options and proposals for use of this land.

d) The Kaiapoi East Retained roads upgrades are treated as one large project, as all of these roads are anticipated to be designed and built under common contracts.

e) The above summary does not cover the Earthquake Infrastructure Recovery Programme projects, which are covered under separate reports from the Senior Engineering Advisor overseeing that programme.

f) Mixed use business areas development projects are not included in the summary at this stage, but will be added to the programme and project list as these arise over future years. The ongoing activation of the Town Centre and mixed use business areas, and oversight and management of the arising development projects, are not yet included in the District Regeneration programme; but are overseen primarily by the Kaiapoi Town Centre PCG who will report to the Kaiapoi-Tuahiwi Community Board and Council.

g) The development of the revised 'Kaiapoi Town Centre Plan – 2028 and Beyond', is not included in the above regeneration projects summary, as this was led by the Business and Centres Unit.

4.3. Key projects completed in the last reporting period include:

1) Kaiapoi River wall upgrade
2) Kaiapoi Wharf side Civil works
3) Kaiapoi River Library Steps and Decks
4) Reserves Master Plan
5) Implementation Plan
6) Kaiapoi Town Centre Plan
7) Dudley Drain enhancement
8) Feldwick Drive construction
9) Courtenay Drive rebuild, and utilities
10) Development of land and establishment of leases and licences to occupy to Kaiapoi Food Forest, Waimakariri Sailing and Power Boat club, and AA Bees Club.

4.4. Key projects currently **under construction** include:

1) Riverview Terraces and Boardwalk
2) Boat ramp pontoon and interim dredging
3) Kaiapoi East Enabling Works (site clearances, utilities and roads decommissioning, bulk earthworks, stormwater management area and drainage)

4.5. Key projects currently at **procurement stage** include

1) Honda Forest (stage 1)
2) Riverview Pontoon, and river capital dredging
3) Jones Street upgrade
4) Community BMX track

4.6. Key projects currently at the **design stage** include:

1) Sports turfs
2) Softball diamonds
3) Sports Changing facilities
4) Recreation and ecological linkages – South of Cass
5) Dog Park
6) Kaiapoi East retained roads
7) Kaiapoi South/Raven Quay drainage
8) Feldwick catchment drainage & SMA
9) Signage strategy

4.7. Key projects currently **on hold or delayed**:

1) Murphy Park Rowing Precinct
2) Charles St WWPS viewing platform
3) Feldwick drain land exchange and linkage
4) Reserves naming process
5) The Pines Beach Entrance reserve
6) Land divestment transactions process

4.8. The diagrammatic summary schedule of planned key project completion dates is attached to this report, and is included in the Implementation Plan and published on the Regeneration website.

4.9. Key current capital projects scheduled to be completed in the current financial year are shown in Table 2.

Table 2: Summary of current year capital projects

Project	Status
Enabling works and Beswick SMA	On track
Community BMX	On track
Dog Park	On track
Jones Street Upgrade	On track
Boat ramp Pontoon and interim dredging	On track
The Pines Beach Entrance	Behind Programme
Honda Forest (stage 1)	On track
Charles Street Viewing Platform	Behind programme (delivery only deferred)
Rowing Precinct	Behind programme

Key Actions or Items Requiring Resolution

4.10. Other than the above; key items requiring resolutions are:

- Heritage & Mahinga Kai co-governance establishment and project plan
- Rural land uses establishment
- Project scoping for:
  - Landscaping of War Memorial Area
  - Landscaping of Williams Street Bridge corner (Riverside Church & 131 Williams St area)
- Rowing precinct
- Sports fields clubrooms business case
- Retained Roads upgrades – potential budget shortfall (separate report)
- Development of Kaiapoi River Wharf & Marine Precinct Operations Plan and Policy

Financial

4.11. A summary of current budget is shown below.

District Regeneration current programme value (all years)	$17.7M (excl. Memorial Gardens)
District Regeneration programme value (all years)	$19.5M (incl. Memorial Gardens)
Kaiapoi River Wharf & Marine Precinct programme value (all years)	$9.0M

4.12. Recent additions to regeneration budgets (since 2018-2028 LTP) are shown in Table 3.

Table 3: Summary of additions to District Regeneration activity budget since 2018 LTP

Amount	Purpose
$50,000	Pines Beach Hall demolition
$210,000	Honda Forest (multi-year, externally funded)
$100,000	Charles Street Viewing platform (transfer from EQ Recovery – Wastewater)
$600,000	Kaiapoi East Retained Roads Upgrades (transfer from EQ Recovery – Roading)

4.13. Overall Regeneration programme expenditure vs budget is tracking behind. This is due largely to the initial front-loading of planned expenditure arising from budgets established before the recovery plan was completed (2015 LTP) and before the District Regeneration full programme planning and budgeting was complete. Actual expenditure is expected to catch up to planned expenditure in the second half of 18/19 financial year as more physical works get underway and contracts payments begin to increase.

4.14. An updated summary of Kaiapoi River Wharf and Marine Precinct programme financial tracking has not yet been completed and is not included in this report. This will be included in the next report, and will include updates of estimates for the key outstanding projects such as the Riverview pontoon and the Kaiapoi River Capital dredging. The current Riverview Terraces and boardwalk project is forecast to be delivered on budget. The current Boat-ramp pontoon project is forecast to be delivered on budget.

4.15. A summary of the District Regeneration activity expenditure to date compared to budget, for all years to date (including current part year) is shown in Table 4.

Table 4: District Regeneration Activity Summary of Expenditure to date vs Budget (figures in $000's)

	16/17	17/18	18/19	18/19 YTD	Cumulative to date
Operational Budget	**768**	**610**	**643**	**321.5**	**1699.5**
Operational Expenditure (to date)	*734*	*673*		*334*	*1741*
	(96%)	*(110%)*		*(104%)*	*(102%)*
Capital Budget (incl carryovers)	**0**	**1503**	**4470**	**2235**	**3738**
Capital Expenditure (to date)	*0*	*176*		*820*	*996*
	(100%)	*(12%)*		*(37%)*	*(27%)*
Total Budget	**768**	**2113**	**5113**	**2556.5**	**5437.5**
Total Expenditure	*734*	*849*		*1154*	*2737*
	(96%)	*(40%)*		*(45%)*	*(50%)*

4.16. Current year expenditure compared to full year and year-to date budget is shown in Table 5. This also shows the current planned carryovers at year end to the 19/20 financial year budgets. The proposed carryover includes forecast unspent/underspent amounts at financial year end, as well as carryover of full budget for any multi-year projects that aren't planned to complete in the current year (per Finance department principles).

Table 5: District Regeneration Activity Summary of current year expenditure (figures in $000's)

	Budget	Exp YTD	Forecast exp at year end	Planned carryover to 19/20
Operational	643	334	654	n/a
Capital Projects	4470	820	3140	2771
Total	5113	1154	3794	n/a
Year to date figures	2557	1154	n/a	n/a

4.17. Some of the projects listed in the District Regeneration activity are currently un-funded / un-budgeted. These are:

- Memorial Gardens (beyond the term of the current Long term Plan so not in current approved programme budget)
- Cycle Training Track
- Community Studio Spaces
- Maritime Heritage Precinct
- Historic Railway Station Precinct
- Earthquake Memorial
- Petanque Court and jetty

Regulatory

4.18. The delivery of the programmes require a number of regulatory approvals and authorities. These will potentially increase as more projects are delivered or new land uses and activities arise (e.g. in the rural areas and mixed use business areas). The summary of current resource consents are shown in Table 6.

Table 6: Summary of Resource Consents (quantity)

	Total	Surrendered / complete	Issued- Active	Applied- in processing	Yet to apply
Regeneration - ECan	8	0	8	0	0
Regeneration - WDC	3	0	1	1	1 (sports)
Marine – ECan	20	7	8	5	0
Marine - WDC	7	4	2	1	0
Totals	**38**	**11**	**19**	**7**	**1**

The table above summarises only the resource consents WDC hold for District Regeneration programme, and excludes other Earthquake Infrastructure Recovery programme consents, or other bylaws / authorities.

4.19. WDC currently hold global archaeological authorities for the development works in the regeneration areas.

4.20. A cultural values report has been received, to inform the development projects. Cultural impact assessments and/or project reviews are also commissioned with Mahaanui Kurataiao Ltd for specific projects.

General Operational Matters

4.21. Land Management

4.21.1. The regeneration areas land is currently owned by The Crown. Land Information New Zealand (LINZ) act as agents for the Crown in Waimakariri regeneration matters.

4.21.2. WDC currently hold an interim lease on all of the regeneration areas identified for eventual divestment from the Crown to WDC (approximately 80 hectares). This allows WDC to begin to implement the land uses and activities; and facilitates commencement of survey, investigation and construction activities, in advance of the land divestment.

4.21.3. WDC currently undertake the greenspace maintenance on this leased land. This includes the general vegetation control, security patrols, fencing, spraying and dealing with rubbish etc. From the 17/18 year onwards the vegetation control is undertaken as part of the Greenspace Activity. The general maintenance day-works are funded from the District Regeneration Activity budgets.

4.21.4. A number of one-off events have utilised the regeneration area lands for events:

- Kaiapoi Christmas Carnival
- Kaiapoi River Carnival (forthcoming – February 2019)
- St Bartholomews Church carnival

Permission for these interim uses is sought from LINZ under the terms of the WDC interim lease.

4.21.5. A number of sub-leases or Licences to occupy have been established by WDC under the terms of the WDC/Crown interim lease, to community groups:

- Waimakariri Sailing and Power Boat Club
- Kaiapoi Food Forest Trust
- All About Bees Club (North Canterbury)

4.21.6. In addition there have been a number of unsolicited expressions of interest received for lease of land in the Private Lease areas at the Pines Beach, and the Rural areas in Kaiapoi. The Regeneration Steering Group has deferred decisions on granting leases until further decisions are made on the preferred land uses and activities in these areas.

Communications & Engagement

4.22. Communications and engagement activities are covered in the regular monthly report to the Regeneration Steering Group, which are included in the agendas and minutes circulated to Strategic Partners as well as being made available on the Regeneration website.

4.23. The regeneration core project team are responsible for the District Regeneration related communications and engagement matters, and maintain the Regeneration website.

4.24. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Views of key stakeholder groups and organisations are sought as applicable on specific projects, in line with the Participation Strategy and as referred to in the ongoing specific project design reports to the Regeneration Steering Group.

5.2. Wider Community

5.2.1. Community views were sought through the extensive consultation undertaken during the development of the Recovery Plan. Further consultation was undertaken on the regeneration activity proposals and budgets within the 2018-2028 Long Term Plan special consultative procedure.

5.2.2. Ongoing community consultation on specific projects is undertaken in line with the principles outlined in the Participation Strategy, and as directed by the Regeneration Steering Group.

5.2.3. Summaries of monthly communications and community engagement activity are included in the Monthly communications report to the Regeneration Steering Group.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. District Regeneration is a distinct Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'.

6.1.2. The Kaiapoi River Wharf Riverbanks and Marine Precinct programme is included under the 'Earthquake Recovery – Recreation' Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'.

6.1.3. Financial summaries are included in Section 4.

6.2. Community Implications

6.2.1. The community in general are keen to see the Regeneration programme implemented and the former red zone areas restored to active use.

6.2.2. In the course of the implementation phase, there will be some negative effects on parts of the community, principally arising from construction works effects, or changes to networks (e.g. road layouts, utilities temporary shutdowns). These potential effects will be managed through project management practices and implementation strategy.

Examples of this are early engagement, reverse sensitivity consideration, inclusion of buffer zones/strips, strategic planting, designated haul routes, restricted working hours, good project communications and opportunities for participation, careful contractor selection, environmental control measures for maintenance and construction activities, and wider implementation team buy-in.

6.2.3. A number of private properties remain within the former red zone areas. The core project team regularly interact with these parties.

6.2.4. The community are kept informed of progress through multiple communication means, as outlined in the Communications section of this report. This includes district-wide communications to ensure that the whole district is informed of high-level regeneration matters and updates.

6.2.5. The regeneration core project team maintain a local presence through the course of project site visits, which often provide the opportunity to meet and interact with the community.

6.3. Risk Management

6.3.1. Current main risks to the programme are:

a) Unknown/unforeseen ground conditions – contamination, geotechnical conditions uncertainty, water table, physical features

b) Environmental effects management – ongoing. High risk river works coming up on both Beswick SMA and the various river projects (particularly dredging). Dust control, traffic, runoff, construction noise. Risk of damage, public / external complaints, consent conditions breach.

c) Dredging resource consent – processing delay, multiple queries.

d) Budget risk on retained roads

e) Topsoil variations on enabling works sports fields – budget risk

f) Time pressure - Design and construction progressing in advance of assessment of full assessment of options for rural area land uses

g) Natural Hazards – fire, flooding, sea level rise, earthquakes and liquefaction risk of delays or damage to assets (including land and completed projects)

h) Public safety – uncontrolled access to regeneration areas increasing risk of harm

6.3.2. The regeneration core project team maintain a risk register which is reviewed for major risks on a monthly basis, and more fully at the Regeneration Project control Group on a quarterly basis.

6.4. Health and Safety

6.4.1. Core project team and staff health and safety is managed through adherence to the WDC Health and Safety policy and management systems. This includes considerations such as workplace safety and staff welfare, safe working in the field, training, safe driving, and contractor health and safety, among others.

6.4.2. Staff undertaking regular on-site construction monitoring or project management have specific safety training, including Site-Safe qualification.

6.4.3. Public health and safety is managed through maintenance of the land and provision of fencing and appropriate signage. The undeveloped regeneration areas are generally used as informal recreation space by the community.

6.4.4. As part of the Enabling works project, a campaign to educate the public to keep out of the working site area was undertaken.

6.4.5. Contractor health and safety is managed through project management principles, and WDC health and safety system policy, tools, and processes. This includes consultants working in the field, and contractors undertaking construction activities.

6.4.6. Contractors and consultants, including consulting project managers, undertake regular routine site inspections and provide site auditing reports, and incident reports as necessary.

6.4.7. In the last reporting period, no serious harm related incidents have occurred. Future reports will include a more detailed breakdown of any accidents or incidents reported.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

- Greater Christchurch Regeneration Act 2016
- Local Government Act 2002

7.3. Community Outcomes

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- The community's cultures, arts and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality
- Transport is accessible, convenient, reliable and sustainable
- Businesses in the District are diverse, adaptable and growing

7.4. Delegations

7.4.1. The Regeneration Steering Group has governance oversight for the District Regeneration programme. The delegated authority of the Regeneration Steering Group is outlined in the Terms of Reference for the Steering Group and the associated Functional relationships and Decisions Making Framework (included within the Implementation Plan).

Implementation of the Waimakariri Residential Red Zone Recovery Plan

Progress Summary January to December 2017

Governance / Partners / Operations

- Established the Regeneration Steering Group (which includes the full Kaiapoi-Tuahiwi Community Board) for governance of implementation phase of the Waimakariri Recovery Plan. The Regeneration Steering Group have also assumed the governance responsibilities of the former Kaiapoi Riverbanks Steering Group (now disestablished).
- Established the Regeneration Project Control Group comprising of Council Asset Managers. The PCG's purpose is to guide, enable and monitor the implementation of the Recovery Plan and provide asset management oversight and cross-Council buy-in.
- Established the Kaiapoi Marine Precinct Project Control Group to guide, enable and monitor the implementation of the Kaiapoi River Wharf and Marine Precinct programme.
- Formed Regeneration Core Project Team, responsible for implementation of the Recovery Plan and Marine Precinct programme (comprising Programme Manager, Project Administrator, 2 x Landscape Architects / Planners, Communications and Engagement Advisor).
- Developed the Participation Strategy, which sets out the framework for community participation for the implementation of the Recovery Plan.
- Working with LINZ on the Implementation Framework and the principles of the Land Divestment Plan and associated terms.
- Interim lease agreement signed with LINZ for early access to 68 hectares of Crown-owned regeneration area land (mainly in Kaiapoi West, East and South), to enable Council to progress water and sewer repairs, and roading projects.
- Development of operational programme and land management systems e.g. land information management, service requests from the community for maintenance of the regeneration areas.
- Maintenance (e.g. mowing) of the land in the regeneration areas (in Kaiapoi West, East, South, and parts of The Pines Beach). This was previously undertaken by LINZ.
- Engagement with Te Ngāi Tūāhuriri Rūnanga through Mahaanui Kurataiao Ltd and the Matapopore Charitable Trust. This includes seeking a Cultural Values Statement for the regeneration areas and specific projects.
- Establishment of a project team to refresh the Kaiapoi Town Centre Plan. The Kaiapoi Town Centre Plan 2028 will include the proposed mixed-use business areas in Kaiapoi West, East and South.
- Council approved a $20,000 grant to Te Kōhaka o Tūhaitara Trust to enable the Trust to undertake business planning in anticipation of the divestment of land in The Pines Beach and Kairaki.
- Council granted a Licence to Occupy to the Kaiapoi Food Forest Trust to establish and maintain a food forest in Kaiapoi East. Council approved $30,000 for 2017/18 to enable the Trust to implement year 1 of their management plan. Assisting the Trust with development plans and works on site.
- Council granted a Licence to Occupy to the Waimakariri Power Boat and Sailing Club for the use of regeneration land next to their facility in Kairaki, for boat rigging and storage.
- Engaged with other non-Council utility providers on the decommissioning of redundant services within the regeneration areas (e.g. power and telephone infrastructure).
- Engagement with Heritage New Zealand and an archaeologist for seeking an authority for works in the Kaiapoi East Regeneration Area.

Planning and design

- Development of an Implementation Plan (ongoing) - comprising the strategies and plans outlining how the Council will implement the land uses and activities in the Recovery Plan.
- Development of a District Plan Strategy (ongoing), which forms part of the Implementation Plan, and informs future District Plan zones for the regeneration areas (due for consultation in 2018).
- Design and consultation progressing on providing permanent infrastructure services to the private properties in the regeneration areas.
- Working on the design for the Kaiapoi East sports fields development, including engagement with Kaiapoi Rugby League and Kaiapoi Softball Clubs.
- Reserves Master Plan - planning work continues, including the design of the new reserves and activities (e.g. the dog park, walking and cycling tracks), the vesting of reserves and reserve naming (all due for consultation in 2018).
- Development of a Horizontal Infrastructure Strategy which details the roads to be stopped and built, plans for decommissioning utilities no longer needed, a stormwater management strategy, and earthquake repair works in the regeneration areas (e.g. the repair of Courtenay Drive scheduled for early 2018).
- Developing concept plans for a dog park (for consultation 2018).
- Working on establishment of leasing and interim uses framework for private leases of rural areas.

Infrastructure rebuild

- Two new wastewater pumping stations were completed in Kaiapoi South.
- New water mains were installed in Kaiapoi East.
- Repair of the wastewater mains in Kaiapoi East and Kaiapoi South.
- Design and consultation on the rebuild of Courtenay Drive in Kaiapoi South, and the new road link in Kaiapoi East. Contracts for these works will be awarded in 2017, and the physical works are due to begin in January 2018.
- Master-planning of the stormwater scheme is underway. In conjunction with this a bulk earthworks package will be developed including a terrain plan and soil budget.

Consultations and communications

- Community consultations undertaken for;
  - the road design of the new road link in Kaiapoi East
  - the road design for the rebuild of the earthquake damaged parts of Courtenay Drive, Charters Street and Wyber Place
  - Road access options to the Kaiapoi East sport and recreation reserve
- Regular Regeneration public communications;
  - website – a key source of Regeneration information
  - videos
  - advertorials and advertisements - in the Kaiapoi Advocate and Northern Outlook
  - e-newsletters – online sign up to receive the newsletter
  - information signboard in Kaiapoi – located in a public space in the town centre
  - digital screen installed in Ruataniwha Kaiapoi Civic Centre – a mix of static slides and video
  - facebook
  - editorials – Kaiapoi Advocate, Northern Outlook, North Canterbury News
- Updating the Minister for Greater Christchurch Recovery and the Greater Christchurch Partnership each month with Waimakariri Residential Red Zone Recovery Plan Implementation Updates.

Budgets and funding

- Development of overall programme budget and expenditure plan for input into Council's Long Term Planning LTP 2018 – 2028 process.
- Honda TreeFund – application submitted for native trees in the recreation and ecological linkages in the Kaiapoi East and South Regeneration Areas.

Kaiapoi Marine Precinct Plan:

- Reinstatement of the Kaiapoi Wharf riverbank area, including roads, services and landscaping, incorporating the newly built Coastguard building.
- Development of riverbanks adjacent to Ruataniwha Kaiapoi Civic Centre – steps, seating, fishing platforms.
- Design and planning of the Kaiapoi riverbank from Williams Street to Kaiapoi Wharf – Riverview Terraces, boardwalk and floating pontoons. Geotechnical testing, surveys and applications for necessary archaeological authorities, resource consents and permits under the river protection bylaws.
- Riverview private development – ongoing communications with the developers and their consultant team to coordinate timeframes and construction staging with Council-led projects.
- Developing concept plans for a new rowing base at Murphy Park.

District Regeneration

Progress Summary January to December 2018

Governance, Partners, Operations Management

- Continued programme governance through 2018 from the Regeneration Steering Group, Council and relevant Committees, and the Kaiapoi-Tuahiwi Community Board
- Ongoing management supervision from the Regeneration Project Control Group, the Marine Precinct Project Control Group, and the Earthquake Infrastructure Recovery Steering Group
- Ongoing monthly reporting to the Minister for Greater Christchurch Regeneration, and the Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC)
- Land Divestment agreement between Waimakariri District Council and the Crown was developed and signed by all parties
- Ongoing engagement with Te Ngāi Tūāhuriri Rūnanga and project engagement with Mahaanui Kurataiao Ltd and Matapopore Charitable Trust
- Licence to occupy agreed with AA Bees Club for establishment of bee-hives in the Kaiapoi East Regeneration Area
- Ongoing support to the development and maintenance of the Kaiapoi Food Forest (operated by the Kaiapoi Food Forest Trust)
- Greenspace maintenance and management of the regeneration areas under the interim lease terms; including mowing and vegetation control, security, fence management, and service requests resolution
- General programme and project management duties including procurement, progress tracking, risk management, financial tracking, contract administration, construction observation and quality control, health and safety management, training and skills development.

Planning and Design

- Implementation Plan first-draft issued to the strategic partners
- Reserves Master Plan for Kaiapoi Regeneration Areas developed, consulted on, and adopted
- Kaiapoi Town Centre Plan '2028 and Beyond'; developed, consulted on, and adopted
- Further detailed site geotechnical and contamination investigations completed; Site Management Plans (for earthworks) developed and adopted for each regeneration area
- Global Archaeological Authorities obtained from Heritage New Zealand Pouhere Taonga for all regeneration areas
- Global earthworks and stormwater resource consents obtained
- Working on development of a rural land use assessment framework and process, to ensure appropriate use of the rural areas
- Design underway on a number of key projects:
    - Sports fields, softball diamonds, changing rooms, car-parking and landscaping
    - Community BMX track
    - South of Cass recreation and ecological linkages, including the Honda Forest
    - Murphy Park rowing precinct
    - Charles Street pump station viewing platform

Infrastructure Rebuild

- Planning and design for permanent repairs to Jones Street, including provisions for future mixed-use business activities
- Planning and design for Kaiapoi East retained road upgrades (Charles, Jollie, Cass and Hall Streets)
- Planning for Feldwick catchment stormwater management
- Commencement of repairs to Kaiapoi South mixed-use business area stormwater network
- Infrastructure projects completed:
    - Water network earthquake recovery programme now completed
    - Wastewater network earthquake recovery programme now completed
    - Permanent infrastructure services provision to private property owners in the regeneration areas completed
    - Kaiapoi East access road (Feldwick Drive) completed, along with associated works in Gray Crescent Reserve
    - Courtenay Drive road rebuild and associated redundant roads decommissioning
    - Repairs to Moore Street, Blackwell Crescent, and Bracebridge Street completed
    - Dudley Drain enhancement works completed

General Construction Works

- Enabling works and Beswick Stormwater Management Area contract works underway – including site clearances, earthworks, buried infrastructure decommissioning, redundant road removals, construction of a stormwater wetland area and drainage

Communications and Engagement

- Regular Regeneration public communications:
    - Website content updates
    - E-newsletters (monthly)
    - Print advertorials (quarterly)
    - Local signboard
    - Videos (quarterly)
    - Weekly updates to Councillors and staff
    - Dedicated digital information slide display at Ruataniwha Kaiapoi Civic Centre
    - Project information updates on district-wide digital displays at service centres and libraries
    - Project information updates, newsletters, start work notices, and drop-in sessions
- Community consultations undertaken for:
    - Kaiapoi Town Centre Plan, 2028 & Beyond
    - Kaiapoi Reserves Master Plan
    - Murphy Park rowing precinct concept design
- Participation at Kaiapoi Christmas Carnival
- Opening events and celebrations:
    - Feldwick Drive road opening
    - Signing of the divestment agreement with the Crown
    - Establishment of the Honda TreeFund Agreement with Honda New Zealand

Kaiapoi River Wharf & Marine Precinct Development

- Kaiapoi Riverview Terraces and Boardwalk construction well underway, due for completion February 2019
- Kaiapoi river wall upgrade works and pontoons piling works completed
- Contract let for boat-ramp pontoon installation, due for completion February 2019
- Procurement activities and resource consent applications for Riverview pontoon and capital dredging contracts, for construction mid-2019.

RECOVERY PLAN - IMPLEMENTATION STRUCTURE - Done/In Progress

Key

✓ Done

☺ In Progress

RECOVERY PLAN ✓

IMPLEMENTATION FRAMEWORK ✓

(IMPLEMENTATION GROUP)

LAND DIVESTMENT PLAN ✓

(LINZ/WDC/TKTT)

- STATUTORY PLANNING STRATEGY ☺
- HORIZONTAL INFRASTRUCTURE STRATEGY ✓
- LAND INFORMATION COLLECTION ☺
- PROGRAMME/STAGING SCHEDULE ✓

OUTCOMES

- DIVESTMENT TEAM ✓
- DIVESTMENT TERMS & CONDITIONS ✓
- LAND DIVESTMENTS ☺
- MAINTENANCE CONTRACTS AMENDMENTS ✓
- GIS/ASSET REGISTER UPDATES ☺
- ROAD NETWORK & ROAD STOPPING PLAN ✓
- DISTRICT PLAN CHANGES (IF NEEDED) ☺
- UTILITY DECOMMISSIONING PLAN ✓
- UTILITY EASEMENTS
- NEW RESERVES

IMPLEMENTATION PLAN ✓

(WDC)

- GOVERNANCE STRATEGY ✓
- PARTICIPATION STRATEGY ✓
- MIXED-USE BUSINESS STRATEGY ✓
- RESERVES & NAMING STRATEGY ☺
- COMPLEMENTARY PROJECTS ☺
- FUNDING STRATEGY ✓
- LEASING, INTERIM USE & MAINTENANCE STRATEGY ☺

(RSG / IG LEVEL APPROVALS)

OUTCOMES

- REGENERATION STEERING GROUP ✓
- PARTICIPATION MATRIX ✓
- STORMWATER STRATEGY ☺
- RESERVE MANAGEMENT PLANS
- RESERVE MASTER PLANS ✓
- MIXED-USE BUSINESS MASTER PLAN ✓
- LEASES & INTERIM USES ☺
- DISTRICT WIDE/STRATEGIC COMMS & ENGAGEMENT PLAN ✓
- MIXED-USE BUSINESS ACTIVATION STRATEGY

PROJECTS THAT INFLUENCE RECOVERY PLAN IMPLEMENTATION:

- KAIAPOI TOWN CENTRE 2028
- DISTRICT DEVELOPMENT STRATEGY
- DISTRICT PLAN REVIEW
- NATURAL HAZARDS PLAN CHANGE
- RIVER REHABILITATION
- EQ INFRASTRUCTURE RECOVERY PLAN
- LEASING POLICY DEVELOPMENT

(RSG LEVEL APPROVALS)

OTHER COUNCIL PROJECTS TO BE DELIVERED VIA THE RECOVERY PLAN PROGRAMME:

- WHARF & MARINE PRECINCT ☺
- KAIAPOI RIVERBANKS ☺
- MURPHY PARK & ROWING PRECINCT ☺
- ADJOINING COUNCIL RESERVES

MONITORING PLAN

(IMPLEMENTATION GROUP)

(WDC)

EXTERNAL

INTERNAL

PROGRAMME MANAGEMENT PLAN

(WDC CPT)

- PROJECT TEAM STRUCTURE ✓
- WORK BREAKDOWN STRUCTURE ✓
- PROGRAMME SCHEDULE (DETAILED) ☺
- RISK MANAGEMENT PLAN ☺
- DOCUMENT CONTROL PLAN ✓
- FINANCIAL MANAGEMENT PLAN ☺
- DELIVERY & PROCUREMENT PLAN
- REGULATORY PROCESSES

(PCG LEVEL APPROVALS)

OUTCOMES

- RESPONSIBILITIES MATRIX ☺
- PROJECT DATABASE ☺
- RISK REGISTER ✓
- PROJECT EXECUTION PLANS ☺
- COMMUNICATION & ENGAGEMENT PLANS ☺
- QA PROCESSES
- CONTRACT DOCUMENTATION ☺

(CPT LEVEL APPROVALS)

PHYSICAL WORKS ☺

EXTERNAL

INTERNAL

RECOVERY PLAN - IMPLEMENTATION PLAN (EXPLANATION)

REVISION IN PROGRESS (24/1/2017)

RECOVERY PLAN
The Waimakariri Residential Red Zone Recovery Plan (approved December 2016).

IMPLEMENTATION FRAMEWORK
Required by the Recovery Plan.
To be jointly prepared - Crown and Council.
A framework setting out joint objectives and actions, and clarifying roles and responsibilities for the different parties.

LAND DIVESTMENT
The process through which the Crown transfers the land affected by the Recovery Plan to Council and the Te Kōhaka o Tūhaitara Trust.

IMPLEMENTATION PLAN
Required by the Recovery Plan. To be prepared by Council. This is a public, 'living' document.
A plan detailing how Council will implement its agreed actions from the Implementation Framework and the agreed land uses in the Recovery Plan.

LAND INFORMATION COLLECTION
Collection of baseline information to support the implementation of the Recovery Plan. Could include a topographical survey, archaeological/heritage survey, cultural assessment, ecological survey, and soil and contaminated land survey.

GOVERNANCE STRATEGY
Sets out the decision making structure for the implementation of the Recovery Plan.

PROGRAMME SCHEDULE/STAGING
A schedule setting out the implementation stages and timing for the Recovery Plan.

PARTICIPATION STRATEGY
Sets out how the community can be involved in the implementation of the Recovery Plan. This includes communications and community engagement.

MONITORING PLAN
Sets out how Council will monitor the implementation of the Recovery Plan.

MIXED-USE BUSINESS STRATEGY
Sets out how Council will plan the mixed-use business areas including determining the make-up of mixed use, options for lease or sale to third parties and integration with other town centre activities. This strategy will be prepared in conjunction with the Kaiapoi Town Centre Plan refresh.

ROADING & UTILITIES STRATEGY
Sets out how Council will implement the road and utilities aspects of the Recovery Plan. It will include aspects such as the decommissioning of utilities, road stopping, any new roads, stormwater management, and management of underground services.

RESERVES AND NAMING STRATEGY
Sets out how Council will implement the reserve aspects of the Recovery Plan. It will include aspects such as Reserves Act 1977 processes including declaring land as reserve, preparation of reserve management plans, and the process for reserve naming.

COMPLEMENTARY PROJECTS
Council projects that are not being delivered as part of the Recovery Plan programme. These projects could influence, or be influenced by, the implementation of the Recovery Plan.

STATUTORY PLANNING STRATEGY
Sets out how Council will determine the most appropriate District Plan provisions to enable the implementation of the Recovery Plan.

FUNDING STRATEGY
Sets out how Council will fund the implementation of the Recovery Plan. This includes alternative funding sources and future applications to the Long Term Plan.

LEASING STRATEGY
Sets out Council process for leasing land within the Recovery Plan area, and how these will be managed.

INTERIM USE AND MAINTENANCE STRATEGY
Sets out how Council will manage interim uses in the and the maintenance of regeneration areas once they are divested from the Crown.

OTHER COUNCIL PROJECTS
These projects are not part of the Recovery Plan but have synergies with the Recovery Plan. These projects will be delivered via the Recovery Plan programme.

EXTERNAL
External (public) implementation processes/documents

INTERNAL
Internal management processes/documents

PROGRAMME MANAGEMENT PLAN
An internal plan that sets out how the Recovery Plan programme will be managed.

PROJECT TEAM STRUCTURE
Sets out the structure for the Council project team responsible for implementing the Recovery Plan.

WORK BREAKDOWN STRUCTURE
Identifies the individual projects required to implement the Recovery Plan.

PROGRAMME SCHEDULE (DETAILED)
Sets out the detailed programme schedule (timing) for each of the individual projects identified in the work breakdown structure.

RISK MANAGEMENT PLAN
Sets out how Council will manage the risks arising from implementing the Recovery Plan. This includes addressing health and safety.

DOCUMENT CONTROL PLAN
Sets out how Council will manage the documentation associated with implementing the Recovery Plan.

FINANCIAL MANAGEMENT PLAN
Sets out Council budgets for individual recovery plan projects identified in the work breakdown structure.

DELIVERY & PROCUREMENT PLAN
Sets out how Council will deliver the implementation of the Recovery Plan including the procurement of goods and services.

REGULATORY PROCESSES
Sets out Councils approach to meeting consent requirements under the RMA and Building Act, and any other relevant legislation.

