

POLICY MANUAL



REVIEWED BY COUNCIL – DECEMBER 2021

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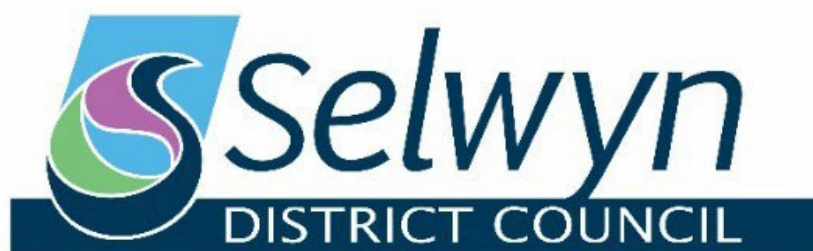
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SCHEDULES

SCHEDULE 1 - CHANGES FROM PREVIOUS MANUAL

PURPOSE

The purpose of this schedule is to set out, in one place, and in summary, the key changes made to the previous version of the Council Policy Manual.

Key:

The following key presents the new, withdrawn and updated policies. Where a new or updated policy exists within this Manual a [link](#) directly to the document has been provided.

UPDATED POLICY		WITHDRAWN POLICY	NEW POLICY
COUNCIL POLICIES	POLICY NO.	STATUS OF POLICY	NOTES
Advertising	A2		
Political Signs	A202	REVIEWED NOVEMBER 2020	
Building	B2		
Building Prone Dangerous and Insanitary Buildings	B201	REVIEWED NOVEMBER 2020	
Community Awards / Funding	C2		
Arts Funding - Creative New Zealand	C205	WITHDRAWN POLICY	Policy deemed not necessary at October 2021 review as Policy is determined by Creative New Zealand – only administered by SDC
Sports NZ Rural Travel Fund	C210	WITHDRAWN POLICY	Policy deemed not necessary at October 2021 review as Policy is determined by Sports New Zealand – only administered by SDC
Ward Discretionary Fund	C211	REVIEWED NOVEMBER 2021	Removed as per Council meeting 11 September 2025
Community Grants Policy	C213	REVIEWED NOVEMBER 2020	
	C214	REVIEWED NOVEMBER 2020	Moved to new section
Council Activities	C4		
ANZAC Day	C402	REVIEWED DECEMBER 2024	
Public Forums	C416	REVIEWED NOVEMBER 2020 and moved to Governance section of Manual	
Public Statements	C417	REVIEWED NOVEMBER 2020 and moved to Governance section of Manual	
Standing Orders	C421	REVIEWED NOVEMBER 2020	

		and moved to Governance section of Manual	
Sister City Visits	C423	REVIEWED NOVEMBER 2020 and moved to Governance section of Manual	
Council Property	C5		
Land Sales	C502	REVIEWED NOVEMBER 2020	
Sale of Vehicle and Plant	C503	REVIEWED NOVEMBER 2020	Formerly the Sale of Vehicles Policy
Vehicle Replacement and Procurement	C504	REVIEWED NOVEMBER 2021	Council resolution added and other changes made
Vandalism	C505	WITHDRAWN POLICY	Following review, deemed unrequired as part of October 2021 review
Community Planning and Design	C6		
Crime Prevention through Environmental Design	C602	REVIEWED NOVEMBER 2020	
Art in Public Spaces	C214		Moved to this section – removed from Community Awards / Funding
Dogs (Governance)	D1		
Dog Control Policy	D100	TO BE REVIEWED AS PER POLICY	Located under Governance Policies
Engineering	E1		
Civil Engineering Standards	E101	REVIEWED NOVEMBER 2021	Review with no changes made
Asset Management Policy	E102	NEW TO POLICY MANUAL	Adopted by Council - now placed in Manual
Finance Policy	F1		
Appointment and Remuneration of Directors and Trustees	F104	REVIEWED NOVEMBER 2020	
Elected Members Disclosure of Interests Policy	F105	REVIEWED NOVEMBER 2020	
Gambling	G1		
Gambling Venue Policy	G101	TO BE REVIEWED AS PER POLICY	Located under Governance Policies
Graffiti	G2		
Graffiti Removal Policy	G201	REVIEWED NOVEMBER 2020	
Housing	H1		
Housing Policy	H101	REVIEWED NOVEMBER 2020	Formerly the Allocation of Rental Accommodation Policy
Insurances	I1		

Community Halls (Privately Owned) - Insurance	I101	REVIEWED NOVEMBER 2021	Reviewed with hall deletions made
Land Bank	L1		
Strategic Purchase of Land for Designated Purposes	L101	REVIEWED NOVEMBER 2020	
Leasing & Licencing	L2		
Renewal of Leases and Licences	L202	REVIEWED NOVEMBER 2021	Reviewed by staff with several changes made
Term of Leases and Licences	L207	REVIEWED NOVEMBER 2020	
Leases and Licence Rental Reviews	L208	REVIEWED NOVEMBER 2020	
Transfer of Farming Leases or Licences	L209	REVIEWED NOVEMBER 2020	
Liquor Licencing	L4		
Sale of Liquor Act - Local Alcohol Plan	L401	TO BE REVIEWED AS PER POLICY	Located under Governance Policies
Property Numbering & Naming of Roads and Private Rights of Way	N1		
Property Numbering	N101	REVIEWED NOVEMBER 2020	
Road Naming	N102	REVIEWED NOVEMBER 2020	
Public Facilities	P2		
Public Toilets	P202	REVIEWED NOVEMBER 2020	Consolidated (removal of P203)
Play	P204	REVIEWED NOVEMBER 2020	
Procurement	P3		
Procurement Policy	P301	REVIEWED NOVEMBER 2020	
Rating	R1		
Interest on Separate Rate Accounts	R107	REVIEWED NOVEMBER 2021	Reviewed with no amendments made
Lump Sum	R116	REVIEWED NOVEMBER 2020	
Rating for Utilities	R118	REVIEWED NOVEMBER 2020	
Land Information Memorandum Additional Information	R119	WITHDRAWN POLICY	Following review, deemed unrequired as part of October 2021 review
Environment Canterbury Rates Collection	R120	WITHDRAWN POLICY	Following review, deemed unrequired as part of October 2021 review
Rates Remission Policy including Maori Freehold Land Policy	R123	REVIEWED NOVEMBER 2021	Reviewed as part of the 2021-2031 LTP process

Water Billing Policy	R124	REVIEWED NOVEMBER 2020	
Rates Postponement Policy	R125	NOVEMBER 2021	New to Policy Manual
Reserves on Council Land	R3		
Camping on Reserves	R301	REVIEWED NOVEMBER 2021	Currently being reviewed by Buddle Findlay
Fencing on Reserves	R303	REVIEWED NOVEMBER 2020	
Reserve Naming Policy	R304	REVIEWED NOVEMBER 2021	Reviewed with significant changes made
Memorial Seats in Reserves and Public Spaces	R305	REVIEWED NOVEMBER 2020	
Reserves Charging Policy	R306	REVIEWED BY COUNCIL IN FEBRUARY 2021	New to the Policy Manual
Roads	R4		
Standard and Guidelines for Construction and Maintenance of Roads	R401	REVIEWED NOVEMBER 2020	
Temporary Road Closures	R403	REVIEWED NOVEMBER 2021	Updated to include bond amount for motor rally use
Cost of Cattle Stops	R410	REVIEWED NOVEMBER 2020	
Parking Areas on Road Frontages at Schools	R411	REVIEWED NOVEMBER 2020	
Directional Signs	R412	REVIEWED NOVEMBER 2020	
Ranking of Seal Extensions	R414	REVIEWED NOVEMBER 2020	
Mailbox Access	R417	REVIEWED NOVEMBER 2020	
Stock Underpass	R418	REVIEWED NOVEMBER 2021	Reviewed with no changes made
Sealing of Entranceway	R421	REVIEWED NOVEMBER 2020	
Maintenance of Boundary Roads	R423	REVIEWED NOVEMBER 2020	
Road Stopping	R424	REVIEWED NOVEMBER 2021	Reviewed with no changes made
Cellphone Antenna Mast/Streetlight Pole Installation	R426	REVIEWED NOVEMBER 2021	Reviewed with several changes made
Street Lights in Rural Zones	R428	REVIEWED NOVEMBER 2021	Reviewed by staff with no amendments made
Cost of Lighting of Dairy Cow Crossings	R429	REVIEWED NOVEMBER 2020	
Road Name Signs Format	R430	REVIEWED NOVEMBER 2020	
Seal Extension Policy	R431	REVIEWED NOVEMBER 2020	
Power Underground Fund Policy	R432	REVIEWED NOVEMBER 2020	

Berm Maintenance Policy	R433	REVIEWED IN NOVEMBER 2021	Reviewed by staff with several additions made
Resource Management	R5		
Processing of Late Submissions and Further Submissions	R501	REVIEWED NOVEMBER 2021	Reviewed by staff with several amendments made
Resource Consent Applications By Council, Councillors And Council Staff	R503	REVIEWED NOVEMBER 2021	Reviewed by staff with several amendments made
Sewerage	S1		
Connections to Rising Sewer Mains	S102	REVIEWED NOVEMBER 2020	Formerly the Connecting Rural Properties to Rising Sewer Mains Policy
Connecting City Ratepayers to Council Sewer Rising Mains	S103	REVIEWED NOVEMBER 2021	Reviewed with no changes made
Pressure Wastewater (Sewerage) Systems	S104	JULY 2024	
Solid Waste	S2		
Waste Management Policy	S201	REVIEWED NOVEMBER 2020	
Stormwater and Land Drainage	S3		
Land Drainage Tailings	S301	REVIEWED NOVEMBER 2020	
Subdivision	S4		
Point Strip Policy	S405	REVIEWED NOVEMBER 2020	
Bonding Policy for Subdivisions Works and Large Projects	S406	REVIEWED NOVEMBER 2020	
Trees on Council Land	T2		
Vegetation and Tree Management	T201	REVIEWED NOVEMBER 2021	Review with no changes made
Townships	T3		
Community Centres, Public Halls, Recreation Reserves, and Township Committees	T302	YET TO BE REVIEWED	PENDING COMMUNITY COMMITTEE STRUCTURE CHANGE
Water Races	W1		
Irrigation from Water Races	W101	REVIEWED NOVEMBER 2021	Reviewed with no amendments required
Water Race Ponds	W102	REVIEWED NOVEMBER 2020	
Race Cleaning and Maintenance	W103	REVIEWED NOVEMBER 2020	

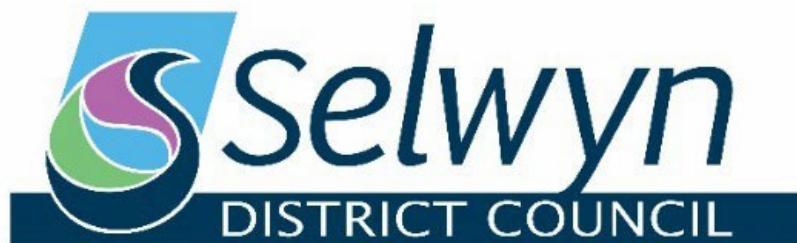
Water Race Tailings	W104	REVIEWED NOVEMBER 2020	
Relocation and Construction of New Water Races	W106	REVIEWED NOVEMBER 2021	Reviewed with no amendments required
Closure of Water Races	W107	REVIEWED NOVEMBER 2020	
Exemptions from Paying Water Race Rates	W109	REVIEWED NOVEMBER 2020	
Subdivisions	W111	REVIEWED NOVEMBER 2020	
Soakholes	W112	REVIEWED NOVEMBER 2021	Reviewed with no amendments required
Credits for Unplanned Disruption of the Water Race Supply	W115	REVIEWED NOVEMBER 2020	
Repair of Water Race Sinkholes	W116	REVIEWED NOVEMBER 2020	
Planned Works Outage Management	W117	REVIEWED NOVEMBER 2021	Reviewed with no amendments required
Water Supplies	W2		
Commitment to Water Supply Manager	W201	REVIEWED NOVEMBER 2020	
Extension of Water Supplies	W203	REVIEWED NOVEMBER 2020	Formerly the Out of Area Water Supplies Policy
Council's Role in Community Water Supplies	W210	REVIEWED NOVEMBER 2021	Reviewed with no amendments required
Temporary Connection to Council Community Water Supplies	W212	REVIEWED NOVEMBER 2020	Formerly the Private Operator Utilisation of Council Community Water Supplies / Schemes Policy
Backflow Protection at Point of Supply	W213	REVIEWED NOVEMBER 2020	
Restricted Connections to Council Drinking Water Supplies Policy	W214	JULY 2024	
Firefighting Connections to Council Drinking Water Supplies Policy	W215	JULY 2024	
	W216	JULY 2024	
Works Contributions	W3		
Section 40 Public Works Act 1981 - Amalgamation Policy	W305	REVIEWED NOVEMBER 2021	Review undertaken with no changes made

SCHEDULE 2 - POSITION TITLES

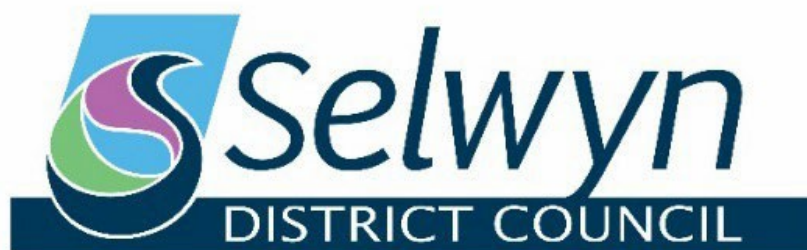
PURPOSE

The purpose of this schedule is to set out - in one place - the position titles referenced in the policies and to list alongside those titles, the people who hold them. This list is subject to change and as such, will be updated as required.

