



AGENDA FOR THE

ORDINARY MEETING OF
SELWYN DISTRICT COUNCIL

TO BE HELD IN THE
COUNCIL CHAMBERS

SELWYN DISTRICT COUNCIL
ROLLESTON

ON WEDNESDAY 13 JUNE 2018

COMMENCING AT 1 PM

AGENDA

WEDNESDAY 13 JUNE 2018

COMMITTEE

Mayor (S T Broughton), Councillors, M A Alexander, J B Bland, D Hasson, M P Lemon, M B Lyall, D P McEvedy, G S Miller, J B Morten, R H Mugford, N C Reid & C J Watson

APOLOGIES

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

CONFLICTS OF INTEREST

PUBLIC FORUM

John McKim	Maddison Road condition Weedons Pavillion funding
Rolleston Rugby Club Paul Frewen & Mark Leonard	Relocation of clubrooms from Rolleston Reserve to Foster Park
Selwyn Youth Council	Update on Selwyn Link Project

CONFIRMATION OF MINUTES

- Minutes of an ordinary meeting of the Selwyn District Council held at the Selwyn District Council Chambers, on Wednesday 9 May 2018 (Pages 13 - 24)**

Recommended:

‘That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 9 May 2018, as circulated.’

2. **Minutes of the meeting of the Audit and Risk Subcommittee held at the Selwyn District Council, on Wednesday 2 May 2018 (Pages 25 - 34)**

Recommended:

‘That the Council receives the confirmed minutes of the Audit and Risk Subcommittee meeting held on 2 May 2018, for information.’

3. **Minutes of the meeting of the Property Committee held at the Selwyn District Council, on Wednesday 2 May 2018 (Pages 35 - 39)**

Recommended:

‘That the Council receives the unconfirmed minutes of the Property Committee meeting held on 2 May 2018, for information.’

4. **Minutes of the meeting of the Water Race Subcommittee held at the Selwyn District Council, on Wednesday 16 May 2018 (Pages 40 - 44)**

Recommended:

‘That the Council receives the unconfirmed minutes of the Water Race Subcommittee meeting held on 16 May 2018, for information.’

5. **Minutes of the meeting of the District Plan Committee held at the Selwyn District Council, on Wednesday 16 May 2018 (Pages 45 - 61)**

Recommended:

‘That the Council receives the unconfirmed minutes of the District Plan Committee meeting held on 16 May 2018, for information.’

CURRENT MATTERS REQUIRING ATTENTION

Item	Meeting referred from	Action required	Report Date / Action
Speed Limit Bylaw Review	13 December 2017	Review all schools in the first half of 2018	August 2018
Review of Street naming Policy	8 November 2017	Revised Policy	August 2018

Forestry – Risk Strategy	8 November 2017 <i>Audit & Risk Subcommittee meetings Sept & Nov</i>	Progress Report	July 2018
Accessibility Charter	11 October 2017 Public Forum	Provide a report to Council regarding involvement	July 2018

REPORTS

1. District Licensing Committee

Joint District Licensing Committee and Chief Licensing Inspector Monthly Report for period 1 April 2018 – 30 April 2018 (Pages 62 - 65)

Recommended:

‘That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for April 2018.’

2. Mayor

Mayor’s Report – May 2018 (Pages 66 - 99)

Recommended:

‘That the Council receives the Mayor’s Report for May 2018 for information.’

3. Chief Executive

Monthly Report – June 2018 (Pages 100 - 154)

Recommended:

‘That Council

- (a) receives the Chief Executive’s Report – June 2018, for information; and*
- (b) adopts the Statement of Intent for SICON Limited for the period 2018 – 2021;*
- (c) delegates to the Audit and Risk Subcommittee the authority to place insurance cover for 2018/2019 within a budget of \$967,432 plus GST;*
- (d) adopts the recommendation changes to the Delegations Manual.’*

4. **Corporate Accountant**

Cash flow and borrowing policy monitoring as at 31 March 2018 (Pages 155 - 167)

Recommended:

'That the Council;

- a) receives the report on cash flow and borrowing policy monitoring as at 31 March 2018 for information*
- b) authorises staff to act outside the Treasury Risk Management Policy in respect of investments held with New Zealand Registered Banks until 30 June 2019, by temporarily increasing the maximum investment per counterparty to \$30 million*
- c) authorises staff to act outside the Treasury Risk Management Policy in respect of the funding risk control limits until 30 June 2019.'*

5. **Systems Accountant**

Financial Report to 30 April 2018 (Pages 168 - 208)

Recommended:

'That the Council receives the financial report for the period ending 30 April 2018, for information.'

6. **Building Manager & Environmental Services Project Manager**

Review of Dangerous, Affected and Insanitary Buildings Policy (Pages 209 - 223)

Recommended:

'That the Council resolve:

- (a) To commence the special consultative procedure for the adoption of the draft amended Dangerous, Affected and Insanitary Buildings Policy 2018;*
- (b) To adopt the Statement of Proposal;*
- (c) That the Statement of Proposal be made available for public inspection at all Council Service Centres, libraries and on the Council's website;*
- (d) That the period within which written submissions on the draft amended Dangerous, Affected and Insanitary Buildings Policy 2018 may be made be between Monday 2 July and Friday 10 August 2018; and*
- (e) That submissions on the Statement of Proposal be heard by a hearing panel comprising of three Councillors who shall report to the Council with its recommendations as soon as practicable following the hearing of submissions.'*

7. Community Relations Manager

Selwyn District Council Community Grants Fund (Pages 224 - 255)

Recommended:

- (a) *'That a Selwyn District Council Community Grants Fund is established.'*
- (b) *'That the following funds (\$145,000) become part of the Selwyn District Council Community Grants Fund.*
 - i. *Community Events Fund (\$55,000; previously Community Special Event Fund)*
 - ii. *Community Youth Development Fund (\$20,000; new)*
 - iii. *Community Development Fund (\$25,000; new)*
 - iv. *Community Arts Culture and Local History Fund (\$45,000; new)'*
- (c) *'That the Community Environmental Fund (\$20,000; new) be included with the Selwyn Natural Environment Fund for administration by Environmental Services Department.'*
- (d) *'That the following Strategic Community Partnership funding be absorbed into, and made contestable through, the Selwyn District Council Community Grants Fund as and when the current arrangements end for terms of up to three (3) years, making an adjusted total of \$297,400. While the funding arrangement may be reviewed and recommitted for a further three (3) year term, the associated process of review and consideration of other Strategic Community Partnerships will be undertaken in a transparent and equitable manner by the associated Committee.*
 - i. *Ellesmere Heritage Park, \$20,000 (unbudgeted funding in 17/18 now budgeted 18/19), committed until June 2021*
 - ii. *Selwyn Sports Trust, \$25,000 (new) committed until June 2021*
 - iii. *Lincoln Envirotown Trust (LET), \$33,400 (existing), committed until June 2021*
 - iv. *24/7 Youth funding agreements F \$74,000 (existing) committed until June 2021"*
- (e) *'That the "Selwyn Youth Council Project Fund", \$5,500 (existing) be absorbed into, and made contestable through the "Selwyn Community Grants Fund" in three years' making an adjusted total in the Fund of \$302,900*
- (f) *'That the following Strategic Community Partnership funding be absorbed into, and made contestable through, the Selwyn Natural Environment Fund as and when the current arrangements end for terms of up to three (3) years, making an adjusted total of \$ 92,300 (currently \$45,000).*
 - i. *Waihora Ellesmere Trust (WET), \$22,300, committed until June 2021*
 - ii. *Te Ara Kākāriki Greenway Canterbury Trust (TAK), \$25,000, committed until June 2021'*

- (g) *'That a Selwyn Community Grants Committee be established with representation by not less than four (4) Councillors; one from each of the Selwyn Wards, as well as representation by a member of the Selwyn Youth Council.'*

8. Planning Manager

Council Endorsement on the Scope for the Future Development Strategy

(Pages 256 - 279)

Recommended:

'That the Council:

- i. *Ratifies the Future Development Strategy scoping paper.*
- ii. *Notes that the draft Future Development Strategy, when complete, will be presented to individual partners for ratification and to allow public consultation to occur in August 2018.*
- iii. *Agree that the development of the Future Development Strategy, and the associated consultation process, occurs using the Local Government Act 202 and is undertaken in accordance with Part 6 of the Act and the significance and engagement policies of the partner councils.*
- iv. *Notes that Ngāi Tahu GCP representatives are currently considering some proposed additional amendments to the Future Development Strategy scoping paper to ensure the values and aspirations of Ngāi Tahu are appropriately reflected, and that staff will report back to the Council if any proposed amendments are deemed significant.'*

9. Strategy and Policy Planner

Removal of Designation D96 from Selwyn District Plan **(Pages 280 - 283)**

Recommended:

'That, pursuant to s182 of the Resource Management Act 1991, the Selwyn District Plan be amended by removing designation D96, designated for Water Supply Purposes situated at Branthwaite Drive Rolleston being Lot 26 DP 65499 and containing 399m².'

10. Senior Animal Control Officer and Regulatory Manager

Dog Control Policy and Procedures Report 1 July 2016 to 30 June 2017

(Pages 284 - 289)

Recommended:

'That the:

- i. *Council adopts the Dog Control Policy and Practices Report for the period 1 July 2016 to 30 June 2017;*
- ii. *Dog Control Policy and Practices Report be notified in Council Call; and*

- iii. *Dog Control Policy and Practices Report be sent to the Secretary for Local Government within one month of adoption.'*

11. Acquisitions, Disposals and Leasing Manager

Approval to Terminate Licence to Occupy over reserve 263, Shands Road as the land is required for development of a water supply and treatment facility (Pages 290 - 304)

Recommended:

'That Council approves the Termination of the Licence to Occupy to Peter Toomey which commenced on 1 July 2014 over Reserve 263, Shands Road, as the land is required for the Development of a Water Supply and Treatment Facility.'

12. Asset Manager – Water Services

Expenditure Approval for Broadfield Estates Costshare Agreement (Pages 305 - 306)

Recommended:

'That the Council Approve the 2018/19 budget addition of \$477,315 (exclusive of GST) for the construction costshare of the Broadfield Estates Wastewater Pump Station and Rising Main to be funded by the Eastern Selwyn Sewage Scheme Development Contribution.'

13. Asset Administrator - Roading

Renaming of Squawk Street in Falcon's Landing Subdivision, Rolleston (Pages 307 - 311)

Recommended:

'That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve "Territory Street" as a change of name for the recently named Squawk Street in the Falcon's Landing subdivision, Rolleston.'

14. Asset Administrator - Roading

Road Names for Prebbleton Estates Ltd Subdivision, Prebbleton (Pages 312 - 316)

Recommended:

'That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve William Deans Drive, James Prebble Drive and Mary Gebbie Avenue

as the names of the new roads and the continuation of Conductors Road and Stationmasters Way in the Prebbleton Estates Ltd subdivision, Prebbleton.

15. Asset Administrator - Roading

Road Names for Rosemerryn Subdivision, Lincoln (Pages 317 - 321)

Recommended:

‘That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve Whitehorn Drive as the name of the new road and the continuation of Eastfield Drive in the Rosemerryn subdivision, Lincoln.

16. Asset Administrator - Roading

Road Names for Searle Subdivision, Prebbleton (Pages 322 - 326)

Recommended:

‘That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve Peony Rose Lane as the name of the new road and La Fontaine Place as the name of the new private right of way in the Searle subdivision, Prebbleton.

17. Community Development Advisor

Selwyn Youth Council – Selwyn Link Report (Pages 327 - 329)

Recommended:

‘That the Selwyn District Council receive the Selwyn Youth Council’s Selwyn Link Report’

GENERAL BUSINESS

18. Register of Documents Signed and Sealed (Pages 330 - 331)

Recommended:

‘That the following transactions and the fixing of the Common Seal under authorised signatures be approved:

1	Name of other party	Ann Fettes
	Transaction type	Deed of Licence
	Transaction description	Part Reserve 5171 Brookside Burnham Road 558m ² for 5 years from 1 July 2018

2	Name of other party	Park Grove Ltd
	Transaction type	Fencing Covenant
	Transaction description	RC115273 Park Grove Mews

3	Name of other party	Lincoln Land Developments
	Transaction type	Fencing covenant
	Transaction description	RC185019 Vernon Drive commercial

4	Name of other party	Tony Martin Condon, Sheryl Lorraine Condon and Cambridge Trustee Services Limited
	Transaction type	Sale and Purchase Agreement
	Transaction description	Sale and purchase agreement for Council purchase of 15a Lyttelton Street, Lincoln

5	Name of other party	Lincoln Developments Ltd
	Transaction type	Right to drain sewage over right of way
	Transaction description	RC175306 Flemington - Birchs Road, Lincoln

6	Name of other party	George James Boughton
	Transaction type	Deed of Licence
	Transaction description	Part Reserve 5171 Brookside Burnham Road 2250m ²

7	Name of other party	CIT Branthwaite Ltd
	Transaction type	Fencing covenant A&I to register fencing covenant Easement in Gross to drain sewage
	Transaction description	RC175070 Stage C&D Branthwaite Drive Rolleston

8	Name of other party	WL & KL Wright
	Transaction type	Deed of Licence
	Transaction description	Reserve 1431 corner of Dalethorpe and Wyndale Road 2.0234 ha

REPORTS CIRCULATED FOR INFORMATION

None

EXTRAORDINARY GENERAL BUSINESS

REVIEW OF ISSUES RAISED IN PUBLIC FORUM

RESOLUTION TO EXCLUDE THE PUBLIC

Recommended:

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

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1	Public Excluded Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>
2	Public Excluded Chief Executive’s Report		
3	Purchase of 15A Lyttelton Street, Lincoln		
4	Land Purchase – Road Network, ODP4 Lincoln		
5	Purchase of Land for Leeston Bore		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1, 2, 3, 4 & 5	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(b)(ii)
2, 3, 4 & 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	Section 7(2)(h)

2. *that appropriate officers remain to provide advice to the Committee.*

**MINUTES OF AN ORDINARY MEETING OF THE
SELWYN DISTRICT COUNCIL
HELD IN THE SELWYN DISTRICT COUNCIL CHAMBERS,
ON WEDNESDAY 9 MAY 2018 COMMENCING AT 1.00PM**

PRESENT

Mayor (S T Broughton), Councillors, M A Alexander, J B Bland, D Hasson, M P Lemon, M B Lyall, J B Morten, R H Mugford, N C Reid & C J Watson

IN ATTENDANCE

Messrs. D Ward (Chief Executive), M Washington (Assets Manager), S Hill (Business Relations Manager), Murray England (Asset Manager Water Services), Tim Harris (Environmental Services Manager), Douglas Marshall (Property and Commercial Manager), Mesdames J Gallagher (Chair, Malvern Community Board), D Kidd (Community Relations Manager), and Ms K Hunt (Personal Assistant)

Presenters:

Darren Sudlow

Media:

Mr M Salmons (Selwyn and Ashburton Outlook) and Ms G O'Connor-Harding (Selwyn Times).

APOLOGIES

Councillors D P McEvedy for lateness and G S Miller for absence.

Moved – Councillor Lyall / **Seconded** – Councillor Alexander

‘That the Council receives the apologies as noted, for information.’

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

Nil.

CONFLICTS OF INTEREST

Councillor Hasson noted her conflict in regards to the District Licensing Report and the Stormwater Land Drainage Bylaw.

PUBLIC FORUM

Selwyn United Football Club	Darren Sudlow, Club President <i>Presentation of Canterbury Sports Award</i>
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The Mayor welcomed Mr Darren Sudlow, and noted that Selwyn Football has been recognised as the top club across all sports in Canterbury.

Mr Darren Sudlow, President of Selwyn Football provided background to the club, noting that they have no clubrooms of their own, which is by design, but currently use the Silver Dollar Bar and Restaurant. The club has around 1,200 members. The largest catchment for members is from Rolleston, followed by Leeston, Lincoln and Darfield. Greatest membership is in juniors, with numbers dropping off for teens, but noted that senior membership is growing. Noted they are in Premier league for the first time this year. The club has a full time director of football, but is built on the support of volunteers. Mr Darren Sudlow commented that the Club is very grateful to Council for the facilities that they use at Foster Park.

The Silver Dollar is happy to mount the plaques received on their walls, but the Selwyn United Football Club have two trophies that they would like Council to display for all of Selwyn's residents to be able to view.

Mr Sudlow presented the two trophies for display at the Council offices to the Mayor.

The Councillors congratulated Mr Sudlow on behalf of the Club.

CONFIRMATION OF MINUTES

1. Minutes of an ordinary meeting of the Selwyn District Council held at the Selwyn District Council Chambers, on Wednesday 18 April 2018

Taken as read and received without further discussion.

Moved – Councillor Mugford / **Seconded** – Councillor Lemon

'That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 18 April 2018, as circulated.'

CARRIED

2. Minutes of the meeting of the District Plan Committee held at the Selwyn District Council, on Wednesday 18 April 2018

Taken and read and received without further discussion.

Moved – Councillor Watson / **Seconded** – Councillor Lemon

‘That the Council receives the unconfirmed minutes of the District Plan Committee meeting held on 18 April 2018, for information.’

CARRIED

CURRENT MATTERS REQUIRING ATTENTION

Item	Meeting referred from	Action required	Report Date / Action
Speed Limit Bylaw Review	13 December 2017	Review all schools in the first half of 2018	August 2018
Review of Street naming Policy	8 November 2017	Revised Policy	June 2018
Forestry – Risk Strategy	8 November 2017 <i>Audit & Risk Subcommittee meetings Sept & Nov</i>	Progress Report	July 2018
Selwyn Aquatic Centre	13 December 2017	Report on lifeguarded pools	Presented to the Audit and Risk Subcommittee at their 2 May 2018 meeting
Accessibility Charter	11 October 2017 Public Forum	Provide a report to Council regarding involvement	July 2018

REPORTS

1. Chief Executive

Selwyn-Waihora Zone Committee Annual Report 2017

Mr Brett Painter and Mr Ron Pellow spoke to their presentation.

Mr Pellow commented that 2017 had been a critical year around public engagement on water and land practices. They have been pleased to see catchment changes occurring, and good management practices being understood. Change is happening however it will take time to see any changes take effect in the waterways. There are issues in relation to rainfall or lack of, in the catchment. There are challenges, such as common understanding varies between people, so working through to make sure the community and landowners are working together and have the same understanding of what is required.

Mr Pellow spoke to opportunity in regards to large scale mitigation with large parcel of land potentially available, also to the process underway in most catchments to limit nutrient losses, and efficiencies in stock management.

Mr Painter then spoke to his presentation. This presentation was given to the Zone Committee last week, however there have been a few additional slides added.

Mr Painter spoke to Broadacres TSA and loss of species due to drought and the requirement for good flows from the river to feed into the springs. Focus has been on areas that are less affected by droughts. Landowner has assisted by giving up some land

to assist with replanting and fencing. The bore will only be used when the tributary is not flowing. Due to planting, the insect life has come back, however more work is needed to be done to assist the eventual return of mud fish, so they have places to hide and do not get swept downstream. The project has been internationally recognised already by inclusion in overseas journals.

Mr Painter questioned what role this concept could play in conjunction with other water management projects in the District. Most cost effective when the groundwater levels are near the surface. Noted that the costs incurred for this project are unlikely to be required, however can cost on a case by case basis. Council need to think about cost and risk to other populations in the catchment, as springs will go dry in big droughts.

Mr Painter spoke to the recharge project, with normal recharge happening in winter and potential capacity available with CPW in winter to catch up, if there is an issue with low groundwater. He discussed the opportunity to work with council staff on the operational and maintenance projects. The Mayor commented he would follow up with staff in relation to this request, however noted that a discussion also needs to be had with the Water-race Committee.

The Mayor thanked Mr Painter and Mr Pellow for their presentation to Council on behalf of the Selwyn-Waihora Zone Committee.

Moved – Councillor Watson / **Seconded** – Councillor Alexander

‘That the Council receives the Selwyn-Waihora Zone Committee 2017 Annual Report, for information.’

CARRIED

2. District Licensing Committee

Joint District Licensing Committee and Chief Licensing Inspector Monthly Report for period 1 March 2018 – 31 March 2018

Taken as read and received without further discussion.

Moved – Councillor Watson / **Seconded** – Councillor Lyall

‘That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for March 2018.’

CARRIED

3. Mayor

Mayor’s Report – April 2018

The Mayor spoke to his report, noting that LGNZ Freedom Camping Symposium was encouraging Central Government and Local Government to work together to form some national solutions, but to take in to account that not all Districts face the same issues.

Moved – Mayor / Seconded – Councillor Bland

‘That the Council receives the Mayor’s Report for April 2018 for information.’

CARRIED

4. Chief Executive

Monthly Report – 9 May 2018

The Chief Executive spoke to his report.

Audit and Risk Subcommittee

Councillor Watson attended the Audit and Risk Subcommittee meeting on the 2 May. The Committee had a tour of playgrounds prior to the start of the meeting. Feedback will be provided to community committees in regards to their requirements around Health and Safety, and the need to provide for playgrounds and maintain those playgrounds.

Christchurch West Melton Zone Committee

Councillor Hasson attended joint meeting with Waimakariri Zone Committee in regards to groundwater flows.

Selwyn Waihora Zone Committee

Councillor Lemon noted that terms of reference for Selwyn working group had been adopted. Update had been provided on Silverstream project. Received a presentation from DOC on our catchment and spoke about proposed Youth Committee meeting.

Canterbury Water Regional Committee

Councillor Reid will be attending a workshop next week, and will provide an update at the next Council meeting.

Summit Road Protection Authority

Councillors agreed to add a resolution to receive the annual report from the Summit Road Protection Society.

Canterbury Sports Foundation

It was noted that Councillor Bland wishes to step down as Council’s nominated representative due to an increased workload. The Chief Executive asked for expressions of interest. Councillor Alexander noted his interest. No other expressions of interest were received.

Online Voting

The Local Electoral Matters Bill is currently being discussed and suspect this will be sent to Select Committee.

The Mayor spoke to the Christchurch City Council seeking support for remits to the Local Government New Zealand Annual General meeting on the 15 July 2018. Remits:

- a) Reviewing local authority funding models
- b) Establishing a range of climate change adaption funding mechanisms

- c) Ensuring the all of Government procurement process for electricity, prioritises renewable electricity generation sources
- d) Amending the Sale and Supply of Alcohol Act 2012 to ensure that community views are reflected in local decision making and to review policy levers to reduce alcohol-related harm
- e) Supporting the production and procurement of biofuels, including reintroduction of subsidy schemes where appropriate
- f) Eliminating the use of single-use plastic bags and plastic straws
- g) Adopting a New Zealand-wide approach to processing recyclable materials within New Zealand
- h) Establishing a mandatory register and inspection regime for industrial cooling towers, to mitigate the risk of legionellosis outbreaks.

Councillors noted their support for all items except item D.

Moved – Councillor Lyall / **Seconded** – Councillor Morten

‘That Council

- (a) *Receives the Chief Executive’s Report – May 2018, for information.’*
- (b) *Councillor Alexander be appointed as the Selwyn District Council representative to the Canterbury Sports Foundation.*
- (c) *Receive the Annual Report from the Summit Road Protection Society.’*

CARRIED

5. Regulatory Manager & Environmental Services Project Manager

Draft Gambling Venue Policy for Consultation

Discussion was held on how the number of gambling machines proposed in the Draft Gambling Venue Policy was reached.

Councillors Hasson, Mugford and Lyall were nominated to sit on the hearing panel.

Moved – Councillor Watson / **Seconded** – Councillor Alexander

‘That the Council resolve:

- (a) *To commence the special consultative procedure for the adoption of the draft Gambling Venue Policy 2018;*
- (b) *To adopt the Statement or Proposal;*
- (c) *That the Statement of Proposal be made available for public inspection at all Council Service Centres, libraries and on the Council’s website;*
- (d) *That the period within which written submissions on the draft policy included in Attachment 1 may be made, is between Monday 28 May 2018 and Friday 29 June 2018;*
- (e) *That submissions on the draft amended policy be heard by a hearing panel comprising of Councillors Hasson, Lyall and Mugford who shall report to the Council with its recommendations as soon as practicable following the hearing of submissions.’*

CARRIED**6. Systems Accountant***Financial Report to 31 March 2018*

Taken as read and received without further discussion.

Moved – Councillor Lemon / **Seconded** – Councillor Lyall

‘That the Council receives the financial report for the period ending 31 March 2018, for information.’

CARRIED

7. Asset Manager – Water Services

Adoption of Council Water Supply Bylaw, Water Race Bylaw and Stormwater and Drainage Bylaw

Discussion was held as to whether changes made to Water Race Bylaw were minor and whether there was a need to put the proposed Bylaw to the Water Race Committee for discussion. Councillors requested clarity as to whether they were able to make changes to the clauses in the Bylaw, or whether the consultation process would need to be started again. Staff advised that they believed Councillors only option was to either accept or reject recommendations as they stand.

Moved – Councillor Morten / **Seconded** Councillor Watson

‘That the Report on the Adoption of Council Water Supply Bylaw, Water Race Bylaw and Stormwater and Drainage Bylaw lie on the table until legal advice is received.’

CARRIED

Meeting adjourned at 2.25pm and reconvened at 2.35pm.

Moved – Councillor Morten / **Seconded** Councillor Watson

‘That the Report on the Adoption of Council Water Supply Bylaw, Water Race Bylaw and Stormwater and Drainage Bylaw be lifted from the table.’

CARRIED

The Chief Executive informed Council that legal advice received stated that changes can be made if they are minor in nature, however if beyond that then Council would need to send back to staff to start the process again. Following discussion it was agreed to put the motions to Council one by one.

Moved – Councillor Alexander / **Seconded** – Councillor Mugford

‘That the Council:

- (a) amend the Water Supply Bylaw 2008 as per the Bylaws Submissions Committee recommendation*

CARRIED

- (b) amend the Water Race Bylaw 2008 as per the Bylaws Submissions Committee recommendation*

CARRIED

Councillor Hasson stepped back from the table for item (c).

- (c) make the Stormwater and Drainage Bylaw as per the Bylaws Submissions Committee recommendation, such bylaw to be known as the Stormwater and Drainage Bylaw 2018*

CARRIED

- (d) amend the Policy Manual to include the following policy:*

“SW302 Written approval under the Stormwater and Drainage Bylaw 2018 means the written approval of the Asset Manager or person delegated to give such approvals.”

CARRIED

8. Asset Administrator - Roading

Road Names for CI Services Subdivision, Rolleston

Taken as read and received without further discussion

Moved – Councillor Watson / **Seconded** – Councillor Lemon

‘That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve Bruce McLaren Way as the name of the new road in the CI Services subdivision, Rolleston.’

CARRIED

9. Asset Manager - Transportation

Draft Speed Limit Bylaw

Discussion was held around the timing of going for public consultation on the Draft Speed Limit Bylaw, and possibility of combining with the next review of the Speed Limit Register including School Zones which is scheduled for later this year. Staff were questioned if extending the timeframe on this Bylaw would inhibit the enforcement of speed limits.

Meeting adjourned at 2.52pm and reconvened at 3.04pm.

The Chief Executive commented that if the Speed Limit Bylaw lapses the existing speed limits remain in place, however the Bylaw has to be updated to give effect to those new speed limits.

Moved – Councillor Watson / **Seconded** – Councillor Lemon

‘That the Council Speed Limit Bylaw review workstream be aligned with the next review of the Speed Limit Register including Schools Zones later in 2018’.

CARRIED

GENERAL BUSINESS

10. Register of Documents Signed and Sealed

Moved – Councillor Lyall / **Seconded** – Councillor Bland

‘That the following transactions and the fixing of the Common Seal under authorised signatures be approved:

1	Name of other party	Ministry of Education
	Transaction type	Certificate of Approval – Notice of Requirement for new primary school
	Transaction description	South Lincoln Primary School, 238 Southfield Drive 3.32ha

2	Name of other party	Fulton Hogan Ltd
	Transaction type	Deed of Lease
	Transaction description	West Coast Road, Arthur’s Pass Community Recycling and Waste Storage Facility

3	Name of other party	Lakeside Memorial Hall Incorporated
	Transaction type	Transfer of Lakeside Memorial Hall
	Transaction description	Harts Road, Leeston

4	Name of other party	Industria Holdings Ltd & Rolleston Industrial Development Ltd – IPort
	Transaction type	Partial surrender of easement on subdivision
	Transaction description	RC165440 Jones Road, Hoskyns Road and Maddisons Road, Rolleston

5	Name of other party	Omana Trustees Ltd
	Transaction type	Protect SDC easement in Gross over private property. Fencing covenant protecting SDC from liability to fencing on reserve boundary.
	Transaction description	RC175070 Branthwaite Subdivision, Rolleston

6	Name of other party	Selwyn District Council
	Transaction type	Cemetery Bylaw 2017
	Transaction description	Facilitates the management of public cemeteries under Selwyn District Council’s control

CARRIED

REPORTS CIRCULATED FOR INFORMATION

Nil

EXTRAORDINARY GENERAL BUSINESS

Nil

REVIEW OF ISSUES RAISED IN PUBLIC FORUM

Trophies provided by Selwyn United Football Club will be displayed in public forum.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved – Councillor Mugford / **Seconded** – Councillor Reid

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

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1	Public Excluded Minutes	<i>Good reason to withhold exists under Section 7</i>	Section 48(1)(a)
2	Public Excluded Chief Executive's Report		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1 & 2	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(b)(ii)
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2	Protect the privacy of natural persons, including that of deceased natural persons; or	Section 7(2)(a)
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2. *that appropriate officers remain to provide advice to the Committee.*

CARRIED

The meeting moved into Public Excluded at 3.12pm.

The meeting reconvened in open meeting at 4.29pm.

The meeting closed at 4.29pm.

DATED this day of 2018

MAYOR

**MINUTES OF A MEETING OF THE AUDIT AND RISK SUBCOMMITTEE
HELD IN THE SELWYN DISTRICT COUNCIL CHAMBER,
2 NORMAN KIRK DRIVE, ROLLESTON
ON WEDNESDAY 2 MAY 2018 COMMENCING AT 3PM**

PRESENT

Mayor S T Broughton, Councillors G S Miller (Chair), C J Watson (Deputy Chair), D P McEvedy and M P Lemon

ATTENDEES

Messrs D Ward (Chief Executive), G Bell (Corporate Services Manager), C Moody (Corporate Accountant), C Robinson (Project Accountant), M Rykers (Strategic Manager Open Space and Property), J Richmond (Aquatic Facilities Manager), J Mackey (Director, Audit New Zealand), Mrs J Gallagher (Chair, Malvern Community Board), and Mrs N Smith (Executive Assistant)

APOLOGIES

No apologies were received for this meeting.

CONFLICTS OF INTEREST

None declared during the public portion of the meeting

PUBLIC FORUM

No public forum.

MATTERS UNDER INVESTIGATION

Item	Meeting referred from	Action required	Report Date / Action
Risk Strategy	4 October 2017	Progress Report regarding quarries and risk component	May 2018
Risk Strategy	6 September 2017 1 November 2017	Progress Report regarding Forestry	June 2018
Insurance Cover	28 June Extra-ordinary meeting	Independent report of risk vs cover and presentation of options	Due before next insurance renewal
Business Continuity Plan	7 March 2018	Progress Report	June 2018
Procurement Strategy	7 March 2018	Progress Report	June 2018

ORDER OF BUSINESS

1. Minutes of the ordinary meeting of the Audit and Risk Subcommittee held in the Council Chambers, Rolleston Headquarters, on Wednesday 7 March 2018.

Councillor Watson noted that on page 11, Councillor Alexander was noted as seconding a recommendation. This needed to be amended as Councillor Alexander was (a) not present at the meeting and (b) is not a member of the Subcommittee.

Councillor McEvedy also noted he moved a resolution during a part of the meeting where he was absent.

Moved Mayor Broughton / **Seconded** Councillor Watson

'That the Audit and Risk Subcommittee confirms the minutes of the ordinary meeting of the Subcommittee held on Wednesday 7 March 2018 as ~~circulated~~ amended.'

CARRIED

Matters Arising from Minutes

Nothing further raised.

REPORTS

2. Audit and Risk Subcommittee Chair *Monthly Report (Verbal)*

The Chair noted that he, the Mayor and staff recently attended a chlorination community meeting. It was noted that nothing at the meeting has been brought to Council's attention which requires a reversal of its decision to chlorinate.

The Chair noted that Councillor McEvedy, the Chief Executive and the Corporate Accountant attended Audit NZ briefing on Tuesday. All attendees gave a quick summary of the meeting highlights.

Site visit

Councillor Watson gave a summary of today's site visit. He noted the need for better communication with community committees.

The Chair – who noted his apology on the site visit - asked about items which may need immediate attention to which Councillor Watson noted more assertive feedback to SICON was required regarding parks.

The Chief Executive noted that this was a valuable visit, and thanked the Property and Commercial Manager and staff. He endorses the need for better communication with committees and noted the comments from staff during the site about having to undertake follow up mowing.

The Chair asked if it is crystal clear who is monitoring and managing playgrounds. The Chief Executive noted that staff would report back later this year around advances made in this area, particularly if district-wide rates are put in place following Long Term Plan Submissions.

Councillor McEvedy noted that as such, there is a lot of discussion between Council and SICON staff around expectations and management of these expectations.

Mayor Broughton referred to the information (memo) handed out as part of the site visit stating that all things carry risk and those which were mentioned in the memo are on the 'green' side of risk. He noted he did not endorse any action which saw the dig out and removal of the train at Leeston Park. Councillor McEvedy noted this is a well-loved piece of equipment and is in pristine condition and Council needs to consider how we make this safer for use, if this is an issue.

The Chief Executive stated that Council - as the owner of the facilities and equipment on them - has a duty of care which come with penalties if this duty of care is not applied. He noted is an expectation from parents that equipment is provided, and there is an expectation on Council to show a duty of care. He noted that he errs more on the side of making the equipment safer rather than removing it. He stated that the message is that whatever action is taken, it is done in conjunction with the community.

Councillor Watson stated that Council must ensure good playground management plans are put in place. It was agreed that mitigation measures need to be considered before removal of any equipment, and that consultation with communities is required if retaining the equipment is not possible due to serious safety concerns.

Moved Councillor Miller / **Seconded** Councillor McEvedy

'That the Audit and Risk Subcommittee receives the Chair's monthly (verbal) Report', for information.'

CARRIED

3. Chief Executive

Selwyn District Council 2017/18 Audit Plan

The Chief Executive introduced Mr Mackey who was present to talk about Audit New Zealand's 2017 / 2018 Audit Plan. Mr Mackey confirmed that previously this was known as the Audit Arrangement letter with the main change being that the Audit Plan no longer requires a signature from Council. He noted that fees are not mentioned in the document.

Mr Mackey noted the health and safety section in the Plan which refers to the safekeeping of his staff while there are on site.

Mr Mackey confirmed that the draft Interim Report had been sent out earlier that morning. He noted no new control findings were identified and there was nothing of concern. He did not that the report includes some recommendations around areas for improvement including procurement (contract management), and the need for a

disaster recovery plan. The Chief Executive noted an update on the Business Recovery Plan would be brought to the Audit and Risk meeting in June.

Mr Mackey then spoke to the items in the Plan as raised by Subcommittee members.

Moved Councillor Lemon / **Seconded** Councillor Watson

'That the Audit and Risk Subcommittee receives the Selwyn District Council 2017/2018 Audit Plan Report, for information.'

CARRIED

The meeting then moved into Public Excluded to allow Mr Mackey to present his In-committee report.

Moved Councillor Miler / **Seconded** Councillor Watson

'That the Audit and Risk Subcommittee moves into public excluded to hear Mr Mackey's in-committee report.'

CARRIED

4. Strategic Manager Open Space and Property

Progress Report on Risk Management for Council Gravel Pits

This report was taken early at 3.34pm.

The Strategic Manager Open Space and Property noted that is an update of a prior report. He noted that the report covers the key risks and issues associated with this activity, the key measures put in place, together with an update on these.

Reference was made to the set-up of a robust compliance inspection reporting process using an independent person which includes the receipt of monthly reports from all operating pits.

It was also confirmed that each operational pit now has a certified quarry operator, and that at least one Council staff member would also become certified as well.

The Strategic Manager Open Space and Property confirmed that gravel management plans are in place for our operational pits and that staff are also working on a gravel restoration strategy for how each site should be left at the end of the lease.

It was noted that Council is moving in the right direction. The Chair stated noted that the rehabilitation projects have been very successful. He commended the Strategic Manager Open Space and Property on the quality of his report.

Moved Councillor Lemon / **Seconded** Councillor Watson

'That the Audit and Risk Subcommittee receives the Progress Report on Risk Management for Council Gravel Pits, for information.'

CARRIED

5. Chief Executive & Corporate Services Manager *Managers' Monthly Report*

The Chief Executive spoke to his report. Councillor Lemon referred to a grader incident which he had heard about, but was not presented in the data. The Chief Executive said that this would be further investigated.

Councillor Watson referred to page 38 of the Manager's report asking if staff see much ignoring of much signage at the Pines Recovery Park. Councillor McEvedy noted on several site visits he has attended at the facility, it is always regarded by SICON staff as a high incident area. Councillor McEvedy noted the disappointment by RRP staff that they were ignored by a SICON staff member after giving safety instructions and such, an internal review has rectified this situation. He noted that positive changes and controls have been put in place over time and there are good procedures in place.

Councillor Miller referred to an incident involving a sprained back and asked if that if that happened in the line of work and was it able to be mitigated.

The Chair stated asked if this part of the report was too low level (i.e. management and operational, rather than governance), and was this more a management health and safety report which didn't need to come to Audit and Risk. He believes the Committee needs think about this. The Chief Executive endorsed these comments, noting that there is far greater risk with the volunteers. He stated that he will speak to council's Health and Safety staff about their programme for the next 12 months.

The Chief Executive referred to pages 40-41 of his report which contained advice from Buddle Findlay regarding the health and safety responsibilities of incorporated societies. He noted that the New Zealand is woefully short of a decent course case to see how liability is to be interpreted.

Councillor Watson referred to concerns about committees who pay an honorarium for secretarial services and where implications lie. The Chief Executive confirmed that he would obtain more definite information around this.

Councillor McEvedy noted comments from a recent community meeting where staff were present. He reiterated the complexity of the legislation citing confusion at the meeting stating that perhaps Council should seek more clarity from central government. It was suggested that Mayor Broughton should seek further advice through the Mayoral Forum. The Chief Executive gave further examples of where ambiguity around the legislation, and its application, exists.

Deloitte Cyber Security – the update was provided for the information of members. The Chair noted some recent comments he had received about how easy it is to break into local government security systems. To this, Councillor McEvedy referred

to the IOD presentation at the recent Audit New Zealand briefing which set out top risks for organisations including: extreme weather events, natural disasters, fraud, and cyber security. He noted that it is wise for the Chair to ask about cyber security. Councillor McEvedy then suggested that the same presenter come and give his procurement presentation to Council and senior staff.

Local Government Audits – The Chief Executive noted a lot of noise around local government's under-investment in Council infrastructure assets stating that the reality is starting to bite.

LTP hearings – Mayor Broughton referred to submission booklets asking members their view on the non-inclusion of staff comments in the LTP documentation to be reviewed prior to the hearings. Rather staff comments would be provided for the deliberations. The general consensus was that this is acceptable.

Moved Councillor Miller / **Seconded** Councillor Watson

'That the Audit and Risk Subcommittee receive the Monthly Managers' Report, for information.'

CARRIED

6. Systems Accountant

Financial Report to 31 March 2018

The Corporate Accountant spoke to this report. No questions were asked by Subcommittee Members. The Chair noted the excellent quality of the report.

Moved Councillor Watson / **Seconded** Mayor Broughton

'That the Audit and Risk Subcommittee receives the financial report for the period ending 31 March 2018 for information.'

CARRIED

7. Community Relations Manager

Community Pools Summer Season Summary 2017-2018

The Chair welcomed Council's new Aquatic Manager to the meeting, and to Council.

The Aquatic Manager briefly spoke about comments from the LTP public sessions around the desire for a 50m pool and a hydroslide.

The Chief Executive introduced the paper and noted apologies from the Community Relations Manager. He stated that the report is further to the site visits undertaken in late 2017. He made special note of recommendation (b).

The Chief Executive then ran through the key points in the report, including the 2017 / 2018 season's successes.

Councillor Lemon noted the requirement to improve communication with community pool committees. He also noted the need to define 'trained volunteer' and 'active supervision' stating that this is yet to be achieved. He noted this needs to be done via an onsite agreement with pool key holders of smaller community pools.

The Aquatics Manager stated that he has reviewed the keyholder contract stating that it is less than robust around responsibilities regarding training and supervision. He confirmed this will be looked at and noted that training should be provided. Councillor Lemon impressed upon staff the need to do this.

Councillor Watson noted points of tension around improved training and monitoring of water quality. He noted his appreciation and endorsement of the report.

Councillor McEvedy again noted it was a good report. He spoke briefly of the updating of the Memorandum of Understanding with the swim clubs stating that he strongly encourages this as these clubs are important to the district. He then referred to 'dogs in togs'. The Aquatics Manager gave some background information around this item.

Councillor McEvedy then referred to volunteer gardeners at community pools. He noted they have always been there, but they largely disappeared once Council took over management of the pools. He stated that they are hanging in there because of a fear that if they forego this role, that their pool will cease to exist. Councillor McEvedy this Council will receive support around volunteer gardeners, but noted that this comes with its own health and safety issues.

The Chair asked if Council is advocating a 'no training, no key' policy? Councillor Lemon stated that it is clear that - following recent meeting at Killinchy - key holders have an obligation to attend some sort of training. This was met with agreement from the Subcommittee. Staff confirmed they will put this in place, and will be built into the keyholder agreement.

The \$1,000 schools agreement was raised. Subcommittee members stated this should not be applied for, but should be theirs of right. The Aquatic Manager noted this comment.

Moved Mayor Broughton / **Seconded** Councillor Lemon

'That the Audit and Risk Subcommittee:

- (a) Note the contents of this report; and*
- (b) Endorse the schedule of improvements for Community Pools as the preparation of the 2018/2019 summer season.'*

CARRIED

8. Corporate Accountant

Cashflow and Borrowing Policy Monitoring as at 31 March 2018

The Corporate Accountant spoke to this report. Several questions were raised by the Chair.

The Chair asked about Council's fixed rate maturity profile to which the Corporate Accountant stated it was become Council is not picking up long-term borrowing. The Corporate Services Manager noted this is to do with swap profile and when those are set to mature. He then referred to whether or not Council is likely to reduce its debt to zero, stating that the LTP suggests that debt will likely continue.

Questions were then asked about investment. The Chief Executive noted the report a report he had provided detailed a report around this previously. Councillor McEvedy asked if this will also form part of the Investment Strategy Paper. The Chief Executive stated it would and will come to the Audit and Risk Subcommittee in June.

Questions were then asked about debt collection and rates collection – which is at an all-time low. The Chair noted the desire to have direct debits set up for all new ratepayers and water rate customers, and would like to see staff keep on this offering.

Moved Mayor Broughton / **Seconded** Councillor McEvedy

'That the Audit and Risk Subcommittee receives the report on cashflow and borrowing policy monitoring as at 31 March 2018 for information'.

CARRIED

9. Chief Executive

Service Delivery

Water - The Chief Executive spoke about the recent Zone 5 & 6 meetings, noting the imminent release what central government's direction will be on chlorination. It was indicated that change is expected, but at present, Councils are not sure what this will look like.

Roading – The Chair referred to a previous request to for staff to produce a report on what money would be required to provide a more consistent level of service and better product. The Chair asked this report to come back to the Subcommittee in July.

Councillor McEvedy noted that he has received two compliments from farmers on improved roading quality.

Mayor Broughton endorsed the comments made around expectations on the quantum of dollars needed to make staged improvements on roading surfaces. He also noted he is trying to get hold of the Minister leading the water review to find out when the water decision will be announced.

Moved Councillor Miller / **Seconded** Mayor Broughton

‘That the Audit and Risk Subcommittee receives the Service Delivery – Risk Assessment Report, for information.’

CARRIED

GENERAL BUSINESS

Councillor Watson raised the multi-use stadium rating issues, asking if Council should be looking at consulting our ratepayers on this. He stated that Mayor Broughton should be putting pressure on Christchurch City Council to work with us on this.

Mayor Broughton noted that this is in its very early stages as to what this may look like for the district, but agreed there needs to be discussion – which he is pressing for at present. He further stated, that at this point there is no implication in rates, but once this is apparent, Council need to be on top of this. He reinforced the need for initial discussion to take place first.

The Chair stated that this is not an issue just restricted to this Subcommittee to which Councillor Morten agreed. The Chair then noted that Council would not want to be rushing this as it opens up further conversations around the CCC aquatic facility. He stated that district-wide rating should come through ECan and then asked about Waimakariri District Council and Hurunui District Council questioning how far this should extend geographically.

Councillor Watson stated that Mayor Broughton has gone out and said the district supports a stadium, stating that he does not think it is appropriate to go out last minute and talk to our ratepayers.

The Chief Executive stated that any conversation about a rate would be for something payable for 2019 not 2018. He noted that Council would need to look at any proposal, costing and expectations.

The Chair noted that this should be put forward to a portfolio meeting to allow for a further free and frank discussion.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved Councillor Miller / **Seconded** Councillor Lemon

‘That the public be excluded from the following proceedings of this meeting.’

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

<i>General subject of each matter to be considered</i>		<i>Reasons for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
1.	Public excluded minutes	<i>Good reason to withhold information exists under Section 7</i>	Section 48(1)(a)
2.	Public Excluded Monthly Managers' Report		
3	Procurement Delivery Review Report		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1	protect information where the making available of the information — (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 7(2)(b)(ii)
2 & 3	enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	Section 7(2)(h)

CARRIED

The meeting moved into public excluded at 3.26pm and then again at 4.15pm.

The meeting reconvened in open meeting at 5.00pm.

The meeting closed at 5.01pm.

DATED this day of 2018

CHAIRPERSON

**MINUTES OF AN ORDINARY MEETING OF THE PROPERTY COMMITTEE
HELD IN THE SELWYN DISTRICT COUNCIL CHAMBER
ROLLESTON COUNCIL BUILDING, 2 NORMAN KIRK DRIVE, ROLLESTON
ON WEDNESDAY 2 MAY 2018 COMMENCING AT 9.00AM**

PRESENT

Councillor D P McEvedy (Chair), Councillors J B Morten, M A Alexander, Mayor S T Broughton, and Mr D G Ward (Chief Executive)

ATTENDEES

Councillors M P Lemon, C J Watson, R H Mugford, Messrs D Marshall (Property and Commercial Manager), R Hughes (Hughes Development Limited), C Colenutt (Systems Accountant), C Robinson (Project Accountant), R Allen (Acquisitions, Disposals and Leasing Manager), Ms J Nikolaou (Property Project Manager), Mrs J Gallagher (Chair, Malvern Community Board), and Mrs N Smith (Executive Assistant)

APOLOGIES

Apologies were received from Councillor Miller for absence and Councillor Morten for lateness

Moved Mayor Broughton / **Seconded** Councillor Alexander

‘That the Property Committee receive apologies for absence by Councillor Miller, and for lateness by Councillor Morten.’

Councillor Morten arrived at 9.53am.

CARRIED

CONFLICTS OF INTEREST

None to report in the public meeting.

PUBLIC FORUM

No public forum.

CONFIRMATION OF MINUTES

1. Minutes of the Meeting of the Property Committee held at Selwyn District Council, on Wednesday 7 March 2018

Taken as read and accepted, with no amendments made.

Moved Councillor Alexander / **Seconded** Mr Ward

'That the Property Committee confirms the minutes of the Meeting of the Property Committee held on Wednesday 7 March 2018, as circulated.'

CARRIED

REPORTS

2. Property and Commercial Manager *Various Property Updates – March 2018*

The Property and Commercial Manager updated the Committee on various projects.

Selwyn Aquatic Centre

Mr Ward referred to a number of Long Term Plan submissions showing support for an extension. He stated that it would be prudent for staff to prepare some information on a 50m option giving the public indicative capital expenditure costs of a 50m pool versus the proposed 25m pool. Mr Ward also noted that the cost of operating a 50m pool is significantly more expensive than a 25m pool.

ACTION	
(1)	50m pool options – staff to prepare information on the costing for a 50m pool option at SAC (including operational expenditure)

The Property and Commercial Manager noted that he, Councillor Lemon and Councillor Watson will be meeting with the Community Relations Manager regarding this and the hydroslide discussion.

Councillor Watson agreed with Mr Ward, but stated at the same time, the 50m argument is a distraction and misconception. He stated he is happy with staff providing this information, but the rationale for not having a 50m pool is in the document. Councillor Watson stated that Council must remember they consulted extensively on this last year. The Chair noted that this is not what Mr Ward was asking for.

Councillor Lemon agreed that this information needs to be available, referencing Mr Ward's request. He stated that the consultation in front of the public is to help refine the design consulted on previously. A 50m pool will not give the district a facility which

will meet its current needs, further the operating expenditure of a 50m pool takes it out of the equation.

Councillor Alexander agreed that the information on costs would be helpful. He noted some call for a competition pool which correlates to a large pool hall and a requirement of a substantial amount of spectator seating. He noted there are two types of 50m pools (non-competition, and competition) so it would be helpful to have prices on both types of 50m pools for the hearings. Councillor Watson disagreed with this statement.

The Chair noted his agreement with Mr Ward's comments.

Rolleston Town Centre Library and Community Centre

Staff confirmed the project is progressing well, further stating that the project team has decided to take a couple weeks extra to work through the concept to ensure consensus, and to also ensure they are putting forward a concept to Council which contains the 'wow' factor and is seen as a 'once-in-a generation' project. The next step is to present to the Project Champions on 17 May.

Seismic Strengthening – Sheffield Hall

The Property and Commercial Manager updated the Committee on the ongoing work on sorting out the title for the Hall. Further questions were raised from Committee members. The Property and Commercial Manager noted that the Sheffield Hall Committee is seeking advice.

West Melton Community and Recreation Centre Build

As per report. No further comments made.

Lakeside Soldiers' Memorial Hall

As per report. No further comments made.

Tai Tapu Community Centre Build

As per report. No further comments made.

Brookside Road / ANZAC Lane Subdivision

As per report. No further comments made.

Sale of Ritso Street Houses, Darfield

Staff confirmed that the properties are now being marketed. They then referred to a Te Rūnanga O Ngāi Tahu (Ngāi Tahu) issue whereby Council has to offer the properties back to back to Ngāi Tahu nine months after they refused the initial offer. Staff noted that an extension has been granted to Council from the end of May 2018 to the end of July 2018.

Staff noted that any contracts offered on these properties before the end of the extension date, will need to be at the benchmark price or higher than that offered to Ngāi Tahu. Benchmark sales will be received in two weeks' time, so staff will be able to assess from there. To this the Property and Commercial Manager noted a potential risk around valuations.

Mayor Broughton asked staff what would happen if the price doesn't reach what was offered. Staff stated that they would have to be revalued and offered back to Ngāi Tahu, but further stated that Council would go back to the reaching this point to discuss.

It was noted that there is still a view held in the community by some that the money from these sales must go back to Malvern – it was noted this is not the case.

The Chair spoke briefly about a letter received from Mr Knopps (Two Rivers Community trust) requesting information around more affordable housing in the Malvern ward. This was put forward to the 2018/2028 Long Term plan, where Mr Knopps will speak to it.

Moved Councillor McEvedy / **Seconded** Mr Ward

'That the update on property projects as at 30 April 2018, be received for information,'

CARRIED

MATTERS REQUIRING ACTION

Councillor Morten noted he is happy with the Gum tree issue.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved Mr Ward / **Seconded** Councillor Alexander

Recommended:

'That the public be excluded from the following proceedings of this meeting.

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

<i>General subject of each matter to be considered</i>		<i>Reasons for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
1	Minutes and actions	<i>Good reason to withhold information exists under Section 7</i>	<i>Section 48(1)(a)</i>
2	Izone Project Manager's update		
3	Commercial Property Transactions Update		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1, 2, 3	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	7(2)(h)
3	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	7(2)(i)

CARRIED

The meeting moved into public excluded at 9.20am

The meeting reconvened in open meeting at 10.39am

The meeting closed at 10.40am.

DATED this day of 2018

CHAIRPERSON



MINUTES
OF THE ORDINARY MEETING OF THE
WATER RACE SUB-COMMITTEE
EXECUTIVE MEETING ROOM
ON MONDAY 26 FEBRUARY 2018 – 1.30pm

Committee Members in Attendance

1. Nigel Barnett (Chairman)
2. Cr Pat McEvedy
3. Mike Chaffey (Ellesmere)
4. Harry Schat (Ellesmere)
5. John Clarkson (Malvern)
6. John Shanks (Paparua)
7. Martin Le Comte (Paparua Water Race Irrigation User Group)
8. Tim Morris (Paparua)
9. Clayton Fairbairn
10. Mike Mora (Christchurch City Council - representing Waimairi and Wigram Wards)
11. Kerry Pauling (Malvern Community Board representative)

In Attendance

12. Murray England, Strategic Manager Water Services
13. James Skurupey, Surface Water Engineer
14. Daniel Meehan, Surface Water Operations Engineer
15. Maree Pycroft, Secretary
16. Creagh Robinson, Accountant

1. APOLOGIES

Cr Craig Watson

Moved – Pat McEvedy / Seconded – Harry Schat

"That the apology be noted."

CARRIED

2. PUBLIC FORUM

Mr Michael Schat, Ardlui Road, Dunsandel

Mr Schat questioned why Council had not addressed the poor performance of the water race and overall inefficiency of the system. He raised the following issues:

- Only sections are cleaned at a time rather than the whole race
- The race continually blocks and overflows from weeds and debris
- The races are expensive to maintain by both Council and residents
- The rating method is unfair for large dairy farms who are unable to use them

Operational staff will be instructed to review the cleaning programme.

Ms Mandy Burrows – North Rakaia Road

Ms Burrows spoke at the Annual Plan hearing for the closure of the Upper Ellesmere water race and expressed disappointment she had not received feedback on her submission.

She expressed her support of Michael Schat's verbal submission and made the following points in support of the Upper Ellesmere closure:

- Dairy farmers are unable to use water races for dairy herds as they need to control what cows drink
- Dairy farmers still have to fence, clean and pay rates for water races that run through their properties regardless of not using them
- Ms Burrows expressed the belief that water races are an inefficient, outdated water carrier and irrigation method and does not see the water races delivering any value
- There has been substantial cost on re-routing races to achieve efficient irrigation, installing bridges and fencing
- Council need to provide an alternative source for the minority of people using the system
- Minor races go into soak hole
- The neighbour's land holding is 50 ha, leased to another person who does not use the water race
- Ms Burrows stated there was no danger of fire as the land is green from being irrigated and every dairy farm has hydrants

Council will follow up Ms Burrow's original submission and apologised that she had not received a response.

The Subcommittee noted the reasons to close the water race and are sympathetic. Council has legal obligations with a third party meaning that the closure of the whole Upper Ellesmere scheme is not currently possible.

Mr Doug Gough, Coal Track Road

Mr Gough spoke in support of his application to shift the water race running through his property.

- All properties on this race have independent water supply
- The end of the race is always dry
- CPW can provide pressurised water during the peak irrigation season
- All property owners have signed the closure application apart from Mr Michael Fraser Milne
- It is possible to supply this property from another source
- Mr Milne has requested the following requirements:
 1. Water source to fight fires
 2. Maintain the ecological system
 3. Confirmation that CPW can supply water to his property

Mrs Somerton-Smyth – Paparua School Road – rates and closing race

- Mrs Somerton-Smyth questioned the water race rating formula and the 70% increase in 2013/14 charged for the entire property
- She is paying the old rate which has accumulated debt until it is resolved
- Her neighbour has a small pond supplied by a water race in a small corner of his 360 acres
- Mrs Somerton-Smyth has her own water supply and does not need the water race.

The Subcommittee asked management to investigate and communicate the findings.

The Sub Committee advised Mrs Somerton-Smyth to initiate a formal closure application process.

Ratepayers out of the District will be reviewed in the annual plan.

3. CONFIRMATION OF MINUTES

Moved – Harry Schat / Seconded – Mike Mora

“That the Selwyn District Council Water Race Sub-Committee confirm the minutes of the Ordinary Meeting held on Monday, 11 December 2017 as a true and accurate record.”

CARRIED

4. CORRESPONDENCE

A letter from Canterbury Aoraki Conservation Board dated 14 November 2017 expressing their concern about the ongoing closure of water races in the Selwyn District was noted. The Board is an advisory body for the Department of Conservation. The Water Race Subcommittee welcome their interest and encourage their input into the future strategy of the water races in Selwyn District.

The meeting debated various options to fund water races including adding a general good rate through ECAN to preserve the ecological value and the pros and cons of a per ha charge and the financial implications of the options. A revised rating structure forms part of the Councils LTP consultation.

5. MATTERS ARISING

5.1 Sheffield Rural Fire Meeting

Murray England attended a meeting of the Sheffield Rural Fire meeting to discuss their enquiries about future firefighting water provision. With more discussion about water race closures the CPW network is being used a lot more. Council does not have an obligation to provide water to FENZ.

The Water Race Sub Committee asked management to obtain advice on what provision FENZ have made for firefighting and report back to the meeting.

5.2 Historic Water Race Heritage

Cr Craig Watson asked through Murray England in his absence, to raise the matter of historic water race sites for the District Plan. The Water Race Sub Committee does not have the authority to consider whether the asset be defined as a historic heritage place.

Historic heritage places such as a structure, road, site or in this instance water race are defined as significance to people on account of historical, physical and cultural values. Water races could be considered a place with a 'story' (the heritage values) about the interaction of people with the water races.

6. FINANCIAL

6.1 Finance Report to 31 December 2017

Creagh Robinson provided an overview of the financial operating position of all water race schemes for the period ended 31 December 2017.

The projected deficit of combined water races is break even for 2017/18.

The LTP proposes a standard rate of \$17/ha compared to the current ratings of Malvern \$23.46/ha, Ellesmere \$16.16/ha and Paparua \$16.51/ha

Moved Martin Le Comte / Seconded Cr Pat McEvedy

"That the financial report to 31 December 2017 be received for information".

CARRIED

6.2 Items of Unplanned Expenditure over \$5,000
(Daniel Meehan, Surface Water Operations Engineer)

Moved Mike Mora / Seconded Kerry Pauling

"That the Water Race Sub-Committee receives the Unplanned Expenditure Report".

CARRIED

7. WATER SERVICES REPORT

7.1 Water Race Maintenance Contract

Cr Pat McEvedy declared a conflict of interest as a SICON Director.

John Shanks asked management to explain the increase in water race maintenance costs from 2011 to 2017.

Gareth Morgan, Service Delivery Manager advised comparing SICONs costs from 2011 to 2017 is not balanced as many things changed including the contract methodology. Mr Morgan went on to explain the increase in maintenance over the past few years is a result of higher levels of service delivery which is now detailed in the maintenance contract, quality and health and safety practise imposed as a result of the revised Health & Safety Act.

It was noted Council approved the appointment of SICON as the Water Services Network Management Contractor by negotiation not tender.

7.2 Water Race Bylaw

It was noted that the revised Water Race Bylaw was adopted by Council for consultation on 14 February. Consultation runs from the 21 February to the 21 March 2018. A copy of the Statement of Proposal and revised Bylaw can be found on the Council webpage.

7.3 Strategic Water Races – Ecological and Aesthetics

The map tabled identifies priority 1 and priority 2 water races which should remain open to provide ecological and/or aesthetic benefits. Priority 1 races will have a high threshold for closure than priority 2 races. The races were identified through a number of sources including the 2011 EOS Ecology report, Map of the County of Selwyn 1883 and written submissions to the Water Race Strategy workshop meeting. The Asset Manager Water Services led the committee through the map logic and answered questions.

It was proposed that the subcommittee adopt the plan as a working draft and that the Asset Manager Water Services present the working draft to the Christchurch, West Melton and the Selwyn Waihora Zone Committee Meetings for further feedback and development.

Moved Clayton Fairbairn / Seconded Kerry Pauling

That the Water Race Subcommittee adopt a working draft for consultation.

Carried

7.4 Fish Screen Project Update

- Upper Kowai Fish Screen been operational for 1 year.
- Lower Rakaia Practical Completion Awarded
- Waimak (Skurrs) Practical Completion Awarded – Bypass not connection due to concerns over use of Spring Channel to be resolved with onsite meeting with Ecan.
- Glentunnel – Screens installed and work to finish site is progressing well practical completion due by end of Feb

8. HEALTH & SAFETY REPORT

All the quoted Priority 1 sites have been installed. All Priority 2 and 3 are current being priced. Options for Kowai Air Shaft are currently being investigated.

9. GENERAL BUSINESS

9.1 Hororata Charitable Trust Bus Tour

This historical tour has been organised around the district on 11 March at \$45 per head. Further information is available on the Hororata Charitable Trust website.

9.2 Fish Screen at Hole 13, Hororata Golf Club

- The flood event in February significantly jeopardised the site.
- Awaiting recommendations from the Council's Insurance Consultants.
- Due to the safety of the site, responsibility was handed back to Council.
- Council is discussing redesign with Jacobs.
- River works need to occur including willow removal encroaching the site.

9.3 Next Meeting

14 May 2018

Meeting closed 4.07pm

Signed as true and accurate record of the meeting.


Chairman

14/5/18
Date



**District Plan Committee
meeting
held on Wednesday 16 May 2018 at 9.00am at
Selwyn District Council,
Rolleston**

Present: Mayor S Broughton, Councillors M Alexander, P McEvedy, D Hasson, G Miller, M Lyall, B Mugford, J Bland, N Reid, C Watson, J Morten, M Lemon, D Ward (CEO SDC), Hirini Matunga (Te Taumutu Rūnanga), & P Skelton (Environment Canterbury).

In attendance: Chair T Harris (Environmental Services Manager), J Burgess (Planning Manager), J Ashley (District Plan Review Project Lead), R Love (Strategy and Policy Planner), B Rhodes (Strategy and Policy Team Leader), V Barker (Planning Consultant), K Johnston (Communications Consultant), S Styles & J Bentley (Planning Consultants from Boffa Miskell), A Callaghan (Planning Consultant from GHD), J Cleese (Planning Consultant from Planz Consultants), note taker T Van Der Velde (District Plan Administrator) & K Hunt (PA to Manager Environmental Services).

Standing Items:

1. Apologies

T Wati (Te Ngāi Tūāhuriri Rūnanga)

Apologies for lateness:
Cr M Lemon

Moved – Councillor Alexander / Seconded – The Mayor

‘That the apologies received from the above Councillors be received for information.’

CARRIED

2. Declaration of Interest

Nil.

3. Deputations by Appointment

4. Confirmation of Minutes

Taken as read and accepted.

Moved – Councillor Watson / Seconded – Councillor Mugford

‘That the Committee accepts the minutes of the 18 April 2018 as being true and correct’.

CARRIED

5. Outstanding Issues Register

Nil.

6a. Preferred Option Report – Rural Character and Amenity – ‘Business Activities in Rural Zones’

Ms Styles spoke to her presentation, commenting that this scope of work was separated into two pieces of work – ‘Business Activities’ in the rural area and ‘Rural Density’.

Consultants looked at the key issues for Business Activities in rural zones which were: Does the current District Plan give effect to the expectations of the Regional Policy Statement (RPS) for prioritising rural production and restricting non-rural activity in rural environment? What type of activities are appropriate or not in the rural environment? What scale and effects from non-rural activities are appropriate / need to be managed and why.

‘Cr Miller in 9.02am’

‘Cr Morten in 9.03am’

The current District Plan approach for the rural area talks about matters such as a pleasant place, the variety of activities, maintaining rural character and avoiding reverse sensitivity effects. It includes policies that imply a range of activities that are fairly loosely worded. It also talks about amenity values, low levels of building density, managing effects and managing small scale industrial activity.

The current rules enable very small businesses: ones that are less than 100m² and that have no more than two full time equivalent employees in the Inner and Outer Plains. There is a term called rural based industrial activity which is a discretionary activity in the Outer Plains area. All other business activities such as retail, commercial and industrial are non-complying activities in the rest of the rural environment.

Under the RPS the rural environment is split between the Greater Christchurch area and the rest of the rural area therefore there are two sets of provisions.

Ms Styles explained how they looked at options in the baseline report, including the status quo which would not give good effect to the RPS outcomes. The reason why is that there is insufficient strength in the policy framework to resist general businesses in the rural environment and that give primacy to primary production.

In summary, the consultants recommend refining the District Plan and making it more directive to focus on enabling primary production and protection of primary production from adverse effects.

Councillor Alexander commented the problem Council has is defining what is a business associated with rural production as it seems that Selwyn has businesses that push that boundary and that is where Council can get into conflict. How do Council tighten that definition without leaving loop holes?

‘Cr Lyall in 9.10am’

Ms Styles agreed with Cr Alexander's comments and responded that is what we are suggesting; that Council needs to tighten definitions and make sure there are alternative locations available in the industrial or business zones in the right locations across the district so Council can protect the rural areas. Ms Styles also suggested refining definitions around what is rural business as currently it is around industrial business. Therefore there will be a more tailored approach for dealing with specific activities.

Councillor Reid questioned how does Fonterra and Synlait fit in? Are there special dairy zones for them? For any other business starting up there would be quite a high test for example they would not fit into the restricted discretionary scale threshold and the next level would be non-complying.

Ms Styles responded that special zones were established for Fonterra and Synlait through the plan change process.

The plan change process is a more comprehensive way of dealing with the scale and effects of larger facilities. Ms Styles commented that they have recommended large scale businesses unrelated to the rural area be dealt with strongly.

Cr Reid asked for clarification as to why there is no discretionary activity?

Ms Styles responded that it is recommended for anything that is smaller scale there is a relatively narrow set of things to consider in terms of the effects of the activity.

These can tidily be dealt with through restrictive discretionary status.

Discretionary status leaves a bit of the unknown as there are other things that you might be considering. The smaller things fit naturally in restricted discretionary. For bigger scale activities you are in a position where there could be significant adverse effects on the rural environment and the RPS direction for that is to take it to a non-complying status to show people that the Council is genuinely trying to protect the area for rural primary production.

Cr Reid commented you never know what would come in to the future and Cr Reid would have liked to see middle ground.