PHYSICAL WORKS

Regneration projects summary 23/01/2019

			Complete d	Ongoing/ recurring	On/ahead of programme	Behind programme/ concerns	Not started
Operational Project List/Summary		**9**	**4**	**3**	**1**	**1**	**0**
	Recovery Plan		1				
	Programme Managemen & General Operations			1			
	Implementation Framework		1				
	Land Divestments					1	
	Implementation Plan		1				
	Montoring and Reporting			1			
	Land Management and Administration			1			
	Kaiapoi Reserves Master Plan		1				
	Signage strategy				1		
	Not included:						
	KTC plan						
Capital Project List/Summary		**36**	**6**	**2**	**7**	**3**	**18**
	Area wide reports/investigations/consents		1				
	Enabling works package				1		
	Private lease areas			1			
	Rural areas			1			
Rec and eco	Feldwick Drain linkage					1	
Rec and eco	Gray Crescent reserve reconfiguration						1
Rec and eco	North of Cass/ community event space						1
Rec and eco	South of Cass (excl Honda forest)				1		
Rec and eco	Feldwick rural area linkage						1
Rec and eco	Courtenay Esplanade link						1
Rec and eco	Courtenay West Linkage						1
Rec and eco	Courtenay North Linkage						1
Rec and eco	Dudley Drain Linkage						1
Rec and eco	The Pines Beach/Dunns Ave Linkage Reserve					1	
	Old Pines Beach Hall Demolition		1				
Rec and eco (unbudgeted/separate budg	Kairaki Boat Club Carpark		1				
Rec and eco (unbudgeted/separate budg	Honda Forest				1		
Rec and eco (unbudgeted/separate budg	Cycle Training Facility / Blackwell Crescent						1
	Community Studios						1
	Earthquake Memorial						1
	Kaiapoi Food Forest		1				
	NZMCA Park						1
	Boat Trailer Parking						1
	Dog Park				1		
	Community BMX Track				1		
	Playing Fields and Facilities				1		
	Kirk Street Removal and uplift		1				
	Kaiapoi West Sport and Recreation Reserve						1
	Heritage and Mahinga Kai						1
	Memorial Gardens						1
	Kaiapoi East Retained Roads Upgrades				1		
	Decommissioning 3rd party utilities		1				
Adj reserves	Charles St WWPS Viewing Platform					1	
Adj reserves	Maritime Heritage Precinct						1
Adj reserves	Railway Station Precinct						1
Adj reserves	Pentanque Court & Jetty						1
	Not included:						
	MUBA development						

Kaiapoi River Wharf & Marine Precinct Summary

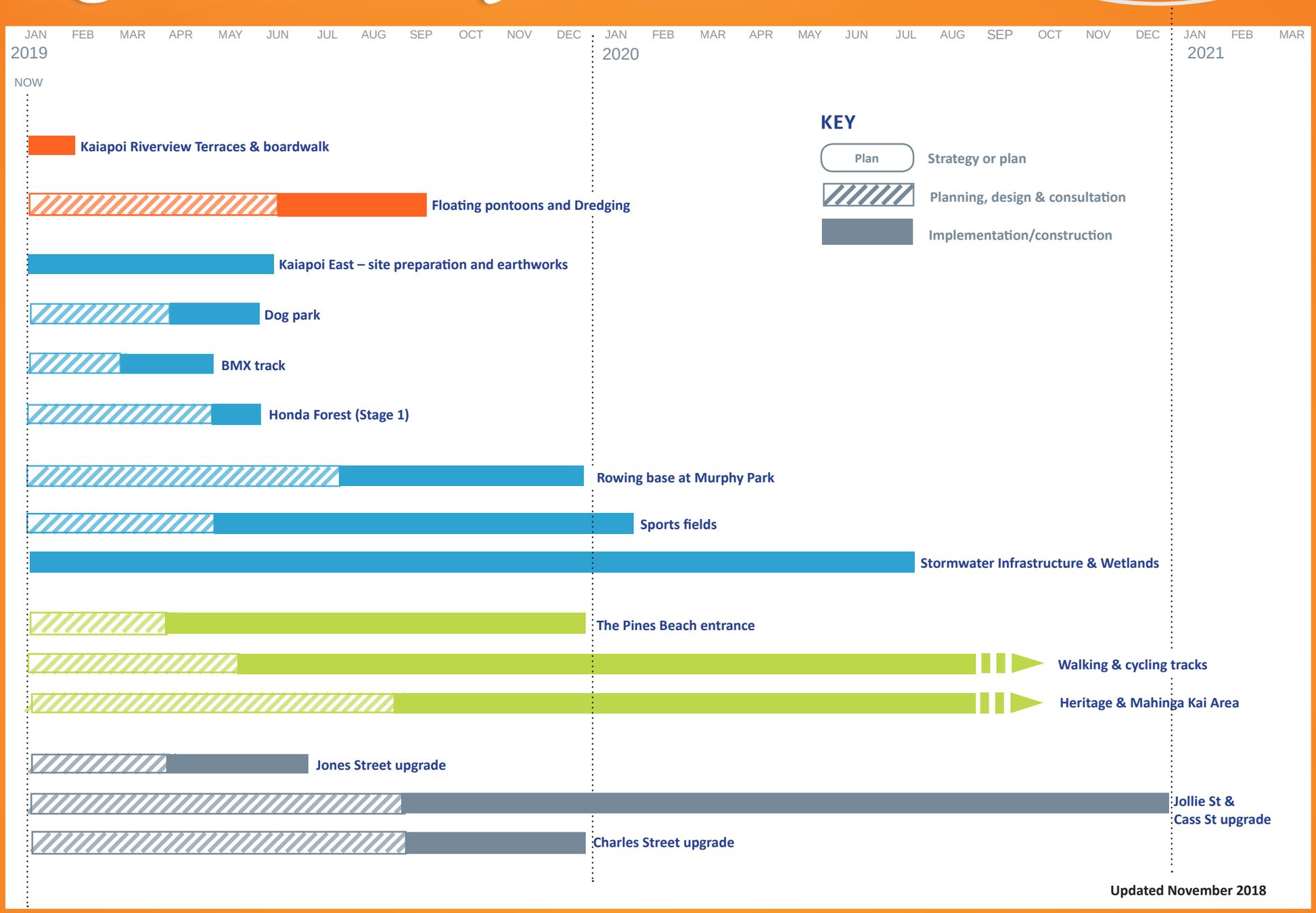
			Complete d	ongoing/ recurring	on/ahead of programme	behind programme/ concerns	Not started
Capital Projects List/Summary		**16**	**9**	**0**	**3**	**1**	**3**
	Previous Workstages (e.g. EQ Repairs, scoping, investigations, wharf shed demo, coastguard building/stopbank, original marina concepts)		1				
	Downstream Wharf Deconstruction (incl Railway platform & playground), rock revetment		1				
	Upstream Wharf Strengthening		1				
	Recreation Precinct / Trousellot Park		1				
	MV Tuhoe Wharf Demolition & rock revetment extensions		1				
	Wharf side Civils and Landscaping		1				
	Library Steps and Decks (CEAT funded & direct charged)		1				
	Murphy Park						1
	Rowing Precinct					1	
	Riverview Terraces & Boardwalk				1		
	Pontoon 1 (Riverview) & Marine Precinct Dredging				1		
	River wall Upgrade		1				
	Pontoon 2 (Boat Ramp) - (CEAT funded) and interim dredging				1		
	Riverbanks Walkways		1				
	Williams St Bridge Western Corner Landscaping Design (War Memorial)						1
	North West Corner Landscaping (Trousselot/Riverside church/131 williams)						1

BMX track exlcuded from this particular list to avoid double up

Let's Do...

Regeneration Kaiapoi The Pines Beach Kairaki

Regeneration Project Timeline



WAIMAKARIRI DISTRICT COUNCIL

For further information on the Recovery Plan visit
waimakariri.govt.nz/regeneration

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	RGN-02-01 / 190725104710
REPORT TO:	Regeneration Steering Group
DATE OF MEETING:	Monday, 5 August 2019
FROM:	Duncan Roxborough, Implementation Project Manager – District Regeneration
SUBJECT:	District Regeneration – Progress Report to June 2019
SIGNED BY: (for Reports to Council, Committees or Boards)	Department Manager / Chief Executive

1. SUMMARY

1.1 The purpose of this report is to provide a regular activity summary to those parties overseeing the District Regeneration programme, to allow for monitoring of progress. This report covers progress to end of June 2019 (end of 18/19 WDC financial year), and covers the Regeneration activity, and the Kaiapoi Riverbanks Wharf & Marine Precinct activity, both of which are delivered by the District Regeneration unit.

1.2 At present; of the 70 projects in the combined programmes, approximately 1/3 are complete, 1/3 are underway, and 1/3 are yet to start.

1.3 Total expenditure to date (as at end of June 2018) on the District Regeneration activity is approximately $4.8M. The current approved budget is $17.7M for the full programme (excluding the Memorial Gardens project).

1.4 Total expenditure to date (as at end of June 2018) on the Kaiapoi Riverbanks Wharf and Marine Precinct activity is approximately $7.7M. The current approved budget is $10.2M for the multi-year programme, of which $2.35M sits in the 19/20 year (including work-in-progress carried over from previous years).

1.5 Since the last progress update report in February 2019 (for progress to December 2018); staff have implemented a new monthly capital projects reporting system to Council and/or Committees. Those monthly reports cover reporting against current Annual Plan activity budgets. This progress report to Regeneration Steering Group covers the full multi-year programme including works completed in all years to date, and future projects.

Attachments:

i. Implementation Structure (Trim 170221016575[v2])
ii. Projects summary sheet
iii. Regeneration Project Timeline (summarised – June 2019 update)

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Council:

(a) **Receives** report No. 190725104710.

(b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.

(c) **Circulates** this report to all Boards.

3. BACKGROUND

3.1 The District Regeneration programme covers the Implementation of the land uses and activities identified within the Waimakariri Residential Red Zone Recovery Plan (the 'Recovery Plan'). The District Regeneration unit also oversees the delivery of:

- Kaiapoi River Wharf and Marine Precinct programme (including Riverbanks)
- Murphy Park and Rowing Precinct project
- Adjoining Council Reserves projects

3.2 The draft Recovery Plan was developed by Waimakariri District Council and presented to the Minister supporting Greater Christchurch Regeneration in August 2016, following extensive consultation with the community and strategic partners. The final Recovery Plan was issued by the government in December 2016 and adopted by Council in February 2017. The Waimakariri District Council is the key implementing party for the activities on the land identified to be divested to Council.

3.3 A requirement of the Recovery Plan was for the Waimakariri District Council to develop an Implementation Plan to outline how and when the land uses and activities from within the plan would be implemented. The Implementation Plan is a key document which contains key planning items and supplementary information, and is referred to throughout this report.

3.4 The District Regeneration programme delivery is overseen at a governance level primarily by the Regeneration Steering Group, and at an operational level by the by the District Regeneration Project Control Group (PCG) and the Marine Project Control Group. The membership of these groups is outlined within the Implementation Plan.

3.5 The District Regeneration programme includes coordination with other allied council projects such as:

- Kaiapoi Town Centre Plan Review
- District Development Strategy
- District Plan Review
- Walking & Cycling Strategy
- Kaiapoi River Rehabilitation
- Policy Development

4. ISSUES AND OPTIONS

Programme Summary

4.1. A summary of projects current status and progress for the whole programme is shown in Table 1 and Figure 1 below. Note this includes the Regeneration projects, and the Kaiapoi Riverbanks Wharf & Marine Precinct programme.

Table 1: District Regeneration programmes summary of current project progress/status (June 2019)

	Total	Completed	Ongoing/ recurring	On/ahead of programme	Behind programme/ concerns	Not started
Operational Projects	10	6	3	1	0	0
Capital Projects (Regen)	43	9	2	8	6	18
Capital Projects (Marine)	17	11	0	1	3	2
Total	**70**	**26**	**5**	**10**	**9**	**20**

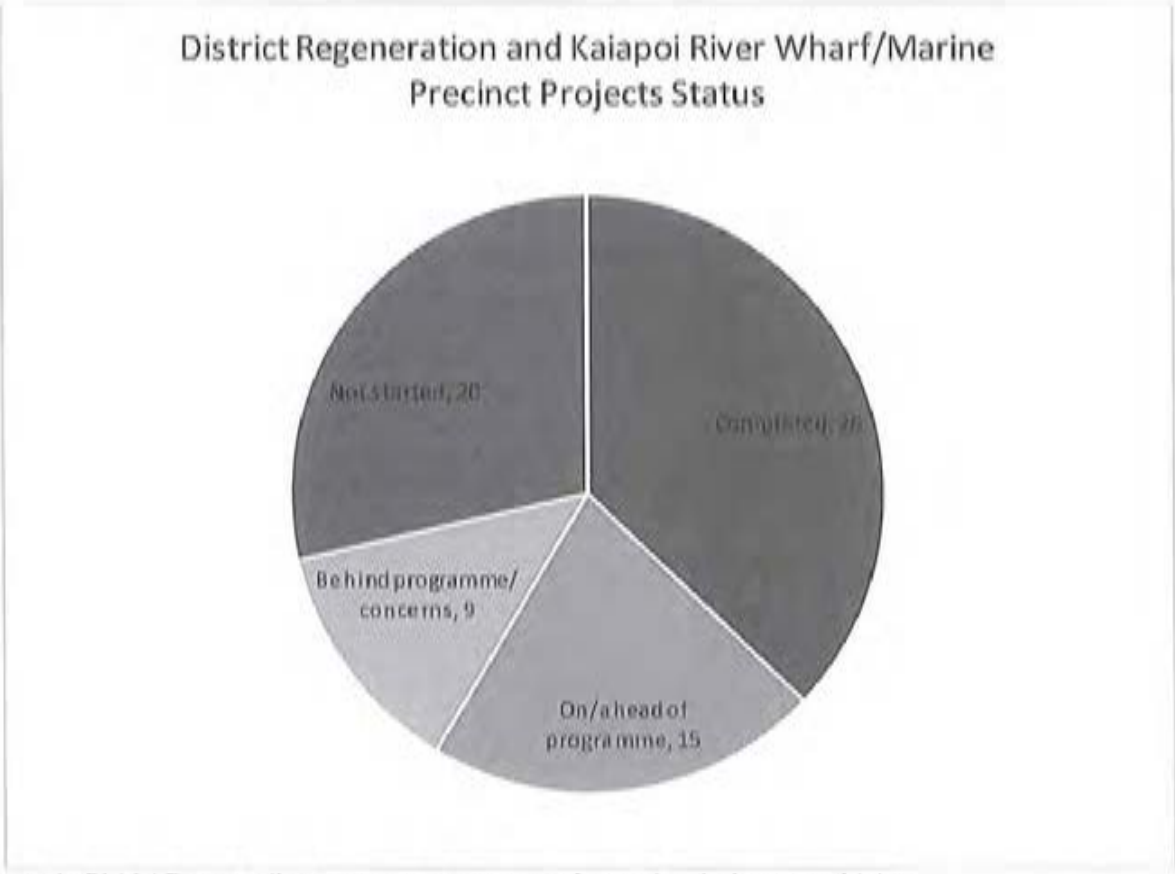


Figure 1: District Regeneration programmes summary of current project progress/status

From these it can be seen that approximately 1/3 of the projects are complete, 1/3 are underway, and 1/3 are yet to start. Refer to attachment ii) for the full project list.

4.2. Clarifications and endorsements to the preceding summary table and figures are as follows:

a) The tables and figures used in this report are for the multi-year programmes, for all years of those programmes. The summary includes projects delivered in previous years, the current year projects, and projects to be done in future years.

b) For the purposes of management and tracking, the overall Programme Management and General Operations management is treated as an ongoing project, as is the monitoring and reporting (including development of monitoring plan), and the land management and administration. The development of the Recovery Plan (from 2016) is included as a project, since the project costs are realised under the Regeneration activity budget.

c) The sports facility development in Kaiapoi east is now treated as a series of projects for the individual elements that are designed, procured, and constructed separately (e.g. changing rooms, softball diamonds etc). This is a different approach to the summary in the previous progress report, but better reflects how the projects are actually managed and delivered.

d) Rural areas is treated as a project; to allow for some investment in development of these areas to enable future land uses, and assess options and proposals for use of this land.

e) The Kaiapoi East Retained roads upgrades are treated as one large project, as all of these roads are anticipated to be designed and built under common contracts.

f) The above summary does not cover the Earthquake Infrastructure Recovery Programme projects, which are covered under separate reports from the Senior Engineering Advisor overseeing that programme.

g) Mixed use business areas development projects are not included in the summary at this stage, but will be added to the programme and project list as these arise over future years. The ongoing activation of the Town Centre and mixed use business areas, and oversight and management of the arising development projects, are not yet included in the District Regeneration programme; but are overseen primarily by the Kaiapoi Town Centre PCG who will report to the Kaiapoi-Tuahiwi Community Board and Council.

4.3. The diagrammatic summary schedule of planned key project completion dates is attached to this report, and is included in the Implementation Plan and published on the Regeneration website.

4.4. Key projects **completed** in the last reporting period include:

1) Implementation plan submitted to Crown (first issue)
2) Land divestments transactions
3) Road dedications/legalisation for Feldwick Drive
4) Riverview Terraces and Boardwalk
5) Boat ramp pontoon and interim dredging
6) Kaiapoi East Enabling Works (site clearances, utilities and roads decommissioning, bulk earthworks, stormwater management area and drainage)
7) Jones Street upgrade
8) Community BMX track
9) Town Centre Kaiapoi South MUBA/ Raven Quay stormwater repairs
10) The Pines Beach stormwater repairs/decommissioning

4.5. Key projects currently **under construction** include:

11) Honda Forest (stage 1)
12) Riverview Pontoon
13) Kaiapoi River marine precinct and navigation channel capital dredging works
14) Sports turfs (contamination remedial works)
15) Recreation and ecological linkages – South of Cass
16) Dog Park

4.6. Key projects currently at **procurement stage** include

1) Feldwick drainage reticulation (final outfall connections to Feldwick Drain)
2) Softball artificial diamonds
3) Sports fields changing rooms

4.7. Key projects currently at the **design stage** include:

1) Kaiapoi East retained roads upgrades
2) Sports fields irrigation
3) Feldwick catchment drainage & SMA
4) Signage strategy
5) Kaiapoi Croquet
6) Honda Forest (stage II)
7) Kaiapoi Riverbanks NW Bridge corner / 137 Williams Street – Landscaping
8) Kaiapoi Marine Precinct management/operations plan and berth management/bookings systems

4.8. Key projects currently at the **planning & investigations stage** include:

9) Kaiapoi Croquet Club new facility
10) Community Studios development
11) Rural areas land uses opportunities assessment

4.9. Key projects currently **on hold or delayed**:

1) Heritage & Mahinga Kai
2) Murphy Park Rowing Precinct
3) Charles St WWPS viewing platform
4) Feldwick drain land exchange and linkage
5) Reserves naming process
6) The Pines Beach Entrance reserve
7) Kaiapoi Riverbanks SW Bridge corner / War Memorial path - Landscaping

4.10. Key current capital projects that were scheduled to be completed in the immediate past financial year (2018/2019) are shown in Table 2.

Table 2: Summary of 2018/19 capital projects

Project	Status
Enabling works and Beswick SMA	Completed
Community BMX	Completed
Dog Park	[illegible]
Sports fields turf establishment	[illegible]
Jones Street Upgrade	Completed
Boat ramp Pontoon and interim dredging	Completed
The Pines Beach Entrance	[illegible]
Honda Forest (stage 1)	Underway - ongoing
Riverview Terraces and Boardwalk	Completed
River Wall Upgrade	Completed
Charles Street Viewing Platform	[illegible]
Rowing Precinct	[illegible]

4.11. Key capital projects that are scheduled to be completed in the forthcoming financial year (2019/2020), where not included in the table above, are shown in Table 3.

Table 3: Summary forecast of 2019/20 capital projects

Project	Status
Kaiapoi East Retained Road Upgrades	On-track
Rec & Eco linkage – Feldwick Drain (and land-swap)	At risk – external delays
Rec & Eco linkage – The Oaks	Not started
Rec & Eco linkage – Kaiapoi South Rural	Not started
Sports Fields – Changing rooms, softball diamonds, irrigation, landscaping	On track – for year end (but at-risk for interim milestone opening date)
NZMCA Park	Tbc
Car & Boat Trailer parking – (now proposed to be brought forward from 20/21 year)	Not started
Honda Forest (stage 2)	On track

Key Actions or Items Requiring Resolution

4.12. Other than the above; key items requiring resolutions are:

- Heritage & Mahinga Kai co-governance establishment and project plan
- Rural land uses establishment
- Project scoping for:
  - Landscaping of War Memorial Area
- Rowing precinct
- Sports fields clubrooms business case
- Kaiapoi Croquet Club relocation agreement, terms, and budget

Financial

4.13. A summary of current budgets for both of the programme covered in this report is shown below.

District Regeneration current programme value (all years)	$17.7M (excl. Memorial Gardens)
Kaiapoi River Wharf & Marine Precinct programme value (all years)	$10.2M

4.14. The budget shown above for the Kaiapoi River Wharf & Marine Precinct programme includes a $350,000 budget contribution from Drainage Activity budgets, for the navigation channel dredging component of the works.

4.15. Recent additions to the budgets (since 2018-2028 LTP) are shown in Table 4. These are on top of budget additions noted in previous progress update report(s).

Table 4: Summary of recent additions to District Regeneration activity budget since 2018 LTP

Amount	Purpose
$1,140,000	Kaiapoi River Dredging and Riverview pontoon (May 2019 tender evaluation report to Council)

District Regeneration Projects Expenditure

4.16. Overall Regeneration programme expenditure vs budget is tracking behind. This is due largely to the initial front-loading of planned expenditure arising from budgets established before the recovery plan was completed (2015 LTP) and before the District Regeneration full programme planning and budgeting was complete. Since the last progress report the actual expenditure has begun to ramp-up in the second half of 18/19 financial year as expected; as more physical works get underway and contracts payments begin to increase. However as a whole the programme expenditure is tracking behind. Details on the progress in the 2018/2019 financial year are covered in the separate monthly capital works reports to Council.

4.17. A summary of the District Regeneration activity expenditure to date compared to budget, for all years to date is shown in Table 5.

Table 5: District Regeneration Activity Summary of Expenditure to date vs Budget (figures in $000's)

	16/17	17/18	18/19	Cumulative to date
Operational Budget	**768**	**610**	**643**	**2,021**
Operational Expenditure (to date)	*734*	*673*	*582*	*1,989*
	(96%)	*(110%)*	*(91%)*	*(98%)*
Capital Budget (incl carryovers)	**0**	**1,503**	**5,070**	**6,573**
Capital Expenditure (to date)	*0*	*176*	*2,588*	*2,764*
	(100%)	*(12%)*	*(51%)*	*(42%)*
Total Budget	**768**	**2,113**	**5,713**	**8,594**
Total Expenditure	*734*	*849*	*3,170*	*4,753*
	(96%)	*(40%)*	*(55%)*	*(55%)*

Note that due to the Council-approved late transfer of $600k of unused roading budget from the Infrastructure Recovery programme (which is now intended to be used for future years projects, but is transferred over in the current year), has skewed the results for Regeneration for this year making the results appear worse than actual.

4.18. Current year expenditure compared to full year and year-to date budget is shown in Table 6. This also shows the current predicted carryovers at year end to the 19/20 financial year budgets. The proposed carryover includes forecast unspent/underspent amounts at financial year end, as well as carryover of full budget for any multi-year projects that aren't planned to complete in the current year (per Finance department principles). This table also retains the forecast expenditure from the last report as at December 2018, for comparison.

Table 6: District Regeneration Activity Summary of current year expenditure (figures in $000's)

	Budget	Exp YTD	Previous Forecast (Dec '18) of exp at year end	Difference	Predicted carryover to 19/20
Operational	643	582	654	(72)	n/a
Capital Projects	5,070	2,588	3,140	(552)	4,735
Total	5,113	3,170	3,794	(624)	n/a
Year to date figures	5,113	3,170	n/a	(624)	n/a

Kaiapoi Riverbanks Wharf & Marine Precinct Expenditure

4.19. An updated summary of Kaiapoi River Wharf and Marine Precinct programme financial tracking was included in a report to Council in May 2019. This report provided an update on budget for the programme to date, provided an overview of tender evaluations for the pontoon and dredging, and sought approval of additional budget to enable completion of the programme without needing to remove or reallocate budget from other future year's projects in the programme. A summary of budget and expenditure on the Kaiapoi Riverbanks Wharf & Marine Precinct programme is shown in Table 7.

Table 7: Kaiapoi Riverbanks Wharf & Marine Precinct programme expenditure & budget – all years (figures in $000's)

	Budget	Actuals	Remaining	ETC	EAC	Diff
All Previous years projects (prior to 18/19 year)						
All previous projects[1]	3,428	3,425	n/a	n/a	n/a	(3)
18/19 year completed projects						
River Wall & pontoon piles	1,750	1,735	15	0	1,735	(15)
Riverview Terraces and Boardwalk	1,623	1,596	27	0	1,596	(27)
Boat-ramp pontoon and interim dredging	250	249	1	0	249	(1)
Current projects completing in 19/20 year						
Riverview pontoon & dredging[2]	2,351[3]	664[4]	1,687	1,687	2,351	-
Riverbanks NW Bridge corner	135	0	135	135	135	-
Riverbanks SW bridge corner	135	0	135	135	135	-
Murphy Park Rowing	283	11	272	272	283	-
Future Projects (later years)						
Murphy Park	204	0	204	204	204	-
Total	**10,159**	**7,680**	**2,479**	**2,433**	**10,113**	**(46)**

Notes to table 7:

1. Refer to separate previous Kaiapoi Riverbanks Wharf & Marine Precinct reports for details of previous projects in the programme
2. Includes 350 k from Drainage activity budget
3. Including latest predicted carryover
4. Includes Work-in-progress from previous year

4.20. From the table it can be seen that the Kaiapoi Riverbanks & Marine projects to date have been delivered to budget. With the planned carryover of current un-spent budgets, and future budget provisions (including the $1.14M additional budget recently approved by Council in May 2019), the programme is tracking to deliver on-budget.

Projects Funding

4.21. A number of projects in the combined programmes are subject to elements of external funding. This is treated as revenue in the WDC budgets, and is not reported within this report. The funding sources, and the projects these apply to are shown in Table 8. Finance accruals have been done for claims that have yet to be submitted for the 18/19 year.

Table 8: External funding sources for the Regeneration & Riverbanks/Marine projects

Source	Projects	Years	Indicative Value	Claimed to date
NZTA Funding	Kaiapoi East Retained Road upgrades	19/20	$1,001,000	$0
Crown Cost Sharing Agreement	Red Zone Road decommissioning (60% share)	18/19	$518,000(1)	$518,000
Honda TreeFund	Honda Forest	18/19 – 22/23	$200,000	$0 (pending submission Jul 19)
Christchurch EQ Appeal Trust (CEAT)	Multiple – riverbanks projects Kaiapoi Community BMX track	13/14 – 19/20 18/19	$2,000,000	$1,929,785(2)

Notes to Table 8:

1. Note that this excludes the EQ Infrastructure Recovery programme for 3 waters recovery; which is covered under a separate work programme/activity
2. Note that some of these have been progressively drawn-down over previous years

4.22. Some of the projects listed in the District Regeneration activity are currently un-funded / un-budgeted. These are:

- Memorial Gardens (beyond the term of the current Long term Plan so not in current approved programme budget)
- Cycle Training Track
- Kaiapoi Croquet Club new facility
- Community Studio Spaces
- Maritime Heritage Precinct
- Historic Railway Station Precinct
- Earthquake Memorial
- Petanque Court and jetty

Regulatory

4.23. The delivery of the programmes require a number of regulatory approvals and authorities. These will potentially increase as more projects are delivered or new land uses and activities arise (e.g. in the rural areas and mixed use business areas). The summary of current resource consents are shown in Table 9.

Table 9: Summary of Resource Consents (quantity)

	Total	Surrendered / complete	Issued-Active	Applied- in processing	Yet to apply
Regeneration - ECan	8	0	8	0	0
Regeneration - WDC	2	0	2	0	1 (sports)
Marine – ECan	31	13	10	8	0
Marine - WDC	8	6	2	0	0
Totals	**49**	**19**	**22**	**8**	**1**

The table above summarises only the resource consents WDC hold for District Regeneration programme, and excludes other Earthquake Infrastructure Recovery programme consents, or other bylaws / authorities.

4.24. WDC currently hold global archaeological authorities for the development works in the regeneration areas.

4.25. A cultural values report has been received, to inform the development projects. Cultural impact assessments and/or project reviews are also commissioned with Mahaanui Kuratalao Ltd for specific projects.

General Operational Matters

4.26. Land Management

4.26.1. The regeneration areas land is now owned by Waimakariri District Council, following the completion of the land divestments in March 2019. Land Information New Zealand (LINZ) act as agents for the Crown in Waimakariri regeneration matters.

4.26.2. WDC undertake the greenspace maintenance on the regeneration land in line with the general Council portfolio and levels of service. This includes the general vegetation control, security patrols, fencing, spraying and dealing with rubbish etc. From the vegetation control is undertaken as part of the Greenspace Activity. The general maintenance day-works are funded from the District Regeneration Activity budgets.

4.26.3. At present the District Regeneration Activity budget is paying rates on all of the regeneration area land in WDC ownership. As the regeneration implementation programme winds-up over the next 2 years, the rates payment costs will transfer to other units. Once the areas of greenspace and recreation uses are vested as formal reserves; the rates costs will reduce. Vesting the land as reserves (and naming of these reserves) will be a priority in the coming year.

4.26.4. A number of one-off or recurring events have utilised the regeneration area lands for events:

- Kaiapoi Christmas Carnival
- Kaiapoi River Carnival
- St Bartholomews Church carnival
- Bridge to Bridge cycle race

These requests for interim land use are treated as reserve booking requests and managed through the normal Greenspace unit processes.

4.26.5. A number of sub-leases or Licences to occupy have been established by WDC under the terms of the WDC/Crown interim lease, to community groups:

- Waimakariri Sailing and Power Boat Club
- Kaiapoi Food Forest Trust
- All About Bees Club (North Canterbury)

No further leases or licences have been granted since the last progress report.

4.26.6. In addition there have been a number of unsolicited expressions of interest received for lease of land in the Private Lease areas at the Pines Beach, and the Rural areas in Kaiapoi. The Regeneration Steering Group has deferred decisions on granting leases until further decisions are made on the preferred land uses and activities in these areas.

4.27. Marine Precinct Management

4.27.1. As the projects in the Kaiapoi Marine Precinct and Riverbanks are completed, these are progressively handed over to Greenspace unit to manage; since they own the new assets.

4.27.2. A key project is the development of the new Marine Precinct Operation and Management Plan. This has been outlined in separate reports/workshops to Kaiapoi-Tuahiwi Community Board but includes key items such as:

- Overall Management Plan (internal guidance and reference document) – including background information, asset register and maintenance schedules, among others
- Terms and Conditions
- Marina Rules
- Berth and berth request management and booking system, including new fees and charges schedule
- Public-facing and promotional information

These are supplemented with the design reports and as-built information from the individual projects

4.27.3. The Kaiapoi Marine Precinct management plan will be submitted to Kaiapoi-Tuahiwi Community Board and Council for adoption in September.

Communications & Engagement

4.28. Communications and engagement activities are covered in the regular monthly report to the Regeneration Steering Group, which are included in the agendas and minutes circulated to Strategic Partners as well as being made available on the Regeneration website.

4.29. The regeneration core project team are responsible for the District Regeneration related communications and engagement matters, and maintain the Regeneration website.

4.30. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Views of key stakeholder groups and organisations are sought as applicable on specific projects, in line with the Participation Strategy and as referred to in the ongoing specific project design reports to the Regeneration Steering Group.

5.2. Wider Community

5.2.1. Community views were sought through the extensive consultation undertaken during the development of the Recovery Plan. Further consultation was undertaken on the regeneration activity proposals and budgets within the 2018-2028 Long Term Plan special consultative procedure.

5.2.2. Ongoing community consultation on specific projects is undertaken in line with the principles outlined in the Participation Strategy, and as directed by the Regeneration Steering Group.

5.2.3. Summaries of monthly communications and community engagement activity are included in the Monthly communications report to the Regeneration Steering Group.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. District Regeneration is a distinct Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'.

6.1.2. The Kaiapoi River Wharf Riverbanks and Marine Precinct programme is included under the 'Earthquake Recovery – Recreation' Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'.

6.1.3. Financial summaries are included in Section 4.

6.2. Community Implications

6.2.1. The community in general are keen to see the Regeneration programme implemented and the former red zone areas restored to active use.

6.2.2. In the course of the implementation phase, there will be some negative effects on parts of the community, principally arising from construction works effects, or changes to networks (e.g. road layouts, utilities temporary shutdowns). These potential effects will be managed through project management practices and implementation strategy.

Examples of this are early engagement, reverse sensitivity consideration, inclusion of buffer zones/strips, strategic planting, designated haul routes, restricted working hours, good project communications and opportunities for participation, careful contractor selection, environmental control measures for maintenance and construction activities, and wider implementation team buy-in.

6.2.3. A number of private properties remain within the former red zone areas. The core project team regularly interact with these parties.

6.2.4. The community are kept informed of progress through multiple communication means, as outlined in the Communications section of this report. This includes district-wide communications to ensure that the whole district is informed of high-level regeneration matters and updates.

6.2.5. The regeneration core project team maintain a local presence through the course of project site visits, which often provide the opportunity to meet and interact with the community.

6.3. Risk Management

6.3.1. Current main risks to the programme are:

a) Unknown/unforeseen ground conditions – contamination, geotechnical conditions uncertainty, water table, physical features

b) Environmental effects management – ongoing. Dust control, traffic, runoff, construction noise, sediment, ecological. Risk of damage, public / external complaints, consent conditions breach.

c) Budget risk on retained roads (separate report)

d) Topsoil variations on enabling works sports fields – (separate report to Utilities and Roading Committee for contract 18/34 Enabling Works)

e) Time pressure - Design and construction progressing in advance of assessment of full assessment of options for rural area land uses

f) Natural Hazards – fire, flooding, sea level rise, earthquakes and liquefaction risk of delays or damage to assets (including land and completed projects)

g) Public safety – uncontrolled access to regeneration areas increasing risk of harm

6.3.2. The regeneration core project team maintain a risk register which is reviewed for major risks on a monthly basis, and more fully at the Regeneration Project control Group on a quarterly basis.

6.4. Health and Safety

6.4.1. Core project team and staff health and safety is managed through adherence to the WDC Health and Safety policy and management systems. This includes considerations such as workplace safety and staff welfare, safe working in the field, training, safe driving, and contractor health and safety, among others.

6.4.2. Staff undertaking regular on-site construction monitoring or project management have specific safety training, including Site-Safe qualification.

6.4.3. Public health and safety is managed through maintenance of the land and provision of fencing and appropriate signage. The undeveloped regeneration areas are generally used as informal recreation space by the community.

6.4.4. As part of the Enabling works project, a campaign to educate the public to keep out of the working site area was undertaken.

6.4.5. Contractor health and safety is managed through project management principles, and WDC health and safety system policy, tools, and processes. This includes consultants working in the field, and contractors undertaking construction activities.

6.4.6. Contractors and consultants, including consulting project managers, undertake regular routine site inspections and provide site auditing reports, and incident reports as necessary.

6.4.7. In the last reporting period, no serious harm related incidents have occurred.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

- Greater Christchurch Regeneration Act 2016
- Local Government Act 2002

7.3. Community Outcomes

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- The community's cultures, arts and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality
- Transport is accessible, convenient, reliable and sustainable
- Businesses in the District are diverse, adaptable and growing

7.4. Delegations

7.4.1. The Regeneration Steering Group has governance oversight for the District Regeneration programme. The delegated authority of the Regeneration Steering Group is outlined in the Terms of Reference for the Steering Group and the associated Functional relationships and Decisions Making Framework (included within the Implementation Plan).