POSITION TITLE	TITLE HOLDER (as at December 2021)
Head of Acquisitions, Disposals and Leasing	Rob Allen
Animal Control Administrator	Leanne Mahon
Head of Asset Management	Murray England
Head of Building	Vanessa Mitchell
Chief Executive	Sharon Mason
Financial Controller	Firangiz Radcliffe
Executive Director Community Services and Facilities	Denise Kidd
Executive Director Enabling Services	Tim Harris
Executive Director Development and Growth	Robert Love
Executive Director Infrastructure and Property	Tim Mason
Chief Digital Officer	Matt McGrath
Chief Financial Officer	Allison Sneddon
Head of Arts, Culture and Lifelong Learning	Tina Schuster
Open Spaces and Facilities Asset Manager	Mark Rykers
Strategic Open Space Lead	Derek Hayes
Personal Assistant to the Mayor	Vacant
Head of Planning	Emma Larsen
Head of Regulatory	Susan Atherton
Reserves Operations Manager	Jonathan Crawford
Rates Team Lead	Achsah Prince
Head of Community and Economic Development	Clare Quirke
Team Leader Animal Control	Matt VanKeulen
Senior Urban Designer	Gabi Wolfer
Transportation Asset Planning Manager	Yuwei Li
Water Services Asset Manager	Jo Golden



OPERATIONAL POLICIES



A2

ADVERTISING

A202 - Political Signs Policy

Category	Advertising	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

The erection of signs or hoardings for electoral purposes.

ORGANISATIONAL SCOPE

This is a Policy required to comply with both Local and Central Electoral Acts.

It is actively managed by the Compliance team.

For point of clarification, clause 3 refers to tourist routes, where the intent is to maintain aesthetics and avoid distracting sign clutter.

THE POLICY

The erection of signs or hoardings for electoral purposes shall only be permitted in accordance with the following criteria:

1. No fixed signs shall be permitted to be erected on legal road reserve.
2. No signs may be erected on any Council reserve or Council property whether tenanted or not.
3. No sign shall be permitted in the Waimakariri Basin or the Rakaia Gorge beyond the Windwhistle corner.
4. Each candidate shall be granted permission to operate mobile signs within the District for a 3 month period prior to each election provided that the vehicle so used:
 - (a) is registered, and;
 - (b) is located in the same place on a legal road for a maximum of 72 hours.
5. The maximum size for any sign shall be 3m².
6. All signs must be removed from their sites as follows.
 - a) if the election is by ballot box then all signs must be removed before the day of voting; or
 - b) if the election is by postal vote all signs must be removed prior to the day on which polling closes.
7. Any failure to remove the signs by the due date shall see the candidate billed the expense for their removal by Council.
8. All content of signs for Local Government elections must comply with the Local Electoral Act 2001, amendments to that Act or any subsequent Acts that govern the process of Local Government Elections.
9. Fixed signs must not be displayed for more than 3 months prior to the election date.

10. Signs erected that are contrary to this policy will be removed at the candidate's expense.
11. All signs for Central Government elections must comply with the Electoral (Advertisements of a specified kind) Regulations 2005.
12. That the [Executive Director Infrastructure and Property](#) is authorised to remove any fixed or mobile signs that are deemed to create a road safety or public safety hazard.

DELEGATIONS

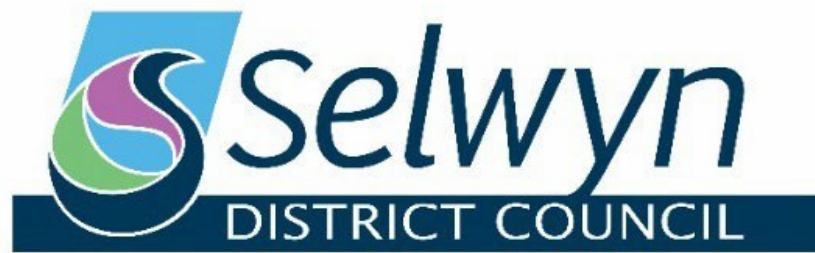
The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
10 July 2019	<p>Subsection (4) amended from</p> <p><i>Each candidate shall be granted permission to operate mobile signs within the District for a 3 month period prior to each election provided that the vehicle so used:</i></p> <p>(a) <i>is registered and is removed from the legal road during the hours of darkness; and</i></p> <p>(b) <i>is not sited in any one place for more than 7 days.</i></p> <p>To:</p> <p><i>Each candidate shall be granted permission to operate mobile signs within the District for a 3 month period prior to each election provided that the vehicle so used:</i></p> <p>(a) <i>is registered; and</i></p> <p>(b) <i>is located in the same place on a legal road for a maximum of 72 hours.</i></p>
February 2020	Reviewed with no changes made
November 2020	Reviewed with no changes made, but noted that the review date should be altered to be undertaken prior to the 2022 Local Government elections



B2

BUILDING

B201 - Dangerous, Affected and Insanitary Buildings Policy

Category	Building	Type	Policy
Policy Owner	Executive Director Development and Growth	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

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 stage:

- (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

THE POLICY

1. 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 those buildings.

Early detection and rectification of dangerous, affected and insanitary buildings is strongly connected with the Council's aim of have a safe District.

This Policy has been developed in accordance with Section 83 of the Local Government Act 2002.

2. Overall Approach

[Sections 124](#) and [130](#) the Building Act provide the authority necessary for Council to take action on dangerous, affected or 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 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 the 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.

3. Assessment Criteria

Dangerous buildings

The Council will assess dangerous and affected buildings in accordance with [Sections 121](#) and [121\(A\)](#) of the Building Act (Act). The Act provides that:

- (1) A building is **dangerous** for the purposes of this Act if:

- (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 person 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 see advice from members of [Fire and Emergency New Zealand](#) who have been notified to the territorial authority for 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.

Affected buildings

[Section 121A of the Act](#) provides that:

A building is an **affected** building for the purposes of the [Act](#), if it is adjacent to, adjoining, or nearby a dangerous building.

Insanitary buildings

Council will assess insanitary buildings in accordance with [Section 123 of the Act](#). The Act provides that:

- (a) is offensive or unlikely to be injurious to health because -
 - (i) of how it is situated or constructed; or
 - (ii) it is in a state of disrepair:
- (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.

4. 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 views 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 of 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 culture value of the building
- any other matters that Council considers may be relevant taking into account the particular set of circumstances

5. Taking Action on Dangerous and Insanitary Buildings

In accordance with [Section 124](#) and [Section 125](#) of the Building Act (the Act):

- (a) will advise and liaise with the owner(s) of buildings once a building has been identified as dangerous or insanitary as per clause 4 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.

- (b) 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:

- (a) put up a hoarding or fence to prevent people approaching the building.
- (b) attach in a prominent place, on or adjacent to, the building – a notice that warns people not to approach the building.
- (c) 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 in an insanitary condition.
- (d) issue a notice restricting entry to the building.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) 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:

- (a) 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

- (b) undertake action to recover costs from the owner(s) when Council carries out works to remove the danger; and
- (c) inform the owner 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](#).

6. 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\(2\)\(b\), or \(d\)](#) in relation to the affected building.

7. 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 Consequences 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 buildings / property.

Minor – no injuries, some inconvenience to building users, likely impact on adjacent buildings / 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.

8. Dealing with Building Owners

Before exercising its powers under [Section 124](#), Council will seek, within a defined timeframe, 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 dangerous, affected or insanitary situations 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.

9. 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 remove the danger.

If a consent is required, then the owner must apply for a Certificate of Acceptance after the work has been completed.

10. 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:

- (a) any written notice under [Section 124\(2\) of the Act](#); and
- (b) explanatory information of the Act's requirements and,

- (c) whether or not the issue has been resolved

Information on these matters may still be available in response to a request under the [Local Government Official Information and Meetings Act 1987](#).

11. Heritage Buildings

In the implementation of procedures under the Act with regards to dangerous, affected, or insanitary buildings, Council will take into account any special traditional or 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:

- (a) 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
- (b) consultation with owners and [Heritage New Zealand](#) in relation to any proposed written notice requiring work.
- (c) informing and involving relevant statutory organisations, including [Heritage New Zealand](#), with regard to any heritage building identified as at risk.
- (d) considering heritage values when developing and managing upgrading proposals
- (e) 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 specific timeframes, in consultation with building owners.

12. 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 in 2023.

DELEGATION

The implementation of this policy is delegated to the Executive Director Development and Growth

RELATED POLICIES, PROCEDURES AND FORMS

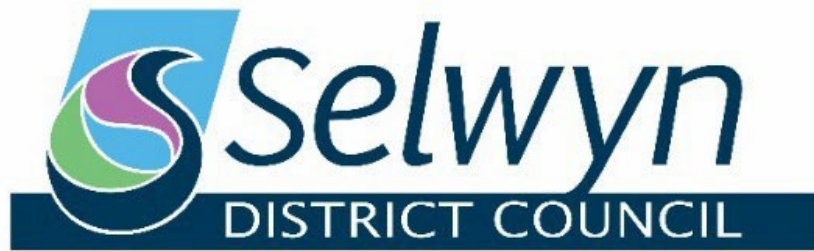
- [Building Act 2004](#)
- [Local Government Act 2002](#)
- [Local Government Official Information and Meetings Act 1987](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Building Manager](#) or [Group Manager Environmental and Regulatory Services](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
December 2018	Reviewed and approved by Council
February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with minor amendments made



C2

COMMUNITY AWARDS / FUNDING

C213 – Community Grants Policy

Category	Community Awards / Funding	Type	Policy
Policy Owner	Executive Director Community Services and Facilities	Approved by	Council
Last Approved Revision	November 2020 11 September 2024	Review Date	Next review September 2027

PURPOSE

To provide the framework to guide the distribution of community funding to eligible groups and individuals to support the achievement of positive community outcomes which align with the Council's vision and strategic priorities for the District, and which cannot be achieved by Council alone.

ORGANISATIONAL SCOPE

This policy applies to all the contestable and non-contestable community funding allocated by the Selwyn District Council except the funds that Council administers on behalf of external entities (because the relevant entities direct how those funds are used). This currently includes the *Creative Communities Scheme* funded by Creative New Zealand and the *Rural Travel Fund* funded by Sport New Zealand | Ihi Aotearoa.

Council sponsorship for community initiatives, while part of the overall community funding programme, is outside the scope of this policy. Council expects to include community sponsorship in a separate policy yet to be developed.

DEFINITIONS	
Assessment Panel	a Committee of Council consisting of people appointed by Council to allocate contestable community grants. The full name of the panel is the Community Grants Assessment Panel.
community / communities	a group of people who share one or more attributes and identify or interact as a community within the District. Communities could be based around geographic location (e.g. a street, town, ward), culture, ethnicity, recreation/personal interests, age group, ability/disability, profession, support needs, etc. Communities contribute to a sense of belonging, social connection, and overall wellbeing.
Community Funding Programme	includes all Council's support for communities including contestable and non-contestable grants. Council sponsorship for community initiatives is part of the community funding programme but is outside the scope of this policy.
Community Grants	refer to the definition for the Assessment Panel.