Councillor McEvedy commented that trying to define rural activity is near impossible as rural activity is constantly changing. If Council make things too restrictive Council could penalise legitimate rural activities that will develop in the future around growth for example. Cr McEvedy wants to make sure Council are not too restrictive and wants more enforcements not restrictions.

Councillor Lyall commented that it is very hard to enable rural businesses to operate in the rural area and yet still restrict those who do not want to buy a piece of industrial land. Cr Lyall suggested perhaps something within close proximity to the boundaries of the City.

The Chair responded that the Project Team could explore a category for discretionary activities as a refinement of Option 2, which may apply in close proximity to Christchurch boundary or it could be around a rural based type of industry.

Mr Matunga commented what is the nature of the link between these types of policies

and the Papakainga / Kainga Nohoanga area provisions which are currently in preparation? Mr Matunga would have real concerns if the kinds of activities that are envisaged for Papakainga/ Kainga Nohoanga zones are unfairly prejudice by this kind of approach. What is going to be the nature of the link of policies in other areas particularly Papakainga and this?

Ms Ashley responded that until Council receive the report from Mahaanui Kurataiao Ltd on the Kainga Nohoanga zone Council cannot comment what is proposed, but Ms Ashley envisaged that it will include a range of activities within that area, therefore the general provisions would not apply. It is part of the integration process.

The Mayor commented the extra work that the Chair discussed is very important. The Mayor would like to see the link, the drive and the experience in the rural area maintained so Selwyn do not continue to have towns spread into rural areas. The Mayor questioned the sizing of land on page 40 of the report which talks about provisions for small scale activities up to 200m² and an approach between 200m² & 500m². The Mayor questioned whether that is the built size or does this include parking, the yard and inclusion of everything?

Ms Styles responded the report talks about total area which includes the building and/or yards. The numbers are areas of activities and the numbers in report are a starting point for conversation.

Councillor Miller questioned how tourism activity would fit in, as most of them start small scale but can grow extensively.

Ms Styles commented Tourism as a business is treated differently—it is hard to define what is tourist based and what is small scale.

Councillor McEvedy commented Council should make sure rural settlements have enough zoned land - providing ample quantities so people are not forced to look elsewhere.

Councillor Hasson commented that when the Southern Motorway goes up there will be pressure of owner's land banking land alongside the Southern Motorway and asked if the impact was looked at and an allowance made for special zoning along the Southern Motorway?

Ms Style responded the report only looked at the rural zone aspect of this not business zone, which will be subject to a separate piece of work. Mr Burgess clarified Council will look into the capacity of business-zoned land through the National Policy Statement for Urban Development Capacity.

Mr Ward commented that Council know that continued growth in our area is inevitable and commented are Council going too far to constrain the type of businesses that we are allowing in? Adventure Tourism is growing and typically operated off a small base. It is unclear whether this type of activity would be defined as being related to rural activities or is it based in a rural area, being two separate aspects.

Moved – Councillor Lyall / Seconded – Councillor Alexander

“That the Committee notes the report.”

“That the Committee endorses the Preferred Option (Option 2) for Rural Character and Amenity (Business), subject to the provision of a supplementary report addressing the option of a discretionary activity status for businesses located in close proximity to urban areas and/or for rural-based business activities exceeding 500m², for further development and engagement.”

CARRIED

6b. Preferred Option Report – Rural Character and Amenity – ‘Rural Density’

Ms Styles spoke to her presentation and advised that similar to the ‘Rural Business’ report, the ‘Rural Density’ report considered the following issues:

Does the District Plan give effect to the RPS and how do Council give effect to the RPS? What is the character of the rural area that is to be maintained? What density is appropriate in each rural area to provide for primary production and protect rural character and amenity? Issues surrounding the use of the ‘grandfather clause’, which allows for development not permitted by a plan where that development had previously been permitted. Additionally, there is a question of the appropriateness of the use of open space, balance lot, and clustering approaches.

Ms Styles explained the objectives, policies and rules of the current District Plan approach.

RPS within the Greater Christchurch area is clear that rural activity includes residential activity on sites of four hectares or greater. Within the wider rural area there is clear direction that the areas must avoid development, fragmentation or intensification that: forecloses the ability to make appropriate use of that land for primary production, results in reverse sensitivity effects that limit or preclude primary production and contributes to significant cumulative adverse effects on water quality and quantity.

Ms Styles advised a whole range of options were looked at for the report, essentially the status quo was looked at with or without the grandfather clause, balance lot, and clustering exceptions. Neither of which give good strong effect to the RPS but have varying different effects.

In addition the consultants looked at changing the density based on the existing zone boundaries or having a reduced density and amending zone boundaries and also looked specifically at the existing variation around grandfather clauses, balance lot and clustering. Ms Styles explained it got very complex and there was also input from a landscape architect and an economist. In summary what was looked at is what that effect would have on different areas.

Ms Styles discussed an example in the Port Hills that was explored and discussed the preferred option which is a mix of approaches for different zones.

Mr Bentley provided a summary and stated that specifically in places like the Port Hills it is aligning the zoning with the values that underpin the existing environment.

Councillor Alexander commented that Council need to emphasise that the RPS places a restriction on land use, rather than the SDC, and this aspect needs to be made clear when engaging with the public.

Mr Matunga asked if he is right in assuming if a Kainga Nohoanga zone is determined that that zone will determine density requirements?

Ms Ashley and the Chair responded yes and if it is not a zone it is likely to be some

sort of overlay with its own set of provisions.

Councillor Hasson commented about Gammack Estate in Springston, which is governed by an act of parliament that cannot be subdivided and asked for areas like this to be noted.

The Chair reiterated to the committee that the maps provided in the presentation are an observation based on landscape values, the report is not recommending these areas be rezoned. This would be subject to a separate piece of work and separate report. This is a starting point for engagement.

The Mayor commented that historically Selwyn is a rural district that produces a lot of primary produce that is based from our soil and the types of activities that can make best use of this soil. The Mayor added just because some land use change has occurred he does not necessarily want to see Council legitimising the change which then lowers the bar and allows people to challenge the overall community outcomes. The Mayor added if you look at it from a National level the Canterbury economy relies on the productive nature of Selwyn's land and soil.

Mr Bentley clarified the blue line (which is a possible boundary between lower and upper Outer Plains) on his presentation slide.

The Chair commented further work is going to be done on these provisions and clarified that this is a concept report.

Moved – Councillor McEvedy / Seconded – Councillor Watson

“That the Committee notes the report.”

“That the Committee endorses the Preferred Option for Rural Character and Amenity – ‘Rural Density’ for further development and engagement.”

CARRIED

6c. Communications and Engagement Summary Plan – Rural Character and Amenity

No discussion was held, summary plan taken as read.

Moved – Councillor Watson / Seconded – Councillor Hasson

“That the Committee notes the summary plan.”

CARRIED

‘Refreshment break taken at 10.20am’

‘Meeting Reconvened at 10.34am’

‘Cr Lemon in 10.34am’

7a. Preferred Option Report – Rural Quarrying

Ms A Callaghan from GHD Ltd and Mr R Love spoke to this report.

GHD was engaged to look at rural quarrying throughout the district. Looking at how quarries are currently provided for within the district and any issues identified with the current District Plan.

A number of issues were identified with the current planning framework and how it deals with quarrying. The primary one being issues with the definitions for quarrying, the current definition is very limited and does not provide for the types of activity that now form part of a quarry, resulting in a number of problems for the Council.

The Regional Policy Statement (RPS) provides some reasonably clear direction with what it anticipates within the rural zone and within the Greater Christchurch area. Rural activities include quarrying and associated activities, therefore the Regional Council (Ecan) sees quarrying as part of rural environment and something that needs to be provided for, subject to environmental effects and effects on people living in that environment being appropriately mitigated. RPS flows into other plans, with most quarrying activities needing a suite of consents.

GHD looked at approach to quarrying within neighbouring districts, Hurunui, Waimakariri, Ashburton and Christchurch noting that there appears to be a reasonably consistent approach.

Options moving forward include retaining status quo, noting that there are issues with this option as there is no degree of certainty. Option two was to create a quarry zone, however this has its own issues with neighbouring rural residents and perceptions around loss of land values. Option three has been split into two, with option 3a being to provide for quarrying as a discretionary activity and option 3b is same option but includes a potential setback provision. Ms Callaghan spoke to a key set of assessment criteria, which will provide for some certainty for rural residents. Staff see there are benefits to both these options, and therefore their overall recommendation is that Options 3a and 3b be investigated further.

In response to a question around banning or holding a moratorium on quarrying, it was commented that Council needs to give effect to RPS which clearly identifies quarries as being a rural activity that needs to be provided for, therefore there is a legal barrier. In terms of having a moratorium Council would need to do plan change to allow that but the RPS would be an impediment to getting that Plan Change through the process. Councillor Skelton commented that there is no ability by a local authority to impose a moratorium.

Discussion was held on option 3b, and sensitive activities and their definition, and the potential use of having a 500 metre setback such as Hurunui District Council has in their plan. The actual distance of a setback had not been considered as part of this report, but this would need to be looked at in more detail around impact on sites we already have and whether it will achieve what it is meant to. High level analysis

would need to be done. The Project Team will look at setback options, and an option to have setbacks to the property boundary.

Cr Skelton spoke to aggregates and gravels from river beds that should be regarded as a secondary source, as its primary purpose is in regards to flood protection and not quarrying action, so would not like that be seen as an option. Quarry zones would be a good option as it gives everyone notice that this activity will take place for the future and avoids poor planning. Would be useful to look at further. If the Committee does not wish to pursue, then is interested in the high quality gravels overlay as this gives an indication as to where quarrying is likely to occur. Noted his support for setback provisions.

Concern was noted by the Committee around what is the Council's responsibility and when it stops and becomes a responsibility for ECan. There is the need to ensure that Council and ECan's separate conditions align, requires cooperation, discussed potential of transferring some functions such as dust. Discussion was held on transportation being a key effect that has to be dealt with by any quarry.

In response to a question by a Committee member as to why having a quarrying zone was not the recommended option, staff spoke to Christchurch City Council's Plan Review process, noting costs and distance. Once land has been zoned for quarrying then operators pay a premium for this zoned land which would make this activity unviable. Through the Christchurch City Councils Plan Review process they received strong opposition to this option, as the community was concerned about the effects on their land value. Noted there is also difficulty around where to locate quarry zones as need high quality gravels. Discussion followed on whether land values would increase or decrease in a quarry zone, and whether this would allow Council to future plan rather than be led by developers. Staff were asked to provide more information in relation to the option of having a quarrying zone.

Mr Matunga raised concern regarding the potential impact on critical Maori cultural sites and proximity and potential impact on Kainga Nohoanga. Mr Matunga advised Council do need to have policy or provision for potential impact around critical cultural Maori sites and Kainga Nohoanga. Ms Callaghan responded that it is definitely anticipated as part of the suite of rules.

Discussion followed on cumulative effects of having a quarry zone and there was a request to staff for further investigation.

The Chair commented that staff will do further work on quarry zones and why they were discounted, with a further report being brought to the Committee.

A vote was called for whether the Committee request that staff carry out further investigation into quarry zones with four committee members in favour of further work, with eight voting on recommended option as put forward in this report.

The Chair noted on page 89 of the report point 2 - setbacks are listed but no quantum of setback is suggested as we are only going out for consultation and engagement at this stage.

Councillor Watson asked for point 2 on page 89 of the report to be reworded to 'Include setback provisions' rather than 'investigate the potential to include set back provisions'. This was noted.

Moved – Councillor Watson / Seconded – Councillor Hasson

Recommendation amended to:

“That the Committee notes the report.”

“That the Committee endorses the Preferred Option for Quarrying for further development and engagement and to include the amendment of a more directive statement in relation to setbacks”

CARRIED

7b. Communications and Engagement Summary Plan – Rural Quarrying

No discussion was held, summary plan taken as read.

Moved – Councillor Alexander / Seconded – The Mayor

“That the Committee notes the summary plan.”

CARRIED

8a. Preferred Option Report – Signage

Mr Jonathan Clease from Planz Consultants spoke to his report.

It was noted that some councils use signage Bylaws in relation to Council owned land, and will look at whether a Bylaw would be a more appropriate tool in some situations for Council owned land (not private land), i.e. sandwich boards. Can be looked at through the next phase of the review (drafting and s32). Discussion was held on the faster pace of undertaking enforcement through a Bylaw compared to taking action via the Resource Management Act. Noted it is necessary to have a set of clear unambiguous rules.

Discussion followed on signage in reserves such as sponsorship of some sporting activity and whether these are covered under rules. Mr Clease noted that most Council reserves are designated, but the Council can tailor rules and can look to make provisions more enabling where required for Council as landowner.

The Committee discussed temporary signage for community events such as markets, and the need for some flexibility given the community focus and the generally temporary nature, balanced with managing the effects of and a proliferation of such signage. Mr Clease noted there is some difficulty striking the balance between enabling the advertising events for community purposes (and generally not for profit) and managing the effects of signage, and that the Plan provisions are quite different between districts. Discussion was held on the need to be consistent in regards to enforcement (which requires unambiguous rules). Mr Clease notes that the detail of how to achieve reasonable flexibility around advertising of community events will be considered in the next stage of the review.

Discussion was then held around LED signage especially at intersections, and whether this is a distraction at intersections, and the need to think about wider implications. Need to get the balance right in the provisions as LED signage is increasing in popularity.

Discussion followed around the use of Te Reo, and provision for bilingual use of signage for sites. Mr Matunga suggested the need for a policy for encouraging bilingual provision in signage around critical places such as Lake Ellesmere / Te Waihora and the need for consultation with Mana Whenua which was noted.

In response to a question from Councillor Hasson Mr Clease commented he understood that Council staff have discussed signage with the Council Roading staff. Need to balance roading and planning staff views.

The Committee noted that distractions caused by signage is a current issue. For example Domino pizza placards on people at intersections.

Not for profit temporary signage versus commercial operators using fence lines for advertising which remains in place for months was also raised by the Committee as a current issue.

Mr Clease summarised by noting the key issues to be: managing signage in road reserve; temporary event signage; and off-site signage/non-site related signage.

‘Cr Miller left the meeting at 11.59am and returned at 11.59am’

Moved – Councillor Mugford / Seconded – Councillor Lyall

“That the Committee notes the report.”

“That the Committee endorses the Preferred Option for Signage for further development and engagement.”

CARRIED

UNCONFIRMED

'The Chair noted the fairly large agenda and explained time had run out to go over report 9a/9b, 10a/10b, & 11a/11b therefore these agenda items will be moved over to the agenda for June's District Plan Committee meeting.'

12. Update – Energy and Infrastructure

Ms Rykers provided a brief overview of the Energy and Infrastructure work programme.

Discussion was held on who was providing community feedback on the process for Energy and Infrastructure. It was noted that the project staff will get further information and ensure that everyone who should be involved is included in the process. Staff will discuss with those groups/companies how they see engagement happening.

Moved – Councillor Alexander / Seconded – Councillor Lyall

"That the Committee notes the report."

"That the Committee endorses the recommended approach for progressing the Energy and Infrastructure work programme."

CARRIED

13. Update on District Plan Review Financials

No discussion was held, update taken as read.

Moved – The Mayor / Seconded – Councillor Lyall

“That the Committee notes the report.”

CARRIED

‘Meeting closed at 12.06pm’

Minutes confirmed:

This day of 2018

CHAIR PERSON

REPORT

TO: Environmental Services Manager

FOR: Council – 05 June 2018

FROM: Gail Shaw – Secretary of District Licensing Committee
Billy Charlton – Regulatory Manager (Secretary of District Licensing Committee)
Helene Faass – Chief Licensing Inspector

DATE: 05 June 2018

SUBJECT: **Joint District Licensing Committee and Chief Licensing Inspector
Monthly Report for period 01 April 2018 to 30 April 2018**

RECOMMENDATION

‘That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for April 2018’

1. PURPOSE

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

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This report does not require any assessment against the significance test.

3. PROPOSAL

Licences issued for April 2018

Special Licences for April 2018:

- SP181125 – Prebbleton Playcentre
- SP181136 – Friends of Kirwee Model School
- SP181148 – Dunsandel Community Centre
- SP181137 – Leeston Bowling and Tennis Club
- SP181127 – Lincoln Bowling Club
- SP181130 – Hororata Primary School
- SP181146 – Lone Goat Vineyard Limited
- SP181143 – The Laboratory Lincoln Limited
- SP181140 – Melton Estate
- SP181141 – Braided River Wines Limited
- SP181142 – Rossendale Wines Limited
- SP181138 – Rolly Inn Limited

- SP181150 – Sheffield Rugby Football Club
- SP181139 - Hororata Community Trust
- SP181144 - Brewers Union
- SP181149 – Dunsandel Community Centre

New Managers Licences for April 2018:

- R961436 – Amardeep Singh Boparai
- R961231 – Jessica May Munro-Hill
- R961437 – Jacqui Rae Carswell
- R961444 – Henry George Lawson

Renew Club Licences for April 2018:

- R900030 – Southbridge Bowling Club (Southbridge Bowling Club)
- R900027 - Craigieburn Valley Ski Club Incorporated (Craigieburn Valley Ski Club)
- R900019 – Tai Tapu Golf Club Inc (Tai Tapu Golf Club)

New Off Licences for April 2018:

- R920124 – SJTP Limited (Liquorland Lincoln)

Renew Off Licences for April 2018:

- R920008 – Darfield Food Centre (Darfield Four Square)
- R920091 – General Distributors Limited (Countdown Rolleston)
- R20119 - B.R and L.K Limited (Four Square West Melton)

New On Licences for April 2018:

- R910132 – Gangotri and Nanda Enterprises Limited (Thai Aroma)

Renew On Licences for April 2018:

- R910052 – Chambers and Daughters Limited (Cossars Wineshed)
- R910117 – Kick For Touch Limited (Silver Dollar Restaurant and Bar)

New Temporary Authority On Licences for April 2018:

- R910105 – R and D Investments Limited (The Terrace Café and Wine Bar)

Licences currently being process in April 2018:

A total of **104 applications** are currently being processed and awaiting issue, which can be broken down into the following categories:

Club Licence:	0	new applications
	5	renewal applications
On Licence:	3	new applications
	7	renewal applications
Off Licence:	3	new applications
	7	renewal applications
Managers Certificate:	31	new applications
	39	renewal applications
Temporary Authority:	0	applications
Special Licence:	8	applications
Variation of Licence:	1	applications

There are 11 of these applications on Hold pending further information required.

4. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE

The New Off Licence was issued for SJTP Limited after a hearing was held for the application due to public objections.

We received a New Off Licence application from Balhae Limited for a premise in Lincoln. As of the 30 April 2018 we had received 39 objections opposing this application, with the public notice period ending on the 14 May 2018.

Four waivers were issued in April. These waivers were for the following special applications:

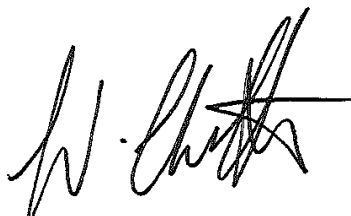
- Dunsandel Community Centre
- Sheffield Rugby Football Club
- Dunsandel Community Centre
- Darfield Rugby Football Club

Attached to this report is a table showing the Performance Measures for the month of April for issuing uncontested licences:



Gail Shaw

SECRETARY DISTRICT LICENSING COMMITTEE



Billy Charlton

REGULATORY MANAGER

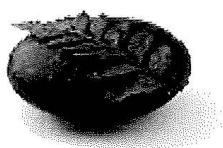
(SECRETARY DISTRICT LICENSING COMMITTEE)

Endorsed For Agenda



Tim Harris

ENVIRONMENTAL SERVICES MANAGER



SDC Licences Report

Licences Aggregate Report for the period 2018/04/01 to 2018/04/30

Licence Type	# Issued	% in time*	Avg Days
Club Licence	4	100%	16
On Licence	3	100%	18
Off Licence	4	100%	19
Special Licence	16	100%	3
Manager's Certificate	4	100%	13

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

REPORT

TO: Council

FOR: Council Meeting – 13 June 2018

FROM: Mayor Sam Broughton

DATE: 5 June 2018

SUBJECT: **MAYOR'S REPORT – MAY 2018**

RECOMMENDATION

'That Council receives the Mayor's Report for May 2018 for information.'

1. PURPOSE

To advise Council of meetings attended by the Mayor.

2. MAYOR'S UPDATE

Presented our submissions to Christchurch City Council and the Canterbury Regional Council's long term plans.

3. MEETINGS

- | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 May | Attended Selwyn Waihora Zone Committee meeting. |
| 2 May | Attended Property Committee followed by Audit & Risk Committee meetings.
Selwyn Youth Council meeting. |
| 3 May | Hosted the Peoples Pumpkin Project Party weigh in. Rolleston School was the winner with a pumpkin over 30kgs. Sheffield School presented the best poster explaining water and nutrient management of pumpkin growing. |
| 7 May | Councillors and myself attended a Rolleston Prison site visit. |
| 8 May | Gave speech at the Rolleston Combined Probus Club meeting.
Attended a thank you function for sponsors of "Summer in Selwyn" events. |
| 9 May | Council meeting followed by a citizenship ceremony for 29 people. |
| 10 May | Attended TRENZ Stakeholder presentation in Dunedin and supported the Selwyn staff and stall at the event. |
| 11 May | Greater Christchurch Partnership meeting, |

- 14 May Water Race Subcommittee meeting.
- 16 May District Plan Review Committee meeting.
Presented badges to 27 Selwyn Response Team members who had completed their initial training.
- 18 May Presented the West Melton Scholarship to a final year tertiary student who had earlier attended West Melton School.

Opened new classroom block at Darfield High School.
- 21 May Presented cheque for the Pumpkin Poster competition to Sheffield School.
- 22-24 May Long Term Plan Hearings
- 25 May Attended Canterbury Mayoral Forum followed by the Canterbury Civil Defence & Emergency Management Group Joint Committee meeting and tour of new Justice Precinct.
- 29 May Met with the Business Manager of Eurofins ELS drinking water laboratory in Izone for tour of business.
- 30-31 May Long Term Plan deliberations.

a. CANTERBURY MAYORAL FORUM MID-TERM REVIEW, MAY 2018

Attached to this Report for the information of Councillors is the Canterbury Mayoral Forum Mid-Term Review for the information of Councillors.

**b. CANTERBURY MAYORAL FORUM – ACCELERATOR PROJECTS:
CANTERBURY REGIONAL ECONOMIC DEVELOPMENT STRATEGY 2017-2019**

Attached to this Report for the information of Councillors is the Canterbury Mayoral Accelerator Projects – Canterbury Regional Economic Development Strategy 2017-2019.



Sam Broughton
MAYOR

CANTERBURY Mayoral Forum

A strong regional economy with resilient, connected communities and a better quality of life, for all.

Canterbury Mayoral Forum mid-term review, May 2018

Purpose

1. This report provides a mid-term summary of progress and achievements in implementing the Canterbury Local Authorities' Triennial Agreement 2017–19.

Triennial Agreement

2. As required by the Local Government Act 2002 (S.15), local authorities within the Canterbury region concluded a Triennial Agreement in February 2017. The purpose of the Triennial Agreement is to ensure appropriate levels of communication, co-ordination and collaboration between local authorities within a region.
3. The Triennial Agreement mandates the work of the Canterbury Mayoral Forum, Chief Executives Forum, Policy Forum and other regional and sub-regional forums and working groups.
4. Specific commitments in the Triennial Agreement for 2017–19 include:
 - continuing to implement the Canterbury Water Management Strategy (CWMS)
 - continuing to develop and implement the Canterbury Regional Economic Development Strategy (CREDS)
 - developing and giving voice to a shared vision and joint advocacy for Canterbury
 - integrated transport planning for the region
 - investigating options for delivery of 3 Waters services in Canterbury
 - implementing a collaborative planning and decision-making process, including integrated RMA planning
 - ensuring effective resilience and response to civil defence and emergency management, and natural hazard risk management.

Regional forums

5. The Mayoral Forum and regional forums that support its work meet quarterly. In 2017, the Chief Executives Forum established two additional regional forums (Corporate Forum, Operations Forum), to co-ordinate the activities of regional working groups and ensure that together we can drive efficiencies and better provide for the needs of our communities through

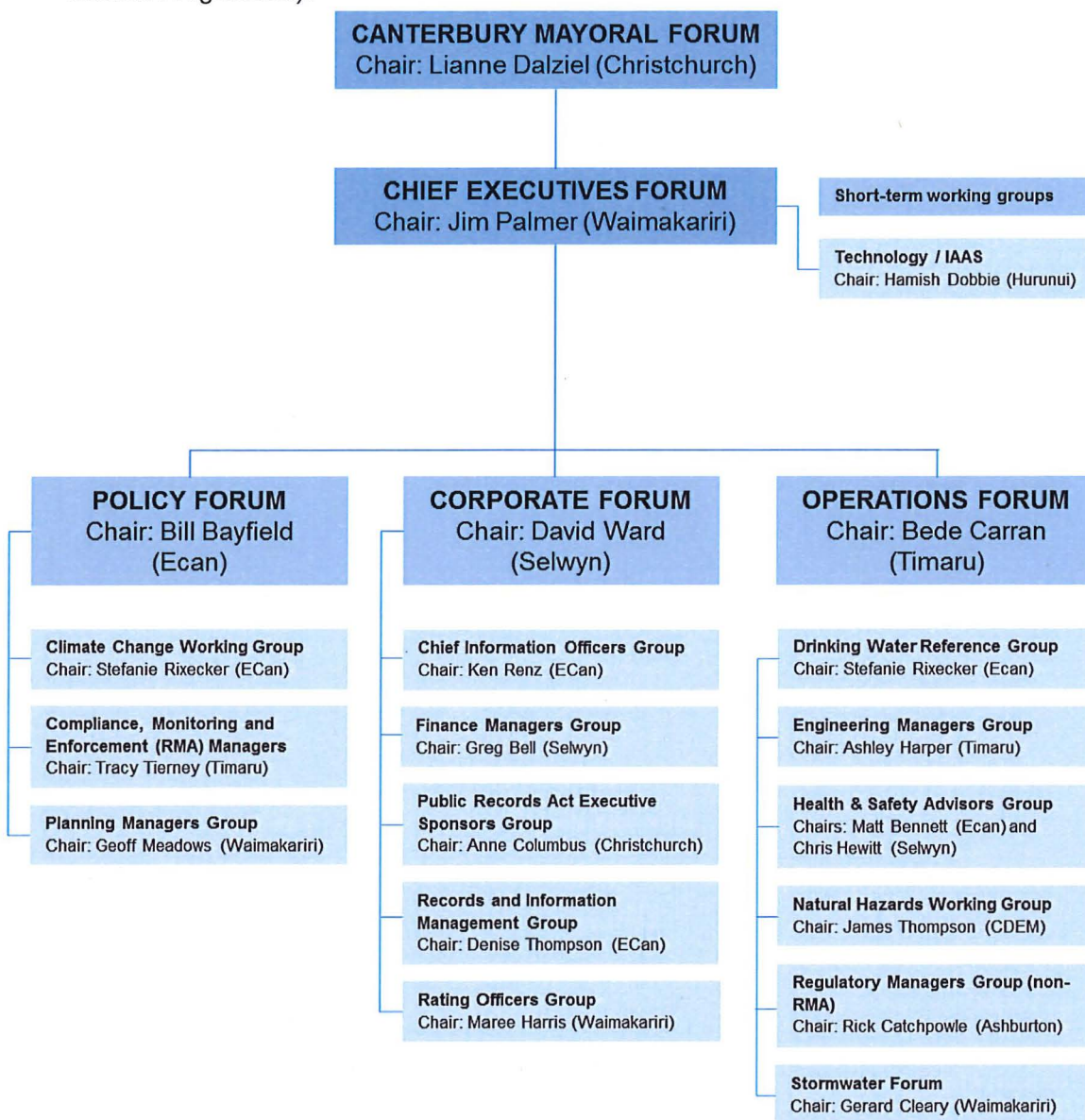
Mayors standing together for Canterbury.

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Kaikōura District Council • Mackenzie District Council • Selwyn District Council • Timaru District Council
Waimakariri District Council • Waimate District Council • Waitaki District Council

the provision of good quality local infrastructure, local public services and performance of regulatory functions (Local Government Act 2002, S.10).

6. As agreed in the Mayoral Forum Charter of Purpose, the five regional forums are supported by a permanent secretariat hosted by Environment Canterbury: 2 FTE staff (funded through the regional general rate) and a CREDS Project Manager (fixed term, funded by the Regional Growth Programme).



7. In this local government term, the Mayoral Forum has extended standing invitations to attend its meetings to:
- Helen Wyn, Senior Regional Official for Canterbury (Department of Internal Affairs)
 - Lisa Tumahai, Kaiwhakahaere, Te Rūnanga o Ngāi Tahu
 - Joanna Norris, Chief Executive, ChristchurchNZ.
8. In February 2017, the Mayoral Forum approved a three-year work programme. The Chief Executives Forum oversees implementation of the work programme, and reports quarterly to the Mayoral Forum. The CREDS Project Manager reports bi-monthly to MBIE on the implementation of projects funded by central government, and quarterly to the Chief Executives and Mayoral Forums.

Canterbury Water Management Strategy (CWMS)

9. The Mayoral Forum continues to oversee the implementation of the CWMS, which it initiated and adopted in 2009. Environment Canterbury collates a quarterly update report on the CWMS to the Chief Executives and Mayoral Forums.
10. The Forum is currently developing intermediary targets (2025, 2030) for the period 2020–2040, to ensure the CWMS continues to be ‘fit for the future’. An initial report was considered by the Mayoral Forum in May 2018, with a final report to be presented in April 2019.

Leading regional development in Canterbury

Refreshing the CREDS

11. The Mayoral Forum reviewed and revised the Canterbury Regional Economic Development Strategy (CREDS) first launched in August 2015, and launched a refreshed strategy for the 2017–19 local government term in June 2017.

Leveraging central government funding

12. Between local body elections in October 2016 and May 2018, the Mayoral Forum has leveraged, or helped leverage, \$7,267,239 in central government funding for regional development projects in Canterbury.

Project	Funding received
CREDS ‘accelerator projects’, June 2017	\$2,185,000
Additional CREDS projects, April 2018	\$200,000
Tourism infrastructure co-funding, November 2016	\$988,335
Tourism infrastructure co-funding, June 2017	\$1,194,254
Tourism infrastructure co-funding, December 2017	\$2,699,650
TOTAL	\$7,267,239

13. Through its partnership with the Regional Growth Programme, the Mayoral Forum secured central government funding of \$2.185m for 11 ‘accelerator projects’ to kick start implementation of the refreshed CREDS launched in June 2017.¹

Project	Funding received
1. Strategic policy analysis and advice, regional transport	\$100,000
2. Cell phone and broadband coverage mapping	\$80,000
3. Encouraging rural broadband uptake and use	\$65,000
4. Youth transitions	\$130,000
5. Job Ready Programme	\$40,000
6. Improve productivity (contract over five years with ChristchurchNZ)	\$1,000,000

¹ As at May 2018, contracts have been let and work is underway on projects 1–7, and 9–11; work is complete on project 10; project 8 is being pursued through conversations with KiwiRail, NZTA, the Ministry of Transport, Treasury, the Ministry of Business, Innovation and Employment (MBIE) and ChristchurchNZ.

Project	Funding received
7. High-value manufacturing (contract over four years with University of Canterbury)	\$450,000
8. Rail passenger services south of Christchurch – feasibility study	\$50,000
9. CREDS project management	\$150,000
10. CREDS indicators reporting	\$10,000
11. Canterbury brand story	\$110,000
TOTAL	\$2,185,000

12. In addition, central government funding has been sought and provisionally obtained (May 2018) for:
- seed funding for an Agritech Pavilion at the NZ Agricultural Show in Christchurch in November 2018 (\$50,000)
 - development of a web-based shared major events calendar for Canterbury and the South Island (\$150,000).
13. The Mayoral Forum supported applications from Canterbury councils to central government's co-funding of tourism infrastructure in 2016 and 2017.
- In November 2016, the Kaikōura, Mackenzie and Timaru District Councils secured a total of \$988,335 from round one of the Regional Mid-sized Tourism Facilities Grant Fund – 32% of the total distribution of \$3,050,000.
 - In June 2017, the Ashburton, Hurunui, Mackenzie and Waitaki District Councils secured a total of \$1,194,254 from round two of the Regional Mid-sized Tourism Facilities Grant Fund – 23% of the total allocation of \$5,233,336.
 - In December 2017, the Hurunui, Selwyn and Mackenzie District Councils secured a total of \$2,699,650 from the Tourism Infrastructure Fund – 19% of the total allocation of \$14,222,594.
14. The Forum has similarly supported member councils with applications to the 2018 funding round for the Tourism Infrastructure Fund.
15. The Chief Executives Forum and Regional Forums Secretariat provide co-ordination, advice and support to Canterbury expressions of interest in and applications to the Government's Provincial Growth Programme and 1b Trees Programme.

Understanding our changing population

16. In 2017, the regional forums secretariat supported CREDS partner, the Committee for Canterbury, with analysis of population change and projected trends. This informed the Committee's project, [Canterbury @ 1.5M](#), which seeks to stimulate and facilitate public debate on population policy for Christchurch and Canterbury.
17. Data and analysis of population change in Canterbury is hosted on the regional council's website at <https://www.ecan.govt.nz/population>

Supporting global awareness, tourism and trade

18. For the last two years, the Mayoral Forum has supported the University of Canterbury with applications to the Prime Minister's Scholarship for Asia for a programme in which students

visit China undertake research projects there. This has delivered research reports for the Mayoral Forum on:

- the different ways young Chinese 'free and independent' travellers hear about and find information on New Zealand and Canterbury, and the online channels they prefer to use
- migration intentions of young, highly skilled Chinese students.

19. Education partnerships are in place between Canterbury and Nagano Prefecture, Japan. In this term, the Mayoral Forum is investigating options to develop and extend Canterbury's relationship with Nagano Prefecture, 'region-to-region'.

Standing together for Canterbury

20. The Canterbury Policy Forum monitors central government policy and regulatory initiatives impacting on Canterbury and co-ordinates the development of regional submissions for the approval of the Mayoral Forum.
21. The following table summarises Mayoral Forum engagement and advocacy since October 2016.

Date	Audience	Subject
Oct 2016	Commerce Select Committee	Telecommunications (Property Access and Other Matters) Amendment Bill
Nov 2016	Minister of Economic Development	<ul style="list-style-type: none"> • refresh of CREDS – and transitioning away from a rebuild economy • regional transport planning • Canterbury brand story • visitor strategy • value-added production and advocacy for the Lincoln Hub
Jan 2017	Health Select Committee	Health (Fluoridation of Drinking Water) Amendment Bill
Feb 2017	Minister for Tertiary Education, Skills and Employment; Minister of Finance	Funding to secure the Lincoln Hub
May 2017	Ministry for the Environment	Submission on Clean Water Consultation 2017
May 2017	Lyttelton Port of Christchurch	Welcoming investment in a cruise ship berth
May 2017	Crown Fibre Holdings Ltd	Meeting to discuss fast broadband in rural Canterbury
Jun 2017	Minister of Local Government	Government inquiry into Havelock North drinking water contamination incident
Jun 2017	Prime Minister; Minister of Immigration	Immigration policy
Jun 2017	Political party leaders	Immigration and the 2017 General Election
Jul 2017	Canterbury Regional Transport Committee	Timing of National Land Transport Programme
Aug 2017	Local Government Commission	Informal discussion of the work of the LGC

Date	Audience	Subject
Oct 2017	Electorate and List MPs in Canterbury	Congratulations and introducing the Mayoral Forum, its work and priorities
Nov 2017	Incoming Ministers	Briefing letters introducing the Mayoral Forum, its work and priorities
Mar 2018	Minister for Government Digital Services	Informal discussion with Mayoral Forum and stakeholders of priorities and opportunities in the CREDS digital connectivity work programme
Mar – May 2018	Minister of Agriculture	Mycoplasma bovis response
Apr 2018	Minister of Immigration	Government policies on immigration and international education
May 2018	Governance and Administration Committee	Submission on Local Government (Community Well-being) Amendment Bill
May 2018	Ministry of Business, Innovation & Employment	Letter of support for applications to the Tourism Infrastructure Fund 2018 funding round from Christchurch City Council and the Kaikōura, Waimakariri, Selwyn, Timaru and Waitaki District Councils
May 2018	New Zealand National Commission for UNESCO	Letters of support for the Waitaki Whitestone and Banks Peninsula Geoparks to become members of the UNESCO Global Geoparks Network
May 2018	Minister of Tourism	Development of a tourism destination management strategy, and design and implementation of the proposed international visitor tourism and conservation levy
May 2018	Minister of Health	Release of Government Response to the Havelock North Drinking Water Inquiry

22. In December 2017, the Mayoral Forum identified central government policies on immigration and international education as a priority for its analysis and advocacy in 2018. The Mayoral Forum is working with the Canterbury Employers' Chamber of Commerce, BusinessNZ, ChristchurchNZ and international education providers to engage with central government officials and Ministers on policy options that will work for regional New Zealand (particularly the South Island), as well as for the country as a whole.

Better local services

23. Through its regional forums, Canterbury local authorities are investigating and/or working together on:
- options for delivering valuation and rating services
 - 3 Waters managed by Canterbury local authorities
 - engineering services and subdivision standards
 - regulatory co-ordination – supported by a Compliance, Monitoring and Enforcement regional working group of senior regulatory managers established in February 2018
 - contaminated land shared services
 - managing natural hazards
 - climate change adaptation
 - infrastructure as a service – and common technology platforms
 - public records management.

Collaborative RMA planning and decision making

24. The Canterbury Planning Managers Group reports to the Policy Forum and is a mechanism for co-ordination and collaboration on local government planning in Canterbury.
25. In February 2018, the Chief Executives Forum established a regional working group of senior regulatory managers (reporting to the Policy Forum) to support regulatory co-ordination across Canterbury local authorities.
26. Regional council planning staff are involved in three initiatives with territorial authorities:
 - co-location with colleagues in the Waimakariri, Selwyn and Timaru District Councils to support planning co-ordination and collaboration – with a planned extension to the Mackenzie and Waitaki District Councils
 - supporting alignment between Land Information New Zealand, the Department of Conservation and the Mackenzie and Waitaki District Councils in the Mackenzie Basin
 - working with the Greater Christchurch Partnership (the Selwyn and Waimakariri District Councils and the Christchurch City Council) to ensure that future settlement patterns nest with public transport and other infrastructure and provide sufficient growth and development opportunities post-quakes.

Accelerator projects: Canterbury Regional Economic Development Strategy 2017–19

From 1 July 2017, the Canterbury Mayoral Forum has sought and received support from central Government for 'accelerator projects' to advance its priority actions for the local government term 2017–19.

PROGRAMME	PROJECT	TIMEFRAME
Regional transport	1. Strategic policy analysis and advice to accelerate progress on the four work programme priorities and co-ordinate a stocktake of the resilience of the roading network in Canterbury	2017–18
Digital connectivity	2. Mobile and broadband coverage mapping: <ul style="list-style-type: none"> identify and GIS map remaining gaps in mobile and broadband coverage in Canterbury work with stakeholders and the public to analyse coverage gaps for economic and social significance work with Crown Fibre Holdings Ltd., the Ministry of Business, Innovation and Employment, Enable Networks Ltd, electricity lines companies, telco retail service providers and wireless internet service providers to identify solutions 	2017–18
	3. Promote uptake and use of digital technology: <ul style="list-style-type: none"> work with retail service providers, farmers, irrigation companies and industry to identify and publicise uptake and use of digital technology to improve productivity in rural Canterbury 	2017–18
Education and Training	4. Facilitate and co-ordinate, in partnership with the Ministries of Social Development and Education, an expansion (with evaluation) to at least one other centre of programmes piloted by Aoraki Development in Timaru to support youth transitions to further education, training and employment	2017–18
	5. Christchurch Educated – expand the Job Ready Programme to Timaru (40 students per year), to leverage global talent (international students) trained in New Zealand to meet immediate and future labour shortages in export-facing businesses	2017–19
Value-added production	6. Improve productivity: <ul style="list-style-type: none"> investigate new value-add, market opportunities that the Canterbury region is well placed to take advantage of, to improve productivity and create higher living standards; e.g. niche markets, particularly in China and South-East Asia consult and engage with South Island economic development agencies on creating a virtual economic policy unit/function, to support economic development strategy and implementation across the South Island 	2017–22
	7. Part fund a co-ordination position (based at the University of Canterbury) to work across the Canterbury Tertiary Alliance and with the Lincoln Hub, Crown Research Institutes, Callaghan Innovation and NZ Trade and Enterprise to connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export	2017–21
Visitor strategy	8. Work with KiwiRail on a robust assessment of the business case for reintroducing rail passenger services south from Christchurch and to help disperse tourists	2017

PROGRAMME	PROJECT	TIMEFRAME
CREDS management, monitoring and reporting	9. Provide contract management across all work programmes and support lead Mayors with CREDS implementation	2017–18
	10. Further develop (with the Ministry of Business, Innovation and Employment, the Ministry for Social Development and the Ministry of Education) the CREDS outcome indicators, disaggregated wherever possible to territorial authority level, and prepare a publication design that can be easily maintained	2017
	11. Further develop ‘the Canterbury story’, to provide a toolkit of marketing assets that businesses, councils, educational organisations and other stakeholders can use to attract business, capital, skilled workers, students and visitors to Canterbury	2017–18

FAQS - CANTERBURY REGIONAL ECONOMIC DEVELOPMENT STRATEGY 2017 -19

June 2017

What is the Mayoral Forum and how do they work together?

The Canterbury Mayoral Forum comprises the Chair of the regional council (Environment Canterbury) and the Mayors of the 10 territorial authorities in Canterbury. The member councils are, from north to south, the Kaikōura, Hurunui and Waimakariri Districts; Christchurch City; the Selwyn, Ashburton, Timaru, Mackenzie and Waimate Districts; and the Waitaki River catchment part of Waitaki district.

The Mayoral Forum is chaired by Lianne Dalziel, Mayor of Christchurch. The Deputy-Chair is Damon Odey, Mayor of Timaru District.

Mayor/Chair	Council	Chief Executive
Lianne Dalziel (Chair)	Christchurch City	Dr Karleen Edwards
Damon Odey (Deputy-Chair)	Timaru District	Bede Carran
Gary Kircher	Waitaki District	Michael Ross
Craig Rowley	Waimate District	Stuart Duncan
Graham Smith	Mackenzie District	Wayne Barnett
Donna Favel	Ashburton District	Andrew Dalziel
Sam Broughton	Selwyn District	David Ward
David Ayers	Waimakariri District	Jim Palmer (chair of the Chief Executives Forum)
Winton Dalley	Hurunui District	Hamish Dobbie
Winston Gray	Kaikōura District	Angela Oosthuizen
David Bedford	Environment Canterbury	Bill Bayfield

Mayors standing together for Canterbury.

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Kaikōura District Council • Mackenzie District Council • Selwyn District Council • Timaru District Council
Waimakariri District Council • Waimate District Council • Waitaki District Council

The Mayoral Forum is the primary mechanism to give effect to the Canterbury Local Authorities' Triennial Agreement 2017–19

It does this by:

- identifying and prioritising issues of mutual concern, and fostering co-operation, co-ordination and collaboration to address them
- advancing regional economic and social development through leadership, facilitation and advocacy
- speaking with a strong regional voice on issues of common interest to members
- working together, and with central government and other key sector leaders in Canterbury, to meet the needs and expectations of our communities.

The Mayoral Forum meets at least quarterly. It is supported by a Chief Executives Forum (and other regional forums and working groups that report to the Chief Executives Forum), and by a secretariat hosted by Environment Canterbury and funded from the regional general rate.

Information on the Mayoral Forum and its work is available on its website: www.canterburymayors.org.nz.

What is the Canterbury Regional Economic Development Strategy (CREDS)?

The Canterbury Regional Economic Development Strategy (CREDS) was first developed by the Mayoral Forum in 2015 with a focus on growing the underlying Canterbury economy in preparation for the completion of the earthquake rebuild of greater Christchurch. The CREDS is a 'living document'. It is 'strategy-in-action', and the Mayoral Forum values its agility in responding to challenges and opportunities as these emerge in our region and its communities.

Lead Mayors, supported by Chief Executives and a secretariat, develop and oversee a detailed work programme. The Chief Executives Forum implements this, supported by the Canterbury Policy Forum and other regional forums and technical working groups.

What is the CREDS 2017-19 (Refresh)?

Following local body elections in October 2016 the Forum reviewed and refreshed the strategy including identification of priority actions for the local government term 2017 – 2019.

It is this refresh that is being launched on Friday 23 June.

What is the background to CREDS?

The CREDS was developed following two workshops, in December 2014 and February 2015, and conversations with Te Rūnanga o Ngāi Tahu, the Canterbury Development Corporation, the

Canterbury Employers' Chamber of Commerce, the Committee for Canterbury and a wider group of stakeholders from the farming, manufacturing, tertiary education, business, telecommunications, transport, tourism and social sectors.

The CREDS was launched by Ministers Joyce and Brownlee in August 2015.

The Mayoral Forum has continued to meet approximately six monthly, with partners and other stakeholders (the CREDS reference group), to review progress and identify emerging priorities and opportunities. These meetings are informed by an indicators report prepared for the Mayoral Forum by the Canterbury Development Corporation.

Why do we need a CREDS?

Canterbury is NZ's largest region by land area and second largest by population. The region generates around 12.3% of national GDP, and has the potential to generate a greater share of national prosperity and to help raise the living standards of all New Zealanders. The economic success of Canterbury, and the South Island, is critical to New Zealand's success. The CREDS contributes to helping make this happen.

What is the CREDS vision for 2017-19?

The vision of the CREDS is:

A region making the most of its natural advantages to build a strong, innovative economy with resilient connected communities and a better quality of life for all.

The CREDS has never been about economic growth for its own sake. Canterbury's Mayors aspire to sustainable economic development that supports resilient, cohesive and connected communities, and enables everyone to enjoy a better quality of life.

Our aspiration is not wealth for wealth's sake, but *prosperity*, in the sense of success, security and well-being: *Mō tātou, ā, mō kā uri ā muri ake nei – for us and our children after us.*

What are the objectives for CREDS 2017 -19?

The CREDS has four key objectives for 2017 – 19. They are:

- Position the Canterbury region for long-term, sustainable prosperity
- Complete/progress earthquake recovery and rebuild in greater Christchurch and in North Canterbury

- Attract and retain businesses, capital, skilled workers, students and visitors
- Strengthen and capitalise on interdependencies between the Christchurch and Canterbury economies.

What are the seven priority work programmes of CREDS?

The CREDS has seven priority work programmes. They are:

1. Integrated regional transport planning led by Mayor Winton Dalley (Hurunui District Council)
2. Digital Connectivity led by Mayor Damon Odey (Timaru District Council)
3. Freshwater management (the Canterbury Water Management Strategy) led by Councillor David Caygill (Environment Canterbury)
4. Value-added production led by Mayor Craig Rowley (Waimate District Council)
5. Education and training for a skilled workforce led by Mayor David Ayers (Waimakariri District Council)
6. Newcomer and migrant settlement led by Mayors Donna Favel (Ashburton District Council) and Sam Broughton (Selwyn District Council)
7. Regional visitor strategy led by Mayors Winston Gray (Kaikōura District Council), Graham Smith (Mackenzie District Council) and Sam Broughton (Selwyn District Council).

There is recognition within the Mayoral Forum that there is a high degree of interdependence between the seven work programmes.

What are the three clusters of work programmes?

The seven work programmes have been grouped into three clusters. They are:

1. Infrastructure Regulation and Investment – Integrated regional transport, Digital connectivity and Freshwater management and irrigation infrastructure.
2. Human and social capital – Education and training for a skilled workforce, Newcomer and migrant settlement (a skilled workforce, cohesive communities)
3. Working with Industry – Value-added production and Visitor strategy.

What are the priority actions for CREDS for 2017/19?

Work programme	Selection of 2017 -19 priority actions.
Integrated regional transport planning	

	<p>Work with sector partners to turn data into information to support transport planning and investment</p> <p>Work with the Ministry of Transport, the New Zealand Transport Agency and the sector steering group to develop resilient, multi-modal transport solutions for Canterbury and the South Island, including secondary roads and coastal shipping</p> <p>Encourage the RTC with its expanded mandate to develop a detailed work plan for multi-modal transport planning and investment, including a statutory review (2017) of the RLTP</p> <p>With the South Island RTC Chairs Group, advocate for a stronger central government focus on multi-modal transport strategy in the 2018 and 2021 Government Policy Statements on Land Transport.</p>
Digital Connectivity	<p>Support Enable Networks Ltd and electricity lines companies if they choose to form a Canterbury consortium to extend fibre backhaul and improve high bandwidth connectivity, whether through the Rural Broadband Initiative 2 or by other means</p> <p>Complete detailed GIS mapping of remaining gaps in mobile and broadband coverage, to inform analysis and advocacy for solutions</p> <p>Promote stories of uptake of digital access that is making a difference to economic and social development in Canterbury.</p>

<p>Freshwater management and irrigation</p>	<p>Infrastructure: keep working closely with existing irrigation schemes on water use efficiency projects and with emerging infrastructure operators to maximise their contribution to CWMS targets</p> <p>Environmental infrastructure: keep working with communities to test and develop Managed Aquifer Recharge and Targeted Stream Augmentation environmental infrastructure projects</p> <p>Planning and policy: continue programme to agree sub-regional plans and establish catchment load limits and water quality objectives</p> <p>Implementation: keep driving commitment to Good Management Practice through Farm Environment Plans and audited self management across all zones</p> <p>Zone delivery: all zone committees have agreed work programmes and report progress</p> <p>Biodiversity: keep working with zone committees and land owners on Immediate Steps projects and Regional Flagship projects (Whakaora Te Waihora and Wainono)</p> <p>Partnerships: keep building a strong partnership and collaborative approach to delivering on CWMS targets with Ngāi Tahu, primary industries, councils and NGO partners and stakeholders.</p> <p>Communicate: tell the story and share information to develop and maintain a social licence to operate.</p>
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Value added production	<p>Work with the industry reference group to review impediments, concerns and opportunities – and identify where local government can play a role to support industry to do more with what we grow and produce</p> <p>Stocktake regional innovation assets and facilitate joined-up thinking and collaboration to increase Domestic Value Add and Canterbury's participation in global value networks</p> <p>Encourage connections between SIGNAL (the new South-Island ICT graduate school) and agri-business, and link education and training to value-added production.</p>
Education and training for a skilled workforce	<p>Complete an 'educational blueprint' and options for new/modified joint courses in agricultural engineering and water management</p> <p>Continue to advocate for and support getting the Lincoln Hub established and up and running</p> <p>Increase the number of international students attending Canterbury tertiary organisations, and broaden the focus beyond current source markets</p> <p>Support youth transition to the workplace through strengthening partnerships between education organisations and business, and reduce the NEET rate across the region</p> <p>Identify opportunities to support businesses with language and cultural competence to expand or enter into trade with Asia</p>

	<p>Capitalise on opportunities presented by the Christchurch Health Precinct to drive economic development and improve community health through collaborative research, innovative models of professional learning and education, and innovation in use of IT</p> <p>Work with SIGNAL (the new South Island IT graduate school) to link IT talent to opportunities for innovation and value-added production</p>
Newcomer and migrant settlement	<p>Participate as one of five pilot areas in NZ in Immigration NZ's Welcoming Communities initiative and leverage government support and resources</p> <p>Encourage councils to welcome newcomers and migrants to their districts; e.g. through Start with a Smile, Meet the Street events</p> <p>Continue to advocate to government on policies affecting migrants and the availability of skilled workers for Canterbury employers</p> <p>Share success and best practice on welcoming newcomers and achieving good settlement outcomes</p> <p>Use central government research and resources to inform local and regional settlement activities.</p>
Regional visitor strategy	<p>Support Kaikōura and Hurunui districts to recover and build visitor numbers following the November 2016 earthquakes</p>

	<p>Advocate with government for further investment in cycle trails [general, not specific reference]</p> <p>Continue to advocate for government funding of essential infrastructure to support sustainable tourism, and use government initiatives, resources and research to inform and support our work</p> <p>Find ways to fund, manage and use the Christchurch and Canterbury stories to attract visitors and keep them here longer</p> <p>Initiate conversations about the co-ordination, development and funding of South Island tourism information and promotion, including an integrated events programme</p> <p>Work with KiwiRail to advocate for Scenic Journeys and passenger rail services</p> <p>Facilitate engagement between the tourism sector and the agri-business sector to identify additional opportunities for product development and diversification of farm income</p> <p>Engage communities and share information to develop and maintain a social licence to operate.</p>
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What were some of the key achievements of CREDS for 2015/16?

Below are some highlights of the 2015 -16 work programme. For a full list of achievements please refer to the CREDS 2017 -19 document.

Work programme	Selection of 2015 -16 key achievements
Integrated regional transport planning	<p>Re-framed the Regional Land Transport Plan (RLTP) to support integrated, multi-modal transport network planning and investment (May 2016)</p> <p>Initiated a review of the structure, focus and membership of the Regional Transport Committee (RTC), and formation of a South Island RTC Chairs Group (with secretariat support from Canterbury in 2017)</p> <p>Convened a transport sector reference group (road, rail, air, logistics)</p> <p>Commissioned a report on <i>Harnessing the Potential of Data for Canterbury's Tourism and Transport Networks</i> and began working with the New Zealand Transport Agency on national freight indicators research to inform planning and investment.</p>
Digital Connectivity	<p>Supported, co-ordinated and analysed Canterbury Registrations of Interest for Ultra-fast Broadband, the Rural Broadband Initiative and Mobile Black Spot Fund 2015</p> <p>Partnership with Spark New Zealand – 4G upgrade completed across Canterbury by December 2016</p> <p>Advocacy to central government for connectivity solutions, including submitting on the Telecommunications (Property Access and Other Matters) Amendment Bill</p>

	<p>Government announced in January 2017 the extension of Ultra-fast Broadband to an additional 25 communities in Canterbury by 2024</p> <p>Obtained the agreement of Enable Networks Ltd and the four electricity lines companies in Canterbury to investigate options for working together to improve the amount of accessible fibre and provide high bandwidth connectivity for other access technologies, e.g. cellular and wifi.</p>
Freshwater management and irrigation	<p>Infrastructure: identified potential components of the regional supply and distribution infrastructure</p> <p>Planning and policy: worked through zone committees to establish catchment loads through Resource Management Act plans, in order to achieve water quality outcomes (ongoing)</p> <p>Implementation: agreement across primary industries on Good Management Practice and the efforts of farmers, particularly through irrigation schemes, to complete audited Farm Environment Plans (2,500 Farm Plans were completed and 260 audited by December 2016)</p> <p>Zone delivery: zone committee progress with developing or implementing zone work programmes (ongoing), including \$5.3m+ on Immediate Steps projects, including fencing waterways and riparian planting Water metering: 100% of water consent holders are fully compliant or have action plans in place to become fully compliant with National Water Measuring Regulations (September 2016)</p>

	Co-ordinated stormwater management planning through a Regional Stormwater Forum.
Value added production	<p>Reference group established with industry and Ngāi Tahu leaders</p> <p>In response to industry concerns, advocated successfully for changes to how central government supports complex regional irrigation schemes, to ensure that schemes are built to a scale that enables long-term, sustainable water management and environmental restoration. (From 1 July 2016, responsibility for grant funding shifted from the Ministry for Primary Industries to Crown Irrigation Investments Ltd, to provide end-to-end funding and support from a single entity.)</p>
Education and training for a skilled workforce	<p>A steering group of tertiary education institutions has worked to recover and increase domestic and international student enrolments</p> <p>Initiated whole-of-CREDS project to develop 'the Canterbury story'</p> <p>Advocated to central government about access to affordable education and training for children of migrant workers on temporary visas</p> <p>Christchurch Educated has successfully developed a Canterbury Job Ready Programme for international students wanting to gain employment in New Zealand</p>

	<p>Supported a pilot programme to train and support Filipino dairy workers</p> <p>Worked with the Ministries of Education and Social Development to share data and information about youth unemployment and pathways to further education, training and employment.</p>
Newcomer and migrant settlement	<p>Met with the Ambassador to The Philippines to discuss issues for migrant dairy workers, particularly in relation to primary healthcare and education</p> <p>Advocated to central government for access to subsidised primary health care, and to tertiary education at domestic fees rate, for migrant workers on temporary visas</p> <p>Shared resources and strategies, and commissioned population analysis (www.ecan.govt.nz/population)</p> <p>Ashburton District (lead council) took up, further developed and has evaluated the 'Start with a Smile' campaign from CREDS partner, Canterbury Employers' Chamber of Commerce.</p>
Regional visitor strategy	<p>Worked with tourism organisations and the Chinese Consul-General to share information and ideas and encourage councils and local businesses to 'get ready for China' and capitalise on increased China Southern Airlines direct flights between Guangzhou and Christchurch</p>

	<p>Advocated with KiwiRail for retention and further development of Scenic Journeys</p> <p>Co-ordinated a region-wide approach to freedom camping</p> <p>Canterbury received \$988,335 in the first round of the Regional Mid-sized Tourism Facilities Fund</p> <p>Investigated potential hotel development sites to support growth in tourism</p> <p>Partnered with Canterbury University on a student research project in Beijing on the Chinese youth tourism market (reported Feb 2017).</p>
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How does CREDS fit into the central government work programme?

Central Government has affirmed the work of the Mayoral Forum in leading economic development in Canterbury.

CREDS was an independent initiative of the Canterbury Mayoral Forum which had the foresight to take a long-term view and position the region's underlying economy for when the earthquake rebuild was no longer stimulating economic activity and employment.

In May 2016, the CREDS became part of the Government's Regional Growth Programme, supported by the Senior Regional Official for Canterbury and a Senior Advisor in the Ministry of Business, Innovation and Employment.

In 2016/17, the Regional Growth Programme provided \$63,145 to research and develop 'the Canterbury story', to bridge and complement the 'NZ story' and the 'Christchurch story' and provide tools to attract businesses, capital, skilled workers, students and visitors to the region.

From 1 July 2017, the Mayoral Forum has sought and received funding from the Regional Growth Programme to accelerate action in projects that were at risk of stalling or might not otherwise take flight.

Who else is involved with CREDS?

Partners in development of the CREDS include Te Rūnanga o Ngāi Tahu, the Canterbury Development Corporation (to become ChristchurchNZ on July 1 2017), the Canterbury Employers' Chamber of Commerce, the Committee for Canterbury and a wider group of stakeholders from the farming, manufacturing, tertiary education, business, telecommunications, transport, tourism and social sectors.

How did the Kaikōura earthquake impact the CREDS?

The earthquakes are projected to cause a drop in New Zealand's GDP of \$400–500m in the period November 2016 to May 2018, with Canterbury bearing a quarter of that cost (\$110–130m). Key contributing factors are increased freight transport costs and impacts on businesses from infrastructure damage and transport disruptions. Visitor spending for the month of March 2017 fell \$27m in North Canterbury, down almost a third compared with the same period last year.

Government has worked with affected councils to address:

- emergency accommodation
- state highway, local roads, rail and harbour infrastructure
- support for council statutory functions
- business support
- tourism support and promotion
- primary sector support
- welfare and community support
- enhanced health services
- science research.

What is the difference between CEDS and CREDS?

The CEDS is the Christchurch Economic Development Strategy (CEDS). This document is expected to be finalised and published following the launch on 1 July 2017 of the new tourism, events, international education and economic development entity for Christchurch and Canterbury (ChristchurchNZ).

The two strategies are strongly aligned and reflect the interdependence (economically, socially and culturally) of town and country in the Canterbury region.

Hon Simon Bridges

**Minister for Economic
Development**



Hon Nathan Guy

Minister for Primary Industries

23 June 2017

Media Statement

Canterbury's regional economic strategy refreshed

Economic Development Minister Simon Bridges, Primary Industries Minister Nathan Guy and other Government Ministers are in Christchurch today to co-launch the refresh of the Canterbury Regional Economic Development Strategy.

The strategy aims to position the region so that economic growth can continue off the back of earthquake recovery and the rebuild to drive economic activity and employment.

"Since the 2010 earthquake, Government investment in Canterbury has been significant," Mr Bridges says.

"By December 2016, the Government had spent \$14.3 billion on Canterbury earthquake costs and in the six months post the November 2016 earthquake centred in Kaikoura, Government has contributed to date around \$850 million towards the recovery and rebuild.

"As rebuild activity levels off, the strategy sets challenging targets that will need sustained collaboration with the telecommunications, primary industries, education, tourism and business sectors. Canterbury is well placed to drive the region onto the next phase of economic growth," Mr Bridges says.

The strategy's implementation is led by the Canterbury Mayoral Forum with central government support. It includes strategic, high level proposals that advance work streams across the region as a whole.

Mr Guy says the primary industries are a cornerstone of the region's economic development.

"Canterbury has a highly productive and diverse primary sector - strong in beef, dairy and lamb exports, with the arable, forestry and horticulture sectors also very important," Mr Guy says.

"The refreshed strategy highlights the importance of adding value to what we produce. This is why the Government has a goal of doubling the value of primary sector exports by 2025 and is supporting this through research and development, irrigation, water storage, trade access and developing skills."

The strategy has seven work programmes including:

- Integrated regional transport planning and infrastructure investment
- Digital connectivity – extension and uptake of fast broadband in rural areas
- Freshwater management and irrigation infrastructure
- Education and training for a skilled workforce
- Newcomer and migrant settlement – skilled workers, cohesive communities
- Value-added production
- Regional visitor strategy.

Media contact:

Eric Chapman 021 521 369 (for Minister Bridges)

Phil Rennie 021 405 443 (for Minister Guy)

Note to editors

Regional economic development is a key part of the government's Business Growth Agenda. The Mayoral Forum has been working collaboratively on the Strategy for years and partnered with central government through the Regional Growth Programme in May 2016. The programme aims to increase jobs, income and investment in regional New Zealand. More information can be found at <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-growth-programme/canterbury>

Hon Simon Bridges

Minister for Communications

Hon Nathan Guy

Minister for Primary Industries



23 June 2017

Media Statement

Push for digital technology and value-added production in Canterbury

Communications Minister Simon Bridges and Primary Industries Minister Nathan Guy have announced \$1.6 million funding for two workstreams to promote the uptake of digital technology across Canterbury and to take advantage of new value-add market opportunities.

The Ministers are in Canterbury today to co-launch the refresh of the Canterbury Regional Economic Development Strategy.

The digital connectivity workstream will partner with government to focus on gathering region-specific information on any gaps in coverage to see where efforts can be better focused and on promoting the uptake and use of digital technology across the region.

"Canterbury has identified connectivity as vital to economic growth and the digital connectivity workstream will actively complement the Government's existing national broadband programmes and our *Building a Digital Nation* action plan," Mr Bridges says.

"A key focus is around reducing the digital divide between town and country, particularly given rural Canterbury generates much of the prosperity of the region.

"We want to encourage businesses, particularly those in rural areas to get on board with faster broadband by sharing success stories of how it's making a difference. For example, for farmers, improved connectivity helps them gather data to farm smarter – using technology for environmental monitoring, such as effluent and water control, and for online shopping.

"This workstream aims to have 95 per cent of farms accessing broadband by June 2019. We want a fully connected Canterbury where the whole region

can thrive,” Mr Bridges says.

The government funding for this value-added production workstream will focus on:

- Working with central government to identify value-add opportunities, particularly in China and South-East Asia;
- Consulting and engaging with South Island economic development agencies on establishing an economic virtual policy unit;
- Connecting industry needs to research; and
- Accelerated knowledge transition to high-value production and manufacturing for export.

“Canterbury is one of the world’s great food baskets with a highly productive agriculture sector, and the refreshed Strategy highlights the importance of increasing the value of what we produce,” Mr Guy says.

“This new support will help us towards the Government’s goal of doubling the value of primary sector exports by 2025, along with our support for research and development, irrigation and water storage, skills and trade access.

“The Strategy also supports the uptake of digital technologies and smart use of irrigation and freshwater management. Irrigation has already helped increase land productivity, as well as providing opportunities for diversification into higher value production and processing,” Mr Guy says.

The Strategy also includes a programme to ensure local government manages planning and consenting processes, as well as infrastructure.

Media contact:

Eric Chapman 021 521 369 (for Minister Bridges)

Phil Rennie 021 405 443 (for Minister Guy)

Note to editors

Regional economic development is a key part of the government’s Business Growth Agenda. The Mayoral Forum has been working collaboratively on the Strategy for years and partnered with central government through the Regional Growth Programme in May 2016. The programme aims to increase jobs, income and investment in regional New Zealand. More information can be found at <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-growth-programme/canterbury>

Hon Paula Bennett

Minister of Tourism

Hon Simon Bridges

**Minister for Economic
Development**



23 June 2017

Media Statement

Govt funding to boost Canterbury tourism

Tourism Minister Paula Bennett and Economic Development Minister Simon Bridges today announced that the Government will provide \$160,000 to support tourism strategy projects in Canterbury.

The announcement was made as part of the refresh of the Canterbury Regional Economic Development Strategy.

"The region is also developing a visitor strategy that will help grow a sustainable tourism industry that ensures Canterbury becomes the gateway to the south," Mrs Bennett says.

"The focus will be on the high-end visitor market, encouraging a longer seasonal spread of visitors who travel widely across the region."

The regional visitor strategy includes a number of priority actions for the region, including supporting Kaikoura and Hurunui districts to recover and build visitor numbers following the November 2016 earthquakes.

The announcement is in addition to the approximately \$2 million that has recently been awarded for tourism infrastructure projects in Canterbury through the Regional Mid-sized Tourism Facilities Grant Fund.

"Canterbury offers an exceptional travel experience for visitors and infrastructure is a priority for the tourism sector in the region to grow. The Grant funding of \$2 million for Canterbury will help communities respond to tourism growth by creating new or enhanced facilities," Mrs Bennett says.

"International and domestic visitors deliver significant economic benefits to New Zealand – tourism is our biggest export earner and visitors add billions of dollars to the economy," Mr Bridges says.

"That's why it is an important element of Canterbury's regional economic plan. We have allocated \$110,000 to help the region develop 'the Canterbury story' which will provide a toolkit of marketing assets that can be used to attract business, capital, skilled workers, students and visitors to the Canterbury region.