RECOVERY PLAN - IMPLEMENTATION STRUCTURE

DR MARKUP 2 OCTOBER 2017

RECOVERY PLAN

IMPLEMENTATION FRAMEWORK

(IMPLEMENTATION GROUP)

LAND DIVESTMENT PLAN

(LINZ/WDC/TKTT)

- STATUTORY PLANNING STRATEGY
- HORIZONTAL INFRASTRUCTURE STRATEGY
- LAND INFORMATION COLLECTION
- PROGRAMME/STAGING SCHEDULE

OUTCOMES

- DIVESTMENT TEAM
- DIVESTMENT TERMS & CONDITIONS
- LAND DIVESTMENTS
- MAINTENANCE CONTRACTS AMENDMENTS
- GIS/ASSET REGISTER UPDATES
- ROAD NETWORK & ROAD STOPPING PLAN
- DISTRICT PLAN CHANGES (IF NEEDED)
- UTILITY DECOMMISSIONING PLAN
- UTILITY EASEMENTS
- NEW RESERVES

IMPLEMENTATION PLAN

(WDC)

- GOVERNANCE STRATEGY
- PARTICIPATION STRATEGY
- MIXED-USE BUSINESS STRATEGY
- RESERVES & NAMING STRATEGY
- COMPLEMENTARY PROJECTS
- FUNDING STRATEGY
- LEASING, INTERIM USE & MAINTENANCE STRATEGY

(RSG / IG LEVEL APPROVALS)

OUTCOMES

- REGENERATION STEERING GROUP
- PARTICIPATION MATRIX
- STORMWATER STRATEGY
- RESERVE MANAGEMENT PLANS
- RESERVE MASTER & CONCEPT PLANS
- MIXED-USE BUSINESS MASTER PLAN
- LEASES & INTERIM USES
- DISTRICT WIDE/STRATEGIC COMMS & ENGAGEMENT PLAN

PROJECTS THAT INFLUENCE RECOVERY PLAN IMPLEMENTATION:

- KAIAPOI TOWN CENTRE 2028
- DISTRICT DEVELOPMENT STRATEGY
- DISTRICT PLAN REVIEW
- NATURAL HAZARDS PLAN CHANGE
- RIVER REHABILITATION
- EQ INFRASTRUCTURE RECOVERY PLAN
- LEASING POLICY DEVELOPMENT

MONITORING PLAN

(IMPLEMENTATION GROUP)

OTHER COUNCIL PROJECTS TO BE DELIVERED VIA THE RECOVERY PLAN PROGRAMME:

- WHARF & MARINE PRECINCT
- KAIAPOI RIVERBANKS
- MURPHY PARK & ROWING PRECINCT
- ADJOINING COUNCIL RESERVES

(WDC)

(RSG LEVEL APPROVALS)

EXTERNAL

INTERNAL

EXTERNAL

INTERNAL

PROGRAMME MANAGEMENT PLAN

(WDC CPT)

- PROJECT TEAM STRUCTURE
- WORK BREAKDOWN STRUCTURE
- PROGRAMME SCHEDULE (DETAILED)
- RISK MANAGEMENT PLAN
- DOCUMENT CONTROL PLAN
- FINANCIAL MANAGEMENT PLAN
- DELIVERY & PROCUREMENT PLAN
- REGULATORY PROCESSES

(PCG LEVEL APPROVALS)

OUTCOMES

- RESPONSIBILITIES MATRIX
- PROJECT DATABASE
- RISK REGISTER
- PROJECT EXECUTION PLANS
- COMMUNICATION & ENGAGEMENT PLANS
- QA PROCESSES
- CONTRACT DOCUMENTATION

(CPT LEVEL APPROVALS)

PHYSICAL WORKS

RECOVERY PLAN - IMPLEMENTATION STRUCTURE - Done/In Progress

DR MARKUP 2 OCTOBER 2017

Key

✓ Done

☺ In Progress

RECOVERY PLAN ✓

IMPLEMENTATION FRAMEWORK ✓

(IMPLEMENTATION GROUP)

LAND DIVESTMENT PLAN

(LINZ/WDC/TKTT)

- STATUTORY PLANNING STRATEGY ☺
- HORIZONTAL INFRASTRUCTURE STRATEGY ☺
- LAND INFORMATION COLLECTION
- PROGRAMME/STAGING SCHEDULE ☺

OUTCOMES

- DIVESTMENT TEAM ✓
- DIVESTMENT TERMS & CONDITIONS ☺
- LAND DIVESTMENTS
- MAINTENANCE CONTRACTS AMENDMENTS ✓
- GIS/ASSET REGISTER UPDATES
- ROAD NETWORK & ROAD STOPPING PLAN ✓
- DISTRICT PLAN CHANGES (IF NEEDED) ☺
- UTILITY DECOMMISSIONING PLAN ☺
- UTILITY EASEMENTS
- NEW RESERVES

IMPLEMENTATION PLAN

(WDC)

- GOVERNANCE STRATEGY ✓
- PARTICIPATION STRATEGY ✓
- MIXED-USE BUSINESS STRATEGY ☺
- RESERVES & NAMING STRATEGY ☺
- COMPLEMENTARY PROJECTS
- FUNDING STRATEGY
- LEASING, INTERIM USE & MAINTENANCE STRATEGY ☺

(RSG / IG LEVEL APPROVALS)

OUTCOMES

- REGENERATION STEERING GROUP ✓
- PARTICIPATION MATRIX ✓
- STORMWATER STRATEGY ☺
- RESERVE MANAGEMENT PLANS
- RESERVE MASTER & CONCEPT PLANS ☺
- MIXED-USE BUSINESS MASTER PLAN ☺
- LEASES & INTERIM USES
- DISTRICT WIDE/STRATEGIC COMMS & ENGAGEMENT PLAN ✓

PROJECTS THAT INFLUENCE RECOVERY PLAN IMPLEMENTATION:

- KAIAPOI TOWN CENTRE 2028
- DISTRICT DEVELOPMENT STRATEGY
- DISTRICT PLAN REVIEW
- NATURAL HAZARDS PLAN CHANGE
- RIVER REHABILITATION
- EQ INFRASTRUCTURE RECOVERY PLAN
- LEASING POLICY DEVELOPMENT

(RSG LEVEL APPROVALS)

MONITORING PLAN

(IMPLEMENTATION GROUP)

OTHER COUNCIL PROJECTS TO BE DELIVERED VIA THE RECOVERY PLAN PROGRAMME:

- WHARF & MARINE PRECINCT ☺
- KAIAPOI RIVERBANKS ☺
- MURPHY PARK & ROWING PRECINCT
- ADJOINING COUNCIL RESERVES

(WDC)

EXTERNAL

INTERNAL

PROGRAMME MANAGEMENT PLAN

(WDC CPT)

- PROJECT TEAM STRUCTURE ✓
- WORK BREAKDOWN STRUCTURE ☺
- PROGRAMME SCHEDULE (DETAILED) ☺
- RISK MANAGEMENT PLAN ☺
- DOCUMENT CONTROL PLAN ✓
- FINANCIAL MANAGEMENT PLAN ☺
- DELIVERY & PROCUREMENT PLAN
- REGULATORY PROCESSES

(PCG LEVEL APPROVALS)

OUTCOMES

- RESPONSIBILITIES MATRIX ☺
- PROJECT DATABASE ☺
- RISK REGISTER ✓
- PROJECT EXECUTION PLANS ☺
- COMMUNICATION & ENGAGEMENT PLANS ☺
- QA PROCESSES
- CONTRACT DOCUMENTATION

(CPT LEVEL APPROVALS)

PHYSICAL WORKS

EXTERNAL

INTERNAL

RECOVERY PLAN - IMPLEMENTATION PLAN (EXPLANATION)

REVISION IN PROGRESS (24/1/2017)

draft

RECOVERY PLAN
The Waimakariri Residential Red Zone Recovery Plan (approved December 2016).

IMPLEMENTATION FRAMEWORK
Required by the Recovery Plan.
To be jointly prepared - Crown and Council.
A framework setting out joint objectives and actions, and clarifying roles and responsibilities for the different parties.

LAND DIVESTMENT
The process through which the Crown transfers the land affected by the Recovery Plan to Council and the Te Kōhaka o Tūhaitara Trust.

IMPLEMENTATION PLAN
Required by the Recovery Plan. To be prepared by Council. This is a public, 'living' document.
A plan detailing how Council will implement its agreed actions from the Implementation Framework and the agreed land uses in the Recovery Plan.

LAND INFORMATION COLLECTION
Collection of baseline information to support the implementation of the Recovery Plan. Could include a topographical survey, archaeological/heritage survey, cultural assessment, ecological survey, and soil and contaminated land survey.

GOVERNANCE STRATEGY
Sets out the decision making structure for the implementation of the Recovery Plan.

PROGRAMME SCHEDULE/STAGING
A schedule setting out the implementation stages and timing for the Recovery Plan.

PARTICIPATION STRATEGY
Sets out how the community can be involved in the implementation of the Recovery Plan. This includes communications and community engagement.

MONITORING PLAN
Sets out how Council will monitor the implementation of the Recovery Plan.

MIXED-USE BUSINESS STRATEGY
Sets out how Council will plan the mixed-use business areas including determining the make-up of mixed use, options for lease or sale to third parties and integration with other town centre activities. This strategy will be prepared in conjunction with the Kaiapoi Town Centre Plan refresh.

ROADING & UTILITIES STRATEGY
Sets out how Council will implement the road and utilities aspects of the Recovery Plan. It will include aspects such as the decommissioning of utilities, road stopping, any new roads, stormwater management, and management of underground services.

RESERVES AND NAMING STRATEGY
Sets out how Council will implement the reserve aspects of the Recovery Plan. It will include aspects such as Reserves Act 1977 processes including declaring land as reserve, preparation of reserve management plans, and the process for reserve naming.

COMPLEMENTARY PROJECTS
Council projects that are not being delivered as part of the Recovery Plan programme. These projects could influence, or be influenced by, the implementation of the Recovery Plan.

STATUTORY PLANNING STRATEGY
Sets out how Council will determine the most appropriate District Plan provisions to enable the implementation of the Recovery Plan.

FUNDING STRATEGY
Sets out how Council will fund the implementation of the Recovery Plan. This includes alternative funding sources and future applications to the Long Term Plan.

LEASING STRATEGY
Sets out Council process for leasing land within the Recovery Plan area, and how these will be managed.

INTERIM USE AND MAINTENANCE STRATEGY
Sets out how Council will manage interim uses in the and the maintenance of regeneration areas once they are divested from the Crown.

OTHER COUNCIL PROJECTS
These projects are not part of the Recovery Plan but have synergies with the Recovery Plan. These projects will be delivered via the Recovery Plan programme.

EXTERNAL
External (public) implementation processes/documents

INTERNAL
Internal management processes/documents

PROGRAMME MANAGEMENT PLAN
An internal plan that sets out how the Recovery Plan programme will be managed.

PROJECT TEAM STRUCTURE
Sets out the structure for the Council project team responsible for implementing the Recovery Plan.

WORK BREAKDOWN STRUCTURE
Identifies the individual projects required to implement the Recovery Plan.

PROGRAMME SCHEDULE (DETAILED)
Sets out the detailed programme schedule (timing) for each of the individual projects identified in the work breakdown structure.

RISK MANAGEMENT PLAN
Sets out how Council will manage the risks arising from implementing the Recovery Plan. This includes addressing health and safety.

DOCUMENT CONTROL PLAN
Sets out how Council will manage the documentation associated with implementing the Recovery Plan.

FINANCIAL MANAGEMENT PLAN
Sets out Council budgets for individual recovery plan projects identified in the work breakdown structure.

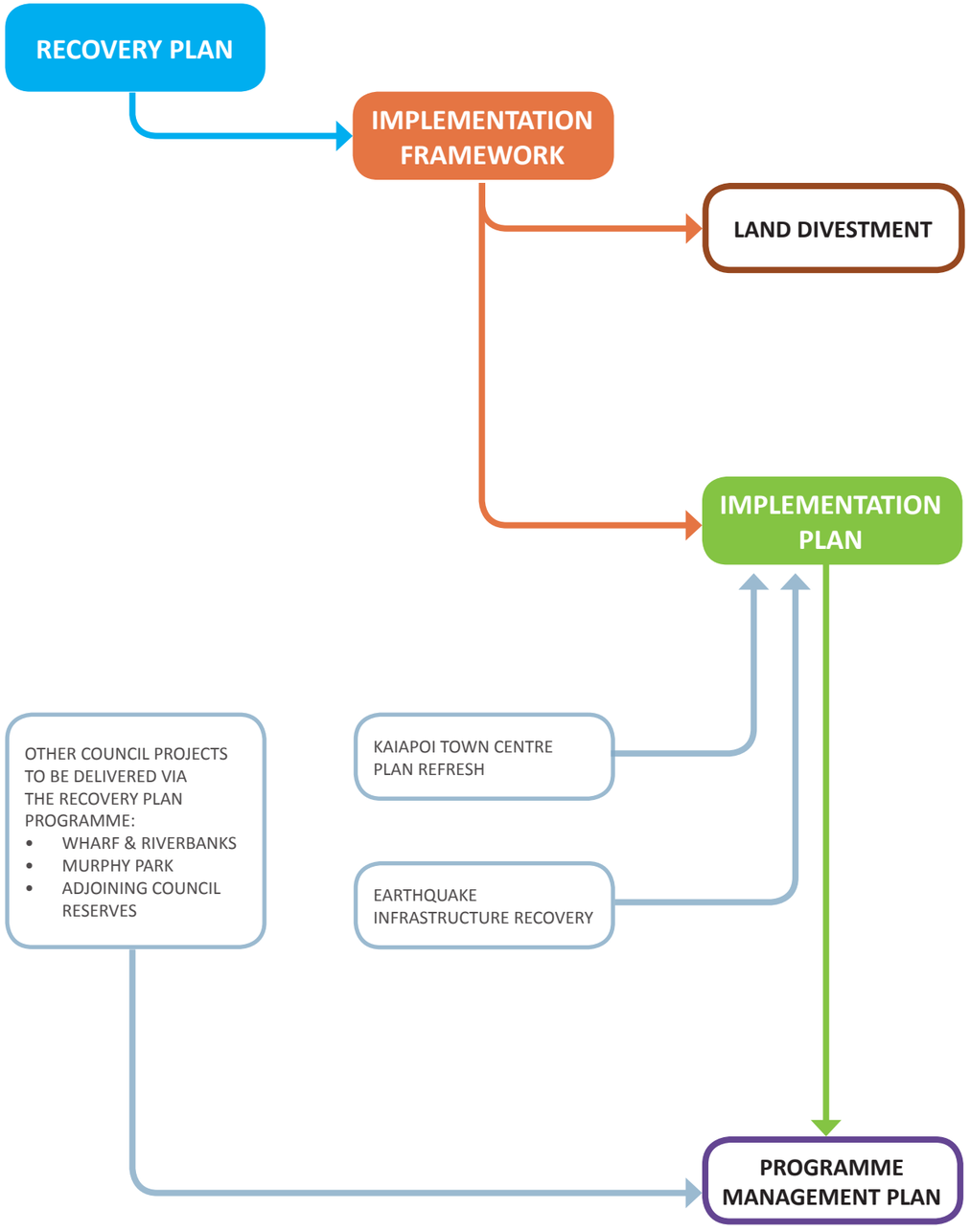
DELIVERY & PROCUREMENT PLAN
Sets out how Council will deliver the implementation of the Recovery Plan including the procurement of goods and services.

REGULATORY PROCESSES
Sets out Councils approach to meeting consent requirements under the RMA and Building Act, and any other relevant legislation.

PHYSICAL WORKS

RECOVERY PLAN - IMPLEMENTATION STRUCTURE

REVISION IN PROGRESS (02/02/2017)



Regneration projects summary 25/07/2019

					Complete d	Ongoing/ recurring	On/ahead of programme	Behind programme/ concerns	Not started
Operational Project List/Summary				**10**	**6**	**3**	**1**	**0**	**0**
	Recovery Plan				**1**				
	Programme Management & General Operations					1			
	Implementation Framework				1				
	Land Divestments				1				
	Implementation Plan				1				
	Montoring and Reporting					1			
	Land Management and Administration					1			
	Kaiapoi Reserves Master Plan				1				
	Signage strategy						1		
	MUBA Planning / (KTC plan)				1				
Capital Project List/Summary				**43**	**9**	**2**	**8**	**6**	**18**
	Area wide reports/investigations/consents				1				
	Enabling Works & Decommissioning package	General	Rooneys		1				
			Water Unit						
		Third Party Utils	Chorus						
			Mainpower						
	Private lease areas	Planning				1			
		Development							
	Rural areas	Planning				1			
		Development							
Rec and eco	Feldwick Drain linkage							1	
Rec and eco	Gray Crescent reserve reconfiguration								1
Rec and eco	North of Cass/ community event space								1
Rec and eco	South of Cass (excl Honda forest)							1	
Rec and eco	Feldwick rural area linkage								1
Rec and eco	Courtenay Esplanade link								1
Rec and eco	Courtenay West Linkage								1
Rec and eco	Courtenay North Linkage								1
Rec and eco	Dudley Drain Linkage								1
Rec and eco	The Pines Beach/Dunns Ave Linkage Reserve							1	
	Old Pines Beach Hall Demolition				1				
Rec and eco (unbudgeted/separate bud	Kairaki Boat Club Carpark				1				
Rec and eco (unbudgeted/separate bud	Honda Forest						1		
Rec and eco (unbudgeted/separate bud	Cycle Training Facility / Blackwell Crescent								1
	Kaiapoi Croquet Club rebuild						1		
	Community Studios						1		
	Earthquake Memorial								1
	Kaiapoi Food Forest				1				
	NZMCA Park								1
	Boat Trailer Parking								1
	Dog Park							1	
	Community BMX Track				1				
	Playing Fields and Facilities	Bulk earthworks			1				
		Sports Fields (senior)						1	
		Softball					1		
		Changing Rooms					1		
		Carpark					1		
		Landscaping, lighting/power							1
		Irrigation					1		
	Kirk Street Removal and uplift				1				
	Kaiapoi West Sport and Recreation Reserve								1
	Heritage and Mahinga Kai								1
	Memorial Gardens								1
	Kaiapoi East Retained Roads Upgrades						1		
	Decommissioning 3rd party utilities				1				
Adj reserves	Charles St WWPS Viewing Platform							1	
Adj reserves	Maritime Heritage Precinct								1
Adj reserves	Railway Station Precinct								1
Adj reserves	Pentanque Court & Jetty								1
	Not included:								
	MUBA development								

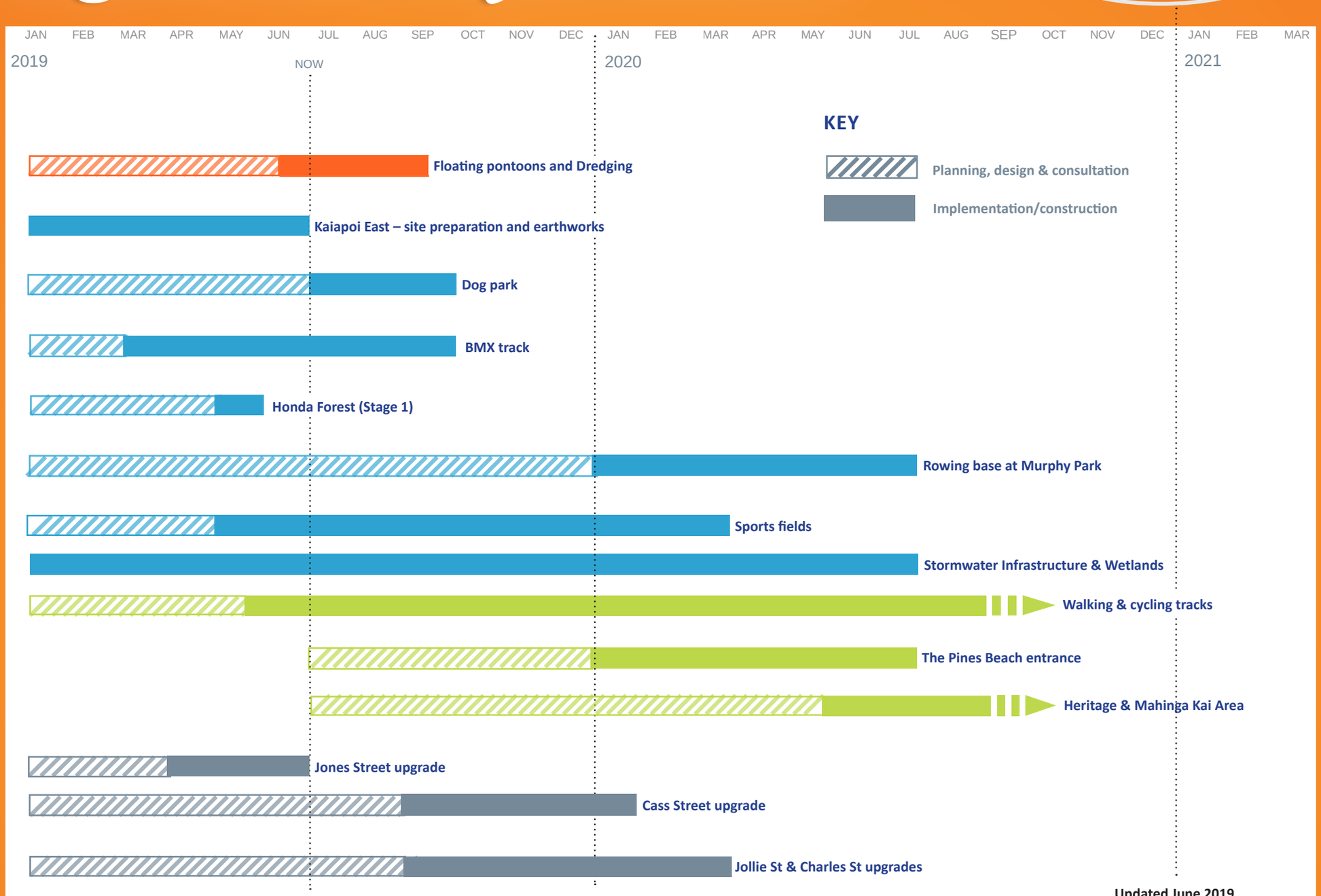
Kaiapoi River Wharf & Marine Precinct Summary

					Complete d	ongoing/ recurring	on/ahead of programme	behind programme/ concerns	Not started
Capital Projects List/Summary				**17**	**11**	**0**	**1**	**3**	**2**
	Previous Workstages (e.g. EQ Repairs, scoping, investigations, wharf shed demo, coastguard building/stopbank, original marina concepts)				1				
	Downstream Wharf Deconstruction (incl Railway platform & playground), rock revetment				1				
	Upstream Wharf Strengthening				1				
	Recreation Precinct / Trousellot Park				1				
	MV Tuhoe Wharf Demolition & rock revetment extensions				1				
	Wharf side Civils and Landscaping				1				
	Library Steps and Decks (CEAT funded & direct charged)				1				
	Murphy Park								1
	Rowing Precinct							1	
	Riverview Terraces & Boardwalk				1				
	Marine Precinct Dredging (& Navigation Channel dredging)							1	
	Pontoon 1 (Riverview)							1	
	River wall Upgrade				1				
	Pontoon 2 (Boat Ramp) - (CEAT funded) and interim dredging				1				
	Riverbanks Walkways				1				
	Williams St Bridge Western Corner Landscaping Design (War Memorial)								1
	North West Corner Landscaping (Trousselot/Riverside church/137 williams)						1		

BMX track exlcuded from this particular list to avoid double up

Regeneration Project Timeline

Let's Do... Regeneration Kaiapoi The Pines Beach Kairaki



Updated June 2019

WAIMAKARIRI DISTRICT COUNCIL

For further information on the Recovery Plan visit
waimakariri.govt.nz/regeneration

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	WAT-11 / 190314033747
REPORT TO:	Land and Water Working Group, Council
DATE OF MEETING:	25 July 2019
FROM:	Sophie Allen – Water Environment Advisor Gerard Cleary – Manager Utilities and Roading Grant McLeod– Manager Greenspace
SUBJECT:	'Arohatia te Awa – Cherish the River' project approval

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

Department Manager | Chief Executive

1. SUMMARY

1.1 This report seeks the approval, in principle, from Council for the concept 'Arohatia te Awa' (Cherish the River), creating a network of recreational walkways and cycleways along waterways, to be adopted as a Council project.

1.2 This report also seeks to define the objectives, scope, and timelines of the project 'Arohatia te Awa.'

1.3 Councillor Stewart proposed the concept Arohatia te Awa to the Waimakariri District Council (WDC) Management Team in December 2018 (refer to attachment 190306027090). Management Team are supportive of the concept in principle (MTO minutes, 17 December 2018), awaiting scoping of project details around governance, staff resourcing, funding and project(s) ownership. Gerard Cleary, Manager Utilities and Roading and Chris Brown, Manager Community and Recreation were nominated as staff leads to progress the concept within Waimakariri District Council.

1.4 It is recommended by WDC staff to establish a Project Control Group (PCG) to discuss governance, staff resourcing, funding and project(s) ownership, to provide a co-ordinated and strategic approach to Arohatia te Awa across Council departments.

1.5 The proposed objectives of Arohatia te Awa are to:

a. improve recreational amenity;

b. enhance cultural values;

c. encourage biodiversity improvements through ecological corridor creation;

d. catalyse economic diversification, for example though agri-tourism along the network; and

e. create a ‘drawcard’ or promotional vehicle for Waimakariri District.

2. RECOMMENDATION

THAT the Land and Water Working Group recommends that:

THAT the Council:

(a) **Receives** report No. 190314033747.

(b) **Approves** the ‘Arohatia te Awa’ project objectives, scope and timelines in principal.

(c) **Notes** that a scoping phase, conducted by the Land and Water Project Action Group, is recommended in 2019-2020 to assess staff resources, project areas, similar initiatives and funding availability.

(d) **Circulates** this report to Community Boards, the Utilities and Roading Committee and Community and Recreation Committee for their information.

3. BACKGROUND

3.1. In 2015, WDC Green Space staff proposed a Recreation and Ecological Linkage Reserve Management Plan. Initial consultation was carried out with the community, however was placed on indefinite hold due to reallocation of staff resourcing. This Plan, created under the Reserves Act (1977) proposed to help Council make decisions on the management of recreation and ecological linkages. Recreation and ecological linkages, as noted by the initial consultation document, provide corridors for fauna to move along waterways and links for walking and cycling, among other benefits.

3.2. Councillor Stewart, in her role as the Drainage and Canterbury Water Management Strategy Portfolio holder and WDC representative on the Waimakariri Water Zone Committee, has articulated a concept of ‘Arohatia te Awa – Cherish the River’. Arohatia te Awa is proposed to link up and provide access to publicly-owned land along waterways in the District, while also carrying out restoration work, with community input and ownership to enhance biodiversity. This would also have the potential to increase the recreation and amenity offering throughout the district. Economic enterprises would be encouraged by the Council to utilise the river access network, such as for cycling tours and agri-tourism ventures.

Related local initiatives

3.3. Environment Canterbury manages an existing recreational trail network along the ecological corridors of the Waimakariri River Regional Park and Ashley Rakahuri Regional Park. These trails are popular for recreation. The regional parks also have associated biodiversity projects such as native plantings and īnanga habitat creation.

3.4. Environment Canterbury has allocated $300,000 in the 2018-19 to the project ‘Clean Green Silverstream’, creation of a cycleway/walkway loop from Kaiapoi, following the Silverstream catchment, to the existing Waimakariri River corridor walkway/cycleway, with a return to Kaiapoi. This loop track has associated biodiversity and water quality improvements, which will be showcased along the loop to the public.

3.5. Te Kōhaka o Tūhaitara Trust maintains the Pegasus and Tutaepatu Trails (see Figure 1), providing recreational cycleways and walkways through wetland and backdune coastal ecosystems of the District.

3.6. Waimakariri District Council is progressing an Urban Cycleways Programme (see Figure 1), for cycling traffic. There is potential for parts of this network to connect to an Arohatia te Awa network.

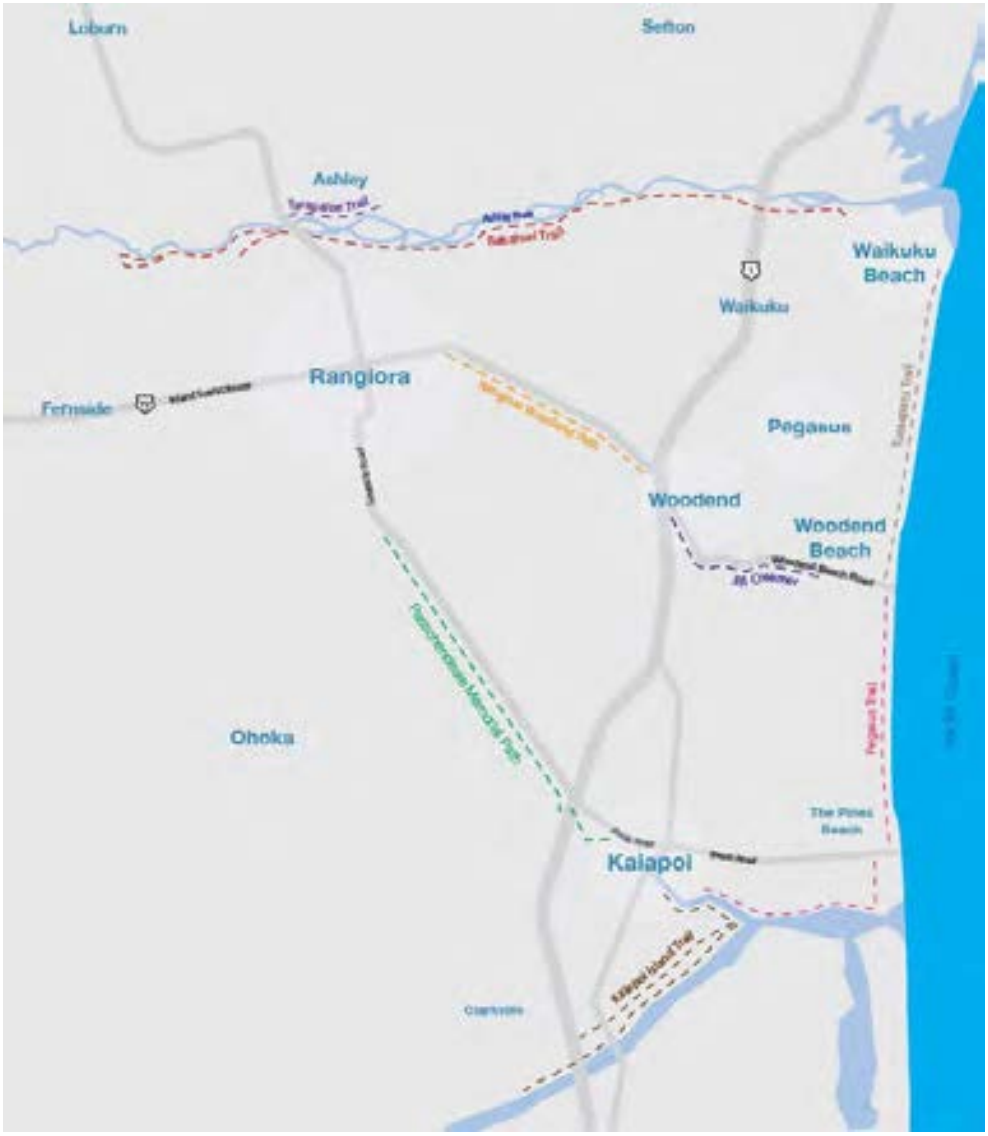


Figure 1: Urban Cycleways Programme network and selected recreational trails in the Waimakariri District

3.7. Enterprise North Canterbury is facilitating a proposal for a 'Wheels to Waipara' coastal cycleway and walkway along Pegasus Bay from the Waimakariri River to Waipara. Funding has been sought from the Provincial Growth Fund, with a decision still pending. This will connect to an existing 'Vineyard tour of Waipara cycleway' in the Hurunui District.

3.8. A cycle lane on the State Highway One bridge over the Waimakariri River is due for completion in 2019. This cycle lane will increase the potential for cycling and walking options to, and from, Christchurch into North Canterbury.

4. ISSUES AND OPTIONS

Scope

4.1. The recommended project scope of Arohatia te Awa is:

a. To create a network of walkways and cycleways primarily suitable for recreational users. It is not anticipated to receive any significant commuter usage.

b. A network to be placed alongside waterways off-road, with some connector sections along other networks, such as road, only if required.

c. To focus on biodiversity restoration of threatened ecosystem types of the Canterbury plains, such as wetland and drylands ecosystems.

d. For the whole of the Waimakariri District, however with initial pilot areas potentially along the Cam River and coastal area of the District.

e. To focus on the use of Waimakariri District Council and other public land, however with the possibility for access negotiations with private landowners, such as easements.

Timelines

4.2. A scoping phase, conducted by the Land and Water Project Action Group, is recommended in 2019-2020 to assess staff resources, project areas, similar initiatives and funding availability.

4.3. A report on existing budgets, future funding needs and proposed governance structure will be presented to the Land and Water Working Group late in 2019-20, provided there is Council approval to adopt the project.

4.4. Future work post 2019-20 could include the preparation of business cases, network plans, and implementation and maintenance of works.

4.5. Arohatia te Awa is proposed to be on-going until such a time as the project is deemed to no longer be required.

Strategic Alignment

4.6. Arohatia te Awa aligns with objectives of other Council work, such as the Canterbury Biodiversity Strategy to create ecological corridors from the mountains to the sea, and projects under the Zone Implementation Programme Addendum (ZIPA). Recommendation 1.26 of the ZIPA seeks that: 'Environment Canterbury and the Waimakariri District Council support projects that have enduring benefits for improved stream health, Ngāi Tūāhuriri values, improved recreational amenity in the North Waimakariri River Tributaries.'

4.7. The WDC Greenspace Manager has indicated it is a priority for the Greenspace team to re-commence work on a recreation and ecological linkages management plan. This plan would include direction for creation of esplanade reserves along specified waterways under the Resource Management Act (1991). This plan could underpin work carried out by the Land and Water Project Action Group.

Funding

4.8. The Zone Implementation Programme Addendum (ZIPA) was adopted by Council in December 2018. $70,000 per annum for two years has been allocated to implementing Recommendation 1.26 for 'improved stream health, Ngāi Tūāhuriri values, and improved recreational amenity': This allocated budget fits well with Arohatia te Awa objectives.

4.9. Central government funding is potentially available for implementation of Arohatia te Awa, for example through the Provincial Growth Fund.

Relationships and Community Engagement

4.10. It is recommended for the Land and Water Project Action Group to coordinate and cooperate with similar local initiatives, for example the Environment Canterbury 'Clean, Green, Silverstream' loop and the work of Enterprise North Canterbury to promote recreational trails.

4.11. Agreements for easement access over private land could be sought by Waimakariri District Council, however is only recommended for circumstances only where an access easement would permit completion of a network section along primarily public land.

4.12. It is anticipated that there will be a high level of community interest and engagement. Opportunities are recommended to be created for community to participate in planning and on-going use of the Arohatia te Awa network, such as trail maintenance, tree planting and weeding bee events.

4.13. It is recommended for the Land and Water Project Action Group, when considering governance structures for Arohatia te Awa, to consider establishment of a charitable trust, as a separate entity from the Council. A successful example of the use of this governance structure is the Hurunui Trails Trust, which has facilitated the creation of trails in the Hurunui District. Advantages of a separate trust could include access to a wider range of philanthropic / charitable funding sources.

Mapping

4.14. GIS mapping of public land along waterways will be key for scoping potential network sections. The WDC Geospatial Team have trialled a pilot mapping exercise with the Cam River and tributaries. The pilot mapping exercise found that further mapping of the exact location of waterways, particularly smaller tributaries could be required by WDC. Features such as unformed legal roads and esplanade strips could require mapping manually, as no GIS layer currently exists.

4.15. The Management Team has reviewed this report and supports the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Environment Canterbury

The Arohatia te Awa project would complement the 'Clean, Green Silverstream' project with similar objectives led by Environment Canterbury.

5.1.2. Waimakariri Water Zone Committee (WWZC)

Arohatia te Awa would support the implementation of WWZC Recommendation 1.26 in the ZIPA seeks that: 'Environment Canterbury and the Waimakariri District Council support projects that have enduring benefits for improved stream health, Ngāi Tūāhuriri values, improved recreational amenity in the North Waimakariri River Tributaries.'

5.1.3. Te Ngāi Tūāhuriri Rūnanga

Consultation on the project is proposed to be undertaken at a WDC-Rūnanga meeting. Consultation could focus specifically on how to improve cultural values, such as providing

access for mahinga kai (customary food gathering) and the desired role of the rūnanga with the project.

5.1.4. Enterprise North Canterbury

Arohatia te Awa fits well with a current Enterprise North Canterbury project to promote recreational trails to tourists and local community. Enterprise North Canterbury has indicated an interest to work with the Land and Water Project Action Group.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. Staff resourcing is available to progress this project within existing budgets at the initial phase of the project in 2019-20, particularly by the Water Environment Advisor role and proposed Biodiversity Officer role. Any funding requests would be presented in a future report to Council.

6.2. Community Implications

6.2.1. The community would receive;

6.2.1.1. increased recreational amenity;

6.2.1.2. improved biodiversity with more extensive ecological corridors;

6.2.1.3. opportunities for economic diversification; and

6.2.1.4. support for cultural values, such as providing access for mahinga kai, and providing habitat to sustain taonga species.

There is potentially a cost to ratepayers, if additional funding was sought to implement the project Arohatia te Awa from rates.

6.3. Risk Management

6.3.1. It is recommended to continually monitor and review the scope of the Arohatia te Awa project, to minimise the risk of losing focus and not meeting objectives. There is a risk of the scope changing over time, due to the multi-disciplinary nature of the project. It could be advantageous to focus on completing a few pilot sections, followed by an evaluation before up-scaling.

6.4. Health and Safety

6.4.1. There are no health and safety considerations regarding the adoption of the Arohatia te Awa project in itself. Health and safety considerations for sections of the recreational cycleway and walkway network, such as road traffic, heights and uneven ground, would be considered as part of the design process.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

7.2.1. Canterbury Biodiversity Strategy (2008) – The vision statement of the strategy support ecological corridors with a vision for ‘a full range of healthy ecosystems stretching from the mountains to the sea.’

7.2.2. Resource Management Act (1991) – Sections 229-231 for vesting of esplanade reserves to a Council. Section 232 for creation of esplanade strips.

7.2.3. Reserves Act (1977) – Esplanade reserves are set aside as reserves under the Reserves Act (1977). The Act also permits the creation of a Reserve Management Plan, such as the ‘Recreation and Ecological Linkage Reserve Management Plan’, which was proposed by WDC in 2015.

7.3. Community Outcomes

There is a healthy and sustainable environment for all

7.3.1. Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.