DEFINITIONS	
Assessment Panel	
community organisation	a community group or not-for-profit organisation that serves a public benefit; and that relies on volunteers for at least its governance; and has values, purpose and objectives independent of government or commercial institutions. It could have a legal status as an incorporated society or charitable trust and may also be registered under the Charities Act 2005. Unless there are clearly justified reasons, membership or participation in its activities should be available to everyone who wishes to join.
community outcomes	the community outcomes as specified in the Council's Long-Term Plan, District Plan, strategies, or policies.
contestable grant	a grant that is awarded through a publicly notified process where multiple applicants compete for funding. Allocations of grants involve an evaluation against specified criteria including alignment with Council's strategic goals. The purpose of the contestable process is the fair distribution of community grants funding, and to foster transparency and accountability.
discretionary grant	refer to the definition for non-contestable grant.
District	the area within the territorial authority boundaries for Selwyn District Council. The district may also be referred to as Selwyn or Waikirikiri Selwyn.
fund schedule	A document that contains fund-specific information such as criteria/exclusions/terms and conditions that only applicable to that fund, and the frequency and timing of funding rounds. Amendments to these elements of a fund schedule must be approved by the Assessment Panel.
grant	a payment made to a group or individual towards the cost of delivering an initiative that has been approved through the grants process.
individual	a person or persons applying for an eligible grant that benefits both a person/s and the District, for example: a person competing in national/international sports competition, a property owner undertaking (on their own land) environmental work that benefits the District's indigenous biodiversity, a property owner with a registered heritage building/item or protected tree undertaking maintenance work, etc.
initiative/s	in this policy the word 'initiative' means any words an applicant uses to describe their proposed initiative, including but not limited to: activity, project, service, programme, hui, event, festival, celebration, performance, class, workshop, forum, planting day, representing the District (e.g. in a sport), competition, etc.
non-contestable grant	a grant that is awarded without a competitive process but is based on predetermined eligibility criteria (for example, the <i>Heritage Consents Fund</i> or the <i>Meet Your Street Fund</i>) and/or circumstances (for example, the <i>Mayor and Councillor Discretionary Funds</i>). Non-contestable grants are sometimes

DEFINITIONS	
	referred to as a discretionary grant.
project	a specific and typically time-limited activity, distinct from an on-going service provided by a community organisation.
recognised Residents Group	a group that is recognised by Council as the Residents Group for a community. There are minimum criteria and expectations for being 'recognised'.
special needs	in the context of the <i>Individuals and Team Fund</i> , special needs refers to extraordinary barriers faced by an individual which hinders their ability to participate in community life, for example, socio economic circumstances, disability, neurodiversity, health/mental health barriers, etc.
umbrella organisation	a community organisation with a formal legal structure that has formally agreed to receive and administer a community grant on behalf of a community group that does not have a formal legal structure.

THE POLICY

1. GENERAL POLICY

- 1.1 Council recognises the important role community organisations and individuals play in helping to promote the social, economic, cultural and environmental wellbeing of Waikirikiri Selwyn residents and provides funding to support wellbeing outcomes.
- 1.2 The Council's community funding programme is intended to help:
 - 1.2.1 achieve the Council's strategic vision and priorities.
 - 1.2.2 build upon and support community-led initiatives which create positive change in the community, enhance the community's ability to meet its own needs, enhance wellbeing, and/or develop community leadership.
 - 1.2.3 support the work of property owners and community groups in delivering environmental, indigenous biodiversity, and heritage outcomes for Waikirikiri Selwyn.
 - 1.2.4 support individual and team representation at local, regional, national and international sport/cultural/community competitions and events, support the development of individuals actively engaged in community service, and/or support individuals with special needs to participate in community life.
- 1.3 Council upholds its statutory responsibility to ensure the lawful, transparent, and prudent expenditure of public funds. Council will be financially prudent and undertake transactions with good business practice. This applies to the distribution of community funding under this policy.
- 1.4 Community funding is for initiatives delivered within the District for the benefit of the District. The exception to this is funding for individuals who are residents of the District but participating in an initiative held outside of the district (e.g. a sports event or leadership training programme).
- 1.5 Consideration will be given to initiatives from existing groups as well as new

and emerging groups that respond to the District's growth and changing needs.

- 1.6 Council commits to these core principles for its community funds:
 - 1.6.1 **Fairness:** Council acknowledges the many diverse communities in Waikirikiri Selwyn. Applicants will be treated without favouritism or discrimination and decisions will be just, impartial, equitable, and based on objective criteria; not personal preference or bias.
 - 1.6.2 **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 the funding to achieve. Grant recipients will be required to acknowledge Council funding and report on its impact and use.
 - 1.6.3 **Accountability:** Grant recipients are accountable to the Council for the community funding they receive. Council is accountable to the residents of Waikirikiri Selwyn for the wise use of money that funds community grants.
 - 1.6.4 **Effectiveness:** Council is committed to ensuring the funds are used to deliver good outcomes for community. Council will efficiently manage the community funding programme for the benefit of community.
- 1.7 Initiatives cannot receive funding from multiple contestable funds for the same initiative, even if the different funds contribute towards a different part of that single initiative (for example, a community planting day where the *Community Fund* pays for advertising and volunteer costs and the *Natural Environmental Fund* pays for plants).
- 1.8 Council is not a primary funder of community organisations/groups or their initiatives, or of biodiversity, environmental, or heritage protection activities. Community grants are allocated from a limited pool of money. All community funding decisions will recognise Council's role as a complementary funder by prioritising applications that have other funding and/or have actively sought other funding before approaching Council.
- 1.9 All requests for community funding received as a submission to the Long-Term Plan or Annual Plan will be referred to the relevant community fund. Where there is no relevant community fund, Council may consider the submission with reference to the requirements and guidance contained in this policy.
- 1.10 The financial allocation of all community funding (contestable and non-contestable) is publicly disclosed on the Selwyn District Council website. Information will be updated at least annually and include recipient name, amount granted, and the purpose of the grant.
- 1.11 All funding decisions are final and incontestable.
- 1.12 Any changes to the *Purpose* or *Outcomes* of community funds - as specified in section 2 of this Policy - must be approved by the Assessment Panel before they are presented to Council for approval.
- 1.13 The total amount available for community funding is agreed every three years through the Long-Term Plan process.
- 1.14 Unallocated Council funds do not roll over at the end of the financial year; each financial year starts afresh. The exception to this is the:

- *Ellesmere Reserves Board Fund* which is a special fund with revenue from leases and interest
- *Strategic Partnerships Fund* where funds have been kept aside for decisions in future years
- any external funds the Council administers on behalf of other entities
- any other fund should Council determine by resolution to roll over funds at the end of a financial year for a particular purpose or period.

For clarity, funds that have been allocated to an initiative but not yet uplifted or spent, are not considered ‘unallocated’ funds¹.

- 1.15 Council will conduct a formal evaluation of the community funding programme at least every 5 years to assess its effectiveness and ensure it continues to reflect and meet community needs. At a minimum, the evaluation will include feedback from grant recipients, communities who benefited from initiatives, and the Assessment Panel.

2. PURPOSE AND OUTCOMES FOR COMMUNITY FUNDS

- 2.1 The overarching objectives for the community funding programme are detailed in clauses 1.1 and 1.2 of this Policy.
- 2.2 The Purpose and Outcomes for each community fund are as follows:

2.2.1 COMMUNITY FUND²

Purpose of this fund: to support initiatives that make Waikirikiri Selwyn a great place to live, work, and play by contributing to community wellbeing, bringing communities together, celebrating the District’s taonga, and attracting visitors to the District.

Outcomes – what we will see through the initiatives funded by this fund:

Increased participation, engagement, and enjoyment for people - in initiatives including but not limited to - arts, culture, sport and recreation, community history/heritage, youth, older persons, and multi-cultural communities.

The District’s unique taonga, history, stories, and places are promoted, protected, and celebrated.

Community capability, sustainability and knowledge, is developed and groups are assisted to meet the needs of the community and collaborate to achieve common objectives.

Initiatives that build community spirit, a sense of neighbourliness, belonging and connectedness are encouraged.

Overall wellbeing of the residents is enhanced by supporting disadvantaged communities, removing barriers to participation, and empowering

¹ Unallocated funds would include the allocation of the non-contestable *Strategic Events Fund* where the Assessment Panel has agreed to contribute funding to a strategic event but work on this has not yet started.

² Note: The *Community Fund* includes an amount of funding tagged for community history initiatives because in 2024, the Community History Fund was amalgamated with the *Community Fund* to improve access to the fund. The tagged amount is set every three years during the Long-Term Plan process (refer clause 1.13).

communities.

Volunteering is encouraged and an active and effective volunteering sector is supported.

The District's diverse offerings and attractions are highlighted and visitors from outside the District are encouraged to visit.

2.2.2 NATURAL ENVIRONMENT FUND

Purpose of this fund: to encourage and assist landowners, individuals, community groups, and mana whenua to protect, restore, and enhance the natural environment.

Outcomes – what we will see through the initiatives funded by this fund:

Ecologically significant sites are protected and restored, particularly threatened sites and locations.

Increased coverage of native vegetation and improved habitat for indigenous wildlife.

Improved water quality, for relevant sites.

Relationships and trust built with community and landowners to maximise initiatives that benefit the natural environment.

Selwyn Biodiversity Strategy and Predator Free 2050 goals are contributed to.

2.2.3 PREDATOR FREE 2050 FUND

Purpose of this fund: to support the restoration and protection of Waikirikir Selwyn's indigenous biodiversity (plants and wildlife) through the elimination of introduced predator animals.

Outcomes – what we will see through the initiatives funded by this fund:

Reduced numbers of predator animals across the District, including mustelids, rats, possums, hedgehogs and feral cats.

Improved protection resulting in increased abundance of indigenous wildlife and plants.

Increased number and coverage of trapping networks across Waikirikir Selwyn.

Relationships and trust built with community and landowners to maximise predator control efforts.

Selwyn Biodiversity Strategy and Predator Free 2050 goals are contributed to.

2.2.4 HERITAGE PROTECTION FUND

Purpose of this fund: to encourage and assist owners and mana whenua with work required to maintain and enhance heritage items (e.g. buildings, war memorials, other structures), sites of significance to Māori, and protected trees that are listed in the District Plan.

Outcomes – what we will see through the initiatives funded by this fund:

Heritage items (e.g. buildings, war memorials, other structures) are maintained and enhanced.

Sites of significance to Māori are maintained and enhanced

Protected trees are maintained.

2.2.5 HERITAGE CONSENTS FUND

Purpose of this fund: to assist owners and mana whenua with fees associated with building or resource consents required to complete heritage protection projects.

Outcomes – what we will see through the initiatives funded by this fund:

Heritage items (e.g. buildings, war memorials, other structures) are maintained and enhanced.

Sites of significance to Māori are maintained and enhanced

Protected trees are maintained.

2.2.6 School Students' Tertiary Scholarships Fund

Purpose of this fund: to encourage the district's secondary school students to achieve outstanding success in academic, sports, cultural, arts, social responsibility, or other areas in their community. Students who have overcome barriers or hardships to achieve are particularly encouraged to apply.

Outcomes – what we will see through the initiatives funded by this fund:

Twelve students benefit in their tertiary education through the scholarships (two each from Rolleston College, Ellesmere College, Lincoln High School, and Darfield High School, and four District-wide scholarships).

Student success in a range of areas is acknowledged and celebrated.

2.2.7 Individuals and Teams Fund³

Purpose of this fund: to support individuals and teams' representation at events, to reduce barriers to participation for individuals, and/or support the development of those who actively contribute to the wellbeing of their community.

Outcomes – what we will see through the initiatives funded by this fund:

Individuals or teams selected to represent their school, club or community at a local, regional, national, or international event or competition (including sporting, cultural, or community events) are supported to participate.

Individuals actively engaged in community service and contributing to the overall wellbeing of their community are supported to participate in growth and development opportunities.