"A further \$50,000 will support the region in working with KiwiRail on an independent assessment of the business case for reintroducing passenger services on the Christchurch-Invercargill rail corridor," Mr Bridges says.

Media contact:

James Meager 021 534 214 (for Minister Bennett)

Eric Chapman 021 521 369 (for Minister Bridges)

Note to editors

Regional economic development is a key part of the government's Business Growth Agenda. The Mayoral Forum has been working collaboratively on the Strategy for years and partnered with central government through the Regional Growth Programme in May 2016. The programme aims to increase jobs, income and investment in regional New Zealand. More information can be found at <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-growth-programme/canterbury>

Hon Simon Bridges

**Minister for Economic
Development**



Hon Anne Tolley

**Minister for Social
Development**

23 June 2017

Media Statement

A skilled workforce for Canterbury

The Government is investing \$170,000 in a Canterbury initiative that connects secondary students with businesses who can transition them into further education, employment or training.

The funding will also extend Christchurch's Educated Job Ready Programme to Timaru.

Economic Development Minister Simon Bridges and Social Development Minister Anne Tolley announced the funding in Christchurch today at the launch of the Canterbury Regional Economic Development Strategy refresh.

"While Canterbury has New Zealand's lowest regional unemployment rate, skills shortages pose a significant risk to high-value production across all districts in the region," Mr Bridges says.

"Canterbury needs to keep its young people and ensure they have the knowledge and skills to get productive work in their region, both now and in the future. The region also needs to retain and retrain older workers and attract more people into the workforce."

The Ministry of Social Development is working closely with other Canterbury agencies to support regional development and has a particular focus on young people who need additional support to play their part in the future workforce.

"By helping secondary schools and training institutions partner up with businesses we can support more young people into training and employment. This benefits them as well as the wider Canterbury community," Mrs Tolley says.

“Our aim is to reduce the number of young people in Canterbury who are not in education, employment or training (NEET) so it remains less than the national NEET rate by June 2019.”

Due to the rebuild, Canterbury has a higher proportion of its workforce involved in construction than in New Zealand overall. The regional economic development initiatives will help the regional economy to keep growing after the earthquake recovery ceases to drive economic activity and employment.

Media contact:

Eric Chapman 021 521 369 (for Minister Bridges)

Kirsty Taylor-Doig 021 838 372 (for Minister Tolley)

Note to editors

Regional economic development is a key part of the government's Business Growth Agenda. The Mayoral Forum has been working collaboratively on the Strategy for years and partnered with central government through the Regional Growth Programme in May 2016. The programme aims to increase jobs, income and investment in regional New Zealand. More information can be found at <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-growth-programme/canterbury>

REPORT

TO: Council

FOR: Council Meeting – 13 June 2018

FROM: Chief Executive

DATE: 31 May 2018

SUBJECT: **CHIEF EXECUTIVE'S REPORT – JUNE 2018**

RECOMMENDATION

'That Council:

- (a) receives the Chief Executive's Report – June 2018, for information; and*
- (b) adopts the Statement of Intent for SICON Limited for the period 2018 – 2021.*
- (c) delegates to the Audit and Risk Subcommittee the authority to place insurance cover for 2018 / 2019 within a budget of \$967,432 plus GST.*
- (d) adopts the recommendation changes to the Delegations Manual. '*

1. HEALTH AND SAFETY UPDATE

(a) Health and Safety Data

Health and safety data for May 2018 together with the financial year-to-date and previous year-to date comparisons are shown below.

	Notifiable Incident ¹	Lost time injury (LTI)	Restrict work	Medical treatment injury (MTI)	First aid injury (FAI)	Non t/ment injury	Incident	Near Miss / Hazard	TOTAL
May 2018	0	0	0	0	2	3	5	1	11
FYTD	0	0	1	9	36	31	48	45	170
Last FYTD	0	2	0	23	53	41	44	24	187

The aforementioned injuries and incidents occurred in the following locations during May 2018:

	Selwyn Aquatic Centre	Rolleston Community Centre	Rolleston Library	Leeston Library	Offsite	TOTAL
May 2018	7	1	1	1	1	7

¹ Requires WorkSafe notification

(b) Health and Safety – Staff Delivery and Engagement

Attached to this report is the latest staff newsletter which contains reference to both recently completed staff exercises, together with those that are planned for the near future.

Council's internal health and safety committee continues to meet on a regular basis, makes regular presentations to staff forums, and regular reports and recommendations to our Executive Team.

2. SICON STATEMENT OF INTENT

Attached for the review and adoption of Council, is the proposed Statement of Intent for SICON Limited covering the period 2018-2021.

This Statement of Intent was previously discussed with the Audit and Risk Subcommittee following which Council staff and members of this Subcommittee met with key personnel from SICON Limited to propose a number of small changes. Those changes were been accepted, and the Statement of Intent was subsequently adopted by the Board of SICON Limited at its most recent Directors' meeting.

The Audit and Risk Subcommittee received the Statement of Intent at their meeting on 6 June, and passed a resolution to recommend the adoption by Council of the SICON Limited Statement of Intent at today's meeting.

3. LOCAL GOVERNMENT NEW ZEALAND - WATER 2050: QUALITY

Attached to this Report is the Local Government New Zealand's Water 2050: Quality – Review of the framework for water quality discussion paper released earlier this week has identified three key issues for New Zealand's framework for water quality, and points to opportunities for change that could be a focus under the Government's Three Waters Review. These three key issues are: the limited understanding of cost to local authorities due to lack of information; an incoherent framework due to lack of alignment between goals and responsibilities; and a lack of cohesion in the collection and use of water quality data due to a lack of strategic coordination.

LGNZ's review of the regulatory framework considers how we can better meet the quality of freshwater through environmental standards and protect the quality of our drinking water through specific health-related standards.

LGNZ notes that the key finding from their review is that the regulatory framework for fresh water and drinking water does not take into account adequately the costs for communities to meet these standards. They noted that there also needs to be better understanding of the costs and associated funding to meet these. Councils have competing priorities on water quality standards and we need to work with central government to agree what the priorities are that need to be addressed. LGNZ's Quality discussion paper identifies five key opportunities for change that could result in better drinking and freshwater quality.

LGNZ further state that *'if new standards for water quality are set then we need to understand the costs, how we fund these and whether communities can afford them on their own. We need to partner to meet these quality and funding challenges so we are all part of a single system, while also recognising our respective roles and responsibilities'*.

4. AUDIT AND RISK SUBCOMMITTEE

At today's meeting, the Chair of the Audit and Risk Subcommittee, Councillor Grant Miller, will provide Councillors with a verbal update of the meeting held on Wednesday 6 June 2018.

Amongst those items discussed by the Subcommittee at that meeting, was a paper entitled 'Insurance Renewal from 1 July 2018'. The Subcommittee endorsed the paper, and in doing so, resolved to request that Council delegate to it, the authority to place insurance cover for 2018/2019. I have *attached* a copy of that paper to this report.

The reason that the Audit and Risk Subcommittee request this delegation is to allow staff the maximum time available to complete insurance renewal (that will be up to 30 June 2018) and it acknowledges, that whilst Council is not scheduled to meet again formally in that period, there is an ability to call a meeting of the Audit and Risk Subcommittee at short notice.

5. PROPERTY COMMITTEE

At today's meeting, the Chair of the Property Subcommittee, Councillor Pat McEvedy, will provide Councillors with a verbal update of the meeting held on Wednesday 6 June 2018.

6. SELWYN WAIHORA ZONE COMMITTEE

At today's meeting, Council's Representative on the Selwyn Waihora Zone Committee, Councillor Murray Lemon, will provide Councillors with a verbal update of the meeting held on Tuesday 5 June 2018.

7. CHRISTCHURCH WEST MELTON ZONE COMMITTEE

At today's meeting, Council's Representative on the Christchurch West Melton Zone Committee, Councillor Debra Hasson, will provide Councillors with a verbal update of their last meeting on 24 May 2018.

8. CANTERBURY WATER REGIONAL COMMITTEE

At today's meeting, Council's Representative on the Canterbury Water Regional Committee, Councillor Nicole Reid, will provide Councillors with a verbal update of their last meeting on 12 June 2018.

9. DELEGATIONS MANUAL

It is requested by staff that the Resource Management Act delegations be amended for external resource consent hearing commissioners by the addition below.

RMA – EXTERNAL RESOURCE CONSENT HEARING COMMISSIONERS RS-201

Pursuant to Sections 34A and 91A to 91C of the Resource Management Act 1991 the power to exercise the following functions, powers and duties of the Council:

1. In respect of a request for a change to the District Plan dealt with under Clause 25(2)(b) of the First Schedule to the Act, the power to hear and consider submissions on the requested change and to recommend decisions to Council under Clause 29(4) of the First Schedule.
2. In respect of a plan change prepared by the Council under Clause 21(4) of the First Schedule to the Act; or a request for a plan change dealt with under Clause 25(2)(a); the power to hear and consider submissions on the change and to recommend decisions to Council under Clause 10 of the First Schedule to the Act.
3. To determine any notification issues in relation to any application for resource consent pursuant to sections 95A to 95F of the Resource Management Act 1991.
4. To determine whether a joint hearing is unnecessary pursuant to Section 102 of the Resource Management Act 1991.
5. To determine whether a combined hearing is unnecessary pursuant to Section 103 of the Resource Management Act 1991.
6. To hear and consider submissions on any variation initiated under Clause 16A of the First Schedule of the Act and to recommend decisions to Council.
7. To grant waivers and extend time limits in accordance with Section 37 and 37A of the Act. Including the acceptance of submissions and further submissions to any resource consent application, plan change request or proposed plan which is received by the Council after the closing date for submissions but before the hearing of any such submission.
8. To suspend a notified resource consent application at the request of the applicant, to cease the suspension at a later date and either return the application to the applicant or continue the application process in accordance with Sections 91A to 91C of the Act.
9. **To determine not to proceed with the notification or hearing of an application for a resource consent in accordance with section 91 of the Act**
10. Delegations are made to the following listed persons to hear and make decisions on any notified application or any non-notified application which requires a hearing under the Resource Management Act 1991, but this delegation does not extend to the approval of policy statement or plan by the affixing of the seal of the Council to the proposed policy statement or plan.
11. Delegations are made to the following listed persons to hear and make decisions on applications made in respect of the Housing Accord and Special Housing Areas Act 2013, pursuant to sections 29, 32, 39, 40 and 41 of that Act.

D CHRYSTAL
D MILLAR
D MCMAHON
P G ROGERS
J WHYTE
P THOMAS
M FREEMAN
D MEAD

J CLEAVE
S DAWSON
M GARLAND
J ISELI
R NIXON
G TAYLOR
A CARR
D CALDWELL

D COLLINS
J DOVEY
K GIMBLETT
K LAWN
P MILNE
B COWIE
A WITHY

10. ONLINE VOTING

I have previously advised Council on the status of the proposed Online Voting Trial which we had hoped would be available for the 2019 Election.

A number of Councils around the country are now considering how they would like to proceed in the 2019 Election, particularly whether there is interest in either joining with other Councils to run an Online Voting trial, or whether they would like to go alone in the operation of such a trial.

Certainly the opportunity to run a trial with other Councils would minimise cost, reduce the risk of failure / setback, and enable an enhanced communication programme to educate the public.

During today's meeting, I will be providing further up-to-date information on the approach some of the larger councils are intending to undertake with respect to online voting in 2019, and noting that any decision will be subject to a number of conditions including:

- The passing on enabling legislation and subsequent regulations within a prudent timeframe
- The appropriate management of all risks
- Costs being acceptable
- The appropriate governing body giving final approval for the trial to go ahead.

If Council agrees that it wishes to proceed either alone, or in support of other Councils, we will resolve to do so at today's meeting.



David Ward
CHIEF EXECUTIVE

Sel-Safe

Welcome to 'Sel-Safe', the Health, Safety & Wellbeing team's new informal initiative to keep staff regularly updated on what we've been up to, things we're working on, and relevant topical information we think we all need to know to help keep ourselves safe in our work. We hope 'Sel-Safe' will help us sell the message of building on the culture of health, safety and wellbeing within the Selwyn District Council....so no prizes for identifying how we came up with the title.

What we've been up to:

- **Driver Training:** Recently we've had 56 staff attend driver training courses (24 attending 4WD courses and 32 attending Advanced Driver courses at Ruapuna). We've had very good feedback from staff who attended these, who felt that they learned a lot from them. The focus is to promote safe driving and develop driving skills in avoiding crashes.
- **Volunteer Community Committees:** In the last 12 months we've attended 45 community committee evening meetings to promote new H&S processes which have been introduced in conjunct with our Facilities and Parks & Reserves teams. We've had positive feedback from this, which has led to greater engagement from our volunteers.
- **Contractors:** We've worked together with the same teams above to create a list of preferred contractors who we are encouraging and helping to achieve a high level of H&S compliance to ensure safe work practices on Council sites.
- **Health Check Machine:** Earlier in the year we installed a Health Check Machine at the Rolleston HQ, which proved very popular with staff. The idea behind it was to indicate any possible health issues, such as high blood pressure, that staff may not have been aware of so that they could then seek professional medical advice.
- **Mole Checks:** This was another highly subsidized Council initiative that proved popular with staff. This initiative will continue on an annual basis.
- **Flu Vaccinations:** We had a very good response from staff in receiving fully-subsidized vaccinations. Those who still require one can arrange this through their GP and can claim full reimbursement with a copy of their receipt.
- **First Aid Training:** We've arranged a number of courses for staff to attend to update their first aid certificate, which is required every two years to maintain it.
- **Vault:** It's been frustrating for us all, but Vault have finally updated their new interface and we are getting our heads around the changes. It is now easier to use and Tracy has already started providing one-on-one training for staff.

Things we're working on:

- **Driver Training:** Due to high demand, we haven't been able to secure further driver training until late August. The 4WD course is already full, but will be able to put another 32 staff through the Advanced Driver course at Ruapuna. At present priority is being given to those with designated Council vehicles and those who use pool vehicles. However, we hope to be able to provide all staff with the training over time to promote safe driving for all our employees.

- **Contractors:** We'll be strongly focusing on engaging with contractors to help them understand our H&S compliance requirements to ensure they can continue to have a working relationship with Council in the future.
- **Mobile Health Kiosk:** We will be leasing a mobile health kiosk, on a trial basis, to further promote the health of Council staff. Throughout the year this will be located at all of our Council facilities for about a month at each site to give staff time to regularly monitor their health or help to indicate any issues.
- **First Aid Training:** We will be continuing to arrange training for those staff who require it.
- **Vault:** Tracy will be available for one-on-one training for those who need to upskill themselves and for anyone who needs help using the system.
- **Health, Safety & Wellbeing Intranet Portal:** We realise that the portal needs updating and this will be a 'work in progress' for us over the next few months.

Did you know?

- Council has a Lone Worker Process that helps promote the safety of staff who work alone out of normal working hours. 'Lone workers,' (such as evening duty managers and those attending evening meetings) should use the default practice of notifying the Council 'After Hours' contractor by phone (PH 347 2800) when leaving the facility for home, of the estimated time of travel, and confirming safe arrival at home, on the occasions when they are unable to arrange other forms of 'buddy reporting.' This still allows flexibility in 'buddy reporting' to family or friends, but provides a consistent practice whereby the safe travels of staff working at night is monitored when they either live alone or have no other person to report to.
- When the Blue Light 'panic' alarm is activated in any of our Council facilities that all staff (except those appointed to attend) are required to withdraw to the closest secured area and remain there until the all-clear has been given. When we had a false alarm in the Rolleston HQ this week there were still people coming out of secure areas, which posed unnecessary potential risk to themselves and others trying to manage the situation. Please keep this in mind when an alarm is activated.
- Our team has a new email address: health.safety.wellbeing@selwyn.govt.nz
- Your friendly Health, Safety & Wellbeing team is here to help you. So come and see us in the Corporate pod or give Tracy (ext. 783) or Wayne (ext. 784) a call if you have any HS&W queries.

Until next time, remember 'Work Safe, Home Safe'

The Health, Safety & Wellbeing team

SICON LIMITED

STATEMENT OF INTENT FOR THE THREE YEARS COMMENCING 1 JULY 2018

1. INTRODUCTION

SICON Limited (SICON, the “Company”) is a Council Controlled Organisation (CCO) established by the Selwyn District Council. This Statement of Intent sets out the overall intentions and objectives for the trading period of 1 July 2018 to 30 June 2021.

2. THE OBJECTIVES AND PHILOSOPHY OF THE COMPANY

Principle objective: To be a profitable, sustainable contracting and maintenance business while continuing to provide added value to the Selwyn District Council. SICON will continue to develop relationships outside of the Selwyn District that enhance the company’s sustainability and profitability.

SICON will contribute to the district’s goal “To be a safe place to live, work and play” through its mission statement to “Build and preserve the foundations for communities to thrive”

In meeting this objective the following are in place:-

Our Business Philosophy

Infrastructure Built on Trust.

Our Mission

To build and preserve the foundations for communities to thrive.

Our Vision

To be a leading source of horizontal infrastructure through trust, sustainability and progression.

Strategic Goals

Plant

We want our plant and equipment to operate safely, efficiently, be well utilised, looked after, and reflect the pride that we have in our work.

People

We want our people to be safe, and support them to be personally responsible for their own development. We will encourage, recognise and reward their contribution towards our growth and success.

Pricing

We want to be competitive in our pricing, continuously improving the quality and efficiency of our delivery.

Prospects

We want to grow revenue through maximising relationships and delivering effective valued results.

Values

Integrity in our connections
Pride in our work
Determined in our approach
Reliable in our actions
Innovative in our solutions
Safe in our work practices

3. NATURE OF SCOPE OF ACTIVITIES

SICON will be the provider of quality civil contracting and maintenance services. Consistent with its objectives, the Company will pursue activities designed to ensure the efficient and prudent utilisation of its capital assets and human resources.

4. GOVERNANCE

Role and Responsibility of the Board

The company's shareholder appoints the directors to govern the activities of the company. The Board draws on relevant corporate governance best practice principles to assist and contribute to the performance of the Company. The functions of the Board include:

- Review and approval of corporate strategies, the annual budget and financial plans
- Overseeing and monitoring organisational performance and the achievement of SICON's strategic goals and objectives, in particular as outlined in the Statement of Intent
- Monitoring financial performance including approval of the annual and half-year financial reports and liaison with SICON's auditors
- Ensuring there are effective management processes in place
- Working with management to create Shareholder value
- Reviewing and approving major corporate initiatives
- Enhancing and protecting the reputation of SICON
- Ensuring the significant risks facing SICON and any subsidiaries have been identified and appropriate and adequate controls, monitoring and reporting mechanisms are in place and managed
- Reporting to the Shareholder
- Appoint the Chief Executive, monitor and manage their performance as required.

The Board's Responsibility to the shareholder

The Directors are responsible to the shareholder for the performance of SICON in both the short and the longer term and seek to balance these sometimes competing objectives in the best interests of the Company and its shareholder. Their focus is to enhance the interests of the Shareholder and other key stakeholders and to ensure SICON is properly managed.

Board Composition

The composition of the Board of Directors is appointed by the shareholder. The board, including the appointment of a Chairman, is governed by the Constitution.

The Board establishes committees as appropriate to assist in the execution of its duties and to allow detailed consideration of complex issues. There are currently two committees.

- 1 The People & Safety Committee, which was established in 2015, consists of the Board
- 2 The Audit & Risk Committee, which was re-established in 2013, consists of the Board.

From 1 July 2018 Blakely Construction Limited will be amalgamated with SICON and will therefore cease to exist as a separate entity.

Board Meetings

The Board has statutory responsibility for the affairs and activities of the company, which is achieved through delegation to the Chief Executive who reports monthly to the Board on matters including:

- Financial results against budgets
- Consultation and communications with major clients, Local and Central Government and industry groups
- Compliance with legislation and adhering to commercial best practice.
- Fixed asset management
- Human resource management
- Health & Safety management
- Strategy and plan monitoring
- Issues affecting the industry
- Current and future work load
- Future opportunities and threats

The Board holds eleven Board meetings a year and other special meetings are convened, as required.

Board Performance Review

The board reviews its performance annually along with the performance of the CEO of the company. The review is designed to align the board and the CEO with the future development and improvements of the company.

Independent Professional Advice

Directors independently, the Board and Board Committees have the right, in connection with their duties and responsibilities, to seek independent professional advice at SICON's expense, subject to Board approval.

5. PEOPLE & SAFETY

SICON's People and Safety strategy 2017 – 2020 is in its second year of implementation and encompasses compliance with current legislation, Human Resources and Health & Safety best practice. Outcomes are practically based, ensuring easy and quick implementation, through SICON's collaborative culture.

SICON's People and Safety strategic goals are:

1. Improved People & Safety Leadership
2. Effective Communication & Measurement
3. Clear Expectations & Accountability
4. Simple & Effective People & Safety Systems

These are each underpinned by objectives which are monitored. As part of the company's first goal, safety leadership behaviours are identified and expectations are clear from Directors to front line staff. Alignment of the company's strategy to the practical front line delivery results in clear expectations, and the ability to monitor and review process.

Over the last year, SICON has improved the H&S processes, ensuring simple, effective and easy-to-use outcomes. Specifically, we have revised our Daily Site Management Form (DSM), our risk registers and will be utilizing a new risk matrix.

All policies and procedures are reviewed annually, and risk is managed through daily identification, training (with specific attention given to high risk activities), competency assessments, safety audits, OFI reporting and actions, accidents investigations, and most importantly engagement of staff through a Health and Safety Coalition Group (HSCG). The HSCG has been extremely successful in gaining feedback and ideas on H&S matters, and delivering practical solutions.

6. DIVIDEND DISTRIBUTION POLICY

The dividend distribution policy is to pay a minimum annual dividend equal to the higher of \$800,000 or 50% of the Surplus After Tax of the company.

Where it is anticipated that the minimum cash payment may impact negatively on the Company's balance sheet, the Directors will discuss options with Selwyn District Council.

7. FINANCIAL PROJECTIONS**SICON Group
Annual Budget****Statement of Financial Performance
For the Years Ending**

\$000s	2019	2020	2021
Revenue	\$55,951	\$57,071	\$58,212
Expenditure excluding Interest	\$47,535	\$48,355	\$49,272
Depreciation	\$3,720	\$3,948	\$4,191
Amortisation	\$425	\$303	\$132
Interest - External	<u>\$220</u>	<u>\$58</u>	<u>\$0</u>
Total Expenditure	<u>\$51,901</u>	<u>\$52,664</u>	<u>\$53,595</u>
Surplus before tax	\$4,050	\$4,406	\$4,617
Tax	\$1,134	\$1,234	\$1,293
Surplus after tax	<u>\$2,916</u>	<u>\$3,172</u>	<u>\$3,324</u>

Statement of Financial Position

\$000s	2019	2020	2021
Current Assets	\$8,436	\$8,675	\$10,414
Non Current Assets	<u>\$17,096</u>	<u>\$16,845</u>	<u>\$16,772</u>
Total Assets	\$25,532	\$25,520	\$27,187
Current Liabilities	\$7,191	\$5,606	\$5,648
Non Current Liabilities	<u>\$8</u>	<u>\$8</u>	<u>\$8</u>
Total Liabilities	\$7,199	\$5,614	\$5,657
Net Assets	<u>\$18,333</u>	<u>\$19,905</u>	<u>\$21,530</u>
Equity	<u>\$18,333</u>	<u>\$19,905</u>	<u>\$21,530</u>

**SICON Group
Annual Budget**

**Statement of Cash Flows
For the Years Ending**

\$000s	2019	2020	2021
Net Cash Flows from Operating Activities	\$8,112	\$7,898	\$8,052
Net Cash Flows from Investing Activities	-\$4,000	-\$4,000	-\$4,250
Net Cash Flows from Financing Activities	-\$1,400	-\$1,600	-\$1,700
Net Increase in Cash Flows	\$2,712	\$2,298	\$2,102
Opening Cash Position	-\$3,675	-\$963	\$1,336
Closing Cash Position	-\$963	\$1,336	\$3,438

Financial Performance Targets

\$000s	2019	2020	2021
Projected Revenue	\$55,951	\$57,071	\$58,212
Projected NPBT	\$4,050	\$4,406	\$4,617
Return on Equity	15.9%	15.9%	15.4%
Equity to Total Assets	71.8%	78.0%	79.2%
Total Equity	\$18,333	\$19,905	\$21,530
Liquidity	1.2:1	1.5:1	1.8:1
Ratio of Consolidated Equity to Total Assets	71.8%	78.0%	79.2%

8. STRATEGIC DIRECTION

Summary

SICON's strategic focus is to build on the foundation that has been created over the last few years with long term maintenance contracts. The company has strong relationships with all of its key clients and is looking to strengthen its operations by broadening its offering to its existing clients and attract new clients. With the recent investment in civil construction, this has helped diversify its services in the industry and ensure the company is making the most of its opportunities with its council and private clients.

SICON has strong relationships with its existing council and private clients. Its business philosophy "Infrastructure Built on Trust" has been a strength in building the business to where it is today. With this as a strong foundation the future will be largely impacted and disrupted by technology advances in the industry. This will be a key influencer in retain existing and winning new contracts with public and private clients. With this in mind the company has embarked on a digital transformation of the business which will take the next 2 years to fully implement. This transformation will centre on the company's needs and be very client needs focused.

Environmental Leadership

SICON will continue to strive to provide leadership with respect to the environment. The company develops site specific, rather than generic, environment plans for its operations and continually looks for opportunities to develop sustainable solutions that provide win/win outcomes for client and the environment. With its focus on more long term contracts the importance of innovative methodologies to enhance environment conditions is paramount.

Community Engagement

SICON mission in helping communities to thrive is at the heartbeat of the company. It regularly looks for opportunities to sustainably contribute to the communities that it operates in. Projects to enhance positive community outcomes and that are aligned with the company's mission, vision and values are preferred.

Key Performance Targets

- (1) Specific performance targets for the year commencing 1 July 2018. Financial Performance:
Return After Tax to Opening Equity 8.0% (minimum)
- (2) Quality Services:
To maintain ISO 9001:2008 Quality Standard Certification
- (3) Health and Safety:
To achieve "Leading" status through the SafePlus performance on-site assessment.*
- (4) People Performance:
 - (a) Staff Retention 75% per year
 - (b) Training & Development 1.5% of payroll costs each year

* The WSMP programme ended on 1 April 2017, however current ratings for SICON will continue until the end of 2018. From the end of 2018 SICON intends to adopt the SafePlus assessment tool supported by WorkSafe NZ.

9. INFORMATION to SHAREHOLDERS

SICON will provide information which meets the requirements of the Companies Act 1993, the Local Government Act 2002, and the reporting requirements prescribed from time to time by the Institute of Chartered Accountants of New Zealand, in order to enable the Shareholder to make an informed assessment of the Company's performance.

The company will operate on a "no surprises" basis in respect of shareholder related matters, taking into account matters that are commercially sensitive or given on a confidential basis.

Annual Statement of Intent

In accordance with Schedule 8 of the Local Government Act 2002, a draft annual Statement of Intent will be prepared and submitted to the shareholder for review by 1 March every year. After due consideration and discussion with the Shareholder and completion of the annual business planning and budgeting, the final SOI is approved by the Board of Directors and delivered to the Shareholder by 30 June every year.

Annual Report

An annual report shall be prepared in accordance with sections 67, 68 and 69 of the Local Government Act 2002, the requirements of the Companies Act 1993, the Financial Reporting Act 1993 and the reporting requirements prescribed from time to time by the Institute of Chartered Accountants of New Zealand. The annual report will be presented to shareholders within 3 months of the end of each financial year prior to being made available to the public.

Quarterly Reports

Half yearly reports shall be prepared in accordance with section 66 of the Local Government Act 2002, the requirements of the Companies Act 1993 and the reporting requirements prescribed from time to time by the Institute of Chartered Accountants of New Zealand. The quarterly reports will be presented to shareholders within two months of the end of each quarter of each financial year and will incorporate the results from any subsidiary companies.

Information contained within the quarterly reports will include:

- Year to date turnover for each division
- Year to date net profit for each division
- Detailed explanation for variances against budget
- Cashflow for the reporting period
- Projected year end result for each division
- Key contracts secured for delivery during the next quarter
- Identified business risks

Quarterly reports will be presented to an In-Committee meeting of Selwyn District Council. It is expected that presentations will be made by a Company Director and the SICON Limited Chief Executive.

Other Information

Produce other information as may be agreed between Selwyn District Council and the company or such other information as may significantly affect the specific objectives.

Statement of Accounting Policies

SICON Ltd has adopted accounting policies that are consistent with New Zealand International Financial Reporting Standards, generally accepted accounting practice and the policies adopted by the Selwyn District Council Group.

NZ IFRS standards and interpretations are subject to change and therefore the accounting policies are also subject to change during the period of this SOI. Subject to those possible changes, the company's accounting policies will be consistent with those published in the most recent annual report with the exception that the accounting policies are now those of the group which includes SICON Ltd and any subsidiary companies.

Responses to special shareholders requests

SICON will respond to any special requests made by the shareholder in a timely and accurate manner.

10. DIRECTORS' ESTIMATE FOR THE COMMERCIAL VALUE

On an ongoing basis, the commercial value of the Shareholder's investment is estimated to be the Equity as shown in the latest audited accounts of the company.

Each 3 years, the Directors or Shareholder, at their cost, may request a confirmation of the Shareholder's investment by an independent assessment. The manner and timing of the assessment will be determined by the purpose for which it is undertaken, or by the terms of the request of the Shareholder.

11. PROCEDURE FOR THE ACQUISITION OF A BUSINESS

SICON will look for investment opportunities and divestment strategies that enhances both SICON operations and shareholder value.

Major transactions as defined by the Companies Act 1993, Section 129(2), will be subject to Shareholders approval by special resolution. When the decision to invest in or sell a business, either by sale or purchase of shares or assets in any company, is considered by directors to be significant to the company's business operations, it will be subject to consultation with the shareholder.

Subsidiary companies will require a SICON presence on their board or governing structure in proportion to shareholding.

12. ACTIVITIES FOR WHICH THE COMPANY SEEKS COMPENSATION FROM ANY LOCAL AUTHORITY

The Company requires payment from the Selwyn District Council, in accordance with contracts from SDC in respect of contracts which the Company has been awarded. Likewise, if any other contracts are entered into between the Company and any territorial or regional authority, payment of the contract price will be required from such a contracting authority.

The Company will also seek compensation from any appropriate local authority for those contracts undertaken at the explicit request of central, regional or district governments to provide services to meet a particular social or economic goal.

Water 2050: **Quality** Review of the framework for water quality

A discussion paper prepared for LGNZ

May 2018



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This paper has been prepared by Allen + Clarke

Foreword

Foreword



LGNZ is building on our earlier 3 Waters work through Water 2050 which proposes that an integrated water policy framework is needed. There are five components; allocation, water quality, infrastructure, governance and cost/ funding. This report explores the issues with the framework for water quality and the opportunities for improvement.

LGNZ is building on our earlier 3 Waters project through Water 2050 which proposes that an integrated water policy framework is needed. What this means is that when new standards are set for water quality we need to understand what the costs are to meet these, how will they be paid for, can communities afford them, do they have the tools they need to pay for them and how should water be managed into the future. We are pleased to be working with the Government on this project.

This report focuses on the regulatory framework for water quality and is part of the “water quality” workstream.

Framework for water quality

Our regulatory framework addresses two key issues: the quality of freshwater through environmental standards and protecting the quality of our drinking water through specific health-related standards. This report confirms that the framework for water quality is very complex. It explores the issues with the framework for water quality and the opportunities for improvement, and identifies three key issues with the framework for quality.

They are:

- Limited understanding of cost to local authorities due to lack of information – the true costs of implementing new standards and ensuring ongoing compliance are ignored within Cost Benefit Analyses;
- Incoherent framework due to lack of alignment between goals and responsibilities – it is increasingly difficult for councils to balance competing priorities and expenditure pressures; and
- Lack of cohesion in the collection and use of water quality data due to a lack of strategic coordination – it is unclear how information should be gathered and used.

Key opportunities for change:

- Partnership between central and local government to set priorities – we need an all- of – government position on priorities;
- Adopting a collaborative approach to addressing costs – we need alternative funding mechanisms for infrastructure;
- Adopting a collaborative approach to understanding costs and benefits – we need a partnership to enable more comprehensive cost benefit analyses when new standards are introduced;
- Strategic coordination of objectives for water quality monitoring – greater coordination is needed to direct monitoring efforts; and
- Improve the process for issuing non-regulatory guidance – non-regulatory guidance is an important part of the framework and needs attention.

Only when the framework for water quality is right, will we achieve the water quality that our communities want. The current system lacks coherence and this inevitably means there are gaps and overlaps. Most critical is that we need to understand the true costs of new standards or new methodologies. Only when we fully understand the true costs can we test our communities’ ability to pay and whether this is in fact a realistic expectation. As pressure mounts on our water resources this becomes more urgent.

Dave Cull
President
LGNZ

Executive summary

Executive summary

Local authorities play a fundamental part in protecting the quality of water in New Zealand – both in terms of management of freshwater in the environment and providing safe drinking water to consumers. The framework for water quality is multi-faceted and complex, with multiple regulatory and non-regulatory requirements that aim to safeguard water quality and influence or inform decision making by local authorities. The framework for water quality addresses two key areas; the quality of freshwater through environmental standards and protecting the quality of drinking water through specific health-related standards.

< The framework for water quality is multi-faceted and complex, with multiple regulatory and non-regulatory requirements that aim to safeguard water quality and influence or inform decision making by local authorities. The framework for water quality addresses two key areas; the quality of freshwater through environmental standards and protecting the quality of drinking water through specific health-related standards. >

By design, the framework provides flexibility to allow local authorities to make decisions that best meet the needs of the communities they represent. However, there are several factors within the framework that place additional burdens on councils, communities and ratepayers, that reduce the overall efficiency and effectiveness of the framework.

The issues within this report identify opportunities for local and central government to work together to strengthen outcomes for New Zealanders by improving the framework for water quality. Local authorities are dedicated to improving New Zealand's freshwater sources, so their value for drinking water, recreation and cultural ties are protected.

This report also provides a foundation for future projects being undertaken by LGNZ under the wider Water 2050 work. These include workstreams which will focus on the governance of water, working toward a fit-for-purpose and affordable infrastructure which meets community needs, and funding and financing the infrastructure and standards for water.

Key issues with the framework

This report discusses the issues that arose as part of the Review of the Framework for Water Quality undertaken as part of LGNZ's Water 2050 project. Our review identified the following three key issues with the framework for quality:

1. Limited understanding of cost to local authorities due to lack of information

The true costs of implementing new standards and ensuring ongoing compliance are ignored within central government cost benefit analyses (CBAs). It is often understood that costs to regional councils would be largely "administrative" in nature, and often do not consider longer-term impacts of changing standards, such as for additional consultation requirements and upgrading infrastructure to support them.

The ability of communities to pay for territorial authority infrastructure improvements required to meet increased standards is another key issue that should receive greater consideration as part of the assessment of implementation costs of new standards.

2. Incoherent framework due to lack of alignment between goals and responsibilities

It is increasingly difficult for local authorities to balance competing priorities, and competing expenditure pressures, because different pieces of legislation and different Government priorities are not always consistent with each other. This is exacerbated by the current process for issuing non-regulatory guidance, which is slow and does not provide a comprehensive, integrated view of the different standards that local authorities must meet.

3. Lack of cohesion in the collection and use of water quality data due to a lack of strategic coordination

Currently, local government collects and reports on a large range of data to support its work in improving water quality under the Act. These monitoring and reporting activities are supported by a range of guidance and direction from central government; however, there is an opportunity for central government to

partner with local government and work to continue to improve this guidance and instruction. Further work could be done to ensure the collection and use of data is fit-for-purpose, efficient and adequately resourced to support local government efforts to improve water quality.

These three issues identify some of the main challenges local authorities face in their decision making processes and implementation of the water quality framework. These challenges are further compounded by cross-cutting issues faced by local authorities, which include; a growing need for infrastructure improvements and maintenance to ensure water quality now and into the future; pressure from competing interests, such as different prioritisation of environmental protection compared to urban growth, and difficulty in funding initial and ongoing compliance with new or amended requirements and standards for water quality. These cross-cutting issues sit underneath and alongside the themes identified in this report and will be analysed in more depth in future workstreams under the Water 2050 project on cost, infrastructure and governance.

< These challenges are further compounded by cross-cutting issues faced by local authorities, which include; a growing need for infrastructure improvements and maintenance to ensure water quality now and into the future; pressure from competing interests, such as different prioritisation of environmental protection compared to urban growth, and difficulty in funding initial and ongoing compliance with new or amended requirements and standards for water quality. >

Further to the review of the framework, this report also identified key opportunities for changes to the framework:

1. Partnership in priority setting

Local authorities and central government need to partner together to develop an all-of-government position on how environmental health priorities can be set and implemented to protect freshwater quality itself, and to improve drinking water and human health outcomes, with consideration for affordability of the standards, implications for infrastructure needs, cost and impact to communities, and additional pressures on water quality such as land use, urban development, economic growth, agriculture and tourism.

2. Adopting a collaborative approach to addressing cost issues

Local authorities and central government need to partner together to develop and implement policy for alternative funding mechanisms for infrastructure, by embedding cost considerations for local authorities in policy development processes within MfE, DIA, MBIE, MoH and other central government agencies. This partnership needs to occur from the earliest policy development stages to ensure options that are developed are fit-for-purpose and meet the needs of local government and communities now and into the future. Alternative funding mechanisms can alleviate issues of affordability and capacity which limit the ability for local authorities to meet ongoing and additional requirements for protecting freshwater quality, such as high-cost infrastructure improvement needs and ongoing costs to implement and meet new standards for water quality.

< Local authorities and central government need to partner together to develop and implement policy for alternative funding mechanisms for infrastructure, by embedding cost considerations for local authorities in policy development processes within MfE, DIA, MBIE, MoH and other central government agencies. >

3. Adopting a collaborative approach to understanding costs and benefits

Local authorities and central government need to partner together to enable more comprehensive cost-benefit analyses to identify the end-to-end costs of changes before new standards are set for water quality. Adopting a collaborative approach can support central government to understand the current and future cost burden on local authorities and their communities. Local authorities need to partner with central government to ensure considerations of affordability, capability, and capacity of local government, and options for funding necessary infrastructure or implementation needs, are included.

4. Strategic coordination of objectives for water quality monitoring

Local authorities should work with central government to ensure that the objectives, ownership, and responsibility for water quality monitoring and data collection under the framework are clear and aligned. To achieve this, central government should partner with local authorities in the earliest stages of designing or amending standards to ensure local authority considerations are embedded. Additionally, clarity is needed to ensure that the resourcing of data collection and monitoring is adequate. This may involve having discussions around who benefits most from data, who owns it, and how its collection is funded.

5. Improve the process for issuing non-regulatory guidance

Government-issued non-regulatory guidance is a crucial part of the process for implementing standards to ensure that there is national consistency in how local authorities give effect to the regulatory requirements. Processes for developing and issuing guidance must be responsive and ensure that considerations for how local authorities implement the standards is central. Adopting a proactive and collaborative approach within the guidance development process can allow for more accessible and timely guidance to support improvements to the cohesion of the framework for water quality.

1

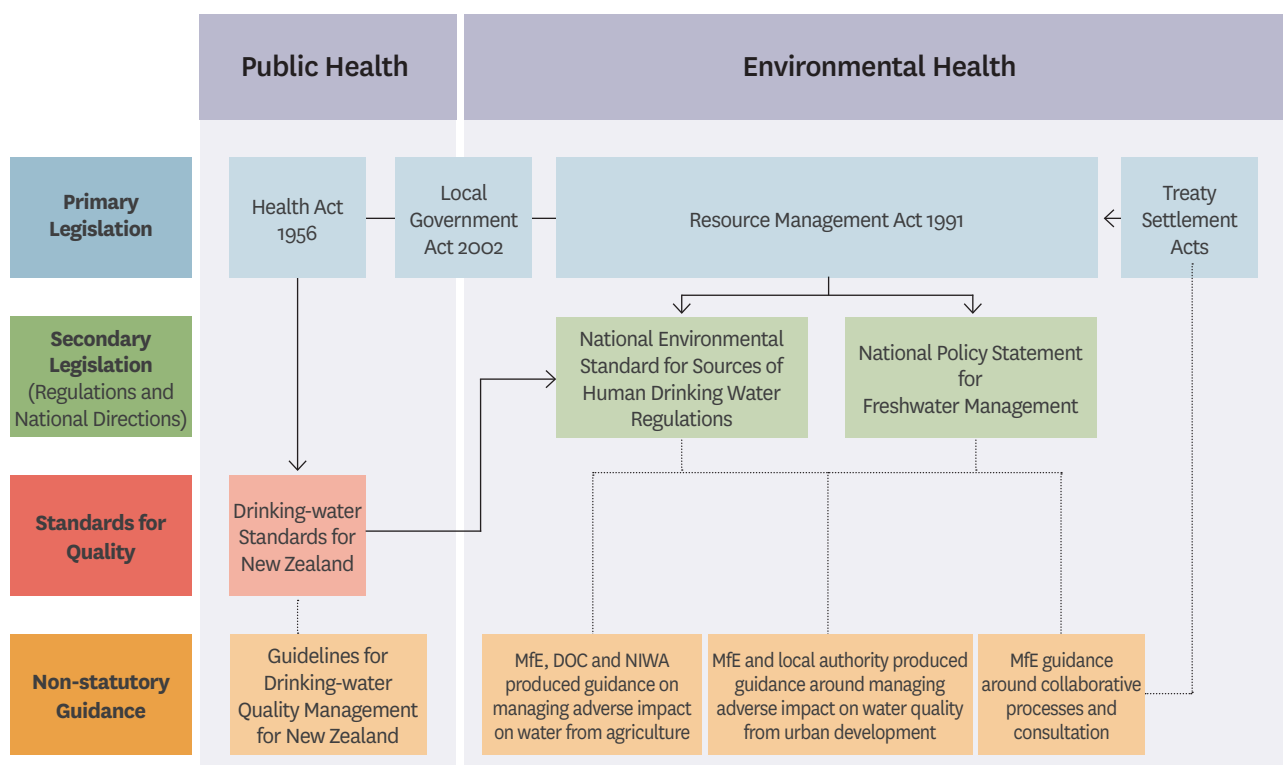
Overview of framework for water quality

Overview of framework for water quality

The diagram below summarises the various pieces of legislation, regulation and guidance for protecting and supporting freshwater and drinking water, and how they interact with each other to form a framework for ensuring quality of water.

A more detailed overview of the framework for water quality, including a summary of the responsibilities and requirements for local authorities, is in **Appendix 1**.

An overview of supporting non-statutory guidance, as well as guidance for good practice and voluntary measures, is available in **Appendix 2**.



Key:

- Bolded lines indicate a relationship between legislation.
- Lines with arrows indicate where pieces of the framework created through primary legislation provide additional details or requirements.
- Dotted lines indicate where pieces of the framework provide non-statutory guidance for the implementation of the framework.

2

Findings

Findings

A review of the framework for water quality was undertaken in 2017 to identify how each piece contributes to an overall framework for water quality. Our review of the framework included examination of relevant legislation, regulation and key supporting guidance. A Reference Group, made up of local government stakeholders, was created to provide input into this review and to assist with the identification of key issues facing local authorities, and better understand how local authorities experience working within the framework for water quality. This included identifying gaps and key challenges for local government.

Following our review of the framework for water quality, three key issues were identified with how the individual pieces within the framework work with each other to manage water quality in New Zealand. These three issues, which will be discussed in detail below, are:

- 1. Limited understanding of cost to local authorities due to lack of end-to-end analysis;**
- 2. Incoherent framework due to lack of alignment between competing goals and responsibilities; and**
- 3. Lack of cohesion in the collection and use of water quality data due to a lack of strategic coordination**

Each issue has its own section in the report, with specific examples and context identified underneath each one.

ISSUE 1: Limited understanding of cost to local authorities due to lack of information

Cost-benefit analyses are undertaken as part of the development of national directions for water quality for both freshwater management and drinking water. Our review of the framework included cost-benefit analyses from regulatory impact statements (RISs) drafted by the Ministry for the Environment (MfE). A 'section 32' evaluation for the National Policy Statement for Freshwater Management (NPSFM) undertaken under the Resource Management Act (RMA)¹ by a third party (commissioned by MfE) was also included.

Our review of the framework for ensuring water quality identified that there were some gaps in both the detail and scope in the cost benefit analyses (CBAs) undertaken during the development of the National Environmental Standard for Sources of Human Drinking Water (NESDW), NPSFM and its amendments. The lack of detail means that the cost impact to local authorities from implementing or complying with the requirements of the framework is not always fully understood. Additionally, the type of costs assessed as part of the cost benefit are normally narrow in scope, meaning that it is often understood that the upfront costs to regional councils would be largely "administrative" in nature. This narrow approach to cost benefit analyses ignores the true costs of implementing new standards and ensuring ongoing compliance for regional councils, especially longer-term costs from the ongoing implementation, monitoring, scientific analysis, and enforcement required to give effect to national direction. Further, the flow-on costs to territorial authorities to upgrade or replace infrastructure to meet new standards are not always identified.

A further issue identified is that when CBAs and impact statements are prepared, they include a range of assumptions that are used to quantify benefits, including relying on other regulatory changes being made. However, the scenarios predicted in the assumptions do not always come to pass, meaning that the estimated benefits of the changes are not always realised.

The intended benefits for local authorities of investing significant time and resources in implementing a collaborative approach to implement the NPSFM were based on the estimated reductions in costs by taking away appeal rights in specific circumstances. However, the 2017 changes to the RMA retained the appeal process even if a collaborative process was used. This meant the benefits identified in the assessment were not realised.

< This narrow approach to cost benefit analyses ignores the true costs of implementing new standards and ensuring ongoing compliance for regional councils, especially longer-term costs from the ongoing implementation, monitoring, scientific analysis, and enforcement required to give effect to national direction. Further, the flow-on costs to territorial authorities to upgrade or replace infrastructure to meet new standards are not always identified. >

Narrow focus of CBAs limiting scope of costing

Central government CBAs focus on the impact of the proposed initiative beyond the status quo. For local authorities, this means that only the direct costs of implementing a new standard, such as the expense from changing regional plans, is considered within a central government CBA. The broader cost implications for regional councils are not generally identified due to this narrow focus. This can mean costs for regional councils to meet standards and undertake new responsibilities, in addition to their current legislative obligations, are much higher than what was considered within the CBA. During the implementation of a new or amended standard, regional councils must consider what they are currently doing and either adapt their current approach to minimise cost or abandon their current approach to fully comply. Regardless of the direction undertaken by a regional council, consultation and adoption of a collaborative approach, as encouraged under the framework, is an immense expense that is not acknowledged or explored in CBAs. Regional councils are in a position where they must ensure local communities have input into target-setting, which includes managing community expectations.

¹ Resource Management Act 1991, s 32.

Additionally, the introduction of a new or updated standard for water quality involves more than just implementation costs for territorial authorities, who must also engage their local communities to set long term plans in place to fund and maintain infrastructure required to comply with new standards for both environmental water quality and treating drinking water. Regional councils' plans will inevitably create new costs for territorial authorities, as higher standards create greater infrastructure costs required to achieve compliance.

CBAs generally do not consider the wider issues related to infrastructure, which underpins much of the work undertaken by territorial authorities to support population and economic growth and ensure water quality. There is an opportunity for CBAs to more fully consider what infrastructure upgrades are necessary for territorial authorities to meet the higher standards for water quality set by regional councils as part of the assessment of the capacity of local government to meet new standards. Further, the expense incurred outside of local government, such as to the agriculture industry and other land owners/users to meet standards imposed by regional councils, is not normally accounted for in costings.

< There is an opportunity for CBAs to more fully consider what infrastructure upgrades are necessary for territorial authorities to meet the higher standards for water quality set by regional councils as part of the assessment of the capacity of local government to meet new standards. >

Central government CBAs acknowledge limitations due to the difficulty in estimating total cost due to the complexity of the water quality framework and in predicating what the precise impact of new or amended standards will be for regional councils and territorial authorities. The difficulty associated with assessing the impact is identified within these CBAs as being largely due to the large degree of discretion afforded to regional councils in how to apply the standards, the extent of community consultation and collaboration, and immense regional variation in geography, hydrology, population, and water quality.

The 2014 RIS for the NPSFM amendment, undertaken by MfE, included case studies of three regional councils². Having only three case studies limited the ability of the RIS to accurately anticipate costings. The RIS identified that extrapolating these costs nationally would be impossible due to unique hydrological conditions and current land use within each regional council's area. These limitations were due to a wide degree of regional council discretion in the implementation of the standards. The RISs estimated some costings for the councils should they set standards for certain freshwater bodies; for example, the standards Waikato was anticipated to set under the new requirements for the Lake Taupo catchment was costed to be \$11 million over 10 years. These costs were based on additional consultation, updating and monitoring regional policy statements, strategies and plans. Other ongoing costs such as upskilling staff, changing tack to meet the new requirements, and other indirect costs are not included in the analysis.

Regional councils are required to undertake their own CBAs of their planned interventions; however, it is difficult for the local government sector to upskill existing, or hire new, staff to acquire the skillsets required to understand the potential cost implications of new or proposed standards. Undertaking cost benefit analyses of proposed or amended standards for water quality is highly complex and varied; and the ability for regional councils to attract and retain these skills within their organisation can be challenging, especially in smaller councils. Coupled with a lack of scope or understanding within central government CBAs, there is no "end-to-end" understanding of cost. Without this comprehensive understanding of the costs, the true impact that new or amended standards for water quality has on regional councils and territorial authorities is likely to be unknown until they are implemented.

Lack of detail in costing information

Often, CBAs cannot identify what the costs borne by regional councils and territorial authorities would look like in practice. CBAs often consider costs to regional councils as being "administrative", as it is assumed that regional councils would need to only change existing policy and strategy to implement the new standards. These costs then often impose new infrastructure costs on territorial authorities and other users, such as land owners/users. CBAs assume that

² Waikato, Canterbury and Southland. MfE RIS on NPSFM amendments (2011), pg. 31
³ Approximately \$0.6 million nationally. (MfE RIS on NES (2006), pg. 4)

the costs borne by regional councils will largely comprise marginal changes to existing processes and systems. However, such a narrow view within CBAs does not adequately consider the extent of change required within regional councils to give effect to the changes, and for territorial authorities to comply.

< Without this comprehensive understanding of the costs, the true impact that new or amended standards for water quality has on regional councils and territorial authorities is likely to be unknown until they are implemented. >

The RIS prepared by MfE for the NESDW did not identify what costs or benefits would directly apply to territorial authorities. While it did include analysis of the impact on drinking water suppliers, which are often territorial authorities, this was not made explicit. The RIS identified minor cost increases for territorial authorities due to additional consultation with regional councils. Overall, there was an anticipated net saving to suppliers⁴ as freshwater source quality is expected to improve, thereby requiring less treatment due to an anticipated decrease in e. coli load. However, the RIS did not include a breakdown of these anticipated costs or benefits, nor a timeframe for when they were anticipated to occur.

What is anticipated to be a marginal cost to regional councils in a CBA, is often a significant change within regional councils in practice due to a need to overhaul existing systems to ensure the new standards can be understood in the local context so they can be implemented. These additional costs include data collection, scientific and economic analysis, upskilling of staff, integrating new standards into council processes and systems, public consultation, and redevelopment of regional and district plans. The effect of these additional costs is cumulative: what is “administrative” inevitably requires additional spending on relatively fixed income.

The section 32 evaluation of the initial NPSFM (and its subsequent amendments) identified that the costs of implementation would be borne largely by regional councils^{4,5}. This was expected to be largely due to required changes in regional and district planning and policy-setting processes. Although these changes were anticipated to be large due to the broad scope of the NPSFM, precise breakdowns were not included in the evaluation. Similarly, the RIS for the 2017 NPSFM amendment identified only minimal changes in costings from the amendments, as the changes largely clarified existing intent and definitions within the NPSFM. However, the RIS ignores the actual costs related to implementing these changes – both initial and ongoing.

When redeveloping or amending existing regulations or standards, further requirements on territorial authorities place extra stresses on already tight budgets. Although CBAs often identify some savings for territorial authorities, a pressing issue is the funding of maintenance and upgrades to water infrastructure. With revenue limited to the rating base, territorial authorities are essentially operating in an environment whereby they face increasing expenditure with relatively fixed revenue, due to public resistance to increasing rates and lack of viable alternative funding streams.

Nelson City Council allocates \$400k per year for project Maitai, a collaborative river improvement project. Project Maitai was well-received by the local community and has seen success in improving water quality for the Mahitahi River and engaging local communities with environmental protection. The cost of individual projects such as Maitai pale in comparison to the ongoing issue of infrastructure costs. It is estimated that millions of dollars will be required to fix issues related to infrastructure and affordability becomes a key question.

⁴ Between approximately \$33-\$49 million for regional councils; \$7-\$10 million for territorial authorities.

⁵ Harrison Grierson s 32 Evaluation (2011), pg. 89

ISSUE 2: Incoherent framework due to lack of alignment between goals and responsibilities

As outlined within the RMA and national directions, the framework for environmental water quality is set up so that regional councils can determine how they achieve the various outcomes for water quality. This is appropriate for a complex topic such as water quality because regional councils are best placed to balance the wishes of their community, environmental concerns, and the management of freshwater sources.

Although regional councils want to work toward improving water quality for local communities, it is increasingly difficult for them to balance competing priorities and expenditure pressures faced by themselves and territorial authorities. Balancing competing priorities is exacerbated by different pieces of legislation, different government priorities, and different government departments all setting goals and responsibilities that are not always consistent with each other but all impact on regional councils and territorial authorities, often simultaneously. This can be an issue in situations where regional councils and territorial authorities must make decisions that involve trade-offs, such as balancing increased demand for housing and the environmental and infrastructure impacts of these developments. This issue is symptomatic of a framework where there is often a lack of alignment between the goals and funding requirements of different components with limited guidance on the relative importance of each area. The framework for water quality does not operate in isolation; considerations for water quality occur within a wider context which includes urban planning, agriculture and land management, tourism and other economic and recreational concerns.

< The framework for water quality does not operate in isolation; considerations for water quality occur within a wider context which includes urban planning, agriculture and land management, tourism and other economic and recreational concerns. >

Development pressures

A key challenge facing regional councils and territorial authorities under the framework is the competing pressure to protect environmental quality, whilst also ensuring enough development to meet growing population demand in New Zealand. Additional housing places stress on the environment and existing infrastructure. For example, housing developments increase pressure on storm and waste water infrastructure and can increase the likelihood of infiltration, leaks, and overflows within the existing networks that can lead to environmental impacts. Fixing these issues requires long-term upgrade and replacement of networks in addition to the cost of building new infrastructure to service the new developments. Although regional councils (and territorial authorities by extension) are required under the framework to protect water quality, there is simultaneous pressure for increased housing supply through providing suitable land for development. Compounding these pressures is the issue of limited resourcing, which can create situations where territorial authorities face uncertainty in how they must allocate limited resources to improve infrastructure to support population growth or invest in initiatives to protect environmental quality.

High growth councils, such as Auckland Council, must balance the sometimes-competing demands of providing sufficient land supply and/or capacity within existing urban areas while ensuring and protecting environmental outcomes, including water quality. The National Policy Statement on Urban Development Capacity (NPSUDC) requires high growth councils to plan for sufficient land supply to cater for urban growth. Those territorial authorities also have goals and responsibilities to set and implement standards aimed at protecting environmental quality under the NPSFM. In areas such as Auckland there is pressure to meet those land supply targets through an ever-expanding urban area. Urban expansion into rural areas brings with it challenges such as the cost of providing new infrastructure to service such areas and different management regimes to avoid or mitigate the impact of urbanisation on water quality. The priorities and requirements of these two National Policy Statements do not appear to recognise the potential conflict and costs that implementation of them can bring to territorial authorities.

(Penny Pirrit, Auckland Council)

Regional councils and territorial authorities are also grappling with the emerging issue of climate change and more frequent extreme weather events. More frequent extremes place additional stress on existing infrastructure. Large storms and extreme king tides can overwhelm stormwater and wastewater infrastructure in some locations, in turn threatening the security of freshwater supplies should they overflow and cause flooding. As there is growing demand for urbanisation and housing development, infrastructure becomes pushed to the limits, leaving it less able to cope with extreme weather events. As extreme weather events are becoming more frequent, territorial authorities are faced with a need to invest in improvements to infrastructure.

In Nelson and Tasman, events such as heavy storms or king tides strain wastewater infrastructure. This can lead to wastewater overflows (from infrastructure failures such as at pump stations and inflow or filtration issues) which adversely impact on waterbodies and coastal areas.

(Clare Barton, Nelson City Council)

Complex decision making processes

Under the NESDW, territorial authorities consult with iwi, hapū, and community groups to help set goals and targets for water quality which align with community needs and wishes. While these processes are designed to ensure that diverse local perspectives are considered as part of any decision making, it nonetheless introduces competing interests in how water should be managed which territorial authorities must balance when protecting water quality. Decisions regarding the use of water involve competing interests (such as economic vs. environmental vs cultural considerations) and the results of these consultative process can place more stringent controls on water quality that place further strain on territorial authorities' infrastructure. For example, best practice implementation of the RMA per MfE guidance envisions that territorial authorities set up community-based group to inform or take on the decision making processes regarding the management of their local water bodies. These community groups would ensure an integrated approach to freshwater management is adopted so that community and tāngata whenua values are considered alongside economic and scientific evidence.

On the other hand, local stakeholders may use the consultation process to push for lower standards than should otherwise be set based on the best available evidence. This can create pressures for regional councils to override community wishes to ensure they meet their responsibilities to protect water quality.

The implementation of best practice consultation around decision making for water use adds another layer of cost and time to the process of setting standards and limits, additional cost for the resulting infrastructure upgrades generally required to meet standards, and another layer of complexity to the process with costs that cannot be estimated in advance (and which are not identified or are under-valued in the central government impact assessments or cost benefit analyses – as outlined in Issue 1 in this paper).

Greater Wellington Regional Council has established Whaitua committees to set water quality and quantity limits in streams and rivers in its draft natural resources plan. These Whaitua drive decision making within their catchments to give effect to the NPSFM. While these Whaitua empower community-driven decision making, they do generally seek additional requirements and set higher standards. This adds an additional layer of complexity for territorial authorities within greater Wellington, including a need for territorial authorities to fund their three waters infrastructure to meet more stringent levels from the outcomes of recommendations from the catchment based Whaitua. Additional funds are invested in these consultation processes to establish and service these community Whaitua groups to support the community to be a central part of decision making processes. This could include the provision of science, policy and economic advice to inform them on their journey alongside the local territorial authority, Wellington Water Ltd and staff capacity to create suitable consultation documents which are accessible and in plain English. This takes additional time and resources.

(Jenny Brash, Greater Wellington Regional Council)

Having community input can have further flow-on effects for councils. Increasing costs to ensure compliance with standards adopted through local community group input can have significant impacts on regional councils, territorial authorities and other parties (such as land owners/users) should existing water infrastructure not meet newly-set standards which are more rigorous. Adopting standards recommended by community groups which are stricter than the minimum requirements of the NPSFM places further pressure on territorial authority resources through the need for infrastructure upgrades or replacement to meet the required caps or limits. Alternatively, adopting standards based on community wishes that are below what would otherwise be best practice would put regional councils at risk of not performing their duties to protect water quality.

Due to additional requirements around discharges into local waterways being set by regional councils in natural resource plans, there are concerns within territorial authorities that wastewater treatment plants and networks may not receive resource consents after current consents expire. The additional requirements to gain a discharge permit considering additional water quality requirements would involve significant investment in treatment plants to bring them up to modern standards, representing significant cost to territorial authorities. This raises an issue of how territorial authorities must fund infrastructure upgrades to ensure water quality goals can be met under new standards.

An example of this issue is emerging in Canterbury, where Christchurch City Council has applied for a resource consent for stormwater discharge. Current infrastructure may not be adequate to meet strict water quality requirements, potentially requiring Christchurch City Council to make a significant investment in water treatment infrastructure.

(Jenny Brash, Greater Wellington Regional Council;
Iaeen Cranwell, Environment Canterbury)

< This lack of clear alignment can mean that territorial authorities may not be able to fully understand how environmental quality has a direct impact on human health with regards to water, as freshwater and drinking water concerns are often considered in isolation from each other. >

To guide regional councils in protecting freshwater, the NPSFM includes drinking water as an “additional value” that regional councils can choose to include in their setting of standards⁷. However, as this is an additional value rather than a compulsory value, regional councils may instead prioritise resources toward meeting compulsory national values (which focus on health of ecosystems and recreation). In turn, this can risk regional councils setting standards which may not align with the responsibilities of territorial authorities (as suppliers within the Health Act) to supply quality drinking water. The Government Inquiry into Havelock North Drinking Water identified a lack of alignment between Hawke’s Bay Regional Council (HBRC) and Hastings District Council (HDC) as a contributing factor to the incident. The Stage 1 report found that HBRC did not adequately protect the freshwater source used by the district council for drinking water; at the same time, the report found that HDC and HBRC were not collaborative in their working style, which resulted in a lack of coordination to ensure freshwater sources were suitable for drinking water.

Goals for water quality

The Health Act outlines detailed requirements for drinking water to protect human health⁶. Regarding the quality of the environment itself, the Resource Management Act and Local Government Act outline goals and requirements. Exactly how these two considerations (human health and environmental quality) are linked to achieve overall water quality is not apparent. This lack of clear alignment can mean that territorial authorities may not be able to fully understand how environmental quality has a direct impact on human health with regards to water, as freshwater and drinking water concerns are often considered in isolation from each other. In practice, this often means that a territorial authority, in its capacity as a supplier, must work to ensure that the regional council, as guardian for freshwater sources, is maintaining water quality. Should the freshwater quality decrease, territorial authorities are ultimately responsible for ensuring that water is compliant with the Drinking Water Standards.

⁶ Health Act 1956, Part 2A
⁷ NPSFM pg. 26

Responsibilities for water quality

The RMA and the NESDW require regional councils to consider health quality criteria⁸ prior to granting a permit for discharge upstream of a drinking water abstraction point⁹. Notably, these regulations apply only to drinking water sources that serve more than 501 people¹⁰. Under the NESDW, it is not clear how sources of drinking water for communities of fewer than 501 people must be protected, as there is no connection to other requirements or standards for smaller communities. In the absence of any set criteria for small communities, regional councils may be placed in a difficult position whereby discharge permits can be approved for economic reasons to the detriment of smaller communities and their water quality.

Under the Local Government Act (LGA), territorial authorities must assess from a health perspective the water services provided to the public.¹¹ While the purpose of these assessments is to ensure the adequacy of water supply from a public health perspective, the LGA does not include a set standard aligned with those within the Health Act and the Drinking Water Standards. Furthermore, exactly how the requirement to assess water services is aligned to territorial authorities' duties as a supplier under the Health Act is not made clear. This lack of alignment between the LGA and the Health Act can complicate how territorial authorities work within the framework.

In some cases, the framework can result in an overlap of responsibilities which complicate implementing the framework. Additional legislation, such as Acts introduced as part of Treaty of Waitangi settlements, can require regional councils and territorial authorities to develop separate but overlapping plans and strategies for managing waterways. This creates situations where the same waterway has two different, but overlapping, governance processes working toward outcomes for both the relevant Settlement Act and the NPSFM. For regional councils and territorial authorities this is another source of conflict and inconsistency within the framework.

In the Bay of Plenty, the Tapuika Claims Settlement Act 2014 requires the regional council to develop two sets of objectives for the Kaituna River. This has created an issue whereby the regional council is obligated to undertake two separate processes to achieve the same outcome, representing an inefficient use of resources.

⁸ NES regulation 4 (refers to the Drinking Water Standards)

⁹ NES regulations 7 and 8

¹⁰ NES regulation 6

¹¹ Local Government Act 2002, s 125.

ISSUE 3: Lack of cohesion in the collection and use of water quality data due to a lack of strategic coordination

In undertaking activities within the framework, regional councils and territorial authorities must gather and use data to inform their decision making and monitor water quality. Within the framework, data is the key measure of success against the standards for quality, which in turn measure progress toward meeting national quality goals for regional councils. This progress is reported in annual reports by local government, central government agencies, and by the Government Statistician (as empowered by the Environmental Reporting Act 2015). This data is also essential to protecting water quality through informing effective resource consenting and planning activities.

As part of data collection, regional councils share monitoring data on environmental quality through Land Air Water Aotearoa (LAWA). To guide data collection and monitoring, the National Environmental Monitoring Standards (NEMS) provide technical guidance and standards on data collection requirements and methodology to achieve national consistency for reporting and comparison purposes. Regional councils also provide this data to the public, government agencies, Audit New Zealand, and for government inquiries as required. The provision of data to a wide range of audiences involves significant expense in collating, analysing and presenting collected data in numerous ways to suit the need.

In practice, while the situation has been improving significantly with the passage of the NPSFM and NESDW, there is not always coherent instruction on how information is to be gathered or how it should be used for the purposes of supporting the standards for water quality. Although regional councils engage in a wide range of monitoring activities, a lack of clear guidance within the national directions can result in data being used inconsistently across decision making processes. Inconsistent use of data for purposes of informing evidence-based decision making can result in the national standards having an uneven impact on water quality between regions and districts, or even along different points of the same body of water, despite the targeted efforts by regional councils to improve the collection and sharing of quality data.

Additionally, the framework also does not include any mechanism to ensure that the required collection and use of data is effective overall in improving or maintaining water quality. Regional councils need on the requirements for the collection and use of data to be carefully considered to ensure that the resources invested by regional councils for monitoring are as effective and cost-efficient as possible to ensure that they can achieve the optimal outcomes for water quality.

< Regional councils need on the requirements for the collection and use of data to be carefully considered to ensure that the resources invested by regional councils for monitoring are as effective and cost-efficient as possible to ensure that they can achieve the optimal outcomes for water quality. >

There can also be tension between national and regional priorities around where to invest scientific and data collection resources; for example, national directions may prioritise monitoring waterways for effects caused by urban development, which is less likely to be a focus in areas facing low growth but increasingly frequent extreme weather events. These low growth areas may deem it more appropriate to allocate funding to monitoring the effects due to climate change, agriculture and dairy intensification, to have the most impact on improving overall water quality. This lack of alignment is an opportunity for central government to work alongside regional councils to identify how to manage competing priorities and better allocate resources to ensure they are being allocated to suit local needs. Regional councils should continue to work extensively with central government to ensure monitoring requirements do not become overly burdensome while ensuring that progress towards meeting the national standards for water quality are effectively monitored.