7.3.2. Cultural values relating to water are acknowledged and respected.

7.3.3. The demand for water is kept to a sustainable level.

7.3.4. Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

There are areas of significant indigenous vegetation and habitats for indigenous fauna

7.3.5. Conservation and restoration of significant areas of vegetation and/or habitats is encouraged.

Public spaces and facilities are plentiful, accessible and high quality

7.3.6. People enjoy clean water at our beaches, rivers and lakes.

7.3.7. There is a wide variety of public places and spaces to meet people’s needs.

7.3.8. There are wide-ranging opportunities for people to enjoy the outdoors.

Transport is accessible, convenient, reliable and sustainable

7.3.9. Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

Businesses in the District are diverse, adaptable and growing

7.3.10. There are growing numbers of businesses and employment opportunities in our District.

7.3.11. There are sufficient and appropriate places where businesses are able to set up in our District.

7.4. Delegations

No delegations apply.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	WAT-10-14 / 190627090939
REPORT TO:	Land and Water Working Group
DATE OF MEETING:	25 July 2019
FROM:	Sophie Allen – Water Environment Advisor
SUBJECT:	Pilot study of nitrate levels in private wells

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

Department Manager | Chief Executive

1. SUMMARY

1.1 This report recommends the scope for Council to undertake a pilot study of nitrate levels in groundwater, for private wells in the Cust and Eyreton areas, as per recommendation 3.16 of the Zone Implementation Programme Addendum (ZIPA).

1.2 Nitrate levels have been reported to Council in 2018, by private well owners in the Eyreton area, that were close to the Maximum Accepted Value (MAV) of 11.3 mg/L of nitrate-nitrogen as defined in the Drinking-water Standards for New Zealand (DWSNZ 2005, amended 2018).

1.3 Cust and Eyreton are recommended as the two areas for the pilot study due to previous high nitrate levels reported in Environment Canterbury monitoring wells and reports from private well owners.

1.4 It is recommended by WDC staff that the pilot study is used as a test of sampling processes for a potential wider and more extensive private well sampling programme from 170 wells in 2020-21 onwards.

1.5 Ten private wells in the Cust area and ten private wells in the Eyreton area are proposed to be sampled in the spring of 2019. Spring is when nitrate levels are usually seasonally high. Both well sampling by the WDC Water Unit and self-sampled by the landowner will be trialled for Cust; for comparison of the quality of self-sampling results. The self-supplied sample system alone will be trialled for Eyreton. The sampling system trial is to determine a preferred method (Water Unit sample or self-supplied) for a more extensive sampling programme to be carried out in 2020-21.

1.6 Environment Canterbury groundwater staff have confirmed that they are able to provide technical advice, as well as data management and storage, for the pilot study.

1.7 A budget of $10,000 per annum for 2019-20 and 2020-21 has been allocated from the general rate for ZIPA works under the Drainage Account for the pilot study to be undertaken.

Attachments:

i. Oxford Ohoka Community Board Meeting 3 October 2018 Tabled Information Rosina Rouse Tom McBreaty (Nitrate levels in Eyreton, TRIM 181011118533)

2. RECOMMENDATION

THAT the Land and Water Working Group recommends:

THAT the Council:

(a) **Receives** report No. 190627090939.

(b) **Notes** the scope of the pilot study, which aims to provide information to private well owners in Cust and Eyreton on nitrate levels in these areas. The aim is to also to test two different sampling techniques, self-supplied sampling or Water Unit staff sampling.

(c) **Notes** that the allocated budget is $10,000 per annum for 2019-20 and 2020-21.

(d) **Notes** that the pilot study in this report is in anticipation of a more extensive programme in 2020-21 onwards of 170 private wells. The extended programme would require additional funding, such as from Environment Canterbury.

(e) **Notes** that specific communication will be undertaken by WDC staff with individual landowners about test results obtained. Any general communication with the wider communities of Cust and Eyreton will depend on test results obtained.

3. BACKGROUND

3.1 A level of nitrate-nitrogen in a private well in Eyreton that was 11.2 mg/L (just below the MAV of 11.3 mg/L, as per the Drinking-water Standards for New Zealand 2005, amended 2018) was reported to WDC in 2018. A neighbouring property in Eyreton was also measured as 10.4 mg/L of nitrate-nitrogen in 2018.

3.2 The property owners with the well over the MAV for nitrate have installed a reverse osmosis system to treat the water. Depending on results and location of properties, a treatment option can be offered to connect to a community supply well where practicable.

3.1. Canterbury groundwater monitoring bores mostly show no trend in the Waimakariri Water Zone, (one well shows an increasing trend and two wells a decreasing trend). In the Environment Canterbury 2018 groundwater annual report, none of the monitoring bores were shown to be over the MAV for nitrate in the Waimakariri Water Zone.

3.3 Nitrate levels are known to vary seasonally, often with highest levels noted in spring.

4. ISSUES AND OPTIONS

4.1. The pilot study will be carried out as per the stated proposal below by WDC staff. This proposal outlines study objectives, scope, exclusions, deliverables, and timeframes.

Proposal - Study Objectives

4.2. The objectives of the pilot study are:

4.2.1. To establish nitrate levels in ten private wells in Cust and ten private wells in Eyreton.

4.2.2. To assess the cost, sample quality and effectiveness of ‘self-sampling’ compared to water sampling by Water Unit staff.

4.2.3. To recommend any improvements to the sampling protocol, data management, project management for the more extensive nitrate sampling programme in 2020-2021.

4.3. It is proposed that the Water Unit sampling will sample the routine water chemical suite of parameters, wider than what is required for this pilot study, as there is a potential opportunity for water quality results to be further analysed at a later date- outside of the scope of this study. An example would be valuable information on the prevalence of *E. coli* in private wells, indicating whether there is potential faecal contamination.

4.4. 'Self-sampling' will be for a restricted set of parameters only, i.e. the routine water suite from Hill Laboratories excluding *E. coli* and Total coliforms, due to the expertise and careful sample handling required to correctly sample these microbiological parameters.

1.8 A private wells sampling programme of 170 wells from 2020-21 onwards would cover all seventeen key groundwater areas in the District to advise private well owners of nitrate levels, and also monitor nitrate trends over time. Discussions have commenced with Environment Canterbury staff on whether the more extensive programme will be in conjunction with support and/or budget from Environment Canterbury.

Scope

4.5. The selection of the 20 wells will follow advice from Environment Canterbury groundwater scientist. Targeted wells to be sampled will be:

4.5.1. Private wells (i.e. excluding WDC and private community water supplies that are already required to test for nitrate and other determinands under the Drinking-water Standards for New Zealand).

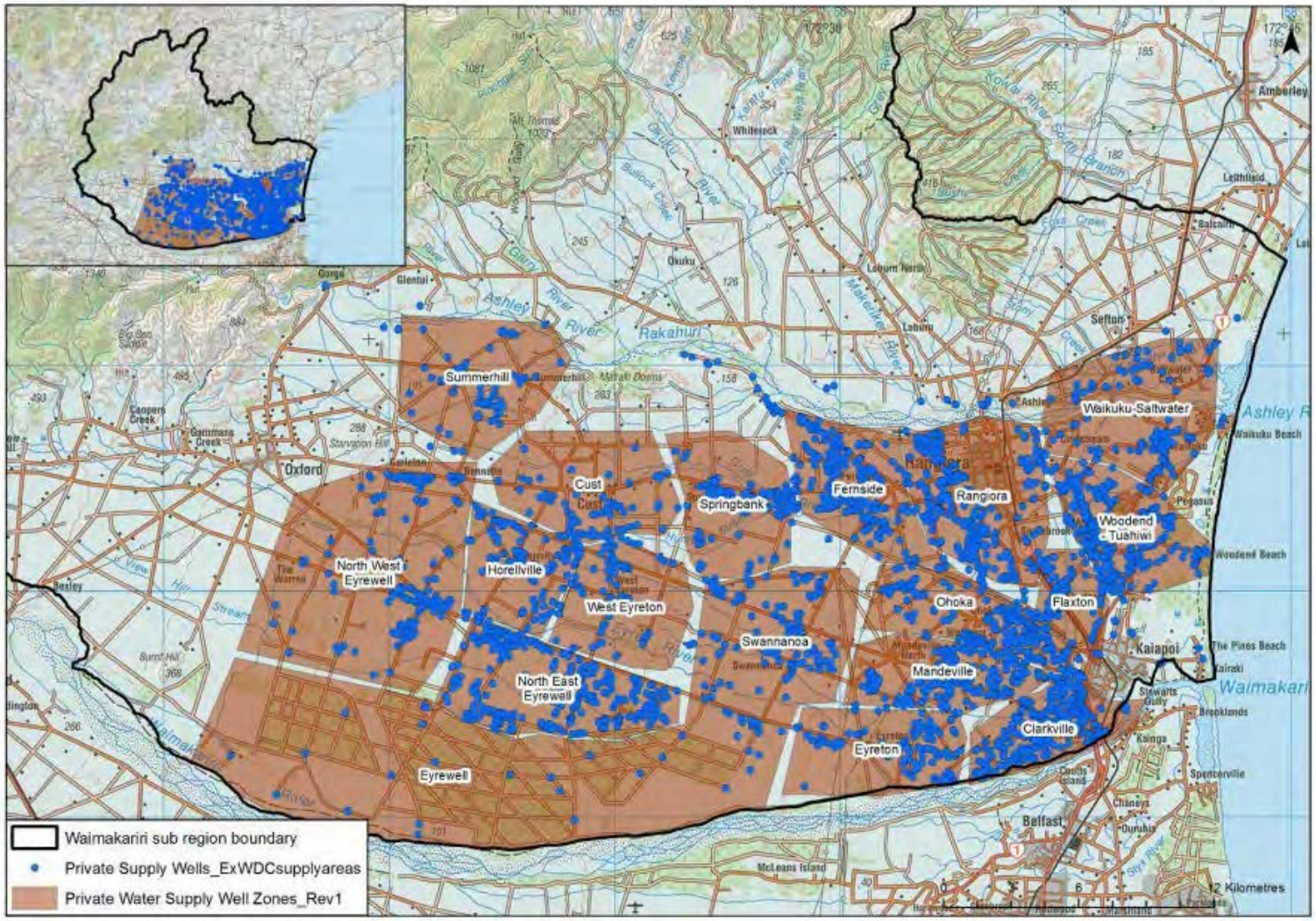
4.5.2. Are located within the groundwater sub-zone areas of 'Cust' and 'Eyreton' as defined by Environment Canterbury (see Map 1).

4.5.3. Sampled from the well head, or a well-purged kitchen tap if there is no filtration installed.

4.5.4. For Cust - Sampling for the routine water suite as defined by Hill Laboratories.

For Eyreton – Sampling for the routine water suite as defined by Hill Laboratories, except microbiological (*E.coli* and Total coliforms.),

4.5.5. WDC staff will contact and provide advice to any private well owners with any nitrate-nitrogen level that is over the nitrate-nitrogen MAV (11.3 mg/L).



Map 1: Seventeen private well sampling areas groundwater within the Waimakariri Water Zone, as defined by the Zone Implementation Programme Addendum (ZIPA) – Map X5.

Exclusions

4.6. Exclusions from the pilot study are:

4.6.1. Well water used only for stock and other agricultural uses such as irrigation.

4.6.2. Sampling of community water supplies, as these require regular testing for nitrate under the DWSNZ (2005, amended 2018).

Deliverables

4.6.3. A presentation of final report findings and recommendations to Council of nitrate levels found in selected private wells of Cust and Eyreton (see Map 1). WDC staff will interpret results together with the Waimakariri Water Zone groundwater model predictions for the Cust and Eyreton areas.

4.6.4. Advice that can be used to inform and advise all private well owners in the Cust and Eyreton areas. Recommendations on treatment options for private well owners, if applicable.

4.6.5. Well locations to be double-checked with GPS, and a photo to be taken by Water Unit staff. Well location to be mapped, or a GPS reference taken if possible, and a well head photo taken by the 'self-sampling' well owners.

4.6.6. Results data supplied to Environment Canterbury for entry into the Canterbury groundwater database.

Timeframe

4.7. The proposed timeframe for the pilot study is:

Date	Task
By July 2019	Scope project with this report to the Land and Water Working Group
By September 2019	WDC media release to promote information to the community about the pilot study and to request to volunteer private wells to be sampled.
By September 2019	Ground-truthing of Environment Canterbury well data by WDC and Environment Canterbury. Selection of wells based on criteria.
September-November 2019	Private well owners contacted by WDC. Sampling carried out by the Water Unit and/or sample kit sent out for self-sampling.
September 2019 onwards	Test results shared with private well owners. Potential work by WDC staff commences to advise private well users of any recommended treatment options, based on private well testing results.
By December 2019	Draft report with results and recommendations by WDC staff
By December 2019 - January 2020	Final report to Land and Water Working Group meeting
4 February 2020	Final report with recommendations presented to Council by WDC staff at Council meeting

Data quality and data management

4.8. Environment Canterbury groundwater scientists will provide advice and technical support to refine which wells are suitable for sampling within the area.

4.9. Some ground-truthing of Environment Canterbury well data will be required by WDC staff, for example by looking at the location of habitable dwellings that are not connected to a reticulated water supply. Environment Canterbury well data may not identify all wells that would be suitable for sampling in cases such as:

4.9.1. Wells dating from pre-1990's, with no consent expiry or review carried out since this date

4.9.2. Wells are used for domestic use, though not consented for this use.

4.9.3. A reticulated water supply connection exists, therefore an available well is assumed to not be used for domestic consumption.

4.9.4. Wells not recorded in Environment Canterbury well data, for example if no consent to drill a well has been issued.

4.10. It is unknown how representative the 10 wells selected will be for each of the Cust and Eyreton areas. Due to the low sample size and volunteer recruitment, it is likely that there will be some sampling bias. There are approximately 2300 private supply wells in the Waimakariri Water Zone according to a draft Environment Canterbury memo in 2018.

4.11. The 20 wells are recommended to be selected, in discussion with Environment Canterbury groundwater scientists on criteria such as;

4.11.1. close proximity to a well with an identified elevated nitrate level;

4.11.2. providing a range of depths (screened depth, or total depth if information on screened depth is not available);

4.11.3. willingness of the landowner to provide a sample;

4.11.4. modelled to have oxidised groundwater conditions and/or

4.11.5. request from a landowner to be sampled.

4.12. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Eyreton residents with elevated nitrate levels have expressed a desire for wider testing to be carried out, and for private well owners in the area to be alerted of the possibility of elevated nitrate levels.

5.2. Wider Community

5.2.1. The wider community has not been consulted on the scope of a pilot study for nitrates in the Cust and Eyreton areas. A media release before the pilot study will inform community members about the aims of the study, and hopefully identify private well owners who are willing to volunteer wells for sampling.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. A total cost of $7.5k is anticipated for the pilot study, in addition to WDC staff time (see Table 1).

Table 1: Indicative cost of risk assessment.

Task	Cost (approximate)

Sampling by the Water Unit (10 samples at $385 / sample, including water sample analysis. Self-supplied sampling - 20 wells at $130 per sample including courier bags, postage, and water sample analysis.	$6,500
Project contingency	$1,000
Total	**$7,500**

6.1.2. Any proposal for a significant extension of a Council community water supply scheme, due to results of the pilot study, would be brought to Council for consideration as part of the Long Term Plan process.

6.2. **Community Implications**

6.2.1. A study of nitrate levels in private wells for all of the Waimakariri District will give the best outcomes for the community. This is because currently water quality testing by private well owners is discretionary, and results are not required to be shared with Council unless as a condition for a subdivision or building consent. Due to this situation, there is limited information of the level of nitrates in private wells.

6.3. **Risk Management**

6.3.1. The risk that private well owners in the Cust and Eyreton areas could be consuming water that has elevated nitrate levels over the MAV will be reduced as a result of this pilot study and subsequent communication of any treatment recommendations.

6.3.2. The work to warn private well users of any elevated nitrate-nitrogen level over the MAV of 11.3mg/L will commence as soon as water test results are confirmed. This is because a water test result is sufficient to alert private well owners, and there is a potential risk to human health in delaying communication of results.

6.4. **Health and Safety**

6.4.1. There are some health and safety considerations of water sampling staff while out in the field, which will be minimised by complying with the ‘Safe Working in the Field’ manual if staff from the Water Unit.

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

7.3. **Community Outcomes**

7.3.1. There is a healthy and sustainable environment for all

7.3.1.1. Cultural values relating to water are acknowledged and respected.

7.3.1.2. Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

7.4. **Delegations**

7.4.1. No delegations apply to this report, as this report is for information only.

IN THE MATTERS OF	[1]	Provision of Safe Drinking Water To Residents
	[2]	The Granting of the Application for a Resource Consent by Canterbury Landscape Supplies Ltd. (CLS)
BY		The Waimakariri District Council (WDC)
FOR		the Site at Diversion Road, Eyreton
PRESENTATION TO		OXFORD OHOKA COMMUNITY BOARD
BY		Rosina Rouse, Tom McBrearty, and Graham Rouse
ON BEHALF OF		Eyre District Environmental Association Incorporated (EDEAI)
AND		Mandeville Residents' Association (MRA)
DATED		3 September 2018

We are speaking on behalf of the EDEAI and the MRA.
Noel Fraser, Chairperson of the EDEAI apologises for not being able to attend this meeting.

[1] We've previously expressed concerns about the high level of Nitrate in our water.
When tested it was 11.2mg/L. The MAV is 11.3.
As levels fluctuate, the MAV is likely to have been breached, and our water rendered unsafe to drink.
We've been very concerned for our safety, and have researched options open to us.
We 've had a reverse-osmosis filtration system installed for our drinking water.

We had the water from this system tested for Nitrate levels.
On Friday 28th September, we were pleased to receive the results.

		Nitrite-N	0.002gmg/L
Nitrate-N	2.2mg/L	Nitrate-N + Nitrite-N	2.2gmg/L

In addition to identifying our own situation, we've discovered that the Nitrate levels of our neighbours' wells are 10.4 (Feb 2018), and 9.6 (March 2018).

We don't know how widespread, problems with high Nitrates affecting safe quality drinking water might be within the Waimakariri District, but do know that a major problem. exists

It seems to be up to individuals to do their own research, and provide their own solutions.
Luckily for us our filter has been effective.

There appears to be no plan in place for action to take when nitrate levels are high or the MAV is breached, although maintenance of high-quality drinking water is a First Order Priority in the *Canterbury Water Management Strategy* (CWMS).

We're concerned that in the Draft ZIPA (pg 28) the Recommended Plan Limit for private water supply wells is 5.65mg/L. This is <u>half</u> of the current MAV. How is this to be achieved? What is the timeframe?

Our questions are: In the Waimakariri District, how are wells with high Nitrate levels, adversely affecting the supply of safe drinking water, identified, what education is provided about the dangers of high nitrate levels, and what plans have been, are, or will be, put in place to address compromised water supplies, and ensure supply of safe quality drinking water?

At an earlier Community Board meeting EDEAI and MRA requested a Staff Report into the feasibility, timeframe required, and cost of providing a safe supply of potable water to the potentially affected residents of the district. Has this been completed and provided?

[2] The Decision by the WDC to grant the CLS Resource Consent was made on 21 September 2018.

The MRA and the EDEAI, and possibly the Community Board, were not consulted.

These groups understood that a WDC decision would be made once ECan had made their decision. They also understood that the Commissioners appointed by ECan for the Hearing, were appointed by WDC to make a decision on WDC's behalf.

The members of the EDEAI and MRA have put in a huge amount of time and energy because they are deeply concerned about CLS's operation and its impact on the environment and their lives. This has come at personal cost and expense.

Residents are absolutely stunned at when, and how, the decision to grant the Resource Consent has been made and signed off. It defies logic and expectation.

Some of the assumptions are incorrect.

- the assumption that 'mature compost is safe and won't produce offensive odour, when a very large amount of this 'mature compost' that went anaerobic, had to be moved off the site following Mediation..
- the assumption that the area is sparsely populated has been proven to be incorrect at the Hearing.

The appalling way this Consent has been granted has undermined the confidence of many residents in the WDC and is certain to impact on their willingness to engage with the WDC in the future.

These groups have followed <u>all</u> requirements and procedures.

How else can the voice of the people be actually heard?

Perhaps the next step may be to a formally advise media.

The concerns of residents remain.

Our Questions are: Would the WDC please explain to the members of the (EDEAI), the (MRA) and the Community Board, how this decision was made.?

May we please request a special meeting to follow up on these matters?

Thank you for the opportunity to speak to the Board.
Noel Fraser, Chairman of the EDEAI was unable to come to this meeting.

Some of these concerns include:

- the impact on water in an already sensitive environment
- the location on permeable ground with no barrier
- the lack of requirements for the collection and treatment of stormwater and any leachate
- CLS's history of operating on bare ground for 2 years without consent, and no collection of leachates stormwater to date
- there's uncertainty about effects, so very risky
- health and well being
- risk of fire given CLS's history at Kaianga and the wind patterns of the district
- detection of fires after hours and at night
- the ability to contain a fire given the location close to pylons and the impact on not being able to use fire retardant due to flying restrictions
- the ability to pull up a fire downwind
- how residents would be advised of any fire danger
- The lack of a well and sufficient water and storage on the site
- flies, midges and rodents
- odour beyond the boundary of the site
- impact of dust and airborne contaminants
- no public access, and no requirement to liaise with the residents
- no power on the site
- monitoring of the site 24/7
- lack of trust in CLS by the residents
-

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	ANC-06, GOV-01-07 / 190730105964
REPORT TO:	District Planning and Regulation Committee
DATE OF MEETING:	20 August 2019
FROM:	Nick Harrison; Manager Regulation
SUBJECT:	**Annual Report: Dog Control 2018/2019**

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

Department Manager | Chief Executive

1. SUMMARY

1.1. This report informs the District Planning and Regulation Committee of the 2018/2019 annual dog control report that the Council is required to submit to Department of Internal Affairs (DIA). Section 10A Dog Control Act 1996 (The Act), requires reports from territorial authorities to be submitted to the Department of Internal Affairs (DIA) on an annual basis. These list the number of dogs registered, the number declared dangerous or menacing, and the number and nature of dog complaints received for each fiscal year. In summary for year ending 30 June 2019:

Category	2017/18	2018/19
The number of registered dogs	12214	12500
The number of registered owners	8010	8248
Dangerous dogs	10	9
Menacing dogs	60	53
Complaints	2077	2087
Infringements issued	115	84

1.2. If the annual report is accepted by the Council, a copy will be submitted to the DIA. The statistics contained within the report will also be publicly notified.

Attachments:

(i) 2018–2019 Annual Report on Dog Control to DIA – Trim: 190731107423

2. RECOMMENDATION

THAT the District Planning and Regulation Committee recommends:

THAT the Council:

(a) **Receives** report No. 190730105964

(b) **Approves** the attached 2018/2019 Annual Report on Dog Control to the Department of Internal Affairs.

(c) **Circulates** a copy of this report to the Boards.

3. BACKGROUND

3.1 The DIA collates reports from Territorial Authorities on an annual basis. This enables the Department to maintain nationwide records and statistics in relation to dogs, dog numbers, the numbers of menacing and dangerous dogs, along with the number and type of complaints received by Councils in relation to dogs.

4. ISSUES AND OPTIONS

4.1. This report is a statutory requirement under *Section 10A Dog Control Act 1996*. The report informs the community of a summary of dog statistics for the District. Section 4.2 of this report outlines the information required. The Committee has the option of approving the proposed annual report as fulfilling the requirement of the Act. If the Committee approves the annual report, the report will be forwarded to DIA and the information contained therein, will be publicly notified. No other action is required.

4.2. Section 10A of the Act is prescriptive and lists the matters on which the Council is to report. The following is an explanation of the requirements with previous year numbers in (brackets).

Registered Dogs: 12500 (12214)
This is the number of dogs registered with Waimakariri District Council for the 2018-2019 year. 8474 of the dogs are desexed and of the 12500 registered dogs there are 1031 working dogs.

Registered Owners: 8248 (8010)

Probationary Owners: 0 (0)
A probationary owner is a person who is convicted of an offence against the Act and the Council has classified that person as a probationary owner. This classification enables the Council to place restrictions on an owner, such as barring ownership of a dog for a set period and to undergo suitable training. However if the person is the owner of a registered dog at the date of the offence, ownership of that dog continues. The probationary classification enables the Council to monitor compliance and dog control.

Dangerous Dogs: 9 (10)
These are animals deemed by the Council to be dangerous. They are classified because they have behaved aggressively to people and/or animals. A key criterion for this classification is that witnesses have made formal statements concerning the behaviour observed. Dangerous dogs are required to be de-sexed, as well as restrained and muzzled when in public. An owner can appeal a classification and the matter would be considered by the Council's Hearing Committee. One new dangerous dog classification was made this year.

Menacing Dogs: 53 (60)
This classification has less restriction on the owner than the dangerous dog classification. Dogs can be classified as menacing if the Council considers they are a threat to people and/or stock or they are registered as a particular breed that Parliament has deemed to be menacing. These breeds include the American Pit Bull terrier, Brazilian Fila, Dogo Argentino and Japanese Tosa. Menacing dogs are also required to be desexed, restrained and muzzled in public. Six dogs were classified as menacing this year. One owner appealed a classification and the Hearing Committee upheld the order.

Complaints: 2087 (2077)
These are grouped into complaint type and are responded to by Council Animal Management staff during the week or through our after-hours contractors for complaints made after-hours.

Infringement Notices: 84 (115)

Infringements are issued for offences related to nuisances such as a dog not being under control or for having an unregistered dog. Seeking compliance is the primary focus followed by warnings. Infringements occur when owners continually fail to heed warnings.

Prosecutions: 0 (1).

In the previous 2017/18 year one person was prosecuted, charged with an offence against *Section 57 Dog Control Act 1996*, in relation to a dog attack in the Good Street Reserve (Rangiora) in November 2017 where a 6 year old girl was bitten by the man's dog. No prosecutions were filed in the 18/19 year however one was filed in early July for the new 19/20 year. This is currently before the Court.

4.3. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. **Groups and Organisations:** This report is a statutory requirement of the Council intended by the Act to provide a summary of dog control statistics to the public and the Department of Internal Affairs. The information is collected district-wide and is not broken down into wards. No comment or action is required.

5.2. **Wider Community:** As above.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications: Council's** Dog Control is funded entirely by dog registration fees.

6.2. **Community Implications:** The Council employs three fulltime Animal Control Officers, a .3FTE animal shelter attendant and about 0.25FTE for an administration officer. This enables the Animal Control Unit to maintain levels of service in line with the district's growing population.

6.3. **Risk Management:** No policy development or animal control operational work is dependent on this report.

6.4. **Health and Safety:** This report has no impact on health and safety.

7. CONTEXT

7.1. **Policy**

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

7.2. Legislation

Section 10A Dog Control Act 1996, sets out the criteria that must be included in the report:

10A Territorial authority must report on dog control policy and practices—

(1) A territorial authority must, in respect of each financial year, report on the administration of

(a) its dog control policy adopted under section 10; and

(b) its dog control practices.

(2) The report must include, in respect of each financial year, information relating to—

(a) the number of registered dogs in the territorial authority district:

(b) the number of probationary owners and disqualified owners in the territorial authority district:

(c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:

(d) the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:

(e) the number of infringement notices issued by the territorial authority:

(f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:

(g) the number of prosecutions taken by the territorial authority under this Act.

(3) The territorial authority must give public notice of the report—

(a) by means of a notice published in—

(i) 1 or more daily newspapers circulating in the territorial authority district; or

(ii) 1 or more other newspapers that have at least an equivalent circulation in that district to the daily newspapers circulating in that district; and

(b) by any means that the territorial authority thinks desirable in the circumstances.

(4) The territorial authority must also, within 1 month after adopting the report, send a copy of the report to the Secretary for Local Government.

7.3. Community Outcomes

There is a safe environment for all
Harm to people from natural and man-made hazards is minimised.

7.4. Delegations

Delegation S-DM 1026:

The District Planning and Regulation Committee shall enjoy all the powers granted to a standing committee under this Manual and shall be responsible for determining policy within the following general jurisdiction:

- *Dog registration and control*

Our Reference: ANC-06 / 190731107423

25 August 2019

The Secretary for Local Government
Department of Internal Affairs
PO Box 805
WELLINGTON 6140

Dear Sir

WAIMAKARIRI DISTRICT COUNCIL ANNUAL REPORT ON DOG CONTROL: 2018/2019

In accordance with the Dog Control Act 1996, Section 10A, the following is a copy of the annual report for Waimakariri District Council's dog control policy and practices.

Dog Control Policy

Waimakariri District Council (The Council) adopted a Dog Control Policy in 2009. The objectives of the policy include:

- To encourage responsible dog ownership
- To provide for Dog Access to Public areas
- To enforce dog owner obligations

This Policy is currently undergoing the special consultative procedure as part of its 10 year review.

Education

Animal Control delivers education to schools in the District encouraging safe practices around dogs including bite prevention.

Dog Parks

The Council currently provide three dog parks.

Southbrook Dog Park - This 3-hectare dog park was established in Southbrook Park, Rangiora, in 2010. Access to the park is either from Coronation Street or the Southbrook Park car park. The park features a pleasant walking circuit leading to a large fenced area where dogs can run and exercise. Information signs and seating are provided.

Millton Memorial Park Dog Park - This dog park, at the corner of Millton Avenue and River Road, Rangiora, covers 2.6 hectares and was opened in 2015. The park features a 'large dog area' and 'small dog area'.

Gladstone Road Dog Park – This park was opened in early 2018 and covers approximately 2 hectares.

A further dog park is planned for Kaiapoi shortly. The dog parks have a Facebook community page www.facebook.com/RangioraDogParks/.

Dog Control on parks and reserves

To protect public safety and enjoyment, the Dog Control Bylaw 2009 classifies the district's parks and reserves into three categories: Dog Prohibited Areas, Leash Control Areas and Under Control Areas. The First Schedule of the bylaw lists all the district's reserves and their classifications. You can exercise your dog off the leash in Under Control Areas as long as you keep the dog under continuous supervision and control. This bylaw is currently being reviewed through the special consultative procedure as part of its 10 year statutory review.

Table 1: Annual Report for 20017/18 (Dog Control Act 1996 s10A)

Reporting Requirement	17/18	18/19
The number of registered dogs	12214	12500
The number of registered owners	8010	8248
The number of probationary owners and disqualified owners	0	0
The number of dogs classified as dangerous (section 31). Note these dogs were all classified under s31(1)(b) *"Any dog which the territorial authority has, on the basis of sworn evidence attesting to aggressive behaviour by the dog on one or more occasions, reasonable grounds to believe constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife;"*	10	9
The number of dogs classified as menacing (section 33). Note some of these dogs are required to be classified pursuant to Section 33E where the Act deems this type of dog (American Pit Bull Terrier) to be menacing.	60	53
The total number of complaints received for each Category:		
Dog Attacks on People	29	27
Dog Rushing People	42	82
Dog Attacks on Stock	35	37
Dog Attacks on Dogs	25	25
Barking Dogs	356	339
Roaming Dogs	248	231
Dog Welfare Complaints	26	31
Unregistered Dogs resulting in infringements	107	71
Lost / Found	917	850
Callers requesting advice	292	310
TOTAL	**2077**	**2003**
The number of prosecutions undertaken.	1	0
The number of Infringement Notices issued.	115	84

Yours faithfully

Nick Harrison
Manager: Regulation

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	RDG-10 / 190801108009
REPORT TO:	Hearings Panel for the Sealing of Browns Road / North Eyre Rd Targeted Rate
DATE OF MEETING:	15 August 2019
FROM:	Joanne McBride, Roading & Transport Manager
SUBJECT:	Establishment of a Targeted Rate for the Sealing of Browns Rd and North Eyre Road

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

Department Manager

Chief Executive

1. SUMMARY

1.1. The purpose of this report is to present the written submissions from the Special Consultative Procedure (SCP) for the targeted rate for the sealing of Browns Road & North Eyre Road. This will enable the Hearings Panel to prepare for the hearing on 15 August 2019.

1.2. The proposal was to put in place a targeted rate on those properties as shown on the map in the attached Statement of Proposal to enable the property owners to pay, through their rates, for their share of the cost of sealing the sections of Browns Road & North Eyre Road adjacent to their properties.

1.3. Six property owners within the proposed rating area were given the option of paying their share by one separate lump sum payment or a targeted rate over 25 years to repay a loan.

1.4. A total of six submissions have been received. All six submitters support the proposal with a question around interest rates which was subsequently answered in a clarification letter dated 25 July 2019. Two submitters have indicated they wish to present jointly at the hearing.

1.5. It is proposed that the Hearings Panel will deliberate on the submissions on 15 August 2019 and from those deliberations make a recommendation to Council.

1.6. Attached for the panel's information is a copy of the Statement of Proposal, copy of a clarification letter which was issued following questions being raised about the interest rate, a summary of the submissions and a copy of all of the written submissions

1.7. It is noted that the targeted rate is a means to help property owners pay their share to enable Browns Road & North Eyre Road to be sealed. If the targeted rate is declined then it would be unlikely the sealing would be able to proceed due to affordability for residents.

Attachments:

i. Copy of Statement of Proposal (Trim 190522072232)
ii. Clarification Letter dated 25 July 2019 (Trim 190725104439)
iii. Summary of the submissions (Trim 190801108016)
iv. Copy of all written submissions (Trim No's; 190801108011, 190801108012, 190801108013, 190801108014, 190801108015)

2. RECOMMENDATION

THAT the Hearing Panel:

(a) **Receives** report No. 190801108009;

(b) **Receives and considers** all submissions.

(c) **Notes** that six written submissions were received on the proposal to put in place a targeted rate for the sealing of Browns Road & North Eyre Road, with five supporting the targeted rate and one submission preferring the lump sum payment.

(d) **Notes** that the Hearings Panel will consider these submissions and make a recommendation to the Council on whether to approve the targeted rate or not approve the targeted rate.

(e) **Recommends** that the Council:

1. **Approves** the targeted rate for the sealing of Browns Road & North Eyre Road

as detailed in the Statement of Proposal (Trim 190522072232).

2. **Notes** that property owners have the option of paying by lump sum rather than by

a targeted rate.

3. BACKGROUND

3.1 In August 2018 the Utilities and Roading Committee approved the sealing of North Eyre Road and Browns Road on the condition the property owners pay a contribution of 50% as required by the Private Funding of Seal Extensions Policy.

3.2 Staff have been working with the spokesperson for the property owners and have provided information around costings and options for payment.

3.3 Staff have been advised that it is the group's preference to have a targeted rate levied on the properties to allow the sealing costs to be paid off over time and that the preferred period is a 25 year term.

3.4 In April 2019 a workshop was held with the Utilities and Roading Committee to further discuss the seal extension request and the rating term which had been requested by the residents.

3.5 Council approved the sealing of Browns Road & North Eyre Road under the "Private Funding of Seal Extensions Policy" which requires the property owners to fund 50% of the cost of sealing the road. The majority of the property owners have stated their preferred method of payment was by a targeted rate over a period of 25 years.

3.6 On 4 June 2019 the Council approved the commencement of the Special Consultative Procedure for the targeted rate.

3.7 The proposal gave property owners three options in regards to this proposal:

- Option One – Targeted rate of $2,221.20 per year for a 25 year period from 1 July 2020.
- Option Two – Lump sum payment of $32,936.38 per property paid by 31 May 2020.
- Option Three – Do not seal the road.

3.8 The consultation period opened on 5 July 2019 and closed on 2 August 2019. Six affected Browns Road & North Eyre Road property owners were hand delivered a letter with the Statement of Proposal attached. The proposal was also uploaded to Council's "Let's Talk" webpage.

4. ISSUES AND OPTIONS

4.1. A total of six submissions have been received with all supporting the proposal.

4.2. The submissions did raise a question around the interest rate that was stated and whether this could be fixed.

4.3. A further clarification letter was issued to all six parties on 25 July 2019 which answered this question as well as a further question around lump sum payments (Trim 190725104439).

4.4. No further submissions have been received since.

4.5. Subject to the decision the timetable would be as follows:

Stage	**Date**
Submissions closed	2 September 2019
Hearing of submissions	15 August 2019
Decisions to Council	3 September 2019
Letters to residents sent	6 September 2019
Options for lump sum close	27 September 2019
Inclusion to AP 2020/21	Jan 2020
Lump Sum payments due	31 May 2020
1st charge on rates	1 July 2020 – 30 June 2045 rating year

4.6. The following options are available to the Hearings Panel:

- Option One – Approve the Targeted Rating Area:

  The proposal gives property owners the option of paying their share by a lump sum payment or by a targeted rate on their property.