Individuals with barriers to participating in community life are supported to

³ Note: This fund replaces the *Ward Discretionary Funds* which supported individuals, teams and community groups, and was disestablished 1 July 2024 with the fund split between this fund and the Community Fund.

participate.

2.2.8 Strategic Events Fund

Purpose of this fund: to support and attract major events that enhance economic, cultural, and social benefits for the District.

Outcomes – what we will see through the initiatives funded by this fund:

The District has a diverse range of events across the year.

Enhanced sense of shared identity for the community.

The local economy is boosted.

Enhanced District profile as a tourism and event destination.

Visitors are attracted to the District.

2.2.9 Strategic Partnerships Fund⁴

Purpose of this fund: to support areas of strategic priority that enable Council to achieve the community outcomes in the Long-Term Plan through a funding commitment for up to three years.

Outcomes – what we will see through the initiatives funded by this fund:

Initiatives are delivered that enhance the Council's community outcomes and strategic priorities.

The District benefits from the expertise and contributions of community organisations and groups who are strategic partners.

Relationships and trust are built with community that enable the achievement of community outcomes.

The Council benefits from the partnerships through shared communication and insights gained from the organisations working directly with community.

2.2.10 Residents Group Grant

Purpose of this fund: to support recognised Residents Groups with operational costs and to contribute to initiatives in their community.

Outcomes – what we will see through the initiatives funded by this fund:

Residents and the community benefit from working together to care for their communities, solve problems, advocate, and socially connect.

Communities and Council benefit from two-way information sharing and engagement between Council and Residents Groups.

2.2.11 Ellesmere Reserves Board Reserve Fund⁵

⁴ *Strategic Partnerships Fund* allocations are carried out through the Long-Term Plan (or Annual Plan) process. The process is specified in the Fund Schedule for this fund. Strategic partnerships will change over time to reflect changes in Council's strategic priorities or focus areas.

⁵ Note: This is a special fund utilising lease income for the stated purpose.

Purpose of this fund: to support initiatives that benefit the Ellesmere community, with a focus on the Ellesmere Reserves, and sport and recreation.

Outcomes – what we will see through the initiatives funded by this fund:

Ellesmere Reserves are maintained for the benefit of the people and groups using these facilities.

Recreational and sporting initiatives are supported for the enjoyment and benefit of all Ellesmere residents.

2.2.12 Mayor and Councillors Discretionary Funds

Purpose of this fund: to enable the Mayor and Councillors to actively support community groups and individuals with initiatives of benefit to the District. This fund is used without specific resolution of Council.

Outcomes – what we will see through the initiatives funded by this fund:

Enhanced wellbeing of Waikirikiri Selwyn residents and/or communities.

2.2.13 Youth Projects Fund

Purpose of this fund: to enable the Youth Council to actively support rakatahi youth-focused projects in the District.

Outcomes – what we will see through the initiatives funded by this fund:

Strengthened inclusion of rakatahi youth through growing community connections and sense of identity.

Enhanced wellbeing (including social, cultural, physical, economic, and educational).

Reduced barriers to participation.

The development of leadership capability.

Piki Amokura | Youth Strategy outcomes are contributed to.

2.2.14 Meet Your Street Fund

Purpose of this fund: to encourage residents to connect with the people who reside on the same street/adjoining street to build relationships, enhance social connection, create a sense of belonging in the community, and improve the overall wellbeing and safety of the community.

Outcomes – what we will see through the initiatives funded by this fund:

Increased opportunity for positive community interactions.

Enhanced social connections and relationships built between residents (new and long-term).

Residents develop a sense of belonging to the community.

Improved community and resident wellbeing and safety (because neighbours know each other).

2.2.15 Community Pools Fund

Purpose of this fund: to contribute towards the maintenance and operational costs for identified school swimming pools, that are available for community use outside of school hours.

Outcomes – what we will see through the initiatives funded by this fund:

Access to local pools for residents of smaller communities is maintained (outside of school hours).

Physical activity is enabled.

Improved water safety.

Opportunities for enhanced community wellbeing and connection.

2.2.16 Event Waste Minimisation Fund

Purpose of this fund: to support community events to reduce the amount of event waste that goes to landfill.

Outcomes – what we will see through the initiatives funded by this fund:

Reduced waste to landfill.

Increased community awareness about waste management and minimisation.

2.2.17 Sport NZ Rural Travel Fund (external fund administered by Council)

Purpose of this fund: to subsidise travel for rural junior sports teams (5–18-year-olds) so school and club teams can participate in local sporting competitions taking place outside school time.

Outcomes – what we will see through the initiatives funded by this fund:

Rural junior sports teams compete in local sporting competitions outside school hours.

2.2.18 Creative Communities Scheme Fund (external fund administered by Council)

Purpose of this fund: to increase participation in the arts at a community level, and to increase the range and diversity of arts available to the community.

Outcomes – what we will see through the initiatives funded by this fund:

Creative Communities require that initiatives should meet one of the following outcomes:

- encourage participation – they create opportunities for local communities to engage with and participate in local arts activities.
- support diversity – they support the diverse artistic cultural traditions of local communities.
- enable young people – they enable young people (under 18 years) to engage with and participate in the arts.

3. CONTESTABLE COMMUNITY FUNDING

- 3.1 Applicants can only apply for and receive one type of Council contestable grant for an initiative (refer clause 1.7).
- 3.2 Applications for contestable grants are invited through scheduled funding round/s which are publicly advertised with an opening and closing date.
- 3.3 Applications must be submitted on the Council application form for the relevant fund and include all the requested information.
- 3.4 Applications that are incomplete or received after the closing date will not be accepted.
- 3.5 Applications submitted online are preferred, however hard-copy applications will be received if an applicant cannot submit online.
- 3.6 Decisions will be made within two months of the funding round closing date unless otherwise stated when funding rounds are opened (refer clause 7.14).
- 3.7 The Assessment Panel assesses contestable funding applications (as per the funds listed in clause 8.9) and allocates the funds using an assessment process that is applied to all applications in a transparent manner.
- 3.8 Applicants will receive written notification of the outcome of their funding application.
- 3.9 Successful applicants will be provided with a funding agreement (refer clauses 10.3 and 10.4).

4. NON-CONTESTABLE COMMUNITY FUNDING

- 4.1 Non-contestable community funds can be allocated by:
 - 4.1.1 Council staff for specified purposes, for example, for Meet Your Street gatherings, supporting school pool costs if the pool can be used by the community outside of school hours, resource consent or building consent costs for work on listed heritage items where a consent is required, and so forth.
 - 4.1.2 The Mayor and Councillors each have a small budget which they can allocate at their discretion to community initiatives. Groups and individuals must disclose whether they have applied for or received funds, for the requested initiative, from one of the Council's other community funds.

5. ELIGIBILITY FOR COMMUNITY FUNDING

Applications are encouraged from new and existing groups (as described in clauses 5.1.1 to 5.1.5). If a group is new or has existed for less than two years, then their application must include at least two letters of support from upstanding members of the community who can verify that the group's purpose is charitable, and their activities are open to anyone from the Waikirikiri Selwyn district.

5.1 Who is eligible to apply for grants?

- 5.1.1 Not-for-profit community organisations with a formal legal structure (e.g.

incorporated society, trust) and a bank account in the organisation's name. The organisation may also be a registered charity under the Charities Act 2005.

- 5.1.2 Community groups with no formal legal structure can apply for up to \$5,000 if the grant is paid to the bank account of the group.

If the group does not have a bank account in the group's name, or the application is for more than \$5,000, the group will need an umbrella organisation to either:

- apply on their behalf, or
- provide a letter confirming their organisation agrees to receive and administer the grant on the group's behalf and to be accountable to Council for the value of the grant should any issues with its use arise.

- 5.1.3 Not-for-profit iwi and/or hapū organisations and kāupapa Māori organisations delivering kāupapa Māori outcomes within the District.

- 5.1.4 Regional or national not-for-profit organisations with a formal legal structure can apply for initiatives that they will deliver in the District for the benefit of the District, but they must be able to show and report on the specific Waikirikiri Selwyn costs and benefits.

- 5.1.5 Schools, not-for-profit early childhood education, and not-for-profit tertiary education, but only for initiatives that are not part of the core education mandate funded by central government.

- 5.1.6 Individuals applying for grants from the

- *Individuals and Teams Fund*
- *Meet Your Street Fund*
- *School Students' Scholarship Fund*
- *Youth Projects Fund.*

- 5.1.7 Property owners or individuals applying for grants from the

- *Heritage Protection Fund*
- *Heritage Consents Fund*
- *Natural Environmental Fund*
- *Predator Free 2050 Fund.*

- 5.1.8 Commercial entities may apply to the *Strategic Events Fund* if they have been invited by Council staff to do so. An invitation to apply for funding does not, in any way, oblige the Assessment Panel to approve the application.

5.2 Who is not eligible to apply for grants

- 5.2.1 Political parties.

- 5.2.2 Commercial entities, unless there are special circumstances such as that stated in clause 5.1.8.

- 5.2.3 Elected representatives (Mayor, Councillors, Malvern Community Board members).

- 5.2.4 Council staff.
- 5.2.5 Council Controlled Organisations (CCOs).
- 5.2.6 Other local authorities, government agencies, or public sector entities.
- 5.3 Applicants and applications that may be connected to elected members of Council or the Malvern Community Board, or Council staff, need to declare any possible conflict of interest or any possible perception of conflict of interest.

6. GENERAL FUNDING CRITERIA

Applications must meet the following general criteria plus any additional criteria specific to a fund (as detailed in the relevant Fund Schedule and included with the fund information on the Council's website).

- 6.1 Only initiatives delivered in the District for the benefit of the District will be considered for funding.
- 6.2 Applications must describe how the proposed initiative contributes to achieving the Council's community outcomes, strategic vision, or priorities for the District. Preference will be given to applications that demonstrate alignment with these.
- 6.3 Applicants must disclose all other forms of funding and in-kind support/assistance they currently, and in the last financial year, have been promised or received from Council.
- 6.4 Applications will not be considered from applicants who have not met accountability requirements for a previous Council grant/s, or who have breached previous agreements with Council, unless there is a mutually agreed commitment made to rectify this within a specified timeframe.
- 6.5 Applicants must comply with all Council requirements for any relevant consents and permits, bylaws, and health and safety.
- 6.6 Successful applicants may be asked to contribute to Council story telling about their grant so that the benefits of community funding can be publicised.

Funding exclusions

- 6.7 General exclusions from community funding are listed in the following clauses plus any additional exclusions specific to a fund (as detailed in the relevant Fund Schedule and included with the fund information on the Council's website).
- 6.8 No funding, whether cash or in-kind, will be provided for the following:
 - 6.8.1 ongoing wages or salaries that are not specific to delivering the initiative for which funds are being requested; for clarity, this means that funding for wages to coordinate a specific activity (e.g. an event/programme) could be considered but wages for the ongoing coordination of an organisation's activities would not be considered (except for the *Strategic Partnerships Fund* which can contribute to coordination of the organisation's activities specified in the funding agreement, unless specifically excluded in the agreement).
 - 6.8.2 initiatives that are, or promote, political purposes/advocacy/causes or

religion or religious ministry.

- 6.8.3 initiatives that (whether real, or, could reasonably be perceived to be real) foster or promote disharmony, disinformation or misinformation, and/or discrimination (as per the Human Rights Act).
- 6.8.4 medical or legal expenses.
- 6.8.5 purchase of alcohol (or zero alcohol wines, beers, RTDs, etc), tobacco, vape supplies or other psychoactive substances.
- 6.8.6 prize money.
- 6.8.7 fundraising costs except for a volunteer-run local community group fundraising initiative, in which case a standard allocation of \$300 will be made to successful applicants. This amount can only be used for direct fundraising costs except for wages/fees to a person or company (for example, the grant can be used to buy sausages but not to pay a person to sell the sausages).
- 6.8.8 commercial enterprises.
- 6.8.9 public services that are the responsibility of central government (for example, core education, healthcare, social work, whanau ora services).
- 6.8.10 debt servicing or applicants who have outstanding debt with Council.
- 6.8.11 retrospective costs (where the initiative has already taken place) before the funding round closes unless this is necessary as a condition of the grant or Council is satisfied there are other significant and unforeseeable mitigating circumstances.