Additionally, the impact of standards for water quality often focusses on implications for freshwater monitoring as the impacts on human health from drinking water is a highly visible issue. As such, the impact of the changes for monitoring of drinking water quality, a responsibility often undertaken by territorial authorities who act as a supplier under the Health Act, is not always considered as part of the wider framework.

Lack of guidance around using data for decision making

The NPSFM and NESDW outline specific 'bottom lines' set by central government to signal to regional councils the minimum standards that must be achieved. There is an opportunity for central government to work with regional councils and provide additional support on how regional councils must use information to determine how they set standards within their area. Providing more specific guidance or specification around how regional councils should use this data in their decision making processes can minimise inconsistencies between and within regions and make use of national-level efficiency in analysing data.

< Providing more specific guidance or specification around how regional councils should use this data in their decision making processes can minimise inconsistencies between and within regions and make use of national-level efficiency in analysing data. >

Although there is a broad range of guidance on how territorial authorities, as drinking water suppliers, must use data for decision making regarding management of sources of human drinking water, there is further opportunity to provide more specific guidance on protection of these water bodies. In the wake of the Havelock North Inquiry, the "first barrier protection"¹² principle has become a key issue in managing drinking water quality, particularly for supplies which do not receive disinfection treatment. Central government can work with territorial authorities to better use existing data to inform how they can apply the decision making framework to work through situations where there is ambiguity around pre-existing standards of quality and understanding impacts from decisions.

Ongoing monitoring and data collection

The requirement for ongoing collection and analysis of surveillance data can become burdensome for regional councils. The framework requires monitoring of water quality to ensure minimum targets are met and public health is protected. However, the development of the framework does not embed a process for allowing regional councils to work with central government to consider whether monitoring is generally fit-for-purpose, or whether monitoring is undertaken in a way that can be tailored to suit what is needed. A national requirement to constantly monitor and report on water quality may not always take into consideration seasonal variations in water quality which can mean that water quality appears to be considered non-compliant.

One example of lack of coherency in the use of data can be observed within the NPSFM. Under the NPSFM, regional councils are expected to set standards and limits based on best available information and socioeconomic knowledge¹³. However, the NPSFM does not define the exact nature and quality of scientific and socioeconomic evidence, which can result in standards and types of evidence varying between councils.

Under the NESDW, territorial authorities must not approve discharge activities which will degrade the current standard of freshwater downstream at an abstraction point for drinking water¹⁴. The current standard within the NESDW is loosely defined as being the current level of treatment undertaken by the drinking water supplier¹⁵. It is not specified within the NESDW how territorial authorities determine the current level of treatment and the potential impacts on it. This lack of guidance around the information used in this decision process means that territorial authorities can apply the NESDW inconsistently.

¹² <https://www.dia.govt.nz/Report-of-the-Havelock-North-Drinking-Water-Inquiry---Stage-2>

¹³ NPSFM, pg. 5

¹⁴ NES regulations 7, 8 and 10

¹⁵ NES regulation 4

Under the NESDW, it is not clear whether regional councils must consider the effects of increased compliance costs to drinking water suppliers when deciding to approve a discharge permit. While the regional council may approve a discharge permit on the basis it will not degrade water quality, suppliers may nonetheless have to increase monitoring and surveillance to ensure the safety of drinking water. Lack of guidance around how to factor in the impact to a drinking water supplier may result in suppliers, such as territorial authorities, facing unexpected additional costs from decisions made by regional councils.

It is also not clear within the NESDW how regional councils identify where in a body of water a supplier draws their drinking water from (the abstraction point). Regional councils do not have access to an accurate registry of information about drinking water sources and abstraction points. A lack of guidance for regional councils (as well as applicants for consents) on how to gather such information can hinder their ability to effectively implement the NESDW in their decision making to protect drinking water sources.

An example of inefficiency in monitoring can be observed in cases of water quality issues due to heavy rainfall events. Such heavy rainfall events, although possible all year, are more likely to occur in winter when recreational usage of waterways is lower than in summer where it is known that water will be discoloured for up to 48 hours following an event. During such periods, decreases in water quality due to heavy rainfall will have less impact to the public; nonetheless, territorial authorities are required to monitor water quality the same way throughout the year despite its cost, when it would be much easier to communicate a message to the public for them to avoid swimming for the 48 hours after heavy rainfall.

3

Opportunities for change and next steps

Opportunities for change

Although this review has identified areas where there is a lack of alignment or detail, the framework is nonetheless designed to enable regional councils and territorial authorities to engage with their communities to prioritise and set standards for their water. The three key issues identified from our review present potential opportunities for further action to improve the framework and deliver better outcomes for water quality and local communities. These opportunities include high-level strategic changes to priority setting, funding mechanisms and cost-benefit analyses; and system changes to monitoring processes.

Opportunity 1: Partnership in priority-setting

Local government and central government need to partner together to develop an all-of-government position on how environmental health priorities can be set to protect freshwater quality itself, and to improve drinking water and human health outcomes, with consideration for affordability of the standards, implications for infrastructure needs, cost and impact to communities, and additional pressures which arise from urban development, economic growth, agriculture and tourism.

By introducing an all-of-government position on water quality, central government can coordinate its strategic direction to ensure an aligned and coordinated stance on the management of land and water use to minimise conflicting priorities that can impact on freshwater quality, which in turn has implications for the quality of New Zealand's drinking water.

Opportunity 2: Adopting a collaborative approach to addressing cost issues

Local government needs to partner with central government to develop and implement policy for alternative funding mechanisms for infrastructure, by embedding cost considerations for territorial authorities in policy development processes within MfE, DIA, MBIE and all other involved central government agencies. This partnership needs to occur from the earliest policy development stages to ensure options that are developed are fit-for-purpose and meet the needs of local government now and into the future. Alternative funding mechanisms can alleviate issues of affordability and capacity which limit the ability for territorial authorities to meet ongoing and additional requirements for protecting freshwater quality, such as high-cost infrastructure improvement needs and ongoing costs to implement and meet new standards for general water quality.

Territorial authorities are facing large costs to maintain, upgrade or build new infrastructure to meet the needs of a growing population. Infrastructure is critical to ensuring water quality across the three waters is maintained at levels that meet national standards. Funding mechanisms could include allocating additional funding assistance for infrastructure, based on assessed need, re-introduction of subsidy schemes, allowing local government to issue bonds, or requiring Kiwisaver funds to invest in infrastructure via long term loans to territorial authorities.

Opportunity 3: Adopting a collaborative approach to understanding costs and benefits

Local government and central government need to partner together to enable more comprehensive and end-to-end cost-benefit analyses to be undertaken before the development of new standards, or amendment of existing standards begins. Adopting a collaborative approach can support central government to understand the current and future cost burden on regional councils and territorial authorities. Territorial authorities need to be involved in the conversations to ensure that considerations of affordability, capability and capacity of local government, and options for funding necessary infrastructure or implementation needs, are included.

Additionally, central government should also collaborate with regional councils to ensure small and medium-sized regional councils are resourced adequately to undertake their own cost analyses to support efficient implementation of standards.

Cost-benefit analyses undertaken by central government do not contain enough detail to fully understand the impact of change on regional councils or territorial authorities. In addition, there is limited understanding currently of the total costs of the existing system. There is an opportunity for central government and local government to focus on the total costs and benefits of proposed changes to standards for water quality, identify where those costs and benefits will fall, and assess whether councils have the capability and capacity required to effectively implement them. Additionally, central and local government need to collaborate to determine the affordability of proposed changes, as well as opportunities to ensure territorial authorities have the resources to implement and meet the standards in full. This can include supporting smaller regional councils to undertake their own cost-benefit analyses through sharing of common costings, methodology or additional resourcing.

Opportunity 4: Strategic coordination of objectives for water quality monitoring

Local government should work with central government to ensure that the requirements for monitoring and data collection for water quality under the framework have clear objectives, ownership and responsibility to ensure requirements for water quality are being met. To achieve this, central government should partner with regional councils and territorial authorities in the earliest stages of designing or amending standards to ensure local government considerations are embedded and that monitoring requirements support the end goals. Additionally, clarity is needed to ensure that the resourcing of data collection and monitoring is adequate and fit-for-purpose. This

Under the framework, regional councils and territorial authorities are responsible for a large amount of monitoring and data collection to ensure water quality standards are being met. Due to the complex range of activities and requirements, there is an emerging need to review what these requirements are, whether they are fit-for-purpose, and if they can be reformed to enable regional councils and territorial authorities to be more efficient in their monitoring work, especially where new standards would require additional monitoring.

may involve having discussions around who benefits most from data, and where funding should come from.

Opportunity 5: Improve the process for issuing non-regulatory guidance

Government-issued non-regulatory guidance is a crucial part of the process for implementing standards to ensure that there is national consistency in how local authorities give effect to the regulatory requirements. Processes for developing and issuing guidance must be responsive and ensure that considerations for how local authorities implement the standards is central. Adopting a proactive and collaborative approach to developing guidance can allow for more accessible and timely guidance to support improvements to the cohesion of the framework for water quality.

Regional councils are the primary parties responsible for implementing water quality standards, so guidance should be tailored to provide the best opportunity for the standards to be met in a consistent manner across the country. Local authority planning processes require long lead-in times due to a need to undertake comprehensive community consultation and scientific assessment. Therefore, it is crucial that guidance is timely to prevent territorial authorities having to make long-term decisions before robust, fit-for-purpose guidance has been issued.

Next Steps

This report summarises our review of the framework for water quality. The issues and opportunities identified can provide a foundation for future projects being undertaken by LGNZ under the wider Water 2050 project. These include workstreams which focus on the governance of water; working toward fit-for-purpose and affordable infrastructure which meets community needs; and funding and financing the infrastructure and standards for water.

Appendices

Appendix 1: Detailed overview of framework for water quality

The framework for water quality in New Zealand consists of interlinked pieces of legislation with different purposes, as well as a wide range of regulations, standards, and non-regulatory guidance. Together, these pieces create a framework for the protection of freshwater and drinking water quality, governing how local government undertake its activities working across both. While central government plays a role in setting priorities and establishing standards for water quality, local government at both regional and district levels is largely responsible for implementing this framework.

In effect, the legislation empowers regional councils and territorial authorities to protect and manage New Zealand's water through regional and district planning and the resource consent process. Local government is expected to work with its local communities, iwi and hapū to set and enforce these rules. Additionally, local authorities are expected to make decisions based on best available evidence, which requires engaging subject matter experts for scientific and engineering advice.

As the party largely responsible for implementing the framework for water quality, local government is also responsible for the associated implementation costs. These costs include activities related to creating strategic and planning documents, scientific monitoring and surveillance of water quality, and funding infrastructure related to the three waters (drinking water, stormwater and wastewater).

Ultimately, this responsibility places regional councils and territorial authorities at the centre of balancing environmental concerns with costs, as well as mediating the interests of ratepayers, land users and other stakeholders from local communities, within the strategic direction provided by central government.

This section briefly introduces the key parts of the water quality framework and the duties and requirements each part places on local government.

Resource Management Act 1991

The Resource Management Act (RMA) sets requirements for local authorities on how to manage and make decisions around natural resources. Regarding water, the RMA aims to protect freshwater from environmental degradation. Further to the RMA are national directions, which prescribe additional requirements for local authorities.

Under the RMA, local authorities are required to manage actual or potential effects of activities relating to the surface of rivers and lakes. To do so, local authorities must establish, implement and review objectives, policies and methods to manage natural and physical resources of the region.

National Policy Statement for Freshwater Management 2017

The National Policy Statement for Freshwater Management (NPSFM) was introduced to provide further direction to local authorities around how they must action their responsibilities for protecting freshwater. Effectively, the NPSFM sets out bottom lines for water quality that regional councils must set goals toward achieving. Quality measures include ecosystem health, bacteriology, recreational/aesthetic values, and suitability for drinking water.

Regional councils have discretion under the NPSFM in how they set standards within a loosely prescribed framework. Regional councils must set standards in collaboration with local communities and involve iwi and hapū.

National Environmental Standard for Sources of Human Drinking Water Regulations 2007

The Resource Management (National Environmental Standard for Sources of Human Drinking Water) Regulations 2007 (NESDW) are regulations introduced under the RMA to set specific requirements for protecting freshwater bodies that are used as sources for drinking water. In effect, the NESDW introduces drinking water as a consideration within the wider RMA framework.

Under the NESDW, local authorities must not allow discharge activities to occur that can result in community drinking water becoming unsafe following current treatment practices. Local authorities are referred to specific health criteria, in turn based on regulations 4 and 5 of the Drinking-water Standards (see below).

Health Act 1956

The Health Act, through a 2007 amendment, aims to protect human health by improving the quality of water provided to communities as drinking water. The Health Act applies to supplies above a certain size (25 people or more), requiring them to take 'all practicable steps' to comply with the Drinking-water Standards for New Zealand. Additionally, the Health Act requires suppliers to introduce and implement water safety plans, detailing the identified risks and risk management approach used by the supplier to mitigate

them, including steps to protect the source of their drinking water. Supporting the Health Act 1956 is additional regulation through the Drinking-water Standards, and Guidelines for Drinking-water Quality Management.

The Drinking-water Standards for New Zealand (the Standards) are a regulatory tool within the Health Act that sets criteria for how monitoring of drinking water quality is carried out. Additionally, the Standards outline the remedial actions that must be undertaken if there is a public health risk identified for a supply in the event of a breach of the Standards.

The Guidelines for Drinking-water Quality Management for New Zealand (the Guidelines) provide additional support to suppliers working under the Health Act. The Guidelines provide additional detail about measures for quality used in the Standards, ongoing management of water quality, and background information of the concepts and publications which formed the basis for the Standards.

Local Government Act 2002

The Local Government Act (LGA) outlines how local government must function, its purpose, and the powers and responsibilities of local authorities. On its own, the LGA does not prescribe requirements on what standards for quality are, or how they must be met. Rather, it outlines the requirements for local authorities to maintain and improve public health and environmental outcomes through strategic planning. This includes regional plans (for regional councils), district plans (for territorial authorities), infrastructure strategies and financial strategies.

Treaty of Waitangi Act 1975 and Treaty Settlement Acts

Settlement Acts are enacted by parliament to give effect to settlements of treaty claims under the Treaty of Waitangi Act 1975. These Settlement Acts can contain a range of elements regarding land use, ownership and management for specific areas and waterways. In effect, Settlement Acts can include provisions for specific land and resource management by local authorities. As such, standards for water quality can exist in addition to the framework for water quality.

Appendix 2: Detailed overview of non-statutory guidance

Alongside legislation, the framework for water quality includes non-statutory approaches, including guidance and examples of good practice. These tools help local authorities to meet government priorities for water quality, set targets, and use scientific measures. Supporting non-regulatory tools include collaborative governance approaches, good practice on managing and protecting waterways, and scientific research.

Community consultation and engagement

Guidance is available to support local authorities to engage with communities for consultation and collaborative approaches to managing freshwater¹⁶. This guidance helps local authorities to give effect to the RMA and the NPSFM, working with the local community, iwi and hapū, and other stakeholders. This guidance provides advice and examples of good practice in engagement, setting up community-based decision making groups and adopting integrated approaches to managing water bodies. Additional tools that are employed by local authorities include Regional Policy Statements and Regional Plans (mandatory under the RMA), which give effect to national direction and can add additional requirements or standards that go beyond those contained within the RMA and the NPSFM, in a way tailored to suit the region. They may also reflect Treaty of Waitangi Settlement Acts for a region.

Non-statutory integrated approaches to managing catchments, which involve taking a holistic strategy for water quality, include the Bay of Plenty Regional Council's ICM plans. These set out how the regional council will establish co-governance of waterways in a way that integrates its management with other waterways in the region.

Managing impact from agriculture

Guidance available around managing water quality within the agricultural sector focusses on managing land use to minimise the impact on waterways of agriculture on nearby land. This guidance helps local authorities to manage key sources of contamination of waterbodies to better position them to meet the standards set by the framework. This guidance provides tools to local authorities on how to encourage good farming practices within the agricultural sector, including careful land management through riparian planting¹⁷, stock exclusion and effluent management¹⁸.

Additionally, sector-led responses to water quality also support local authorities to undertake their responsibilities under the framework. These initiatives involve self-imposed restrictions and requirements for the purposes of minimising the impact on waterways through agricultural activities. These are in addition to any requirements that local authorities may have in place under the RMA or NPSFM.

The Clean Streams Accord (2003) and the Sustainable Dairying Water Accord (2013) are examples of the agricultural sector working independently of local authorities to improve water quality by setting targets for reducing discharge and improving water quality in neighbouring streams and rivers.

Managing impact from urban development

Urban intensification is a growing area of concern for local authorities, as there is a need to mediate the need for growth with the impact on the environment and water quality. Guidance is available to support local authorities to manage the impact urban development has on water quality. The focus of minimising the impact from urban development is on stormwater and mitigating run-off issues exacerbated by lack of drainage. Examples include guidance to local authorities from MfE, including research to support development strategies¹⁹ and consideration of urban development in local standard-setting and policy development²⁰. Local authorities have also developed guidance documents which set out good practice in designing and maintaining stormwater solutions to protect urban water quality.

¹⁶ Making Collaborative Groups Work A guide for those involved in collaborative processes (MfE, 2015)

¹⁷ Managing waterways on farms: A guide to sustainable water and riparian management in rural New Zealand (MfE, 2001);

Managing Riparian Zones: A contribution to protecting New Zealand's rivers and streams (DOC, 1995).

¹⁸ Standard methods for whole effluent toxicity testing: Development and application (NIWA, 1998).

¹⁹ Research on existing urban growth strategies to support guidance on Future Development Strategies (MfE, 2017)

²⁰ Practical tools and frameworks for Freshwater Policy Development (MfE, 2017)

Auckland Council has developed a manual²¹ on designing stormwater management devices, including building and maintaining swales and filter strips, rain gardens, vegetative filters, protecting and improving wetlands, and ensuring adequate soil drainage in new developments.

Non-statutory interventions

Local authorities also employ a range of interventions in their local communities to encourage improvement in water quality. This can include community education initiatives, clean-ups of streams, introduction of water metering, and physical work on streams to alter their hydrological profiles.

In Waitakere, Project Twin Streams is a large-scale restoration project involving planting of native trees and shrubs along 56km of Waitakere streams. The project involves partnered delivery between Auckland Council and local community organisations.

In Nelson, project Maitai is a 4-year water quality improvement project involving working partnership between Nelson City Council, local iwi and the community to improve the water quality of the Mahitahi River. The Council has a continued commitment to water quality and through the 2018/2028 Long Term Plan will be spending a further \$350K per annum on an ongoing Healthy Streams programmes which will include focus on all catchments including the Mahitahi as well as financial commitment for infrastructure improvement.

²¹ Stormwater Management Devices: Design Guidelines Manual (Auckland Regional Council, 2003).

Acknowledgements

This report forms an output of the Water Quality workstream of the Water 2050 project being undertaken by LGNZ.

The contributions from the Water 2050 Reference Group, listed below, are acknowledged:

Stuart Crosby (Vice President, LGNZ)

Councillor, Bay of Plenty Regional Council

Mary-Anne MacLeod

Chief Executive, Bay of Plenty Regional Council

Jenny Brash

Councillor, Greater Wellington Regional Council

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Group Manager - Strategy and Environment, Nelson City Council

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Region.
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Manawatu.
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New Plymouth.
Northland.
Opotiki.

Otago.
Otorohanga.
Palmerston North.
Porirua.
Queenstown-
Lakes.
Rangitikei.
Rotorua Lakes.
Ruapehu.
Selwyn.
South Taranaki.
South Waikato.
South Wairarapa.
Southland District.

Southland Region.
Stratford.
Taranaki.
Taranaki.
Tasman.
Taupo.
Tauranga.
Thames-
Coromandel.
Timaru.
Upper Hutt.
Waikato District.
Waikato Region.
Waimakariri.

Waimate.
Waipa.
Wairoa.
Waitaki.
Waitomo.
Wellington.
West Coast.
Western Bay
of Plenty.
Westland.
Whakatane.
Whanganui.
Whangarei.

LGNZ.

REPORT

TO: Chief Executive

FOR: Audit & Risk Subcommittee – 6 June 2018

FROM: Property and Commercial Manager

DATE: 1 June 2018

SUBJECT: **INSURANCE RENEWAL FROM 1 JULY 2018**

RECOMMENDATION

“That the Audit & Risk Subcommittee requests the Council to delegate to the Audit and Risk Subcommittee the authority to place insurance cover for 2018/19 within a budget of \$967,432.00 plus GST.”

1. PURPOSE

The purpose of this report is to update the Audit Risk Subcommittee on the placement of insurance for the 2018/2019 financial year. Marsh as our Broker is managing the Insurance Placement.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This matter is not considered significant in the terms of Council’s Significance Policy as it does not have a direct impact on residents of the District.

3. HISTORY/BACKGROUND

Insurance is currently (i.e. 2017/18 financial year) held by the Council as follows:

Policy name	Sum insured	Excess	Comments
Material Damage/Business Interruption (above ground assets)	\$263 million	A variety of excesses and limits depending on classes of assets	Current excess for loss other than natural disasters is \$5,000. Schedules of assets updated and provided to insurer for pricing schedules are attached. Indicative price mid-June 2018.
Material Damage - Infrastructure	\$200 million	\$12.5 million	Total infrastructural assets value \$568 million (schedule attached). The sum insured of \$200 million allows for 60% being funded by Central Government and 40% by

Policy name	Sum insured	Excess	Comments
			insurance. The excess applies to 40% of 100% of any loss or damage to Insured property.
Motor Vehicle	Value as declared by Council.	1% of vehicle value or a minimum of \$500.00	The value declared is based on a schedule of vehicles provided as at 30 June each year. Updated schedule supplied.
Machinery	\$9 million	\$2,000	
Public Liability	\$300 million any one of or aggregate for the period of insurance	\$5000	Continuation of the current placement.
Professional Liability	\$300 million any one of or aggregate for the period of insurance	\$10,000	Continuation of the current placement.
Environmental Impairment Liability	\$500,000 any one and in the aggregate for the period of insurance	\$25,000	Continuation of the current placement.
Crime Statutory Liability Employers Liability Internet Liability Forestry Marine Hull			Policies to be renewed on same terms as previous

4. PROPOSAL 2018-2019 FINANCIAL YEAR

Policy name	Sum Insured	Excess
Material Damage/Business Interruption (above ground assets)	Proposed: \$292 Million (Current: \$263 Million)	A variety of excesses and limits depending on classes of assets
Comments <ul style="list-style-type: none"> Over the last year 2017/18 the Council has added multiple buildings to the Materials Damage and Business Interruption schedule e.g. Portacom structures like the Bunker and the maintenance shed. Dunsandel Community Centre, Weedons Reserve Pump, Springston Hall Mural, Foster Park playground and equipment, contents at Benmore Repeater Site and four residential properties. The Council has made claims for incidents like Fire Damage, Meth Contamination, Water Leak Damage, Theft and Flooding. We have been paid approximately \$150,000 in claim payments. 		

Policy name	Sum Insured	Excess
<ul style="list-style-type: none"> For the new Insurance Calendar year 2018/19, there has been an increase in the value of Above Ground and Machinery Assets due to new additions and new valuation data from the Certified Valuation carried out in October 2017. The number of units under Above Ground and Machinery have increased approximately 40% 		
Material Damage - Infrastructure		
Comments <ul style="list-style-type: none"> The Council has engaged GNS Science, to develop an earthquake loss assessment model and generate a probabilistic loss curve projection for the 5 Waters network. GNS Science will include a map in the report showing the Selwyn District Council's three-water network exposure to liquefaction hazard. The GNS Review will allow us to decide on the adequacy of the cover. The Review will also assist the Insurers to accurately calculate their risk exposure and give us better premium results. Total Infrastructure assets: \$550 million. In October 2017 a Certified Valuation of the 5 Waters Assets was carried out. An increase of 23% as well, as per the Valuation report. There wasn't any inflation % applied to the values for 5 waters in the last 3 years. We were just using the values from 2014 in the last 3 years for insurance. The buildings covered under the Above Ground assets category has gone up from \$1.5 million to \$11 million Pines was previously insured as a lump sum of \$35 million and as a part of the 5 Waters asset Insurance; this time around it has been possible to insure specific components in the correct categories. \$4.42 million of Wastewater Main and Bores were not a part of the Above Ground in the 2017/2018 Insurance, this time around they have been. 		
Policy Name	Sum Insured	Excess
Motor Vehicle	Proposed: \$2.2 Million (Current: \$2.1 Million)	1% of vehicle value or a minimum of \$500.00
Policy Name	Sum Insured	Excess
Machinery	Proposed: \$22 Million (Current: \$9 Million)	\$2,000
Comments <ul style="list-style-type: none"> As mentioned above Certified Valuation indicate that the valuation of the assets for the Above Ground and Machinery has increased by 32%. The number of units under Above Ground and Machinery have increased approx. 40% 		

Policy Name	Sum Insured	Excess
Public Liability	\$300 Million any one of or aggregate for the period of insurance	\$5000
Comments <ul style="list-style-type: none"> Not expecting any changes to the limits of indemnity, policy excess or the coverage that is provided under the current policy wording. 		
Policy Name	Sum Insured	Excess
Professional Liability	\$300 Million any one of or aggregate for the period of insurance	\$10,000
Comments <ul style="list-style-type: none"> Not expecting any changes to the limits of indemnity, policy excess or the coverage that is provided under the current policy wording. 		
Policy Name	Sum Insured	Excess
Environmental Impairment Liability	\$500,000 any one and in the aggregate for the period of insurance	\$25,000
Comments <ul style="list-style-type: none"> Not expecting any changes to the limits of indemnity, policy excess or the coverage that is provided under the current policy wording. 		
Policy Name	Sum Insured	Excess
Crime Statutory Liability Employers Liability Internet Liability Forestry Marine Hull		
Comments <ul style="list-style-type: none"> Policies to be renewed on same terms as previous. 		

Key to our renewal insurance process this year is to optimise the calculation of risk exposure for the insurers. The GNS Review being currently carried out will help in achieving a better premium rate as the insurers will more accurately model their exposure and not require to add in margin for the unknown. The Audit and Risk Subcommittee are annually part of the insurance renewal process and a presentation by Marsh to this Committee's meeting is part of this renewal process.

5. OPTIONS

The Council has three options available to it:

Option 1 – adopt the recommendation as provided by staff;

Option 2 – adopt but with amendments;

Option 3 – decline to adopt the recommendation.

Staff support option one and therefore put forward the recommendation for adoption.

6. VIEWS OF THOSE AFFECTED/CONSULTATION

Consultation is not required for this report.

7. FUNDING IMPLICATIONS

Council has budget of \$967,432.00 to fund its insurance premiums for the 2018/2019 financial year.

Council's insurance broker are in process of preparing a report in the coming weeks on what terms are offered by Vero Insurance and possibly the London Market.

8. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?

Other divisions of Council have been involved in the various aspects of this process.

NIHAL RAO
TECHNICAL AND COMPLIANCE OFFICER

ENDORSED FOR AGENDA



Douglas Marshall
PROPERTY AND COMMERCIAL MANAGER

APPENDIX

Policy	Comment
MDBI	Schedule sent 10 May 2018 and sent to Insurer. Marsh waiting on confirmation of terms from Vero. They have advised they should be able to get terms by Friday next week. Indication is a rate increase of approx. 10%.
MDBI-INFRASTRUCTURE	Underwriter is still awaiting terms from London reinsurance market. Vero are hoping to receive those at some stage next week and terms to us by Friday 1 st June.
MOTOR	Motor terms received from Insurer 23 May. Rate increase under negotiation with the Insurer
MARINE HULL	Terms received from Insurer. Slight increase on last year's premium of \$25
FORESTRY	Waiting on terms from Insurer. They have requested clarification on one of the blocks and we will be responding to that soon.
MACHINERY BREAKDOWN	Terms received by Marsh yesterday from insurer based on increased value from \$9m to \$22m. Currently under review but rate increase indication is from 0.16% to 0.18%
CORPORATE TRAVEL	Terms received by Marsh. Same premium as last year based on 2 unscheduled helicopter flights per year
FIDELITY, STATUTORY LIABILITY, EMPLOYERS LIABILITY AND INTERNET	Marsh currently waiting on incumbent terms however indicative terms have been received from Chubb, Delta and NZI
CYBER	Completed proposal received and Insurer quotes are being sought to present in the report
PUBLIC LIABILITY – JLT	After meeting with Douglas, Cover similar to last year can be done. Terms to be received next week along with the quote.
MARSH REPORT	Report around 8 th June.

2018/2019 Insurance Placement Schedule

Insurance description	2016/2017 Actual Premium	2017/2018 Budget	2017/2018 Actual Premium	2018/2019 Budget	Value of Assets Insured	Commentary
Material Damage	\$436,225	\$498,387	\$535,458	\$566,486		Note :Natural disaster cover any one claim and aggregate \$30,000,000
Motor Vehicles	\$23,429	\$13,826	\$22,082	\$23,362		
Computer crime and internet	\$3,750	\$263	\$250	\$264		Internet Liability
Personal Accident / Corporate Travel	\$10,500		\$650	\$688		Corporate Travel (only) including 2 x unscheduled helicopter flights
Marine Hull - Ellesmere Queen weedcutter	\$660	\$754	\$660	\$698		
Statutory Liability	\$5,500	\$9,713	\$17,875	\$18,911		Statutory + Employer Liability and Defence Costs; Fidelity Liability
Machinery Breakdown	\$12,450	\$13,072	\$14,885	\$15,747		
Underground Assets	\$177,500	\$186,375	\$234,000	\$247,559	\$200,000,000	Note: 60% Central Government cover - \$120 million, Insurance share \$80 million
As per Marsh summary	<u>\$670,014</u>	<u>\$722,390</u>	<u>\$825,860</u>	<u>\$873,715</u>		
Insurance brokerage	\$30,000	\$31,500	\$29,500	\$31,209		
Forestry	\$15,644	\$1,066	\$12,132	\$12,835		
Public Liability, Professional Indemnity and Environmental Impairment Liability Insurance - JLT	\$63,873	\$74,168	\$38,136	\$40,345		staff estimate likely to include weather tightness factor which is not currently
Valuations	\$30,000	\$18,900	\$8,815	\$9,326		
Changes to Schedule		\$4,000				
	<u>\$809,531</u>	<u>\$852,024</u>	<u>\$914,443</u>	<u>\$967,430</u>	<u>\$200,000,000</u>	

COUNCIL REPORT

TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Corporate Accountant

DATE: 6 June 2018

SUBJECT: **Cash flow and borrowing policy monitoring as at 31 March 2018**

1. RECOMMENDATION

‘That the Council:

- a) receives the report on cash flow and borrowing policy monitoring as at 31 March 2018 for information*
- b) authorises staff to act outside the Treasury Risk Management Policy in respect of investments held with New Zealand Registered Banks until 30 June 2019, by temporarily increasing the maximum investment per counterparty to \$30 million.*
- c) authorises staff to act outside the Treasury Risk Management Policy in respect of the funding risk control limits until 30 June 2019.’*

2. PURPOSE

The purpose of this report is to keep the Council informed on the cash flow forecasts and debt raising activities. It also includes information on the Council's investments and debtors.

3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This matter is assessed as having “low” significance at this time. We carried out public consultation on the Council's borrowing programme as part of the Long Term and Annual Plan processes and the borrowing outlined in this report is in accordance with these Plans.

4. HISTORY/BACKGROUND

The Council's forecast borrowing requirements are set out in the Long Term Plan 2015-2025 and Annual Plan 2017/18. The borrowing requirement in the Annual Plan assumes that the Council will complete all of its programmed capital and operational projects within the financial year and in practice delays and deferrals mean that actual borrowing tends to be lower than budgeted. This is reflected in the annual ‘carry forwards’ process.

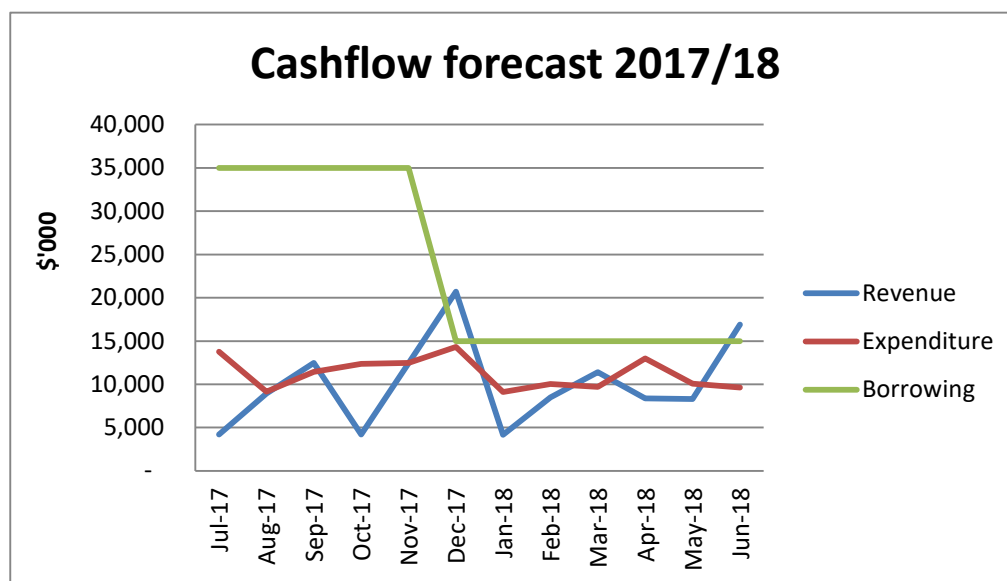
The Council's borrowing programme is governed by the Treasury Risk Management Policy that was adopted by Council on 25 February 2015. The policy sets overall limits on the level of Council debt, the maturity profile of the debt and the amount of variable rate debt.

5. PROPOSAL

Cashflow forecast

The Council's 2017/18 Annual Plan forecast new borrowing of \$33.5 million to fund the capital programme for the year. This assumes that all capital expenditure will be completed within the financial year. The Council repaid \$20 million of LGFA borrowing on the 15th December 2017.

Allowing for some reduction in cash holdings, staff forecast no additional borrowing will be required in the 2017/18 financial year. Should capital projects proceed faster than anticipated, the Council has both the cash reserves and borrowing capacity to finance the expenditure. The forecast borrowing is illustrated below.



Borrowing

As at 31 March 2018 Council had borrowed \$15.2 million, made up as follows:

Type of loan	Amount \$	Maturity date	Effective interest rate %
LGFA	15,000,000	March 2019	6.57%
Malvern Health & Community Welfare Trust	200,000	March 2024	3.00%
	15,200,000		

To mitigate the interest rate risk of variable rate borrowing the Council has taken out interest rate swaps to fix much of its interest costs and this is reflected in the effective interest rate shown in the table above. The Council's budgeted interest rate for borrowing for 2017/18 is 6% and the average rate for the year is 5.94% based on current debt. This includes a line fee on the Council's undrawn \$10 million bank facility. The interest rates are comparatively high because the Council has been actively repaying debt rather than renewing or increasing debt. Had it been renewing or increasing debt, that debt would have been at lower interest rates and would have reduced the average rate.

The Council repaid \$20 million of LGFA debt on the 15th December 2017.

Borrowing limits

The Council's borrowing limits are set out in the Treasury Risk Management Policy. The key limits are:

- a ceiling on the level of borrowing as determined by the lowest of four separate limits
- limits on the proportion of borrowing that is at variable interest rates
- limits on the maturity profile of borrowing (funding control limits)
- a ratio for the level of available credit facilities.

The Council's position against the key targets is summarised below.

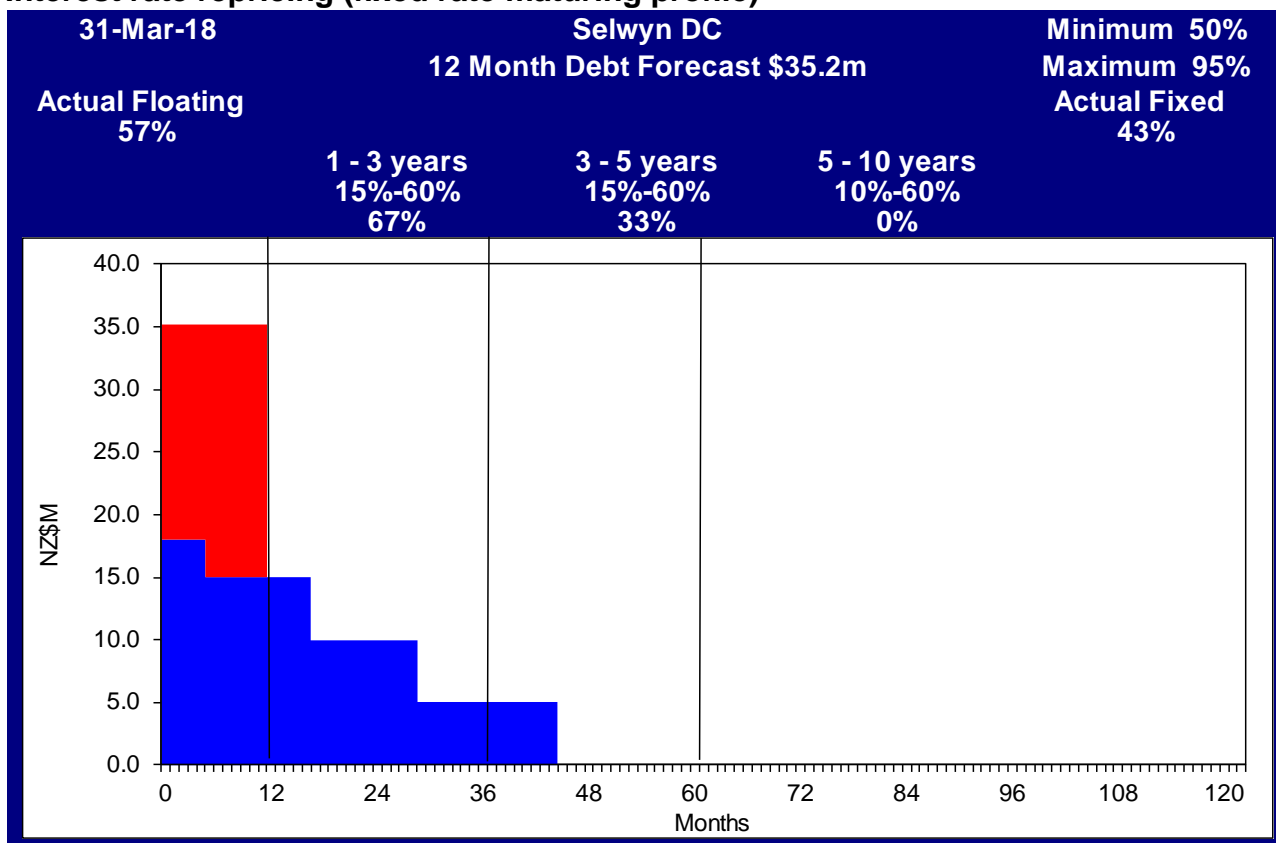
	Policy	Actual at 31 March 2018	Notes
Borrowing limit (based on net borrowing not exceeding 12% of equity)	\$180m net	\$15.2m gross debt \$31.8m net investment	1
Proportion of borrowing on a fixed rate, based on a 12 month forecast of net debt	50-95%	43%	2
<i>Fixed rate maturity profile</i>			
1 to 3 years	15-60%	67%	2
3 to 5 years	15-60%	33%	2
5 to 10 years	10-60%	0%	2
<i>Funding control limits (maturity profile)</i>			
0 to 3 years	15-60%	99%	3
3 to 5 years	25-60%	0%	3
5 years plus	10-60%	1%	3
Liquidity – committed facilities plus liquid investments as proportion of existing borrowing	>110%	593%	

The table shows that the Council is within its policy limits for net debt, fixed rate maturity and liquidity, but outside policy for the funding control limits.

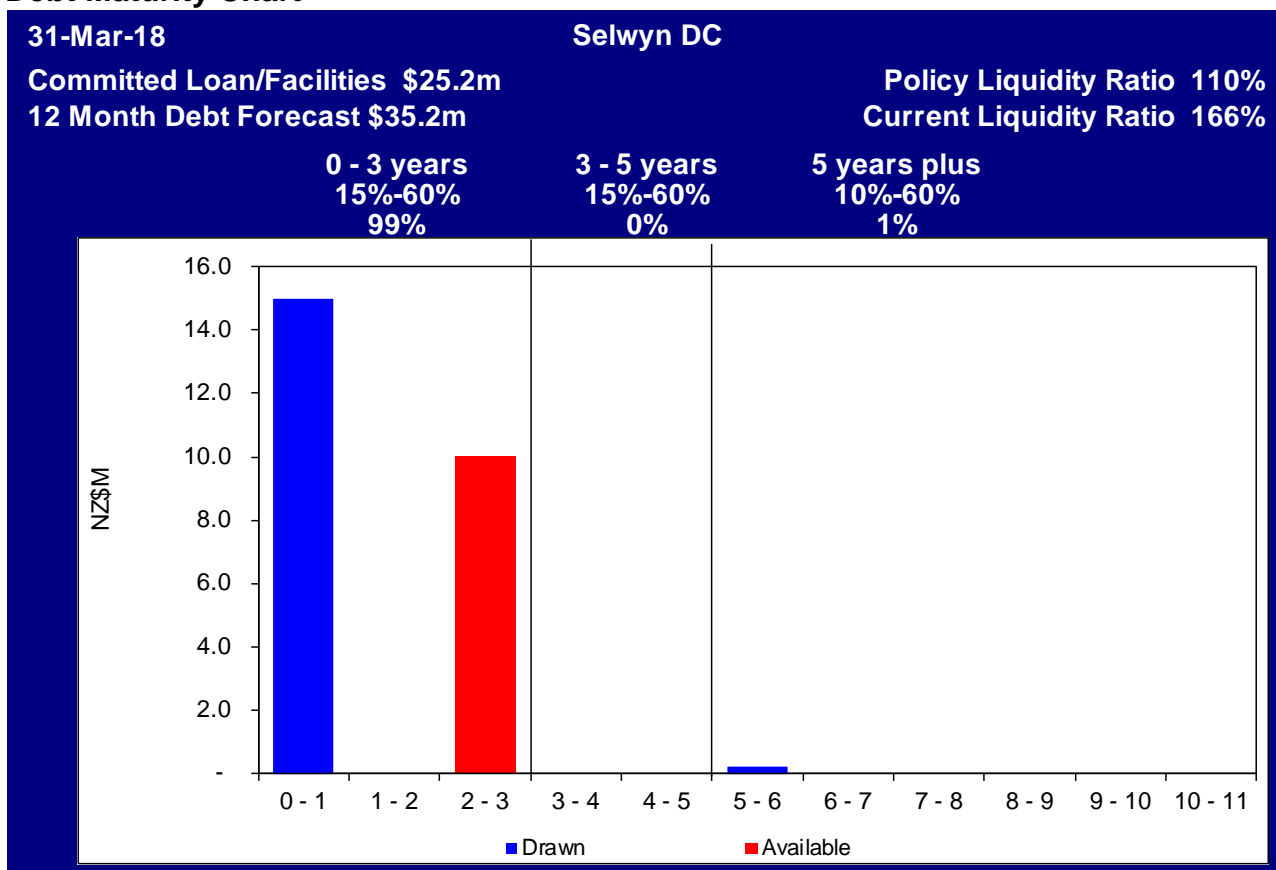
1. The borrowing limit is based on the lowest of a series of measures. The tightest limit at the present time is based on net debt not exceeding 12% of equity, equal to \$180 million net debt. The net investment shown in the table of \$31.8 million is the gross debt of \$15.2 million less \$47 million of cash deposits (excluding the self-insurance fund).
2. The fixed rate maturity profile limits are designed to mitigate risks of interest rate movements. Council is currently operating outside its limits as discussed in 3 below.
3. The profile and funding control limits are designed to reduce the liquidity risk associated with needing to refinance a large amount of debt at a point in time. The Council is currently operating outside its policy limits under the authorisation of the resolution to continue to do so at its 12 April 2017 meeting. Policy compliance would require the Council to take out more long term borrowing, however its strong cashflows indicate no need for more borrowing at this time. As the Council has recently reviewed its policy limits in adopting its Treasury Risk Management Policy, but did not adjust the limits, staff recommend Council pass a further resolution to confirm that staff can continue to act outside policy limits. Staff suggest the resolution is for the period to 30 June 2019, with a review at that time.

The Council's policy limits are illustrated in the following charts:

Interest rate repricing (fixed rate maturing profile)



Debt Maturity Chart



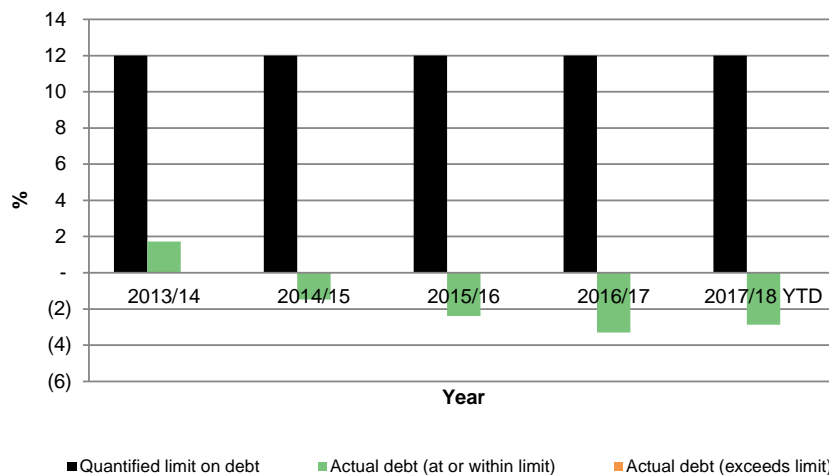
Financial Reporting and Prudence Benchmarks (based on draft results)

The Council is required to include information in its annual report, annual plan and long term plans in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations).

Included below are two of the key debt benchmarks calculated based on YTD information as at 31 March 2018.

Net borrowing as percentage of equity

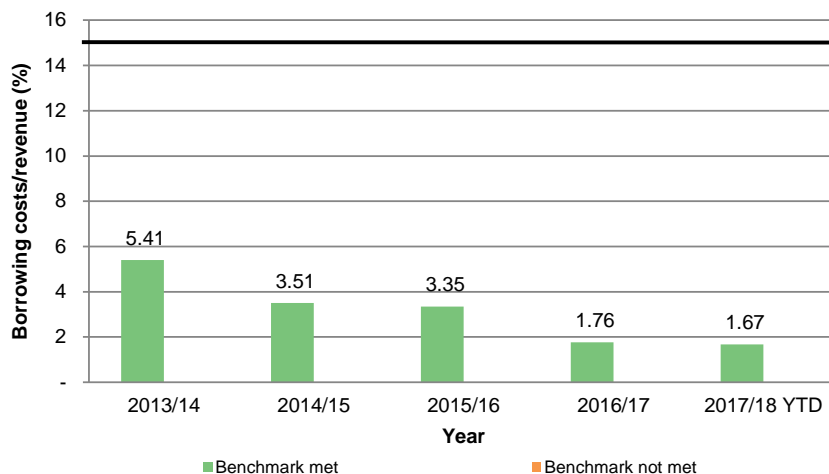
The following graph compares the Council's actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the Council's long-term plan. The quantified limit is net borrowings as a percentage of equity will be less than 12%. The Council is in a net investment position with investments now exceeding borrowing levels.



Debt servicing benchmark

The following graph displays the Council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluation of property, plant, or equipment).

Because Statistics New Zealand projects the Council's population will grow faster than the national population growth rate, it meets the debt servicing benchmark if its borrowing costs equal or are less than 15% of its revenue.



Investments

Authorisation to act outside the Treasury Risk Management Policy

Counterparty credit risk is the risk of losses arising from a counterparty defaulting on a financial instrument where the Council is a party.

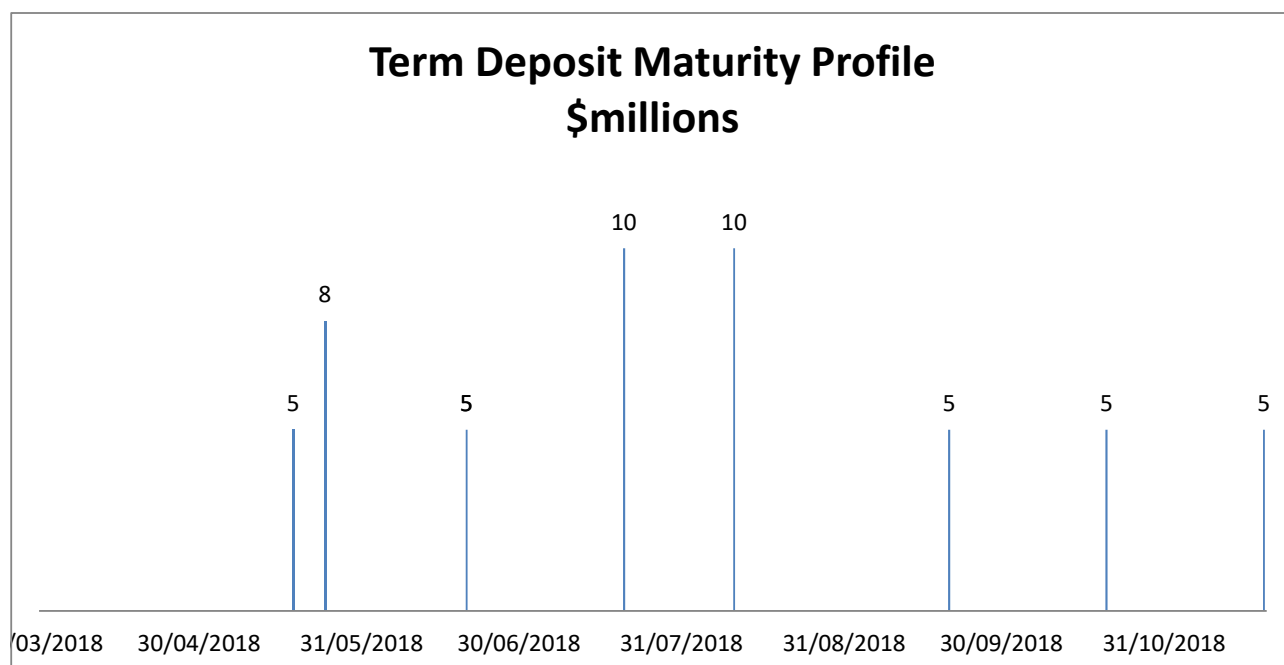
Limits should be spread amongst a number of counterparties to avoid concentrations of credit exposure.

The Council currently holds \$65 million in term deposit investments spread across five New Zealand registered banks (ANZ, ASB, BNZ, Kiwibank, and Westpac). The Council's policy limit was temporarily increased to \$30 million at the 14th October 2015 Council meeting, allowing staff to invest a maximum of \$30 million with any one New Zealand registered bank. Staff are seeking authorisation to continue to temporarily act outside the Treasury Risk Management Policy in respect of investments held with New Zealand Registered Banks until 30 June 2019.

Increasing the limit temporarily to \$30 million has allowed staff to effectively manage the Council's cash investments, obtain the best returns possible, while also continuing to spread the counterparty risk across five New Zealand registered banks.

Term deposit maturity profile

The following graph shows the maturity profiles of the Council's term deposits held as at 31 March 2018.



The Council holds the following investments as at 31 March 2018:

Cash and bonds	Maturity date	Amount \$	Interest rate
Bank deposit	18 May 2018	5,000,000	3.60%
Bank deposit	24 May 2018	8,000,000	3.70%
Bank deposit	20 June 2018	5,000,000	3.60%
Bank deposit	20 June 2018	5,000,000	3.55%
Bank deposit	20 July 2018	10,000,000	3.60%
Bank deposit	10 August 2018	10,000,000	3.60%
Bank deposit	20 September 2018	5,000,000	3.45%
Bank deposit	20 October 2018	5,000,000	3.45%
Bank deposit	19 November 2018	5,000,000	3.43%
LGFA borrower notes	15 March 2019	240,000	3.62%
Equities			
Orion New Zealand Limited		87,529,000	
Sicon Ferguson Limited		22,250,000	
Transwaste Canterbury Limited		1,500,000	
Local Government Funding Agency		186,598	
Central Plains Water Limited		405,140	
Loans			
PGG Wrightsons Finance Lease	30 September 2022	1,256,726	8.0%
Community Loans	Various	300,052	Various
Total		171,667,515	

Debtors

Debtor's balances as at 31st March 2018 are summarised in the table below.

	Total Debtors	Current	31-60 days	61-90 days	+91 days
Sundry Debtors	\$1,685,980	\$1,468,529	\$116,346	\$31,152	\$69,953
Environmental Services	\$820,231	\$37,496	\$45,050	\$63,583	\$674,102
Water Billing	\$351,967	\$210,213	\$681	\$788	\$140,285
	\$2,858,178	\$1,716,238	\$162,077	\$95,523	\$884,340
Rates	\$2,215,729				
Total	\$5,073,907				

The balances for Sundry Debtors, Environmental Services and Water Billing are made up of amounts that are current, 30-60, 61-90 and +91 days overdue and are supported by the debtors and water billing aged trial balance reports.

The balance for Rates is able to be broken down into current and prior years. The rates figures are supported by the Rates Statement report.

Attached to this report are three graphs which illustrate the outstanding portion of the various debtors of each department.

- Table A analyses the non-current portion of Sundry Debtors, Environmental Services and Water Billing into the periods outstanding of 30-60, 61-90 and +91 days overdue, as at the end of the third quarter, and compares each period with previous years.
- Table B analyses the total debtors, as at the end of the third quarter including current, and shows the departmental makeup of each of the periods outstanding.
- Table C compares the amount of 2017/2018 third quarter outstanding Rates Debtors with previous years.

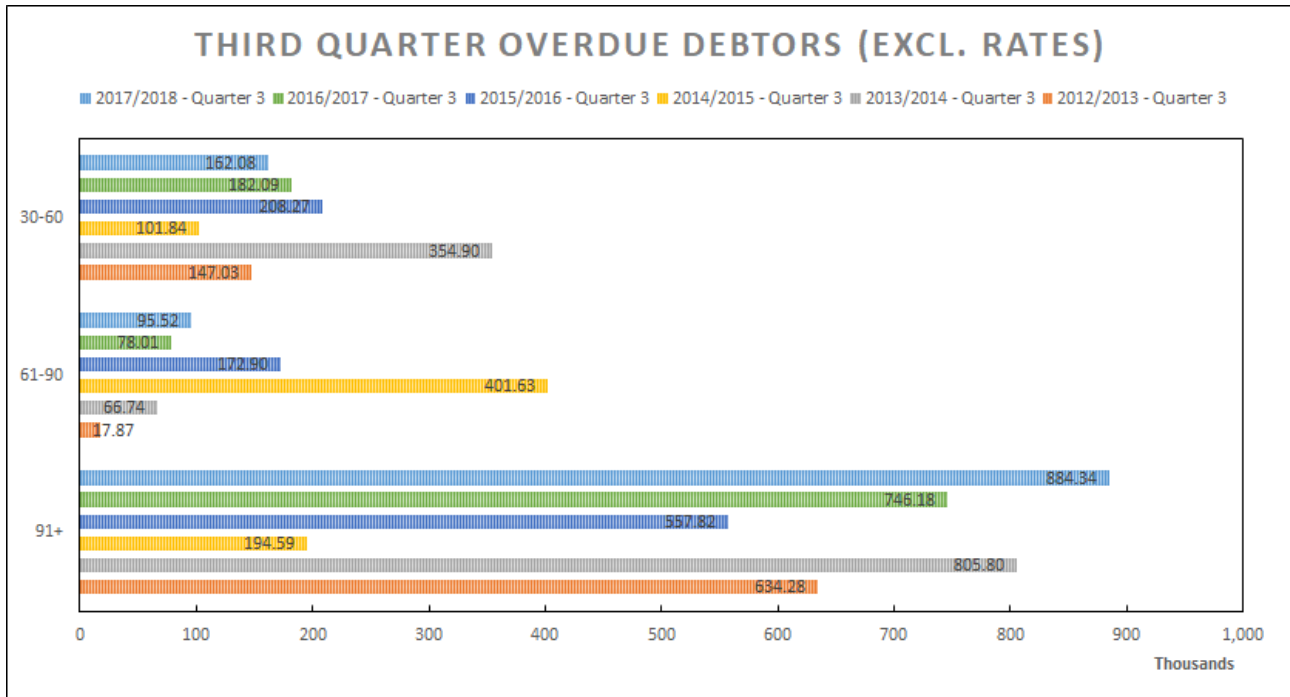
Table A

Table A represents all debtors excluding rates debtors and compares each overdue period with prior years.

30-60 days overdue

Outstanding third quarter debtors, for 2017/2018, have slightly decreased from the previous year.

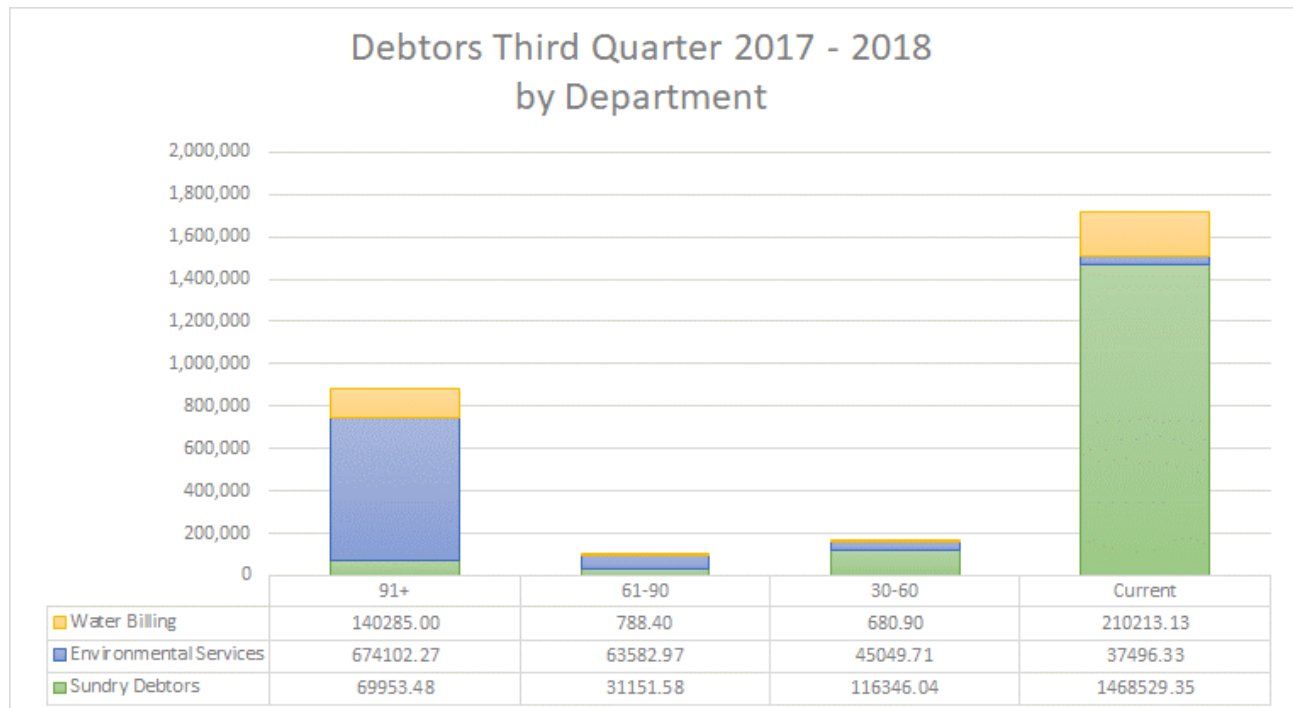
61-90 days overdue

Outstanding third quarter debtors, for 2017/2018, have slightly increased from the previous year.

+91 days overdue

Outstanding third quarter debtors, for 2017/2018, have increased from the previous year.

Analysis of the outstanding amount, by department, is detailed below.

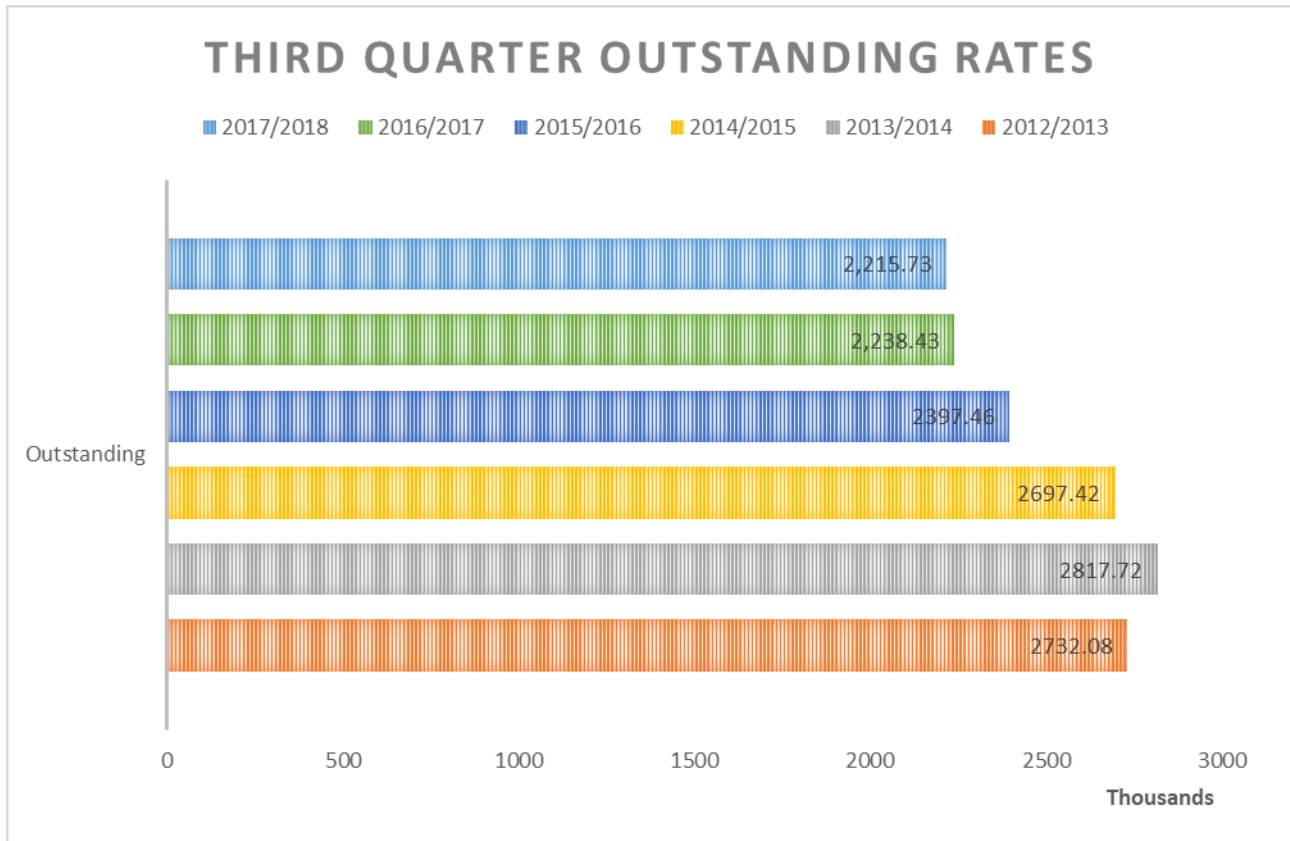
Table B

Water billing debtors total \$140,285

From a debtor's security point of view, almost all of Environmental Services debt is secure as the 224 certificate is not issued if there is any debt outstanding.

Water Billing debt is treated the same as a rates debt in that Council has the ability to recover the debt through mortgage or by a LIM note on the property.

Sundry debtors are continually monitored by Council staff until such time as it becomes obvious that the debt cannot be collected. The debt is then handed over to a debt collection agency. Any debt not under a management plan is included in the doubtful debts provision.

Table C

Outstanding rates continue to trend down. Outstanding rates for the third quarter 2017/18 continue to be lower level than the previous years and demonstrates the efforts of the debt management staff to continually reduce the outstanding amount. While the graph shows the reduction to be modest, when taking into consideration the growth of the district, the reduction has been significant. The table below shows the percentage of total rates the outstanding amount represents.

	Total Rates	Rates Outstanding	Percentage
2017/2018	\$69,241,542	\$2,215,729	3.20%
2016/2017	\$63,955,135	\$2,238,430	3.50%
2015/2016	\$59,196,527	\$2,397,459	4.05%
2014/2015	\$59,283,971	\$2,697,421	4.55%
2013/2014	\$47,242,470	\$2,817,717	5.96%
2012/2013	\$42,357,812	\$2,732,079	6.45%

6. OPTIONS

The Council has three options available to it:

Option 1 – adopt the recommendation as provided;

Option 2 – adopt but with amendments;

Option 3 – decline to adopt the recommendation.

Staff recommend option 1.

7. VIEWS OF THOSE AFFECTED/CONSULTATION

There is no need for consultation on this matter.

8. RELEVANT POLICY/PLANS

This report is part of the quarterly reporting process as outlined in the Treasury Risk Management Policy.

9. COMMUNITY OUTCOMES

Borrowing is designed to allow the Council to implement its activity management plans and thereby contribute to the achievement of community outcomes.

10. NEGATIVE IMPACTS

Not relevant to this report.

11. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

12. FUNDING IMPLICATIONS

The interest costs arising from the Council's borrowing activities are provided for in the Long Term Plan.

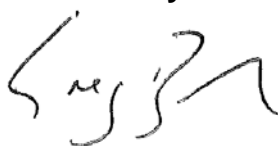
13. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?

Cash flow forecasts are prepared with the assistance of the Asset Delivery Unit.



Craig Moody
CORPORATE ACCOUNTANT

Endorsed by:



Greg Bell
CORPORATE SERVICES MANAGER

TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Systems Accountant

DATE: 6 June 2018

SUBJECT: Financial Report to 30 April 2018

RECOMMENDATION

'That the Council receives the financial report for the period ending 30 April 2018 for information.'