- Option Two – Decline the option of a Targeted Rating Area:

  This would very likely result in the sealing not being considered affordable for the affected property owners and as such sealing would be unlikely to proceed. This would continue to have a negative impact on property owners.

4.7. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. **Groups and Organisations**

5.2. The property owners adjacent to the road have requested the sealing and the spokesperson for the group has been working with Council staff on this issue.

5.3. The Special Consultative Process has enabled property owners to formally submit on the proposal with the opportunity to speak to their submission.

5.4. A submission has been received from all properties within the special consultative process area.

5.5. A copy of the submissions and a summary of the submissions are attached to this report.

5.6. **Wider Community**

5.7. No specific wider community views have been sought as the affected area is very small, however the information is available on Councils Let's Talk webpage and can be accessed by the general public.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications**

6.2. The estimated cost of sealing North Eyre Road (Browns Rd intersection to the western boundary of no. 943 North Eyre Rd) and Browns Road (North Eyre Road to no. 746 Browns Road), a total length of 1.925 km, is $343,684.00 (excluding GST).

6.3. The Council share of the sealing is 50% of the cost is $171,842.00 (excluding GST).

6.4. There is sufficient funding available in the Roading Subdivision Contribution Budget to fund the Council's share of the work.

6.5. The property owners share is, therefore, $171,842.00 (excluding GST) spread over six (6) properties. This equates to $28,640.33 (excluding GST) or $32,936.38 including GST per property.

6.6. The targeted rate will be $2,221.20 (including GST) per year / per property over a twenty five year period at an interest rate of 4.5%.

6.7. The Council has received one price of $343,684.00 excluding GST for the sealing work to date.

6.8. **Community Implications**

6.9. The sealing of Browns Road (North Eyre Rd to No. 746 Browns Road) and North Eyre Rd (Browns Rd intersection to the western boundary of no. 943 North Eyre Rd) has been specifically requested by the property owners adjacent to the road and staff have been working with the spokesperson to consider options.

6.10. **Risk Management**

6.11. A risk to the Council if the targeted rate is approved is the property owners who do not support the targeted rate do not pay the rate and challenge the Council in court. This risk has been mitigated by ensuring the reason for the targeted rate is clearly stated and that the payment by the property owners is a contribution to enable the sealing to happen for their benefit.

6.12. **Health and Safety**

6.13. Normal construction Health & Safety risks will apply. This will be mitigated by ensuring the physical works contractor is Sitewise registered and has an appropriate Site Specific Safety Plan.

7. CONTEXT

7.1. **Policy**

This matter should be considered by the Council, as it relates to a new rate being set.

Council has appointed Councillors Williams, Doody, and Gordon to consider submissions and make recommendations to the Council.

7.2. **Legislation**

The provisions of the Local Government Act and the Rating Powers Act are relevant to this matter.

Under Section 83 of the Local Government Act a Special Consultative Procedure is required because there is a change being made to the rating regime for these properties from that which is shown in the Long Term Plan and a new targeted rate is being set.

7.3. **Community Outcomes**

This report consider the following outcomes:

There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

Transport is accessible, convenient, reliable and sustainable

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

7.4. **Delegations**

The Hearings Panel has been appointed by Council to consider this issue and report back to Council with a recommendation for approval.

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE HEARING AND DELIBERATIONS FOR THE ESTABLISHMENT OF A TARGETED RATE FOR THE SEALING OF BROWNS ROAD AND NORTH EYRE ROAD HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, COMMENCING AT 6PM ON THURSDAY 15 AUGUST 2019

PRESENT

Councillors W Doody, D Gordon and P Williams.

IN ATTENDANCE

Members of the public and J McBride (Roading and Transport Manager), T Kunkel (Governance Team Leader)

T Kunkel opened the meeting and called for nominations for a Chairperson.

1. APPOINT A HEARING PANEL CHAIRPERSON

Moved Councillor Gordon seconded Councillor Williams

THAT Councillor W Doody be appointed as the Chairperson for the Establishment of a targeted rate for the sealing of Browns Road and North Eyre Road Hearing Panel.

CARRIED

Councillor Doody assumed the Chairpersons role at this time.

2. APOLOGIES

There were no apologies.

3. CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

4. HEARING OF SUBMISSIONS ON THE ESTABLISHMENT OF A TARGETED RATE FOR THE SEALING OF BROWNS ROAD AND NORTH EYRE ROAD

The Submitter, M Ward, thanked the Council for the time and effort put into the process. All the information that they could supply in support of the project was before the Panel.

Councillor Gordon inquired if the property owners were agreeable to the proposed 25-year loan period. M Ward advised that they were satisfied with the proposed loan period as well as with the proposed interest rate.

5. STAFF REPORT

5.1. Establishment of a Targeted Rate for the Sealing of Browns Road and North Eyre Road – J McBride (Roading and Transport Manager)

J McBride advised that the report presented the written submissions from the Special Consultative Procedure for the establishment of targeted rate for the

sealing of the roads. She reported that it was proposed to institute a targeted rate on six properties fronting on Browns Road and North Eyre Road. This would enable the property owners to pay, through their rates, for their share of the cost of sealing the sections of the roads as required in terms of the Seal Extensions Policy.

J McBride confirmed that the property owners on Browns and North Eyre Roads that were not willing to contribute to the sealing of the roads would also benefit from the project. However, the Council was unable to reach an agreement with all the effected property owners and it was therefore unlikely that the sections of the roads would be sealed if Council kept on seeking consensus. It was therefore agreed to recommend to the Council to proceed with the sealing of the roads with the backing of the six property owners that were willing to contribute.

Councillor Doody asked if the property owners that were not currently contributing, could opt in to contribute at a later stage, after the sealing was completed. J McBride advised that other property owners could contribute to the project in the future, provided that they were subject to the proposed targeted rate and that their participation were approved by Council.

Councillor Doody enquired if the participating property owners could off-set the costs of the sealing of the roads by subdividing their properties in the future. J McBride stated that if an effected property was subdivided in future the targeted rates would apply to all the newly created properties. The payments would therefore be recalculated to spread the cost across all properties.

Councillor Gordon asked if the six property owners understood that they would be footing the bill on behalf of all eleven properties and if they were agreeable to proceed with the sealing on that basis. M Ward responded that although they were frustrated with their neighbours' decision not to contribute, they were willing to pay for the sealing of the sections of the roads in a bid to alleviate the problems caused by the dust.

M Ward asked the Council to ensure that should 943 North Eyre Road be subdivided in the future, that the newly created properties would not form part of the agreement. This was because the owners of 943 North Eyre Road have chosen to make a lump sum payment up front. In response, J McBride confirmed that 943 North Eyre Road would be removed from any further financial contributions as the obligations would have been met. The Council policy did not allow for the refunding or credit of any of the lump sum should future development occur, as the lump sum would already have been paid and taken off the principal of the loan.

Councillor Gordon sought clarity on the proposed loan period and the proposed interest rate. J McBride advised that after consultation with the property owners, the Council opted for the proposed 25 year loan period, instead of the normal 10 year period, to lessen the financial burden on the property owners. The Council fixed its lending rate on an annual basis and as such this rate was subject to change.

With regard to the proposed interest rate, J McBride explained that the 4.5% was the rate at the time of writing of the Statement of Proposal. It was however noted that currently interest rates seemed to be trending downwards, therefore if the interest rate was less at the time of proceeding with the project, the interest rate would be fixed at the lower amount. She also confirmed that the Council was passing on the actual interest cost on to the property owners.

In conclusion, Councillor Doody asked if the Council would take over the maintenance of the roads once the sealing had been completed. J McBride confirmed that Council would be responsible for the maintenance, repair and resealing of the sections of the roads in future.

Councillor Doody requested the members of the public to leave the Council Chamber at 6:20pm to enable the Hearing Panel to make a decision on this matter.

6. HEARING PANEL DELIBERATIONS

Councillor Williams stated that the six effected property owners seemed satisfied with the proposal, he therefore supported the approval of the targeted rate for the sealing of Browns Road and North Eyre Road as per the proposed agreement with the Council.

Council Gordon concurred and stated that the six effected property owners confirmed they understood that they would be receiving the account on behalf of all eleven properties. They also confirmed that they understood the terms and conditions of the loan agreement. Councillor Doody also agreed.

Moved Councillor Williams seconded Councillor Gordon

THAT the Hearing Panel:

a. **Receives** report No. 190801108009;

b. **Receives** and considers all submissions.

c. **Notes** that six written submissions were received on the proposal to put in place a targeted rate for the sealing of Browns Road and North Eyre Road, with five supporting the targeted rate and one submission preferring the lump sum payment.

d. **Recommends** that the Council:

   (i) **Approves** the targeted rate for the sealing of Browns Road and North Eyre Road as detailed in the Statement of Proposal (Trim 190522072232).

   (ii) **Notes** that property owners have the option of paying by lump sum rather than by a targeted rate.

CARRIED

Subsequent to deliberation, Councillor Doody requested the members of the public join the Hearing Panel in the Council Chamber, where she advised them to the Panel's decision.

There being no further business, the meeting closed at 6:30pm.

Confirmed

_____
Chairperson

_____
Date

Summary of Information

Proposed Targeted Rate for North Eyre Road and Browns Road property owners for their contribution for sealing North Eyre Road and Browns Road adjacent to their properties

The Council proposes to put in place a Targeted Rate on those properties as shown on the attached map to enable the property owners to pay, through their rates, for their share of the cost of sealing the sections of North Eyre Road and Browns Road adjacent to their properties as shown on the attached map.

Property owners will have the option of paying their share by one separate lump sum payment or a targeted rate over 25 years to repay a loan.

Council have received a request from residents in this area for the road to be sealed.

The Council policy for sealing unsealed roads is that traffic volumes need to be around 300 to 400 vehicles per day before NZTA subsidy can be claimed and as such these two sections of road do not meet this funding criteria.

The alternative is that residents help fund the sealing under the “Private Funding of Seal Extensions Policy” which allows roads to be seal upon approval from Council if the residents are prepared to fund a 50% share of the cost of sealing.

The cost of sealing the section of North Eyre Road and Browns Road as shown on the attached map is $343,684.00 (excluding GST). Therefore for the sealing to progress the residents would need to fund 50% of the cost being $171,842.00 (excluding GST) and Council would need to fund the other 50%.

Over the past few years property owners along Browns Road and North Eyre Road have regularly requested the Council to seal the road because the dust from the roads has a very negative impact on their quality of life and the road surface is often rough. The Council has previously agreed to fund the remaining 50% cost of the sealing as required by the policy on the condition the property owners pay the balance of $171,842.00 plus GST. This amounts to $32,936.38 (including GST) per property. The property owners have requested that the rating period for the sealing be taken over 25 years. Including interest this would result in a yearly cost of $2,221.20 per property including GST.

The Councils 50% share of the sealing is included in the Councils Annual Plan budget in the 2019/20 year.

The Council has been working with a liaison person for the property owners on their willingness to pay this share and on their preferred method of payment with the options being either by lump sum payment or through a targeted rate. The preference of property owners is generally to pay through a targeted rate.

It is on the basis of this feedback that this proposal is being put forward in order to formalise the targeted rate.

The lump sum payment option would be **$32,936.38** (including GST) per property and payable by 31 May 2020.

The targeted rate option will be **$2,221.20** per property / per year (including GST) for a period of 25 years per property. This amount includes interest of 4.5% on the loan the Council will need to take out to fund the work. The targeted rate will apply from 1 July 2020 and will end on 30 June

2045. As per the attached clarification letter dated 25 July 2019, the interest rate is set annually and therefore is subject to change.

Copies of the Proposal

Copies of the Statement of Proposal for the proposed targeted rate can be picked up or viewed at any Council Service Centre or Library during ordinary office hours, or downloaded from the Council's website: waimakariri.govt.nz, during the consultation period.

Submissions

Submissions on this proposal can be made to the Council between **5 July 2019** and **2 August 2019**. Please include a name and address. Anonymous feedback will be considered at the Council's discretion.

The submissions will be heard by a Council Hearing Panel on 8 August 2019 at 6:00pm at the Council building in Rangiora. Please state if you wish to speak to your submission at the Hearing. Submissions on this proposal can be made either:

Email: office@wmk.govt.nz

Post: **North Eyre Road & Browns Road Submissions**
Freepost 1667
Waimakariri District Council
Private Bag 1005
Rangiora

Hand deliver: The Council building at 215 High Street, Rangiora or any Library branch or Service Centre.

For more Information:

Contact:

Joanne McBride – Roading & Transport Manager **Email:** joanne.mcbride@wmk.govt.nz
Phone - 0800 965 468 Ex 8634

Statement of Proposal

Statement of Proposal for a Targeted Rate for North Eyre Road and Browns Road property owners for their contribution for sealing North Eyre Road and Browns Road adjacent to their properties

Introduction

This Statement of Proposal is prepared to formalise the funding arrangement for the sealing of North Eyre Road and Browns Road as shown on the attached Draft Rating Policy map and is made under Section 83 of the Local Government Act 2002.

The documents relating to this proposal are attached to this Statement of Proposal.

Nature of Proposal

The Council proposes to introduce a Targeted Rate for inclusion in the 2020/21 Draft Annual Plan under Sections 16-18 of the Local Government (Rating) Act 2002 to fund the property owners' share of the cost of sealing the sections of North Eyre Road and Browns Road as shown on the attached map.

The Targeted Rate will be a fixed amount on each rating unit situated within the North Eyre Road and Browns Road Rating Area, illustrated on the attached map, where a lump sum contribution was not received prior to 31 May 2020. Confirmation of take up of the targeted rate or the lump sum will be required by 20 December 2019.

The proposed rate will take effect from 1 July 2020 for a period of 25 years, ending on 30 June 2045.

The amount of the targeted rate will be **$2,221.20** per property / per year (including GST). This amount includes 4.5% interest on the loan the Council will need to take out to fund the work.

As per the attached clarification letter dated 25 July 2019, the interest rate is set annually and therefore is subject to change.

Property owners will have the option of paying a one-off lump sum of **$32,936.38** (including GST) by 31 May 2020, instead of having a targeted rate applied to their property.

Any future subdivisions within the new rating area will be required to contribute towards the outstanding balance of the rating area account.

As part of this targeted rate process the Council invites the affected property owners to comment on the proposal.

Reason for this Proposal

Background

In recent years a small number of subdivisions were developed on North Eyre Road and Browns Road. These subdivisions have not been enough to collect sufficient contributions to trigger the seal extension policy and traffic volumes are not high enough to attract NZTA subsidy for sealing.

Since that time the Council has received complaints from property owners on North Eyre Road and Browns Road about the dust from the road and the road condition.

A report was taken to the Utilities & Roading Committee in August 2018 seeking approval for the sealing of North Eyre Road and Browns Road subject to the property owners agreeing to fund 50% of the cost of sealing in accordance with the Private Funding of Seal Extensions Policy. A further update was taken to Council in November 2018.

Council Policy for Private Funding of Seal Extensions

The Council policy for sealing unsealed roads using the Private Funding of Seal Extensions Policy states that “The Council will seal roads where the adjoining property owner is willing to fund 50% of the cost of the sealing.”

The cost of sealing the sections of North Eyre Road and Browns Road as shown on the attached map is $343,684.00 (excluding GST). As such the private contribution share for sealing would need to be at least $171,771 (excluding GST) in order for the sealing to take place.

Council Decisions and Long Term Plan Provisions

In August 2018 the Utilities and Roading Committee approved the sealing of North Eyre Road (Browns Rd intersection to the western boundary of no. 943 North Eyre Rd) and Browns Road (North Eyre Road to no. 746 Browns Road) under the Private Funding of Seal Extensions Policy subject to the adjoining property owners agreeing to pay the amount required to reach 50% of the cost of the sealing.

In June 2019 the Council approved the commencement of a Special Consultative Procedure for a targeted rate for the sealing of North Eyre Road (Browns Rd intersection to the western boundary of no. 943 North Eyre Rd) and Browns Road (North Eyre Road to no. 746 Browns Road). The Council also approved budget of $190,000 for Council’s share of the sealing work, subject to the property owners agreeing to fund their share. Further prices will be sought to ensure this is good value for money however having the price gives an accurate indication of the amount to be paid by the property owners.

There is funding available in the Roading Subdivision Contribution Budget in the 2019/20 year for the Council’s share of the sealing.

North Eyre Road and Browns Road

Staff have been working with the spokesperson for the North Eyre Road and Browns Road residents and have been provided written confirmation from a number of property owners that they would be prepared to contribute to the cost of sealing these sections of road.

The following map shows the properties which have expressed interest in sealing under the policy:

It is on the basis of this feedback that this proposal is being put forward in order to formalise the targeted rate.

Options Available to the Council

The following options are available to the Council

1. **Put in place a targeted rate as per this proposal.**

   This option meets the wishes of the property owners who are willing to pay a share of the sealing but prefer the targeted rate to make it affordable to them. This option would require all property owners within the Proposed Target Rate Area to contribute to the cost, including those who are opposed. This is likely to be the only option that would guarantee the road being sealed.

2. **Do not put in place a targeted rate and request the property owners pay their share by lump sum**

   This option would most likely result in the road not being sealed as the lump sum may not be affordable for property owners. If the road is not sealed the property owners will continue to be negatively impacted by the dust and road condition.

3. **Do not seal the roads now and wait for further development (more financial contributions to be taken)**

   This option is unlikely to result in sealing being undertaken for a significant length of time.

Community Outcomes

The sealing of North Eyre Road and Browns Road will contribute to the following community outcomes:

There is a safe environment for all

- Crime, Injury and road accidents are minimised.
- Harm to people from natural and man-made hazards is minimised and our district has the capacity and resilience to respond to natural disasters.

Transport is accessible, convenient, reliable, affordable and sustainable

- The standard of our District's roads is keeping pace with increasing traffic numbers.

Related Documents

The following document is attached to this Statement of Proposal and forms part of the Statement of Proposal:

- Summary of Information

Joanne McBride
Roading and Transport Manager

WAIMAKARIRI DISTRICT COUNCIL

Our Reference: RDG-32-10 / 190725104439

25 July 2019

To the Residents of:
943 North Eyre Road
917 North Eyre Road
746 Browns Road
766 Browns Road
795 Browns Road
831 Browns Road

Re: Sealing of North Eyre Road and Browns Road

I am writing to you in regard to the special consultative process around the sealing of North Eyre Road and Browns Road, which is currently underway.

As part of this process we have received queries about the interest rate stated in the Statement of Proposal and also regarding how future development might affect the proposed targeted rate. These two areas are further clarified below:

1. Interest Rate:

   The interest rate as noted in the Statement of proposal as 4.5%. This is the current rate which has been provided from our Finance Team at the time of writing of the Statement of Proposal.

   Council fixes its lending rate on an annual basis and as such this rate is subject to change. Council does not have the ability to fix the rate for the full term that the special rate will apply (i.e. 25 years) and as such the interest rate will be subject to change over the years. This is a risk with having the special rate apply over a longer term.

   It is noted that currently interest rates are low and tend to be trending downwards, however there are no guarantees that this will be the case for the full term of the Targeted Rate.

2. Further development and the Lump Sum Payment:

   Should any further development occur within proposed rating area then there are two scenarios which could apply.

   Scenario One – Option one the targeted rate payment:
   In this scenario if additional lots were created then the balance owing would be re-calculated with the additional lots included and the payments spread across all properties. This would result in a reduction in the cost to each property as there will be more properties contributing to the cost of sealing.

   It is noted however that this would only apply from the time development occurs and the new lot is created. There is no opportunity to retrospectively take funding for sealing which has previously occurred.

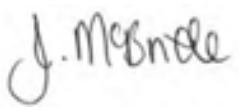
Scenario Two – Option two the lump sum payment:
If a property choses to pay the lump sum then this is paid up front and the amount taken off the principal of the loan. This then removes the property from any further financial contributions as the obligations would be met.

There is then no ability to be able to refund or credit any of the lump sum should future development occur as the lump sum has already been paid and taken off the principal of the loan.

Note – Should the proposal sealing proceed this will affect the six properties identified as being included in the rating area. Currently the District Plan requires a minimum lot size of 4 hectare. Five of the six properties within the proposed rating area are already at this minimum size and cannot be further subdivided under the current District Plan rules.

I hope this clarifies these items. If you have any further questions or feedback then please do not hesitate to contact me.

Kind regards,



Joanne McBride
Roading & Transport Manager

Address	Property Owner	Preferred Option	Comments
917 North Eyre Road	Megan & Mike Ward	One	Question about interest rate
943 North Eyre Road	David & Julia Brant	Two	Question about future development
831 Browns Road	Bruce & Kathy Chubb	One	Question about interest rate
795 Browns Road	Gary Hayes	One	Suggest a lower contribution for other outside the rating area
766 Browns Road	Dale Thompson & Lorraine Bird	One	Question about interest rate & further development
746 Browns Road	Chris & Heather Roe	One	Question about interest rate

#1

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, July 23, 2019 2:41:31 PM
Last Modified:	Tuesday, July 23, 2019 2:45:57 PM
Time Spent:	00:04:26
IP Address:	103.29.31.79

Page 1

Q1 Put in place a targeted rate of $2,221.20 per property each year for 25 years starting on 1 July 2020 and ending on 30 June 2045 — **Yes**

Q2 Preference for a lump sum payment of $32,936.38 per property paid by 31 May 2020 — **No**

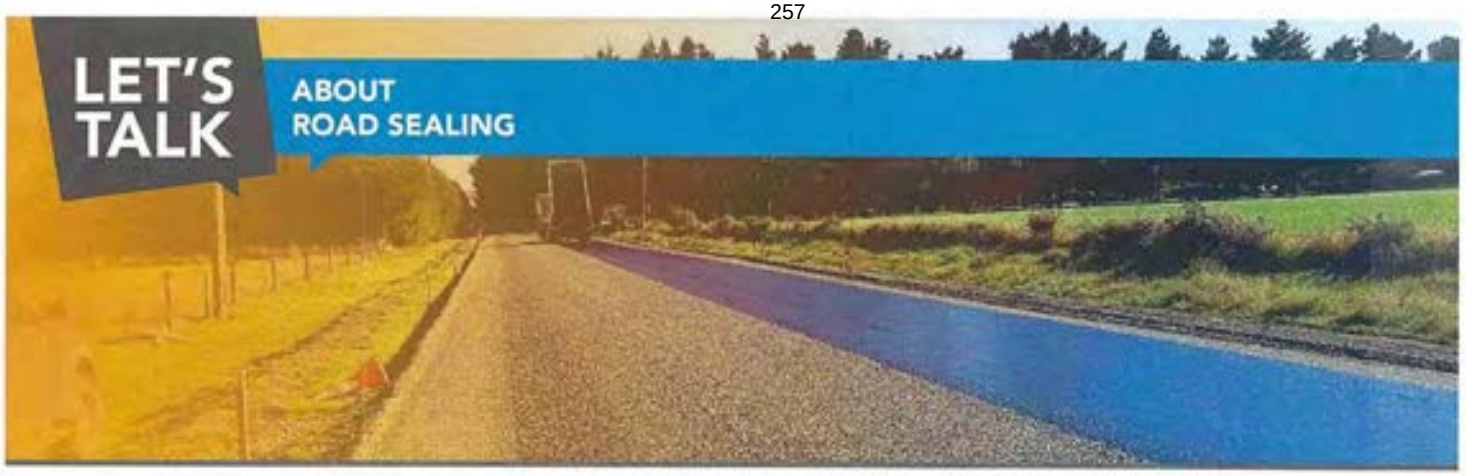
Q3 Do not seal the roads now and wait for further development to occur. Sealing would not be undertaken until 30% of the cost of sealing was secured as per the Rural Seal Extension Policy — **No**

Q4 Please provide any comments, suggestions or feedback you have about the proposals

Perhaps make a formal proposal to the other four properties to contribute a sum which would be "less than $2k per annum"

Q5 Contact Details

Name	**Gary Hayes**
Address	**795 Browns Road**
City/Town	**Rangiroa RD 5**
ZIP/Postal Code	**7475**
Email Address	**garyhayes.clear@gmail.com**
Phone Number	**+6433844400**



Property owners along a section of Browns Road and North Eyre Road have approached Council to request sealing be undertaken to help address dust issues from the roads which has a negative impact on quality of life and due to road surface condition.

The Council have agreed to pay for 50% of the costs and this is included in the budget for 2019/20, conditional on residents funding the remaining 50% of the cost of sealing.

The purpose of this consultation is to seek feedback on the proposed sealing and to find out how the property owners immediately adjacent to the section of road wish to make payment for this work.

1. **Please tick your preferred option:**

- ☐ Option one: Put in place a targeted rate of $2,221.20 per property each year for 25 years starting on 1 July 2020 and ending on 30 June 2045.
- ☑ Option two: Preference for a lump sum payment of $32,936.38 per property paid by 31 May 2020.
- ☐ Option three: Do not seal the roads now and wait for further development to occur. Sealing would not be undertaken until 30% of the cost of sealing was secured as per the Rural Seal Extension Policy.

2. **Please provide any comments, suggestions or feedback you have about the proposals:**

943 NORTH EYRE ROAD
If paying via option two, what happens when future subdivisions in the rating area occur. How will we be reimbursed?

If you would like to know more please email joanne.mcbride@wmk.govt.nz or phone 0800 965 468. You can tell us what you think here and post this back to us or at waimakariri.govt.nz/letstalk

A Council Hearing Panel, in an open meeting, will consider your feedback on Thursday 8 August at 6pm in the Council Chambers, Rangiora.

Make sure your feedback reaches us by 5pm, Friday 2 August 2019.

Property owners along a section of Browns Road and North Eyre Road have approached Council to request sealing be undertaken to help address dust issues from the roads which has a negative impact on quality of life and due to road surface condition.

The Council have agreed to pay for 50% of the costs and this is included in the budget for 2019/20, conditional on residents funding the remaining 50% of the cost of sealing.

The purpose of this consultation is to seek feedback on the proposed sealing and to find out how the property owners immediately adjacent to the section of road wish to make payment for this work.

1. **Please tick your preferred option:**

- [x] Option one: Put in place a targeted rate of $2,221.20 per property each year for 25 years starting on 1 July 2020 and ending on 30 June 2045.
- [ ] Option two: Preference for a lump sum payment of $32,936.38 per property paid by 31 May 2020.
- [ ] Option three: Do not seal the roads now and wait for further development to occur. Sealing would not be undertaken until 30% of the cost of sealing was secured as per the Rural Seal Extension Policy.

2. **Please provide any comments, suggestions or feedback you have about the proposals:**

We have indicated the areas where we have concerns. ie that the interest rate should be fixed clarification of the effect of further subdivisions

If you would like to know more please email joanne.mcbride@wmk.govt.nz or phone 0800 965 468. You can tell us what you think here and post this back to us or at waimakariri.govt.nz/letstalk

A Council Hearing Panel, in an open meeting, will consider your feedback on Thursday 8 August at 6pm in the Council Chambers, Rangiora.

Make sure your feedback reaches us by 5pm, Friday 2 August 2019.

Property owners along a section of Browns Road and North Eyre Road have approached Council to request sealing be undertaken to help address dust issues from the roads which has a negative impact on quality of life and due to road surface condition.

The Council have agreed to pay for 50% of the costs and this is included in the budget for 2019/20, conditional on residents funding the remaining 50% of the cost of sealing.

The purpose of this consultation is to seek feedback on the proposed sealing and to find out how the property owners immediately adjacent to the section of road wish to make payment for this work.

1. **Please tick your preferred option:**

- [x] Option one: Put in place a targeted rate of $2,221.20 per property each year for 25 years starting on 1 July 2020 and ending on 30 June 2045.
- [ ] Option two: Preference for a lump sum payment of $32,936.38 per property paid by 31 May 2020.
- [ ] Option three: Do not seal the roads now and wait for further development to occur. Sealing would not be undertaken until 30% of the cost of sealing was secured as per the Rural Seal Extension Policy.

2. **Please provide any comments, suggestions or feedback you have about the proposals:**

- Please confirm 4.5% Fixed until term of loan expires

Megan + Mike Ward
917 North Eyre *

If you would like to know more please email joanne.mcbride@wmk.govt.nz or phone 0800 965 468. You can tell us what you think here and post this back to us or at waimakariri.govt.nz/letstalk

A Council Hearing Panel, in an open meeting, will consider your feedback on Thursday 8 August at 6pm in the Council Chambers, Rangiora.

Make sure your feedback reaches us by 5pm, Friday 2 August 2019.

Property owners along a section of Browns Road and North Eyre Road have approached Council to request sealing be undertaken to help address dust issues from the roads which has a negative impact on quality of life and due to road surface condition.

The Council have agreed to pay for 50% of the costs and this is included in the budget for 2019/20, conditional on residents funding the remaining 50% of the cost of sealing.

The purpose of this consultation is to seek feedback on the proposed sealing and to find out how the property owners immediately adjacent to the section of road wish to make payment for this work.

1. **Please tick your preferred option:**

- [x] Option one: Put in place a targeted rate of $2,221.20 per property each year for 25 years starting on 1 July 2020 and ending on 30 June 2045.
- [ ] Option two: Preference for a lump sum payment of $32,936.38 per property paid by 31 May 2020.
- [ ] Option three: Do not seal the roads now and wait for further development to occur. Sealing would not be undertaken until 30% of the cost of sealing was secured as per the Rural Seal Extension Policy.

2. **Please provide any comments, suggestions or feedback you have about the proposals:**

PLEASE CONFIRM THE INTEREST RATE OF 4.5% IS FIXED FOR TERM OF LOAN & IS NOT SUBJECT TO AMENDMENT OF STANDARD RATING ADJUSTMENTS.

746 Browns Rd — Chris Roe.

If you would like to know more please email joanne.mcbride@wmk.govt.nz or phone 0800 965 468. You can tell us what you think here and post this back to us or at waimakariri.govt.nz/letstalk

A Council Hearing Panel, in an open meeting, will consider your feedback on Thursday 8 August at 6pm in the Council Chambers, Rangiora.

Make sure your feedback reaches us by 5pm, Friday 2 August 2019.

LET'S TALK ABOUT ROAD SEALING

Property owners along a section of Browns Road and North Eyre Road have approached Council to request sealing be undertaken to help address dust issues from the roads which has a negative impact on quality of life and due to road surface condition.

The Council have agreed to pay for 50% of the costs and this is included in the budget for 2019/20, conditional on residents funding the remaining 50% of the cost of sealing.

The purpose of this consultation is to seek feedback on the proposed sealing and to find out how the property owners immediately adjacent to the section of road wish to make payment for this work.

1. **Please tick your preferred option:**

- [x] Option one: Put in place a targeted rate of $2,221.20 per property each year for 25 years starting on 1 July 2020 and ending on 30 June 2045.
- [ ] Option two: Preference for a lump sum payment of $32,936.38 per property paid by 31 May 2020.
- [ ] Option three: Do not seal the roads now and wait for further development to occur. Sealing would not be undertaken until 30% of the cost of sealing was secured as per the Rural Seal Extension Policy.

2. **Please provide any comments, suggestions or feedback you have about the proposals:**

→ Kathy + Bruce Chubb
831 Browns Road.

→ As option one states: the targeted Rates includes the interest Rate of 4.5% fixed until end of loan (30 June 2045)..

If you would like to know more please email joanne.mcbride@wmk.govt.nz or phone 0800 965 468. You can tell us what you think here and post this back to us or at waimakariri.govt.nz/letstalk

A Council Hearing Panel, in an open meeting, will consider your feedback on Thursday 8 August at 6pm in the Council Chambers, Rangiora.

Make sure your feedback reaches us by 5pm, Friday 2 August 2019.

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	WAT-05-21-07-03 / 190731107249
REPORT TO:	Rangiora Ashley Community Board
DATE OF MEETING:	13 August 2019
FROM:	Colin Roxburgh, Water Asset Manager
SUBJECT:	Garrymere Water Supply Upgrade – Feedback from Community Consultation 2019
SIGNED BY: **(for Reports to Council or Committees)**	Department Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report twofold:

1. To present the consultation feedback from the community on the proposed upgrade of the Garrymere water supply.

2. To seek approval from the Community Board on the preferred way forward for the water supply.

1.2. The Garrymere water supply does not comply with the Drinking-water Standards for New Zealand (DWSNZ) and represents an unacceptable risk to the public health of the Garrymere community in the long term.

1.3. In March 2018, Council consulted with the Garrymere community on options to upgrade the water supply to achieve compliance. Strong feedback from the community was given that the cost of all options was too high, and that more work and more resident involvement was required.

1.4. After considering this feedback, Council opted to establish a Garrymere Water Supply Advisory Group (GWSAG) to work through the issues and report back to Council with a recommendation.

1.5. The GWSAG has carried out extensive work, and ultimately recommended to the community that a central treatment plant upgrade be completed.

1.6. In parallel with the work being undertaken by the GWSAG, the Council reviewed the way it would fund UV treatment upgrades across the district, and opted to share these costs across the district's water supply schemes. This has reduced the rating impact of the proposed upgrade option to the community.

1.7. Consultation was undertaken with the community to seek feedback on the proposed upgrade option throughout July 2019. This included distribution of information pamphlets, and a public meeting.

1.8. Following consultation, one submission was received, which supported the proposal made by the advisory group.

1.9. Taking into account the feedback received, and the lack of opposition to the proposal, the GWSAG has recommended to Council that the proposed filtration and UV upgrade option be proceeded with.

1.10. It is recommended that the Rangiora Ashley Community Board supports the GWSAG recommendation, and recommends to Council that the proposed upgrade option be proceeded with.

Attachments:

i. Consultation material (190626090032)

2. RECOMMENDATION

THAT the Rangiora Ashley Community Board recommends:

THAT the Council:

(a) **Receives** report No. 190731107249.

(b) **Notes** that the Garrymere Water Supply Advisory Group has carried out extensive work investigating options to upgrade the Garrymere water supply to achieve compliance with the Drinking-water Standards for New Zealand, and to provide a safe and affordable drinking-water supply to the community.

(c) **Notes** that the Garrymere community have been consulted on the proposed upgrade option, and that there was one submission received in favour of this proposal, and no submissions received against the proposal.

(d) **Notes** that following public consultation the Garrymere Water Supply Advisory Group recommends that the Council proceed with Option A of filtration and UV disinfection being installed at the Garrymere water supply headworks.

(e) **Notes** that there is sufficient budget available of $450,000 to complete this upgrade.

(f) **Approves** staff to proceed with the recommended option to construct a filtration and UV disinfection treatment system at the Garrymere water supply headworks.

3. BACKGROUND

3.1. The Garrymere water supply scheme has been identified for a proposed upgrade to provide a supply that meets the water quality requirements of the Drinking Water Standards for New Zealand (DWSNZ), and to provide a safe and reliable water supply.

3.1. The Board, Utilities and Roading Committee and Council have received the following reports on the proposal to upgrade the Garrymere water supply which can be referred to for background information:

- 8 November 2017 Report to RACB Request to consult with community (171025115123[v2]).
- 12 December 2017 Report to Utilities and Roading Committee, Request to consult with community (171128128873[v2]).
- 16 May 2018, Report to RACB, summary of consultation feedback and request to establish water supply advisory group (180504048871[v2]).
- 2 October 2018 Report to Council, Request to approve terms of reference for advisory group (180829098070).

3.2. In March 2018, Council consulted with the Garrymere community on options to upgrade the water supply to achieve compliance. Strong feedback from the community was given that the cost of all options was too high, and that more work and more resident involvement was required.

3.3. After considering this feedback, Council opted to establish a Garrymere Water Supply Advisory Group (GWSAG) to work through the issues and report back to Council with a recommendation.

3.4. The GWSAG has carried out extensive work, and considered the following key options:

Option A – Central Treatment (i.e. install filtration and UV disinfection at the existing treatment plant).

Option B – Drill New Well

Option C – Connect to Summerhill Scheme

Option D – Install Private 'Point of Entry' Treatment System at each Property

Option E – Connect to the Ashley Scheme.

3.5. Option B, C and E were reviewed and eliminated from further consideration early in the process for the following reasons:

3.5.1. Option B would have high costs with a high risk of being unsuccessful in striking a secure and deep water source, and would have the risk that UV treatment would be required in the future following an upcoming revision of the Drinking-water Standards, escalating costs further.

3.5.2. Option C would have high costs due to needing to pump the water a long way across the district (from West Eyreton), and would require two river crossings. This would also introduce the need for further consultation with the West Eyreton and Summerhill communities.