7. COMMUNITY FUNDS ASSESSMENT PANEL (“ASSESSMENT PANEL”)

- 7.1 The Assessment Panel is a Committee of Council with delegated responsibility for allocating the contestable grants specified in the table in clause 8.9.
- 7.2 The responsibilities of the Assessment Panel are described in the *Community Funds Assessment Panel Terms of Reference*. This document is available in the community funding section on the Council's website.
- 7.3 The Assessment Panel has a minimum of four, and maximum of nine, members. Membership must at all times include four Councillors (one from each Ward).
- 7.4 The Assessment Panel is appointed by the Council and consists of:
 - 7.4.1 four Councillor members (one from each Ward) who are appointed at the first Council meeting following the triennial elections. The appointment is for the full term of each triennium unless otherwise determined by Council.

In addition to 7.4.1, the Council may appoint any of the following:

- 7.4.2 one - two mana whenua or iwi Māori representatives, should they want to take up the position/s (nominated by mana whenua or by iwi Māori).
If mana whenua does not wish or is not able to take up a position on the Assessment Panel, they can nominate or support the nomination of iwi Māori representative/s who are resident of, or connected with, the

District. The intent being to include a voice for Māori on the Assessment Panel.

If mana whenua does not wish or is not able to nominate a representative of mana whenua or iwi Māori, Council may seek an iwi Māori nomination through a process determined by Council.

- 7.4.3 one Youth Council representative, should they wish to take up the position (nominated by the Youth Council).
- 7.4.4 one - two independent members⁶, if it is determined that independent member/s would be useful to the Assessment Panel. The Assessment Panel would decide the process for recruitment and make nominations to Council for consideration.
- 7.5 The decision to appoint or not to appoint nominated representatives (specified in clauses 7.4.2 – 7.4.4) and the length of term of each appointment is at the discretion of the Council.
- 7.6 The Assessment Panel appoint the chair and deputy chair from among their members. The chair must be a Councillor member.
- 7.7 The quorum for a meeting is achieved if:
 - 7.7.1 the members are present in person or online so they can communicate in real time with the other members of the meeting, and
 - 7.7.2 at least two of those present are Councillors, and
 - 7.7.3 at least half of the total members are present if the number is even or a majority of total members if the number is odd. For clarity:

Total number of members	Quorum: at least 2 of this number must be Councillors
4	2
5	3
6	3
7	4
8	4
9	5

- 7.8 If a Councillor member is unable to attend an Assessment Panel meeting, they can delegate another Councillor to attend in their place. The delegated Councillor counts towards the quorum.
- 7.9 If an Assessment Panel member has not attended three or more meetings in a six-month period, the Assessment Panel can ask Council to:
 - 7.9.1 appoint another member from that Ward so that the Ward can be assured it is fairly represented
 - 7.9.2 revoke the membership of any non-Councillor member if the member has been absent without an apology being recorded or is unable to

⁶ Independent members could include people with particular expertise or enable more diverse voices to contribute to the allocation process.

commit to regular attendance⁷.

- 7.10 The Assessment Panel will aim to make decisions by consensus. Where this is not possible all members have an equal vote. In the unlikely event of a tie, the casting vote shall be made by the relevant Ward Councillor for the area the applicant resides (for *individual* applications) or the area where the initiative will take place (for *group* applications). If the initiative is across multiple Wards, the chair shall have the casting vote. The casting vote is final.
- 7.11 When the Assessment Panel considers applications to the *Ellesmere Reserves Board Reserve Fund*, any Ellesmere Ward Councillor who is not a member of the Assessment Panel can join the meeting for that particular agenda item. They do not count for the meeting quorum, but they can vote, and their vote is counted as if they were a member. The Councillor cannot participate in any other discussion on the agenda.
- 7.12 The Assessment Panel will meet at least monthly between February and December unless there are no funding rounds scheduled or applications to consider that month. The Assessment Panel may also meet at other times as agreed.
- 7.13 In the period between trienniums, when the Assessment Panel has been discharged⁸ and a new Assessment Panel has not yet been appointed, the Executive Director of Community Services and Facilities is delegated authority to allocate funds from the *Individuals and Teams Fund* if an application requires a decision before the new Assessment Panel can meet. Any allocations made under this delegation will be reported to the new Assessment Panel at their first meeting.
- 7.14 The Assessment Panel must approve any amendments to Fund Schedules if the amendments relate to fund-specific criteria, or exclusions or terms and conditions, or the frequency or timing of funding rounds.
- 7.15 The Assessment Panel must approve any proposed changes to this Policy, including the purposes and outcomes of funds (detailed in section 2), before the changes are presented to Council for consideration and approval.
- 7.16 One member of the Assessment Panel will also sit on the assessment panels for the *Creative Communities Scheme* and the *Sport New Zealand Rural Travel Fund*. The member may be different for each fund. The term of membership will be the same as the term for the Assessment Panel.
- 7.17 The Assessment Panel will review the *Community Funds Assessment Panel Terms of Reference* within six months of the start of each election triennium. Any amendments to the terms of reference must be approved by Council.

8. ASSESSMENT AND DECISION-MAKING

- 8.1 All funding decisions are final and incontestable.
- 8.2 Council will acknowledge receipt of grant applications in writing within five

⁷ It is preferred that a non-Councillor member resign if they cannot commit to regular meeting attendance. If a resignation is not forthcoming, the chair of the Assessment Panel (or their delegate) will engage in a process to enable the member to reassess their availability and commitment. Requesting the Council to revoke the membership is considered a last resort.

⁸ Schedule 7, clause 30 of Local Government Act 2002

working days of the application being received.

- 8.3 Incomplete applications will not be considered for funding. It is the responsibility of applicants to ensure they submit all the required information and supporting documents within the funding deadline. Where information or documentation is missing or incomplete, Council staff may, if time and resource allow, contact the applicant to request the information.
- 8.4 The extent of the due diligence undertaken by Council staff and the amount of information requested from applicants will be relative to the amount or value of community funding being requested.
- 8.5 The financial situation of the organisation requesting funding will be taken into consideration when assessing applications. This includes other external funding sources including central government, and the value of accumulated funds and other assets.
- 8.6 Preference will be given to organisations and groups who work inclusively and include participation from diverse communities and/or that demonstrate genuine engagement with local communities or tangata whenua.
- 8.7 Decisions on contestable funding applications will take into consideration any other funding within the Council's Community Funding Programme that the applicant has received in the current and previous financial year. Where the funds available for allocating are limited and a decision must be made between applications of a similar quality, preference will be given to applicants that:
 - 8.7.1 have other funding or have actively sought other funding before applying to Council (refer clause 1.8)
 - 8.7.2 do not already receive some other form of support from Council. This does not apply to situations where the applicant is applying on behalf of another group as an umbrella organisation.
 - 8.7.3 have fully met the accountability requirements for previous grants.
- 8.8 Applications to the *Strategic Partnership Fund* are considered by the Assessment Panel who present a recommendation to Council for consideration in the Long-Term Plan process. Recommendations may also be presented to Council for consideration in an Annual Plan process (refer clause 1.14).
- 8.9 Applications will be assessed by the fund decision maker as detailed in the table below:

Fund Name	Decision Maker for this Fund	Fund Type
Community Fund (includes funds tagged for community history)	Assessment Panel	Contestable
Natural Environment Fund	Assessment Panel	Contestable
Predator Free 2050 Fund	Assessment Panel	Contestable
Heritage Protection Fund	Assessment Panel	Contestable
School Students' Scholarship Fund	Assessment Panel	Contestable
Individuals and Teams Fund	Assessment Panel	Contestable

Fund Name	Decision Maker for this Fund	Fund Type
Ellesmere Reserves Board Reserve	Assessment Panel	Contestable
Strategic Events Fund	Assessment Panel	Mix of contestable and non-contestable
Sport NZ Rural Travel Fund	Rural Travel Fund Assessment Panel	Contestable
Creative Communities Scheme	Creative Communities Assessment Panel	Contestable
Strategic Partnerships Fund	Council with recommendation from Assessment Panel	Contestable
Mayor's Discretionary Fund	Mayor	Non-contestable
Councillors Discretionary Fund	Councillors	Non-contestable
Youth Council Projects Fund	Selwyn Youth Council	Non-contestable
Meet Your Street Fund	SDC Community Services and Facilities	Non-contestable
Community Pools Fund	SDC Community Services and Facilities	Non-contestable
Residents Group Fund	SDC Community Services and Facilities	Non-contestable
Heritage Consents Fund	SDC Development and Growth	Non-contestable
Waste Minimisation Fund	SDC Property and Infrastructure	Non-contestable

9. PAYMENT OF GRANTS

- 9.1 Grants are payable to successful applicants upon receipt of bank verification detailing the account number and applicants name.
- 9.2 Payment of grants will be made on the 20th of the month following the grant decision date or as soon after that date as is practical should the grant decision date be five or less days before the 20th of the month.
- 9.3 Payment of grants may be made before the initiative takes place or in some cases they may be made after proof of expenditure is provided.
- 9.4 On occasion, the Council may choose to pay the applicant's supplier/s directly (for example, pay a nursery for plants for a community planting day).
- 9.5 The Goods and Services Tax (GST) treatment of a grant is as per Inland Revenue requirements and provisions for conditional and unconditional grants.

10. TRANSPARENCY AND ACCOUNTABILITY

For the Council

- 10.1 Council will ensure that all administrative and decision-making processes about community funding are presented in easy-to-understand language and

format.

- 10.2 The extent of the due diligence undertaken by Council staff and the amount of information requested from recipients will be proportional with amount of community funding received.
- 10.3 Any type of community funding will be described in a funding agreement proportional with the level of funding provided. The agreement will contain:
 - 10.3.1 The initiative that the recipient will deliver (or participate in, in the case of an individual funded through the *Individuals and Teams Fund* or the *School Students' Scholarships Fund*) and the amount of the grant.
 - 10.3.2 The roles and responsibilities of the Council and the recipient in relation to the grant.
- 10.4 The format of the funding agreement may vary depending on the grant amount and grant type.
- 10.5 The Council will provide recipients with support (such as additional information, capability training) that helps them to comply with accountability requirements, where this is required or requested.
- 10.6 Council will keep appropriate records at each stage of the funding cycle to support internal and external audit requirements.

For the Recipient

- 10.7 Grant recipients are required to:
 - 10.7.1 ensure that the initiative funded by the grant remains compliant with all relevant legislation (including health and safety legislation), regulations, bylaws, and any terms and conditions specified in the funding agreement.
 - 10.7.2 publicly acknowledge the grant from Council, at a scale proportional with the level of funding received and the methods recorded in the funding agreement.
 - 10.7.3 acknowledge the grant from Council in their annual report (where a recipient organisation prepares one).
 - 10.7.4 keep adequate records of the funded initiative including the expenditure of the grant, to enable accountability requirements to be met.
 - 10.7.5 complete an accountability report as soon as the funds are spent, or within one calendar year of receipt of the grant, whether allocated funds were spent or not. The accountability report will be at a scale proportionate with the amount of funding provided.
 - 10.7.6 provide any other funding expenditure or evaluation documentation, if requested by Council. Any discrepancies in funding (for example, funds spent on activities other than those specified in the funding agreement), may result in Council auditing the grant and the potential return of the funding received.
 - 10.7.7 return any unspent funds to Council within one calendar year of receipt unless there is prior written agreement with Council to carry over such funds for a further specified period. The requirement to return unspent funds does not apply if the amount of unspent funds is less than \$100.

10.8 A failure to meet all relevant terms and conditions associated with Council community funding may result in any or all of the following:

10.8.1 termination of funding

10.8.2 repayment of all, or part, of the allocated funding

10.8.3 decline of future funding requests.

DELEGATIONS

The implementation of this policy is delegated to the Executive Director Community Services and Facilities.

RELATED POLICIES, PROCEDURES AND FORMS

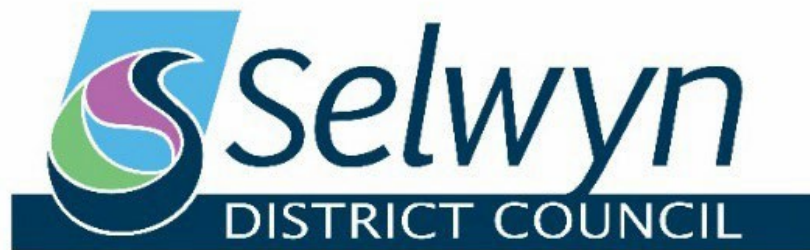
- Community Funding Assessment Panel Terms of Reference
- C214 Art in Public Places Policy
- P204 Play Policy
- R305 Memorial Seats in Reserves and Public Spaces Policy
- Administrative documents are available in the community funding area of the Selwyn District Council website (these include application and accountability forms, dates of funding rounds, and any fund specific information).