INTRODUCTION

This report covers the period 1 July 2017 to 30 April 2018. This report will provide an overview of the Council's key financial performance results and highlight any major variances.

This report is part of a 2 Tier financial monitoring reporting process. It includes an executive summary showing the Council's overall financial performance, plus a series of one page reports on key activities.

These activity reports include operating financial performance plus key performance indicators for the activity. The report is supplemented with a cash flow summary plus an appendix that records the position on Council's capital projects.

Please note the report is based on the Council's monthly management accounting information and does not include technical accounting adjustments that are made at the end of the year to comply with accounting standards. The expenditure information is cash based and does not include depreciation.

Tier 1	The monthly council report focusing on the overall position from a financial perspective, plus activity level reporting for key activities.
Tier 2	The monthly community committee reports reporting on the individual scheme accounts.
Treasury Report	The quarterly treasury report provides information on the Council's cashflow and borrowing.

Financial Performance to 30 April 2018

The Council financial performance to the end of April 2018 is summarised in the table below.

Overall funding impact statement

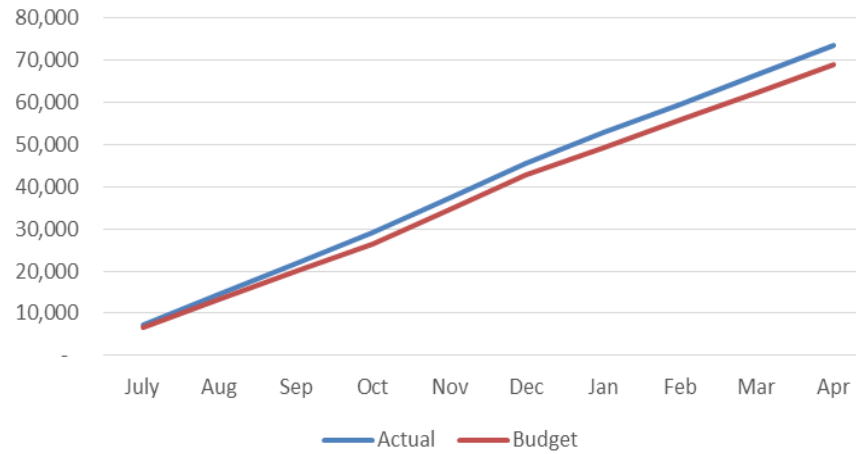
	2018	2018	2018	2018	2017
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual
	\$'000	\$'000	\$'000	\$'000	\$'000
Sources of operating funding					
General rates	14,607	14,590	17	17,509	16,140
Targeted rates	26,847	26,056	791	33,260	30,194
Subsidies and grants for operating purposes	6,914	5,160	1,754	9,507	7,116
Fees and charges	17,713	16,793	920	17,017	15,479
Interest and dividends from investments	6,544	6,219	325	9,574	9,997
Other operating funding	1,112	155	957	359	276
Total operating funding (A)	73,737	68,973	4,764	87,226	79,202
Application of operating funding					
Payments to staff and suppliers	62,478	60,496	(1,983)	70,404	61,134
Finance costs	1,296	2,530	1,234	3,313	2,159
Other operating funding applications	708	406	(302)	500	371
Total application of operating funding (B)	64,482	63,432	(1,051)	74,217	63,664
Surplus / (deficit) of operating funding (A-B)	9,255	5,542	3,714	13,009	15,538
Sources of capital funding					
Subsidies for capital expenditure	-	-	-	-	-
Development and financial contributions	14,319	10,054	4,265	12,308	19,539
Increase / (decrease) in debt	-	-	-	33,483	(15)
Gross sales proceeds from sale of assets	14,125	14,643	(518)	17,572	36,356
Total sources of capital funding (C)	28,444	24,697	3,747	63,363	55,880
Applications of capital funding					
Capital - growth	21,033	31,582	10,549	50,990	26,013
Capital - level of service	11,031	18,802	7,771	24,626	9,385
Capital - renewals	7,751	10,470	2,719	12,652	9,219
Increase / (decrease) in reserves	-	-	-	(15,849)	2,387
Increase / (decrease) of investments	(2,116)	(30,615)	(28,500)	3,953	24,414
Total applications of capital funding (D)	37,699	30,239	(7,461)	76,372	71,418
Surplus / (deficit) of capital funding (C-D)	(9,255)	(5,542)	(3,714)	(13,009)	(15,538)
Funding balance (A-B) + (C-D)	-	-	-	-	-

The table indicates that:

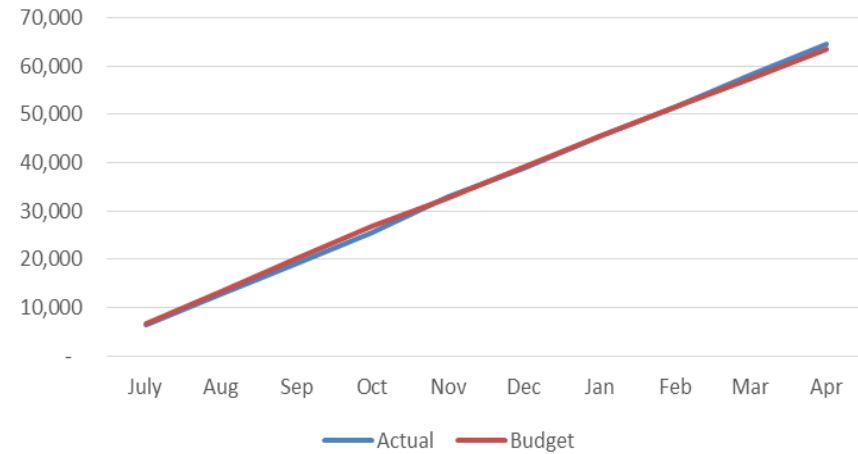
- The Council achieved an operational net surplus of \$9,255,000 to 30 April, compared with a budgeted surplus of \$5,542,000, this is largely due to increased operational income notably fees and charges income and subsidies and grants income.
- Development contributions revenue was above budget reflecting the continued growth trend.
- Capital expenditure is below budget by \$21,039,000, the majority of phasing is now complete. An executive summary of all capital projects is provided in the next two pages.

The following pages provide a financial summary on key activities along with performance indicators.

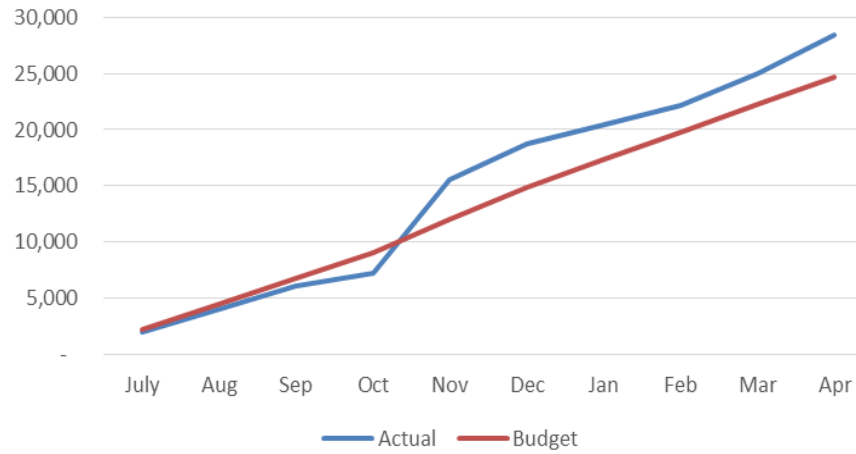
Opex Income



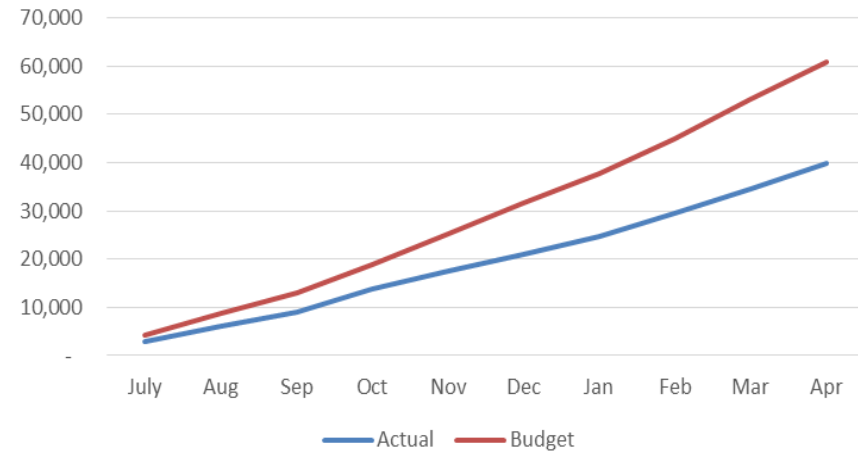
Opex Expenditure



Capex Income



Capex Expenditure



Top Ten Projects \$

Project	Sum of YTD Actual	Sum of YTD Budget	Variance f/(u)	Sum of 2017 18 Budget
West Melton Sports & Leisure Centre	2,997,426	6,575,830	3,578,404	7,890,996
ESSS-Pines III Bioreactor	5,221,703	7,216,600	1,994,897	7,740,000
Rhodes Park New Sports Pavilion	3,556,516	3,506,360	(50,156)	4,207,632
Rolleston Library Design /planning	489,803	900,000	410,197	4,000,000
Health Hub	30,205	220,000	189,795	2,494,000
Rolleston Water Source Improvements	205,004	944,223	739,219	2,367,540
Foster Park Sports Hub	329,797	1,837,410	1,507,613	2,204,892
LED Street lamps	445,627	445,000	(627)	2,100,000
Lincoln Construct reservoir	161,748	274,753	113,005	1,958,300
Foster Park Sports Pavilion	-	1,416,670	1,416,670	1,700,004
Grand Total	13,437,828	23,336,846	9,899,018	36,663,364

Total of all other projects by Activity

Department	Sum of YTD Actual	Sum of YTD Budget	Variance f/(u)	Sum of 2017 18 Budget
Roading Total	9,849,373	11,551,106	1,701,733	12,932,274
Refuse Total	140,941	584,566	443,625	642,066
Utilities Total	4,704,288	8,216,631	3,512,343	14,208,301
Prop & Comm Total	8,535,845	13,654,525	5,118,680	19,817,000
Swimming Pools Total	658,000	518,000	(140,000)	662,236
Izone Total	1,589,000	1,452,000	(137,000)	1,452,008
RCC Total	18,437	39,320	20,883	100,871
LEC Total	217,289	420,006	202,717	468,726
Libraries Total	272,000	595,000	323,000	714,000
Other Total	392,000	486,000	94,000	607,000
Grand Total	26,377,172	37,517,154	11,139,982	51,604,482

Democracy funding impact statement

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	3,138	3,138	-	3,765	3,311	
Targeted rates	657	659	(2)	791	728	
Subsidies and grants for operating purposes	2	-	2	-	50	
Fees and charges	4	-	4	-	112	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	29	-	29	-	6	
Total operating funding (A)	3,830	3,797	33	4,556	4,207	
Application of operating funding						
Payments to staff and suppliers	1,524	1,420	(105)	1,937	1,772	1
Finance costs	-	-	-	-	-	
Internal charges applied	2,253	2,253	-	2,704	2,346	
Other operating funding applications	84	114	30	137	131	
Total application of operating funding (B)	3,861	3,787	(75)	4,778	4,249	
Surplus / (deficit) of operating funding (A-B)	(32)	10	(42)	(222)	(42)	

Commentary

1. Payments to staff and suppliers is unfavourable to budget by \$105,000. Notable variances include the catering budget being unfavourable by approx. \$30,000, also Grants and Subscriptions cost centre is unfavourable by \$39,000 and conference costs that have been recovered from attendees.

Service targets for democracy

Performance measure	Target	Actual to date	Comments
The annual report is prepared within statutory timeframes and with an unmodified audit opinion.	The 2016/17 annual report is prepared within statutory timeframes and with an unmodified audit opinion.	Achieved	2016/17 Annual report to be adopted by Council at meeting 25 October 2017.
The LTP is prepared within statutory timeframes and with an unmodified audit opinion.	The 2018/19 long term plan is prepared within statutory timeframes.		Long Term Plan consultation document adopted by Council at meeting 14 March 2018

Community Centres funding impact statement

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	798	798	-	957	788	
Targeted rates	1,515	1,468	47	1,761	1,407	
Subsidies and grants for operating purposes	550	3	547	4	453	1
Fees and charges	521	471	50	585	623	2
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	12	-	12	-	6	
Total operating funding (A)	3,396	2,740	656	3,307	3,276	
Application of operating funding						
Payments to staff and suppliers	1,344	1,748	404	1,991	1,520	3
Finance costs	119	127	8	429	157	
Internal charges applied	497	497	-	596	553	
Other operating funding applications	-	1	1	-	-	
Total application of operating funding (B)	1,960	2,373	413	3,016	2,229	
Surplus / (deficit) of operating funding (A-B)	1,436	367	1,069	292	1,047	

Commentary

1. Subsidies and grants for operating purposes include the \$500,000 Lottery grant for the Dunsandel Community Facility.
2. Fees and charges favourable variance of \$50,000 is contributed by Rolleston Community Centre \$36,000, Greenpark Community Hall \$5,000, Lincoln Event Centre (LEC) \$12,000 and offset by unfavourable variance Dunsandel \$10,000.
3. Payments to staff and suppliers cover 28 facilities and include \$1,143,000 of operating expenditure costs which contributes a favourable variance of \$246,000. Maintenance costs are favourable to budget by \$69,000, electricity \$32,000, insurance \$33,000 (note: Reserves insurance costs are over budget by \$37,000 thus offsetting insurance variances. The LTP budget from 1 July 2018 reflects where the actual costs fall), advertising \$16,000 staff \$44,000 (management salary for Dunsandel and West Melton starting from 1 June), other expenses are favourable by less than \$6,000. There are currently 54 operating projects in place, actual costs are \$200,000, contributing a \$158,000 favourable variance.

Activity

- Lincoln Event Centre hosted: Lincoln University Graduation, ANZAC Service, 3 weddings, 2 funerals and a 21st
- Rolleston Community Centre hosted: Two successful school programmes run by Hope Church and Sports Canterbury, hosted brick building fun days, roller discos and multiple craft sessions.

Service targets for Community centres

Performance measure	Target	Actual to date	Comments
Lincoln Event Centre			
Achieve revenue target (excl targeted rate)	\$305,032	\$267,291	On track
Recreation programme attendees	16,000	17,259	Exceed Budget
Rolleston Community Centre			
Achieve revenue target (excl targeted rate)	\$148,068	\$159,046	Exceed Budget
Recreation programme attendees	12,000	10,882	On track

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	1,109	1,109	-	1,331	1,086	
Targeted rates	1,558	1,503	55	1,803	1,656	
Subsidies and grants for operating purposes	3	1	2	17	187	
Fees and charges	528	486	42	555	507	1
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	14	-	14	-	-	
Total operating funding (A)	3,212	3,099	113	3,706	3,436	
Application of operating funding						
Payments to staff and suppliers	1,846	1,891	45	2,344	1,602	2
Finance costs	152	262	110	315	201	
Internal charges applied	576	576	-	692	642	
Other operating funding applications	1	1	-	1	0	
Total application of operating funding (B)	2,575	2,730	155	3,352	2,445	
Surplus / (deficit) of operating funding (A-B)	637	369	268	354	991	

Commentary

1. Fees and charges show a favourable variance of \$42,000 to budget, \$33,000 lease rates reimbursement, \$13,000 other income Rakaia Huts camping ground fees, Rhodes Park timber sale and \$5,000 of hires. This is offset by unfavourable lease income of \$84,000, offset by unbudgeted Ellesmere Reserve Board lease income \$76,000.

Further review of the Reserve lease income shows that the Property and Commercial team made an allowance for general growth in lease income which was highly optimistic and likely allowed for the District Park lease income in that budget line. Unfortunately staff also separately budgeted for lease income from the district park so income was double counted. This has been amended in the long term plan.

2. Contributing amounts to the favourable variance for payments to staff and suppliers is made up of various small variances over many Recreation Reserves. The favourable variance for maintenance works is \$61,000, legal fees \$15,000, asset data management \$15,000 offset by unfavourable variance for insurance \$32,000 (note: Community Centre insurance costs are \$33,000 under budget thus offsetting insurance cost. The LTP budget from 1 July 2018, reflects where actual costs fall), electricity and street lighting costs \$21,000 (due to the higher than expected reserve carparks light bulb replacement and street light pole maintenance costs), refuse \$38,000 (Chamberlain and Coes Fords and Lakeside) and caretaker and duty officer costs \$20,000 (of which \$16,000 is for Rolleston Reserve).

Recreation and Reserves have 77 projects in place. Excluding Ellesmere Reserve Board grant payments of \$38,000, July 2017 rain events costs \$98,000 Chamberlains Ford and \$86,000 Coes Ford. Staff have lodged insurance claims for the Coes Ford and Chamberlains Ford toilet reinstatement. The Coes ford claim has been settled for \$91,000 with the Chamberlains Ford claim has been assessed and is expected to be settled in early June. Projects are favourable to budget by \$284,000, with actual costs of \$222,000 compared to budget of \$506,000.

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	-	-	-	-	-	
Targeted rates	3,029	3,036	(7)	3,643	3,292	
Subsidies and grants for operating purposes	-	-	-	-	-	
Fees and charges	64	8	56	90	81	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	-	-	-	-	25	
Total operating funding (A)	3,093	3,044	49	3,733	3,397	
Application of operating funding						
Payments to staff and suppliers	1,767	2,144	377	2,595	2,091	1
Finance costs	-	100	100	-	-	
Internal charges applied	381	381	-	457	412	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	2,148	2,625	477	3,052	2,503	
Surplus / (deficit) of operating funding (A-B)	945	419	526	682	894	

Commentary

1. Payments to staff and suppliers are favourable to budget by \$377,000. The key variances come from payments to staff \$211,000 or 4.5 FTE, projects \$74,000, software \$9,000, consultants \$16,000, outreach services \$12,000, electricity \$21,000, general expenses \$19,000 and other variance to costs are less than \$5,000.

Activity

- Libraries Outreach and Lifelong Learning Programme Report (Mobile Library) prepared for next Portfolio Committee in June.
- Libraries Extended Hours Trial Report prepared for next Portfolio Committee in June (with revised measures)
- Virtual visits year to date – 112,661; April 12,630
- Wifi access year to date – 38,136; April 4,608
- Library membership to date – 33,194; April 226
- April Libraries programmes and events included:
 - Two workshops - Fun with Make Up at Lincoln Library and a formal nails at Leeston Library,
 - Leeston Library in partnership with Ellesmere College hosted Sphero' Robots holiday programme,
 - Darfield library hosted 108 participants in 5 school holiday programme session,
 - New Encyclopedia Britannica online database was launched with 3013 hits on the homepage in its first month,
 - Increasing numbers are using the Monday JP service at the Rolleston Library.

Service targets for Libraries

Performance measure	Target	Actual to date	Comments
Visits to libraries	349,850	217,076	April 2017 240,641 at risk
Event attendees	14,000	11,979	April 2017 10,093 on track

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	417	417	-	500	400	
Targeted rates	1,376	1,331	45	1,579	1,530	
Subsidies and grants for operating purposes	9	-	9	-	-	
Fees and charges	1,297	1,308	(11)	1,564	1,459	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	14	-	14	-	-	
Total operating funding (A)	3,113	3,056	57	3,643	3,390	
Application of operating funding						
Payments to staff and suppliers	2,261	2,479	218	2,948	2,598	1
Finance costs	334	349	15	419	432	
Internal charges applied	281	281	-	337	292	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	2,876	3,109	233	3,705	3,322	
Surplus / (deficit) of operating funding (A-B)	237	(53)	290	(62)	68	

Commentary

1. Payments to staff and suppliers for pools are \$218,000 favourable. YTD SAC is \$200,000 favourable to budget. Key favourable variances include costs for projects \$75,000, staff costs \$46,000, training \$26,000, water rates charges \$9,000, electricity \$27,000, general and admin \$17,000 other variance to costs are less than \$5,000 offset by unfavourable variances in chemicals \$9,000. Electricity is comparable to last year, April 2017 \$233,000 vs April 2018 \$232,000.

Community pools are favourable to budget by \$18,000 cost of providing life guards was unfavourable by \$7,000 offset by favorable variance on chemicals \$8,000, maintenance \$8,000 and projects \$9,000.

Activity

- Learn to Swim / Preschool enrolments / Swim Squads - next update Term 2
- Community Pools Summer Season Report Recommendations to Audit and Risk Subcommittee accepted. Implementation planned pre 2018/19 season.
- Regular usage by: Drive HQ – Open water PADI training, Vikings Swim Club training, Small strokes Synchro training, Special O Swim training
- Cross Fit Rolleston
- Girl Guides leisure swim
- Youth town, the homework club, Addington and Ashburton holiday programmes
- Primary sport Canterbury Junior and Intermediate swim champs
- Clearview leisure swim and Clearview school swimming lessons
- Relationship building and forward planning underway with Rolleston Swim Club

Service targets for Swimming Pools

Performance measure	Target	Actual to date	Comments
Selwyn Aquatic Centre			
Achieve revenue target	\$1,522,300	\$1,274,233	On target
Attendees	317,000	280,943	On target

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	2,288	2,288	-	2,746	2,289	
Targeted rates	-	-	-	-	-	
Subsidies and grants for operating purposes	1	-	1	-	1	
Fees and charges	5	2	3	3	23	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	35	-	35	-	-	
Total operating funding (A)	2,329	2,290	39	2,749	2,313	
Application of operating funding						
Payments to staff and suppliers	1,605	2,092	487	2,522	2,009	1
Finance costs	-	-	-	-	-	
Internal charges applied	479	479	-	575	533	
Other operating funding applications	60	131	71	157	96	
Total application of operating funding (B)	2,144	2,702	558	3,254	2,637	
Surplus / (deficit) of operating funding (A-B)	185	(412)	597	(506)	(324)	

Commentary

1. Payment to staff and suppliers YTD \$487,000 favourable to budget, being township reserve maintenance costs. Rolleston \$227,000, Lincoln \$86,000, Leeston \$29,000, West Melton \$31,000, playground surfaces \$35,000, non-specified reserve maintenance \$19,000, mulching and planting \$109,000.

Maintenance budgets from 2017 to 2018 were increased by Rolleston 73%, Lincoln 52% and West Melton 32% with an expectation of more reserves vesting in council thus increasing the councils reserve maintenance cost in the 2018 year. At this time, the number of reserves vesting in council and thus a maintenance cost is not as high as anticipated.

The annual tree maintenance budget is \$180,000, to date \$201,000 has been spent. Property staff have formed a view that the current underspend on mowing etc be invested in further tree maintenance and an increased spend in the renewal maintenance of the "hard structures" such as seats, shelters etc where condition assessments in the past six months have found arguably a deferred maintenance on such items.

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	2,323	2,323	-	2,788	2,229	
Targeted rates	-	-	-	18	-	
Subsidies and grants for operating purposes	47	21	26	417	31	
Fees and charges	853	939	(86)	986	987	1
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	85	-	85	145	-	
Total operating funding (A)	3,308	3,283	25	4,354	3,247	
Application of operating funding						
Payments to staff and suppliers	1,448	1,629	181	2,227	2,220	2
Finance costs	19	24	5	148	72	
Internal charges applied	988	988	-	1,183	1,289	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	2,455	2,641	186	3,558	3,582	
Surplus / (deficit) of operating funding (A-B)	853	642	211	796	(335)	

The above table includes all other Community facilities: Cemeteries, office buildings, public toilets, and forestry, housing and gravel reserves.

Commentary

1. Fees and charges are unfavourable YTD by \$86,000 of this \$47,000 relates cemetery revenue. Which is offset by cemetery internment costs being \$28,000 favourable to budget. Raeburn Farms lease budget assumed higher leased income due to Central Plains Water being available for farms connected to that scheme. Connections and higher lease income will not occur until late 2018.
2. Payments to staff and suppliers are favourable to budget by \$181,000 with favourable variances being projects \$200,000, maintenance \$53,000, insurance \$14,000, cemetery internment \$28,000; offset by unfavourable variance in legal fees \$75,000 and cleaning \$10,000.

Service targets for Buildings & Other

Performance measure	Target	Actual to date	Comments
Cemeteries			
Number of complaints received per annum related to cemetery service	≤10	0	

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	1,948	1,948	-	2,337	2,734	
Targeted rates	-	-	-	-	-	
Subsidies and grants for operating purposes	67	70	(3)	100	66	
Fees and charges	4	11	(7)	22	156	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	2	-	2	5	8	
Total operating funding (A)	2,021	2,029	(8)	2,464	2,964	
Application of operating funding						
Payments to staff and suppliers	2,146	1,690	(456)	2,033	1,962	1
Finance costs	-	-	-	-	-	
Internal charges applied	267	267	-	321	339	
Other operating funding applications	517	37	(480)	57	64	2
Total application of operating funding (B)	2,930	1,994	(936)	2,411	2,365	
Surplus / (deficit) of operating funding (A-B)	(910)	35	(944)	53	599	

Commentary

- Community services contribute a favorable variance of \$203,000, being staff costs \$138,000 due to some existing vacancies and events and activity \$99,000 (which is timing). Business Development contributes a favourable variance of \$83,000 for staff costs primarily due to vacancy held.
Civil Defence costs unfavourable variances of \$742,000 includes St Johns shed contribution \$31,000 and \$580,000 West Melton Fire station capital contribution. Both payments have been agreed previously by Council. July and August rain events \$45,000, equipment and clothing \$27,000, operation GITA \$36,000.
- This represents the gifting of the rural fire assets to FENZ with effect from 1 July 2017.

Activity

- Events delivered year to date: 99
- Community Events - 3 Summer in Selwyn including Rolleston Music on the Green, Glentunnel and Rolleston Skate Jams with 165 attendees. Cancelled West Melton Skate Jam due to weather.
- Youth – Council Meeting, Skate Jams (Youth), 2 Selwyn Link Bus Trail moving 557 people over two days
- Workshops – Funding Advisors Network Hui, Arts Community Hui, Heritage Community Hui and National Migrant Consultation - Selwyn
- Review of Community Grants Funding Policy underway.
- Visitor Promotion – Website promotion 2,395 users (up 13.5% on previous month) User Country NZ 90% (ChCh 65%, Auck 11%, Wgtn 4%) Australia 3% and USA 2%. Most popular page for April continues to be “walking areas”.

Civil Defence

- July and August rain events, Operation Gita, St Johns Shed Contribution and FENZ cost commitment for West Melton Fire Station building.

Service targets for community services

Performance measure	Target	Actual to date	Comments
Number of events delivered/facilitated	22 Events	72	Exceed target
Number of events targeted at youth	40 Youth events	27	On track
Community organisation training programmes	12 Community workshops	16	Exceed Target

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	5,062	5,062	-	6,074	5,480	
Targeted rates	-	-	-	-	-	
Subsidies and grants for operating purposes	154	96	58	132	155	
Fees and charges	6,509	6,232	277	7,422	7,960	1
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	-	-	-	-	-	
Total operating funding (A)	11,725	11,390	335	13,628	13,595	
Application of operating funding						
Payments to staff and suppliers	11,596	10,354	(1,242)	12,545	10,989	2
Finance costs	-	-	-	-	-	
Internal charges applied	1,354	1,354	-	1,624	1,464	
Other operating funding applications	-	4	4	5	1	
Total application of operating funding (B)	12,950	11,712	(1,238)	14,174	12,454	
Surplus / (deficit) of operating funding (A-B)	(1,225)	(322)	(903)	(546)	1,141	

Commentary

1. Income received is favourable to budget largely due to increased Building department income of \$545,000 favourable to budget as a result of continued growth in the district. These are offset to a degree by various small unfavourable variances across Environmental Services such as Private plan changes \$68,000 and Resource consent fees \$101,000.
2. Payments to staff and suppliers – the unfavourable variance of \$1,242,000 is related to numerous higher than budgeted costs, including Building levies \$258,000 and consultant's fees \$915,000 the majority of which are on charged and some that result in reduced staff costs below. Operational projects including those relating to the District plan are unfavourable to budget by \$598,000 reflecting the desire to accelerate the work programme in 2017/18. Other costs that offset this variance with lower than budgeted expenditure are Cost of staff \$349,000 and general expenses \$131,000.

See appendix for detailed Environmental services performance report.

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	4,464	4,464	-	5,357	5,554	
Targeted rates	1,028	1,029	(1)	1,234	1,177	
Subsidies and grants for operating purposes	5,969	4,909	1,060	8,725	6,170	1
Fees and charges	-	-	-	-	-	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	906	155	751	187	207	2
Total operating funding (A)	12,367	10,557	1,810	15,503	13,108	
Application of operating funding						
Payments to staff and suppliers	7,416	4,766	(2,650)	5,577	6,742	3
Finance costs	281	399	118	479	185	
Internal charges applied	1,460	1,460	-	1,737	1,628	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	9,157	6,625	(2,532)	7,793	8,555	
Surplus / (deficit) of operating funding (A-B)	3,210	3,932	(722)	7,710	4,553	
Applications of capital funding						
Capital - growth	4,476	3,784	(692)	8,424	2,177	4
Capital - level of service	850	1,066	216	1,376	1,862	
Capital - renew als	4,969	5,862	893	6,399	5,487	

Commentary

- NZTA subsidy income is above budget as the subsidised expenditure is above budget.
- The favourable variance relates to a petroleum tax back payment received in January.
- The subsidised maintenance and operational expenditure remains well ahead of budget:
 - Quantity and cost of pre reseal repairs is \$412,000 higher than anticipated due to deterioration since the estimate was prepared party due to irrigation activity
 - Additional repairs due to damage associated with irrigation activity. The costs are approximately \$375,000 to date with another \$375,000 programmed
 - Additional unsealed maintenance following the rain events approximately \$200,000
 - Southbridge Leeston Rd granular overlay \$200,000, and rehabilitation of two sections of Cordys Rd that were becoming unsafe.
- Renewal expenditure is under budget to date and forecast to be under budget at end of year. Reseals are substantially complete with a few small sites to be done during May when conditions and weather allows. Drainage renewals is over budget because of the replacement of three corrugated steel culverts that had rusted out and partially collapsed. The remaining pre-reseal repairs, routine maintenance and repairs for safety reasons will continue to be done until the end of June. Overall, we will be over budget for subsidised roading expenditure and forecast an overspend for the year of \$1.76million. Please see appendix 4 for detailed forecasts.

Service targets for Transportation services

Performance measure	Service Area	Target	Actual to date	Comments
Response to service requests: The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	All	>75% resolution within the timeframe specified	2223/2728 81%	
Maintenance of a sealed local road network: The percentage of the sealed local road network that is resurfaced.	Sealed roads	≥6.3% (70km)	67.7km	
Road Safety: The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	Road Safety	Progressively reducing number of fatal and serious crashes.	7 Fatal 44 serious injury	Previous financial year (full yr) 10 Fatal, 49 Serious injury

Solid waste management funding impact statement

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	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	-	-	-	-	-	
Targeted rates	5,397	5,071	326	6,086	5,922	
Subsidies and grants for operating purposes	71	13	58	15	-	
Fees and charges	4,384	4,133	251	4,975	2,612	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	-	-	-	-	-	
Total operating funding (A)	9,852	9,217	635	11,076	8,534	
Application of operating funding						
Payments to staff and suppliers	8,173	8,304	131	9,962	6,723	
Finance costs	-	-	-	-	-	
Internal charges applied	319	319	-	380	361	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	8,492	8,623	131	10,342	7,084	
Surplus / (deficit) of operating funding (A-B)	1,360	594	766	734	1,450	

Commentary

Resource Recovery Park

Income to date is unfavourable to budget by \$233,000, also to date, the operational costs for the site are also \$30,000 unfavourable to budget.

Waste collection

Expenses for waste collection operations are \$410,000 unfavourable. Within this total contract payments for collection (including tip charges) are \$473,000 unfavourable to budget due to higher than budgeted collection costs for recycling and organics bins.

Waste disposal

Operational expenditure on waste disposal is \$401,000 favourable to budget due to the lower than budgeted tonnes disposed of.

Projects are \$192,000 favourable partly attributed to SDC's share of the waste minimisation levy funds received from central government which have not been fully spent and are earmarked for future waste minimisation projects in the district.

Water supply funding impact statement

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	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	-	-	-	-	-	
Targeted rates	3,979	3,809	170	4,570	5,632	1
Subsidies and grants for operating purposes	-	-	-	-	-	
Fees and charges	887	950	(63)	1,657	94	2
Internal charges and overheads recovered	1,038	1,038	-	1,235	1,172	
Other operating funding	-	-	-	23	28	
Total operating funding (A)	5,904	5,797	107	7,485	6,926	
Application of operating funding						
Payments to staff and suppliers	2,926	3,379	453	3,806	3,212	3
Finance costs	-	-	-	-	-	
Internal charges applied	2,077	2,077	-	2,470	2,344	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	5,003	5,456	453	6,276	5,556	
Surplus / (deficit) of operating funding (A-B)	901	341	560	1,209	1,370	

Commentary

1. Targeted rates for water are favourable to budget by \$170,328. The actual number of connections being rated is higher than budget due to additional connections from district growth exceeding the estimated number used during the budget process.
2. Fees and charges are unfavourable to budget by a total of \$62,533 due to:
 - Special water meter readings and connection fees are favourable to budget by \$62,932. Revenue from connection fees is unbudgeted owing to the uncertainty of this revenue occurring.
 - Water billing is unfavourable to budget by \$125,465 due to timing differences between the budgeted phasing of income and actual.
3. Payments to staff and suppliers have an overall favourable variance of \$452,865 split between operational costs - unfavourable by \$82,006 and operational projects - favourable by \$534,871. Operational cost unfavourable variances arise from maintenance – \$171,524, insurance – \$15,558 and water quality monitoring – \$54,789 (additional testing costs incurred due to transgressions) costs being unfavourable to budget by a total of \$241,871 which is partially offset by an reduced expenditure of electricity - \$133,280, consultants - \$13,385 and ECan/Scada monitoring - \$13,500.
 Note: While electricity costs will continue to show a positive variance, the actual expenditure is in line with the 5 year average which takes into consideration growth, price increases and whether a year has been wet or dry which directly affects the amount of electricity used for pumping.

The operational projects favourable variance - \$534,871, is a result of projects commencing later than forecast, in particular, the design of the Lincoln, Prebbleton and Rolleston reservoirs and pump stations with a year to date budget of \$430,830 and an actual spend of \$96,739 and the development of a water model with a year to date budget of \$125,000 and an actual spend of \$65,790. These projects have a full year combined budget of \$667,000.

Service targets for Water supply

Performance measure	Target	Actual to date	Comments
Water supply			
The total number of complaints received about drinking water clarity, continuity of supply, odour, taste, pressure and flow, expressed per 1000 rated properties. (Mandatory Performance Measure)	Less than 15.	20.09	
The extent to which the drinking water supplies comply with the drinking water standards for bacteria compliance. (Mandatory Performance Measure)	≥98% of monitoring samples comply, at both the treatment plant and within the reticulation, across the district		Unable to measure at this time due to change to MOH System

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	-	-	-	-	-	
Targeted rates	5,018	4,950	68	5,940	5,538	1
Subsidies and grants for operating purposes	-	-	-	-	-	
Fees and charges	410	305	105	674	613	
Internal charges and overheads recovered	716	716	-	853	806	
Other operating funding	-	-	-	-	-	
Total operating funding (A)	6,144	5,971	173	7,467	6,957	
Application of operating funding						
Payments to staff and suppliers	3,371	3,062	(309)	3,600	3,059	2
Finance costs	1,032	1,070	38	1,283	1,040	
Internal charges applied	1,431	1,431	-	1,706	1,613	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	5,834	5,563	(271)	6,589	5,712	
Surplus / (deficit) of operating funding (A-B)	310	408	(98)	878	1,245	

Commentary

1. Targeted rates for Sewerage are favourable to budget by \$67,199. The actual number of connections being rated is higher than budget due to additional connections from district growth exceeding the estimated number used during the budget process.
Fees and charges are favourable to budget by \$104,192 due to additional trade waste charges.

2. Payments to staff and suppliers have an overall unfavourable variance to budget of \$308,947 split between operational costs – unfavourable by \$470,538 and operational projects – favourable by \$161,591.

Operational costs unfavourable variances arise from rates and insurance – \$62,798, maintenance - \$246,978, sludge disposal – \$317,337 (the increase in sludge disposal costs are as a result of the one off costs to remove over four years of sludge stored on site at Pines. The costs will be partly recovered through trade waste charges) and consent monitoring – \$13,061. The unfavourable variance has been partially offset by favourable variances from consultant's fees, electricity, monitoring of water quality and telephone costs - totaling \$172,906.

Operational projects are favourable to budget by \$161,591. The favourable variance is made up of a number of projects in various stages of completion.

Actual interest charged is \$37,128 lower than budget.

Service targets for Waste water

Performance measure	Target	Actual to date	Comments
Waste water			
The total number of complaints received about sewage odour, blockages and system faults, expressed per 1000 rated properties. (Mandatory Performance Measure)	Less than 15.	3.49	
The number of wet and dry weather wastewater overflows from the wastewater system, expressed per 1000 rated properties. (Mandatory Performance Measure)	Less than 1 overflow	0.985	

Stormwater funding impact statement

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	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	-	-	-	-	-	
Targeted rates	853	855	(2)	1,026	751	
Subsidies and grants for operating purposes	-	-	-	-	-	
Fees and charges	-	-	-	-	-	
Internal charges and overheads recovered	216	216	-	256	-	
Other operating funding	-	-	-	-	-	
Total operating funding (A)	1,069	1,071	(2)	1,282	751	
Application of operating funding						
Payments to staff and suppliers	584	720	136	831	763	1
Finance costs	129	97	(32)	117	122	
Internal charges applied	432	432	-	512	244	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	1,145	1,249	104	1,460	1,129	
Surplus / (deficit) of operating funding (A-B)	(76)	(178)	102	(178)	(378)	

Commentary

1. Payments to staff and suppliers have a total overall favourable variance of \$136,178 split between operational costs - favourable by \$68,339 due to lower than budgeted maintenance costs - \$61,407, consent monitoring - \$5,197 and operational projects - favourable by \$67,839. The positive operational variance arises from a number of projects in various stages of completion.

Service targets for Storm water

Performance measure	Target	Actual to date	Comments
Storm water			
The number of complaints received about the performance of the storm water system, expressed per 1000 rated properties. (Mandatory Performance Measure)	Less than 10	3.64	
The number of flooding events that occur as a result of overflow from the storm water system that enters a habitable floor. (Mandatory Performance Measure)	Nil in less than 50 year storm events.	nil	

Water races and land drainage funding impact statement

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	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	33	33	-	40	44	
Targeted rates	1,944	1,963	(19)	2,356	2,001	
Subsidies and grants for operating purposes	-	-	-	-	-	
Fees and charges	333	267	66	365	285	1
Internal charges and overheads recovered	295	295	-	351	334	
Other operating funding	-	-	-	-	-	
Total operating funding (A)	2,605	2,558	47	3,112	2,664	
Application of operating funding						
Payments to staff and suppliers	1,980	2,184	204	2,565	2,426	2
Finance costs	-	-	-	-	-	
Internal charges applied	591	591	-	703	668	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	2,571	2,775	204	3,268	3,094	
Surplus / (deficit) of operating funding (A-B)	34	(217)	251	(156)	(430)	

Commentary

1. Fees and charges are favourable to budget by \$66,492 due to additional revenue from Irrigation charges - \$65,479. The gains from irrigation have offset the reduced targeted rates revenue as a result of race closures.
2. Water race payments to staff and suppliers have an overall favourable variance of \$226,586 split between
 - Operational costs - favourable by \$133,601 largely due to reduced maintenance costs –favourable by \$71,994, urban enhancement costs - \$19,170, CPW transition costs - \$12,500, infrastructure agreement costs - \$12,115, ECan monitoring - \$11,015 and consultants Fees - \$8,470.
 - Operational projects - favourable by \$92,985, largely due to a number of projects not yet started.

Land drainage payments to staff and suppliers have an overall unfavourable variance of \$23,379 split between

- Operational costs - unfavourable by \$52,198 largely due to increased maintenance expenditure - \$33,844, ECan monitoring - \$13,875 and electricity - \$4,994.
- Operational projects - favourable by \$28,819 due to numerous small projects in various stages of completion.

Service targets for Water races and land drainage

Performance measure	Target	Actual to date	Comments
Water Races			
The total number of complaints received about continuity of supply, expressed per 1000 rated properties.	Less than 100.	28.14	
Land Drainage			
The number of complaints received about the performance of the Land Drainage system, expressed per 1000 rated properties.	Less than 10	3.29	

Izone southern business hub funding impact statement

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	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	-	-	-	-	-	
Targeted rates	-	-	-	-	-	
Subsidies and grants for operating purposes	-	-	-	-	-	
Fees and charges	167	26	141	31	43	
Internal charges and overheads recovered	-	-	-	-	-	
Other operating funding	-	-	-	-	-	
Total operating funding (A)	167	26	141	31	43	
Application of operating funding						
Payments to staff and suppliers	1,202	853	(349)	1,026	1,282	1
Finance costs	-	-	-	-	-	
Internal charges applied	-	-	-	-	-	
Other operating funding applications	-	-	-	-	-	
Total application of operating funding (B)	1,202	853	(349)	1,026	1,282	
Surplus / (deficit) of operating funding (A-B)	(1,035)	(827)	(208)	(995)	(1,239)	
Sources of capital funding						
Subsidies for capital expenditure	-	-	-	-	-	
Development and financial contributions	-	-	-	-	-	
Increase / (decrease) in debt	-	-	-	-	-	
Gross sales proceeds from sale of assets	11,905	13,036	(1,130)	15,643	34,419	2
Total sources of capital funding (C)	11,905	13,036	(1,130)	15,643	34,419	
Applications of capital funding						
Capital - grow th	1,589	1,452	(137)	1,452	2,541	3
Capital - level of service	-	-	-	-	-	
Capital - renew als	-	-	-	-	-	
Increase / (decrease) in reserves	-	-	-	-	-	
Increase / (decrease) of investments	9,281	10,757	1,475	13,196	30,639	
Total applications of capital funding (D)	10,870	12,209	1,338	14,648	33,180	
Surplus / (deficit) of capital funding (C-D)	1,035	827	208	995	1,239	
Funding balance (A-B) + (C-D)	-	-	-	-	-	

Commentary

1. Izone expenditure directly related to sales activity and costs associated with maintenance and monitoring.
2. Gross sales proceeds are favourable to budget, staff continue to update the budget with the most recent cashflow forecast available.
3. Stage 8&9, the Izone small lot subdivision project is now complete.

Service targets for Izone Southern Business Hub

Performance measure	Target	Actual to date	Comments
Sale of 10 ha on average per year.	10 ha	9.0 ha	8 lots sold so far

	2018	2018	2018	2018	2017	
	YTD Actual	YTD Budget	Variance f/(u)	FY Budget	Actual	Note
	\$'000	\$'000	\$'000	\$'000	\$'000	
Sources of operating funding						
General rates	(6,988)	(6,988)	-	(8,386)	(7,825)	
Targeted rates	494	382	112	795	560	
Subsidies and grants for operating purposes	43	48	(5)	96	-	
Fees and charges	1,746	1,655	91	1,706	1,735	
Internal charges and overheads recovered	12,612	12,612	-	15,091	13,823	
Other operating funding	6,563	6,219	344	9,574	10,024	1
Total operating funding (A)	14,470	13,928	542	18,876	18,317	
Application of operating funding						
Payments to staff and suppliers	11,289	11,782	493	13,855	12,144	2
Finance costs	(770)	103	873	123	140	3
Internal charges applied	1,491	1,491	-	1,789	1,598	
Other operating funding applications	46	117	71	140	78	
Total application of operating funding (B)	12,056	13,493	1,437	15,907	13,960	
Surplus / (deficit) of operating funding (A-B)	2,414	435	1,979	2,969	4,357	

Commentary

1. Other operating funding is favourable to budget by \$344,000, largely due to higher than budgeted dividends received.
2. Payments to staff and suppliers are favourable to budget by \$493,000, largely relating to lower than budgeted staff costs in Assets delivery and Property and Commercial departments \$335,000 and Corporate support \$297,000.
3. Finance costs are favourable due to working capital being used for major capital projects instead of external borrowing.

Internal council services

Support services

Internal support and administration functions exist to assist the Council's significant activities in the delivery of outputs and services with the exception of taxation expense. The cost of all support services (overheads) is allocated to each of the Council's significant activities on a cost basis.

Support services include: CEO's department, Finance function, Information services, Records management and Asset management and service delivery.

The internal Council services activity also covers the Council's corporate income, including dividends, interest and property leases. Because it includes corporate income, the Internal Council Services activity generates a surplus. This surplus is used to reduce the general rate requirement so that all ratepayers benefit from this income. As a result, the general rates line in the funding impact statement represents a reduction to general rates rather than funding from general rates.

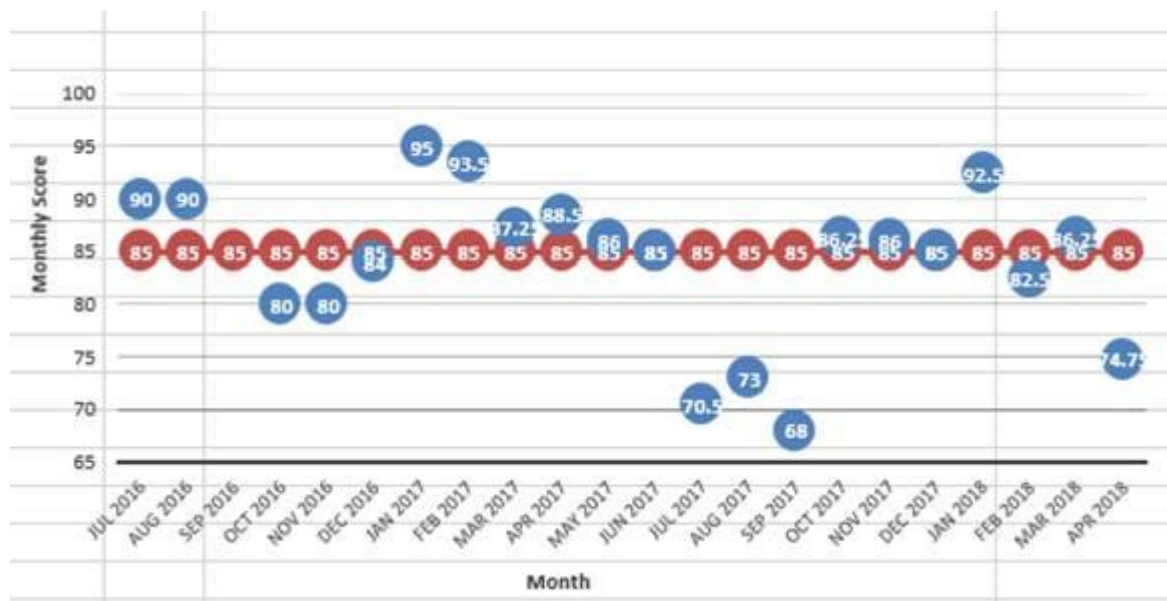
Major contract operational KPI monthly scores

189

Transportation Contract C1234 HEB Construction Ltd



Water Services Contract C1241 Sicon Ltd



Pines Resource Recovery Park C1245 Sicon



Kerbside Collection C1144 Waste Management



Cash flow Report April 2018

Cashflow forecast 2017/19 (\$000)					
		YTD	May	June	TOTAL
Opening cash		6,518	10,028	2,195	6,518
Cash inflow s		113,031	8,249	16,934	138,215
Operating cash outflow s		(64,754)	(5,898)	(5,898)	(76,550)
Capital cash outflow s		(41,991)	(4,098)	(3,660)	(49,750)
Zone cash outflow s		(2,776)	(86)	(86)	(2,947)
Investments		20,000	(6,000)	(6,000)	8,000
Total outflow s		(89,522)	(16,082)	(15,644)	(121,247)
Forecast cash balance		30,028	2,195	3,486	23,486
Borrow ing required		(20,000)	-	-	(20,000)
Closing cash		10,028	2,195	3,486	3,486
Cumulative borrow ing	35,000	15,000	15,000	15,000	15,000

Commentary

Expected future cash flows for the remainder of this financial year indicate that borrowing will be reduced to \$15m.

The quarterly treasury report for period July to March was discussed at the Audit & Risk subcommittee on 2 May 2018 and provided more detailed information on the Council's cash position.

Carl Colenutt

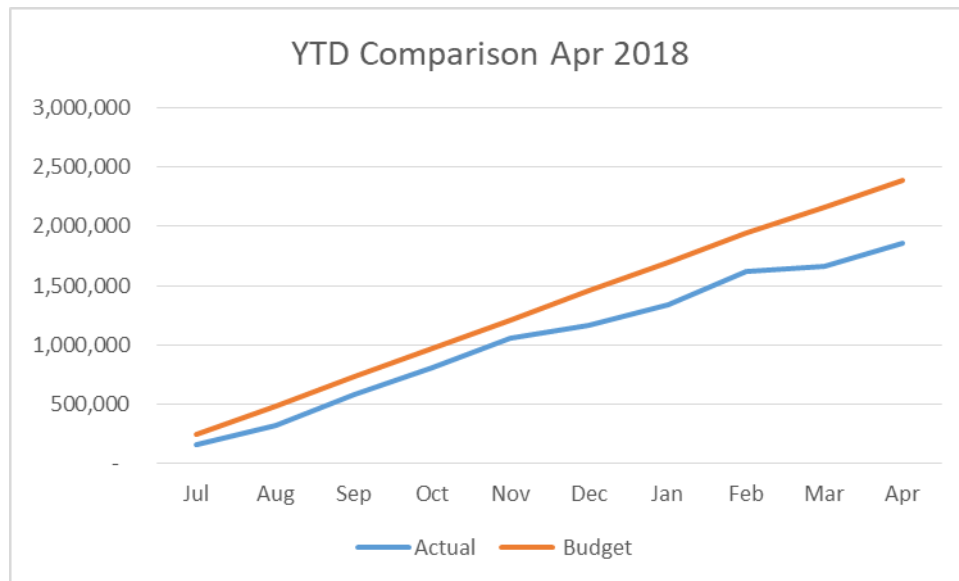
Carl Colenutt
SYSTEMS ACCOUNTANT

ENDORSED FOR AGENDA:

Greg Bell

GREG BELL
MANAGER CORPORATE SERVICES

District Plan Review report for April 2018

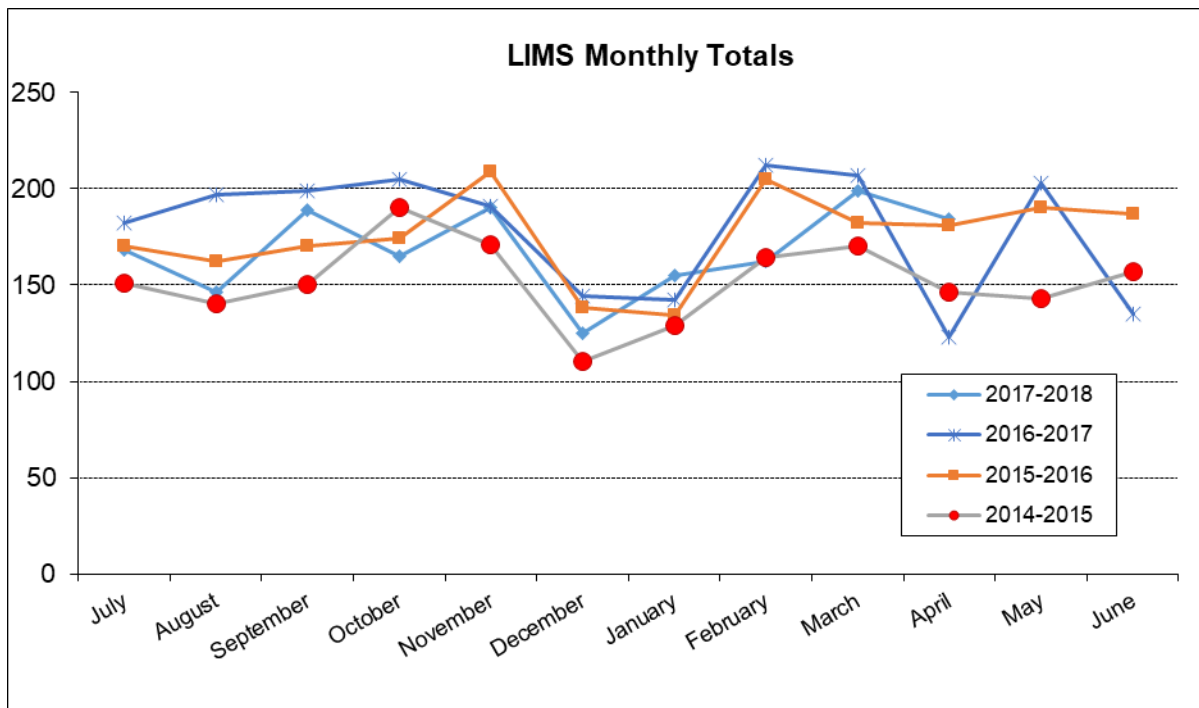


- The DPC budget is currently set at, and being tracked against, the amount agreed by Council at the LTP Workshop in September 2017 and not the budget previously approved in the 2015-25 LTP Budget (which was \$882,000). The 2017-18 revised budget is set at \$2,910,478 which includes carryforwards from 2016-17 financial year of \$551,739.00.
- During April 2018 \$196,253 worth of invoices were approved. We predict expenditure to be slightly higher than the anticipated 8.3% per month for the last quarter of the financial year due to a number of large pieces of work nearing completion.
- Overall the DPR actual expenditure of \$1,861,460 is tracking at 64% of the budget for the 2017-18 financial year.
- There are a number of cost centres which are tracked well below budget such as communications resources and collateral, GiS mapping, Economic Analysis, and other Rural and District Wide work.
- Expenditure against these cost centres are set to take place during Q4 of the current financial year or will likely be expensed in the 2018-19 year.
- Projected expenditure to end of the financial year across the project is expected to range from \$2,355,000 - \$2,380,000, which will be significantly under the anticipated budget of \$2,910,478.

LIMS TOTALS – April 2018

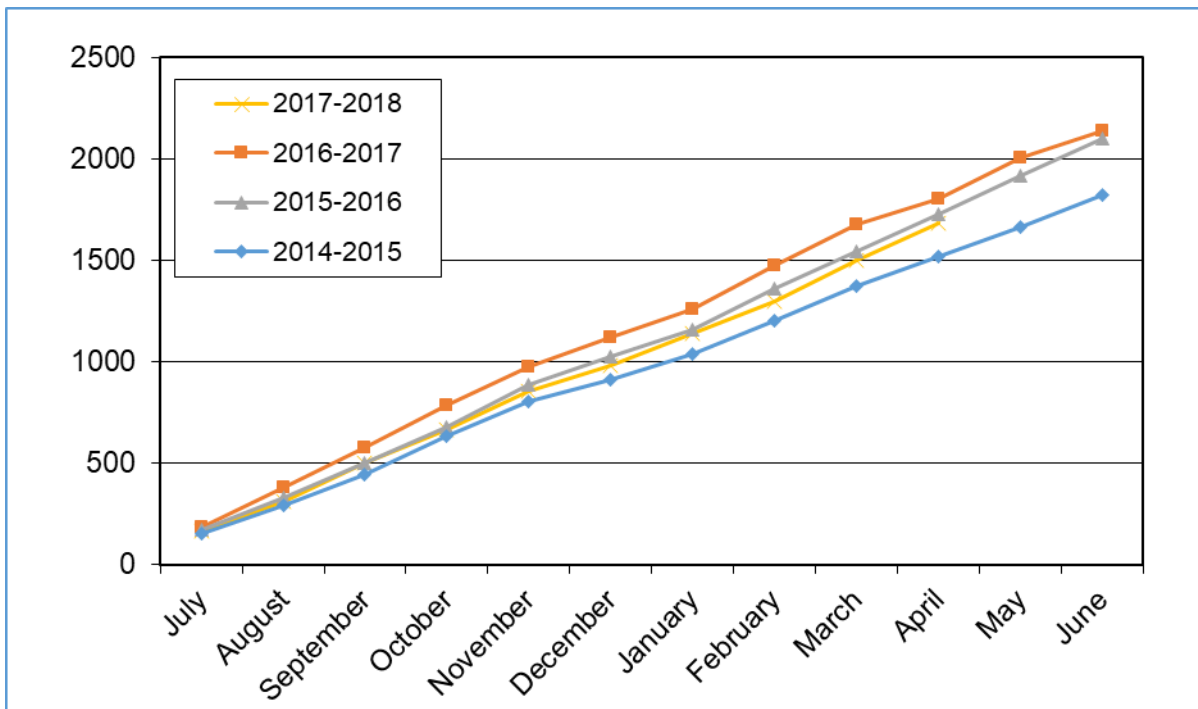
Average Processing Days for April:	6
LIMS Issued April 2018:	184
LIMS Issued March 2018:	199
LIMS Received April 2018:	160

MONTH	2017-2018	2016-2017	2015-2016	2014-2015
July	168	182	170	151
August	146	197	162	140
September	189	199	170	150
October	165	205	174	190
November	190	191	209	171
December	125	144	138	110
January	155	142	134	129
February	162	212	205	164
March	199	207	182	170
April	184	123	181	146
May		203	190	143
June		135	187	157



LIMS YTD TOTALS

MONTH	2017-2018	2016-2017	2015-2016	2014-2015
July	168	182	170	151
August	314	379	332	291
September	503	578	502	441
October	668	783	676	631
November	858	974	885	802
December	983	1118	1023	912
January	1138	1260	1157	1041
February	1300	1472	1362	1205
March	1499	1679	1544	1375
April	1683	1802	1725	1521
May		2005	1915	1664
June		2140	2102	1821



ENVIRONMENTAL
SERVICES

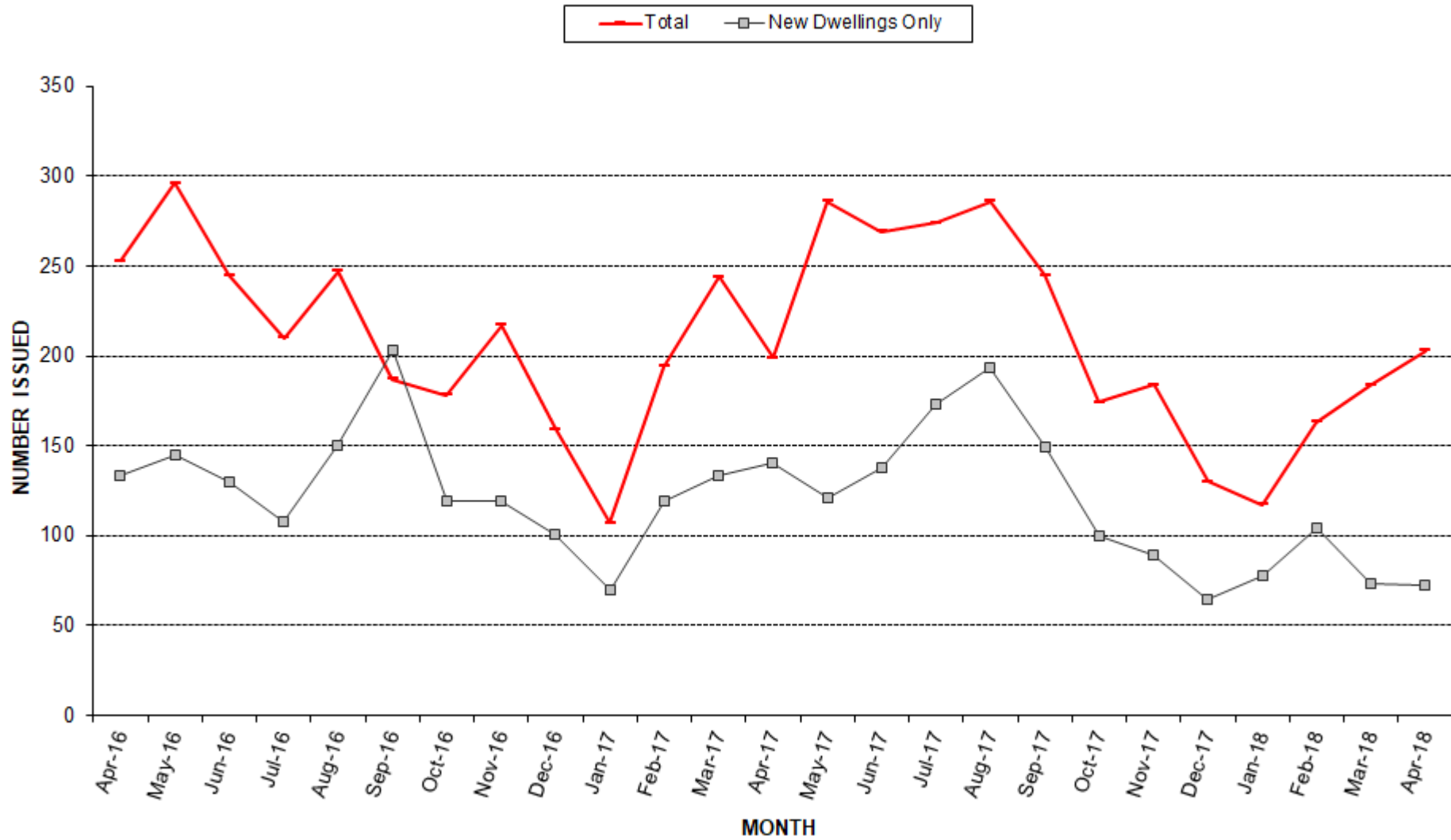
STATISTICS

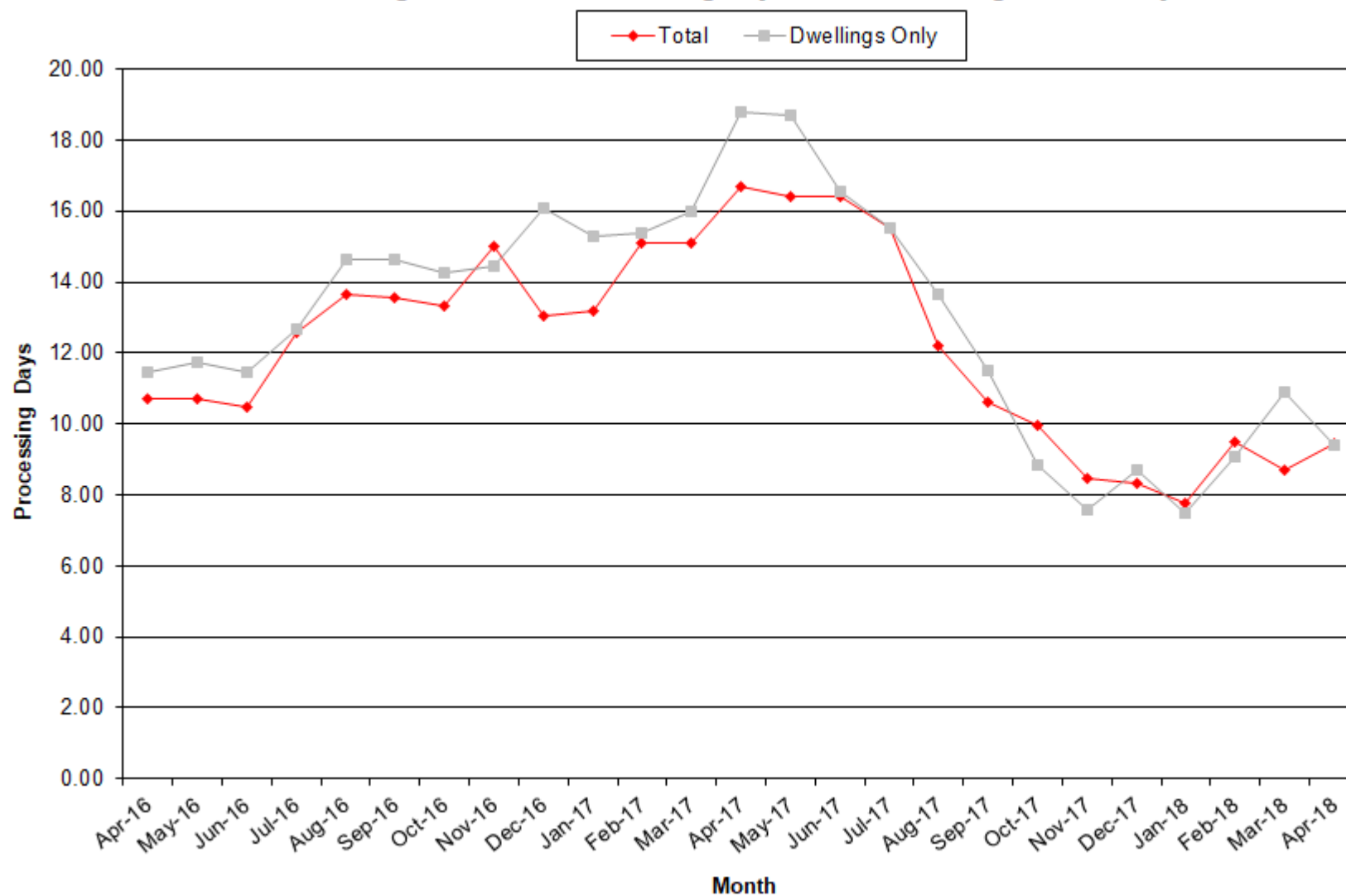
REPORT

TO

30 April 2018

BUILDING STATISTICS															YEAR TO DATE 196				
					February 2018					March 2018					April 2018				
															1/7/16 - 30/06/17				
Pims																			
Number Received					39					63					35			514	
Number of PIM's Issued					51					36					75			548	
Number Issued within 20 working days					51					35					75			543	
Average Processing Days					11.90					10.03					12.27			10.17	
Percentage completed within 20 days					100%					97.22%					100%			99.09%	
BUILDING CONSENTS					Total	New Dwellings	Com	Ind	Other	Total	New Dwellings	Com	Ind	Other	Total	New Dwellings	Comm	Indust	Other
Number Received					163	91	7	5	60	184	79	11	12	82	187	75	8	9	95
Number of Consents Issued					163	104	14	12	33	192	73	6	10	103	203	72	15	12	104
No. Issued Within 20 Working Days					156	99	12	12	33	182	71	5	9	97	190	68	12	11	99
Average Processing Days					9.48	9.09	8.46	10.58	9.38	8.71	10.88	14.33	11.80	12.34	9.47	9.41	11.33	7.82	9.52
% Completed within 20 Days					95.71%	95.19%	85.71%	100.00%	100.00%	94.79%	97.26%	83%	90%	94.17%	93.60%	94.44%	80.00%	91.67%	95.19%
No. of Consents Issued 2016/2017					215	140	9	14	52	215	140	9	14	52	203	121	7	6	69
No. of Consents Issued 2017/2018					163	104	14	12	33	192	73	6	10	103	203	72	15	12	104
Increase (Decrease)					(52)	(36)	5	(2)	(19)	(23)	(67)	(3)	(4)	51	0	(49)	8	6	35
% Increase (Decrease)					(24%)	(26%)	56%	(14%)	(37%)	(11%)	(48%)	(33%)	(29%)	98%	0%	(68%)	53%	50%	34%
CODE COMPLIANCE CERTIFICATES																			
No. of Applications Received					174					163					170			1704	
No. of CCC's Issued					201					186					197			1959	
No. Issued Within 20 Working Days					199					184					195			1941	
Average Processing Days					0.66					1					0.82			1.78	
% Completed within 20 Days					99.00%					98.92%					98.98%			99%	
CERTIFICATES OF ACCEPTANCE																			
Number Received					1					1					0			12	
No. of Cert's of Acceptance Issued					1					4					0			12	
NOTICES TO FIX																			
No. of Notices to Fix Issued					0					0					1			4	
EXEMPTIONS																			
No. of Exemptions Received					6					8					2			84	
No. of Exemptions Granted/Declined					6					6					2			88	
Note:- there is no statutory timeframe withi																			
Natural Disasters																			
Number Received					1					1					2			17	