3.5.3. Option E would have high costs, would require significant development contributions be paid to the Ashley scheme and as the Ashley scheme is not compliant with the Drinking-water Standards, would not achieve the primary goal of providing safe and compliant water.

3.6. The advisory group then considered Option A and Option D in more detail. Both essentially treat the water in the same way – using cartridge filters and UV disinfection. The key difference is that Option A provides treatment at the treatment plant before the water is distributed, while Option D would treat the water at each individual property before the water enters each house.

3.7. A number of other groups were consulted on Option D as it carried a large amount of uncertainty, with no known cases of this being implemented in New Zealand. Groups consulted included the Hurunui District Council, the Canterbury District Health Board (who consulted with other health boards), The Waimate District Council, the private Glentui scheme and the Canterbury Drinking-water Reference Group.

3.8. Ultimately following this advice and further work by staff it was concluded that Option D would have a high risk of not achieving compliance, would put additional onus on residents to maintain their own systems, would introduce legal challenges if residents did not cooperate with the processes required of them, and would not save any cost over Option A.

3.9. By contrast Option A was assessed as having a much greater degree of certainty around compliance requirements and costs, as it is clearly allowed for within the Drinking-water Standards and is a type of system commonly used throughout the country.

3.10. A key issue raised by residents in the 2018 consultation that was not able to be significantly addressed through the work carried out by the GWSAG, was that the cost of all options was perceived to be high. While the cost estimate for the central treatment option did reduce as part of the work carried out by the advisory group, this was not by a great margin to fully address these concerns.

3.11. The core issue with cost however is not solely the capital cost estimates, but that the costs were projected to have significant rating impacts due to the low number of residents on the scheme to fund the upgrade. This was largely driven from the Council's targeted rating policy for water supplies.

3.12. In parallel with the work being carried out by the GWSAG, the Council recognised this issue and reviewed the way that UV disinfection upgrades are funded across the district. This formed part of the consultation on the draft 2019-20 Annual Plan. As a result of this process, the Council opted to share costs associated with UV disinfection across the district, which resulted in a significant rating impact of this project on Garrymere scheme members. This matter is covered in report 190426060012 that went to Council in May 2019.

4. ISSUES AND OPTIONS

4.1. The consultation process comprised the following steps:

1) An information brochure was distributed to all scheme members, along with a return addressed submission form. This was distributed on 26 June 2019, and the consultation period ended on 31 July 2019 (record number 190626090032).

2) A public meeting was held on 16 July 2019. This was well attended by elected members, advisory group members and a small number of residents. A presentation was given to residents, and there were a small number of questions.

   One question raised was whether or not chlorine would be able to be taken out of the water following the upgrade. Staff advised that this would not be possible, given Council's chlorination strategy which requires restricted schemes to be chlorinated due primarily to the risk of contamination post distribution of the water, which is heightened when water enters a private water tank. It was noted that the level of chlorine would likely be able to be reduced however.

3) Written submissions were received by 31 July 2019. One submission was received. This resident indicated that they support the advisory group's proposal, but did not offer any further comment. There were no submissions that did not support the proposal.

4.2. In the 2018 consultation, there were 26 submissions received, with the majority raising concerns with some part or numerous parts of the proposed project. In 2019, while there were not large numbers of residents indicating support for the proposal, the lack of opposition (both at the public meeting and through written submissions), indicates at best silent support for the proposal or at worst a lack of opposition or arguments against the proposal.

4.3. Based on the community consultation results and the lack of opposition or arguments against the proposal, at their 1 August 2019 meeting the Garrymere Water Supply Advisory Group resolved "that following public consultation, the Garrymere Water Supply

Advisory Group recommends that the Council proceed with Option A of filtration and UV disinfection".

4.4. It is therefore recommended that the Rangiora Ashley Community Board support the GWSAG recommendation to proceed with the filtration and UV disinfection upgrade option.

4.5. The Management Team has reviewed this report and supports the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. This report expresses the views of the Garrymere Water Supply Advisory Group, who recommend that the scheme be upgraded by way of installation of a filtration and UV disinfection system.

5.2. Wider Community

5.2.1. The views of the Garrymere community have been outlined in the consultation section above.

5.2.2. In brief, it is considered that the issues raised during the first consultation exercise of a lack of community involvement, a need for more work on some options and the high rating impact have been addressed through the work carried out by the GWSAG and the Council's new UV funding mechanism. This is reflected through the lack of opposition to the proposal during the 2019 consultation exercise.

5.2.3. A site meeting has been held with the two land owners most immediately affected by the upgrade. Council has an easement over the property where the current headworks is located and where the extension will be constructed. The scope of the upgrade has been discussed and agreed with the relevant residents.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

A total budget of $450,000 was allocated as part of the Council 2017/18 Annual Plan to fund the proposed source upgrade which was based on the initial estimate for the recommended option of filtration and UV disinfection. This is a capital budget held under the 'District Water UV' account.

More recent estimates are that approximately $350,000 may be sufficient to complete the project, however the budget has been left at the original level at this time. This allows for any unforeseen costs that may arise as the project progresses from concept to detailed design.

The budget is currently set up for design in 2019/20, and construction in 2020/21. This timeframe was set to be conservative, in particular due to the risk of delays with projects that involve consultation. Based on the progress made to date, it is anticipated that the project will be able to be completed within the current financial year. If the design and tendering stages remain on track for this to be the case, a further report will be brought to Council to request that the construct budget be brought forward to be entirely within the current financial year.

6.2. Community Implications

This project will benefit the Garrymere community by providing safe and compliant drinking water to the scheme members, and addressing the risk currently presented by the current source and treatment system.

6.3. **Risk Management**

This project addresses the primary risk identified with the scheme, in that it does not currently provide any treatment for protozoa.

There is a residual risk with the scheme that has not been addressed as part of this project which is that there is no backup source for the supply. This was not considered to be part of the treatment upgrade scope as it is a separate matter. Once the Poyntzs Road scheme joins to West Eyreton, Garrymere will be the only scheme without a backup source. Given the size of the scheme and the shallow nature of the well, this has been considered an acceptable risk to date. Further consideration of this will be given in future Activity Management Plans and Long Term Plans.

6.4. **Health and Safety**

The Garrymere supply currently does not provide any treatment for protozoa. This inherently presents an unacceptable level of risk and under the Health Act Council is obliged to take all practicable steps to address this risk. This project will address this issue.

Health and Safety during construction works will be managed through Council's usual Health and Safety and contract management processes. A panel of contractors has been selected to tender UV upgrade works through an expression of interest process, and this process took into account the contractors' ability to adequately manage health and safety on projects of this nature.

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

The Health (Drinking Water) Amendment Act is relevant in this matter.

7.3. **Community Outcomes**

The main community outcomes related to the issue are:

- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- Core utility services are provided in a timely and sustainable manner
    - Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard.

7.4. **Delegations**

The Rangiora Ashley Community Board has the delegation to make recommendations on matters such as this.

Garrymere Water Supply Scheme – Source Upgrade

The Garrymere water supply requires an upgrade to comply with the Drinking-water Standards for New Zealand (DWSNZ).

Following consultation with the Garrymere community in 2018, and in response to recommendations from residents, a Garrymere Water Supply Advisory Group (GWSAG) was established. This was established to allow nominated residents to work through options to provide good quality drinking water to the Garrymere Community alongside staff and elected members.

This information provides you with an update about the work that the GWSAG have carried out so far. It also seeks your views about how the Council should progress to upgrade the Garrymere water supply, so that it not only improves drinking water but also meets the requirements of the DWSNZ.

There will be a public meeting to provide an opportunity to talk to staff, elected members, and the Advisory Group in more detail, and for the Council to answer any questions you may have.

PUBLIC MEETING – 16 July 7.30pm at Loburn Domain

What's the issue?

The Garrymere water supply currently draws water from a shallow bore. The water is treated with chlorine which treats bacteria, but there is no treatment for protozoa. Protozoa includes potential contaminants such as giardia and cryptosporidium.

Because of this, the water supply does not comply with the DWSNZ and must be upgraded.

Summary

The Garrymere water supply needs an upgrade in order to meet the Drinking-water Standards. In 2018 when Council consulted with the community on this project, there was some strong feedback received which included the following key points:

- **The costs and rating impact were too high**
- **There needed to be a more thorough investigation into options, in particular with more work on the point-of-entry treatment option**
- **Residents needed to be more involved and have more say in the process.**

Council has since taken the following steps to address the concerns raised above:

- Established the Garrymere Water Supply Advisory Group to ensure that residents are involved closely in ensuring that the best solution is proceeded with, and that costs are affordable
- The advisory group has put all options through a lot more scrutiny, and is now in a position to recommend Central Treatment as the preferred upgrade option. The cost estimate for this option has reduced from that initially presented.
- The Council has acknowledged that the rating implications resulting from this project were significant, and has adopted a new rating structure for UV treatment upgrades. These costs will now be shared across the District, minimising the impact to small schemes such as Garrymere.

To understand in detail the process that has occurred, please review the information in this brochure. Once you have reviewed the information, there will be an opportunity to attend a public meeting and make a submission to Council to tell us what you think of the proposal.

Overview of Advisory Group Work

Following consultation with the community in 2018, an advisory group was formed so that residents could work alongside staff and elected members on this project. Representatives on the advisory group are:

- Councillor Dan Gordon (Chair)
- Councillor Paul Williams
- Christine Levett (resident)
- Amanda Black (resident)
- Alastair Ring (resident)
- Gerard Cleary (Council Manager Utilities and Roading)
- Steve Gregory (Deputy Chair and resident)
- Duncan Lundy (Rangiora Ashley Community Board)
- Chris Prickett (Rangiora Ashley Community Board)
- Kalley Simpson (Council 3 Waters Manager)
- Colin Roxburgh (Council Water Asset Manager)

The Advisory Group worked through a number of issues to understand the need for the upgrade, and to identify the best option to ensure the safety of the supply, while achieving compliance with the standards.

These topics included:

- Review of background information and initial options identified
- A more detailed review of point-of-entry treatment systems. This was an option requested to be investigated further, that would involve individual domestic treatment systems to be installed at each house as a means of ensuring the safety of the water
- Discussions with Hurunui District Council (HDC) about point-of-entry treatment, and a potential connection to the Ashley Rural water scheme which is managed by HDC.
- Consultation with a Canterbury District Health Board representative on point-of-entry treatment
- Research of a water scheme near Gore that is proposed to be run by residents rather than Council. Residents have since taken this scheme over, however are still obliged to meet the DWSNZ
- Overview of Government's Three Waters Review, which is currently underway
- Briefing on the alternative funding option being considered by Council through the Annual Plan
- Review of similar upgrade being carried out by the Glentui private water scheme
- Review of surrounding land use and other water takes in the Garrymere area to understand the catchment.

Analysis of the above topics allowed the group to undertake an informed assessment of the options available to upgrade the Garrymere water supply.

Minutes of the meetings can be found at waimakariri.govt.nz keyword search 'Garrymere water supply'.

Preliminary Investigation

Originally the following five options were assessed by the Advisory Group. These included those presented by Council during the community consultation in 2018, as well as some other options that the group wanted to explore:

OPTION A – Central treatment

OPTION B – Drill new well

OPTION C – Connect to Summerhill

OPTION D – Install private treatment system at each property

OPTION E – Connect to the Ashley Scheme

Each option was initially assessed at a high level by the group. Options B, C and E were eliminated primarily based on cost following preliminary assessments, leaving Options A and D for further detailed investigation. A summary table of this options assessment is included in this brochure.

Treatment Options Comparison

Following the preliminary assessment leading to the elimination of the options B, C and E that were previously put forward for public feedback, the group was left with two options to consider in more detail:

Option A – Central treatment

Option D – Install private treatment system at each property

Both of these remaining options involve the treatment of the existing source water by cartridge filtration, followed by ultra-violet (UV) disinfection. The filtration removes any particles from the water to allow the UV disinfection to be effective in treating both bacteria and protozoa.

The difference in the options is that Option A involves centrally treating the water at the treatment plant, so that the Council and residents can be confident that the water they receive at the property is fully compliant and safe to drink. Option B would involve no change in the water supplied by Council to residents, but would involve a new filtration and UV treatment system being installed at each individual property.

In terms of compliance, Option A is clearly allowed for within the current drinking-water standards, while Option D is not. However, if the scheme could meet criteria to be defined as a 'Rural Agricultural Drinking-water Supply' this type of treatment could be allowed to ensure compliance with the Health Act, even though it wouldn't comply with the Drinking-water Standards.

Option A – Central Treatment

The cost estimate for this option has been revised following the initial assessment carried out in 2018, with the total recommended budget to complete it being estimated at $350,000. This is less than the earlier total budget estimate of $390,000. Details of this cost estimate are attached to this brochure.

This option is seen as having the following key benefits:

- A conventional style treatment system, giving a high degree of confidence in performance
- Well defined scope giving a high degree of confidence in the cost estimate
- Relatively easy to construct on a Council easement at the existing treatment plant site.

Option D – Install Private Treatment System at Each Property

A large amount of research was conducted into this option, as the group were not able to find other examples of this type of system being successfully used in New Zealand. The group discussed the following key points:

Compliance of a Private Treatment System

- This type of private 'point –of-entry' treatment system can only be used if the scheme can be defined as a 'Rural Agricultural Drinking-water Supply'. To do this, it would need to be demonstrated that at least 75% of water used on the scheme was used for agricultural purposes.
- All aspects were considered to calculate this flow split based on a desktop assessment and it did not achieve the required threshold. The only way to potentially demonstrate this would be to install flowmeters at each house or dwelling and measure the flow over a 12 month period, then calculate what the proportion of the total flow is. This would have the following issues:
  - It would require the cost of installing and reading flowmeters to be added to the project, and would add at least another 12 months to the completion date.
  - There are no guarantees that this analysis would demonstrate the required split of agricultural use.

Ongoing Compliance Requirements

Assuming that the scheme could be defined as a Rural Agricultural Drinking-water Supply (as above), there would be a number of other steps to be considered for the individual treatment systems to be compliant:

- The UV/filtration system at each property would need to be shown to be compliant with either the appropriate New Zealand Standard, or an accepted international standard
- A location at each property would need to be agreed with each property owner where the system could be installed, with power supply available and access to plumbing before it enters the dwelling
- The Council would be ultimately responsible for ensuring the units are operated and maintained correctly. This could either be by Council staff doing these tasks at each property, or training residents to do this, then carrying out inspections to ensure that it is being done
- Both the installation and maintenance arrangements would require individual agreements with each property owner. This could add time and cost if agreements could not be easily reached.

Discussions with Other Groups

In order to better ensure the group understood the option of private point-of-entry treatment, individuals from other organisations attended meetings and provided information from their experiences. This information is provided below:

- **Hurunui District Council:** Had analysed private point-of-entry treatment for some of its smaller supplies. Their calculations did not show this to be viable either from a proportion of flow perspective, or from a cost perspective.
- **Glentui Private Water Supply:** Had initially considered point-of-entry treatment as an option, but ultimately opted for a central treatment system. Their initial feedback from the Ministry of Health on a point-of-use treatment system run by individuals would not be compliant in the way they had proposed.
- **Canterbury District Health Board:** The CDHB have seen examples of these private systems not being operated well, so Council would need to put steps in place to ensure and demonstrate that this would not be the case. Agreed that a barrier was demonstrating the required split of flow (75% agricultural use), and that on current data this could not be done unless individual flowmeters could prove otherwise.

Capital Cost

The final part of the analysis carried out by the group was to assess the cost of installing and running a private point-of-entry system at each property, if the scheme could meet the criteria to be defined as a Rural Agricultural Drinking-water Supply. The total capital cost estimate for this option is $308,000.

Cost Comparison

With cost estimates completed for both potential treatment options, a comparison was able to be carried out between the two. This was done by calculating all annual costs of both options.

The table below represents the additional annual costs of both options, over and above the costs of running the scheme as it currently is. It is noted that for Option A all costs would be recovered through Council rates, while for Option D some costs would be on individuals rates and others would need to be covered directly by individuals on the scheme.

	Option A Central Treatment		Option D Private Point of Entry Treatment	
	Total for Scheme ($ per year)	**Average Per Property ($ per year)**	**Total for Scheme ($ per year)**	**Average Per Property ($ per year)**
Capital Repayments	24,800	605	21,800	532
Depreciation	7,000	171	15,400	376*
Bulb Replacements	338	8	6,900	168*
Sensor Replacements	312	8	12,800	312*
Filter Replacements	2,700	66	10,100	246*
Labour for Operating and Maintenance	3,380	82	-	-
Labour for Compliance Checks	-		5,300	129
Electricity	5,000	122	8,600	210*
Total	43,530	1,062	80,900	1,973
Total (incl. GST)	**50,059**	**1,221**	**93,035**	**2,269**

** Required to be paid directly by individuals rather than through Council rates.*

Summary - Comparison of Treatment Options

A summary of the detailed analysis of the two treatment options is presented below:

	Option A - Central Treatment	Option D - Private Point of Entry Treatment
Capital Cost Estimate	$350,000	$308,000
Additional Annual Costs ($/year)	$50,000	$93,000
Compliance with DWSNZ/ Health Act	• Conventional design so high degree of certainty in requirements and compliance of proposal.	• Not compliant as a Rural Agricultural Drinking-water Supply on current data, flowmeters required and 12 months data to potentially prove compliance (will add time and cost, and no guarantee of compliance). • Risk of flow split changing over time making scheme non-compliant in future. • Risk of Health Act changing as this path to compliance is not widely used (no examples known).
Safety of Water	• High level of treatment with filtration and UV disinfection. • High degree of certainty that equipment is functioning as performance of equipment will all be monitored and alarmed.	• High level of treatment with filtration and UV disinfection. • Less certainty as relies on individuals to respond to alarms and rectify issues.
Work on Private Property	• All work can be undertaken at treatment plant on Council easement.	• Access required for installation. • Residents required to carry out maintenance tasks on their property, but Council ultimately responsible and required to audit and inspect (so ongoing access required)

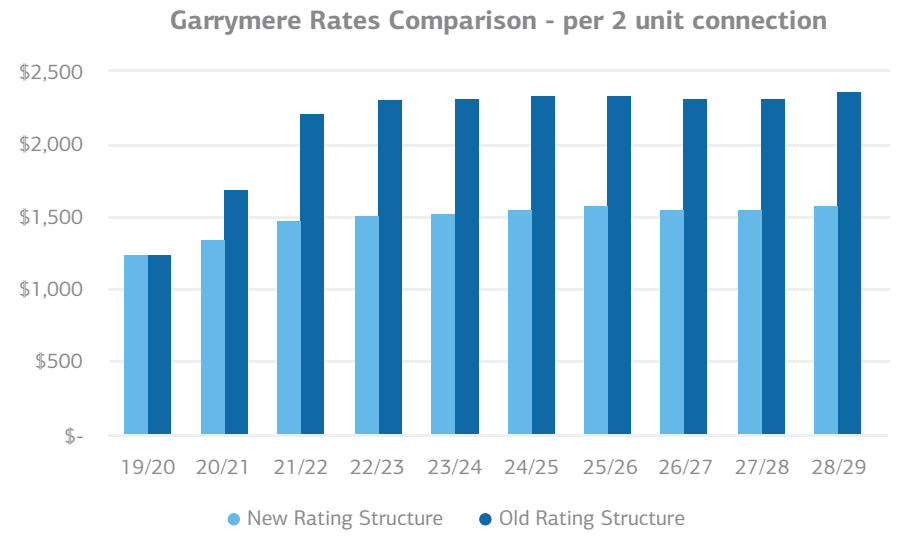
Based on the above comparison of cost along with compliance, safety and minimising works on private property, the Advisory Group recommends Central Treatment as the preferred upgrade option.

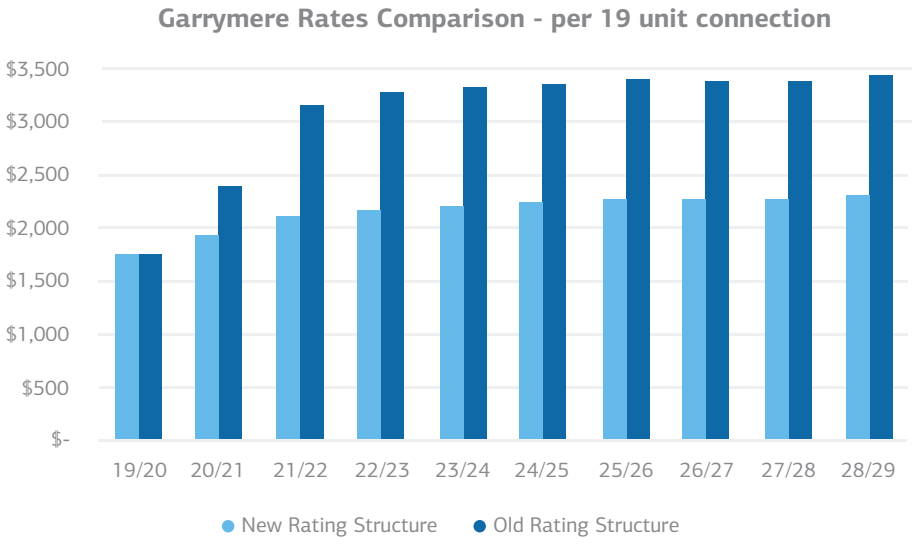
Rating Impact

During the 2018 consultation process, significant rating impacts were signalled as a result of this project. There was strong feedback from the community that these costs were too high. Council has since acknowledged this issue and as a result adopted an alternative way of funding UV projects.

Under the new rating structure, all water supply ratepayers will be charged a uniform annual amount for UV treatment costs. This essentially means that the costs of UV treatment are shared across the District, rather than being targeted on a scheme by scheme basis which can have significant effects on small schemes such as Garrymere.

The graphs below show the difference in rating impact from the previous funding structure which formed part of the consultation in 2018, compared to the rating impacts under the new rating structure. The projections shown are for the recommended upgrade option (Central Treatment).





The Proposal

Based on the detailed work carried out by the Garrymere Water Supply Advisory Group, the group proposes Option A as the recommended option (Central Treatment).

The Council would like to hear your feedback on the proposal, and whether you agree with this recommendation. Please give us your feedback on the form attached.

What Next?

- Attend the public meeting on Tuesday 16 July at 7.30pm at the Loburn Domain for more information and to talk to Council staff, Advisory Group members and elected members
- The Rangiora-Ashley Community Board will consider the feedback from the community and will make a recommendation to Council on how to proceed. Ultimately the Council will decide on the way forward, taking into account the views of the community and the Rangiora-Ashley Community Board.

Tell us whether or not you support this proposal using the form attached, or online at: surveymonkey.com/r/P7WZS9Q

Make sure your feedback reaches us by the end of Wednesday 31 July.

Attachments:

The following table summarises the issues identified with Options B, C and E that led to them being removed from further consideration.

Table 1: Reasons for Options B, C and E being excluded from further consideration

Option		Description	Issues
B	Drill New Well	This option involves drilling a new deep well with the aim of finding secure groundwater to achieve compliance with the DWSNZ without further treatment.	• High Cost: Well is likely to be required to be drilled very deep at high cost (budget estimate for all infrastructure $880,000). • Uncertainty: No guarantees that a suitable source would be found. • Risk of Change of Standards: New drinking water standards are expected to remove secure section meaning protozoal treatment would be required anyway.
C	Connect to Summerhill	This option involves installation of about 3km of new pipe to join with the Summerhill scheme (south of Ashley River). This would involve two river crossings, and upgrades within Summerhill scheme to pump more water through.	• High Cost: Large amount of new infrastructure has a high cost (budget estimate $1.0 – 1.8M). • Limited Capacity: May be costs to Summerhill / West Eyreton scheme to offset extra capacity used. • Risks with River Crossings: There is a risk of the pipe being washed out during flood when installed beneath a river, and there would be extra costs and/or risks of delays due to consent requirements to install pipes within riverbed.
E	Connect to Ashley Scheme	This option involves installation of a 4.2km a pipeline (minimum) to connect the Garrymere scheme with the Ashley Rural water scheme which is run by the Hurunui District Council.	• Limited Capacity: Would require all Garrymere connections to be converted to fully restricted connections.* • Development Contributions: These would be required to allow connection to the Ashley Rural water scheme to pay for existing infrastructure on this scheme being utilised. • High Capital Cost: Estimated to cost from $600,000 to $1,000,000 depending on whether additional pump station required. • Ashley Scheme Not Compliant: The Ashley scheme is currently not compliant with the DWSNZ.

* *Currently the majority of the connections to the Garrymere scheme are semi-restricted. These connections would need to be converted to full restricted connections to meet the requirements of the Ashley scheme, limited the amount of water able to be taken for this scheme.*

Table 2: Capital Cost Estimate for Option A – Central Treatment

Item	Detailed Estimate
Preliminary and general	$21,600
General site works	$16,500
Treatment containert	$15,300
UV units, filtration, flow meters, pump set	$64,900
Water pipework within container	$19,900
Water tanks and water pipework buried outside building	$61,300
Testing and commissioning	$5,500
Electrical	$33,000
Construction Total	**$238,000**
Construction contingency (10%)	$23,800
Design fees and construction monitoring (assume 10%)	$23,800
Project contingency (10%)	$28,600
Estimated Remaining Project Cost	**$314,100**
Expenditure to Date	$35,000
Total Recommended Budget	**$349,100**

Table 3: Capital Cost Estimate for Option D – Private Point of Entry Treatment at Each Property

Item	Rate	Unit	Quantity	Cost
Flowmeters	500	Each	41	$20,500
UV Unit	3235	Each	41	$132,635
Filters	490	Each	41	$20,090
Pump Upgrades	300	Each	41	$12,300
Installation	750	Each	41	$30,750
Construction Total				**$195,775**
Construction Contingency			10%	$19,600
Professional Fees			15%	$29,400
Expenditure to Date				$35,000
Project Contingency			10%	$28,000
Total Recommended Budget				**$307,800**

WAIMAKARIRI DISTRICT COUNCIL

Freepost Authority Number 1667

Free

Colin Roxburgh
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Fold along line

Please seal on all sides with tape.

Fold along line

Name: _____

Address: _____

Email: _____

Your feedback is important to us. We want to hear what you think of the proposed option to upgrade the Garrymere Water Supply by extending the treatment plant at the existing headworks, to install a filtration and UV treatment system (Option A):

☐ ***Yes I support the Garrymere Water Supply Advisory Group's proposal***

☐ ***No, I do not support the Garrymere Water Supply Advisory Group's proposal***

Comments *(Continue overleaf if necessary)*

_____

_____

_____

If you have any questions regarding this proposal, come and see us at the public meeting on 16th July, or contact:

Colin Roxburgh - Water Asset Manager GWSAG member
Phone 0800 965 468
Email colin.roxburgh@wmk.govt.nz

Dan Gordon - Councillor and Chair of GWSAG
Phone 021 906 437
Email dan.Gordon@wmk.govt.nz

Steve Gregory - Resident and Vice Chair of GWSAG
Phone 027 563 6080

Or return this feedback from (no stamp required) back to us by 31 July.
You can also give us your feedback online at surveymonkey.com/r/P7WZS9Q

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	SEW-17/190805108803
REPORT TO:	Utilities and Roading Committee
DATE OF MEETING:	20th August 2019
FROM:	Gavin Hutchison, Wastewater Asset Manager
SUBJECT:	Improvement to fencing of Wastewater Treatment Plant Sites

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

Department Manager

Chief Executive

1. SUMMARY

1.1 This report is to seek a decision from the Utilities and Roading Committee on the level of improvements to the Wastewater Treatment Plant (WWTP) boundary fences for the 2019/20 financial year.

1.2 The improvement to the WWTP site fencing is to provide public safety through avoiding accidental access, and protection of Council staff and contractors working on remote sites.

1.3 In January 2019 there was an incident at the Gore wastewater treatment plant where a 3 year old gained access to the site and drowned in one of the ponds. The site appears to have been fenced with a standard 7 wire stock fence. This has highlighted the need for appropriate fencing to minimise the risk to the public.

1.4 A risk based assessment was undertaken of all WWTP's to select an appropriate level of fencing. It has been identified that six of the seven sites need to be improved. The attached memorandum summarises the review and recommendations.

1.5 A staff submission was made to Council for a new budget of $215,000 for improvements to fencing at WWTP sites identified a high risk. A budget of $60,000 was included in the draft annual plan for the replacement of seven strand stock fencing at the Rangiora WWTP.

1.6 Council has approved a budget of $275,000 in the 2019/20 Annual Plan to improve the fencing at those sites identified as high risk.

1.7 Following the staff submissions concerns were raised by some Councillors that the level of fencing recommended exceeded what was required and the scope should be reduced.

1.8 A site visit with Councillors to the Kaiapoi Wastewater Treatment Plant was undertaken on the 1st July. The attendees were Mayor David Ayers, Councillor Paul Williamson, Councillor Dan Gordon, Kalley Simpson (3 Waters Manager) and Gavin Hutchison (Wastewater Asset Manager)

1.9 Following review of the existing deer fencing the Mayor and Councillors agreed that their preference would be to reduce the improvements to the addition of a strand of barbed wire installed on the top and bottom strands.

1.10 Reducing the recommended improvements would change the residual risk from low to medium as the deer fence would still be scalable even with the barb wire strand top and bottom.

1.11 There is an $110,000 difference in cost between the option of replacing all deer fence mesh with X-Fence and installing a single strand of barbed wire on the top and bottom of the existing deer fence.

Attachments:

i. Wastewater Treatment Plant Site Fencing Memorandum (Trim 190305025926)

2. RECOMMENDATION

THAT the Utilities and Roading Committee:

(a) **Receives** report No. 190805108803.

(b) **Approves** the use of X-Fence for all new fence installations including the Rangiora replacement works scheduled for the 2019/20 financial year.

EITHER:

(c) **Approves** the original fencing improvement strategy of replacing all existing deer fence netting with X-Fence.

(d) **Notes** this has a total cost of $275,000 and provides a low residual risk.

(e) **Notes** this will impact the individual Wastewater rate by approximately $1.64 pa.

OR:

(f) **Approves** the alternative strategy of installing a single strand of barbed wire on the top and bottom of the existing deer fence.

(g) **Notes** this has a total cost of $165,000 and has a medium residual risk as the fence is still scalable.

(h) **Notes** this will impact the individual Wastewater rate by approximately $0.98 pa.

AND:

(i) **Circulates** to the community boards for their information.

3. BACKGROUND

3.1 In September 2018 a child climbed the gate at the Woodend WWTP and gained access. As a result of this incident an assessment of all WDC wastewater treatment sites was undertaken in November 2018 to assess the level of boundary fencing. The key driver for fencing is to provide public safety through avoiding accidental access, and protection of Council staff and contractors working on remote sites.

3.2 Since this assessment there has been an incident at Gore wastewater treatment pond where a 3 year old gained access to the site and drowned in one of the ponds. The site appears to be fenced with a standard 7 wire stock fence.

3.3 The majority of the districts WWTP's have standard deer fencing around the perimeter of the site.

3.4 A risk based assessment was undertaken of each WWTP site. Sites with deer or stock fencing were assessed as being inadequate to mitigate the risk of a person or child entering the site.

3.5 A staff submission was made to the 2019/20 draft Annual Plan for new budget of $215,000 to upgrade the existing deer fence with X-fence security fencing.

3.6 A budget of $60,000 was included in the draft Annual Plan to upgrade the seven strand stock fencing at Rangiora with X-fence.

3.7 Council approved the additional fencing to improve the site fencing.

3.8 Following the staff submission and approval from Council a request was received from a Councillor to arrange a site meeting to inspect the current fencing. This was on the basis of assessing the need for the requested level of expenditure.

3.9 A site visit to the Kaiapoi Wastewater Treatment Plant was undertaken on the 1st July. The attendees were:

- Mayor David Ayers
- Councillor Paul Williamson
- Councillor Dan Gordon
- Kalley Simpson, 3 Waters Manager
- Gavin Hutchison, Wastewater Asset Manager

3.10 Following review of the existing deer fencing the Mayor and Councillors agreed that their preference would be to reduce the improvements to the addition of a strand of barbed wire installed on the top and bottom strands.

4. ISSUES AND OPTIONS

4.1. A risk based assessment of the existing fencing identified a high risk rating for the majority of the WWTP's sites.

4.2. A total of five options were assessed for the improving the site fencing. These are described in attached memorandum '*WDC WWTP Fencing Review Memorandum'* (Trim 190305025926).

4.3. Following the risk based assessment recommendations were made to reduce the residual risk to an acceptable level.

4.4. Those sites that have open water bodies coupled with slippery and steep pond sides presents the highest risk to the public. For those sites replacement of the existing deer fence netting with X-Fence was assessed as an adequate level of fencing to reduce the risk to low. X-Fence security fence is stronger and more difficult to climb compared to deer fencing. Where there is existing deer fence the existing posts would be reused, some strainer posts may need to be upgraded. A single strand of barbed wire would be included on the top section of fence.

4.5. Following the meeting with the elected members there was a request that the fencing improvements be limited to installing barbed wire strands top and bottom of the existing deer fence.

4.6. The table below summarises the main hazards at each site with the current fencing. These are colour coded to show the risk rating following the assessment. High risks are shown in red, medium risks in yellow and low risk shown in green.

4.7. The table below summarises the main hazards at each site with the current fencing.

Table 4.1: WWTP Risk Assessment – Current Fencing

Location	Open Bodies of Water			Fully Aerated Water	Hazardous Area	Mechanical Plant
	Open Water body	PE Lined Pond	Steep Concrete Wave Band			
Rangiora WWTP	Yes	Yes	Yes		Yes	Yes
Kaiapoi WWTP	Yes	Yes	Yes		Yes	Yes
Woodend WWTP	Yes	Yes	Yes		Yes	Yes
Waikuku WWTP	Yes		Yes		Yes	
Oxford WWTP	Yes	Yes	Yes	Yes	Yes	Yes

4.8. The table below summarises the main hazards at each site with the installation of single strands of barbed wire to the top and bottom of the existing deer fence.

Table 4.2: WWTP Risk Assessment – Barbed wire installed top and bottom of existing deer fence

Location	Open Bodies of Water			Fully Aerated Water	Hazardous Area	Mechanical Plant
	Open Water body	PE Lined Pond	Steep Concrete Wave Band			
Rangiora WWTP	Yes	Yes	Yes		Yes	Yes
Kaiapoi WWTP	Yes	Yes	Yes		Yes	Yes
Woodend WWTP	Yes	Yes	Yes		Yes	Yes
Waikuku WWTP	Yes		Yes		Yes	
Oxford WWTP	Yes	Yes	Yes	Yes	Yes	Yes

4.9. The table below summarises the main hazards at each site with the installation of X-fence to replace the deer fence.

Table 4.3: WWTP Risk Assessment – X-Fence

Location	Open Bodies of Water			Fully Aerated Water	Hazardous Area	Mechanical Plant
	Open Water body	PE Lined Pond	Steep Concrete Wave Band			
Rangiora WWTP	Yes	Yes	Yes		Yes	Yes
Kaiapoi WWTP	Yes	Yes	Yes		Yes	Yes
Woodend WWTP	Yes	Yes	Yes		Yes	Yes
Waikuku WWTP	Yes		Yes		Yes	
Oxford WWTP	Yes	Yes	Yes	Yes	Yes	Yes

4.10. The key difference between the two options assessed above is the assessment of the probability/likelihood of a child/person accessing the site. The X-Fence option has small gaps which makes getting a foothold to climb difficult. The probability/likelihood for this option was selected as rare. The existing deer fence with barbed wire installed on the top and bottom adds a barrier to someone climbing the fence. However as the fence allows for easier climbing (particularly around post and strainers) the probability/likelihood was noted as unlikely. This difference placed the barb wire option as a medium risk, and the X-fence as low risk.

4.11. Loburn Lea and Fernside WWTP's have been excluded from this assessment. These sites present a lower risk as they do not have open water bodies.

4.12. The cost estimates for the two options being considered as part of this report are summarised in Table 4.4 below.

Table 4.4: Summary of cost estimates

WWTP Site	**Installation of barbed wire bottom and top of existing deer fence**	**Replace deer fence with security X-Fence**
Rangiora WWTP	$20,000	$40,000
Rangiora WWTP (Replacement of existing stock fence with X-Fence)	$60,000	$60,000
Kaiapoi WWTP	$35,000	$80,000
Woodend WWTP	$17,000	$35,000
Waikuku WWTP	$5,500	$14,100
Total Cost Estimate (plus 20% contingency)	**$165,000**	**$275,000**

4.13. The installation of 2 single strands of barbed wire to the top and bottom of the existing deer fence has a potential project cost saving of $110,000. It does however have a higher residual risk.