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Senior Advisor, Community Funding and Events, Community Services and Facilities Group.

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
11 September 2024	This version is a major rewrite of policy C213. The changes enable the new approach to community funding, including but not limited to, the establishment of the Assessment Panel, changes to community funds including the establishment and disestablishment of funds, purpose and outcomes of funds, funding criteria, and funding process.



C5

COUNCIL PROPERTY

C502 - Land Sales Policy

Category	Council Property	Type	Policy
Policy Owner	Executive Director Enabling Services	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To guide decision making in relation to sale or disposal of Council land or buildings.

ORGANISATIONAL SCOPE

Applies to all Council owned land or buildings in the district.

DEFINITIONS

Land Freehold or Reserve land and/or buildings owned or managed by Council in the district.

THE POLICY

1. Market Value

When land is disposed of, the purchaser pays the market value or by negotiated agreement of the land value.

2. Resolution of Council

The sale or disposal of land or buildings must be approved by a resolution of Council.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Council Property Policy
- Asset Sales Policy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Enabling Services](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
13 February 2020	Reviewed by staff with amendments made
November 2020	Reviewed by staff with no amendments made

C503 - Sale of Vehicle and Plant Policy

Category	Council Property	Type	Policy
Policy Owner	Facilities Support Officer	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

To define clearly the method that shall be used to dispose of Council owned vehicles and plant.

ORGANISATIONAL SCOPE

This policy applies to all vehicles and plant owned by Council.

DEFINITIONS

Vehicles shall mean all passenger vehicles (cars, vans, utilities, off-road vehicles); light / medium / heavy goods vehicles, motorcycles and powered bicycles.

Plant shall mean items that are not vehicles and includes trailers, mobile generators, tractors and ride-on mowers, but excludes small plant and equipment (e.g. chainsaws, scrub cutters etc).

THE POLICY

1. Generally all vehicles and plant to be disposed of shall be placed with a firm that deals in vehicles and/or plant at public auction and, if not successful, then disposed of by way of public tender.
2. The auction reserve shall be set using advice from the auctioning company and in consultation with a representative of the Finance Team, , who will take account of the fixed asset register value of the asset in their advice.
3. Where plant is being replaced a trade-in price for the item being replaced may be accepted where it can be demonstrated the transaction provides the best value to Council.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Asset Sales Policy
- [C504 - Vehicle Replacement and Procurement Policy](#)
- Vehicle Management Strategy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Facilities Support Officer](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff with no changes made
November 2020	Reviewed by staff with no amendments made

C504 - Vehicle Replacement and Procurement Policy

Category	Council Property	Type	Policy
Policy Owner	Facilities Support Officer	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

To define the criteria for the procurement of vehicles and plant.

ORGANISATIONAL SCOPE

This policy applies to all vehicles and plant owned by Council.

DEFINITIONS

Vehicles shall mean all passenger vehicles (cars, vans, utilities, off-road vehicles); light / medium / heavy goods vehicles, motorcycles and powered bicycles.

Plant shall mean items that are not vehicles and includes trailers, mobile generators, tractors and ride-on mowers, but excludes small plant and equipment (e.g. chainsaws, scrub cutters etc).

Useful life shall mean the period of time expected for an asset to be fit for purpose

COUNCIL OBJECTIVE

The Council, at its meeting of 28 July 2021 adopted the following resolution:

- (a) *Have a vehicle fleet that is electric / hybrid powered by 30 June 2026; and*
- (b) *In setting the above objective, Council acknowledges that some vehicles may still be combustion-powered after that date if there is an assessed need.*

THE POLICY

1. All vehicles shall be considered for replacement at 200,000 km or 5 years of age. The Facilities Support Officer shall make recommendation to the [Executive Director Infrastructure and Property](#) on the course of action to be taken as milestones are reached;
2. All plant shall be replaced before the end of its useful life or at a time when the cost of repairs exceeds the residual value of the item.
3. Replacement and new vehicles shall be selected with 'Green Fleet' principles in mind. Green Fleet principles include:
 - (a) considering fuel efficiency, CO2 emissions, Euro Standard, fleet size, and fleet utilisation

- (b) excluding vehicles with copper brake pads
 - (c) selecting vehicles, including electric vehicles, hybrids, and electric bicycles that are fit for purpose and evaluated against the selection criteria.
4. Vehicle selection criteria shall also include:
- (a) a minimum ANCAP safety rating of 5 (where applicable)
 - (b) the standard warranty available
 - (c) a review of reliability information (where available)
 - (d) the price being offered for the vehicle and any accessories sought or included
 - (e) inclusion of a servicing plan in the price and/or the cost of servicing the vehicle
 - (f) the projected decline in value over 5 years (re-sale value)
 - (g) the vehicle's fit for purpose for its intended use
5. All vehicles being considered for purchase shall be subject to driver trial, including simulating the situations the vehicle shall be used in e.g. off road, through water ways, on open roads, on gravel roads.
6. The procurement of vehicles and plant (new or replacement) shall include preparation of a procurement plan and undertaken by seeking supply proposals from a range of suppliers that have vehicles or plant available that meets the selection criteria.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

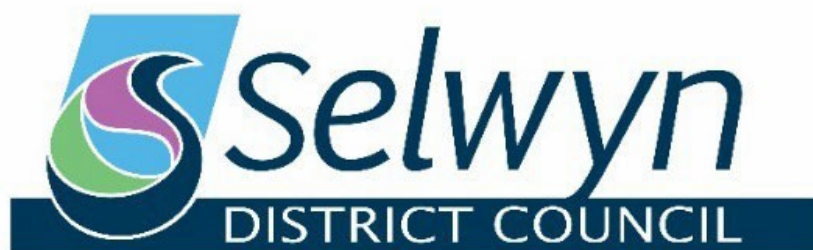
- Asset Sales Policy
- [C503 - Sale of Vehicle and Plant Policy](#)
- Vehicle Management Strategy
- Procurement Strategy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Facilities Support Officer](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff with no changes made
November 2020	Reviewed by staff with no amendments made
July 2021	Resolution of Council – 28 July 2021 – Council objective added
November 2021	Further alterations made



C6

COMMUNITY PLANNING AND DESIGN

C602 - Crime Prevention Through Environmental Design Policy

Category	Community Planning and Design	Type	Policy
Policy Owner	Group Manager Environmental and Regulatory Services	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

The purpose of this policy is to implement the national guidelines for crime prevention through environmental design in New Zealand (CPTED). The guidelines have been developed by the Ministry for the Environment and were published in November 2005. They are still relevant and are a widely accepted and used medium to achieve safer communities amongst professionals.

ORGANISATIONAL SCOPE

The Selwyn District Council has previously endorsed the principle of Crime Prevention Through Environmental Design (CPTED) and adopted the CPTED guidelines contained in Safer Canterbury - Creating Safer Communities. The policy applies to all Council assessed and developed projects both internal and external.

DEFINITIONS / ABBREVIATIONS

CPTED shall refer to Crime Prevention Through Environmental Design

THE POLICY

Crime prevention through environmental design (CPTED) is a multi-disciplinary approach to deterring criminal behaviour through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts.

The guidelines are documented in the national CPTED publication, which includes two parts. One part stating the seven qualities of safer places national guidelines, and a separate implementation guide, which is specifically addressed to planners and designers working for local authorities.

The national CPTED guidelines are under the umbrella of the International CPTED Association (ICA); their mission statement reads 'to create safer environments and improve the quality of life through the use of CPTED principles and strategies.'

The CPTED policy promotes the use of these guidelines by developers, surveyors, engineers, planners and others involved in the design and management of properties and public spaces within the Selwyn District. The CPTED policy currently states:

The Selwyn District Council:

1. *endorses the principle of Crime Prevention Through Environmental Design (CPTED) and adopts the CPTED guidelines contained in Safer Canterbury - Creating Safer Communities;*
2. *promotes the use of these guidelines by developers, surveyors, engineers, planners and others involved in the design and management of properties and public spaces within the Selwyn District;*

3. *provides opportunities for formal CPTED training for Council staff;*
4. *will investigate the incorporation of CPTED principles into the District Plan.*

Each element of the Policy is discussed below.

1. *Endorse the principle of Crime Prevention Through Environmental Design (CPTED) and adopt the CPTED guidelines contained in Safer Canterbury - Creating Safer Communities*

The Council has endorsed and continues to promote, the principles of CPTED through both private and public sector developments. This is recommended to continue.

2. *Promote the use of these guidelines by developers, surveyors, engineers, planners and others involved in the design and management of properties and public spaces within the Selwyn District*

The nature of these guidelines and direct link to design and planning lends itself to be managed within the Council's Planning department. Through resource consent processing and provision of public advice the CPTED guidelines are promoted amongst various industry professionals and designs incorporate CPTED where appropriate. This is recommended to continue.

3. *Provide opportunities for formal CPTED training for Council staff*

The Council has provided opportunities for formal CPTED training for Council staff. This is recommended to continue.

4. *Investigate the incorporation of CPTED principles into the District Plan.*

The Council is currently looking to incorporate CPTED principles into the review of the Operative Selwyn District Plan. Elements of the CPTED guidelines contained in Safer Canterbury - Creating Safer Communities are and will be part of the residential, commercial and subdivision chapter within the District Plan review process, which is currently underway. At this point in the process it has not been confirmed how the integration will take place. It will be either a direct reference to the guidelines or the integrating of some of the guidelines according to relevance and content.

Council staff are also considering integrating CPTED principles into the Council's Urban Design guides. These guides are already referencing CPTED elements, but could give a more direct link as part of their current best practise review, which is undertaken and managed within Council by the Policy and Strategy Team.

Resource consent planners and urban designers implement CPTED principles through resource consent assessment processes. This is envisaged to continue into the future.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Development and Growth](#), and other Council departments as required.

RELATED POLICIES, PROCEDURES AND FORMS

- Selwyn District Plan
- Council Design Guides

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Council's [Head of Planning](#), [Senior Urban Designer](#) or other Council departments as required.

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
1 March 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

C214 - Art in Public Places Policy

Category	Community Awards / Funding	Type	Policy
Policy Owner	Group Manager Community and Facilities	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2023

PURPOSE

The purpose of this policy is to:

- Define what is considered public art within the context of Selwyn District Council.
- Outline a process for accepting or rejecting public art project proposals and donations by parties based on a set of considerations.
- Provide clear roles within Council relating to public art.
- Clarify the ongoing asset management roles and responsibilities.

ORGANISATIONAL SCOPE

This is an organisation wide policy.

DEFINITIONS / EXPLANATIONS

Public Art

Is broadly defined as artworks/ objects displayed or located in the public realm, regardless of whether it is on public or private property.

In the context of this policy, public art includes both permanent and temporary works and may include but is not limited to:

- Art assets – murals, sculpture, installation, carving, and street art.
- Heritage assets – memorials, monuments; and other publicly displayed objects of local/ cultural/ historical importance.
- Temporary exhibitions and installations of public art that may or may not belong to Council.
- The integration of art with architectural and functional features which may include street furniture, bus stops, cabinets, lighting and water features.

In the context of this policy, public art does not include:

- Advertising billboards or signage.
- Memorial trees and memorial seats.
- Collectables – ephemera, antiques, memorabilia, furniture, and personal items.
- Curated arts and heritage displays within Te Ara Ātea and other Council facilities.

Decommission / cessation

Decommissioning or cessation of public work may happen if:

- It is in a poor state of repair or is unsafe, and the excessive cost of ongoing maintenance and conservation is prohibitive.

- The work has reached an agreed lifespan.
- The terms of an agreement or Memorandum of Understanding (MoU) are no longer being met.
- The location or content of the public art is no longer suitable or relevant.

When an artwork is decommissioned, depending on the appropriate course of action, the public artwork may be:

- Returned to the artist or donor party.
- Offered to a relevant local organisation.
- Sold.
- Destroyed / disposed of.