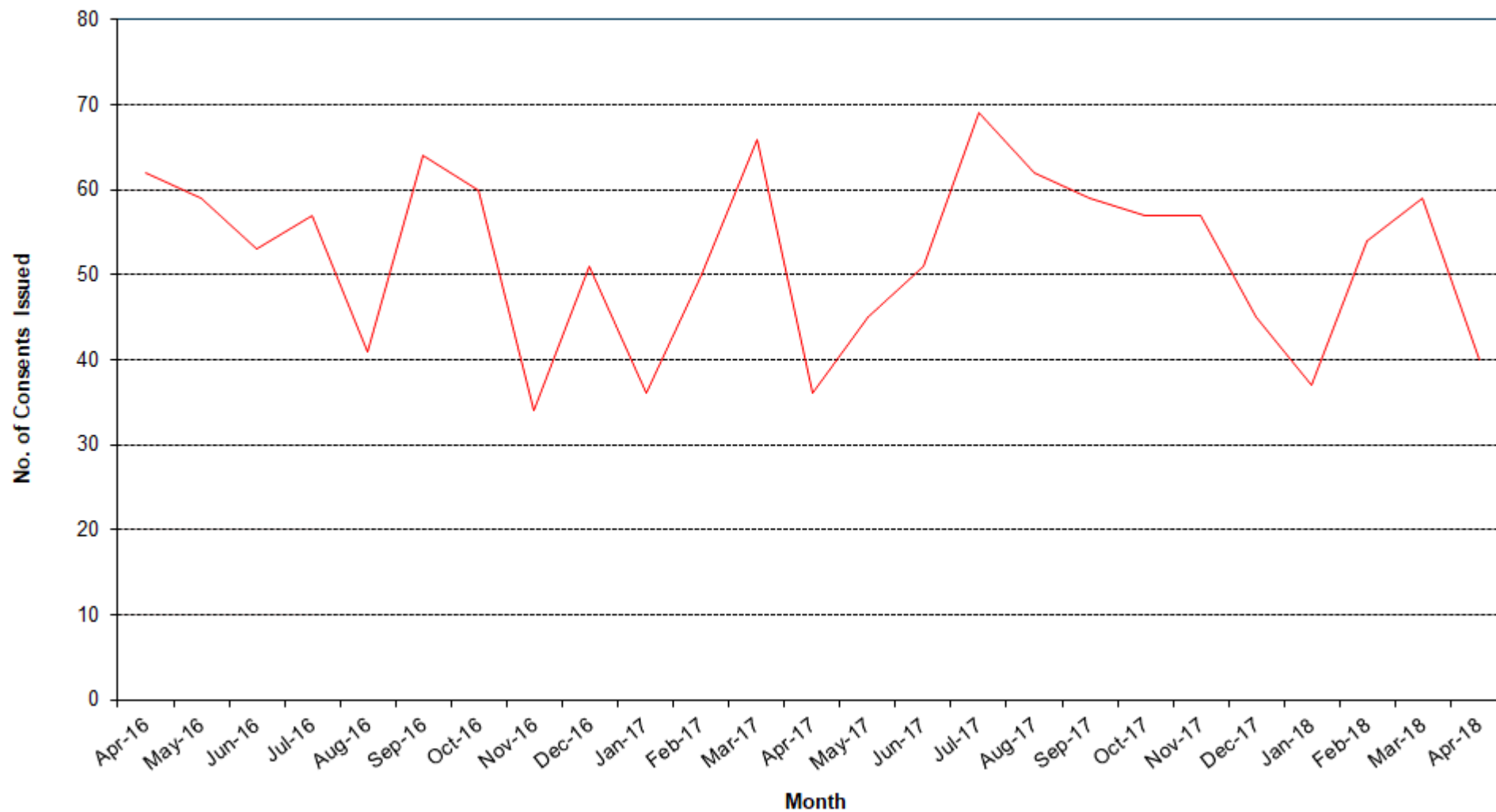
NUMBER OF SDC BUILDING CONSENTS ISSUED BY MONTH

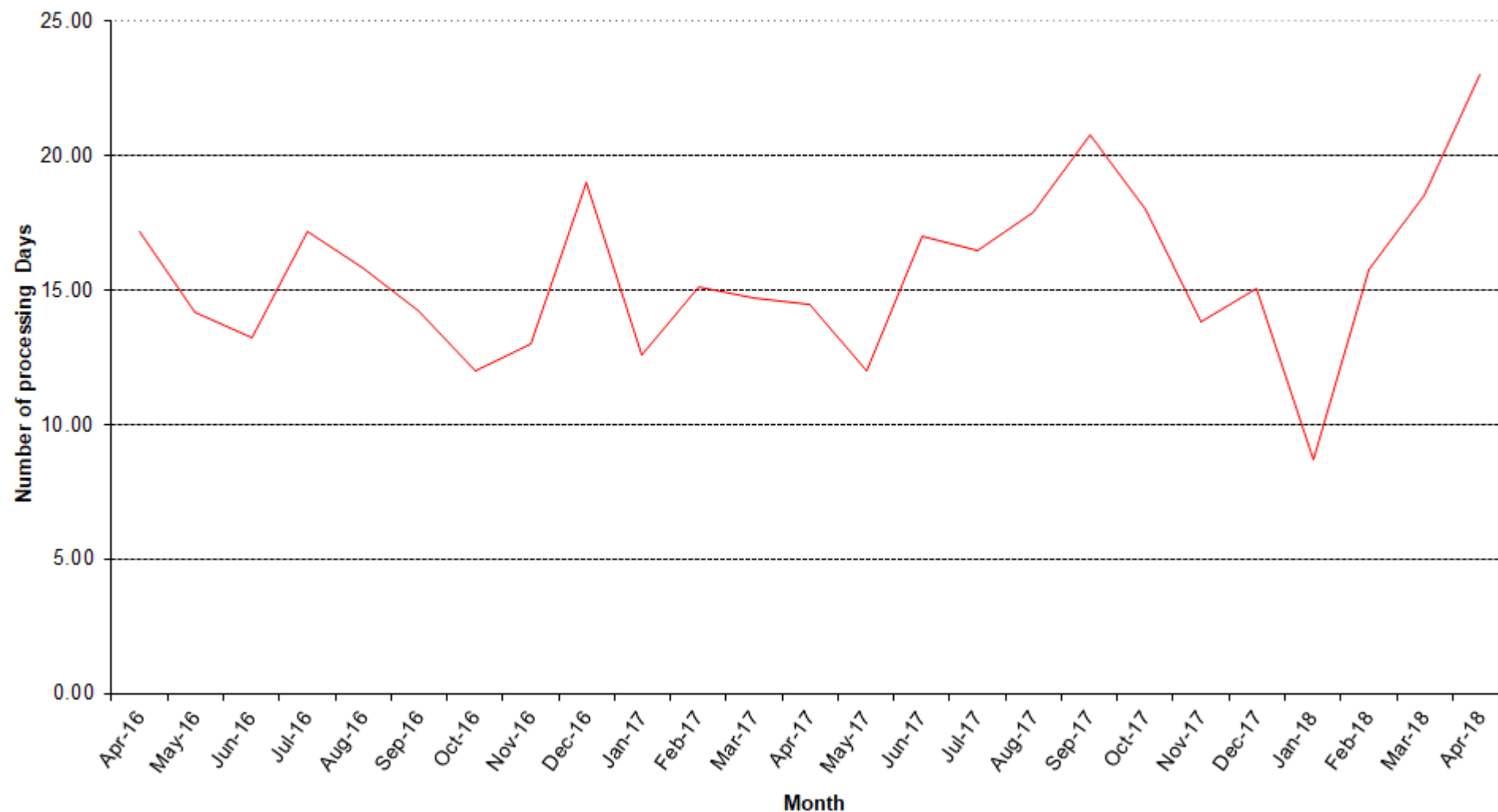
Average Number of Processing Days for SDC Building Consents by Month


RESOURCE CONSENT STATISTICS 1 JULY 2017 - 30 JUNE 2018

199


TIMELINESS OF ISSUE (includes issue of consents received prior to 1/7/17)												
	Feb-18			Mar-18			Apr-18			YEAR TO DATE (1/7/17 - 30/06/18)		
Applications Received			59			64			64			578
	Land Use	Subdivision	Total	Land Use	Subdivision	Total	Land Use	Subdivision	Total	Land Use	Subdivision	Total
Non Notified	38	10	48	43	14	57	25	13	38	369	135	504
Number Completed Within 20 Working Days	38	10	48	42	12	54	24	11	35	358	127	485
% Completed Within 20 Working Days	100%	100%	100%	98%	86%	95%	96%	85%	92%	97%	94%	96%
Average Processing Days	9.87	13.8	10.69	14.88	24.21	17.17	16	29.38	20	12.49	19.76	16.13
Notified (no hearing)	0	0	0	0	0	0	0	0	0	0	0	0
Number Completed Within 50 Working Days	0	0	0	0	0	0	0	0	0	0	0	0
% Completed Within 50 Working Days	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Average Processing Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
Notified With Hearing	1	0	1	0	0	0	0	0	0	5	3	8
Number Completed Within 130 Working Days	1	0	1	0	0	0	0	0	0	5	3	8
% Completed Within 130 Working Days	100%	N/A	100%	N/A	N/A	N/A	N/A	N/A	N/A	100%	100%	100%
Average Processing Days	84	0	84	0	0	0.00	0.00	0.00	0.00	93	105	98
Limited Notification (no hearing)	4	1	5	1	1	2	1	0	1	13	4	17
Number Completed Within 65 Working Days	4	1	5	1	1	2	1	0	1	13	4	17
% Completed Within 65 Working Days	100%	100%	100%	100%	100%	100%	100%	N/A	100%	100%	100%	100%
Average Processing Days	49.50	57.00	51.00	58	58	58.00	38.00	0.00	38.00	46	48	47
Limited Notification With Hearing	0	0	0	0	0	0	1	0	1	6	4	10
Number Completed Within 100 Working Days	0	0	0	0	0	0	1	0	1	6	4	10
% Completed Within 100 Working Days	N/A	N/A	N/A	N/A	N/A	N/A	100%	N/A	100%	100%	100%	100%
Average Processing Days	0	0	0	0	0	0	96.00	0	96.00	89	88	89
TOTAL ISSUES	43	11	54	44	15	59	27	13	40	393	146	539
NUMBER COMPLETED WITHIN PRESCRIBED TIMEFRAME	43	11	54	43	13	56	26	11	37	382	138	520
% COMPLETED WITHIN TIMEFRAME	100%	100%	100%	98%	87%	95%	96%	85%	93%	97%	95%	96%
AVERAGE PROCESSING DAYS	15.28	17.73	15.78	15.86	26.46	18.55	19	29	23	16	24	18

Total Number of Resource Consents Issued by SDC by Month

Average Number of Processing Days for SDC Resource Consents by Month

New Cases Opened – 56  Increased by 44% (Average is 39 based on the last 20 Months)

Cases Closed – 56  Increased by 40% (Average is 40 based on the last 20 Months)

Active Cases – 46  decreased by 25% (Average is 62 based on the last 20 Months)

Monthly Summary

Litter Infringements Issued

Three infringements have been issued this month for litter offences. Two of these litter infringements were issued to the occupants of vehicles that had thrown fast food rubbish and bottles onto the road and road reserve. We were able to issue these infringements through strong evidence supplied by the complainants, fast food receipts, liaison with fast food franchises and the Police. The other litter infringement was issued to a business owner from Christchurch who was illegally dumping concrete and rubble near the Halswell area within our district. Through a joint approach by SDC Compliance staff and local Police the offender was caught and was ordered to collect all of the concrete and rubbish he had dumped in addition to receiving an infringement notice.

RMA Infringements Issued

One infringement has been issued this month to a business who had been previously educated and warned several times about the signage rules in the Selwyn District Plan and the need for a resource consent. The sign in question was also obstructing a traffic control device in the Tai Tapu area.

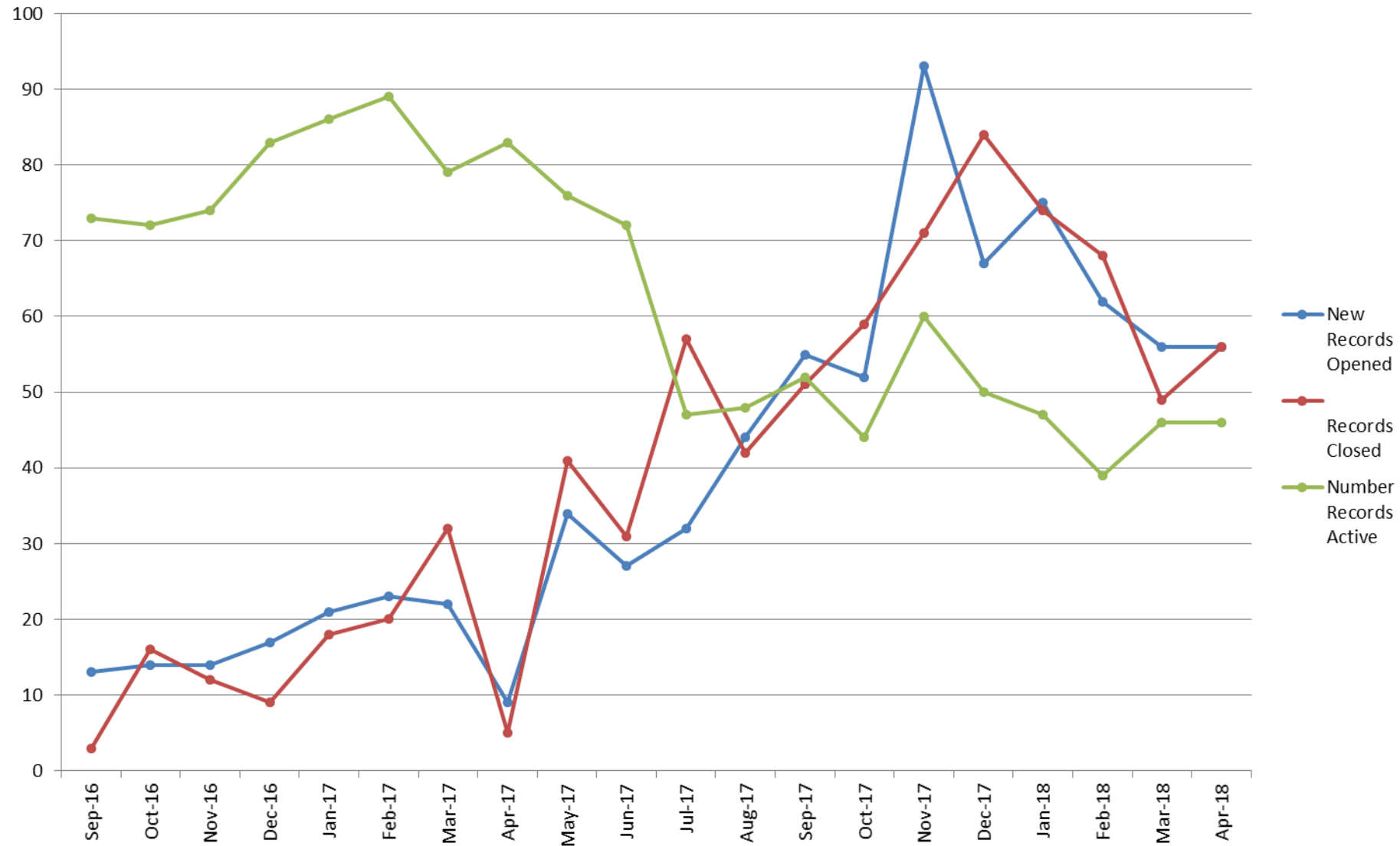
Total Infringement value issued in April 2018 = \$600

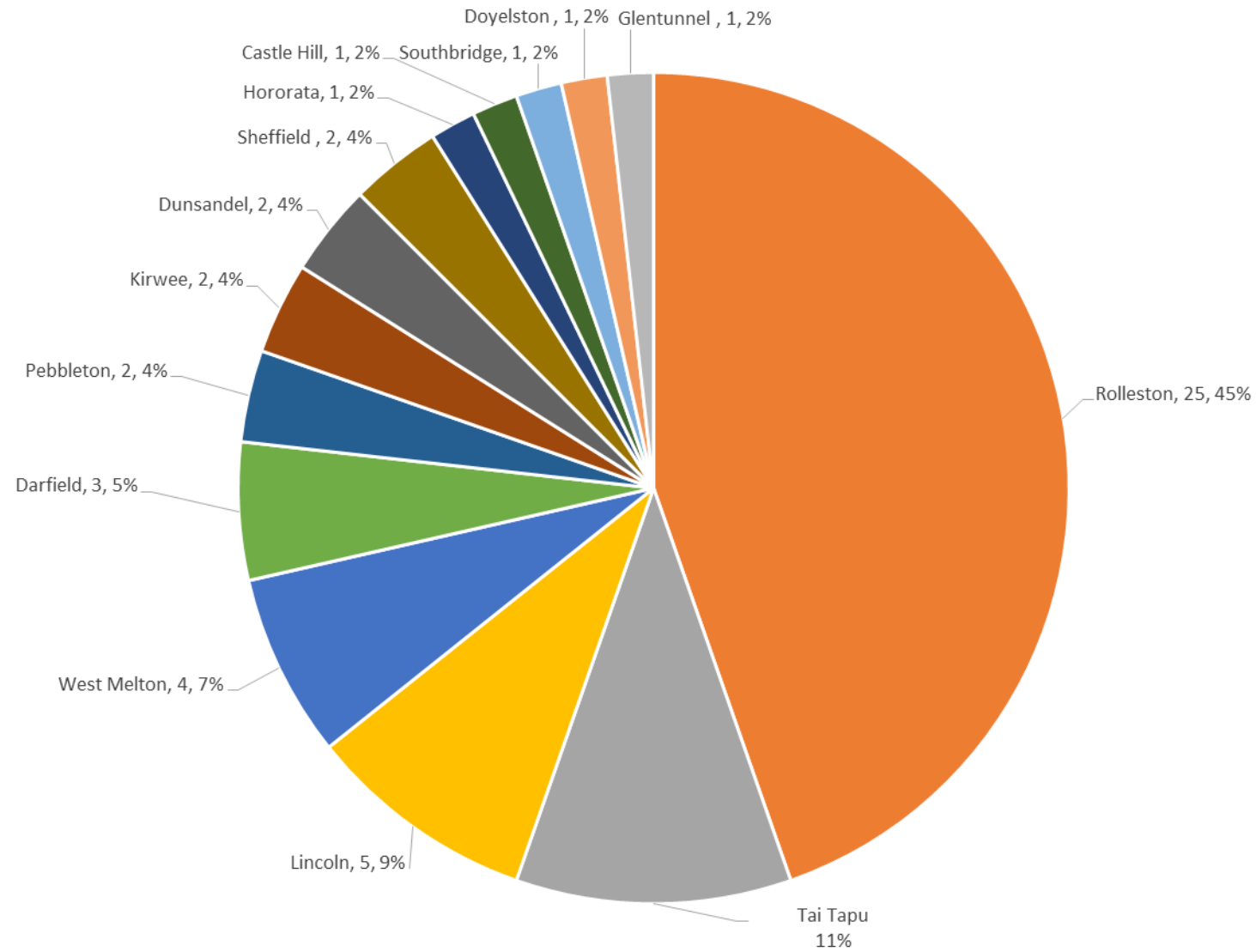
Boundary Pegs

During the month of April 2018 the Compliance Team have dealt with three cases that involved buildings being incorrectly sited due to boundary pegs being moved. As a consequence some of these buildings are breaching building siting rules in the Selwyn District Plan and we have been working closely with the SDC building department and the owners of these properties in order to rectify the non-compliances.

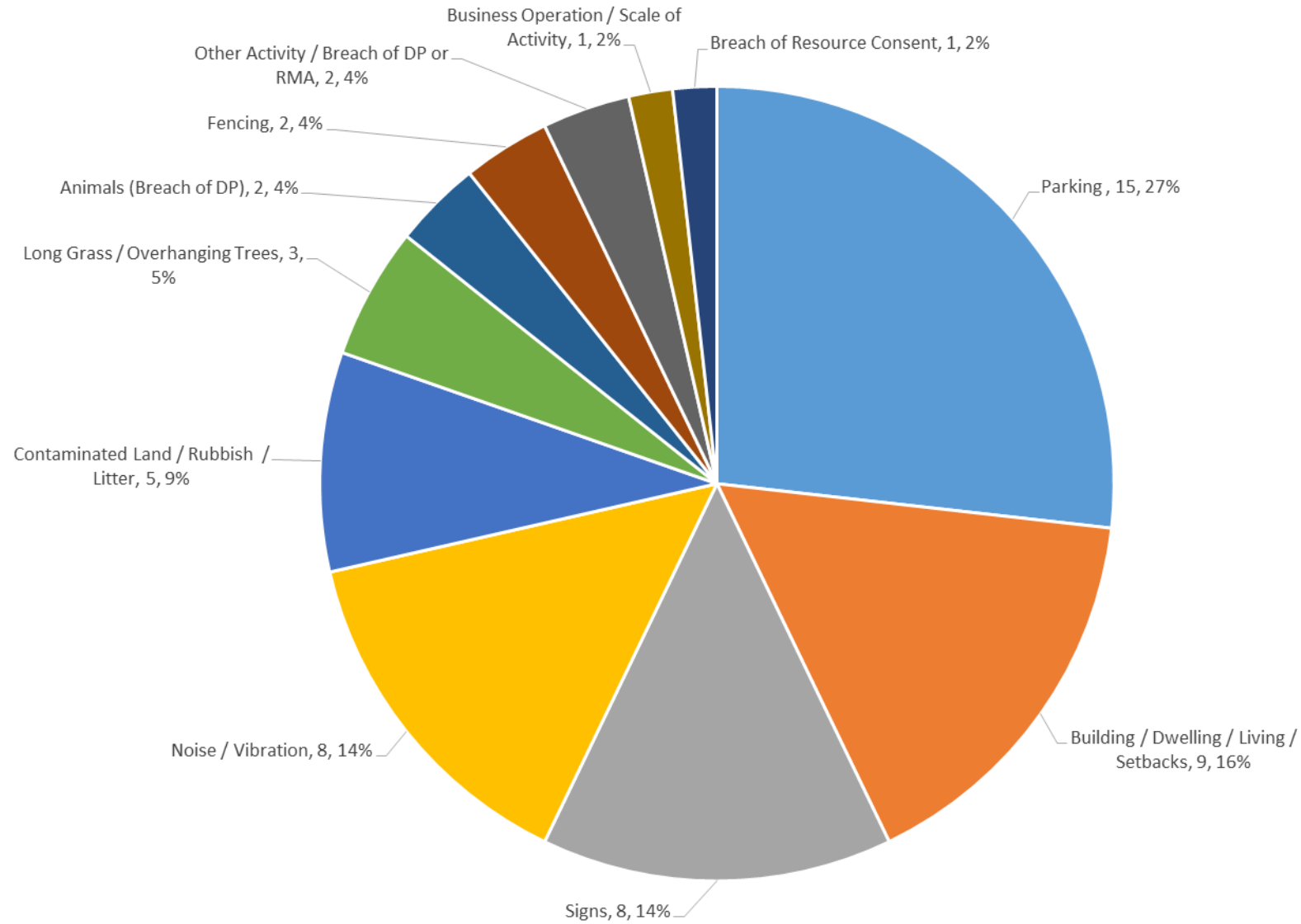
Parking

The Compliance Team this month have dealt with 15 parking related complaints. The majority of these complaints are for abandoned vehicles that have been left on the road. After some investigation the team has managed to locate the owners of these vehicles and have had them removed from the road network. The team also received an increase in complaints relating to people parking too close to vehicle crossings nearby the new development between Dryden Ave and McCauley Street. We have issued warnings to these vehicles.

SDC Compliance - Service Requests - **Graph** -Last 20 Months

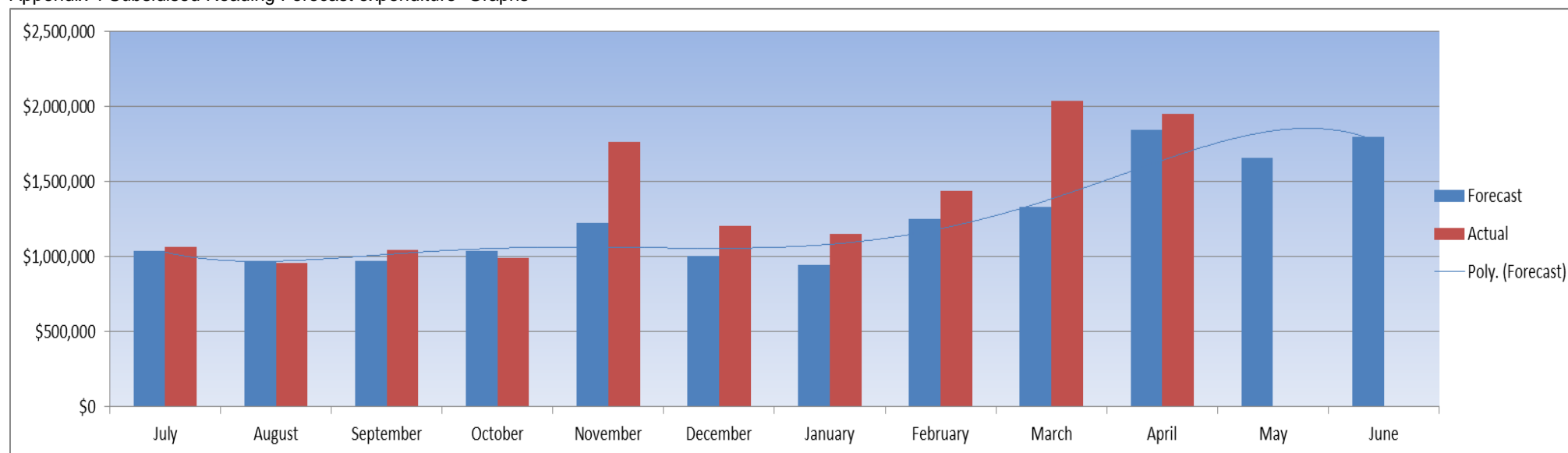
SDC Compliance - Service Requests - **Location** - April 2018

SDC Compliance - Service Request - **Categories** - April 2018



Appendix 4 Subsidised Roothing detailed forecast expenditure

Selwyn District Subsidised Roothing Programme 2017/18																			
			in TIO		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	Year to Date	YTD + 4cast	
Cat	GLID	FAR	NZTA Budget		July	August	September	October	November	December	January	February	March	April	May	June	Total	Total	
111 Sealed Pavement Maintenance	4700420111	51	\$1,204,324	Forecast	\$50,000	\$60,000	\$60,000	\$250,000	\$250,000	\$100,000	\$100,000	\$150,000	\$150,000	\$100,000	\$60,000	\$50,000		\$2,333,399	-\$1,129,075
				Actual	\$50,960	\$34,944	\$126,351	\$215,674	\$483,988	\$229,963	\$242,299	\$139,888	\$507,012	\$392,322			\$2,423,399		
112 Unsealed Pavement Maintenance	4700420112	51	\$646,320	Forecast	\$100,000	\$100,000	\$80,000	\$80,000	\$70,000	\$70,000	\$70,000	\$100,000	\$80,000	\$80,000	\$80,000	\$80,000		\$1,492,626	-\$846,306
				Actual	\$98,406	\$273,462	\$256,079	\$114,771	\$228,780	\$136,057	\$85,890	\$97,888	\$121,214	\$73,080			\$1,485,626		
113 Routine Drainage Maintenance	4700420113	51	\$820,947	Forecast	\$85,000	\$80,000	\$120,000	\$40,000	\$40,000	\$60,000	\$40,000	\$40,000	\$60,000	\$60,000	\$80,000	\$80,000		\$978,486	-\$157,539
				Actual	\$85,625	\$148,796	\$93,407	\$110,613	\$108,625	\$66,127	\$23,302	\$77,145	\$53,810	\$51,038			\$818,486		
114 Structures Maintenance	4700420114	51	\$232,836	Forecast	\$30,000	\$10,000	\$30,000	\$20,000	\$20,000	\$20,000	\$5,000	\$20,000	\$20,000	\$20,000	\$10,000	\$10,000		\$167,539	\$65,297
				Actual	\$27,423	\$7,363	\$12,412	\$2,419	\$12,150	\$5,075	\$4,875	\$4,078	\$63,526	\$8,217			\$147,539		
121 Environmental Maintenance	4700428121	51	\$752,702	Forecast	\$150,000	\$100,000	\$70,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$60,000	\$60,000	\$60,000	\$60,000		\$985,049	-\$232,347
				Actual	\$154,577	\$124,421	\$51,693	\$60,294	\$66,256	\$29,824	\$87,541	\$116,446	\$113,452	\$60,545			\$865,049		
122 Traffic Services Maintenance	4700428122	51	\$1,003,603	Forecast	\$90,000	\$90,000	\$80,000	\$90,000	\$80,000	\$80,000	\$80,000	\$70,000	\$80,000	\$80,000	\$80,000	\$80,000		\$1,069,871	-\$66,268
				Actual	\$93,619	\$97,387	\$87,213	\$99,427	\$94,248	\$74,630	\$44,025	\$100,205	\$99,551	\$119,565			\$909,871		
124 Cycle Path Maintenance	4700428124	51	\$21,076	Forecast	\$5,000	\$2,500	\$2,500	\$5,000	\$4,000	\$2,500	\$4,000	\$2,500	\$2,500	\$4,000	\$4,000	\$2,500		\$36,938	-\$15,862
				Actual	\$4,813	\$1,599	\$2,967	\$3,811	\$1,953	\$6,195	\$2,700	\$973	\$2,606	\$2,821			\$30,438		
131 Level Crossing Warning Devices	4700429131	51	\$46,166	Forecast	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$4,000	\$4,000	\$2,500	\$2,500	\$2,500	\$2,500		\$26,082	\$20,084
				Actual	\$0	\$3,256	\$1,639	\$0	\$1,801	\$3,968	\$320	\$3,910	\$6,187	\$0			\$21,082		
151 Network and Asset Management	4700429151	51	\$622,234	Forecast	\$130,000	\$30,000	\$30,000	\$30,000	\$30,000	\$100,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$90,000		\$790,336	-\$168,102
				Actual	\$129,219	\$34,886	\$110,443	\$42,192	\$71,063	\$54,469	\$71,027	\$42,508	\$41,883	\$62,644			\$660,336		
Total Maintenance and Operations			\$5,350,208		\$644,643	\$726,115	\$742,204	\$649,201	\$1,068,863	\$606,308	\$561,979	\$583,040	\$1,009,243	\$770,231	\$0	\$0		\$7,880,327	-\$2,530,119
														\$7,361,827	138%			147%	
211 Unsealed Road Metalling	4700423211	51	\$1,026,686	Forecast	\$200,000	\$200,000	\$250,000	\$160,000	\$100,000	\$20,000	\$40,000	\$40,000	\$40,000	\$30,000	\$100,000	\$100,000		\$981,706	\$44,980
				Actual	\$200,186	\$32,639	\$186,389	\$27,698	\$25,187	\$155,475	\$20,876	\$46,883	\$46,074	\$40,299			\$781,706		
212 Sealed Road Resurfacing	4700423212	51	\$3,509,597	Forecast	\$0	\$5,000	\$5,000	\$200,000	\$400,000	\$400,000	\$400,000	\$600,000	\$600,000	\$400,000	\$200,000	\$5,000		\$2,826,203	\$683,394
				Actual	\$2,183	\$2,183	\$2,183	\$120,020	\$370,944	\$261,734	\$398,730	\$684,374	\$371,812	\$407,041			\$2,621,203		
213 Drainage Renewals	4700423213	51	\$133,479	Forecast	\$17,105	\$10,000	\$20,000	\$2,500	\$10,000	\$4,000	\$4,000	\$4,000	\$4,000	\$10,000	\$10,000	\$15,754		\$356,060	-\$222,581
				Actual	\$36,049	\$56,042	\$34,477	\$52,257	\$22,747	\$70,201	\$4,479	\$23,203	\$16,196	\$14,655			\$330,306		
214 Pavement Rehabilitation	4700423214	51	\$205,739	Forecast	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$208,092	-\$2,353
				Actual	\$453	\$453	\$453	\$453	\$88,580	\$56,276	\$60,066	\$453	\$453	\$453			\$208,092		
215 Structures Component Replacement	4700423215	51	\$110,396	Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$6,084	\$104,312
				Actual	\$338	\$321	\$3,050	\$321	\$373	\$321	\$342	\$351	\$338	\$329			\$6,084		
222 Traffic Services Renewals	4700905222	51	\$376,351	Forecast	\$14,830	\$20,000	\$20,000	\$40,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		\$195,360	\$180,991
				Actual	\$17,661	\$18,435	\$25,682	\$20,825	\$16,101	\$14,355	\$11,908	\$11,295	\$7,100	\$11,998			\$155,360		
231 Associated Improvements	4700432231	51	\$0	Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
				Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0		
Total Renewals			\$5,362,248		\$256,870	\$110,073	\$252,233	\$221,574	\$523,932	\$558,362	\$496,401	\$766,559	\$441,973	\$474,775	\$0	\$0		\$4,573,506	\$788,742
														\$4,102,752	77%			85%	
Total Operations and Maintenance and Renewals			\$10,712,456		\$901,513	\$836,188	\$994,438	\$870,775	\$1,592,795	\$1,164,670	\$1,058,380	\$1,349,599	\$1,451,216	\$1,245,006	\$0	\$0		\$12,453,833	-\$1,741,377
														\$11,464,579	107%			116%	
321 New Traffic Management Facilities	4700431321	51	\$0	Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
				Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0		
324 Jones Road Widening	470090081	51	\$297,703	Forecast	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$419,584	-\$121,881
				Actual	\$0	\$0	\$0	\$43,712	\$0	\$0	\$0	\$0	\$375,872	\$0			\$419,584		
324 LED Upgrade - Implementation	4700900108	85	\$2,100,000	Forecast				\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$400,000	\$400,000	\$400,000		\$2,100,000	\$0
				Actual	\$0	\$0	\$0	\$8,214	\$21,459	\$0	\$12,402	\$37,205	\$12,402	\$353,948			\$445,627		
RIZ-SH1 Signal Optimisation and Hoskyns/Jones Signalisation	48009005010	51	\$1,400,000	Forecast	\$0	\$0	\$10,000	\$20,000	\$30,000	\$30,000	\$50,000	\$100,000	\$100,000	\$400,000	\$400,000	\$320,000		\$1,330,083	\$69,917
				Actual	\$0	\$0	\$23,652	\$34,620	\$40,519	\$0	\$62,230	\$21,719	\$182,739	\$244,605			\$610,083		
324 Walkers Road Widening	470090083	51	\$384,947	Forecast	\$0	\$0	\$15,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000	\$20,000	\$20,000	\$400,000		\$429,700	-\$44,753
				Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,700	\$0	\$0			\$9,700		
341 Minor Improvements	4700900107	51	\$658,965	Forecast	\$150,000	\$100,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000	\$75,000	\$50,000		\$649,152	\$9,813
				Actual	\$145,649	\$109,289	\$17,232	\$19,611	\$91,600	\$28,546	\$4,409	\$3,203	\$1,603	\$103,010			\$524,152		
Total Local Road Improvements			\$4,841,615																
432 Promotion, Education and Advertising	4700430432	51	\$218,000	Forecast	\$13,781	\$10,000	\$15,000	\$15,000	\$10,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000		\$152,803	\$65,197
				Actual	\$11,110	\$11,988	\$10,446	\$13,384	\$16,528	\$9,085	\$12,537	\$15,288	\$14,711	\$7,725			\$122,803		
Total Road Safety Promotion			\$218,000																
Activity Management Plans	4700420003	51	\$0	Forecast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
				Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0		
AMP Strategic and Program Business Case Development	4700420001	51	\$35,528	Forecast	\$0	\$2,296	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$20,000		\$33,066	\$2,463
				Actual	\$5,709	\$0	\$0	\$4,238	\$1,971	\$0	\$0	\$0	\$0	\$0			\$11,917		
Total Investment Management			\$35,528																
Total			\$15,807,599	Forecast	\$1,038,210	\$972,298	\$971,140	\$1,036,140	\$1,222,640	\$1,005,140	\$948,140	\$1,261,140	\$1,335,140	\$1,942,640	\$1,657,648	\$1,800,754		\$17,568,220	-\$1,760,621
				Actual	\$1,063,981	\$957,464	\$1,045,768	\$994,553	\$1,764,871	\$1,202,300	\$1,149,958	\$1,436,713	\$2,038,542	\$1,954,295	\$0	\$0		\$13,608,445	



	2018	2018	2018	2018	2018	2018	
	YTD Actual	YTD Budget	Variance f/(u)	FY forecast	FY budget	Variance f/(u)	note
Subsidised Roding summary	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Maintenance and operations	7,362	4,513	(2,849)	7,880	5,350	(2,530)	1
Renewals	4,103	4,998	895	4,574	5,362	789	2
Capital projects	1,485	1,465	(20)	4,279	4,182	(97)	
Minor Improvements	524	508	(16)	649	659	10	
Road Safety	123	190	67	153	218	65	
Transport Planning	12	35	23	33	36	3	
Total	13,608	11,709	(1,899)	17,568	15,807	(1,761)	
1	see note 2 of Transportation FIS						
2	see note 3 of Transportation FIS						

REPORT

TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Vanessa Mitchell – Building Manager
John Christensen – Environmental Services Project Manager

DATE: 22 May 2018

SUBJECT: REVIEW OF DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY

RECOMMENDATION

‘That the Council resolve:

- a) To commence the special consultative procedure for the adoption of the draft amended Dangerous, Affected and Insanitary Buildings Policy 2018;*
- b) To adopt the Statement of Proposal;*
- c) That the Statement of Proposal be made available for public inspection at all Council Service Centres, libraries and on the Council’s website;*
- d) That the period within which written submissions on the draft amended Dangerous, Affected and Insanitary Buildings Policy 2018 may be made be between Monday 2 July and Friday 10 August 2018; and*
- e) That submissions on the Statement of Proposal be heard by a hearing panel comprising of three Councillors who shall report to the Council with its recommendations as soon as practicable following the hearing of submissions.’*

1. PURPOSE

The purpose of this report is to commence the process of reviewing the Council’s Dangerous, Affected and Insanitary Buildings Policy (DAIBP).

The report includes background information and a draft reviewed policy and seeks the Council’s approval to commencing the Special Consultative Procedure (SCP) under the Local Government Act 2002.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The matter has been assessed against the Significance Policy and is considered to be of low significance.

Notwithstanding this the Building Act 2004 (the Act), requires that the SCP under the Local Government Act 2002 be used when preparing or reviewing a local authorities DAIBP.

3. HISTORY/BACKGROUND

Section 131 of the Building Act (formerly), required Territorial Authorities (TA's) to have a policy on dangerous, earthquake prone and insanitary buildings.

The policy was required to state:

- the approach that the TA will take in performing its functions;
- the (TA's) priorities in performing those functions; and
- how the policy will apply to heritage buildings.

The Act also requires that the policy is to be reviewed within five years of its adoption.

The Council's first policy was adopted in July 2006 and a reviewed policy was adopted in August 2011.

As required by the Act both policies were consulted on using the SCP set out in the Local Government Act 2002 as required by the Act.

The Building Manager (Vanessa Mitchell) reported to the Council in February 2017 on the implications of the Building (Earthquake Prone Buildings) Amendment Act 2016. The Amendment Act resulted from a comprehensive review by the Government following the Canterbury earthquakes and introduced a new way as to how earthquake prone buildings would be identified and managed. This New Zealand wide approach removed the need for individual TA's to have policies relating to earthquake prone buildings.

Accordingly, the Building Act has been amended and Section 131 now only refers to the need for TA's to adopt a policy on dangerous and insanitary buildings with the reference to earthquake prone buildings being removed.

The Building Act has also been amended to include "affected" buildings. A building is an affected building under the Act if it is "adjacent to adjoining or nearby a dangerous building."

As the last policy (which included dangerous and insanitary buildings) was adopted by the Council in August 2011 the policy is due for review.

The majority of TA's adopted policies which included both earthquake prone and dangerous and insanitary buildings with the major focus of the policies being on earthquake prone buildings. The reason for this was that the Government's objective with regard to earthquake prone buildings was to reduce the earthquake risk to the public over time. Implicit in this approach was that a proactive, as opposed to a reactive approach was required which involved the identification of higher risk buildings and the setting of timeframes for strengthening earthquake prone buildings. On the other hand the policy approach for dangerous and insanitary buildings was reactive. When matters were brought to the attention of the Council buildings were then assessed in accordance with the provisions of the Building Act which specify the factors leading to a building being considered as dangerous and/or insanitary.

The effect of these approaches was that these policies were largely comprised of provisions relating to earthquake prone buildings with limited reference to dangerous and insanitary buildings.

4. PROPOSAL

With the focus of the new policy being solely on dangerous, affected and insanitary buildings this review has resulted in a complete redrafting of the existing policy to produce a coherent stand-alone policy as now required by Section 131 of the Building Act.

Included in the attachments to this report is a new Dangerous, Affected and Insanitary Buildings Policy.

The overall approach in the draft policy is reactive as in many cases a buildings dangerous or insanitary status will not be readily apparent. Accordingly, any attempt to proactively identify buildings is likely to be unsuccessful unless considerable resources are applied to undertake inspections and evaluation of buildings. Given this the Council will continue to rely primarily on complaints and observations from Council officers.

The draft policy includes the Act's requirements for determining whether a building is dangerous, affected and/or insanitary (for the purposes of the Act) and specifies the council's assessment process when complaints are received.

Also listed in the draft policy are matters which need to be taken into account prior to determining the work or action to be carried out on a building to prevent it from remaining dangerous, affected and/or insanitary.

The Act specifies processes and notice requirements to owners and occupiers when buildings are identified as being dangerous, affected or insanitary with these being detailed in the draft policy.

A matrix is included in the policy to determine the time frame within which any assessment will be completed following a complaint or advice that a building may be dangerous, affected or insanitary. The matrix includes a risk calculator which is based on the product of the level of exposure (occupancy) and the consequences of failure in terms of injuries and possible fatalities.

Also included in the draft policy are sections on:

- Taking action on Affected Buildings including notice to building owners;
- Consenting requirements when a building is assessed as being immediately dangerous;
- Dealing with building owners with a view to arriving a mutually acceptable approach;
- Record keeping/Land Information Memorandum information; and
- The approach to heritage buildings which will take into account any special traditional or cultural aspects of the intended use or any significant cultural, historic or heritage values.

The Act required policies to be reviewed at intervals of not more than 5 years.

5. OPTIONS

The Council is required to have a policy on Dangerous, Affected and Insanitary Buildings under the Act.

The options available to the Council at the present time are:

1. Approve the recommendation to commence the Special Consultative Procedure for the adoption of a Policy on Dangerous, Affected and Insanitary Buildings.
2. Refer the draft policy back to staff for reconsideration.

Option 1 is recommended.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

A draft of the Policy was forwarded to Township, Hall and Reserve Management Committees together with the Malvern Community Board. No feedback has been received.

(b) Consultation

The development of the policy is being progressed using the SCP under the Local Government Act 2002 as required by section 132 of the Building Act 2004.

(c) Māori implications

The proposal does not involve a significant decision in relation to land or a body of water or other elements of intrinsic value, therefore the issue does not specifically impact Maori, their culture and traditions.

7. FUNDING IMPLICATIONS

The process of preparing the reviewed policy is being undertaken using existing budgets.

8. RELEVANT POLICY/PLANS

The council's current policy on Dangerous and Insanitary Buildings was taken into account in preparing the draft reviewed policy.

9. COMMUNITY OUTCOMES

The draft Policy supports the community outcomes of *a healthy community, a safe place to live, work and play* and *a community which values its culture and heritage*.

10. LEGAL IMPLICATIONS

The Policy has been prepared taking the detailed requirements of the Building Act into account and consultation is taking place using the SCP as required by the Building Act.

No legal advice has been sought in the preparation of this policy and advice will be sought as and when required when implementing any policy.

11. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?

A draft of the Policy was forwarded to the Council's Property and Commercial Department for comment.



Vanessa Mitchell
BUILDING MANAGER



John Christensen
ENVIRONMENTAL SERVICES PROJECT MANAGER

Endorsed For Agenda



Tim Harris
ENVIRONMENTAL SERVICES MANAGER

STATEMENT OF PROPOSAL DRAFT SELWYN DISTRICT COUNCIL DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY 2018

Introduction

The Building Act 2004 (the Act), required each Territorial Authority to have a Dangerous, Earthquake-Prone and Insanitary Buildings Policy and to review that policy after no more than five years.

However, an amendment to the Act proposes a New Zealand wide framework for managing earthquake prone buildings. This means earthquake-prone buildings do not need to be covered by Council's policy. The Act has also been amended to include "affected" buildings which are buildings in close proximity to dangerous buildings.

The Council is proposing to rewrite the current policy and remove any reference to earthquake- prone buildings and include affected buildings.

The Dangerous, Earthquake Prone and Insanitary Buildings Policy was last reviewed in August 2011 and is due for review.

Proposal

The overall approach in the draft policy is reactive as in many cases a buildings dangerous or insanitary status will not be readily apparent. Given this the council will continue to rely primarily on complaints and observations from Council officers.

The draft policy confirms the Act's requirements for determining whether a building is dangerous and/or insanitary or affected (for the purposes of the Act) and specifies the council's assessment process when complaints are received.

Also listed in the draft policy are:

- matters which need to be taken into account prior to identifying dangerous, insanitary and affected buildings.
- action to be taken on dangerous and insanitary buildings including notice requirements and actions required where the building is considered to be of immediate danger.

A matrix is included in the policy to determine the time frame within which any assessment will be completed following a complaint or advice that a building may be dangerous, affected or insanitary. The matrix includes a risk calculator which is based on the product of the level of exposure (occupancy) and the consequences of failure in terms of injuries and possible fatalities.

Also included in the draft policy are sections on:

- Taking action on Affected Buildings
- Dealing with building owners with a view to arriving a mutually acceptable approach.
- Consenting requirements when a building is assessed as being immediately dangerous.
- Record keeping/Land Information Memorandum information.
- The approach to heritage buildings which will take into account any special traditional or cultural aspects of the intended use or any significant cultural, historic or heritage values.

A copy of the draft policy is attached to this Statement of Proposal.

Submissions

Any person or body interested is welcome to make a submission or comments on the proposed policy on Dangerous, Affected and Insanitary Buildings Policy 2018.

Submissions on the proposed policy can be made via the on-line submission form or downloadable submission form on the Council website yoursay.selwyn.govt.nz

Submissions shall be addressed to:

The Building Manager
Selwyn District Council
Policy on Dangerous, Affected and Insanitary Buildings
P O Box 90
Rolleston 7643

Or emailed to submissions@selwyn.govt.nz

Submissions must be received no later than 5 p.m. on Friday 10 August 2018.

Any person making a submission may request to be heard in support of their submission.

DRAFT SELWYN DISTRICT COUNCIL DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY 2018

1 Purpose

Sections 131 and 132A of the Building Act 2004 requires the Territorial Authorities to adopt a Policy on dangerous, affected and insanitary buildings within its District. The Policy must state:

- a) The approach the Territorial Authority will take in performing its functions;
- b) The Territorial Authority's priorities in performing those functions; and
- c) How the Policy will apply to heritage buildings.

2 Policy principles

The Council acknowledges that the provisions of the Building Act 2004 (the Act) in regard to dangerous, affected, and insanitary buildings reflect the government's broader concern with the health and safety of people who use buildings.

Early detection and rectification of dangerous, affected and insanitary buildings is strongly connected with the Council's aim of having a safe District.

This policy is being developed following consultation in accordance with Section 83 of the Local Government Act 2002.

3 Overall approach

Sections 124 to 130 of the Act provide the authority necessary for Council to take action on dangerous, affected, and insanitary buildings, and set out how these actions are to be taken.

The public are encouraged to discuss their development plans with Council and to obtain building consent for work Council deems to be necessary prior to any work commencing. This aims to minimise the creation of dangerous or insanitary conditions that could be injurious to the health of occupants, or where safety risks are likely to arise from a change in use of a building.

Council has relied on complaints from various sources and observations from Council Officers to identify potentially dangerous and/or insanitary buildings, and will continue with this approach.

4 Assessment criteria

The Council will assess dangerous and affected buildings in accordance with Sections 121 and 121(A) of the Act.

The Act provides that:

A building is **dangerous** for the purposes of this Act if,—

- (1) (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause—
 - (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or
 - (ii) damage to other property; or
- (b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely.
- (2) For the purpose of determining whether a building is dangerous in terms of subsection (1)(b), a territorial authority—
 - (a) may seek advice from members of Fire and Emergency New Zealand who have been notified to the territorial authority by the Fire and Emergency National Commander as being competent to give advice; and
 - (b) if the advice is sought, must have due regard to the advice.

Section 121 A of the Act provides that:

A building is an **affected** building for the purposes of this Act, if it is adjacent to, adjoining, or nearby a dangerous building.

Council will assess insanitary buildings in accordance with Section 123 of the Act.

The Act provides that:

A building is **insanitary** for the purposes of this Act if the building—

- (a) is offensive or likely to be injurious to health because—
 - (i) of how it is situated or constructed; or
 - (ii) it is in a state of disrepair; or
- (b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or

(c) does not have a supply of potable water that is adequate for its intended use; or

(d) does not have sanitary facilities that are adequate for its intended use.

5 Identifying dangerous, affected and insanitary buildings

The Council will actively respond to and investigate all complaints received and identify from these investigations any buildings that are dangerous, affected or insanitary.

The building will be assessed to determine:

- If there has been any unauthorised building work and/or unauthorised change of use.
- The standard of maintenance of any specified systems for fire safety, water supply or other building elements that provide amenity.
- The state of repair of the building structure and services.
- The safety level of the building compared to the relevant performance criteria of the New Zealand Building Code.

An authorised Council Officer will decide whether the building or part of the building is dangerous or insanitary, and if dangerous whether any other buildings should be regarded as an affected building.

Council may obtain expert advice where appropriate and explore options to reduce or remove the danger, or to fix the dangerous or insanitary conditions.

In forming its view as to the work or action that is required to prevent the building from remaining dangerous, affected or insanitary, Council will take into account some or all the following:

- The type, size and complexity of the building, and location of the building in relation to other buildings, public places and hazards.
- Age of the building.
- How many people spend time in or near the building.
- Current and likely future use of the building.
- The expected useful life of the building and any prolongation of that life.
- Reasonable practicality of any work required.
- Any special historical or cultural value of the building.
- Any other matters that Council considers may be relevant taking into account the particular set of circumstances.

6 Taking action on dangerous and insanitary buildings

In accordance with Sections 124 and 125 of the Act Council:

1. Will advise and liaise with the owner(s) of buildings once a building has been identified as dangerous or insanitary as per clause 5 above.

When the building is a heritage building listed in Council's District Plan or the New Zealand Historic Places List, Heritage New Zealand shall be advised and consulted.
2. May request a written report on the building from Fire and Emergency New Zealand.

If the building is found to be dangerous or insanitary Council may do any or all of the following:

1. Put up a hoarding or fence to prevent people approaching the building.
2. Attach in a prominent place, on or adjacent to, the building a notice that warns people not to approach the building.
3. Attach a written notice to the building requiring work to be carried out on the building within a time stated in the notice, being not less than 10 days, to reduce or remove the danger, or prevent the building from remaining insanitary.
4. Issue a notice restricting entry to the building.
5. Endeavour to give copies of that notice to the building owner, occupier, and every person who has an interest in the land, or is claiming an interest in the land, as well as Heritage New Zealand, if the building is a registered heritage building.
6. Contact the owner at the expiry of the time in the notice to gain access to the building to ascertain whether the notice has been complied with.
7. Where the danger or insanitary condition is the result of unauthorised building work the owner will be formally requested to provide a written explanation as to how the work occurred, who carried it out and under whose instructions.
8. Pursue enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time.

If the building is considered to be of immediate danger (as defined in Section 129 of the Act), Council may:

1. By warrant, undertake any action to remove that danger, which may include prohibiting persons from using or occupying the building or demolition of all or part of the building; or fix the insanitary condition, and
2. Undertake action to recover costs from the owner(s) when Council carries out works to remove the danger; and
3. Inform the owner(s) that the amount recoverable by Council will become a charge on the land on which the building is situated.

All owners have a right of appeal as defined in the Act, which can include applying to the Ministry of Business, Innovation and Employment for a determination under Section 177(3) of the Act.

7 Taking Action on Affected Buildings

When a building is determined to be dangerous Council will assess if any adjacent, adjoining or nearby building is affected (an affected building) as defined in Section 121A of the Act.

The owner of the affected building will be provided with a copy of any notice issued for the dangerous building under Section 124(2)(b),(c) or (d) of the Act, and information relating to Council's monitoring and enforcement actions in relation to the dangerous building.

Council may at its discretion exercise any of its powers under Section 124(2)(a), (b) or (d) in relation to the affected building.

8 Priorities for Action

Council will use the following matrix to determine the timeframe within which the assessment will be completed.

Assessment Priority Matrix

Risk Calculator (Level of Risk x Consequence of Failure)

	CONSEQUENCE OF FAILURE				
Level of Risk	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Very High (5)	5	10	15	20	25
High (4)	4	8	12	16	20
Medium (3)	3	6	9	12	15
Low (2)	2	4	6	8	10
Very Low (1)	1	2	3	4	5

Priority	Score	Working Days
Immediate	≥15	1
High	10-14	3
Medium	6-9	10
Low	≤5	20

DEFINITIONS

Level of Risk:

Very high: Accessed daily by large groups of people (e.g. Hospital, education facility, Police station, prison, community centre, supermarket).

High: Accessed regularly by small groups of people (e.g. Office, shops, apartment building).

Medium: Accessed daily (e.g. Dwelling)

Low: Infrequent access, or exposure to hazard (e.g. Detached domestic garage/workshop/sleepout).

Very Low: Unlikely to be occupied, space typically used for storage only (e.g. Farm shed/hay barn).

Consequence of Failure:

Negligible: No injuries, no inconvenience to building users, no impact on adjacent building/property.

Minor: No injuries, some inconvenience to building users, unlikely to impact on adjacent building/property.

Moderate: No injuries, inconvenience to building users, likely to impact on adjacent building/property.

Major: Serious injury or death, evacuation or short term sheltering may be required.

Extreme: Multiple deaths/serious injuries, failure of building likely to impact on adjacent building/property, evacuation or short/long term sheltering is required.

9 Dealing with building owners

Before exercising its powers under Section 124, Council will seek, within a defined time-frame, to discuss options for action with owners on a mutually acceptable approach leading to receipt of a formal proposal from the owners for dealing with the dangerous, affected, or insanitary situation under Section 124 of the Act, or action being taken under the Health Act 1956.

In the event that discussions do not yield a mutually acceptable approach and proposal, Council may commence proceedings in accordance with Section 124 of the Act.

Where parties other than the building owner, have access to the building, Council will exercise its powers without delay in the interests of protecting the public. The owner will be kept fully informed of the process.

10 Interaction between dangerous building policy and related sections of the Act

Section 41: Building Consent not required in certain cases

In cases where a building is assessed as being immediately dangerous or immediate action is necessary to fix insanitary conditions, Council may not require a building consent to be obtained for any building work considered necessary to immediately remove the danger. If a consent is required then the owner must apply for a Certificate of Acceptance after the work has been completed.

11 Record keeping/LIM information

Where dangerous, insanitary conditions, or affected building status are confirmed, the following information will be recorded on the Land Information Memorandum (LIM) for a property:

- Any written notice under Section 124(2) of the Act, and
- Explanatory information of the Act's requirements, and
- Whether or not the issue has been resolved.

Information on these matters may still be made available in response to a request under the Local Government Official Information and Meetings Act 1987.

12 Heritage buildings

In the implementation of procedures under the Act with regard to dangerous, affected, or insanitary buildings, Council will take into account any special traditional and cultural aspects of the intended use of a building and the need to facilitate the preservation of buildings of significant cultural, historical, or heritage value. This will be achieved by:

- Recognising the range of heritage buildings that exist in the district, including the New Zealand Historic Places List and statutory protection through listing in the District Plan.
- Consultation with owners and Heritage New Zealand in relation to any proposed written notice requiring work.
- Informing and involving relevant statutory organisations, including Heritage New Zealand, with regard to any heritage building identified as at risk.
- Considering heritage values when developing and managing upgrading proposals.
- Consideration of alternative methods to avoid unnecessary demolition for heritage buildings including:

- Partial demolition
- temporary propping/support of the structure
- hoardings to restrict access
- partial deconstruction to make safe and salvage materials

After undertaking the actions outlined above, Council will serve notices requiring upgrading or removal within specified timeframes, in consultation with building owners.

13 Policy Review

Section 132(4) of the Act requires the Council to review this policy within five years of its adoption. This policy will be reviewed by 2023.

REPORT

TO: Selwyn District Council

FOR: Council Meeting 13 June, 2018

FROM: Denise Kidd

DATE: 01 June 2018

SUBJECT: SELWYN DISTRICT COUNCIL COMMUNITY GRANTS FUND

RECOMMENDATION

- (a) *'That a Selwyn District Council Community Grants Fund is established.'*
- (b) *'That the following funds (\$145,000) become part of the Selwyn District Council Community Grants Fund.*
- i. *Community Events Fund (\$55,000; previously Community Special Event Fund)*
 - ii. *Community Youth Development Fund (\$20,000; new)*
 - iii. *Community Development Fund (\$25,000; new)*
 - iv. *Community Arts Culture and Local History Fund (\$45,000; new)'*
- (c) *'That the Community Environmental Fund (\$20,000; new) be included with the Selwyn Natural Environment Fund for administration by Environmental Services Department.'*
- (d) *'That the following Strategic Community Partnership funding be absorbed into, and made contestable through, the Selwyn District Council Community Grants Fund as and when the current arrangements end for terms of up to three (3) years, making an adjusted total of \$297,400. While the funding arrangement may be reviewed and recommitted for a further three (3) year term, the associated process of review and consideration of other Strategic Community Partnerships will be undertaken in a transparent and equitable manner by the associated Committee.*
- i. *Ellesmere Heritage Park, \$20,000 (unbudgeted funding in 17/18 now budgeted 18/19), committed until June 2021*
 - ii. *Selwyn Sports Trust, \$25,000 (new) committed until June 2021*
 - iii. *Lincoln Envirotown Trust (LET), \$33,400 (existing), committed until June 2021*
 - iv. *24/7 Youth funding agreements F \$74,000 (existing) committed until June 2021"*
- (e) *'That the "Selwyn Youth Council Project Fund", \$5,500 (existing) be absorbed into, and made contestable through the "Selwyn Community Grants Fund" in three years' making an adjusted total in the Fund of \$302,900*

- (f) *'That the following Strategic Community Partnership funding be absorbed into, and made contestable through, the Selwyn Natural Environment Fund as and when the current arrangements end for terms of up to three (3) years, making an adjusted total of \$ 92,300 (currently \$45,000).*
- i. *Waihora Ellesmere Trust (WET), \$22,300, committed until June 2021*
 - ii. *Te Ara Kākāriki Greenway Canterbury Trust (TAK), \$25,000, committed until June 2021'*
- (g) *'That a Selwyn Community Grants Committee be established with representation by not less than four (4) Councillors; one from each of the Selwyn Wards, as well as representation by a member of the Selwyn Youth Council.'*

1. PURPOSE

The purpose of this report is to;

- i. establish a Selwyn District Council Community Grants Fund
- ii. arrange and align a number of existing Council community grants, including Selwyn Natural Environment Fund, to sit within the Selwyn Community Grants Policy Framework
- iii. absorb existing Strategic Community Partnership funding specified above, into the Selwyn District Council Community Grants Fund or the Selwyn Natural Environment Fund as and when the current arrangements end
- iv. Establish a Selwyn Community Grants Subcommittee, with Councillor representation from not less than one of each of the four (4) Selwyn wards, to be administered by the Community Services Department.

The accompanying Community Grants Policy establishes guidelines to assist the Council, Council staff and Selwyn Community Grants Subcommittee, in determining the outcome of community grant applications.

2. HISTORY/BACKGROUND

Selwyn District Council (Council) makes a considerable contribution to the social fabric of the community via grants, scholarships and in-kind support.

Traditionally grants have been delivered through contracts for service and through contestable community funding schemes. Grants have largely been of a social nature.

In 2017-18 Council provided \$735,855 of community grants through a variety of funds, schemes and scholarships including the Creative Communities Fund and Sport New Zealand Rural Travel Fund.

In partnership with Creative New Zealand and Sport New Zealand, Council administered the Creative Communities Fund and Sport NZ Rural Travel Fund.

Council hold funds on behalf of the Ellesmere Reserve Board. The Board committee was established when the county councils were merged and the Selwyn District Council was formed. The Ellesmere Reserve Board receive lease income from Council owned land in the Ellesmere Ward and administer grants to Ellesmere recipients.

Council also provides *Township Discretionary funds* which is not deemed a grant. *Township Discretionary funds* do not have to be applied for, however do have prescribed guidelines regarding what the funds can and cannot be used for. Although not considered a grant, *Township Discretionary Funds* can be utilised for projects or events that benefit the community as a whole. This Fund is currently under review, as part of the recent decision by Council regarding "District Wide Rating for Halls and Reserves (2018/2019)".

Other community grants that exist are *Councillor Discretionary Fund*, *Selwyn District Council Wards Discretionary Fund(s)*; *Selwyn Heritage Protection Fund*; *Heritage Consents Fund*, *Selwyn Natural Environment Fund*; *Community Road Safety Fund*; *West Melton Scholarship*, *Selwyn District Council Education Bursary* and the *Selwyn Community School Pool Grant*.

3. PROPOSAL

It is proposed that a Selwyn District Council Community Grants Fund is established and that the following funds are realigned to sit under the newly established Selwyn District Council Community Grants Fund.

- i. *Community Events Fund*;
- ii. *Community Youth Development Fund*;
- iii. *Community Development Fund*;
- iv. *Community Arts Culture and Local History Fund*;
- v. *Selwyn Youth Council "Selwyn Youth Project Fund"*

The following funds will remain in place and operate as they have in previous years, and will be described and contained within the Community Grants Policy:

- i. *Councillor Discretionary Fund*;
- ii. *Selwyn District Council Ward Discretionary Fund(s)*;
- iii. *Selwyn Heritage Protection Fund*;
- iv. *Heritage Consents Fund*;
- v. *Selwyn Natural Environment Fund*;
- vi. *Summit Road Society (Incorporated)*;
- vii. *Community Road Safety Fund*;
- viii. *West Melton Scholarship*;
- ix. *Selwyn District Council Education Bursary*;
- x. *Ellesmere Reserve Board*;
- xi. *Township Discretionary Funds (Under review 2018/2019)*

The existing partnership between Council and Creative New Zealand and Sport NZ will also remain in place, as does the Council's commitment to administering the *Creative Communities Scheme* and *Sport NZ Rural Travel Fund*.

In addition, Council provides funding on an annual basis to Banks Peninsula Trotting Club toward the Motukarara Race Day, as well as Sister City activities \$17,336. While this report notes the annual funding contributions to these Community organisations, this funding is not considered to sit within Community Grants Policy.

It is proposed that the Community Environmental Funds be transferred back to the Selwyn Natural Environment Fund for administration by Environmental Services Department.

It is proposed that existing Strategic Community Partnership funding be absorbed into, and made contestable through, the Selwyn District Council Community Grants Fund and the Selwyn Natural Environment Fund as and when the current arrangements end.

Strategic Community Partnership funding to Ellesmere Heritage Park and Selwyn Sports Trust will be absorbed into the Selwyn District Council Community Grants Fund as and when the current arrangements end.

Strategic Community Partnership funding to Waihora Ellesmere Trust and Te Ara Kākāriki Greenway Canterbury Trust and Lincoln Envirotown will be absorbed into, and made contestable through, the Selwyn Natural Environment Fund as and when the current arrangements end.

Staff note that in accepting these proposals the Selwyn Natural Environment Fund will increase from \$45,000 to \$112,300.

4. VIEWS OF THOSE AFFECTED / CONSULTATION

The Long Term Plan 2018-2028 consulted on changes to the Community Grants Process.

Overall, submissions were in favour of establishing the Selwyn Community Grants Fund.