4.14. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

The community have not been consulted on this work.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

A budget of $215,000 has been approved in the 2019/20 Annual Plan for fencing of the WWTP sites discussed in this report. Reducing the scope of the recommended fencing improvements would reduce the capital cost of the improvements by $110,000. The table below summarises the costs for both options.

WWTP Site	**Installation of barbed wire bottom and top of existing deer fence**	**Replace deer fence with security X-Fence**
Rangiora WWTP	$20,000	$40,000
Rangiora WWTP (Replacement of existing stock fence with X-Fence)	$60,000	$60,000
Kaiapoi WWTP	$35,000	$80,000
Woodend WWTP	$17,000	$35,000
Waikuku WWTP	$5,500	$14,100
Total Cost Estimate (plus 20% contingency)	**$165,000**	**$275,000**
Impact to the EDSS individual Wastewater rate	**$0.98**	**$1.64**

6.2. Community Implications

Improvements to the WWTP site fencing will reduce the risk to the community.

6.3. Risk Management

The recommended upgrades are driven by the management of the risks. These works will reduce the risks to an acceptable level.

6.4. Health and Safety

The recommended upgrades will improve the health and safety for the public and Council staff.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

- Health and Safety at Work Act 2015

7.3. Community Outcomes

- Harm to people from natural and man-made hazards is minimised

Attachment – Wastewater Treatment Plant Site Fencing Memorandum

WAIMAKARIRI DISTRICT COUNCIL

MEMO

FILE NO AND TRIM NO:	SEW-17/ 190305025926
DATE:	18th March 2019
MEMO TO:	Management Team
FROM:	Gavin Hutchison, Wastewater Asset Manager
SUBJECT:	Wastewater Treatment Plant Site Fencing

The purpose of this memorandum is to provide a recommendation of immediate and long-term upgrades required to improve the fencing of the districts Wastewater Treatment Plants (WWTP).

1. Background

In September 2018 a child climbed the gate at the Woodend WWTP and gained access. As a result of this incident an assessment of all WDC wastewater treatment sites was undertaken in November 2018 to assess the level of boundary fencing. The key driver for fencing is to provide public safety through avoiding accidental access, and protection of Council staff and contractors working on remote sites.

Since this assessment there has been an incident at Gore wastewater treatment pond where a 3 year old gained access to the site and drowned in one of the ponds. The site appears to be fenced with a standard 7 wire stock fence.

2. Review of Existing WWTP Boundary Fencing

The general standard of fencing adopted by WDC has been to install deer fencing around the perimeter of the WWTP site (refer to Figure 2.1). There are some sites that have standards of fencing that differ to deer fencing. Table 2.1 below summarises the standard of fencing at each site.

It should be noted that the main difference between deer fencing and security fencing is the size of mesh opening, tensioning and security fencing has three strands of barb wire (Refer to Figure 2.2). The mesh opening for security fencing is small at approximately 50mm. Deer fencing is also a lighter wire gauge.

There are some discrete areas fenced within the treatment plant sites. For example the new inlet works at the Rangiora WWTP. However the aeration and oxidation ponds are not fenced as this would make maintenance difficult and in some cases increase risk to maintenance staff.

The Rangiora WWTP has an automated gate at the main point of entry. All other sites are hinged gates that require the gate to be manually shut after personal have entered the site. Personal are required to close and lock the gate after entering the site, and again when exiting the site.

Attachment 1 shows the current extent of fencing for each site.

Figure 2.1: Deer Fence (Waikuku WWTP)

Figure 2.2: Security Fence (Oxford WWTP)

Table 2.1: Summary of WDC Site Fencing

Site	Fenced	
	Whole Site	Type of Fence
Rangiora WWTP	Yes	Partially Deer Fence and stock fencing[1]
Kaiapoi WWTP	Yes	Deer Fence
Woodend WWTP	Yes	Deer Fence
Waikuku WWTP	Yes	Deer Fence
Oxford WWTP	Yes	Security Fence
Loburn Lea WWTP	Yes	Deer Fence
Fernside WWTP	Yes	Deer Fence

[1] Budget has been included in 2019/20 to replace the stock fence with deer fence at the Rangiora WWTP.

3. Standard of Fencing for Wastewater ponds applied in New Zealand

A desk top study was undertaken of 8 wastewater treatment oxidation ponds in New Zealand. All sites selected shows the oxidation ponds were fenced with stock fencing. The exception being where there was significant mechanical plant and associated hazards such as at the Bromley wastewater treatment plant in Christchurch which has a chain-link security fence. Figures 3.1 to 3.6 below shows the sites assessed.

The incident in Gore will likely prompt in local authorities to review the standard of the fencing at their WWTP's.

Figure 3.1: Oxidation ponds, Christchurch WWTP – Standard Stock Fence

Figure 3.2: Oxidation ponds, Christchurch WWTP– Standard Stock Fence

Figure 3.3: Bromley WWTP Christchurch – Security Fence

Figure 3.4: Murchison WWTP – Standard Stock Fence

Figure 3.5: Hokitika WWTP – Standard Stock Fence

4. WDC WWTP Site Hazard Assessment

All WWTP sites present a number of hazards. Each site has a hazard register that staff and contractors are required to be familiar with when entering the site. Signs also exist at the entrance gates and at regular intervals around the permiter of the site to alert people of the hazards and risks. Persons entering these sites without being inducted or escorted by WDC staff pose a significant risk to themselves and WDC staff.

Table 4.1 below summarises the main hazards for each site that a member of the public entering a site would be exposed to. The consequence of these hazards change significantly when considering children.

The main hazard is open water that presents a risk of drowning. In the case of a child accessing the site the consequence could potentially be fatal.

Table 4.1: WWTP Hazards

Open water body There are open bodies of wastewater within the site that are not fenced. These vary in depth from 0.3m to 3.0m.	
PE Lined ponds/ steep concrete wave bands Pond that is lined with PE (Polyethylene). The PE is extremely slippery, a person accidentally entering a PE lined pond would struggle to climb out. The edge of concrete lined ponds can be wet with slime making getting out of the pond difficult.	
Fully Aerated water This is when the water is fully aerated which results in reduced buoyancy. Entry could potentially result in death.	

Hazardous area These are wastewater treatment plants. Being in these areas present a health risk if inoculations and personal hygiene is not adhered to.	
Mechanical Plant The WWTP's have mechanical plant with moving parts. These are typically located in open water.	

The hazards listed above are of significant risk to the public, and particularly children that gain unauthorised access. Of these hazards open water coupled with slippery and steep pond sides presents the highest risk to the public. This is particularly in the case of children where the consequence of entering a site has a high probability of being fatal. Section 8 outlines the hazard risk assessment undertaken for each site.

5. Minimum Standard of Fencing

The minimum standard of fencing needs to achieve the following:

- Clearly warn the public to not enter
- Deter opportunistic entry by an adult
- The bottom strainer wire is to maintain the rigidity at finished ground level.
- All fencing supports, rails, rods, and wires, that are not vertical, and all bracing that is not vertical, shall be inaccessible for use for climbing from the outside.
- All materials and components shall be of a durable nature and shall be erected so as to inhibit any child from climbing over or crawling under the fence from the outside.

Note fences will not to stop the most determined attempt to enter. Should a person gain entry by climbing over, or breach the fence it is at their own risk.

Council have a responsibility to inform the public of the risks if they chose to enter the site, and fencing. If a person chooses to enter the site by climbing over the fence they have chosen to not comply with our health and safety requirements.

6. Standards for New Fencing for WWTP's

Where the existing boundary fencing is to be replaced due to condition, or new fencing is planned. The minimum standard of fencing is to be security fencing (refer Figure 6.1 below).

This type of fencing provides an effective barrier. The size of mesh is not greater than 50mm, the fence is more rigid and the top strands of barbed wire and 50mm poles make it difficult to climb over the top of the fence. The combination of these features provides a robust barrier to the general public.

Figure 6.1: Example of Proposed Security Fencing

7. Options to improve existing perimeter fencing

The following five options have been assessed for improving the existing site:

- Option 1 - Maintain the existing deer fencing[2]
- Option 2 - Retrofit barbed wire – Top and Bottom
- Option 3 - Retrofit barbed wire – Top (wires on an extension) and Bottom
- Option 4 – Replace deer fence mesh with security fence (X-fence)
- Option 5 - Replace all fencing with security mesh fence

7.1. Option 1 - Maintain the current deer fencing

The current fencing will be maintained. Deer fence is the minimum standard.

7.2. Option 2 - Retrofit of barbed wire – Top and bottom

To reduce the risk of persons climbing over or underneath the fence barbed wire would be fixed to the top and bottom. Three tensioned strands would be nailed to the top section of fence and two strands on the bottom.

Gates would be replaced with security gates that have three strands of barbed wire added to the top section. Consideration could be given to converting to an automated gate as installed at the Rangiora WWTP main entrance where frequency of use would warrant this. This reduces the risk of gates being left open and vehicles being stationary at the entrance to the road.

Figure 7.1: Option 2

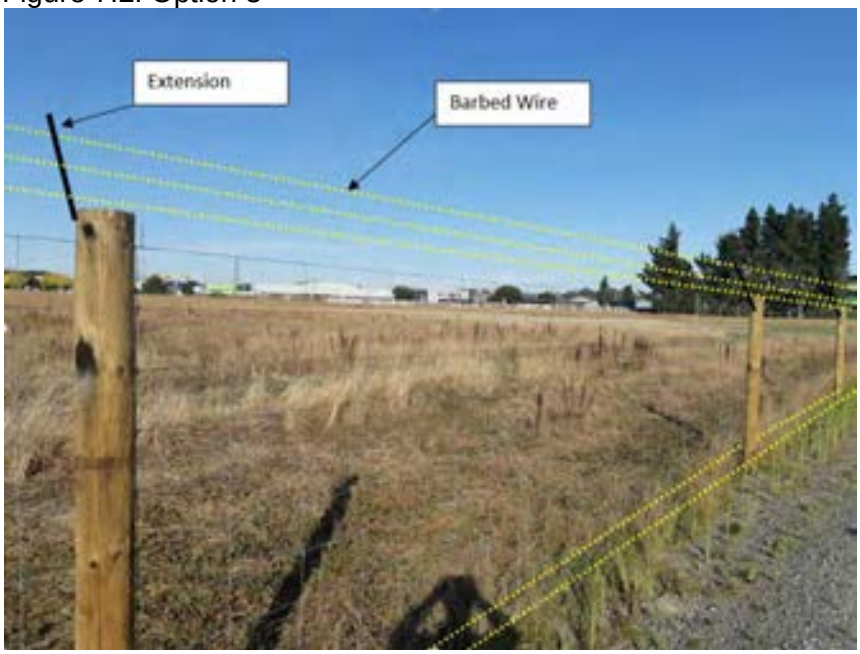
7.3. Option 3 - Retrofit strands of barbed wire – Top (wires on an extension) and bottom

To reduce the risk of persons climbing over or underneath the fence barbed wire would be fixed to the top and bottom. A braced extended overhang at the top of the fence would be installed to allow for three strands of barbed wire to be installed. Two strands of barbed wire would be installed on the bottom of the fence.

Gates will be replaced and modified as per Option 2.

[2] All WWTP sites have deer fencing around the site boundary. The exception is the stock fencing at the Rangiora WWTP. This will be replaced with security fencing.

Figure 7.2: Option 3



7.4. Option 4 - Security fence (X-fence)

Install X-fence security fence (Figure 7.3 below). This is stronger and more difficult to climb compared to deer fencing. Where there is existing deer fence the posts would be reused, some strainer posts may need to be upgraded. A strand of barbed wire would be included on the top section of fence.

Gates will be replaced and modified as per Option 2.

Figure 7.3: Option 4

7.5. Option 5 - Replace deer fencing with security mesh fence (including posts)

This option is for the full removal of the existing fence and replacement with security mesh fence (Figure 7.4 below). A new security fence and gates would be installed.

Gates will be replaced and modified as per Option 2.

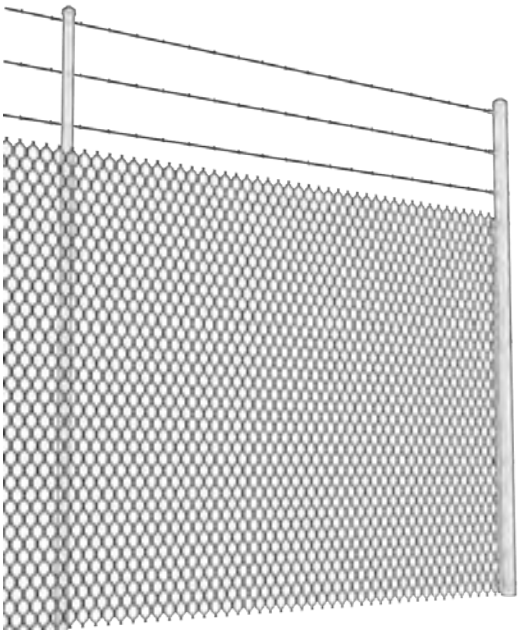


Figure 7.4: Example of Security Fencing

7.6. Fencing Options Cost Estimates

An estimate has been completed for each site and option. These are summarised in Table 7.1 below.

Table 7.1: Cost Estimates of fencing Options

WWTP Site	**Option 2 – Retrofit barbed wire – Top and Bottom**	**Option 3 - Retrofit barbed wire – Top (with extension) and Bottom**	**Option 4 – Replace deer fence with security X-Fence (Recommended Option)**	**Option 5 - Replace all fencing with Security mesh fence**
Rangiora WWTP[3]	$108,000	$115,000	$100,000	$240,000
Kaiapoi WWTP	$35,000	$42,000	$80,000	$400,000[4]
Woodend WWTP	$17,000[5]	$25,000	$35,000	$170,000
Waikuku W WTP	$5,500	$7,000	$13,000	$61,000
Oxford WWTP	Has Existing Security Fencing			
Loburn Lea WWTP	$1,000	$4,000	$4,000	$15,000
Fernside WWTP	$1,000	$4,000	$4,000	$15,000
Total Cost Estimate (plus 20% contingency)	**$201,000**	**$235,000**	**$283,000**	**$1,100,000**

8. Fencing Standard Selection

A workshop was held with representatives from 3 Waters, Water Unit and Health and Safety to review the requirement and options for improvement of the WWTP boundary fences. Workshop attendees were:

- Kalley Simpson – 3 Waters Manager
- Gavin Hutchison – Wastewater Asset Manager
- Rob Frizzell – Utilities Officer
- Charlotte Browne – Health, Safety and Quality Manager
- Phil Drozdowski – Water Unit Manager (Acting)

The workshop reviewed the hazards present at each site. It was agreed the worst scenario would be a child entering a site with an open body of water that has steep and slippery sides, and that the assessment of risk should consider this scenario. This is a scenario that occurred at the Gore WWTP in January 2019. The likelihood of such an incident is possible, and the consequence could be severe. On this basis the sites with open water bodies and steep and slippery sides are considered high risk unless adequate fencing is in place to stop the accidental entry of a child. Sites without open water bodies and mechanical plant are considered low risk. It was agreed that:

- At minimum existing fencing should be upgraded to the standard of Option 2. This is the installation of strands of barb wire to the top and bottom of the existing deer fence

[3] 75% of the Rangiora WWTP perimeter only has 7 strand stock fencing. Options 2 and 3 allow for the existing stock fencing to be upgraded to Option 4.
[4] For this option we would recommend only fencing the site containing the hazards, not the site boundary.
[5] This site also requires work to be undertaken to the gate.

- The minimum standard of new fencing should meet the requirements listed in Section 5
- The greatest risk is children entering sites with open water bodies and slippery and steep sides

Following the workshop further assessment was undertaken including a risk assessment of the current and proposed fencing options. The table below summarises the main hazards at each site with the current fencing. These are colour coded to show the risk rating following the assessment. High risks are shown in red, medium risks in yellow and low risk shown in green.

Table 8.1: WWTP Risk Assessment – Current Fencing

Location	Open Bodies of Water			Fully Aerated Water	Hazardous Area	Mechanical Plant
	Open Water body	PE Lined Pond	Steep Concrete Wave Band			
Rangiora WWTP	Yes	Yes	Yes		Yes	Yes
Kaiapoi WWTP	Yes	Yes	Yes		Yes	Yes
Woodend WWTP	Yes	Yes	Yes		Yes	Yes
Waikuku WWTP	Yes		Yes		Yes	
Oxford WWTP	Yes	Yes	Yes	Yes	Yes	Yes
Loburn Lea WWTP					Yes	
Fernside WWTP					Yes	

Maintaining the existing deer fence by adding barbed wire (Options 2 and 3) would require a higher level of maintenance, and it is difficult to ensure the fence consistently provides a robust barrier. The risk rating would be reduced to medium as the likelihood of entry to the site is reduced to ‘unlikely’. Risk at the Loburn Lea and Fernside WWTP is reduced to low. Table 8.2 below summarises the risk assessment for Options 2 and 3.

Table 8.2: WWTP Risk Assessment – Options 2 and 3

Location	Open Bodies of Water			Fully Aerated Water	Hazardous Area	Mechanical Plant
	Open Water body	PE Lined Pond	Steep Concrete Wave Band			
Rangiora WWTP	Yes	Yes	Yes		Yes	Yes
Kaiapoi WWTP	Yes	Yes	Yes		Yes	Yes
Woodend WWTP	Yes	Yes	Yes		Yes	Yes
Waikuku WWTP	Yes		Yes		Yes	
Oxford WWTP	Yes	Yes	Yes	Yes	Yes	Yes
Loburn Lea WWTP					Yes	
Fernside WWTP					Yes	

All WWTP’s with open bodies of water require improved fencing to reduce the likelihood of a child gaining access to the plant. It is considered that Option 4 is considered the most appropriate for the following reasons:

- Investment is in a long-term solution
- Heavier wire gauge requiring less maintenance
- Provides a better barrier to people trying to climb or pull apart for access
- Reduces the risk of unauthorised to an acceptable level

- Is an appropriate fence designed to be used in security installations

Option 4 reduces the risk to low as it would be a rare event for entry to be gained. Attachment 2 includes the post control assessment with Option 4 implemented. The overall risk rating drops from high to low. This is on the basis that the improved fencing results in the likelihood of a child entering the site as reducing from possible to rare. Table 8.3 below summarise the risk assessment based on the implementation of Option 4.

Table 8.3: WWTP Risk Assessment – Options 4

Location	Open Bodies of Water			Fully Aerated Water	Hazardous Area	Mechanical Plant
	Open Water body	PE Lined Pond	Steep Concrete Wave Band			
Rangiora WWTP	Yes	Yes	Yes		Yes	Yes
Kaiapoi WWTP	Yes	Yes	Yes		Yes	Yes
Woodend WWTP	Yes	Yes	Yes		Yes	Yes
Waikuku WWTP	Yes		Yes		Yes	
Oxford WWTP	Yes	Yes	Yes	Yes	Yes	Yes
Loburn Lea WWTP					Yes	
Fernside WWTP					Yes	

Option 5 was considered to be a more appropriate perimeter fence for pump station installations in urban environments.

Table 8.4 below summarises the capital cost for the recommended Options at each site.

Table 8.4: Recommended Option and Cost Estimates[6]

WWTP Site	Cost Estimate for Recommended works	Comments
Rangiora WWTP	$100,000	Option 4
Kaiapoi WWTP	$80,000	Option 4
Woodend WWTP	$35,000	Option 4
Waikuku W WTP	$13,000	Option 4
Oxford WWTP	$0	No works required
Loburn Lea WWTP	$0	Option 2 – Proposed works would be undertaken from existing operational budgets
Fernside WWTP	$0	Option 2 – Proposed works would be undertaken from existing operational budgets
Total Cost Estimate (20% contingency Included)	**$275,000**	

[6] These estimates are rough order costs and include a 20% contingency. Should this work be tendered together it is expected there would be reasonable savings on the estimated costs.

9. Recommendation

It is recommended that the upgrades listed in Table 8.4 are implemented in the 19/20 financial year. This will require a budget of $275,000.

There is currently no budget available in the 18/19 financial year. A budget of $60,000 has been included in 19/20 for fencing at the Rangiora WWTP. A new $215,000 renewal budget would be required to complete all proposed upgrades in the 19/20 budget. This would be loan funded which will increase the 2020/21 Eastern District Sewer rate by 0.26%.

10. Next Steps

The following steps will now be undertaken:

- Recommendation for upgrades – Report to U&R Committee 16th April 2019

.

Attachment 1 - WWTP Site Plans – Existing Fencing

Waikuku WWTP

Oxford WWTP

Woodend WWTP
GLADSTONE ROAD

Kaiapoi WWTP
BEACH ROAD
FERRY ROAD
CLIFFORD ROAD

Rangiora WWTP
Deer Fencing
Stock fencing
MARSH ROAD
RAILWAY ROAD
LINESIDE ROAD

Loburn WWTP

Fernside WWTP

Attachment 2 – Risk Assessment

Unit	3 Waters	QP-C805-AA
Department	Utilities and Roading	1510151412 33
Process/Task/Plant/Equipment	WWTP Boundary Fencing	
Date	15/02/2019	
Persons involved in Assessment	Devin Hutchison Charlotte Browne Name Name	

Type of Assessment	Risk Number (ID)	Hazard & Risk Description	Mitigation/Controls (what has been/is being done to reduce risk?)	Control Type	Impact/Conseq	Score	Probability/Likelihood	Score	Overall Score	Overall Rating
Initial Assessment (current state)	1	Access to WWTP with open water body. Risk of drowning	Deer fence	None	Catastrophic	5	Possible	3	15	High
Review Assessment (post-controls)	1	Access to WWTP with open water body. Risk of drowning	Install improved security fencing - Option 4	Physical controls	Catastrophic	5	Rare	1	5	Low
Initial Assessment (current state)	2	Access to WWTP with mechanical plant	Deer fence	None	Moderate	3	Possible	3	9	Medium
Review Assessment (post-controls)	2	Access to WWTP with mechanical plant	Option 2	Physical controls	Moderate	3	Unlikely	2	6	Low
Initial Assessment (current state)	3	Access to WWTP without innoculations or understanding of hygiene risks	Deer fence	None	Moderate	3	Possible	3	9	Medium
Review Assessment (post-controls)	3	Access to WWTP without innoculations or understanding of hygiene risks	Option 2	Physical controls	Moderate	3	Unlikely	2	6	Low

MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE PEGASUS COMMUNITY CENTRE, PEGASUS MAIN STREET, PEGASUS ON MONDAY 12 AUGUST 2019 AT 7.00PM.

PRESENT

S Powell (Chairperson), A Thompson (Deputy Chair), A Allen, J Archer, A Blackie, R Mather and J Meyer.

IN ATTENDANCE

C Brown (Manager Community and Recreation), S Morrow (Rates Officer Land Information), K Rabe (Governance Advisor), B Rice (Senior Transport Engineer) and E Stubbs (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 8 July 2019

Moved J Archer seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) **Confirms** the circulated minutes of the Woodend-Sefton Community Board meeting, held 8 July 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

There were no deputations.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Hurunui Reserve Concept Plan, Pegasus Development – T Stableford (Green Space Community Engagement Officer)

C Brown spoke to the report noting there had been twelve responses, nine from the flyers delivered to households within 500m of the reserve and three through the Council website. The responses had generally been supportive.

unconfirmed

There had been requests for more shade trees, and also to change the orientation of the goal to reduce the risk of the ball going onto the road. These requests were considered and incorporated.

S Powell thanked staff for the report and asked if the residents of the three direct neighbouring properties had responded to the proposed planting of the shade trees in front of their properties. Staff advised that they did not know where the responders lived, but could find out.

Moved R Mather seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) **Receives** report Trim No. 190731107028.

(b) **Notes** that Council has allocated $75,000 for the development of Hurunui Reserve.

(c) **Approves** the implementation of *Hurunui Reserve Master Plan* (Trim 190628091492).

CARRIED

R Mather believed it had been a good process and she was delighted to see development at the reserve.

A Thompson concurred with R Mather.

7.2 **Road Naming – Ravenswood Stage 2 – S Morrow (Rates Officer Land Information)**

S Morrow took the report as read and asked for any questions.

J Meyer informed the Board that he had spoken to Mr Scott, the owner of Brockenhurst Farm, who had been appreciative of the honour of the proposed road taking the farm name. However, he felt that confusion could arise with addresses due to the proximity of the new road to his farm. He agreed that the name could be used at a time, if and when, the farm was no longer an entity or the name of the farm had been changed and with a preference that it be used on the eastern side of SH1.

S Powell requested that staff note this on the approved list for future reference.

Members discussed an alternative name for the proposed road and agreed that the new name should have reference to the Ravenswood area. After a brief discussion, R Mather suggested Stonyer Street (William Stonyer built the Ravenswood Mill), which appeared on the list of approved road names for the Woodend-Sefton area. It was agreed that it should be a street rather than a road as that was more in keeping with the road naming policy.

Moved R Mather seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 190731107162.

(b) **Approves** the following proposed road names for the new roads as marked as Roads #1 to #5 on the plan depicted in the agenda.

1. Quinn Crescent
2. Stonyer Street (to replace Brockenhurst Road)
3. Crossley Avenue
4. Croydon Street
5. Oakleigh Street

(c) Notes the Community Board may replace any proposed names with a name of its choice.

Unconfirmed

CARRIED

R Mather stated that it would be appropriate to respect the wishes of Mr Brockenhurst.

A Allen requested staff to acknowledge Mr Brockenhurst's request and advise him on the measures taken to ensure his family name remains on the list but to be used at a suitable time.

7.3 **Application to the Woodend-Sefton Community Board's 2019/20 Discretionary Grant Fund – K Rabe (Governance Adviser)**

K Rabe spoke to this report, clarifying the balance of the Discretionary Grant Fund for the 2019/20 financial year. She also noted that no financial information had been attached to the application for the Sefton Community Group's request for funding. K Rabe advised the Board that she had contacted the group who apologised for the oversight and would forward the required information shortly and suggested the Board leave that application to lie on the table until the following meeting.

In regards to the Pegasus Bay School PTA application, A Blackie noted the ongoing discussion regarding the funding of schools that already received funding from the Ministry of Education. Members noted the Board's previous support in March 2019 to the School's Easter event.

J Meyer asked why the School was hiring a marque when the hall was used for last year's event. K Rabe offered the opinion that this year they would be running more artists workshops and probably required more room to host these workshops.

S Powell noted that the application stated that the funding would be utilised for advertising in Christchurch, and wondered if the Board wanted its funding spent outside the district. The Board agreed to put a condition on the funding that it be spent on advertising within the Waimakariri district. This should be included in the official letter informing the group of the success of its application.

Moved R Mather seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 190701092272.

(b) **Approves** a grant of $500 to the Pegasus Bay School PTA towards the costs of hosting the Pegasus Bay Art Show, provided funds are spent in the Waimakariri district.

(c) **Approves** a grant of $485 to the Woodend Playcentre towards the cost of a new vacuum cleaner and three vices for the carpentry table.

(d) **Notes** that the application from the Sefton Community Group towards the cost of running the annual Carols in the Domain event would lie on the table until all required information has been received.

(e) **Approves** a grant of $230 to the Reflections Community Trust towards the advertising costs for the 2019 Waimakariri Light Party.

CARRIED

R Mather was pleased that the Pegasus Bay School PTA had applied for funding. She noted the Board could not approve the application from Sefton Community Group without the financial information.

A Allen was pleased to see Woodend Playcentre had requested assistance with items that would physically aid the running of the centre.

unconfirmed

7.4 **Ratification of the Board's Submission to the Waimakariri District Council's Dog Control Bylaw – Kay Rabe (Governance Adviser)**

Moved R Mather seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 190726105010.

(b) **Retrospectively ratifies** the Board's submission on the Waimakariri District Council's Dog Control Bylaw Review (Trim No. 190723103184).

CARRIED

A Thompson commented that the Board's submission had been very thorough in encouraging consistency.

A Blackie highlighted the potential conflict if the North Pegasus Bay Bylaw did not line up with the Dog Control Bylaw. This was significant as the Pegasus Bylaw could not be updated until 2021.

8 CORRESPONDENCE

Moved S Powell seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) **Receives** the letter in response to the Draft Annual Plan 2019-20 submission (Trim No. 190624088691).

(b) **Receives** the memo regarding Service Requests as at 30 June 2019 (Trim No. 190731107404).

CARRIED

9 CHAIRPERSON'S REPORT

9.1 **Chairpersons Report for July 2019**

S Powell noted the current number of public consultations of interest to the Board.

Moved S Powell seconded J Meyer

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 190805108678.

CARRIED

10 MATTERS FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 4 July 2019** (Trim No. 190705094928).

10.2 **Rangiora-Ashley Community Board meeting minutes – 8 July 2019** (Trim No 190702093219).

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 15 July 2019** (Trim No 190709096349)

10.4 **Youth Council meeting minutes – 30 April 2019.**

10.5 **Youth Council meeting minutes – 28 May 2019**

10.6 **District Regeneration – Progress Report to June 2019 – Report to Regeneration Steering Group 5 August 2019** (Trim No 190725104710).

Unconfirmed

Moved J Archer seconded R Mather

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.06.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 **July Diary for J Archer and R Mather** (Trim No. 190805108683**)**

97-99

11.2 **A Allen**

- Attended a meeting of Neighbourhood Support and was disappointed that the Waimakariri District Council does not support this initiative as the Christchurch City and Selwyn Councils do.
- Waimakariri Health Advisory Group - mental health was an ongoing area of concern. They were still awaiting progress on an after-hours facility. Issues with accessibility with Good Street upgrade were raised.
- Noted upcoming meeting at the Fire Service as a means of getting businesses together.

11.3 **A Thompson**

- Attended the Kaiapoi Art Expo.
- Attended drop in sessions.

11.4 **J Meyer**

- Noted progress on the District Plan.
- Commented on NZTA drop in sessions.

11.5 **R Mather**

- Update on the progress of the addition to the Pegasus Community Centre.

11.6 **J Archer**

- Updated members on stage and storage for Woodend Community Centre.

12 CONSULTATION PROJECTS

S Powell noted that a large number of submissions had being dealt with over a short time span. She noted the hours spent over the preceding weeks on working on submissions and that there were still quite a few that needed to be worked on before the end of the term.

Members expressed their appreciation of the work S Powell had accomplished.

Upcoming consultations were discussed and agreement that the Board would submit on the following:

- Proposed Plan Change 7 (Environment Canterbury)
- Making State Highway 1 North Canterbury Safer (NZTA)
- Road to Zero (NZ Government)
- Let's Talk About Speed Limits (Waimakariri District Council)

13 FOSTERING COMMUNITIES

Unconfirmed

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 6 July 2019: $4,356.

14.2 General Landscaping Fund

Balance as at 6 July 2019: $12,430.

15 MEDIA ITEMS

No media items noted.

16 QUESTIONS UNDER STANDING ORDERS

There were no questions.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 9 September 2019 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.53pm.

CONFIRMED

_____

Chairperson

_____

Date

Unconfirmed

Workshop

- *Tuahiwi to Ashley River Speed Limit Review – Bill Rice (Senior Transport Engineer)*
- *Submission NZTA Safety Improvements Woodend*
- *Members Forum*

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE CUST COMMUNITY CENTRE, 9 MILL ROAD, CUST ON TUESDAY 13 AUGUST 2019 AT 7PM.

PRESENT

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, K Galloway, D Gordon, J Hoult, S Lewis, G Miller, C Prickett and P Williams.

IN ATTENDANCE

J Millward (Manager Finance and Business Support), C Roxburgh (Water Asset Manager), S Hart (Business and Centres Manager), G MacLeod (Greenspace Manager), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no declared conflicts of interest.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 10 July 2019

Moved D Gordon seconded P Williams

THAT the Rangiora-Ashley Community Board:

a) **Confirms** the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 July 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS

There were no deputations.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Garrymere Water Supply Upgrade – Feedback from Community Consultation 2019 – Colin Roxburgh (Water Asset Manager)

C Roxburgh spoke to the report and outlined the process since the matter had been to the Board previously. At the latest community meeting, only a small number of residents attended, compared to the previous year.

unconfirmed

Following consultation, two submissions were received both of which were in favour of the proposal. This was an improvement to the large number of submissions received against the proposal the previous year. The improvement was in a large part due to the work done by the Garrymere Advisory Group as well as the new funding structure.

Moved P Williams second D Gordon

THAT the Rangiora-Ashley Community Board recommends:

b) **Receives** report No. 190731107249.

THAT the Council:

c) **Notes** that the Garrymere Water Supply Advisory Group has carried out extensive work investigating options to upgrade the Garrymere water supply to achieve compliance with the Drinking-water Standards for New Zealand, and to provide a safe and affordable drinking-water supply to the community.

d) **Notes** that the Garrymere community have been consulted on the proposed upgrade option, and that there was one submission received in favour of this proposal, and no submissions received against the proposal.

e) **Notes** that following public consultation the Garrymere Water Supply Advisory Group recommends that the Council proceed with Option A of filtration and UV disinfection being installed at the Garrymere water supply headworks.

f) **Notes** that there is sufficient budget available of $450,000 to complete this upgrade.

g) **Approves** staff to proceed with the recommended option to construct a filtration and UV disinfection treatment system at the Garrymere water supply headworks.

CARRIED

P Williams thanked staff for their effort in working through the issues with the community. D Gordon supported P Williams' comments and endorsed the work done by C Roxburgh. He stated that the possible options were worked through methodically and all options were considered. He also commented that the Garrymere Advisory Group was a good model to follow going forward.

D Lundy noted that there had been an excellent balance in the makeup of the Garrymere Advisory Group. C Prickett agreed with previous comments and highlighted the importance of the cost sharing option as a valuable lesson for the future.

K Barnett agreed and also elaborated on the importance of the cost sharing option. Direction from Central Government suggested that moving to aggregate UV filtration costs would become commonplace in the future.

7.2 **Tree Removal and Replacement outside 7a Wiltshire Court, Rangiora – G Reburn (Parks and Recreation Operations Team Leader)**

G Macleod spoke to the report and advised that although Council would not have necessarily planted the tree in its current location, it was a healthy specimen, and when applying the Council's policy, it was therefore hard to recommend its removal.

G Miller asked if it would it be possible to plant an additional tree in the recommended position, if the decision was taken not to remove the tree. G MacLeod stated that it was possible, but that it would however not resolve the issue.

Unconfirmed

In response to questions, G MacLeod confirmed that a tree more appropriate for the berm size could be planted.

P Williams enquired if the tree was planted prior to the house being constructed. G MacLeod advised the tree was around 30years old, but he could not comment on the age of the house

J Hoult asked if it might be possible to relocate the mature tree. G MacLeod stated that the possible damage to infrastructure and the considerable cost did not make this a viable option.

K Barnett noted the removal of the tree was declined in 2016 and asked if that therefore meant that the request could not be brought back to the Board. G MacLeod however advised that in terms of the Council policy a request could be brought back to the Board.

C Prickett referred to heavy pruning of the Claret Ash trees on Kippenberger Avenue and asked if that could be applied to the tree in question. G MacLeod stated that the pruned trees on Kippenberger Avenue were not as large as the tree in question. It was very unlikely that the tree would survive the heavy prune that would be required.

M Clarke advised that Council had an obligation to protect the Health and Safety of residents, and expressed a concern regarding Council's liability if the residents slipped on a shady path caused by the tree.

P Williams asked if the new planting plan for Wiltshire Court would require the removal of any further trees. G MacLeod replied no, as there were only three trees left. He confirmed that a planting plan for Wiltshire Court as a whole could be brought back to the Board within the next year.

Moved J Gerard seconded D Gordon

THAT the Rangiora-Ashley Community Board:

h) **Receives** report No. 190731106910

i) **Notes** the Board's preferred option is Option 1 as set out in Item 4.8 and 4.9, and the Board requests staff to undertake consultation with residents of Wiltshire Court.

j) **Notes** that at the time of consultation, staff are also requested to give effect to the Board's previous motion of May 2016 to look at a replanting programme for Wiltshire Court.

k) **Notes** that Mr Byers will pay $300 towards the costs of tree removal.