THE POLICY

1. General

Public art must remain in the public realm, and therefore the procurement, donation or loan of public art will be subject to Council Policy and operating procedures. If public art becomes unsuitable for display in the public realm, it will be considered for decommissioning.

All public art (permanent or temporary) will comply with Council's District Plan; [Procurement Policy](#); and Council's Engineering Code of Practice.

Public art projects and donation proposals must be made in writing to the Senior District Arts, Culture and Lifelong Learning Coordinator.

Arts, Culture and Lifelong Learning (ACLL) will work with the proposing party and across Council Property, Infrastructure, and Regulatory to determine the suitability of the project and its ability to meet all relevant requirements.

Public art projects may be initiated internally by Council (including committees of Council) or proposed by an external party.

2. Approval Process

The following factors will be considered by Council when determining the suitability of a public art project or donation proposal. If any of these factors are deemed prohibitive or unsuitable Council reserves the right to decline a public art project or donation:

- a) Artistic quality
- b) Cost
- c) Local/ cultural/ historical significance and provenance if applicable
- d) Relevance, suitability and uniqueness
- e) Materials and durability
- f) Maintenance requirements and lifespan of the asset
- g) Safety

- h) Installation, engineering, planning and consenting requirements
- i) Location and land ownership
- j) Scale
- k) Consultation

If a public art project or donation proposed by a party is considered suitable by Council ACLL, Property, Infrastructure and Regulatory groups, Council and the party will enter into a MoU agreement drafted by ACLL. Public art MoU agreements will establish the obligations of each party, and outline a clear understanding of the purchase, installation and ongoing asset management cost implications to each party. MoU agreements are signed by Council [Executive Director Infrastructure and Property](#), or a delegated manager with responsibilities associated with asset management and/ or installation.

Public art projects that involve approved donations must be made by a party with the appropriate ownership and authority to do so.

Approved donations will be formalised by MoU agreements that clearly establish the full ownership of the public art to Council. A MoU with this clear intention signed by both parties will be considered acceptance of the donation subject to a defect period.

Public art projects being undertaken by committees of Council must include representatives from Council (including but not necessarily limited to a senior staff member from Community Services and Facilities Group) in all decision making. Public art projects proposed by committees of Council must meet the same criteria for suitability as listed above, and Council reserves the right to approve or deny projects. The MoU process outlined above will be followed, including an agreement that establishes full Council ownership of the public artwork.

3. Responsibilities

Council Property Group shall ensure that Council owned public art remains accessible and in the public realm, and will be responsible for upkeep, repair and maintenance of the immediate surrounds for the entirety of its lifespan. Council owned public art will enter Council's routine maintenance schedule and will be added to Council's asset and insurance registers.

Should a temporary/ loaned public art project be considered suitable for installation on Council property, MoU agreements must additionally clearly establish the ownership and temporary timeframe of the project. In these cases, Council is not responsible for any damage or vandalism incurred to loaned public art during the loan period.

Council Property Group shall manage the safe installation of public art using approved contractors, and by working with ACLL to develop suitable installation/ presentation outcomes.

At any time, Council reserves the right to relocate or decommission public art in accordance with the definition in this policy.

Council is under no obligation to replace public art that is relocated or decommissioned for any reason.

DELEGATION

The implementation of this policy is delegated to the [Group Manager Community Services and Facilities](#).

RELATED POLICIES, PROCEDURES AND FORMS

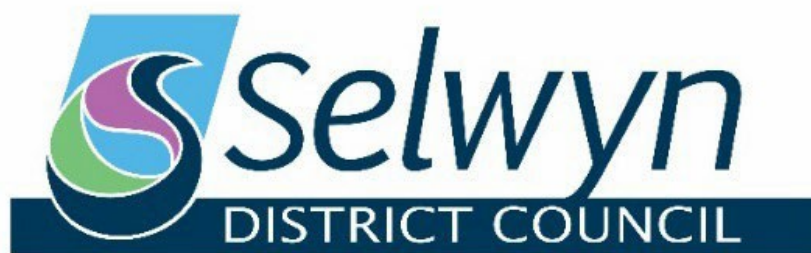
- Delegations Manual
- [R305 - Memorial Seats in Reserves and Public Spaces](#)
- District Plan
- [P301 - Procurement Policy](#)
- Engineering Code of Practice
- ACLL Content Development Policy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Community Services and Facilities](#) or [Head of Arts, Culture and Lifelong Learning](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
22 July 2020	Reviewed by staff following changes recommended by Council
November 2020	Reviewed by staff with major changes incorporated into the Policy
November 2021	Moved from Community Awards / Funding to Community Planning and Design



E1

ENGINEERING

E101 - Civil Engineering Standards Policy

Category	Engineering	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

The purpose of the Civil Engineering Standards is to provide certain minimum standards of materials and methods of construction, repair or alteration of improvements to infrastructure and structural components of buildings.

This Policy reinforces that Council expects to have up to date Engineering Standards (also known as Code of Practise).

This ensures that standards are not solely the province of the District Plan.

THE POLICY

The Engineering Standards for Selwyn District shall be under continual review for appropriateness to the needs and wants of the District and to reflect current practises and conditions.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#) or [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

E102 – Asset Management Policy

Category	Infrastructure	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	March 2021	Review Date	September 2024

PURPOSE

To set the direction of the overall Asset Management process for Selwyn District Council

ORGANISATIONAL SCOPE

This policy relates to all of Council infrastructure services and associated physical assets.

THE POLICY

1. General Policy Statements

The Selwyn District Council Asset Management Policy Statement relating to all its infrastructure activities is outlined below. It is intended that this Policy Statement be added to the introduction of the Asset Management Plans, to set the direction of the overall Asset Management process.

1.1 Objective of the Asset Management Policy

The objective of the Selwyn District Council's Asset Management Policy is to ensure that Council's service delivery is optimised to deliver the purpose of local government (as defined in the Local Government Act 2002), agreed community outcomes and levels of service, manage related risks, and optimise expenditure over the entire life cycle of the service delivery, using appropriate assets and non-asset solutions as required.

The Asset Management Policy requires that the management of assets be in a systematic process to guide planning, acquisition, operation and maintenance, renewal and disposal of the required assets.

Delivery of service is required to be sustainable in the long term and deliver on the purpose of local government and Council's economic, environmental, social, and cultural objectives.

1.2 Asset Management Policy Principles

Council will adhere to the following principles in its planning:

- Ensuring service delivery needs form the basis of activity management
- Effective consultation will be used to determine appropriate Levels of Service
- Plans will reflect the strategy of Council and drive its operations
- Ensuring transparent and accountable activity management decision making
- Council will be aware of the need to invest in activity management in order to continue delivering services effectively
- Ensuring the integration of activity management within Council's strategic, tactical and operational planning frameworks
- Activity management will be integrated with other planning including the integration of activity management with corporate, financial, business and budgetary planning using activity management plans and summarised in Council's LTP
- Informed decision making taking a lifecycle management and inter-generational approach to

- activity planning
- Whole-of-life costs will be considered before initiating any major works, significant renewals of assets and the introduction of new activities
- Ensuring the use of appropriate decision-making tools and criteria on a whole of network or individual project basis including as appropriate the use of lifecycle benefit and cost analysis, risks to assets, business case development, optimised decision making and multi-criteria analysis
- Sustainability will be integrated into all aspects of AMP development. Sustainable management will be focussed on providing for present needs whilst sustaining resources and protecting the environment for future generations
- The implications of changes in demand and the potential to manage demand will be taken into account as far as resources allow
- Structure planning providing input and direction and taking account of the Community Outcomes
- Reporting on assets and asset management performance as appropriate for management, benchmarking and mandatory reporting requirements
- Consideration will be given to what is the most useful data, including type quality, frequency, that needs to be collected to form plans and demonstrate achievement of levels of service
- Council's Procurement Policies will be followed
- Integration with neighbouring authorities and other agencies (e.g. New Zealand Transport Agency)
- Co-ordination with external network utilities

1.3 Coverage and Appropriate Level of Asset Management Practice

The Local Government Act sets out as a minimum the groupings that must be separately reported, those affecting Selwyn DC are:

- Transportation
- Water Supply
- Wastewater
- Stormwater

These along with the groups listed below are all to be covered by Asset Management Plans and this Policy

- Solid Waste
- Community Facilities – Parks & Property

The target levels of asset management sophistication targeted are shown in table 1.

Table 1: Appropriate Level of Asset Management Practice

Activity	Appropriate Level of Asset Management Practice
Transportation Activity	Intermediate
5 Waters Activity	Intermediate
Solid Waste Activity	Core
Community Facilities Activity	Core

1.4 Policy Linkages to Other Plans

This Asset Management Policy links to:

- Council's LTP
- the individual asset management plans for Council's infrastructural assets

- the Canterbury Regional Transport Strategy and Public Transport Plans
- Council's Transportation Strategies (Walking, Cycling, Parking, District Transport, and Maintenance Intervention Strategies)
- the Water and Sanitary Services assessment
- the Waste Minimisation and Management Plan
- the Council's Reserve Management Plans
- the Financial Strategy and funding Policies
- the Infrastructure Strategy
- the District Plan

Waka Kotahi/New Zealand Transportation Agency asset management requirements form this Policy's minimum asset management practice requirements for Transportation assets.

1.5 Implementation and Review of Policy

This Asset Management Policy will be implemented in conjunction with the 2021 Asset Management Plans and 2021 - 2031 LTP.

The next full review of this Asset Management Policy shall be completed in June 2023 prior to completing activity plan updates to support the 2024 LTP.

It is anticipated this review will reflect Water Reform and changes to the Resource Management Act 1991. Greater clarity around engagement with Māori, Iwi and Rūnanga along with Climate Change initiatives should also be included.

1.6 Asset Management Implementation Strategy

Council staff have completed a detailed analysis of appropriate activity management maturity and practice within the guidance offered by this Policy. This analysis has examined asset description, levels of service, managing growth, risk management, asset lifecycle decision making, financial forecasts, planning assumptions and confidence levels, improvement programmes, use of qualified persons and Council commitment to asset management planning.

From this detailed analysis Council's level of achievement and any gaps in appropriate asset management practice were identified.

Asset management practice gaps that were noted have been transferred to the Asset Management Improvement Programme for action.

The achievement and effectiveness of the improvement items is included in annual work plans and monitored by the Assets Group.

1.7 Definitions

For the purposes of these policies, three levels of asset management practice are defined as follows:

'Core' Asset Management

Asset management which relies primarily on the use of an asset register, maintenance management systems, top-down condition assessment, simple risk assessment and defined levels of service, in order to establish a long-term cashflow projection.

'Intermediate' Asset Management

'Intermediate' asset management practice is undertaken at a level between 'Core' and 'Advanced' practice. The focus is to build on the basic technical asset management planning of 'Core' practice by introducing improved maintenance management and more advanced asset management techniques (as appropriate). Further use is made of risk management, asset lifecycle management, and service standard optimisation techniques.

‘Advanced’ Asset Management

Asset management which employs predictive modelling, risk management and optimised decision-making techniques to establish asset lifecycle treatment options and related long term cashflow predictions.

1.8 Purpose of the Detailed Factor Assessment Tables for Asset Management Practice

The tables that follow have been prepared to provide a template for Councils Asset Management Policy, or to be inserted (in part) into the introduction of an Asset Management Plan. The Tables provide assessment of an appropriate level of asset management practice for each asset group. The initial population and district wide risk screens suggest ‘Core - Intermediate’ asset management practice for Selwyn District Council asset groups.

The tables assess factors and determine for the factors being assessed whether asset management practice should be **higher** (i.e. tending towards ‘Advanced’ practice), same (as the initial screening assessment), or **lower** (i.e. tending toward ‘Core’ practice).

Indications from the Office of the Auditor General (OAG) are that Core is the minimum acceptable level for Infrastructure Asset Management of public services in New Zealand.

The initial risk screen and factor assessments are summarised in a Final Asset Management Level assessment that then provides a broad target for asset management practice development in the asset group being considered.

1.9 AM Maturity

The Appropriate Level of Asset Management is defined by district and organisational factors, while AM maturity is based around an assessment of the sophistication of the asset management process required for each activity.