Several submissions advocated for the Selwyn Natural Environment Fund to remain separate to the Community Grants Fund that is being established.

Several submissions proposed increased resourcing to both the Community Grants Fund and the Natural Environment Fund.

A number of submissions proposed processes for how the Community Grants Fund should be managed. These suggestions have mostly been taken in to account in the design of the Community Grants Fund Policy.

5. FUNDING IMPLICATIONS

There will be no overall funding implications to Council beyond the current budget for 2018 / 19.

6. FURTHER DETAIL

In 2017-18 Council made funding available through the following funds:

- i. *Councillor Discretionary Fund:* The Mayor and Councillors has a discretionary fund which can be used without a specific resolution of Council, administered by Mayors Office and Corporate Department.
- ii. *Selwyn District Council Ward Discretionary Funds:* Grants are provided to support groups and individuals whose projects contribute to the strengthening of community wellbeing in Selwyn and the achievement of Council and community board policies, strategies and priorities. Ward funds are available for Selwyn Central, Ellesmere, Malvern and Springs Wards, administered by Corporate Department.
- iii. *Selwyn District Educational Fund:* Scholarships are awarded annually to two pupils in year 12 or 13 at Darfield High School, Ellesmere College and Lincoln High School, with six scholarships awarded in total. Scholarship funding must be used for further education at a university, polytechnic or accredited state or private institution on a full-time course of study which benefits the wider community. The recently opened Rolleston College will also be awarded two annual grants when they have year 12 or 13 students, Corporate Department.
- iv. *Selwyn Heritage Fund:* Grants are available to encourage and assist owners with work required to maintain and enhance heritage buildings in the District as well as work required on protected trees administered by Environmental Services Department.
- v. *Heritage Consents Fund:* Grants are available for residents and ratepayers of the Selwyn district to assist with historic buildings, places, objects or protected trees with the fees associated with either Building Consents or Resource Consents (if a project triggers building compliance rules or District plan heritage rules) administered by Environmental Services Department
- vi. *Selwyn Natural Environment Fund:* To encourage and assist landowners with native biodiversity protection, restoration and enhancement actions that benefit the natural environment, and to support the continued identification, management and protection of existing biodiversity administered by Environmental Services Department
- vii. *Selwyn District Community Road Safety Fund:* Grants are made available for small projects and initiatives developed by local schools, community groups or individuals and administered by Assets Department.

- viii. *Community School Pool Grants:* Grants are payable to schools across Selwyn that have swimming pools that they make available to the community. Up to \$1,000 is available annually to schools requesting this assistance, and that offer the community use of their pools outside of school hours. These grants are administered by Aquatics Team within the Community Services Department.
- ix. *Community Special Event Fund:* Events help to make SDC a great place to live, work and play by bringing communities together and attracting visitors to Selwyn. This funding is administered within Community Services Department and will form part of the Community Grants Fund.

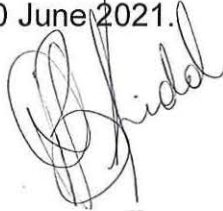
Council also participates in the Creative New Zealand's *Creative Communities Scheme* and Sport New Zealand's *Rural Travel Fund*.

- i. The Creative Communities Scheme is administered by Council in partnership with Creative New Zealand, grants are provided for community-based arts activities in the Selwyn District with the aim to increase participation in the arts at a local level, and increase the range and diversity of arts available to communities. This Fund is administered by Corporate Services Department with the Community Services Department.
- ii. The *Sport NZ Rural Travel Fund* subsidises travel for junior teams to assist school and club sports teams to participate in local sporting competitions taking place outside school time. The Fund is targeted at young people between 5-19 years. This Fund is administered by Corporate Services Department with the Community Services Department.

Additionally, Council provides support to organisations through Strategic Community Partnership funding. Existing Strategic Community Partnerships include:

- i. Waihora Ellesmere Trust (WET), \$22,300, committed until 30 June 2021
- ii. Te Ara Kākāriki Greenway Canterbury Trust (TAK), \$25,050, committed until June 2021
- iii. Ellesmere Heritage Park, \$20,000, committed until 30 June 2021
- iv. Selwyn Sports Trust, \$25,000 committed until 30 June 2021
- v. Lincoln Envirotown Trust (LET), \$33,400, committed until 30 June 2021
- vi. 24/7 Youth Programmes, \$74,000, committed from Council Community Services operational funds until 30 June 2021.

Denise Kidd
COMMUNITY RELATIONS MANAGER



Endorsed For Agenda

David Ward
CHIEF EXECUTIVE OFFICER





Community Grants Policy

Category	Community Services
Type	Policy & Guidelines
Policy Owner	Community Relations Manager
Last Approved Revision	May, 2018
Review Date	May, 2020

Purpose

The purpose of this policy is to:

- *Provide a framework that encompasses and provides guidance to all Council community grants*
- *Establish guidelines to assist the Council and the Community Grants Sub Committee in determining the outcome of Selwyn District Council Community Grants Fund applications.*

All grant funds that are made available will be reviewed and considered during the Long Term Plan and Annual Plan process and may not automatically be renewed.

Organisational Scope

This Policy impacts on all Teams within Selwyn District Council. Different Teams are responsible for administering various funds for community and every Team within the organisation is expected to respond appropriately to enquiries from community in regards to Council funding for community projects and initiatives, with accurate advice.

Definitions

Council	Throughout this policy "Council" means: Selwyn District Council (SDC), Committees and Sub-Committees of SDC or Malvern Community Board in SDC.
Grant	A grant is a payment made to an individual or organisation to meet some of the expenses in carrying out activities or in starting up a new initiative.
Gift	A gift may be different from a grant. Generally an unconditional gift is a donation or payment made voluntarily to any person or organisation for them to use as they see fit, where there is no benefit to the donor, or to anyone associated with the donor.

Community Grant A community grant is considered an ‘*unconditional gift*’¹ and is given to an individual or organisation to be used to contribute to meet the needs of a range of outcomes.

Community grant funding is generally for a ‘one-off’ project, initiative or service for the benefit of the community. The recipient may receive a community grant in consecutive years or multiple community grants for a variety of different activities in any one financial year.

Content

1. Context

- (a) Council makes a considerable contribution to the social fabric of the community via a range of community grants, scholarships and in-kind support.
- (b) Having a Community Grants Programme is an explicit acknowledgement by Selwyn District Council that achieving positive wellbeing outcomes for community cannot be achieved by Council acting alone.
- (c) From July 2018, the following Funds comprise the Council’s Community Grants Programme:
 - i. **Councillor Discretionary Fund:** The Mayor and Councillor’s discretionary fund which can be used without a specific resolution of Council.
 - ii. **Selwyn District Council Ward Discretionary Fund:** Grants are provided to support groups and individuals whose projects contribute to the strengthening of community wellbeing in Selwyn and the achievement of Council and Community Board policies, strategies and priorities.
 - iii. **Ellesmere Reserve Board:** Grants are made payable to Ellesmere Reserve Board Recipients at the Boards discretion.
 - iv. **Selwyn District Educational Fund:** Two Scholarships are awarded annually to each of Ellesmere College, Lincoln High School, and Darfield High School. When Rolleston College has year 12 or 13 students, students will also be eligible to apply. Applicants must be NZ citizens or permanent residents whose primary place of residence is Selwyn District. Applications are received from year 12 or year 13 students who have been at the High School for two (2) years. Scholarships are awarded to students who intend to follow a course of further education that benefits the community. The value and availability of the scholarship in any one year is determined by the SDC. The SDC educational fund Scholarship Application form is available on the Council’s website.
 - v. **West Melton Scholarship:** A Scholarship awarded annually to provide at least one annual tertiary scholarship to a former pupil of West Melton School. The scholarship of \$1,800 is awarded to a final year tertiary student who attended West Melton School for at least two years.

¹ **Note:** As per the IRD publication IR249 ‘*Grants and subsidies (December 2015)*’, grants and subsidies received from a Crown or public authority are liable for GST if the recipient is, or should be, registered for GST. Where the grant is a gift GST won’t have to be returned.

See: <https://www.ird.govt.nz/resources/2/6/2637b6804ba3cf52874bbf9ef8e4b077/ir249.pdf>

- vi. **Heritage Consents Fund:** The Selwyn Heritage Fund is to encourage and assist owners with work required to maintain and enhance heritage buildings in the District as well as work required on protected trees. Grants are available for residents and ratepayers of the Selwyn District to assist with historic buildings, places, objects or protected trees with the fees associated with either Building Consents or Resource Consents (if a project triggers building compliance or District plan heritage rules).
 - vii. **Selwyn Heritage (Protection) Fund:** Grants are available to encourage and assist owners with work required to maintain and enhance heritage buildings in the District as well as work required on protected trees.
 - viii. **Selwyn Natural Environment Fund:** Grants are available to encourage and assist landowners with native biodiversity protection, restoration and enhancement actions that benefits the natural environment, and to support the continued identification, management and protection of existing biodiversity in the District.
 - ix. **Selwyn District Community Road Safety Fund:** Grants are made available for small projects and initiatives developed by local schools, community groups or individuals to support, promote and educate or improve road safety for children and young people in the Selwyn District.
 - x. **Selwyn School Pools Community Grant:** Annual grants to contribute towards maintenance costs are available to the fourteen (14) schools that operate swimming pools that are available to the Selwyn community outside of school hours. These grants are available (up until 31 December of any school year), upon request by the individual Selwyn school up to \$1,000 per School Pool and payable to the relevant School Board of Trustees. Ellesmere - Leeston Consolidated School; *Malvern* - Glentunnel School, Greendale School, Hororata Primary School, Kirwee Model School, Springfield School, Windwhistle School; *Selwyn Central* - West Melton School, Weedons School; *Springs* - Broadfield School, Ladbrooks School, , Lincoln Primary School, Springston School, Tai Tapu School. Note: Lincoln High School Pool is not currently available to community outside of school hours
 - xi. **Township Discretionary Funds:** funds are made available to Selwyn District Township committees to be utilised for projects or events that benefit the community as a whole. This Fund is currently under review, as part of the recent decision by Council regarding "District Wide Rating for Halls and Reserves" and are therefore not covered by the Community Grants Policy at this time.
 - xii. **Selwyn Community Grants Fund:** Grants are provided to support projects and initiatives that contribute to one or more of the Council's Community Outcomes and Community Services goals. The Fund also supports events and activities that make Selwyn a great place to live, work and play by contributing to community wellbeing, bringing communities together and attracting visitors to Selwyn.
- (d) This Policy sets out the principles, process and criteria that underpin the various Funds in Council's Community Grants Programme.

2. Principles

(a) The following principles will underpin all of Council's community grants:

- i. **Equity:** *Fairness and impartiality will be shown to all applicants and everyone will be treated fairly and in the same way; no advantage, bias or latitude to one party will be given over another.*
- ii. **Transparency:** *Council will publicly communicate what community grants are available and when funding rounds are open. Council will publicly communicate the decisions it makes and what it expects to be achieved from funding. Recipients of funding will be required to report publicly and acknowledge Council funding*
- iii. **Accountability:** *Recipients of grants will be accountable for the funding that they have received to Council and the Selwyn community. Council will be accountable for the wise use of the ratepayer money that it uses for community grant funding.*
- iv. **Respect:** *Council respects and appreciates the culture, history and diverse and geographically dispersed make-up of the community and the difference of opinions that this brings.*

3. Outcomes

(a) Council provides community grants to contribute to one or more of the following Community Outcomes:

Social:

- i. A healthy community
 - We have access to appropriate health, social and community services
- ii. A safe place to live work and play
 - We are safe at home and in the community
 - We know and help our neighbours
- iii. An educated community
 - Our district provides a range of quality, lifelong education and training opportunities

Economic:

- iv. A prosperous community
 - Selwyn has a strong economy which fits within, and complements the environmental, social and cultural environment of the district

Cultural:

- v. A community which values its culture and heritage
 - mana whenua's place in our district is recognised.
 - Our district provides a range of arts and cultural experiences and facilities

Environmental:

- vi. A community which values, protects and enhances native biodiversity.
 - Our people are educated about and involved in the management and protection of our natural environment.
 - We have a recognised, thriving and well managed natural environment.

- Our people have opportunity to be in, enjoy and respect our natural environment.

Where Council's Community Outcomes change, Council will publicly communicate these changes.

- (b) Council decision-makers will regularly consider and prioritise all possible recipients of grant assistance and will consider not only local existing community groups but new and emerging groups and initiatives to respond to Selwyn's growth and the changing needs and interests of our district.
- (c) General criteria and rules for Council administered grants is set out in **Schedule A**.
- (d) Where there is specific criteria for a Council administered Community Grant, that criteria will be publicised and made known to potential applicants.
- (e) The current funding policy and guidelines for Selwyn District Council Ward Discretionary Fund, Councillors Discretionary Fund, Ellesmere Reserve Board, Selwyn District Education Fund West Melton Scholarship, Township Discretionary Fund and Selwyn School Pools Committee grant remain unchanged.
- (f) The current funding policy and guidelines for Selwyn Township Discretionary Fund remain unchanged however a review of this Grant is currently underway, (2018/2019)
- (g) The general criteria and rules for Council administered grants (as per the **Schedule A** attached to this policy) may be amended by Council resolution at any time.

4. Selwyn Community Grants Fund

- (a) Applicants to the '*Selwyn Community Grants Fund*' will also be required to contribute to one or more of the following Community Services goals:
 - i. To increase participation in physical activity across all ages.
 - ii. To increase participation, engagement and enjoyment for all.
 - iii. To celebrate and promote Selwyn's uniqueness.
 - iv. To build community capacity, collaboration, awareness and understanding.
 - v. To create and promote opportunities for volunteering.
 - vi. To encourage visitors.
 - vii. To encourage initiatives, activities and approaches that build community spirit, a sense of neighbourliness, belonging and connectedness.
- (b) Where Council's Community Services goals change, Council will publicly communicate these changes.
- (c) *Selwyn Community Grants Fund* decisions will take into account the need for community grants to support a wide range of local groups, organisations, projects, programmes,

activities and events that reflect Selwyn's geographic spread, our demographic profile and our divergent communities.

(d) *Selwyn Community Grants Fund decisions will consider :*

- viii. Covering the geographical spread of Selwyn.
- ix. Reaching a wide range of target populations (including youth, families and newcomers).
- x. Promotion of social wellbeing, arts, culture and heritage of the district
- xi. The value of all groups and applicants, regardless of their size.
- xii. Supporting new as well as existing initiatives and activities.
- xiii. Recognising our diverse community.

5. Other Council Administered Grants

(a) In addition to the Funds in the Council's Community Grants Programme, Council administers the following:

- i. **The Creative Communities Scheme** is administered by Council in partnership with Creative New Zealand, grants are provided for community-based arts activities in the Selwyn District with the aim to increase participation in the arts at a local level, and increase the range and diversity of arts available to communities.
- ii. **The Sport NZ Rural Travel Fund** subsidises travel for junior teams to assist school and club sports teams to participate in local sporting competitions taking place outside school time. The Fund is targeted at young people between 5-19 years.

(b) All Council administered grants will be considered during the Long Term Plan and Annual Plan process and may not automatically be renewed.

(c) The specific criteria for non-Council grants are determined by the fund holder who partners with Council. Council will ensure that specific criteria is made available to all applicants.

6. Application Process

(a) *With the exception of the Selwyn School Pools Community Grant*, all Council administered grants, including non-Council grants administered by Council (*Creative Communities Scheme* and *Rural Travel Fund*), will be **contestable** in accordance with eligibility criteria, and will be notified as widely as possible.

(b) *With the exception of Councillor Discretionary Fund, Selwyn District Council Ward Discretionary Fund, Township Discretionary Funds and Selwyn School Pools Community Grant*, all Council funded and administered grants, including non-Council grants administered by Council (*Creative Communities Scheme* and *Rural Travel Fund*), will require an **Application Form** to be submitted before any funding is allocated. **Schedule B** provides an example of the application form.

- (c) With the exception of *Councillor Discretionary Fund, Selwyn District Council Ward Discretionary Fund, Township Discretionary Funds and Selwyn School Pools Community Grant*, all Council funded and administered grants, including non-Council grants administered by Council (*Creative Communities Scheme and Rural Travel Fund*), will be involve a funding application process that has **specified opening and closing dates and a contestable process**. The application processes will be notified as widely as possible.
- (d) In accordance with (c):
- i. Applications will be received upon the opening of funding rounds, and funding decisions made within two months of the application process being closed.
 - ii. Late applications will not be accepted.
 - iii. Grant applications must include the requested information and be submitted on the official application form (**Schedule B** provides an example of an application form), provided during the applications process.
- (e) Where there is specific criteria for a Council administered grant, that criteria will be publicised and made known to potential applicants.

7. Funding rounds

(a) Funding rounds for grants are as per the following:

- i. **Councillor Discretionary Fund:** Applications received all year round (A specific application form, "Minor Grant Application Form" is required to be submitted through the relevant District Councillor.
- ii. **Selwyn District Council Ward Discretionary Fund:** Applications received all year round. A specific application form, is required to be submitted. This application form is available from the Council website.
- iii. **Selwyn District Educational Fund:** Has a specific Selwyn District Educational Fund Application Form and this is available on Council's website. Applications received up until 31 October.
- iv. **West Melton Scholarship Fund:** Has a specific West Melton Scholarship Fund Application Form and this will be available on Council's website.
- v. **Heritage Consents Fund:** Applications made on the Heritage Consents Grant Application Form available on Council's website Applications received all year round.
- vi. **Selwyn Heritage Fund:** Applications made on the Selwyn Heritage Fund Application Form, available on Council's website. Applications are open for approximately six weeks in the period May – July each year.
- vii. **Selwyn District Community Road Safety Fund:** Applications received all year round. Has a specific Selwyn District Community Road Safety Fund Application Form available on Council's website.

- viii. **Selwyn Natural Environment Fund:** Applications made on the Selwyn Natural Environment Fund Application Form available on Council's website. Applications close the last Friday in May.
- ix. **Selwyn School Pools Community Grant:** Annual grant making process with closing dates for written / emailed application for the current school year closing on 31 December of the relevant school year.
- x. **Township Discretionary Funds, currently under review**
- xi. **Creative Communities Fund:** Applications made on Creative Communities Application Form available on Council's website. Four funding rounds per year with the closing dates for applications in February, May, August and November.
- xii. **Sport NZ Rural Travel Fund:** Applications made on Sport NZ Rural Travel Fund Application Forms available on Council's website. Two funding rounds each year closing end of May and end of November.
- xiii. **Selwyn Community Grants Fund:** Two funding rounds per year with closing dates for applications in October and May. Applications made on the Selwyn Community Grant Application Form available on Council's website.

8. Decision Process

Decisions for the **Selwyn District Council Community Grants Programme** will be made as per the following arrangements:

- (a) Decisions for the annual **Selwyn District Educational Fund Scholarships** are made by in early November each year, whether to support the application, or not. This Fund is administered by the Mayor's Office and Corporate Services Department. The selection Panel will consist of The School Principal or representative, and two Council representatives, being either the Ward Councillor(s) and or the chair of the Malvern Community Board.
- (b) Decisions for the annual **West Melton Scholarship** are made by a West Melton Committee, of not fewer than five (5) representatives from local groups and an independent convenor in March each year. This Fund is administered by the Mayor's Office and Corporate Services Department with one off Grant paid by 30 April.
- (c) Decisions for the **Heritage Consents Fund** recipients are made by delegated senior staff of the Environmental Services Team as appointed by the manager. This Fund is administered by Environmental Services Team.
- (d) Decisions for the **Selwyn Heritage Fund** recipients are made by the Heritage Committee who make the decision whether to support the application, or not. This Fund is administered by Environmental Services Team. Decisions are made in November with one off Grant paid by 30 November.
- (e) Decisions for the **Selwyn Natural Environment Fund** are made by the Environmental Portfolio Group (which is made up of at least three elected Councillors) who make the decision whether to support the application, or not. This Fund is administered by Biodiversity Coordinator in Environmental Services Team.

- (f) Decisions for the for the **Selwyn District Community Road Safety Fund** are made by Selwyn District Council Road Safety Committee comprised of; Two Councillors, representative from New Zealand Police, representative from New Zealand Transport Agency (NZTA) and representation from the New Zealand Trucking Association. Grants are made available for small projects and initiatives developed by local schools, community groups or individuals to support, promote and educate or improve road safety for children and young people in the Selwyn District. The Fund is administered by the Road Safety Coordinator in the Assets Team.
- (g) **Selwyn School Pools Community Grants** are approved as received if applications are received by due date and comply with the criteria. The Fund is administered by the Aquatics Team in the Community Services Department.
- (h) Decisions for the **Creative Communities Fund**, a partnership with Creative New Zealand, are made by a *Creative Communities Assessment Committee, the membership composition of which is determined by the Funder*. This Committee considers applications and makes decisions on the allocation of funds. The Fund is administered by the Corporate Services Department and the Community Services Department.
- (i) Decisions for the **Sport NZ Rural Travel Fund** are made by a *Sport NZ Rural Travel Fund Assessment Committee*, which considers applications and makes decisions on the allocation of funds. The Fund is administered by the Corporate Services Department and the Community Services Department. The *Sport NZ Rural Travel Fund Assessment Committee* comprises two councillors, a staff member from Council's Community Services Department, and four community representatives appointed from each of the Ellesmere, Springs, Selwyn Central and Malvern wards. The term of membership is three years from the date of appointment, with a maximum term of six years. The Fund is administered by the Corporate Services Department and the Community Services Department.
- (j) *Decisions for the **Selwyn Community Grants Fund** will be reported to Council by the Selwyn Community Grants Subcommittee.* The Community Grants Subcommittee will be appointed by Council and shall comprise of no less than one Councillor from each ward and a member of the Selwyn Youth Council. This Fund is administered by the Community Services Team

9. Payment of Grant

- (a) All applicants will be notified of the outcome of their application for funding. Successful applicants will receive a letter of confirmation.
- (b) All applicants for the Selwyn Community Grants Fund and the Selwyn Natural Environment Fund will be notified in writing of the outcome of their application for funding
- (c) All grants are payable upon receipt of a bank deposit slip detailing the account number and recipient's name.
- (d) Grants are payable to the bank account named by the individual or group recipient.
- (e) Recipients of grants over \$1,000 must sign and return the terms and conditions of the grant (as per **Schedule C**).

10. Accountability

- (a) Expenditure returns are required from all organisations or individuals receiving funding, either:
- i. as soon as the funds are spent; or
 - ii. within one calendar year of receipt of funds, unless there is prior agreement to carry over such funds.
- (b) Any discrepancies in funding (e.g. funds used on something other than the intended purpose for which they were granted) may result in the funds being required to be returned.
- (c) All recipients of grants will be required to complete the documentation (as per **Schedule E**) showing that the purpose for which the grant was given has been fulfilled.
- (d) All Grants recipients will be required to work with the Council's Communications and Community Services Departments to tell their story, of their group and their activity, and how the money was used.
- (e) Any Community Grant funds not spent on the project for which the funds were applied for, after one year of receiving the funds, must be returned to Council unless written approval to retain the funds is obtained.
- (f) Council will publish a list of all grants annually, including the name of the recipient and the amount granted.

Related Policies, Procedures and Forms

- Initial Community Grant Report to Selwyn District Council , June 2018
- Annual Selwyn District Council Community Grants Fund Report to Council

Contact for further information about this Policy

If you have queries about the content of this policy, contact Community Relations Manager, Community Services Department.

Keywords [For use in policy metadata]

- *Community grants*
- *Funding*
- *Criteria*
- *Accountability*

Consultation [This will not appear in the published policy]

Selwyn District Council Long Term Plan 2018 – 2021 consultation and submission process, "Selwyn fast Forward 28 – our community plan for the next 10 years"

Implementation Process [This will not appear in the published policy]

All Policies, Procedures, Guidelines and Codes of Practice must include an implementation plan, which should respond to each of the following headings:

Person responsible	<i>Denise Kidd, Community Relations Manager</i>
Communication strategy	<p><i>Communication Plan related to Selwyn District Council Community Grants Programme will be implemented from 1 July 2018.</i></p> <p><i>A Guide to Selwyn District Council Community Funding will be produced and distributed by November 2018</i></p>
Other Actions/tasks	<i>Briefing at Council Interdepartmental Forum</i>
Resources	<i>Within existing budgets</i>
Completion Date	<i>1 July 2018</i>

Schedule A: General Criteria & Rules for all Council Administered Grants

The following are the **general criteria** that apply for all Council administered grants:

1. Financial assistance will only be available for recognised organisations whose principal functions and/or activities are of a charitable (not-for-profit) nature.
2. Applicants must be able to demonstrate how their project meets at least one of the Community Outcomes and community support / need for their project / initiative.
3. Applicants must demonstrate the ability to plan and deliver projects in an efficient manner.
4. Applicants must be able to show a considered budget for their project.
5. Applications will be considered on their contribution to the achievement of Community Outcomes, and/or contribution to the achievement of other outcomes of priorities of the specific fund they are applying to.
6. For equipment grants, preference is given to organisations demonstrating that they share equipment with other community groups.
7. The responsibility of Central Government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding from Central Government.

The following are the **rules** that apply for all Council administered grants:

8. A proportion of overhead costs (salaries, rent, etc.) relating directly to the project may be included in total project costs.
9. The Council has a desire to encourage organisations to work together to achieve common goals. Joint applications will be considered by the *Selwyn Community Grants Subcommittee* without prejudicing other applications from the individual organisations.
10. Where an organisation is already in receipt of a grant listed in this document or any other type of funding from Council, then these should be disclosed as part of the application. These other funding sources will form part of the consideration by the *Selwyn Community Grants Subcommittee*.
11. Where a grant is for an event, additional event criteria (available through the Council website) will also apply (**Schedule D**).
12. Evidence of other fund raising undertaken and applicant contribution, including in-kind contributions (e.g., voluntary hours) to the project or initiative must be provided.
13. Community grants can be used to cover Council-related expenses (for example hire of Council facilities).
14. All applications must declare any conflict of interest that may exist with the Council, if relevant.

15. All successful applicants must acknowledge the support of the Selwyn District Council on any correspondence, advertising or other publicity material.
16. Applications must be made on the relevant Selwyn District Council Application Form (see website for application forms).
17. Applications received after the closing date of the funding round will NOT be considered.
18. Grants may **NOT** be used for:
 - (a) Repaying or servicing debt.
 - (b) Projects or activities to promote commercial, political or religious activities, including political advocacy, employment and/or business initiatives, commercial enterprises or initiatives which look to change legislation.
 - (c) Fundraising projects or activities for the applicant. Requests from fundraisers, including commercial or professional fundraisers whose purpose is to distribute money to others will not be considered.
 - (d) Projects and initiatives run by, or for the benefit of, commercial or profit orientated organisations, excepting such organisations registered with Charities Commission.
 - (e) Travel for meetings, events or conference attendance, except where “volunteer training” is the primary purpose.
 - (f) Retrospective projects or costs that have occurred or been incurred before a decision has been made.
 - (g) Operations and activities of health and education organisations which are predominantly funded by Central Government or its subsidiary and agent. However, organization or partnerships that receive central government funding (including health and education related) may apply for a grant for other purposes than their normal activities, if these purposes have a wider community benefit and which the Government does not fund as part of its contracted activities.
 - (h) Requests where there is evidence of a conflict of interest which, in the opinion of the Council, has not been disclosed by those requesting the grant or has not been satisfactorily managed or the risk reduced when the request was made.

Schedule B: EXAMPLE of Selwyn Community Grants Application Form

The following is an EXAMPLE of an application form for the Community Grants Fund:

Community Grants Fund Application Form 2018/19 – Round 1

Before completing this application form please read and understand the General Criteria & Rules for all Council Administered Grants

Closing date: 5pm, Thursday 31 May 2018

(Late applications will not be accepted)

Organisation name:

Organisation's legal status:

(Are you a trust/Incorporated/Society/Company/Other?)

Contact person

Name:

Email:

Phone (day):

Cell:

Alternative contact person

Name:

Email:

Phone (day):

Cell:

Project/Initiative/Event name:

Estimated total number of people benefitting from this project/initiative/event:

Please describe your project/initiative/event:

Who is your target audience?

(e.g., children, young people, adults, families, older adults, other)

Do you require waste management support from Selwyn District Council? Please tick the appropriate box(s):

☐

Usage of Council waste and recycling event wheelie bins

☐

Advice for waste management and recycling

☐

Assistance with waste and recycling fees

What benefits do you expect from this project/initiative/event for Selwyn District?

Please provide a full budget for this project/initiative/event, including income and expenditure:

Please state how much you are applying to the Community Grants Fund for:

Amount:

\$

What specifically will this amount be used for?

If you have applied to any other body for grants for this project/initiative/event, please specify to whom and for how much:

Organisation	Amount applied for	Approved/Declined/Pending	Decision Date

I hereby declare that the above information is correct. If the application is successful, my organisation agrees to provide within one month after the project/initiative/event has taken place:

- a) A full report on the project/initiative/event (report template provided)
- b) A selection of 5 photos with permission to be reproduced for Selwyn District Council promotions
- c) An expenditure return

Signed:

Designation:

Organisation:

Date of
Application:

Please return completed application to: Community Grants Fund
Selwyn District Council
PO box 90
ROLLESTON 7643

Or email to: xxx@selwyn.govt.nz

Applicant Details

This form MUST be completed with your application, otherwise no payment can be made.

Name on bank
account:

Postal
Address:

Contact
Name:

Telephone
Number:

Mobile
Number:

If you require a remittance advice please tick the box.

☐

Remittances can be forwarded to you via E-mail. Please supply your E-mail address for this option.

Bank account number (15 digits)

PLEASE ATTACH A DEPOSIT FORM OTHERWISE NO PAYMENT CAN BE MADE

Particulars to appear on your Bank Statement

S	E	L	W	Y	N		D		C
---	---	---	---	---	---	--	---	--	---

Signed:

Print Name:

Date:

Schedule C: Terms and Conditions of Grant over \$1,000

1. GRANT

- 1.1 **Grant:** The Council agrees that it shall make payment of the Grant to the Recipient on the payment date(s) in the letter of confirmation of grant.
- 1.2 **Application of Grant:** In consideration of payment of the Grant the Recipient agrees that it shall apply the Grant solely for the purposes described in the Application Form.

2. CONDITIONS OF GRANT

2.1 **Accountability:** The Recipient shall:

- (a) Provide the Accountability Reports specified in the letter of confirmation of grant on or before each of the relevant Reporting Dates;
- (b) Provide on or before each of the relevant Reporting Dates;
- (c) Acknowledge receipt of the Grant in its annual report if applicable
- (d) Acknowledge support of Council in any publicity material
- (e) Keep and maintain accurate records of the application and expenditure of the Grant including, but not limited to, receipts, bank statements and invoices;
- (f) Notify the Police and the Council immediately if it has reason to believe that the Grant or any part has been stolen or misappropriated;
- (g) Notify the Council immediately if it experiences any issues or difficulties which may compromise the use of the Grant for the purposes specified in the Application; and
- (h) Advise the Council of any changes to its legal status at any time during the Term of this Agreement.

2.2 **No assignment:** The Recipient shall not:

- (a) Assign, sublicense or otherwise dispose of its rights and obligations under this Agreement; or
- (b) Subcontract the provision of the services and/or the completion of the projects to which the Grant is to be applied, without the prior consent in writing of the Council. The Council may withhold its consent at its entire discretion or give its consent subject to certain conditions and shall not be required to give any reasons.

2.3 **Review:** On request from the Council, the Recipient shall facilitate a review of the application and expenditure of the Grant by:

- (a) Making its documents, records and premises available for inspection;
- (b) Providing any information in relation to the expenditure and application of the Grant within 14 days of a request by the Council;
- (c) Procuring the availability of Personnel to discuss the application and expenditure of the Grant with the Council's Representative or any person designated by the Council's Representative; and
- (d) Doing all other things reasonably necessary to facilitate a review of the expenditure and application of the Grant.

2.4 **Notice of Review:** The Council shall:

- (a) Provide not less than 48 hours notice of its intention to carry out a review pursuant to clause 2.3; and

- (b) Carry out any review pursuant to clause 2.3 during working hours and at other such times as are reasonable having regard to the nature of the Recipient's undertakings.

3. GRANT PUBLICITY

- 3.1 The Recipient acknowledges that the Council may include details of the Grant in public announcements, statements or reports.

4. CO-OPERATION

- 4.1 The parties to this Agreement agree to collaborate to ensure the Grant is used in the most efficient way possible. To this end the parties agree that the following principles will be fundamental to the relationship:
 - (a) Integrity – both parties will act with honesty and in good faith and ensure the wider interest, unique status, circumstances and reputation of the other party is respected and given full consideration at all times.
 - (b) Open Communication – both parties will listen, talk and engage with each other openly and promptly including clear and timely written communications.
 - (c) Accountability – both parties recognise the need for clear lines of accountability in the contracts and arrangements between the parties.
 - (d) Innovation – both parties will build on successes and encourage new approaches and creative solutions.

5. MEETINGS BY REPRESENTATIVES

- 5.1 The Recipient and the Council shall each appoint a representative who shall be authorised to give and receive all directions and instructions in connection with the matters set out in this Agreement. The Recipient's Representative and the Council's Representative agree to meet if required by either party in order to discuss the matters set out in this Agreement and organising the Grant.

6. TERMINATION

- 6.1 **Term:** This Agreement shall be for the Term specified in the letter or confirmation of grant.
- 6.2 **Material Breach:** For Grants over one thousand dollars, \$1000.00, either party may terminate this Agreement immediately if; the other party commits a material breach of this Agreement and that breach is irremediable or, if the breach is remediable, and the other party fails to remedy the breach within 14 days after being given written notice to do so.
- 6.3 **Termination by Council:** For Grants over one thousand dollars, \$1000.00, the Council may terminate this Agreement immediately if:
 - (a) the Recipient fails to comply with its obligations under this Agreement and continues to fail to comply with such obligations after requests from the Council to do so;

- (b) the Recipient ceases to be able to pay its debts as and when they fall due, becomes bankrupt or goes into liquidation, ceases to carry on business in the ordinary course, or has a receiver or manager, a liquidator, an administrator or other like person appointed in respect of any of its assets;
- (c) the Recipient, by any means whatsoever, causes the image or reputation of the Council to fall into disrepute; or
- (d) the Council determines that, in its reasonable opinion, the provision of the services and/or the completion of the project to which the Grant is to be applied will not proceed or be completed, for any reason whatsoever, whether or not within the control of the Council.

- 6.4 **Liability to Recipient:** For Grants over one thousand dollars, \$1000.00, the Council shall be under no liability to the Recipient or any other person to pay any compensation or damages for any loss that the Recipient may suffer arising out of termination under this clause 6.
- 6.5 **Grant:** For Grants over one thousand dollars, \$1000.00, on termination or expiry of the Term of this Agreement the Recipient shall immediately refund any part of the Grant that remains unutilised.
- 6.6 **Accrued Rights:** For Grants over one thousand dollars, \$1000.00, except as expressly provided in this Agreement, the termination or expiry of this Agreement shall not prejudice the rights of either party accrued prior to the date of termination or expiry.

7. INDEMNITY

- 7.1 **Indemnity:** The Recipient indemnifies the Council in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Council and any other person claiming through the Council as a direct or indirect consequence of any unlawful, negligent, tortious, criminal, reckless or dishonest, acts or omissions of the Recipient in the performance of its obligations under this Agreement.

8. NOTICES

- 8.1 **Notice in Writing:** For Grants over one thousand dollars, \$1000.00, any notice, or other communication under this Agreement is to be in writing and is to be made or given by e-mail, personal delivery or by post to the addressee at the e-mail address or address set out in the Reference Schedule. Any changes to the notice details set out in the reference Schedule shall be immediately notified to the other party.
- 8.2 **Receipt:** For Grants over one thousand dollars, \$1000.00, no notice or other communication will be effective until received. A notice or other communication will be deemed, in the absence of proof to the contrary, to have been received by the party to whom it was sent:
- (a) in the case of personal delivery, when delivered;
 - (b) in the case of an e-mail, on the working day on which it is transmitted, provided that if an e-mail transmitted after 5.00pm (in the place of receipt) on a working day, or not on a working day, then the e-mail will be deemed to have been received on the next working day;
 - (c) in the case of a letter, on the 5th day after posting via fast post or airmail.

9. GENERAL

- 9.1 **Council as Local Authority:** The Recipient acknowledges that the Council, in terms of its regulatory function as a Local Authority, is obliged to act as a Local Authority and not as a party to this Agreement. Nothing in this Agreement will affect the Council's rights, powers, duties and obligations in the exercise of its functions as a Local Authority, and the rights, powers, duties and obligations of the Council under all public and local statutes, district plans, by-laws, orders and regulations may be fully exercised as if this Agreement had not been executed by it.
- 9.2 **Entire agreement:** This Agreement together with all application material submitted by the Recipient is the entire agreement between the parties in relation to the matters set out in it. It replaces all earlier negotiations, representations, warranties, understandings and agreements, whether oral or written, between the parties relating to the Grant.

10. DEFINITIONS

- 10.1 "Agreement" means this agreement and the Schedules to it.
- 10.2 "Council's Representative" means the representative of the Council specified in the Reference Schedule.
- 10.3 "Recipient's Representative" means the representative of the Recipient specified in the Reference Schedule.
- 10.4 "Grant" means the Grant to be paid by the Council to the recipient under this Agreement. The Grant shall be inclusive of any GST which may be payable from time to time.
- 10.5 "Term" means the term of this Agreement set out in the Reference Schedule, unless terminated earlier in accordance with clause 6.

Schedule D: Description of “Additional Event Criteria”

Summary of “Additional Information for Events”

1. Events in Public Places will require application to, and authorisation from, Selwyn District Council in accordance with the Policy on Commercial Activities and Events in Public Places 2017.
2. The following additional criteria also applies to applications for events.
 - (a) The event must:
 - i. take place in the Selwyn District
 - ii. attract local, regional, national and international visitors (mix dependent on the event)
 - iii. be open to the public
 - iv. be run by preferably a not-for-profit organisation with charitable status, although applications from community groups and individuals may be accepted
 - v. help to increase the range and diversity of events held in Selwyn
 - vi. encourage waste minimisation and recycling
 - vii. promote the Selwyn district
 - (b) In addition to the General Criteria and Rules, grants for events can contribute to the cost of:
 - i. Equipment hire
 - ii. Promotion and publicity
 - iii. Regulatory costs associated with staging the event – e.g. Traffic Management Plans, resource consents for structures such as marquees
 - iv. Goods or materials needed to stage the event – e.g. sets and costumes
 - v. Waste minimisation, recycling and transfer station fees
 - (c) In addition to the General Criteria and Rules, grants may NOT be used for:
 - i. Event management costs – salaries, fees paid to an individual, organisation or company to run the event
 - ii. Costs associated with running the organisation – e.g. salaries and administration
 - iii. Meetings or conferences
 - iv. Prize money
 - v. Food, beverage and catering costs
 - vi. Maintenance or development of event facilities
 - vii. Research, feasibility studies or event evaluation projects
 - viii. Projects/Initiatives/Events which have received any other Council funding in the same financial year.

Schedule E: Accountability Form

The following is an example accountability form for recipients of grants to report back on how the grant was used:

Grant Details	
Name of organisation:	
Amount of grant:	
Year of grant:	
Project grant awarded for:	

Financial Details	
<i>Please provide details of how the grant was spent.</i>	
Item	Cost
e.g. Hall hire - 3 days hire at \$100.00 per day	\$300
Total Spent:	

How Much Did You Do?
<i>In the space below, please provide a description of how you used the funds, the activities that took place or the equipment that was purchased. Include photographs and other evidence where relevant.</i>

<p style="text-align: center;">How well did you do it?</p> <p><i>In the space below, please provide feedback from participants, evaluation details or reflections from your organisation.</i></p>

<p style="text-align: center;">Who's better off as a result?</p> <p><i>In the space below, please provide a description of the benefits that have been achieved with the use of these funds.</i></p>

<p>Declaration</p> <p><i>This form must be signed by two authorised people from the recipient organisation.</i></p>			
First contact name			
Position in organisation			
Email address			
<i>I declare that I have been authorised by my organisation to complete this accountability form and that the information supplied is correct.</i>			
Signature		Date:	
Second contact name			
Position in organisation			
Email address			
<i>I declare that I have been authorised by my organisation to complete this accountability form and that the information supplied is correct.</i>			
Signature		Date:	

REPORT

TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Planning Manager

DATE: 21 May 2018

SUBJECT: COUNCIL ENDORSEMENT ON THE SCOPE FOR THE FUTURE DEVELOPMENT STRATEGY

RECOMMENDATION

‘That the Council:

- (i) Ratifies the Future Development Strategy scoping paper.*
- (ii) Notes that the draft Future Development Strategy, when complete, will be presented to individual partners for ratification and to allow public consultation to occur in August 2018.*
- (iii) Agree that the development of the Future Development Strategy, and the associated consultation process, occurs using the Local Government Act 2002 and is undertaken in accordance with Part 6 of the Act and the significance and engagement policies of the partner councils.*
- (iv) Notes that Ngāi Tahu GCP representatives are currently considering some proposed additional amendments to the Future Development Strategy scoping paper to ensure the values and aspirations of Ngāi Tahu are appropriately reflected, and that staff will report back to the Council if any proposed amendments are deemed significant.’*

1. PURPOSE

The purpose of this report is to provide further details on the proposed approach for the development of a Future Development Strategy and to seek endorsement of the scope of this project to enable work to commence.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This matter has been assessed against the Significance and Engagement Policy:

Consideration has been given to criteria set out in the policy, including:

- the potential effects on the delivery of Council's policy and strategies;
- the degree to which the NPS-UDC contributes to promoting and achieving particular community outcomes;
- the level of community interest in a FDS;

- the extent to which a FDS may impact upon community members or groups, and the numbers of people or groups affected;
- the values and interests of Ngāi Tahu whānau, hapū and rūnanga, as mana whenua for the region.

This report is to provide a brief project update and to endorse the scope for preparing a Future Development Strategy (FDS) as a mandatory requirement of the National Policy Statement on Urban Development Capacity (NPS-UDC).

The NPS-UDC requires Council's to undertake a consultation process that complies with either Part 6 of the Local Government Act 2002 (LGA) or the 1st Schedule of the Resource Management Act 1991 (RMA) in preparing a FDS. This will ensure that all interested parties are provided an opportunity to participate in its development. On this basis the matter is considered to be of low significance.

3. HISTORY/BACKGROUND

Policies PC12 to PC14 of the NPS-UDC requires local authorities that have part, or all, of a High Growth urban area within their district to prepare a FDS.

The FDS must contain information on the following:

- Demonstrate that there will be sufficient, feasible development capacity in the medium (10 year) and long terms (30 year);
- Set out how minimum housing targets will be met;
- Identify the broad location, timing and sequencing of development capacity over the long term in future urban environments and intensification opportunities within existing urban environments;
- Balance the certainty regarding the provision of future urban development with the need to be responsive to demand for such development;
- Be informed by relevant Long Term Plans and Infrastructure Strategies required under the LGA, and any other relevant strategies, plans and documents.

The FDS must also be informed by the Housing and Business Capacity Assessments. It must also have particular regard to ensuring that at any one time there is sufficient housing and business land development capacity available over the short, medium and long terms.

A report summarising the proposed approach to the preparation of a FDS was presented at the Greater Christchurch Partnership Committee (GCPC) meeting on 9 March 2018. This report outlined the relationship of the FDS to the requirements of the NPS-UDC and the rationale guiding the proposed approach. It set out the key milestones, broad content and the anticipated document structure and language to be used.

The GCPC resolved to endorse the approach in principle and sought further advice on the detailed scope and key principles, including values and aspirations of mana whenua on which the strategy should be based.

4. PROPOSAL

Detailed scope and key principles of the FDS

The detailed scope for the FDS is included as Attachment 1 to this report. This scoping paper includes elements previously summarised and reported to the GCPC and provides further detail on the process and associated milestones.

The scoping paper confirms the FDS will be guided by the vision, principles and strategic goals of the UDS, particularly those under the themes of 'integrated and managed urban development', and will comprise the integrated land use and infrastructure responses necessary as a result of the findings of the capacity assessment. It cites the principles that shape the FDS as being:

- helps to deliver and aligns with the vision for Greater Christchurch;
- demonstrates a collaborative approach through leadership and partnership;
- integrates, supports and builds on existing strategies and initiatives through an efficient, fit-for-purpose and holistic process;
- enables a responsive approach that can address any changes to Government policy, changes arising from the drivers and disruptions that may influence urban development, and further longer term spatial planning following the adoption of the FDS;
- achieves the NPS-UDC requirements;
- is informed by a robust evidence base and feedback from stakeholder and community engagement.

Te Rūnanga o Ngāi Tahu has arranged for staff from Mahaanui Kurataiao Limited to assist where required in the development of the FDS. This will enable consideration of how the values and aspirations of mana whenua are incorporated within the document.

Preparation of the FDS

Partner staff have commenced preparation of a draft FDS to meet the project timeframes. The next Greater Christchurch Partnership Chief Executive Advisory Group (CEAG) meeting will receive advice on some of the detailed elements of the FDS and this will be subsequently reported to the Committee. Discussion on the proposed directions and key content for the draft FDS is to be discussed at a closed workshop with the GCPC linked to the meeting scheduled for 8 June 2018.

One matter which will require formal resolution will be the establishment and constitution of a hearings panel. Advice on this will be provided to the next meeting of the GCPC. However it is anticipated that, given the scope of the FDS as outlined, a sub-committee of the GCPC will be recommended.

There are significant challenges involved in preparing a draft FDS and final FDS by the end of 2018 and so some issues may be better deferred to allow for further work to continue following adoption of the FDS.

The delegations allow for the GCPC to initiate the consultation process and this is outlined in the Committee terms of reference. However, to ensure robust decision-making it is recommended that upcoming meetings of partner councils ratify the approach and scope as outlined in this report and confirm that agreement on the content of the draft FDS is delegated to the GCPC. Discussions with the Partnership legal counsel have informed this approach. Full ratification of the final FDS document will be sought from partner governance following endorsement by the GCPC in December 2018.

Agreement on the content of the draft FDS will then be sought at the GCPC meeting on 13 July 2018, to enable consultation to commence throughout August. Partner staff will be integral to the preparation of the draft FDS. Briefings with partner governance will be asked to ratify the draft FDS can occur prior to and if necessary following this meeting.

The FDS process, content and timeframes may also be influenced by ongoing discussion, through this Partnership and by other high growth councils, with officials and Ministers with regard to the NPS-UDC requirements.

5. OPTIONS

There are two options. The first preferred option is to endorse the FDS scope and the processes outlined in Attachment 1. This will enable the project to commence in line with a partner endorsed plan that sets out process steps and timeframes.

The alternative is to suggest amendments to the process or approach for delivering an FDS that covers the mandatory requirements prescribed in the NPS-UDC. This option is not supported on the basis that it will necessitate further consideration at the partnership level that will give rise to delays that are likely to severely hinder the ability to deliver a completed FDS by the December 2018 deadline.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

The preparation of a FDS is a mandatory requirement of the NPS-UDC. The scope of the FDS has been ratified by the GCPC, following development and endorsement at the various officer, management and governance forums that have representation from Selwyn District Council. Consultation with the community has not been undertaken in preparing the scope of the FDS as the draft will be open to public submissions.

Te Rūnanga o Ngāi Tahu has arranged for staff from Mahaanui Kurataiao Limited to assist where required in the development of the FDS and this will enable consideration of how the values and aspirations of mana whenua are incorporated within the document.

7. FUNDING IMPLICATIONS

The development of the FDS is funded through existing GCP and District Plan Review budgets.

8. LEGAL IMPLICATIONS

Discussions with the Partnership legal counsel have informed the approach documented in Attachment 1. Ongoing legal advice may be required through the development and decision-making phases of the FDS to ensure risk exposure to Council is actively managed.

A handwritten signature in black ink, appearing to be 'J. Burgess', with a long horizontal stroke extending to the right.

Jesse Burgess
PLANNING MANAGER

Endorsed For Agenda

A handwritten signature in black ink, appearing to be 'Tim Harris', with a stylized, jagged initial 'T'.

Tim Harris
ENVIRONMENTAL SERVICES MANAGER

ATTACHMENT 1: FUTURE DEVELOPMENT STRATEGY SCOPING PAPER



**Greater Christchurch
Partnership**

Te Tira Tū Tahi
One Group, Standing Together

262

Future Development Strategy scoping paper

Updated May 2018

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APPENDICES

- A. Timeline, milestones and summary work programme

1. Executive Summary

This Future Development Strategy (FDS) scoping paper has been prepared in response to a CEAG direction to complete the preparation of an FDS document by December 2018 in time for seeking approval at the meeting of the Greater Christchurch Partnership Committee scheduled for 14 December 2018.

The CEAG direction also stated that this work should be completed within the existing budget of the Partnership.

In order to meet this requirement the FDS will need to be prioritised primarily on NPS-UDC matters. The starting point for the FDS are the agreed UDS strategic goals and statements on desired urban form contained in the therein.

The proposed approach in this scoping paper is that:

- A draft FDS document will be prepared for CEAG consideration at its meeting on 27 June 2018 and subsequently the GCP Committee on 13 July 2018. A submission period throughout August will be followed by hearings, deliberations and recommendations to inform preparation of a final FDS document.
- The front section of the FDS document will outline the full context and current environment in which the SPR is being undertaken, including the long term urban development outcomes sought and already detailed in the UDS, and the unique post-earthquake circumstances relevant to Greater Christchurch.
- It will explain the focus for this FDS, being the short to medium term capacity issues to be resolved, with wider matters identified in an implementation section for further action subsequent to the completion of the FDS.
- Minimum targets for housing at a Greater Christchurch and territorial authority level will need to be identified as far as possible through the FDS in order to align with the NPS-UDC requirements, but the locations for long term development capacity will likely not be more detailed than reaffirming the urban consolidation and centres based principles of the UDS at this stage.
- A related workstream will prepare a robust evidence base sufficient for the GCP Committee to consider any more immediate changes to RMA documents. A decision on this matter is preferably required ahead of finalising the FDS document in December so that any changes can be included, if agreed, as an identified planning responses in the FDS.
- The development of the future development strategy, and the associated consultation process, occurs using the Local Government Act 2002

The work to complete the FDS and its associated implementation programme will link with and support related processes underway or planned, including:

- i. District Plan Reviews, any more immediate changes to RMA documents and a full CRPS Review
- ii. Long Term Plans (LTPs) and infrastructure strategies
- iii. Regional Land Transport Plan (RLTP) and Regional Public Transport Plan (RPTP)
- iv. Central City and Ōtakaro Avon River Corridor Regeneration
- v. Kaiapoi and surrounds regeneration
- vi. Coastal hazards planning
- vii. Resilient Greater Christchurch Plan initiatives

Reference to emerging Government policy will be also integral to the framing and context for the FDS.

The resulting FDS document, 'Our SPACE: an updated 2018-2048 settlement pattern for Greater Christchurch', will be a short non-technical document, supported by technical appendices where necessary. It will sit alongside the endorsed UDS Strategy documents (2007 and 2016) until such time as these are integrated into a single new strategy document.

The Senior Managers Group (SMG) is responsible for providing advice to CEAG on the progress towards completing the FDS document and will raise matters requiring CEAG direction.

2. Purpose and scope

2.1 Settlement Pattern Review

(Text from existing Project Brief agreed by CEAG in March 2017)

A UDS Update was endorsed by the UDS Partnership in August 2016. The document updates the 2007 Strategy to respond to the significant events and changes that have occurred since its release. The Strategy Update did not attempt to revise the land-use framework set out in the Land Use Recovery Plan (LURP) and included in Chapter 6 of the CRPS. Instead it contained a priority action relating to a comprehensive review of the strategy in this triennium.

The Greater Christchurch Partnership Committee has endorsed the first phase of a strategy review to focus on the settlement planning aspects necessary to meet the requirements of the National Policy Statement on Urban Development Capacity (NPS-UDC).

The primary Settlement Pattern Review project objective is to:

- enable the local authorities across Greater Christchurch to collaboratively review the existing settlement pattern arrangements and ensure they fulfil their statutory obligations under the NPS-UDC.

A further project objective is to:

- ensure appropriate alignment between the Settlement Pattern Review and:
 - the District Plan review underway in Selwyn District
 - the District Development Strategy and District Plan review underway in Waimakariri District
 - the Christchurch District Plan
 - the Greater Christchurch Transport Statement, Regional Land Transport Plan and Regional Public Transport Plan, and
 - the development by councils of 2018-2028 Long Term Plans and 30-year infrastructure strategies.

2.2 National Policy Statement on Urban Development Capacity

The NPS-UDC directs local authorities to provide sufficient housing and business land development capacity to meet demand in the short, medium and long term. Policy PA1 specifies the following requirements for such development capacity by time period:

Short term	Development capacity must be feasible, zoned and serviced with development infrastructure.
Medium term	Development capacity must be feasible, zoned and either: <ul style="list-style-type: none"> • serviced with development infrastructure, or • the funding for the development infrastructure required to service that development capacity must be identified in a Long Term Plan required under the Local Government Act 2002.
Long-term	Development capacity must be feasible, identified in relevant plans and strategies, and the development infrastructure required to service it must be identified in the relevant Infrastructure Strategy required under the Local Government Act 2002.

Policies PA3 and PA4 direct local authority decision-making in a broader sense, linking back to the RMA, including promoting the efficient use of urban land and infrastructure, providing for people's social, economic, cultural and environmental wellbeing, and considering national, inter-regional, regional and district scale costs and benefits, as well as the local effects.

Councils with high growth urban areas in their district are required to implement further policies within the NPS-UDC within stated timeframes.

The key NPS-UDC requirements for high growth councils are:

- commence quarterly monitoring of market indicators by June 2017
- complete a housing and business development capacity assessment by December 2017
- produce a future development strategy by December 2018
- set minimum targets in regional policy statements and district plans by December 2018.

The Partnership has met the first two requirements relating to monitoring market indicators and completion of a capacity assessment (held in draft form at this stage).

NPS-UDC Policies PC12-14 relate to the preparation of a future development strategy (FDS):

- PC12: produce a FDS which demonstrates that there will be sufficient, feasible development capacity in the medium and long term....and sets out how the minimum targets will be met
- PC13: the FDS shall - identify the broad location, timing and sequencing of future development capacity over the long term; balance the certainty regarding the provision of future urban development with the need to be responsive to demand for such development; and be informed by LTPs and Infrastructure Strategies, and any other relevant strategies, plans and documents
- PC14: in developing the FDS, local authorities shall - undertake a consultation process; be informed by the capacity assessment; and have particular regard to policy PA1.

Guidance on the preparation and content of the FDS was released by MfE/MBIE in December 2017 and has been incorporated into the approach outlined in this scoping document. Draft evaluation criteria based on the NPS-UDC policies and associated guidance was released in March 2018 and has been used to provide a gap analysis of the likely work required to ensure compliance.

2.3 FDS scope

In order for the FDS to be delivered for GCP Committee endorsement in December 2018 the FDS will be prioritised primarily on NPS-UDC matters. The NPS-UDC is focussed on ensuring that housing and business development capacity meets projected short, medium and long term demands for the sub-region.

The front section of the FDS document will still outline the full context and current environment in which the SPR is being undertaken, including the long term urban development outcomes sought and already detailed in the UDS and the unique post-earthquake circumstances relevant to Greater Christchurch. It will explain the identified challenges (drawing from the Outcomes and Challenges briefing paper) and the implications of emerging national policy in this area (see section 3.3).

The FDS document will then seek to outline:

- the findings of the capacity assessment in relation to projected short, medium and long term demand, existing development capacity and potential capacity shortfalls over each time period
- minimum targets for housing for the medium and long term at a Greater Christchurch level and where possible for each territorial authority area within Greater Christchurch
- the required planning responses to address medium and long term development capacity issues
- a programme of actions to be taken subsequent to the adoption of the FDS that will consider and address wider and longer term planning matters

The Partnership already has a strong planning framework and a good level of consensus as outlined in the UDS, LURP and CRPS. The CRPS identifies the current location, targets and limits of development capacity across Greater Christchurch (including an identified projected infrastructure boundary on Map A).

The identification of specific development needs over the long term is less certain than that required in the medium term and so will correspondingly be less detailed in the FDS. The locations for long term development capacity will likely not be more detailed than reaffirming the urban consolidation and centres

based principles of the UDS at this stage. Macro-issues will adjust future demand projections (including rapid technological change and global economic trends, as well as national migration settings and approaches to regional growth). Local policy responses (such as intensification incentives, public and active transport improvements, and ongoing regeneration activity) will impact the attractiveness of different locations over time.

A further consideration for the FDS will be the funding challenges that may arise, particularly in relation to development infrastructure. While these may be less apparent in the short to medium term they could be considerable over the longer term, particularly in relation to transport infrastructure and achieving NPS-UDC requirements whilst addressing the NPS Freshwater Management and other national objectives.

The FDS will clearly signal the funding challenges arising, and likely to arise, from NPS-UDS compliance. Ongoing work to advocate such matters to Government, and understand the implications of emerging Government policy to address such challenges, will inform longer term FDS directions and may necessitate the need for FDS amendments in future.

It recommended the development of the future development strategy, and the associated consultation process, occurs using the Local Government Act 2002. The consultation process will comply with Part 6 of the Act and will be detailed further following consideration of the significance and engagement policies of the partner councils.

3. FDS Principles and Outcomes

3.1 FDS Principles

The FDS will be guided by the vision, principles and strategic goals of the UDS, particularly those under the themes of 'integrated and managed urban development', and will comprise the integrated land use and infrastructure responses necessary as a result of the findings of the capacity assessment.

The principles that will shape the approach outlined in the FDS are that it:

- helps to deliver and aligns with the vision for Greater Christchurch
- demonstrates a collaborative approach through leadership and partnership
- integrates, supports and builds on existing strategies and initiatives through an efficient, fit-for-purpose and holistic process
- enables a responsive approach that can address any changes to Government policy, changes arising from the drivers and disruptions that may influence urban development, and further longer term spatial planning following the adoption of the FDS
- achieves the NPS-UDC requirements
- is informed by a robust evidence base and feedback from stakeholder and community engagement

3.2 Integration with other processes

The overall SPR project objectives, and NPS-UDC Policy PC13, seek alignment and integration with related statutory documents. The FDS Guidance confirms the iterative nature of achieving alignment whereby the FDS is informed by the current documents but signals any required changes as part of a section in the FDS on implementation.

District Plan Review and CRPS Changes and/or CRPS Review

DPR processes underway in Selwyn and Waimakariri will need the certainty provided by the FDS to enable them to give effect to the NPS-UDC in the short to medium term through their district plans. The FDS process, and an associated workstream to further investigate the medium term development capacity needs in these Districts, will inform a final recommendation by the GCP Committee whether to notify any more immediate changes to RMA documents. The FDS (and more importantly the actions identified in the FDS but undertaken following its adoption) would then inform a more comprehensive assessment of any CRPS changes to be included within the CRPS review scheduled for notification in June 2022.

Long Term Plans (LTPs) and infrastructure strategies

Council 2018-2028 LTPs and associated infrastructure strategies will have been finalised ahead of the draft FDS. The capacity assessment work has reviewed existing LTPs and draft 2018-2028 LTPs as part of determining current feasible development capacity for housing and business. LTPs have used the same projections as used for the SPR and the capacity assessment has not identified any significant misalignment issues at this point.

Regional Land Transport Plan (RLTP) and Regional Public Transport Plan (RPTP)

Consultation on the draft 2018 RLTP has ended. Business case processes to inform the RLTP are culminating and are linked to a recently prepared Christchurch Transport Investment Story document. Government policy on this issue has been outlined in a draft GPS on Land Transport (see section 3.3. below) and will need to be integrated into the final RLTP. The RPTP is also being reviewed and is expected to be consulted on in August 2018. The strategic transport directions set out in these documents will provide an important contribution to the FDS statements regarding the integration of land use and transport, particularly as they relate to the future provision of public transport in Greater Christchurch.

Central City and Ōtākaro Avon River Corridor Regeneration

Regeneration planning for the Ōtākaro Avon River Corridor has been ongoing during 2017. A draft regeneration plan is likely to be released for consultation in August 2018. While initial investigations have indicated that some residential and business development is feasible within this regeneration area the quantum being considered is not significant compared to the thirty year Greater Christchurch projected demand. Of more interest might be any enduring work and learnings regarding more sustainable, affordable, modular and lightweight construction methodologies that this project might initiate.

Broader 'city-shaping' initiatives arising from final land uses and activities in this area are guided in part by objectives to support central city regeneration and boost the prosperity and quality of life for people in eastern Christchurch. As such this regeneration planning is largely complementary to the SPR and connection and integration can be achieved by supporting statements in respective draft documents.

Kaiapoi and surrounds regeneration

Regeneration activity is also underway in Kaiapoi following the Waimakariri Red Zone Recovery Plan being approved by the Minister in December 2016. The Recovery Plan contains proposed land used and activities for five regeneration areas. At present, the preliminary draft Implementation Plan is being completed and the decommissioning plans for roads and utilities for the regeneration areas are in progress.

Coastal hazards planning

The coastal hazards work to raise awareness of issues and inform the Christchurch District Plan and wider coastal hazard issues is due to commence later in 2018. This will result in a new coastal hazards chapter that was deferred from the DPR process. Similar work is underway in Selwyn and Waimakariri districts. Such investigations are largely complementary to the SPR so long as growth is not directed to high hazard areas. Aspects of the current data will be captured in the SPR through an overview of urban form constraints.

Resilient Greater Christchurch Plan

This plan, adopted by the GCP Committee in 2016, contains a detailed implementation plan. Key projects signalled for 2018 include 'implementing a Future Ready Programme of Action' initiative and 'setting the Infrastructure Resilience Agenda'. The former will have a focus on the impact on the community and workplace of forecast technological, demographic and attitudinal shifts. The latter will drive CCC infrastructure investment decisions so that they align with Council's strategic priorities and leverage opportunities to respond to the range of challenges and opportunities facing the city. The challenges include natural hazards such as earthquakes, climate change, population growth and an aging population as well as increasing infrastructure renewal requirements. The range of opportunities that also need consideration include advances in technology and growth. Both projects can support the development of the FDS and be included with the FDS implementation section.

3.3 Linking with emerging Government policy and other high growth councils

The new coalition Government continues to outline its approach to supporting urban development, transport policy, regional economic growth and local government funding.

Statements and actions to date regarding the Urban Growth Agenda and other areas include:

- support for agreed central-local government spatial planning for key urban areas
- the creation of a new national Urban Development Authority, the Housing Commission
- supporting a boost in housebuilding across the housing continuum through a KiwiBuild programme
- working with Christchurch City Council on a Housing First initiative
- future transport investment increasing the share available for public and active transport and signalling up to \$4bn for mass transit investment in Auckland, Wellington and Christchurch over the next ten years
- pricing mechanisms to capture the full costs of transport and progressive introduction regional fuel taxes
- progressing a manifesto commitment to provide \$300m to maintain city regeneration momentum
- infrastructure funding and financing research and inquiry into local government funding
- legislative reform of the RMA, LGA and LTMA where necessary and following more immediate action.

Government commitment to the more market-driven approaches in the NPS-UDC remains unclear and its willingness to support the use of the RMA streamlined planning process is still in question.

The FDS will need to be flexible to adapt to new Government direction and take advantage of any significant windows of opportunity that may emerge. Some of these points will also have a bearing on the completion of the processes outlined in section 3.2 above.

These matters will also impact other high growth councils required to implement the NPS-UDC so maintaining strong collaboration and alignment with SmartGrowth and FutureProof partnerships throughout the development of the FDS is important.

3.4 FDS process outcomes

Development of the FDS (and incorporating the associated minimum targets outlined in the FDS into the CRPS and district plans) represents the final aspect of the SPR project at this time. As outlined above any further investigations, detailed planning, monitoring and review is part of an implementation phase.

Process outcomes for the FDS are therefore:

- production of a document that aligns well with NPS-UDC Policies PC12-14, addresses the findings of the capacity assessment work, and signals any further work required on more detailed, longer term or wider urban planning matters
- sufficient planning certainty to inform a ten+ year period for district plan reviews in Selwyn/Waimakariri
- sufficient planning certainty to inform the development of a second stage of the GPS on Land Transport (should it require a local and central government agreement on transport's role in urban development over the next 30 years)
- an engagement process that complies with part 6 of the LGA
- partnership unity is maintained through effective partner briefings at key milestones
- completion by December 2018 and remaining within agreed Partnership budgets.

4. Document Structure

4.1 Document title

The Greater Christchurch Urban Development Strategy is the Partnership's strategy to guide growth, enable and manage future urban development and support quality urban environments. The SPR is reviewing the settlement planning aspects relevant to requirements of the NPS-UDC.

The 'future development strategy' terminology is a general term used as part of the NPS-UDC but in the context of Greater Christchurch would likely confuse stakeholders and the community if used as part of the SPR.

For the purposes of the work to complete the FDS the draft and final document title will be 'Our SPACE: an updated 2018-2048 settlement pattern for Greater Christchurch'. Wording will clearly explain that this meets the NPS-UDC requirement, will link the work to the UDS and demonstrate that on adoption it will sit alongside the endorsed UDS Strategy documents (2007 and 2016) until such time as these are integrated into a single new strategy document.

Furthermore, the work will result in a plan that implements the UDS vision and strategy goals so throughout the process the terminology used will be of preparing a 'plan' as opposed to a 'strategy'.

4.2 Document brief

The document brief outlines the nature of the final document and will help guide its preparation:

- approximately 20-30 pages (possibly with an accompanying 4-page summary leaflet)
- non-technical, plain English text with graphics, images, hotlinks etc
- incorporates appropriate te reo, ngāi tahu design elements and cultural context
- small print run (approx. 400 copies) with widely available electronic PDF
- reference copy distributed to libraries, service centres, etc
- courtesy copy distributed to Partners, Government and key stakeholders
- technical appendices available only in electronic PDF version.