CARRIED

J Gerard advised that following a site visit, he understood the situation at 7a Wiltshire Court to be extraordinary as it was definitely the case of the wrong tree in the wrong place, thus putting an elderly couple at risk. He noted the written offer made by Mr Byers to contribution $300. The motion was also reasonable and not totally outside of Council policy as the tree was being replaced.

D Gordon commended the Chair for pulling together the proposed solution. He did not like removing trees, however 7a Wiltshire Court was an exception as the tree was not in the right alignment. He noted that the motion requested staff seek the views of other residents. If there was strong opposition to the removal the recommendation could be reviewed. He saw the replacement of the tree with one of better alignment overcoming the issue of setting a precedent.

C Prickett stated that he was reluctant to remove trees, however he strongly believed people had the right to daylighting. He suggested that the policy should be reviewed in future to allow for the removal of street trees if they did not meet their intended purpose. G Miller stated that the streetscape of Wiltshire Court

unconfirmed

would be improved if the three was replaced and he was therefore happy to support the motion.

K Barnett advised that staff had made the correct recommendation in terms of policy, however it was the Board's decision to remove the tree. Residents whose requests for removals had previously been declined could resubmit to the Board for further consideration.

M Clarke supported the motion in light of the Health and Safety concerns.

S Lewis appreciated that the motion had taken into consideration the residents affected.

7.3 **Cone Street Project Update – G Kempton, Project Engineer and J McBride (Roading & Transport Manager)**

J McBride spoke to the report noting its purpose was to update the Board on the progress made with the Cone Street upgrading and layout options. She referred to a previous workshop where the Board requested further information on the impacts of 'Option Four – One Way retaining all parking'. The technical information was attached to the report and J McBride advised that a one-way southbound would create difficulties.

J McBride advised that mixed feedback was received from business owners regarding what they wanted, particularly in relation to parking. It was therefore proposed that a workshop be held with key stakeholders to work through the options and concerns. However, irrespectively of the future configuration, a footpath was needed and this would require the removal of five car parking spaces. Following the workshop, if it was agreed that the configuration should be one way north, then the car parking spaces could be reinstated.

J Gerard asked why the footpaths were to be removed prior to consultation with the key stakeholders. J McBride advised that it was to do with timing as a footpath was required before the opening of the development. In response to questions, S Hart provided background on the investigation being conducted into the possible use of railway land.

D Gordon enquired about a broader solution that could be considered as part of the Rangiora Town Centre Review that included parking and linkages to the town centre. S Hart advised that Abley Consultants were currently investigating various modelling options.

K Barnett inquired about the cost implications of completing a small section of footpath and then returning to finish the entire way at a later stage. J McBride advised there might be a small increase in the project cost, there were however ways to minimise cost.

G Miller asked if research have been done into the likely use of the footpath. J McBride advised although the number of possible users had not been established, it was expected the new Burger King would generate high volume pedestrian traffic, especially with the vicinity to the high school.

C Prickett noted various safety concerns, and questioned if the speed limit could be reduced either through traffic calming measures or a speed limit reduction. In response, J McBride reported that the speed of traffic was currently relatively low. She was therefore not certain that traffic calming measures or changing the speed limit would address the safety concerns.

Moved G Miller seconded D Gordon

THAT the Rangiora-Ashley Community Board:

l) **Receives** report Nº 190731106893,

Unconfirmed

m) **Notes** that the installation of the footpath on Cone Street from High Street the new development at No. 9 Cone Street is required irrespective of the preferred layout and that work will proceed on the installation of this path;

n) **Notes** that five carparks will need to be removed on the western side of Cone Street between High Street and the new development to allow for the installation of a new footpath and two on the eastern side of the road opposite the new development entrance to allow for manoeuvring;

o) **Notes** that further workshop(s) and consultation will be carried out with stakeholders from the area to ensure key issues are identified and addressed before the options are further progressed;

p) **Notes** that further information will be brought to the Board for consideration;

And:

RECOMMENDS **THAT** the Utilities and Roading Committee:

q) **Approves** the removal of five carparks on the western side of Cone Street between High Street and the new development to allow for the installation of a new footpath and two on the eastern side of the road opposite the new development entrance to allow for manoeuvring;

r) **Notes** that four of these spaces should, according to our Code of Practice, be marked as no-stopping within the current road layout due to either the existing road width, or proximity to the intersection of High Street.

CARRIED

G Miller stated that he frequently used the road as a pedestrian and believed a footpath was overdue as there was a lot of commercial activity in the area.

D Gordon supported the motion, but he did not want safety issues created by enabling the development. He appreciated that there would be a workshop to discuss the issues, and that a wider strategy of car parking would be picked up in the Rangiora Town Centre Review.

7.4 **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2019/20 – Thea Kunkel (Governance Adviser)**

T Kunkel spoke briefly to the report, and noted that the Reflections Community Trust had requested funding from the Board previously. She also noted that Fernside School was not a non-profit or registered charity. J Gerard commented on the difference between an application between schools and Parent Teacher Association's (PTA).

Moved J Hoult seconded S Lewis

THAT the Rangiora-Ashley Community Board:

a) **Receives** report No. 90712098434.

b) **Approves** a grant of $184 to the Reflections Community Trust towards the cost of advertising the Waimakariri Light Party.

CARRIED

J Hoult commented that the Light Party was a positive, district wide, non-scary Halloween event.

Subsequent to discussion regarding the consideration of applications from schools, J Millward clarified that the financial information provided in the application pertained to Fernside School. To assist the Board with future consideration of applications from schools he suggested that a representative from the Ministry of Education be requested to speak at a future All Boards Workshop. Another

unconfirmed

possibility was to address the issue was through the Annual Plan process, by testing if the community believed local government funding should be directed to schools. He stated that the Discretionary Grant criteria could then be reviewed in future to address the possible funding of schools.

Moved K Galloway seconded D Lundy

THAT the Rangiora-Ashley Community Board:

a) **Declines** the application from Fernside School.

CARRIED

K Galloway stated that he was reluctant to support the application, as he believed it would create a precedent and the funding of books should fall under the auspice of the Ministry of Education. C Prickett agreed that the Board should not be funding book purchases.

S Lewis recommended that applications from schools should be considered on a case by case basis, she noted that Decile 9 and10 schools found it difficult to secure funding from the Ministry of Education. J Hoult concurred and commented that schools never had enough funding.

K Barnett believed that a broader discussion, and more guidance was needed on this matter, as there seem to be a lot of 'grey' areas.

8 CORRESPONDENCE

Moved J Gerard seconded D Lundy.

THAT the Rangiora-Ashley Community Board:

a) **Receives** the letter in response to the Draft Annual Plan 2019-20 submission (Trim No. 190624088691).

b) **Receives** the memo regarding Service Requests as at 30 June 2019 (Trim No. 190731107187).

CARRIED

9 CHAIRPERSON'S REPORT

9.1 Chair's Diary for July 2019

Moved J Gerard seconded R Brine.

THAT the Rangiora-Ashley Community Board:

a) Receives report No. 190805108798.

CARRIED

10 MATTERS FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 4 July 2019** (Trim No. 190705094928).

10.2 **Woodend-Sefton Community Board meeting minutes – 8 July 2019** (Trim No 1907003093846).

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 15 July 2019** (Trim No 190709096349).

10.4 **Youth Council meeting minutes – 30 April 2019.**

10.5 **Youth Council meeting minutes – 28 May 2019.**

Unconfirmed

10.6 **District Regeneration – Progress Report to June 2019 – Report to Regeneration Steering Group 5 August 2019** (Trim No 190725104710).

Moved D Lundy seconded C Prickett.

THAT the Rangiora-Ashley Community Board:

b) Receives the information in Items 10.1-10.6.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 R Brine

- Attended Community Service Awards – it was a great event.
- Attended Water and Land Working Party meeting.
- Kaiapoi Marina – looking at rules and regulations of operation.
- Kate Valley - had shortlisted for a Director vacancy.
- Provided an update on rollout of new bin system

11.2 K Galloway

- Attended Rangiora Town Centre Stakeholders meeting.
- Assisted residents with complaint regarding Coldstream Road speed limit and a request regarding chlorine in water.
- Attended Community Service Awards.

11.3 D Lundy

- Attended Kaiapoi Arts Expo.
- Attended Garrymere Water meeting.
- Attended Oxford Civil Defence exercise.
- Attended opening of Cust Recycling Centre.
- Attended Cust Community Centre meeting looking at issues with fire alarm and rain water. Patronage was being lost to other halls.

11.4 D Gordon

- Attended Garrymere public meeting.
- Volunteered at Winter Festival - it was a great event in poor weather.
- Attended Community Service Awards.
- Attended Waitaha Primary Health meeting and commented on challenges faced by CDHB.
- Attended WHAG meeting and assisted with access of North Canterbury Shuttle to Christchurch hospital.
- Attended Cust Community Centre meeting, the centre was overdue for refurbishment.
- Attended Lights Working Group meeting.

11.5 K Barnett

- Attended a number of events previously noted.
- Public Arts Advisory Group was finally being established.
- Provided an update on well – a full report had been provided on manganese which was being diluted.
- Highlighted submissions were open to the Productivity Commission funding and financing review for local government.

11.6 P Williams

- Attended a number of events previously noted.
- Commended organisers on the Winter Festival.
- Concerned there were still issues with lights on Rangiora High Street.

unconfirmed

11.7 C Prickett

- Attended LGNZ Zone 5 Community Board meeting. Noted reports from Tim Davies (Chief Scientist, ECan), School Strike for Climate NZ and AF8 project. The current chair was retiring.

11.8 G Miller

- Believed the bin rollout was working well but was concerned about how landlords were addressing new system.
- Attended Rangiora Town Centre Stakeholders meeting and noted there would be public consultation soon.

11.9 S Lewis

- Attended Kaiapoi Art Show opening. Appreciated the section for school children.
- Attended opening of Cust Recycling Centre.
- Continue to mentor learner drivers.
- Volunteered for Winter Festival for entire day.
- Noted opening of North Loburn School bike track 21 August.

11.10 J Hoult

- Provided an update on North Canterbury Neighbourhood Support (NCNS) noting a new constitution had been adopted and there had been a nationwide rebranding release. All Canterbury branches were signed into GetsReady. The local committee were hosting community picnics with six events scheduled. NCNS had assisted with the disaster simulation exercise in Oxford. Noted that Selwyn, Christchurch and NCNS all received Council funding.
- Timebank – first AGM had 28 attendees and a new committee elected. There were 43 active members. They were moving out to the wider district.
- Was now involved in the learner drivers mentoring programme.

11.11 M Clarke

- Attended Rangiora Town Centre Stakeholders meeting.
- Attended Waimakariri Health Advisory Group meeting who was advocating for better access for North Canterbury Shuttle to Christchurch Hospital and for a lounge for those discharged.
- Attended Friendship Club.

12 CONSULTATION PROJECTS

Proposed Plan Change 7 to the Land and Water Regional Plan (Environment Canterbury)

Consultation closes 13 September 2019.

https://www.ecan.govt.nz/your-region/plans-strategies-and-bylaws/canterbury-land-and-water-regional-plan/change-7/

The Board noted the consultation.

13 BOARD FUNDING UPDATE

13.1 **Board Discretionary Grant**

Balance as at 2 July 2019: $9,630.

13.2 **General Landscaping Fund**

Balance as at 2 July 2019: $24,860.

Unconfirmed

14 MEDIA ITEMS

There were no media items.

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved J Gerard seconded G Miller

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

CARRIED

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

Item Nº	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Simon Hart (Business & Centres Manager) & Rob Hawthorne (Property Manager)	Strategic Property.	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item Nº	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1	To carry out commercial activities without prejudice.	A2(b)ii

CLOSE MEETING

The public excluded section of the meeting occurred from 8.33pm until 8.51pm.

16 QUESTIONS UNDER STANDING ORDERS

There were no questions to under the Standing Orders.

unconfirmed

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no General Business under the Standing Orders.

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 September 2019 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.52pm.

CONFIRMED

_____

Chairperson

_____

Date

Workshop

- *Tuahiwi to Ashley River Speed Limit Review – Bill Rice (Senior Transport Engineer)*
- *Landscaping Budget – Grant Stephens (Greenspace Community Engagement Officer)*
- *West & East Structure Plans – Heike Downie (Principal Planning Analyst) - Memo (Trim 190725104400) previously circulated.*
- *Members Forum*

Unconfirmed

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD WHICH WAS HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 AUGUST 2019 AT 4PM.

PRESENT

J Watson (Chairperson), C Greengrass (Deputy), N Atkinson, R Blair, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE

D Ayers (The Mayor), J Palmer (Chief Executive), G Cleary (Manger Utilities and Roading), C Brown (Manager Community and Recreation), S Hart (Business and Centres Manager), D Roxborough (Implementation Project Manager), J McBride (Roading and Transport Manger), O Davies (Drainage Asset Manager), G McLeod (Greenspace Manger), G Stephens (Greenspace Community Engagement Officer), R O'Loughlin (Greenspace Asset Information Officer) and K Rabe (Governance Adviser).

1 APOLOGIES

There were no apologies.

An apology for early departure was received and accepted from R Blair who left the meeting at 5.32pm and was absent for part of Items 7.3 and for Items 7.4, 7.5, 8(b) to 17.

2 CONFLICTS OF INTEREST

There were no conflicts of interest.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 July 2019

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Confirms** the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 July 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING

7.4 of the Minutes of 15 July 2019 – Code of Conduct

P Redmond informed the Board that Local Government New Zealand (LGNZ) has developed a 'Code of Conduct' template and suggested that the incoming Board might like to use this as a base for a revised code of conduct for the new triennial.

K Rabe informed the Board that the LGNZ template and guidelines had been used when compiling the Code of Conduct adopted by the Board at its July 2019 meeting.

P Redmond clarified that the template he referred to was for Community Boards as opposed to the 'all members' code that had been adopted.

K Rabe clarified that there was a desire for a single code rather than one for the Council and a separate one for Community Boards, as there was a perception that the Council were held to higher code than Boards which was not the case. The

Unconfirmed

template was used inserting the term 'Elected Member(s)' in place of 'Councilor(s)' or 'Board Member(s)'.

J Palmer assured the Board that this would be revisited for the new term.

5 DEPUTATIONS AND PRESENTATIONS

5.1 North Canterbury Neighbourhood Support – Tracy Doe

T Doe, North Canterbury Neighbourhood Support Coordinator was in attendance to speak to the Board regarding the Organization's desire to partner with local government. Neighbourhood Support NZ is a network of organizations that assists neighbourhoods and communities to be safer and reduce crime, be prepared for emergencies and to increase community connectedness and enhance wellbeing.

T Doe explained that the organization had modernized its model after the earthquakes and now utilized the 'GetsReady' platform to maintain its database and track critical information. GetsReady enables localized, up-to-date relevant information to be sent to households, and can pinpoint households that may be vulnerable during emergency situations.

T Doe informed the Board that the organization worked closely with the NZ Police and would encourage all local authorities to partner with them so as to offer the community a seamless service rather than duplicating efforts.

P Redmond queried whether or not the organization worked on board or ward boundaries. T Doe responded that this would be clarified and updated maps were being sourced and would be loaded into the system. She confirmed that Kaiapoi fell under North Canterbury Neighourhood Support.

J Watson enquired as to how to find more information especially for established groups and was told that the organization was embarking on a period of promotion. Neighbourhood Support had done a reorganization and were putting 'Overseers' in place for each area, so as to help coordinate all the groups more effectively. T Doe also informed the Board that they would be happy to help establish new groups with information and support.

The Chairperson thanked J Doe for her presentation.

6 ADJOURNED BUSINESS

There was no adjourned business.

The Chair informed the meeting that the 'Correspondence' Item (8(a)) would be dealt with next so as not to inconvenience the residents of Kiln Place who were waiting for the Board to consider their correspondence.

8 CORRESPONDENCE

8.1 Correspondence from P Rosanowski and S Kilmartin of Kiln Place

O Davies, Drainage Asset Manager and G Cleary, Manger Utilities and Roading were in attendance to update the Board on flooding issues experienced during the heavy rain event in June 2019 and remedial work being done to mitigate problems in the future. An overview of the flooding incidents throughout the district was also given.

J Meyer asked if the pipe size in Kiln Place was increased during the recent upgrade of the drainage system in Ohoka Road. O Davies replied that the pipe was checked for obstructions and blockages but the pipe had not been

Unconfirmed

replaced. J Palmer confirmed that the pipe diameter for Kiln Place is currently 300mm and flows into a 525mm pipe which empties in the Kaikanui Stream.

M Pinkham commented that there was a sizable budget allocated in the Long Term Plan (LTP) for water/drainage upgrades and enquired if this budget could cover the work required to increasing the diameter of the pipe for Kiln Place. Staff explained that the budget referred to in the LTP was set aside for already identified upgrading projects such as Feldwick and Mckintosh drainage systems.

N Atkinson asked for reassurance that funds, already set aside for identified projects, would not be utilized for work being carried out to reduce flooding. Staff assured members that any further investigations and work coming from the flooding event would not impact other projects.

A Blackie asked for clarification regarding the upgrades done in Ohoka Road and the impact these would have on the surrounding streets in the area. Staff informed the members that the drainage in the area north of Ohoka Road would be improved. However, an investigation was scheduled to understand more fully the problems in Kiln Place so a solution could be found.

A Blackie asked if the level of the Kaikanui Stream during heavy rain would impact on the drainage in the area, and was told yes.

N Atkinson advised that residents were mainly supportive of the Council's work during the flooding, but that after three flooding events the Council needed to do more to stop reoccurring flooding. Staff were currently carrying out modeling work and would be reporting back to the Council shortly. Staff also undertook to make it a priority to keep the Board better informed.

The Chairperson thanked staff for their presentation and information.

Moved J Watson seconded M Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the letter to the Chairperson regarding flooding in Kiln Place (Trim No. 190812112175).

CARRIED

7 REPORTS

7.1 Request for carpark removal and loading zone installation on Charles Street, Kaiapoi – J McBride (Roading and Transport Manager) and G Kempton (Engineering Technician)

J McBride spoke to the report explaining the need for a loading zone outside the new shopping complex, that would require the removal of two carparking spaces.

J McBride advised that M Pinkham had previously forwarded questions to staff regarding the parking surveys mentioned in the report. She answered the questions as follows:

a. Why does the carpark survey, as shown in figure 2 on page 18 of the agenda, extend into the Residential Zones, beyond the Business Zone?

   Staff have been monitoring the wider area since May so as to have a better understanding of the car parking demands in the wider area.

b. If the parking survey excluded the roads that front Residential properties what would be the change in the results of the survey?

   Unable to provide accurate information as there are some areas such as Charles Street where there is a mixture of both residential

Unconfirmed

and business adjacent to the survey area. However Sewell Street has been averaging around 30 vehicles parked out of 61 meaning about 50% of the on road parking is being utilised. Davies Street (Charles to Sewell Streets) has shown very low numbers of parking with between 4 to 6 vehicles parked out of approximately 22 car parks.

c. Does the data in Figure 4 on page 20 of the agenda only include on street parking, or does it included privately owned off street parking?

The survey areas are only of on street parking and do not include any private parking or the Council owned park beside 'Paris for the Weekend Café'.

d. If the parking survey excluded the roads that front residentially zoned properties what would be the change in the results of the survey in figure 4?

There are approximately 176 carparks included within the survey area and of these there are generally between 45 to 60 carparks free.

e. In Clause 3.1 of the report it is stated that 'the lack of loading facilities was noted during the resource consent process." However, this is contrary to the comments in Section 9.5 of the consenting officer's report "Loading for site can be accommodated in the recessed area along the south-eastern boundary of the site." Why is it now necessary to have an on street loading zone?

Clarification that a loading facility has been included within the Riverview development however it is noted there is a risk that loading/unloading may still occur on the street due to ease of access. A loading zone on the street would provide some safety benefits as this would better control the activity.

N Atkinson wondered if supplying a loading zone would make any difference given that couriers often double parked anyway and how would enforcement be handled? Staff agreed that enforcement would rely on the public reporting incidents.

N Atkinson also asked if it was not better to leave this space for parking due to the lack of parking near the development. Staff reiterated that the loading zone would give a safe area to load and unload.

P Redmond commented that, in his opinion, people would continue to use this area as parking seeing as they were the only two parking spaces in the immediate area. He wondered if the loading zone could be governed by time restrictions so that people could park there at night for example.

M Pinkham noted that half the parking spaces being surveyed were in front of residential properties and worried that residents were being disadvantaged.

N Atkinson pointed out that the development had a loading zone down the driveway at the back of the property, so why were more loading zones being developed. Staff suggested that quick loading/unloading would be safer on the street rather than competing with the big delivery vehicles.

J Watson asked if the New World Supermarket objected to non-customer cars utilizing their parking area. Staff informed the Board that they were currently in discussions with the owner on this and related matters.

P Redmond asked if the request for an additional loading zone came from the owner of the development. Staff told him that it had, but was also a staff initiative due to the safety issues already mentioned.

Unconfirmed

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 190805109066;

(b) **Notes** staff are carrying out further work to review car parking demand as development occurs and to be able to adequately cater for future demand. This will be reported to the Board once this work is complete.

CARRIED

Members requested that nothing further be done until tenants have opened shops, and staff were able to better assess the situation before referring this matter to the District Planning and Regulation Committee.

7.2 **General Landscaping Budget – G Stephens (Green Space Community Engagement Officer)**

G Stephens spoke to the report and gave a brief summary of pertinent points.

R Blair asked if the Rugby posts were full size and this was confirmed.

Moved P Redmond seconded M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No.190807110598.

(b) **Notes** the Board currently has $69,080 available to allocate to general landscape projects within the Kaiapoi -Tuahiwi Ward.

(c) **Approves** the allocation of $2,700 towards the installation of a combination rugby/soccer post in Pines Oval in the location marked “Option 3” on the plan in attachment i (Ref: 190808111184)

(d) **Notes** this will leave the Board a balance of $66,380 to allocate toward other general landscape projects within the Kaiapoi Tuahiwi area within this financial year.

P Redmond commented that this was a wonderful outcome and it was good to be able to give the community something that they had specifically requested.

M Pinkham thanked staff for a well written and informative report and agreed that this was a good news story.

7.3 **KAIAPOI MARINE MANAGEMENT PLAN – V THOMPSON (BUSINESS AND CENTRES ADVISOR)**

S Hart (Business and Centres Manger) thanked the Steering Group and Harbour Master for their help with moving this project forward. This was a new service being trialled and all the stakeholders had worked hard to achieve a good outcome.

The meeting agreed that as the recommendations were complex with ‘either/or options’ that recommendations would be moved as a whole and then each area would be discussed before being carried or amendments made.

The matter of people living on board boats was raised and P Redmond commented that it would be wise to take the Harbour Masters recommendation not to allow this activity.

J Watson asked how many people would realistically be able to live on board if all boas were occupied at one time and was told 6 boats with two people aboard, so potentially 12.

Unconfirmed

It was agreed that this should not impact negatively on the area and it could help with boat security to have people in the marine precinct on a semi-permanent basis.

R Blair left the meeting at 5.32pm.

Moved N Atkinson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 190726105067

Marina Operations

(b) **Approves** the formation of a Bookings Advisory Group to manage and vet all booking enquires (including potential live-aboards), in addition with the right to: amend/waive any Marine Berth Licence Terms & Conditions and be involved in the annual review of the Kaiapoi Marine Precinct Management Plan (4.32 & 4.33).

(d) **Notes** that the Bookings Advisory Group would consist of the Greenspace Manager, two Kaiapoi-Tuahiwi Community Board Members, the Regeneration Portfolio Holder, Chair of the Community and Recreation Committee, and other relevant external stake holders agreed by the group.

(e) **Approves** licences being granted for live-aboard activity (14+ days) from the riverview pontoon and wharf (4.16 - 4.18)

N Atkinson commented that no mariners deny people the option to live on board. As the Kaiapoi marina was not gated having people living on board some boats would help the general security as they would keep an eye on other boats moored close by.

A Blackie noted that because of the Kaiapoi bar at the entrance to the river it would mean boats would stay as leaving the river was determined by the conditions over the bar. He also noted that people visiting and living on board would be bringing money into the town.

P Redmond said he had reservations and that people should be vetted before being allowed to live on board their boats.

M Pinkham stated that he would only agree with people living on board if they had to pay a fee to do so.

Marina Berth Allocations

(g) **Approves** a public expression of interest (EOI) process be undertaken for a minimum of 30 days before the berth licences are assigned, allowing members of the public to register their interest in renting a berth (4.10).

(h) **Approves** berth licences being assigned according to a 'drawn by random' system. Candidates are then assessed against specific selection criteria taken from relevant clauses in the Marine Berth Licence Terms & Conditions (4.8 - 4.9).

(i) **Approves** Marine Berth Licence agreements being for a term of 12 months (4.13).

(j) **Approves** the Assignment of a 25m berth along the riverview pontoon to the River Queen as identified in figure 1 section 4.2 of this report (4.37).

(k) **Approves** casual users (of less than a day) not being contracted via Marine Berth Licence Agreements for their use of the casual berths (4.52).

(l) **Approves** staff entering into a license with the existing two vessels currently at the wharf (on a notice of remedy of up to 12 months to ensure

Unconfirmed

vessel standards comply with the Marine Berth Licence Terms & Conditions).

N Atkinson pointed out to the Board that the current boats that had been moored on the Kaiapoi River had been there for years and it seemed harsh to cancel their current agreements as specified in recommendation (m) in the agenda.

Berth Fees and Charges

(n) Approves berth rental fees be approved at $0 a day for casual rentals (less than a day); $20 per day for 2-14 day rentals, and; $42 per metre (minimum 10 metre berth charge applies) per month for all other bookings, applied pro rata as appropriate (4.19).

(p) Approves the inclusion of additional commercial operator's levy of $150 per month.

N Atkinson and M Pinkham were in support of encouraging other commercial operators which would give vibrancy and energy to the precinct as well as bringing money into the town.

(q) Approves an additional live-aboard levy of $150 per person per month, pro rata on a weekly basis as appropriate.

N Atkinson believed that it was not necessary to charge additional levies for people living on board as boats had limited living space and he felt that individual charges would be prohibitive.

S Stewart asked what were other marinas charging and was told that Lyttelton was charging $150 but most other marinas charged more. It was noted that electricity costs when living on board were high hence the seemingly high cost.

M Pinkham stated he thought that $150 per month was affordable accommodation.

J Meyer said, in his opinion, for what was available and the view and lifestyle, that $150 was reasonable.

(s) Approves berth rental fees being automatically adjusted each year to reflect Local Government Cost Index increases (4.24).

(t) Approves a 100% discount / grant to the River Queen owners to support the payment of berth rental fees for a 12 month period.

N Atkinson said that the River Queen was unlikely to make any money in the first 12 months of operation and that often building owners gave new business owners free rent when they started out to ensure the business would survive. He urged the Board to allow the 100% discount and felt it was an investment in Kaiapoi's future.

The Board agreed that the River Queen would be an enhancement to the river and the town and endorsed the recommendation. This would be reviewed in 12 months.

J Meyer left the meeting at 6.03pm.

(v) Approves the Vessel Owner Maintenance Guidelines as per Attachment i (4.45).

(w) Approves the revocation of the Kaiapoi Wharf Policy on the adoption of the Kaiapoi Marine Precinct Management Plan.

(x) Authorises staff to amend the draft Kaiapoi Marine Precinct Management Plan to reflect the above decisions.

(y) Notes that a final plan will be submitted to the September meeting of the Kaiapoi Tuahiwi Community Board for approval.

Unconfirmed

CARRIED

7.4 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant 2019/20 – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved P Redmond and seconded M Pinkham

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 190710097373.

(b) **Approves** a grant of $300 to the Reflections Community Trust towards the cost of the Natural Magic Pirates Show.

CARRIED

P Redmond commented that this was a good community event that he and his family always enjoyed attending. M Pinkham concurred.

In regards to the Pegasus Bay School PTA application, A Blackie noted that the Board was not in the habit of allocating funding to schools which already received funding from the Ministry of Education. He also informed the Board that the Woodend-Sefton Community Board had funded this event at its meeting on 12 August 2019.

K Rabe commented that the application was from the Parents Teachers Association (PTA) and as such the funding was not going to the school.

M Pinkham noted that it would have been better if the funding had been requested for a specific item rather than being left as a general request.

J Watson commented that artists would be the beneficiary as it gave them an opportunity to display their work and suggested that the Board might like to consider a smaller grant.

Moved C Greengrass seconded J Watson

(c) **Approves** a grant of $300 to the Pegasus Bay School PTA towards the costs of hosting the Pegasus Bay Art Show.

CARRIED

Staff were requested to inform the PTA that in future it would be helpful to request funding for a specific item or project rather than a general request for funding.

7.5 **Kairaki Reserve Redevelopment Draft Concept Plan – Consultation Results – G Macleod (Greenspace Manager) and R O'Loughlin (Greenspace Assets Information Officer)**

G McLeod spoke to the report and informed the Board that feedback had been received from nine people and the suggestions incorporated into the design.

M Pinkham asked if the toilet was sited in an area that was not prone to flooding and was assured that it had been.

C Greengrass asked about the accessibility and suitability of playground equipment for the disabled and was assured that this had been taken into account during the design phase.

Moved N Atkinson seconded M Pinkham

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No.190704094910

Unconfirmed

(b) **Notes** that nine feedback submissions were received and that where possible these suggestions have been incorporated into the proposed concept plan.

(c) **Approves** staff implementing the proposed concept plan attached as Trim No, 190808110989.

CARRIED

8 CORRESPONDENCE

The Chairperson reminded members that the correspondence from Kiln Place residents had been dealt with earlier and brought the members attention to the Service Request Memo.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(b) **Receives** the memo regarding Service Requests as at 30 June 2019 (Trim No. 190731107408).

9 CHAIRPERSON'S REPORT

9.1 Chair's Diary for July 2019

J Watson also mentioned that, in her capacity as Board Chair, she had been asked to be a referee for the engineers who worked on the regeneration area. She also wrote a piece for inclusion in the Kaiapoi RSA's centennial publication.

Moved J Watson seconded N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No 190813112539.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Community Acknowledgement in Regeneration (Trim No. 190724103659)

Members were informed that the report referred from the Regeneration Steering Group (Trim No. 190724103659) required a Board decision.

Moved J Watson seconded P Redmond

THAT the Regeneration Steering Group recommends:

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 190724103659.

(b) **Approves** three options for previous residents of the regeneration areas to acknowledge their relationship with the area – Option 1, donation of a plaque for installation on a council supplied seat; Option 2, donate funds to plant a Council supplied tree; and Option 3, donate funds to install a Council supplied seat.

(c) **Notes** that the final decision on the location of any donated seat, tree or plaque will be made by staff in accordance with levels of service, safety and best practice.

Unconfirmed

(d) **Notes** that these options will be offered to previous residents who approach Council. Staff will not be undertaking a proactive approach of contacting individual previous residents. Staff will make information on the donation options available on the Regeneration website and via social and print media.

(e) Notes that staff will look at design options in the new reserves for acknowledging the previous streets in the regeneration areas.

CARRIED

J Watson commented that this was a positive initiative for the community.

P Redmond agreed with J Watson but requested that staff continue to investigate other options as suggested in 3.1 of the report.

10.2 **District Regeneration – Progress Report to June 2019 (Trim No. 190725104710)**

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.02.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

N Atkinson

- Update on District Plan Review

C Greengrass

- Attended the Community Service Awards – suggested that, in her opinion, the criteria for service should be reviewed.
- Attended Festive Lighting meeting with P Redmond – good progress.

A Blackie

- Kaiapoi River dredging completed
- Working with WoW on possible water park in Kaiapoi

P Redmond

- Attended Waimakariri Health Advisory Group – concerns raised that there was no parking for St Johns shuttle at the hospital when dropping elderly patients off for appointments. The Advisory Group was writing to the hospital to seek a solution.
- Requested staff to follow up on the consent for removing the Black Beech tree located between MacDonalds and Corcoran French Lawyers. Would hate to see the tree, which is protected, removed in error.

C Greengrass left the meeting at 6.30pm

S Stewart

- Reminder of Plan Change 7 Workshop on Thursday 22 August at 3.30pm.
- Land and Water Working Group Update
- Water Zone Committee has new Chair – Michael Blackwell
- Update on Dog Bylaw hearing

Unconfirmed

12 CONSULTATION PROJECTS

12.1 About speed limits

Consultation closes Monday 9 September 2019.

https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/lets-talk-about-speed-limits

13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre

13.2 Kaiapoi Regeneration Steering Group

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 2 September 2019. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 13 August 2019: $5,630.

14.2 General Landscaping Budget

Balance as at 13 August 2019: $69,080.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 16 September 2019 at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.40PM.

_____

Unconfirmed

Chairperson

_____

Date

Workshop

- *Tuahiwi to Ashley River Speed Limit Review – Joanne McBride (Roading and Transport Manager)*
- *Members Forum*

Unconfirmed

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO: GOV-18 / 190725104502

REPORT TO: Council

DATE OF MEETING: 3 September 2019

FROM: David Ayers, Mayor

SUBJECT: Mayor's Diary 30 July – 26 August 2019

1. SUMMARY

Tuesday 30 July	Compass FM Interview
	Canterbury Regional Road Safety Working Group phone conference
	Youth Council Meeting
Wednesday 31 July	Meet Hamasaka students visiting Oxford Area School
	ENC Board Meeting
	ENC Sponsor and Board Mid-Year Function
Thursday 1 August	Meeting with representatives of Keith Hay Homes
	Citizenship Ceremony
Friday 2 August	Interview with David Hill - North Canterbury News
Sunday 4 August	Presented Community Service Award for Clare Williams, Tuahiwi Marae
Monday 5 August	LGNZ Governance and Strategy Advisory Group, Wellington
Tuesday 6 August	Rangiora High School Consultation on future directions
Wednesday 7 August	Enshi Sister City Advisory Group Meeting
Thursday 8 August	Discussion with North Canterbury Harness Racing Club and Canterbury Jockey Club regarding Rangiora Race Course
	Canterbury Regional Transport Committee Meeting

	Canterbury Mayoral Forum working dinner
Friday 9 August	Canterbury Mayoral Forum
	Canterbury CDEM Group Joint Committee
	Interview with David Hill - North Canterbury News
Monday 12 August	Canterbury Museum Trust Board Meeting
	Attended Kaiapoi North School Wearable Arts
	Woodend-Sefton Community Board meeting
Tuesday 13 August	Speaker at SOLGM Community Plan Conference
	Compass FM Interview
	Rangiora-Ashley Community Board meeting
Wednesday 14 August	Waimakariri flood protection launch, Christchurch - Ministerial event
	Waimakariri Passchendaele Advisory Group meeting
Thursday 15 August	My Home Youth Art Exhibition – combined exhibition from Wuhan, Enshi and Waimakariri schools – Ruataniwha and Kaiapoi Borough School
Friday 16 August	Greater Christchurch Partnership Committee meeting
	Interview with David Hill - North Canterbury News
Saturday 17 August	Cust Volunteer Fire Brigade GoldStar Award presented to Chris Neason
Sunday 18 August	Chamber Gallery Exhibition Opening, Rangiora
Monday 19 August	Climate Change Response (Zero Carbon) Amendment Bill submission to Parliamentary Select Committee, Christchurch
	Kaiapoi-Tuahiwi Community Board meeting
	Woodend-Sefton Community Board End of Term Dinner, Woodend
Tuesday 20 August	Cr Kirstyn Barnett attended welcome to Wuhan students to Rangiora High School on my behalf
Wednesday 21 August	Canterbury Museum Employment Committee Meeting

Thursday 22 August	Met candidate for ECan Gary Jackson
Friday 23 August	Wheels to Waipara business case presentation to the ENC Board
	Greater Christchurch Regeneration Act Review: Waimakariri District Council interview
	Attended Darnley Club AGM. Kaiapoi
	Met Matt Doocey MP
	Interview with David Hill - North Canterbury News
Saturday 24 August	Attended Rangiora Brass Band AGM
Sunday 25 August	Attended Hawkins Room opening, Rangiora Museum
Monday 26 August	Wuhan High School Farewell Ceremony, Rangiora High School

THAT the Council:

a) **Receives** report No. 190725104502.

David Ayers
MAYOR