4.3 Document breakdown by section

The document will be broken down into the following sections and sub-sections:

- Executive Summary and mihi
- Introduction
 - Upfront story and current environment
 - UDS Strategy context and long term outcomes
 - Ngāi Tahu cultural context, values and aspirations
 - Settlement Pattern Review overview
 - integration with other processes
 - National context
 - NPS-UDC statutory requirements
- Current position
 - evidence base from Capacity Assessment
 - benchmarking with other high growth areas
 - existing settlement structure, constraints and interdependencies
 - issues, challenges and rationale
- Targets – regional and TA – medium term and long term

- Settlement pattern
 - 1-10 years (detailed)
 - 10-30 years (less detailed and primarily principles-based)
 - Sequencing
 - Rationale, assessments summary, scenario testing
 - Consultation overview and response
- Implementation action plan
 - Summary of implementation tools
 - Roles and responsibilities
 - Working with Government on emerging approaches
 - RMA, LGA and LTMA changes required
 - Infrastructure Strategy alignment
 - Non-statutory programme of action
 - Responsiveness approaches
- Monitoring and review
- List of supporting documents and technical appendices

The above breakdown incorporates the requirements of the NPS-UDC Policies PC12-14 and integrates the further detail provided in the NPS-UDC guide on producing a future development strategy. **Process**

4.4 Process overview

The sequential and/or parallel work components to the FDS are:

1. establish baseline information
2. adopt and use UDS guiding principles, objectives, values
3. identify and outline issues (e.g. constraints, challenges and opportunities)
4. agree minimum housing target – for Greater Christchurch
5. consider any limited further options analysis or modelling to support draft FDS
6. agree minimum housing targets – for territorial authorities
7. formulate future implementation actions
8. prepare draft FDS document and prepare for engagement
9. undertake Council workshops and briefings on draft FDS where possible
10. seek GCP Committee endorsement on draft FDS in July 2018
11. notify draft for submissions period during August 2018
12. organise and undertake Hearings
13. prepare and report on Staff recommendations
14. Panel deliberations and recommendations
15. prepare final FDS document and summary
16. undertake Council workshops and briefings on final FDS
17. GCP Committee endorsement on final FDS in December 2018
18. Council ratification meetings in early 2019

For many elements a large amount of the work has already been largely undertaken and the FDS will draw from this existing information. Examples include:

- Baseline – the housing and business development capacity assessment
- Guiding principles, objectives and values – the UDS principles, strategic goals, and urban form directions

- Issues – the Outcomes and Challenges briefing paper endorsed by GCP Committee in September 2017.

Other elements can draw from work currently underway, including for example:

- Future public transport business case
- Central City housing programme

4.5 Key matters to be resolved

Some elements of the above process will require further clarification, with advice provided to CEAG:

Minimum housing targets for each territorial authority

Minimum targets are required by NPS-UDC Policies PC5-PC11. PC6 requires targets to be set for the medium and long term. Targets must be set and incorporated as an objective in the regional policy statement and district plans by December 2018. The NPS-UDC guidance on minimum targets recommends the following wording:

Objective – Minimum targets for sufficient, feasible development capacity for housing			
<i>For the period 2018 to 2048⁸, the minimum sufficient, feasible development capacity for housing is provided in the area defined, according to the table below:</i>			
Term	Short to medium term <i>Up to 2028</i>	Long term <i>2028-2048</i>	30-year timeframe <i>2018-2048</i>
Minimum targets	X dwellings	Y dwellings	X + Y dwellings

The Guidance recognises that high growth areas may wish to add more disaggregated targets but does not specify this should happen. This will be a matter for further discussion and advice.

Minimum targets are not intended to be maximum targets to limit urban development. TAs can advance plan changes that enable development capacity beyond minimum targets. However, this may have consequences for the efficient provision of development infrastructure.

Establishing consensus on the nature of minimum targets, any 'allocation' of the regional target to reflect policy intent, and the consequences and perceptions of the final targets will be at the heart of the FDS development.

Implementation actions

The success of the FDS will be in its ongoing implementation. As well outlining the scope of any immediate changes to RMA documents and subsequent comprehensive CRPS Change, the implementation actions will need to detail other wider work required following adoption of the FDS. These actions will draw from work currently underway (such as the Central City Housing Programme), previous LURP actions and UDS actions (2007 and 2010 action plans) that remain relevant, as well as new actions to respond to emerging Government approaches and ensure integration across other processes.

Hearings Panel

This FDS scope allows for a hearings panel to hear submissions on the draft FDS. A panel consisting of GCP Committee representatives is proposed rather than an Independent Hearings Panel, as for example used for the Lyttelton Port Recovery Plan. This is reflective of the level of detail to be covered in the draft FDS and the timeframe and budgetary constraints on completing the FDS.

The exact nature and composition of the hearings panel will need to be agreed by the GCP Committee and can draw on a recent example of its use for the FutureProof strategy review. The Partnership will need to consider the degree to which any independent expertise is part of the hearings panel to minimise potential risks of challenge and support robust decision-making. This will be guided by the extent to which the FDS process is then relied upon for any future CRPS and district plan changes.

Cultural context and integration

The SPR Project seeks to ensure integration of Ngāi Tahu values and aspirations and alignment with the Mahaanui Iwi Management Plan. Te Rūnanga o Ngāi Tahu as a partner organisation will be party to endorsing the FDS. Mahaanui Kurataiao Limited is assisting the development of the FDS to help ensure timely and effective coordination with Papatipu Rūnanga and bring through Ngāi Tahu values and priorities. The recent Whakaraupō/Lyttelton Harbour Catchment Management Plan is seen as an excellent model of the integration of mana whenua values and culture in a 21st century planning document.

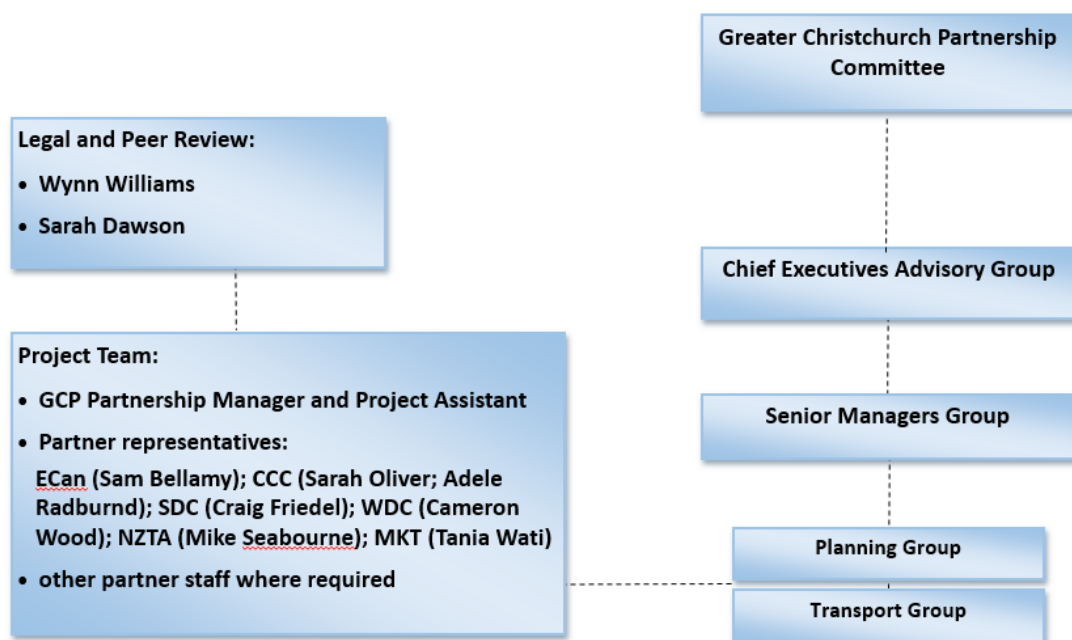
The FDS will also need to consider actions to address issues arising out of the capacity assessment, especially in relation to housing need and the disproportionate percentages of Māori and non-European households in housing need. The FDS can also highlight current and future opportunities to further support kāinga nohoanga in Tuahiwi and papakainga in Rāpaki.

5. Project Management

5.1 Project Team and existing coordination groups

Project delivery arrangements will remain similar to those for the capacity assessment, but with some changes to reflect learnings from that phase and a recent review of GCP SMG and sub-groups.

- a Project Team, comprising partner representatives will perform the day-to-day tasks
- joint meetings of the Planning and Transport Groups will advise on land use and transport integration
- SMG will ensure strategic oversight and provide advice to CEAG
- CEAG will endorse the reporting to the GCP Committee



The role of the SPR Review Group will be assumed by SMG. Input to SMG from those previously on the Review Group will assist with awareness of emerging national policy and initiatives that might inform the FDS, and maintain links with the FDS work of SmartGrowth and FutureProof partnerships.

5.2 Progress reporting arrangements

A monthly Dashboard will be reported to SMG and CEAG, including reviewing project risks and monthly expenditure.

The GCP Committee will only be asked to formally endorse the content of the draft FDS and the final FDS. Most other material will be reported to SMG and approved by CEAG and form part of GCP Committee workshops where necessary.

6. Resourcing and external costs

6.1 Partner staff

Partners will need to nominate representatives from their organisation to be on the Project Team. This might be more than one person (especially for the larger organisations) but consistent involvement throughout the project is essential.

Anticipated partner staff requirement, primarily as part of the Project Team (until at least the release of a consultation document) is:

CCC	3.5 FTE
SDC	0.3 FTE
WDC	0.3 FTE
ECan	1.0 FTE
NZTA	0.3 FTE
Te Rūnanga o Ngāi Tahu (MKT)	0.3 FTE
Regenerate Christchurch/CDHB	0.2 FTE (each)

SMG council representatives have confirmed that this resource is available from their respective organisation. This staffing requirement will be reviewed following the submissions phase at which point the remaining work necessary to complete the FDS process will become clearer.

The Partnership Manager is the Project Leader and basic project management support will be provided by GCP Project Assistant.

6.2 Additional consultant support

Communications advice and assistance will be provided by Grant Mangin (Creative PR)

Anticipated hours: 40 (primarily in May/June and October/November to assist document readability)

No further additional consultant support is anticipated (aside from legal and peer review covered below) but this may depend on the level, expertise and commitment of partner resourcing identified above.

6.3 Modelling and technical expert requirements

No additional modelling or technical work is anticipated to be commissioned as part of the GCP Budget.

Contractors already used as part of the Capacity Assessment included:

- Market Economics (EFM and SDC/WDC growth models)
- Property Economics (retail expenditure model)
- QTP (transport modelling).
- Sarah Dawson (planning) and Geoff Butcher (economic) peer review
- Livingstone Associates: Ian Mitchell (housing demand assessment)

6.4 Legal and peer review

A single peer review and legal review will be undertaken. Periodic and focused legal advice may be necessary and would be in addition to the legal peer review task. To meet budgetary and timeframe requirements this will be undertaken on the draft FDS to enable modifications to be incorporated at an early stage ahead of FDS finalisation.

Timeframe and summary actions to prepare DRAFT FDS document

Week commencing (weeks till consultation period)	Actions	Meeting Milestone	Comments
23 April (14)	<ul style="list-style-type: none"> Joint FDS meeting approves revised FDS scoping paper, subject to minor amendments 	Joint meeting 24 April	
30 April (13)	<ul style="list-style-type: none"> CEAG approves revised FDS scoping paper, subject to minor amendments 	CEAG 2 May	
7 May (12)	<ul style="list-style-type: none"> GCP Committee endorses FDS scoping paper GCP Committee workshop to consider arrangements for Hearing Panel 	GCP Committee 11 May	
14 May (11)	<ul style="list-style-type: none"> SMG agrees advice to CEAG on approach to setting minimum targets SMG agrees advice to CEAG on key directions/implementation actions for draft FDS 	SMG 15 May	
21 May (10)	<ul style="list-style-type: none"> CEAG approves advice to GCP Committee on approach to setting minimum targets CEAG approves advice to GCP Committee on key directions/implementation actions for draft FDS CEAG update on proposed CRPS Change evidence 	CEAG 23 May	
28 May (9)	<ul style="list-style-type: none"> Joint FDS workshop to review draft FDS document (70% complete version) 	Joint meeting 29 May	
4 June (8)	<ul style="list-style-type: none"> GCP Committee workshop on approach to setting minimum targets and key directions/implementation actions for draft FDS GCP Committee workshop to update on proposed CRPS Change evidence 	GCP Committee 8 June	
11 June (7)	<ul style="list-style-type: none"> SMG approves final content of draft FDS document, subject to minor amendments 	SMG 12 June	
18 June (6)	<ul style="list-style-type: none"> Circulate CEAG agenda with final content of draft FDS document 		
25 June (5)	<ul style="list-style-type: none"> CEAG approves final content of draft FDS document, subject to minor amendments 	CEAG 27 June	
2 July (4)	<ul style="list-style-type: none"> Circulate GCP Committee agenda with final content of draft FDS document 		Chair leave 8/7-6/8
9 July (3)	<ul style="list-style-type: none"> GCP Committee endorses final content of draft FDS document finalise draft FDS publication with designers 	GCP Committee 13 July	
16 July (2)	<ul style="list-style-type: none"> receive hard copy draft FDS back from printers 	SMG 17 July	
23 July (1)	<ul style="list-style-type: none"> circulate hard copy draft FDS to libraries and service centres 	CEAG 25 July	
30 July (0)	<ul style="list-style-type: none"> consultation period starts 1 August through to 31 August 		
6 August (+1)	<ul style="list-style-type: none"> 	GCP Committee 10 August	

Timeframe and summary actions to prepare FINAL FDS document

Week commencing (weeks till December Committee)	Actions	Meeting Milestone	Comments
20 August (16)	<ul style="list-style-type: none"> • compile submissions received 	CEAG 22 August	
27 August (15)	<ul style="list-style-type: none"> • compile submissions received • consultation period ends 31 August 		
3 September (14)	<ul style="list-style-type: none"> • compile late submissions received • circulate submissions to Hearings Panel • prepare staff recommendations report on submissions 		
10 September (13)	<ul style="list-style-type: none"> • provide high-level summary of submissions to GCP Committee • staff recommendations report on submissions finalised 	GCP Committee 14 September	
17 September (12)	<ul style="list-style-type: none"> • Hearings on submissions commences • SMG endorses staff recommendations report on submissions 	SMG 18 September	
24 September (11)	<ul style="list-style-type: none"> • Hearings on submissions continues (if required) • CEAG endorses staff recommendations report on submissions • staff recommendations report circulated to Hearings Panel 	CEAG 26 September	
1 October (10)	<ul style="list-style-type: none"> • Hearing Panel deliberations 		
8 October (9)	<ul style="list-style-type: none"> • Hearing Panel deliberations (if required) 	GCP Committee 12 October	
15 October (8)	<ul style="list-style-type: none"> • Hearing panel recommendations report drafted 	SMG 16 October	
22 October (7)	<ul style="list-style-type: none"> • Hearing panel recommendations report finalised 	CEAG 24 October	
29 October (6)	<ul style="list-style-type: none"> • 		
5 November (5)	<ul style="list-style-type: none"> • GCP Committee receive Hearing panel recommendations report 	GCP Committee 9 November	
12 November (4)	<ul style="list-style-type: none"> • Partner governance workshops on Hearing panel recommendations report 	SMG 13 November	
19 November (3)	<ul style="list-style-type: none"> • Partner governance workshops on Hearing panel recommendations report 		
26 November (2)	<ul style="list-style-type: none"> • 	CEAG 28 November	
3 December (1)	<ul style="list-style-type: none"> • 		
10 December (0)	<ul style="list-style-type: none"> • GCP Committee endorses Final FDS document 	GCP Committee 14 December	
17 December (+1)	<ul style="list-style-type: none"> • Councils insert minimum targets into plans using s55(2A) and public notice • Prepare report for partner council ratification of Final FDS document 		

REPORT

TO: Chief Executive

FOR: Council Meeting - 13 June 2018

FROM: Rachael Carruthers

DATE: 18 May 2018

SUBJECT: REMOVAL OF DESIGNATION D96 FROM SELWYN DISTRICT PLAN

RECOMMENDATION

‘That, pursuant to s182 of the Resource Management Act 1991, the Selwyn District Plan be amended by removing designation D96, designated for Water Supply Purposes situated at Branthwaite Drive Rolleston being Lot 26 DP 65499 and containing 399m².’

1. PURPOSE

Selwyn District Council as territorial authority has received notice from Selwyn District Council as requiring authority under s182(1) of the Resource Management Act 1991 (the Act) that it no longer wants designation D96.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

Section 182(2) of the Act requires that, as soon as reasonably practicable after receiving a notice under subsection (1), the territorial authority shall, without using the process in Schedule 1, amend its district plan accordingly.

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

3. HISTORY/BACKGROUND

Designation D96, for Water Supply Purposes, is situated at Branthwaite Drive Rolleston being Lot 26 DP 65499 and containing 399m². The designation encompasses the entire site. The wider area is currently being developed by GW Rolleston Ltd as ‘Falcon’s Landing’. See Attachment 1 for the site location.

Section 182 of the Act sets out the process to be followed where a requiring authority no longer wants a designation or part of a designation. The process is:

- The requiring authority, (in this case, Selwyn District Council), gives notice in the prescribed form to:
 - the territorial authority concerned; and
 - every person who is known by the requiring authority to be the owner or occupier of any land to which the designation relates; and
 - every other person who, in the opinion of the requiring authority, is likely to be affected by the designation. (s182(1))
- As soon as reasonably practicable after receiving such a notice, the territorial authority shall, without using the process in Schedule 1 (which sets out the process for preparing, changing and reviewing policy statements and plans), amend its district plan accordingly (s.182(2)).

The provisions of Schedule 1, including public consultation, do not apply to any removal of a designation or part of a designation under s182(3).

- This same process applies a notice by a territorial authority to withdraw its own designation within its own district (s182(4)).
- Because the notice of withdrawal relates to the whole designation and not just to part of it, there is no mechanism for the territorial authority to decline to remove the designation (s182(5)).

4. **PROPOSAL**

The Asset Manager, Selwyn District Council, has served notice in the prescribed form that the designation is no longer required and that it is to be removed from the Selwyn District Plan as a designated site

Notice has also been served to GW Rolleston Ltd, who own the site.

No other person is considered by the requiring authority to be likely to be affected by the designation.

5. **OPTIONS**

That designation D96 be removed in accordance with the requirements of s182 of the Act.

The Act does not permit Council any other options.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

Section 182 of the Act does not provide for any form of consultation. The consultation procedures of Schedule 1 explicitly do not apply to the removal of a designation.

7. FUNDING IMPLICATIONS

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



Rachael Carruthers
STRATEGY AND POLICY PLANNER

Endorsed For Agenda



Tim Harris
ENVIRONMENTAL SERVICES MANAGER



REPORT

TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Steve Clarke – Senior Animal Control Officer
Billy Charlton – Regulatory Manager

DATE: 23 May 2018

SUBJECT: **Dog Control Policy and Procedures Report 1 July 2016 to 30 June 2017**

RECOMMENDATION

‘That the:

- i) Council adopts the Dog Control Policy and Practices Report for the period 1 July 2016 to 30 June 2017;*
- ii) Dog Control Policy and Practices Report be notified in Council Call; and*
- iii) Dog Control Policy and Practices Report be sent to the Secretary for Local Government within one month of adoption.’*

1. PURPOSE

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

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

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

The matter does not:

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

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

3. HISTORY/BACKGROUND

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

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

In accordance with:

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

The report which follows contains information and statistics on the Council's dog control activity for the year 1 July 2016 to 30 June 2017.

4. PROPOSAL

Annual Report on Dog Control Policy and Practices for the Year Ending - 30 June 2017

Dog Control in Selwyn District

Dog Control activities in the Selwyn District is undertaken by Council staff. The Animal Control Unit employs two qualified Animal Control Officers, an Animal Control Administrator and an Animal Control Assistant who undertakes Animal Control duties after hours and administration duties.

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

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

The Council has a contract with a local veterinarian to euthanise dogs that are not able to be rehomed,; we also work closely with Dog Watch to rehome dogs.

The school education program "Dog Smart" has been presented to ten schools throughout the District and continues to be a successful mechanism to educate children in dog safety.

Dog Control Enforcement Practices

During the reporting period the Council has dealt with 1495 complaints and issued 186 Infringement Notices for a variety of offences under the Dog Control Act. A breakdown of the Infringement Notices issued and complaints dealt with can be found at Tables 1 and 2 below.

Dog Pound

The Animal Control Team operates a new Council owned facility.

During the reporting period 89 dogs were impounded. The number of dogs impounded is low when compared to the number of dogs microchipped which was 9890 by the end of the reporting period.

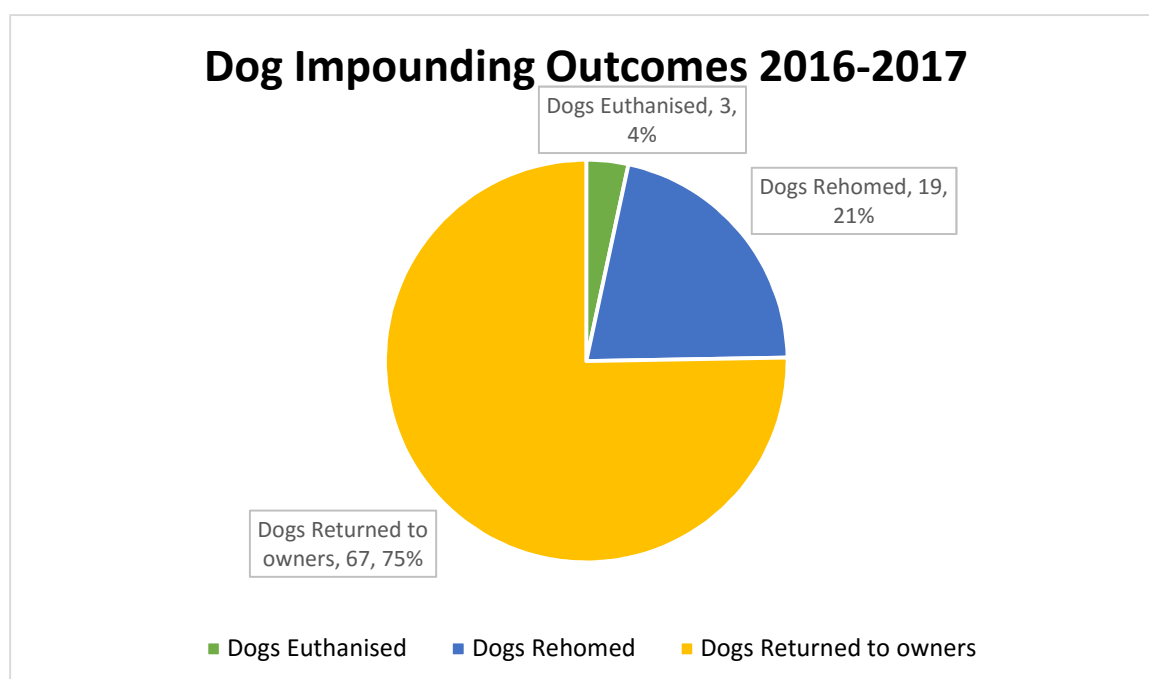


Table 1: Showing the Number and Type of Infringements Issued during 2016-2017 by the Selwyn District Council

Serial	Offence	Section of The Act	Number	Fine
1	Failure to Register a Dog	Section 42	161	\$300
2	Failure to Advise Change of Address	Section 49(4)	0	\$100
3	Failure to Keep a Dog Controlled or Confined	Section 52A & 53(1)	21	\$200
4	Failure to Implant a Microchip transponder in a dog	Section 36(A)(6)	0	\$300

Serial	Offence	Section of The Act	Number	Fine
5	Failure to Advise Change of Dog Ownership	Section 48(3)	0	\$100
6	Failure or Refusal to Supply Information or Wilfully Providing False Particulars	Section 19(2)	0	\$750
7	Failure to Comply with menacing classification	Section 33EC(1)	1	\$300
8	False statement relating to registration	Section 41	0	\$750
9	Failure to provide proper care and attention	Section 54(2)	0	\$300
10	Falsely notifying the death of dog	Section 41(A)	0	\$750
11	Wilful obstruction of a Dog Control Officer	Section 18	0	\$750
12	Failure to Comply with any authorised bylaw	Section 22(5)	3	\$750
13	Failure to comply with barking dog abatement notice	Section 55(7)	0	\$200
14	Releasing dog from custody	Section 72(2)	0	\$750
	TOTAL		186	

Dog Exercise Facilities

The Rolleston Dog Park is extremely popular with a dog wash now in place. A Dog Park in Leeston is due to open in the 2017/18 year. The Council Reserves and Domains are a popular option for those not wishing to use the Dog Park.

Dog Registration and other Fees

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

Dog registration fees for 2016-2017 were \$40 for the first dog and \$30 for each subsequent dog. These fees were increased for the first time since 2011-12.

Dog Education and Dog Obedience Courses

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

Disqualified and Probationary Dog Owners

No persons were disqualified or classified as probationary dog owners during the reporting period.

Menacing and Dangerous Dogs

Selwyn District Council has 79 dogs classified as menacing and 6 dogs classified as dangerous at the end of the reporting period.

Other Information

100% registration of dogs that are still in the District from previous year was attained.

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

Council achieves a 91.85% compliance rate of dogs legally required to be microchipped.

Table 2 – Statistical Information

Category	For Period 01 July 2016 – 30 June 2017
1) Total # Registered Dogs	13202
2) Total # Probationary Owners	0
3) Total # Disqualified Owners	0
4) Total # Dangerous Dogs	6
* Dangerous by Owner Conviction Under s31(1)(a)	0
* Dangerous by Sworn Evidence s31(1)(b)	0
* Dangerous by Owner Admittance in Writing s31(1)(c)	6
5) Total # Menacing Dogs	79
* Menacing under s33A(1)(b)(i) i.e. by Deed	53
* Menacing under s33A(1)(b)(ii) - by Breed Characteristics	7
* Menacing under s33C(1) - by Schedule 4 Breed.	19
6) Total # Infringement Notices	186
7) Total # Complaints Received	1495
* Wandering/Pick up	558
* Barking	190
* Attack	72
* Rushing/aggressive	77
* Found	598
8) Prosecutions	1

Prosecution

The Council had one prosecution pending in the reporting period. The dog owner decided to sign over the offending dog to Council. The dog was subsequently euthanised and the prosecution process was closed.

5. **OPTIONS**

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

6. **VIEWS OF THOSE AFFECTED / CONSULTATION**

No consultation required.



Steve Clarke
SENIOR ANIMAL CONTROL OFFICER



Billy Charlton
REGULATORY MANAGER

Endorsed For Agenda



Tim Harris
ENVIRONMENTAL SERVICES MANAGER

REPORT

TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Acquisitions, Disposals and Leasing Manager
Acquisitions, Disposals and Leasing Officer

DATE: 28 May 2018

SUBJECT: **APPROVAL TO TERMINATE LICENCE TO OCCUPY OVER RESERVE 263, SHANDS ROAD AS THE LAND IS REQUIRED FOR DEVELOPMENT OF A WATER SUPPLY AND TREATMENT FACILITY**

RECOMMENDATION

‘That Council approves the Termination of the Licence to Occupy to Peter Toomey which commenced on 1 July 2014 over Reserve 263, Shands Road, as the land is required for the Development of a Water Supply and Treatment Facility.’

1. PURPOSE

This report seeks approval from Council to terminate the existing Licence to Occupy with Peter Toomey. The area of land covered by the Licence is shown edged red on the plan at Appendix A.

2. HISTORY/BACKGROUND

Council entered into a Licence to Occupy with Peter Toomey for land on Shands Road, being Reserve 263 (the Land) on 1 July 2014. The current Licence is for a period of 5 years, expiring on 30 June 2019. A copy of the Licence to Occupy is shown at Appendix B.

The Licence was for the purpose of pastoral or arable/grazing activities.

On 4 July 2017, a request was received from Council’s Asset Manager Open Spaces/Property to allocate the Land as a site for a Water Supply and Treatment Facility.

Preliminary investigations were carried out which determined;

- The Land was on the disposal schedule to be handed back to the Department of Conservation (Doc) for disposal. Due to the above proposal the land was suspended from the disposal process with DoC.
- The Land was originally gazetted for a Local Purpose Public Pound in 1879.
- Part of the Land is identified on Environment Canterbury’s Listed Land use Register as being a former landfill site (filled pit) with potential contamination.

- Mr Toomey the current lessee had part of the pit filled which was a breach of his licence. There is correspondence relating to costs for contamination testing (which would be onerous on the lessee). He was asked to remove the dumped material. It is unclear what happened since this as it does not appear any further action was taken.

A Preliminary Site Investigation was completed by Mallock Environmental Limited for Water Services in July 2017 to ascertain the extent of any potential contamination. This showed a relatively small area adjacent to Shands Road affected by the former landfill site. The new Water Supply and Treatment Facility has been designed and positioned by Water Services to be away from the former landfill site and meets all requirements.

Council are now in a position to relinquish the existing Licence over the Land to allow for the development.

In accordance with Clause 17.2 (a) of the Licence a Council Resolution is required to cancel the Licence by providing one months notice.

3. PROPOSAL

Council agree to terminate the Licence over the Land so that it can be developed for a Water Supply and Treatment Facility.

4. OPTIONS

- a) Approval to terminating the Licence; or
- b) Approval to terminating the Licence is declined

Option (a) is recommended. There will be a benefit to the community with the development of the Water Supply and Treatment Facility. If Option (a) is declined a new site will need to be found within Prebbleton which will considerably delay the development.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

Notice to terminate is pursuant to a contractual obligation in the Licence to Occupy. The tenant has been advised that the land is required for the new facility and that notice to terminate will be served following a Council resolution.

(b) Consultation

Consultation has been undertaken with Water Services Staff to ensure that the appropriate notice period is given for termination to enable the project to proceed in the required timeframe.

(c) Maori implications

Not applicable in this instance.



Asti Miln
**ACQUISITIONS, DISPOSALS
AND LEASING OFFICER**



Rob Allen
**ACQUISITIONS, DISPOSALS
AND LEASING MANAGER**

Endorsed For Agenda



Douglas Marshall
MANAGER – PROPERTY AND COMMERCIAL

Appendix A

Aerial Plan

Res 263



Appendix B

Licence to Occupy

23522/166/00

AST 08-09-04-08

DEED OF LICENCE

THE SELWYN DISTRICT COUNCIL
Council

PETER TOOMEY
licensee

DATED

17TH JUNE

2014

PARTIES

- (1) THE SELWYN DISTRICT COUNCIL ("the Council")
- (2) PETER TOOMEY ("the Licensee")

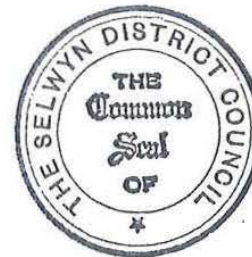
TERMS OF THIS DEED

1. Pursuant to Section 74 Reserves Act 1977, the Council grants to the Licensee and the Licensee accepts a licence of the Land described in the First Schedule together with the right to use the Council's improvements on the Land (if any) for the Term in consideration of payment of the Annual Licence fee by the Licensee.
2. The Council and the Licensee covenant and set out in the Second Schedule.

THE COMMON SEAL of)
 THE SELWYN DISTRICT COUNCIL was)
 hereto affixed)
 in the presence of:)

..... Mayor

..... Chief Executive




SIGNED by)
 «Licensee»)
 in the presence of)

Signature



FIRST SCHEDULE

LAND:	Valuation Reference: 2352216600 Reserve 263 Gazette p.827 sited on Shands Rd being 2.7519 hectares in total
P 827	5 years
COMMENCEMENT DATE:	1 st July 2014
EXPIRY DATE:	30 th June 2019
RENEWAL DATE:	Not Applicable
REVIEW DATE:	Not Applicable
ANNUAL LICENCE FEE:	
USE:	Pastoral or arable/grazing activities
DEFAULT INTEREST RATE:	A rate of interest equal to the Bank of New Zealand base rate at the date of default plus 8%.
WIDTH OF ACCESS STRIP:	Not Applicable

SECOND SCHEDULE


1. LICENCE FEE

- 1.1 The Licensee will pay the Annual Licence Fee in advance on the 20th day following receipt of an invoice from the Licensor. The fee will be paid without any deductions or set off by direct payment to the Council or as the Council may direct.

2. LICENCE FEE REVIEW

- 2.1 Where a Licence Fee Review Date is specified in the First Schedule, the Council may review the Licence Fee by giving written notice to the Licensee of the reviewed Licence Fee and the reviewed Licence Fee will be payable from the next Licence Fee Payment Date following service of the notice.
- 2.2 If the Licensee objects to the reviewed Licence Fee the parties will negotiate in good faith to reach agreement. It is agreed that if the Licence Fee is reduced, an adjustment will be made in respect of payments already made. If the Council will not agree to reduce the Licence Fee the Licensee may cancel this Licence at any time thereafter upon giving not less than three months notice in writing.

3. OUTGOINGS

- 3.1 The Licensee will pay all charges and outgoing in respect of the Land during the term of this Licence. Without limiting the generality of the preceding sentence, the charges and outgoing will include:
- (a)  All rates, taxes (including Goods and Services Tax), charges and impositions by any territorial or other competent authority in respect of the Land; and
- (b) All charges for any services or utilities supplied to the Land.
- 3.2 In any case where the charges and outgoing referred to in clause 3.1 are not separately assessed to the Land, the Licensee will pay on demand a fair and reasonable proportion of those charges and outgoing apportioned on an area basis.
- 3.3 An appropriate adjustment will be made in respect of charges and outgoing for periods current at the Commencement Date, at Expiry Date or upon the earlier determination for any reason.

4. INTEREST ON UNPAID MONEY

- 4.1 If the Licensee defaults in payment of the Licence Fee or any other moneys payable under this Licence upon the due date for payment, then the Licensee will pay interest on the amounts unpaid at the Default Interest Rate from the due date for payment down to actual date of payment.

5. COSTS

- 5.1 The Licensee will pay the Council's solicitor's costs (as between solicitor and client) of and incidental to:
- (a) The preparation of the Licence and any variation, renewal or any deed recording a Licence Fee Review;
 - (b) The enforcement or attempted enforcement of the Council's rights, remedies and powers under this Licence.

6. USE OF LAND

- 6.1 The Licensee will use the Land only for the farming use set out in the First Schedule. If at any time the Licensor is of the opinion that the Land is not being used, or is not being sufficiently used, for that purpose, or if the Licensor considers that the continued or uninterrupted use of the Land is detrimental to the purposes for which the Land is vested in or administered by the Council, then the Licensor may either:
- (a) Terminate this Licence on such terms as the Licensor thinks fit; or
 - (a) Require the Licensee to remove all of the Licensee's stock from the Land for such period or the periods as the Licensor thinks fit. If any such period exceeds one month the Licence Fee will abate pro-rata.
- 6.2 The keeping of pigs on the Land is prohibited.

7. MAINTENANCE AND CARE OF LAND AND BUILDINGS

- 7.1 The Licensee will, at the Licensee's expense, at all times during the term of this Licence:
- (a) Use and manage the Land in a good and husband like manner and will not impoverish or waste the soil;
 - (b) Not break up, plough (except for the purpose of clause 7.2) or crop any part of the Land, nor cut down any trees or bush, nor take or remove any plant, without the prior written consent of the Council. If the Licensee breaks up or crops any part of the Land, the Licensee will reinstate the Land in grass pasture prior to the end of the term of this Licence;
 - (c) Take all proper steps to keep the Land (and any roadside verge adjacent to the Land) properly mown and free of rabbits and other noxious vermin and gorse, broom, thistles and all other noxious plants and will do all things necessary to comply with the provisions of the Biosecurity Act 1993 or any re-enactment of the Act as it affects the Land;
 - (d) Keep all buildings, erections, gates and other improvements on the Land in good order and condition;
 - (e) Keep and maintain any water or drainage systems in good operational repair and keep properly clean, open and clear from weeds all creeks, drains, ditches and watercourses

(including any drains or ditches which may be constructed by the Council during the term of the Licence) ensuring that the Land is adequately drained at all times;

- (f) Make good any damage to the Land caused by animals or by improper careless or abnormal use by the Licensee or those for whom the Licensee is responsible;
- (g) Promptly remove all rubbish, fallen trees, tree trimmings and any dead stock from the Land;
- (h) Ensure that all and proper precautions are taken to safeguard the Land against fire;
- (i) Not damage or destroy any actual, scenic, historical, cultural, archaeological, biological, geological or other scientific features or indigenous flora and fauna on the Land; and
- (j) Not claim ownership to, or remove, work or use, any mineral on or under the Land.

7.2 Where the Council has approved the grazing of horses on the Land, the Licensee will at the Licensee's cost:

- (a) Provide suitable electrified wires to all fences;
- (b) Provide notices on all electrified fences in accordance with the Fencing Act 1978;
- (c) Remove all horse manure from and harrow the Land at least once every year; and
- (d) Remove (a) and (b) forthwith on the Expiry Date on earlier termination of the Term.

8. PUBLIC ACCESS

8.1 The Licensee will permit the public to have access on foot to a strip of the Land of a width listed in the First Schedule along each bank of any stream or river adjoining the Land. The public may be excluded from the access strip with the prior written consent of the Council where the presence of the public may be detrimental to the Licensee's use of the Land.

9. FENCES

- 9.1 The Licensee will at its own expense erect, repair and maintain in a good condition all fences and gates necessary upon the Land for the purposes for the proper and safe conduct of the Use. The Licensee will use best endeavours to prevent stock straying from the Land and will make good at its own cost any damage caused to other land or property by straying stock.
- 9.2 The Licensee will not call upon the Licensor at any time to contribute to the costs of maintaining or erecting any fencing on the Land nor maintaining or erecting any boundary fence between the Land and any adjoining Land owned or farmed by the Licensee.

10. LIABILITY FOR STOCK

10.1 The Council does not accept any liability to the Licensee for the health, safety or wellbeing of any stock on the Land. The Licensee accepts a licence of the Land for the Use in reliance upon the Licensee's own judgment in all respects.

11. INDEMNITY

- 11.1 The Licensee will indemnify and keep indemnified the Council against all costs, damages and liability arising in respect of an act or omission on the part of the Licensee, or any act of the Licensee's stock.

12. COMPLIANCE WITH STATUTES AND REGULATIONS

- 12.1 The Licensee will comply with all statutes, ordinances, regulations and by-laws so far as they relate to, and all notices or orders which may be given by any competent authority in respect of, the Land or its use by the Licensee and will keep the Council indemnified in respect of all such matters.

13. IMPROVEMENTS BY LICENSEE

- 13.1 The Licensee will not erect any building or other improvements (including any fence) upon the Land without first submitting the plans and specifications to the Council and obtaining the written consent of the Council. The Council when giving its consent may stipulate that the Licensee will not be entitled to any compensation for those improvements, but the Licensee will in such case have the right to remove those buildings or improvements from the Land at the expiry of the term subject to the Licensee making good any damage to the Land caused by the removal.

14. REMOVAL OF LICENSEE'S IMPROVEMENTS

- 14.1 At the Expiry Date or sooner determination of this Licence, the Licensee may within such reasonable time as the Council determines, remove any of the Licensee's improvements and make good any resulting damage to the Land. If the improvements are not removed within such reasonable time as specified by the Council, the ownership of the improvements will vest in the Council without right of payment or compensation to the Licensee by the Council.

15. ASSIGNMENT/SUBLICENSING

- 15.1 The Licensee will not assign, sub-licence or otherwise part with possession of the Land or any part of the Land.

16. RIGHTS RESERVED BY THE COUNCIL

- 16.1 The Council and its agents and servants may enter upon the Land at all reasonable times on giving at least 24 hours notice in writing to the Licensee to inspect the Land and carry out repairs and other works to the Land. In exercising such rights, the Council will use its best endeavours to minimise any disturbance caused to the Licensee in its occupation and use of the Land.
- 16.2 The Council may give the Licensee one month's notice to repair at the Licensee's cost any improvements, drains, ditches or watercourses. If the Licensee does not comply with the notice, the Council may enter the Land, without notice, to remedy the default by the Licensee. All costs incurred by the Council in remedying such defaults will be paid by the Licensee on demand.

17. EARLY TERMINATION

17.1 If:

- (a) any money due under this Licence is unpaid and remains unpaid for 14 days (whether payment is demanded or not); or
- (b) the Licensee has not complied with the Licensee's obligations in this Licence after receipt of a written notice specifying the default and requiring the default to be remedied within one month;

then the Licensor may by notice in writing cancel this licence and re-enter the Land. Upon cancellation, the Licensee's rights will cease immediately, but the Licensee will still be liable for any money due under this Licence up to termination or for damages for any breach committed prior to cancellation.

- 17.2 If a Council resolution is passed requiring the whole or any part of the Land for the purposes of carrying out any works or functions of the Council, or requiring the Land to be sold, the Council may give one month's written notice to the Licensee cancelling the Licence as to the whole or that part of the Land. If the Licence is cancelled as to part of the Land, the License Fee will be reduced on an area basis.

18. DISPUTES

- 18.1 Any dispute relating to or arising out of this Licence will be submitted to the arbitration of the single arbitrator, if one can be agreed upon by the parties. If the parties are unable to agree within 15 working days of receipt of a notification of a desire to have the dispute arbitrated, the dispute will be submitted to the arbitration of a single arbitrator to be appointed by the President for the time being of the Canterbury District Law Society. Any arbitration in terms of this clause will be carried out in accordance with the Arbitration Act 1996 or any re-enactment or modification of that Act.

19. GENERAL

- 19.1 Nothing contained or implied in this Licence will be construed as conferring or be deemed to confer upon the Licensee the rights of a lessee. This is a statutory licence granted under the Reserves Act 1977 and the rights of the public to have access to and over the Land are unaffected by this Licence.
- 19.2 No waiver or failure to act by the Council in respect of any breach by the Licensee will operate as a waiver of another breach.

Res 263 Shands Road



TO: Chief Executive

FOR: Council Meeting – 13 June 2018

FROM: Asset Manager Water Services

DATE: 1 June 2018

**SUBJECT: EXPENDITURE APPROVAL FOR BROADFIELD ESTATES
COSTSHARE AGREEMENT**

RECOMMENDATION

‘That the Council Approve the 2018/19 budget addition of \$477,315 (exclusive of GST) for the construction costshare of the Broadfield Estates Wastewater Pump Station and Rising Main to be funded by the Eastern Selwyn Sewage Scheme Development Contribution.’

1. PURPOSE

The purpose of this report is for Council to make a decision to approve the unbudgeted expenditure for the costshare costs of the Broadfield Estates Wastewater Pump Station and Rising Main.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This matter has been assessed against Councils Significance and Engagement Policy as low significance because funding of this budget is consistent with the Development Contribution Policy. This is purely a timing matter.

3. HISTORY/BACKGROUND

Where mutually beneficial, Council enters into Developer Agreements to provide for cost effective and efficient infrastructure. This normally involves the developer constructing infrastructure with capacity not only for the developer’s purposes but for a greater development area.

In this instance, on the request of Council, Broadfield Estates Limited has constructed the wastewater pump station and rising main to cater for a significantly larger catchment 920 lots (total) versus 216 lots (developer's requirement).

Council staff have been in discussions with Broadfield Estates Limited regarding a cost share agreement. Engineering approval was provided for the pump station in September 2013. Consenting of the development commenced a number of years prior to that date. The pump station and rising main have been constructed and commissioned.

The Council and Broadfield Estates Limited have been in discussion about a Council contribution toward the cost of an associated wetland for stormwater management purposes.

If agreement can be reached in relation to this item separate funding will be sought as further unbudgeted expenditure at a later date from Council if required. It should be noted that the majority of this expenditure is funded by the Ministry of Education as their stormwater contribution for the primary school being currently constructed. Funding will also come from the Councils own 8 lot residential subdivision.

4. PROPOSAL

That an additional budget of \$477,315 be approved for the 2018/19 accounting year.

5. OPTIONS

Option 1 - Funding through ESSS DC's. This option appropriately puts the burden of growth related costs within the development contribution framework.

Option 2 - Funding through Wastewater District Rate. This option puts the burden of costs on the existing ratepayer for growth related infrastructure.

Option 1 is the staff preference.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

No implications have been identified.

(b) Consultation

No specific consultation has been conducted in relation to this matter.

(c) Māori implications

No implications have been identified.

7. FUNDING IMPLICATIONS

The proposed recommendation has no funding implications. The Corporate Services Manager has confirmed that this work is funded through the Eastern Selwyn Sewage Scheme (ESSS) Development Contribution Policy.



Murray England
ASSET MANAGER WATER SERVICE

Endorsed For Agenda



Murray Washington
ASSET MANAGER

REPORT

TO: Chief Executive

FOR: Selwyn District Council – 13 June 2018

FROM: Asset Administrator - Roading

DATE: 14 May 2018

**SUBJECT: RENAMING OF SQUAWK STREET IN FALCON'S LANDING
SUBDIVISION, ROLLESTON**

RECOMMENDATION

'That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve "Territory Street" as a change of name for the recently named Squawk Street in the Falcon's Landing subdivision, Rolleston.'

1. PURPOSE

To gain approval from the Selwyn District Council for the change of name for the recently named road Squawk Street in the Falcon's Landing subdivision, Rolleston

2. HISTORY/BACKGROUND

After the discussion that was generated in local papers from the naming of the roads in the Falcon's Landing subdivision the developer, Gillman Wheelans has requested that Squawk Street (7 on the map – appendix A)) be changed to Territory Street.

Territory Street and Migratory Street were alternate names submitted previously.

The name has been assessed by Land Information New Zealand and is considered acceptable.

3. PROPOSAL

The proposal is for the Selwyn District Council to consider renaming Squawk Street to Territory Street in the Falcon's Landing subdivision, Rolleston pursuant to section 319A of the Local Government Act 1974.

4. OPTIONS

Option 1

Approve Territory Street as the name of the new name for the previously named Squawk Street as per section 1 of this report in the Falcon's Landing subdivision, Rolleston pursuant to section 319A of the Local Government Act 1974.

Option 2

If Territory Street is not considered suitable consider the other suggestion - MigratoryStreet or ask the developer to submit another name.

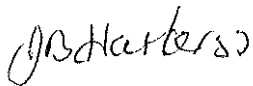
Option 1 is the preferred option.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

Not Applicable

6. FUNDING IMPLICATIONS

Not applicable



Joanne Harkerss
ASSET ADMINISTRATOR – ROADING

ENDORSED FOR AGENDA



Murray Washington
ASSET MANAGER

APPENDIX A



**From the Australian/New Zealand Standard
Rural and urban addressing**

**ROAD TYPES – NEW ZEALAND
(Normative)**

The road type shall be selected from those specified as suitable for either open ended roads, cul-de-sac, or pedestrian only roads, as applicable (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare	✓		
Drive	Dr	Wide main roadway without many cross-streets	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river	✓		
Glade	Gld	Roadway usually in a valley of trees	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area		✓	
Grove	Grv	Roadway that features a group of trees standing together		✓	
Highway	Hwy	Main thoroughfare between major destinations	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare	✓		
Mall	Mall	Wide walkway, usually with shops along the sides			✓
Mews	Mews	Roadway in a group of houses		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway		✓	

Road Types	Abbreviations	Description	Open Ended	Cul-de-sac	Pedestrian Only
Promenade	Prom	Wide flat walkway, usually along the water's edge			✓
Quay	Qy	Roadway alongside or projecting into water	✓	✓	
Rise	Rise	Roadway going to a higher place or position	✓	✓	
Road	Rd	Open roadway primarily for vehicles	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides	✓	✓	
Steps	Stps	Walkway consisting mainly of steps			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat	✓	✓	
Track	Trk	Walkway in natural setting			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	✓
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓

REPORT

TO: Chief Executive

FOR: Selwyn District Council – 13 June 2018

FROM: Asset Administrator - Roading

DATE: 11 May 2018

SUBJECT: ROAD NAMES FOR PREBBLETON ESTATES LTD SUBDIVISION, PREBBLETON

RECOMMENDATION

‘That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve William Deans Drive, James Prebble Drive and Mary Gebbie Avenue as the names of the new roads and the continuation of Conductors Road and Stationmasters Way in the Prebbleton Estates Ltd subdivision, Prebbleton.

1. PURPOSE

To gain approval from the Selwyn District Council for the name of the new roads and the continuation of the existing roads in the Prebbleton Estates Ltd subdivision, Prebbleton.

2. HISTORY/BACKGROUND

The applicant Prebbleton Estates Ltd has submitted the following names for the new roads in the Prebbleton Estates Ltd subdivision, Prebbleton. They have not supplied any alternate names.

All road names follow the theme of people who first settled in Canterbury, and are taken from the “Peeling Back History” series on Canterbury’s settlement history.

Road 1 (Spine Road)

William Deans Drive	available
---------------------	-----------

Road 2

James Prebble Drive	available
---------------------	-----------

Road 3

Mary Gebbie Avenue	available
--------------------	-----------

Continuation of Conductors Road to the intersection of Road 1
Continuation of Stationmasters Way

The names have the approval of Land Information New Zealand.

3. PROPOSAL

The proposal is for the Selwyn District Council to consider the new road names in the Prebbleton Estates Ltd subdivision, Prebbleton pursuant to section 319A of the Local Government Act 1974.

4. OPTIONS

Option 1

Approve the new road names as per section 1 of this report in the Prebbleton Estates Ltd subdivision, Prebbleton pursuant to section 319A of the Local Government Act 1974.

Option 2

If none of the names are considered suitable request the developer to supply further names.

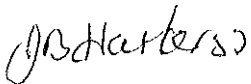
Option 1 is the preferred option.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

Not Applicable

6. FUNDING IMPLICATIONS

Not applicable



Joanne Harkerss
ASSET ADMINISTRATOR – ROADING

ENDORSED FOR AGENDA



Murray Washington
ASSET MANAGER

APPENDIX A



**From the Australian/New Zealand Standard
Rural and urban addressing**

**ROAD TYPES – NEW ZEALAND
(Normative)**

The road type shall be selected from those specified as suitable for either open ended roads, cul-de-sac, or pedestrian only roads, as applicable (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare	✓		
Drive	Dr	Wide main roadway without many cross-streets	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river	✓		
Glade	Gld	Roadway usually in a valley of trees	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area		✓	
Grove	Grv	Roadway that features a group of trees standing together		✓	
Highway	Hwy	Main thoroughfare between major destinations	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare	✓		
Mall	Mall	Wide walkway, usually with shops along the sides			✓
Mews	Mews	Roadway in a group of houses		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway		✓	

Road Types	Abbreviations	Description	Open Ended	Cul-de-sac	Pedestrian Only
Promenade	Prom	Wide flat walkway, usually along the water's edge			✓
Quay	Qy	Roadway alongside or projecting into water	✓	✓	
Rise	Rise	Roadway going to a higher place or position	✓	✓	
Road	Rd	Open roadway primarily for vehicles	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides	✓	✓	
Steps	Stps	Walkway consisting mainly of steps			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat	✓	✓	
Track	Trk	Walkway in natural setting			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	✓
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓

REPORT

TO: Chief Executive

FOR: Selwyn District Council – 13 June 2018

FROM: Asset Administrator - Roading

DATE: 10 May 2018

SUBJECT: ROAD NAMES FOR ROSEMERRYN SUBDIVISION, LINCOLN

RECOMMENDATION

‘That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve Whitehorn Drive as the name of the new road and the continuation of Eastfield Drive in the Rosemerryn subdivision, Lincoln.

1. PURPOSE

To gain approval from the Selwyn District Council for the name of the new road and the continuation of Eastfield Drive in the Rosemerryn subdivision, Lincoln.

2. HISTORY/BACKGROUND

The applicant Fulton Hogan Land Development Ltd has submitted the following names for the new road and the continuation of Eastfield Drive in Stage 11 of the Rosemerryn subdivision, Lincoln. They have supplied a list of alternative names to be used if their first preference is not considered suitable.

The road name through the roundabout cannot be used as the street numbering will not allow it.

All road names follow the theme of features from the Arthur’s Pass area.

Whitehorn Drive	available
Wakeman Drive	available
Florence Drive	available

Eastfield Drive – continuation of existing street

The names have the approval of Land Information New Zealand.

3. PROPOSAL

The proposal is for the Selwyn District Council to consider the name of the new roads in the Rosemerryn subdivision, Lincoln pursuant to section 319A of the Local Government Act 1974.

4. OPTIONS

Option 1

Approve the new road name as per section 1 of this report in the Rosemerryn subdivision, Lincoln pursuant to section 319A of the Local Government Act 1974.

Option 2

If the first choice is considered not suitable consider the alternate name supplied.

Option 3

If none of the names are considered suitable request the developer to supply further names.

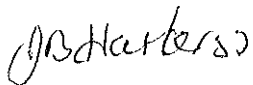
Option 1 is the preferred option.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

Not Applicable

6. FUNDING IMPLICATIONS

Not applicable



Joanne Harker

ASSET ADMINISTRATOR – ROADING

ENDORSED FOR AGENDA



Murray Washington

ASSET MANAGER

**From the Australian/New Zealand Standard
Rural and urban addressing**

**ROAD TYPES – NEW ZEALAND
(Normative)**

The road type shall be selected from those specified as suitable for either open ended roads, cul-de-sac, or pedestrian only roads, as applicable (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare	✓		
Drive	Dr	Wide main roadway without many cross-streets	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river	✓		
Glade	Gld	Roadway usually in a valley of trees	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area		✓	
Grove	Grv	Roadway that features a group of trees standing together		✓	
Highway	Hwy	Main thoroughfare between major destinations	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare	✓		
Mall	Mall	Wide walkway, usually with shops along the sides			✓
Mews	Mews	Roadway in a group of houses		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway		✓	

Road Types	Abbreviations	Description	Open Ended	Cul-de-sac	Pedestrian Only
Promenade	Prom	Wide flat walkway, usually along the water's edge			✓
Quay	Qy	Roadway alongside or projecting into water	✓	✓	
Rise	Rise	Roadway going to a higher place or position	✓	✓	
Road	Rd	Open roadway primarily for vehicles	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides	✓	✓	
Steps	Stps	Walkway consisting mainly of steps			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat	✓	✓	
Track	Trk	Walkway in natural setting			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	✓
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓

REPORT

TO: Chief Executive

FOR: Selwyn District Council – 13 June 2018

FROM: Asset Administrator - Roading

DATE: 11 May 2018

SUBJECT: ROAD NAMES FOR SEARLE SUBDIVISION, PREBBLETON

RECOMMENDATION

‘That pursuant to section 319A of the Local Government Act 1974 the Selwyn District Council approve Peony Rose Lane as the name of the new road and La Fontaine Place as the name of the new private right of way in the Searle subdivision, Prebbleton.

1. PURPOSE

To gain approval from the Selwyn District Council for the name of the new road and private right of way in the Searle subdivision, Prebbleton.

2. HISTORY/BACKGROUND

The applicant Rodger Searle has submitted the following names in preference order for the new road and private right of way in their subdivision, Prebbleton.

Road

Peony Rose Lane	available
Keriraja Lane	available
Michaela Lane	available

Private Right of Way

La Fontaine Place	available
Keriraja Place	available

The names have the approval of Land Information New Zealand. The applicant originally wanted Peony Lane but this is too similar to Penny Lane in Prebbleton. LINZ suggested Peony Rose Lane of which the applicant agreed to.

3. PROPOSAL

The proposal is for the Selwyn District Council to consider the new road name and private right of way name in the Searle subdivision, Prebbleton pursuant to section 319A of the Local Government Act 1974.

4. OPTIONS

Option 1

Approve the new road name and private right of way name as per section 1 of this report in the Searle subdivision, Prebbleton pursuant to section 319A of the Local Government Act 1974.

Option 2

If none of the names are considered suitable request the developer to supply further names.

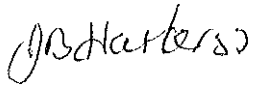
Option 1 is the preferred option.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

Not Applicable

6. FUNDING IMPLICATIONS

Not applicable

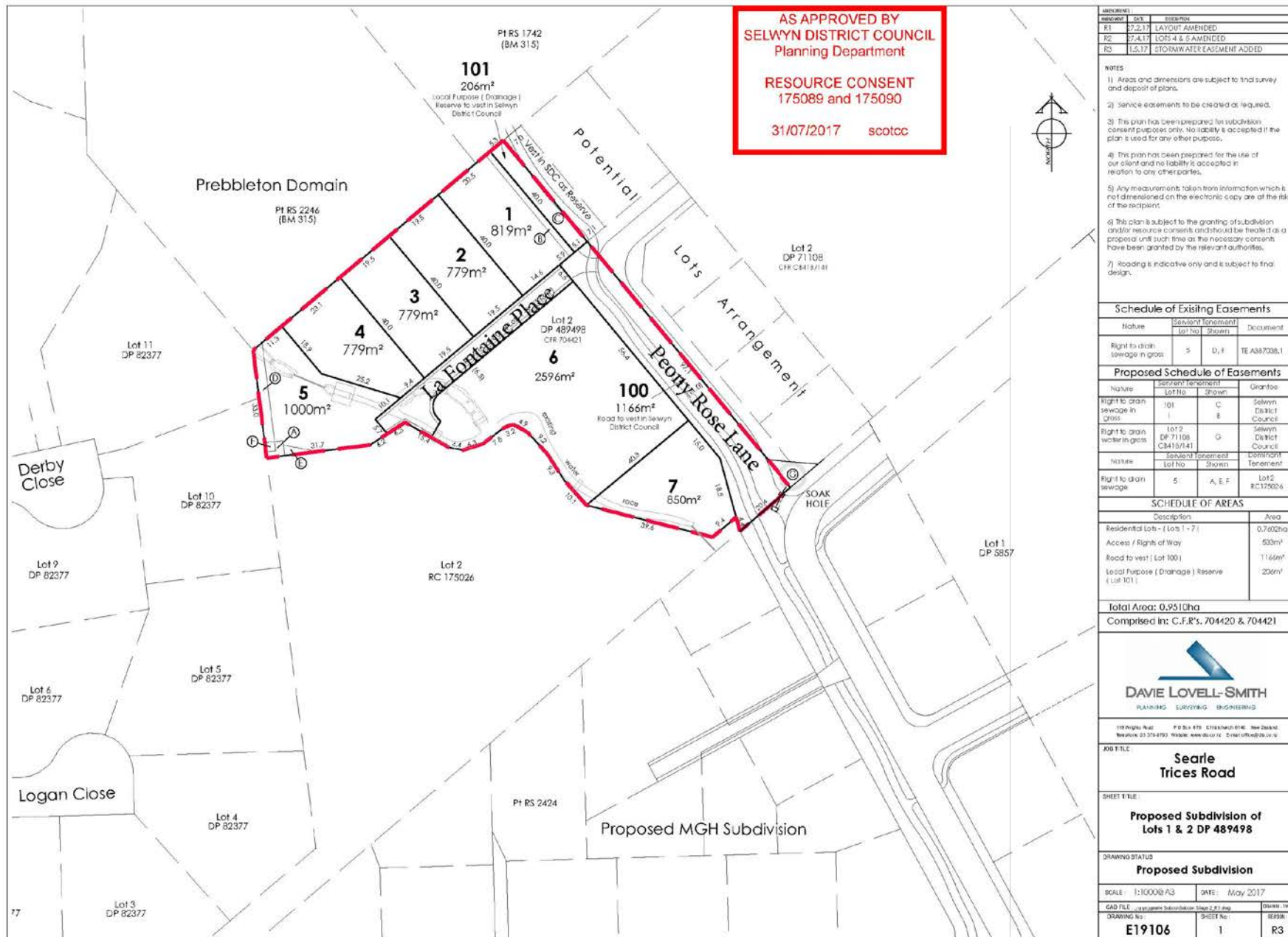


Joanne Harkerss
ASSET ADMINISTRATOR – ROADING

ENDORSED FOR AGENDA



Murray Washington
ASSET MANAGER



**From the Australian/New Zealand Standard
Rural and urban addressing**

**ROAD TYPES – NEW ZEALAND
(Normative)**

The road type shall be selected from those specified as suitable for either open ended roads, cul-de-sac, or pedestrian only roads, as applicable (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare	✓		
Drive	Dr	Wide main roadway without many cross-streets	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river	✓		
Glade	Gld	Roadway usually in a valley of trees	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area		✓	
Grove	Grv	Roadway that features a group of trees standing together		✓	
Highway	Hwy	Main thoroughfare between major destinations	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare	✓		
Mall	Mall	Wide walkway, usually with shops along the sides			✓
Mews	Mews	Roadway in a group of houses		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway		✓	

Road Types	Abbreviations	Description	Open Ended	Cul-de-sac	Pedestrian Only
Promenade	Prom	Wide flat walkway, usually along the water's edge			✓
Quay	Qy	Roadway alongside or projecting into water	✓	✓	
Rise	Rise	Roadway going to a higher place or position	✓	✓	
Road	Rd	Open roadway primarily for vehicles	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides	✓	✓	
Steps	Stps	Walkway consisting mainly of steps			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat	✓	✓	
Track	Trk	Walkway in natural setting			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	✓
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓

REPORT

TO: Chief Executive

FOR: Council Meeting, 13 June 2018

FROM: Jason Flewellen, Community Development Advisor

DATE: 28 May 2018

SUBJECT: **SELWYN YOUTH COUNCIL – SELWYN LINK REPORT**

RECOMMENDATION

'That the Selwyn District Council receive the Selwyn Youth Council's Selwyn Link Report'

1. PURPOSE

The purpose of this report is to highlight the problems associated with a lack of public transport in Selwyn, present the youth consultation undertaken that helped design Selwyn Link, the bus trial itself and the resulting data collected.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

Not significant

3. HISTORY/BACKGROUND

Selwyn Youth Council is aware that the following reports, commissioned by Selwyn District Council over recent years, have all highlighted the issues associated with a lack of public transport, including isolation and loneliness. The issues noted in these reports affect not just young people but many within the Selwyn community. The Reports have included:

- Research to inform Health and Social Services Strategy for SDC – April 2014
- Research into the Needs of Children, Young People and Adults with Disabilities in Selwyn – March 2016
- The Needs of Children, Young People and Families in Selwyn District – November 2016

These reports, as well as regular feedback from young people within the district has further highlighted concerns related to a lack of public transport, resulted in the Selwyn Youth Council facilitating two 'What do YOUTH think?' youth engagement events with students at Ellesmere College and Darfield High School. Selwyn Link was born as a result of this process.

Selwyn Youth Council organised and offered a free trial bus service, 'Selwyn Link', during the school holidays, on two days; Tuesday 17 and Thursday 19 April. Selwyn Link offered all members of the community a chance to catch a bus from Southbridge to Darfield or Darfield to Southbridge with stops in Rolleston for free.

During the two trial day's members of the Selwyn Youth Council collected passenger data with the purpose of presenting their findings to both Environment Canterbury and the Selwyn District Council. Environment Canterbury assisted the Selwyn Youth Council with deciding what data needed to be collected and what questions to ask of passengers.

4. FINDINGS

Selwyn Link was an outstanding success, as detailed below:

Total number of passengers: 557

Number of passengers on 17th: 281

Number of passengers on 19th: 276

Total number of children (-18): 337

Total number of adults (18+): 97

Total number of seniors (65+): 123

How many times per month would you use this service? (All passengers)

1: 20

2: 28

3: 15

4: 32

5: 22

6: 8

7: 5

8: 16

More: 33

How many times per week during the school holidays would you use this service? (Students)

1: 14

2: 36

3: 35

4: 26

5: 28

Number of survey responses at 'What do YOUth think?' events: 330

5. PROPOSAL

The Selwyn Youth Council invites both Selwyn District Council and Environment Canterbury to consider opportunities for increasing access to public transport within the Selwyn District.

6. OPTIONS

There are a range of options that could be explored. Selwyn Youth Council is willing to participate in public transport option exploration, particularly if it relates to young people in the district.

7. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

The research and youth engagement, including the two 'What do YOUTH think?' events, described in the 'Background' above, have contributed to the development of the Selwyn Link initiative.

During the operations of the Selwyn Link initiative, all passengers were very supportive of the Selwyn Youth Council initiative and expressed support for increased levels of public transport within Selwyn district as detailed in the 'Findings' section above.

(b) Consultation

Consultation included reviewing all the feedback received in the above commissioned reports at which over 300 surveys were received as summarised above.

(c) Māori implications

N/A

8. FUNDING IMPLICATIONS

It is acknowledge by the Selwyn Youth Council that any changes to public transportation systems offered in Selwyn may have financial implications, however the exploration of options, in itself, is not expected to have significant financial implications.

REPORT PREPARED BY



Jason Flewellen
Community Development Advisor

ENDORSED FOR AGENDA



Denise Kidd
Manager, Community Relations

REPORT

TO: Council

FOR: Council Meeting – 13 June 2018

FROM: Bernadette Ryan

DATE: 31 May 2018

SUBJECT: REGISTER OF DOCUMENTS SIGNED AND SEALED

RECOMMENDATION

'That the following transactions and the fixing of the Common Seal under authorised signatures be approved.'

1. PURPOSE

To advise Council of legal documents approved for signing and sealing.

1	Name of other party	Ann Fettes
	Transaction type	Deed of Licence
	Transaction description	Part Reserve 5171 Brookside Burnham Road 558m ² for 5 years from 1 July 2018

2	Name of other party	Park Grove Ltd
	Transaction type	Fencing Covenant
	Transaction description	RC115273 Park Grove Mews

3	Name of other party	Lincoln Land Developments
	Transaction type	Fencing covenant
	Transaction description	RC185019 Vernon Drive commercial

4	Name of other party	Tony Martin Condon, Sheryl Lorraine Condon and Cambridge Trustee Services Limited
	Transaction type	Sale and Purchase Agreement
	Transaction description	Sale and purchase agreement for Council purchase of 15a Lyttelton Street, Lincoln

5	Name of other party	Lincoln Developments Ltd
	Transaction type	Right to drain sewage over right of way
	Transaction description	RC175306 Flemington - Birchs Road, Lincoln

6	Name of other party	George James Boughton
	Transaction type	Deed of Licence
	Transaction description	Part Reserve 5171 Brookside Burnham Road 2250m ²

7	Name of other party	CIT Branthwaite Ltd
	Transaction type	Fencing covenant A&I to register fencing covenant Easement in Gross to drain sewage
	Transaction description	RC175070 Stage C&D Branthwaite Drive Rolleston

8	Name of other party	WL & KL Wright
	Transaction type	Deed of Licence
	Transaction description	Reserve 1431 corner of Dalethorpe and Wyndale Road 2.0234 ha

Bernadette Ryan
PERSONAL ASSISTANT TO MAYOR

Endorsed For Agenda

David Ward
CHIEF EXECUTIVE