Section 1.4.2 in the IIMM introduces the Asset Management Maturity Index. The AM Maturity index is a tool that organisations can use to determine the sophistication of asset management requirements, lifecycle planning and asset management enablers, rather than asset management overall.

As part of the NZ Treasury Investment Confidence Rating, the NZ Treasury developed an Asset Management Maturity methodology to help agencies and their professional advisors identify current and appropriate (or target) levels of asset management practice.

Asset management maturity is the extent the maturity of the organisation’s asset management practices are able to meet the current and future needs of the organisation and is a lead indicator of future performance.

(NZ Treasury)

Merging the IIMM AM Maturity index and expectations with the Treasury AM Maturity methodology provides a useful tool to assess current and target AM Maturity levels. The target results of the AM Maturity assessment have been included with the Appropriate Asset Management Level.

Assessment of the organisations achievement against the AM Maturity index targets is a detailed process undertaken separately

2. Policy Statement – Transportation

The Selwyn District Council Asset Management Policy Statement for the Transportation Activity is outlined below. It is intended that this Policy Statement be added to the introduction of the Asset Management Plan, to set the direction of the Transportation Activity Management process.

This Asset Management Policy sets the appropriate level of asset management practice for Council's Transportation Activity as 'Intermediate' practice.

Definition: 'Intermediate' asset management practice is undertaken at a level between 'Core' and 'Advanced' practice. The focus is to build on the basic technical asset management planning of 'Core' practice by introducing improved maintenance management and more advanced asset management techniques (as appropriate). Further use is made of risk management, asset lifecycle management, and service standard optimisation techniques.

2.1 Policy Linkages to Other Plans

This Asset Management Policy links to, Council's LTP, Regional Land Transport Plan Greater Christchurch Partnership, and Transportation Asset Management Plan. Waka Kotahi/New Zealand Transportation Agency asset management requirements form this Policy's minimum asset management practice requirements.

2.2 Structured Assessment of Asset Management Practice

Council has undertaken a structured assessment of the appropriate level of asset management practice for the Transportation assets. This structured assessment follows the guidance provided in Section 2.1 of the International Infrastructure Management Manual (2011) and Table 2.1.2.

International Infrastructure Management Manual (2015). The results of this assessment are shown in Table 2: Transportation Activity Factor Assessment Results below.

Table 2: Transportation Activity Factor Assessment Results

Criteria	Assessment	Commentary
Population	Core	The initial population risk screen for urban areas, all township populations, and total district population showed that asset management practice should be Core
District Wide Risks	Intermediate	Based on the identified district wide risk factors, the suggested level of appropriate asset management practice for Selwyn District Council is 'Intermediate'
Costs and Benefits	18% of budget - More risk	<p>The Transportation budget was historically the largest in Council and still is significant. There are considerable risks to comprehensive programmes if there is not adequate funding or programme management.</p> <p>The impacts of urbanisation and responsibilities as a regional partner are consistent with a city or regional approach with some large capital projects underway.</p> <p>The Waka Kotahi/New Zealand Transport Agency requires three-year programmes to be submitted</p>
Legislative Requirements	Meet minimum	Selwyn District Council policy is to meet minimum legislative requirements, or exceed

Criteria	Assessment	Commentary
		requirements where deemed appropriate and cost effective.
Size, Condition, Complexity of Assets	Normal + Increasing	<p>With the rapid growth within the district, specifically the Eastern area of Selwyn District faces a similar complexity to that of neighbouring Christchurch city as the Land Transport and 5 Waters networks are linked. The rapid growth drives the need for comprehensive forecasting of demand and the funding and implementation of projects on a just-in-time basis.</p> <p>For Land Transport assets this means that the size and complexity of assets is, in some areas, higher than might normally be expected, and this in turn is a driver for a higher level of asset management practice</p>
Risks Associated with Failures	Average	<p>The risk of failure of funding or project implementation within the Land Transport activity requires a pro-active management approach integrating with neighbouring authorities and other agencies. Any reduction in the Financial assistance rate from the Waka Kotahi/New Zealand Transport Agency poses an economic risk Overall risks associated with asset failure have been assessed to be average</p>
Organisational Skills and Resources	Normal + Increasing	<p>Selwyn District Council is a medium sized local authority. Council uses a mix of its own staff and external resources (where appropriate) to deliver levels of service and achieve associated planning and programmes. Council's approach is to ramp up to meet the changing demands of the district. This approach places Selwyn District in the 'Intermediate' range of asset management practice</p>
Customer Expectations	Medium to High (varied across the district)	<p>Council has developed and maintained assets to a good standard and the impacts of new residents bringing 'city values' to townships and rural residential areas is evident. The District has a range of community assets that are of a high standard and the community is justifiably proud of them, and has high expectations of the development and maintenance Overall customer expectations are judged to be medium to high. This suggests a requirement for well-developed asset management practice to consistently meet community expectations in the long term.</p> <p>Waka Kotahi/NZTA requirements include of the One Network Road Classification System integration and Business Case Development</p>

Criteria	Assessment	Commentary
Sustainability	Compliance currently, Corporate Policy to be developed	Selwyn District Council is following the sustainability regimes of the Land Transport Management Act 2003, the Government Policy Statement on Land Transport Funding and Regional Land Transport Plan requirements (including subsequent amendments and revisions) for Land Transport and has adopted sustainability for the purposes of asset planning
Climate Change	Normal + Increasing	Climate Change is an increasing factor for Council to consider in its long term planning. Initiatives should reflect Council's Policy on Climate Change (December 2020), and include community leadership, mitigation and adaptation
Final AM Level	Intermediate	Analysis of factors suggests that asset management practice should be more sophisticated and nearer to Advanced
AM Maturity Assessment	Advanced	The maturity targeted should be Advanced Practice including Asset Register, Asset Condition, Demand Forecasting, Risk Management and Service Delivery drivers. Emphasis in the 'Understanding the Requirements' area

(The level of asset management determined is at the high end of 'Intermediate', while the asset management maturity level is at the low end of 'Advanced'.)

3. Policy Statement – 5 Waters

This Asset Management Policy sets the appropriate level of asset management practice for Council's Five Waters Activity as 'Intermediate' practice:

Definition: 'Intermediate' asset management practice is undertaken at a level between 'Core' and 'Advanced' practice. The focus is to build on the basic technical asset management planning of 'Core' practice by introducing improved maintenance management and more advanced asset management techniques (as appropriate). Further use is made of risk management, asset lifecycle management, and service standard optimisation techniques.

3.1 Policy Linkages to Other Plans

This Asset Management Policy links to, Council's LTP, 5 Waters Asset Management Plans, Water and Sanitary Services Assessment and Water Safety Plans. An approach where planning is based around communities of interest is favoured, as this aims to promote an integrated management regime and encourage efficiencies across the district's 5 Waters schemes.

3.2 Structured Assessment of Asset Management Practice

Council has undertaken a structured assessment of the appropriate level of asset management practice for the 5 Waters assets. This structured assessment follows the guidance provided in Section 2.1 of the International Infrastructure Management Manual

(2011) and Table 2.1.2 International Infrastructure Management Manual (2015). The results of this assessment are shown in Table 3: 5 Waters Factor Assessment Results below:

Table 3: 5 Waters Factor Assessment Results

Criteria	Assessment	Commentary
Population	Core	The initial population risk screen for urban areas, all township populations, and total district population showed that asset management practice should be Core
District Wide Risks	Intermediate	Based on the identified district wide risk factors, the suggested level of appropriate asset management practice for Selwyn District Council is 'Intermediate'
Costs and Benefits	19% of budget – More risk	The 5 Waters budget is the second largest in Council and represents higher risks if AM practice is not at an appropriate level. These budgets also allow more scope to develop asset management practice as appropriate. The impacts of urbanisation and responsibilities as a Greater Christchurch Partnership member are consistent with a city or regional approach with some large capital projects underway
Legislative Requirements	Meet minimum requirements	Selwyn District Council policy is to meet minimum legislative requirements, or exceed requirements where deemed appropriate and cost effective
Size, Condition, Complexity of Assets	Normal +	With the rapid growth within the district, specifically the Eastern area of Selwyn District faces a similar complexity to that of neighbouring Christchurch city as the Land Transport and 5 Waters networks are linked. The rapid growth drives the need for comprehensive forecasting of demand and the funding and implementation of projects on a just-in-time basis. For 5 Waters assets this means that the size and complexity of assets is, in some areas, higher than might normally be expected, and this in turn is a driver for a higher level of asset management practice
Risks Associated with Failures	Higher	Failure of water systems would lead to a range of issues, and wastewater system failure has public health and environmental damage consequences. This suggests a higher level of risk management practice for 5 Waters. Public Health risk management is already legislatively mandated
Organisational Skills and Resources	Normal + Increasing	Selwyn District Council is a medium sized local authority. Council uses a mix of its own staff and external resources (where appropriate) to deliver levels of service and achieve associated planning and programmes. Council's approach

Criteria	Assessment	Commentary
		is to ramp up to meet the changing demands of the district. This approach places Selwyn District in the 'Intermediate' range of asset management practice
Customer Expectations	Medium to High (varied across the district)	<p>Council has developed and maintained assets to a good standard and the impacts of new residents bringing 'city values' to townships and rural residential areas is evident. The District has a range of community assets that are of a high standard and the community is justifiably proud of them, and has high expectations of the development and maintenance.</p> <p>Overall customer expectations are judged to be medium to high.</p> <p>This suggests a requirement for well-developed asset management practice to consistently meet community expectations in the long term</p>
Sustainability	Principles in place for 5 Waters Planning Corporate Policy to be developed	<p>Selwyn District Council has adopted sustainability for the purposes of 5 Waters planning, otherwise Council is still in the process of developing its corporate sustainability policies. This will include incorporating legislative changes and the any national or regional policies or plans.</p> <p>Any impact of these on asset management practice will be incorporated into the next review of Asset Management Policies</p>
Climate Change	Normal + Increasing	<p>Climate Change is an increasing factor for Council to consider in its long term planning.</p> <p>Initiatives should reflect Council's Policy on Climate Change (December 2020), and include community leadership, mitigation and adaptation</p>
Final AM Level	Intermediate	Analysis of factors suggests that asset management practice should be more sophisticated and nearer to Advanced
AM Maturity Assessment	Intermediate	The maturity targeted should be Intermediate Practice leaning towards Advanced. This includes the Asset Register, Asset Condition, Demand Forecasting, Risk Management, Capital Works Planning and Service Delivery drivers. Emphasis in the 'Understanding the Requirements' area

4. Policy Statement - Solid Waste

This Asset Management Policy sets the appropriate level of asset management practice for Council's Solid Waste Activity as 'Core' practice:

Definition: "Core' asset management practice is basic technical asset management planning undertaken at a level designed to meet minimum legislative and organisational requirements for financial planning and reporting. 'Core' practice provides technical management outputs for current levels of service, demand management, asset lifecycles, asset forward replacement programmes, new capital expenditure and associated cash flow projections.

4.1 Policy Linkages to Other Plans

This Asset Management Policy links to Council's LTP, Solid Waste Asset Management Plan, and Waste Minimisation & Management Plan.

4.2 Structured Assessment of Asset Management Practice

Council has undertaken a structured assessment of the appropriate level of asset management practice for the Stormwater assets. This structured assessment follows the guidance provided in Section 2.1 of the International Infrastructure Management Manual (2011) and Table 2.1.2 International Infrastructure Management Manual (2015). The results of this assessment are shown in Table 4: Solid Waste Factor Assessment Results below.

Table 4: Solid Waste Factor Assessment Results

Criteria	Assessment	Commentary
Population	Core	The initial population risk screen using urban areas, all township populations, and total district population showed that asset management practice should be Core
District Wide Risks	Intermediate	Based on the identified district wide risk factors, the suggested level of appropriate asset management practice for Selwyn District Council is 'Intermediate'
Costs and Benefits	8% of budget	Much of the operating budget is associated with collection and disposal costs which are contracted services. These can be ramped up as demand dictates and the cost risks is regarded as low
Legislative Requirements	Meet minimum	Selwyn District Council policy is to meet minimum legislative requirements, or exceed requirements where deemed appropriate and cost effective.
Size, Condition, Complexity of Assets	Low	Size, condition and complexity of assets are low with only the Pines Resource Recovery Park in hard assets

Criteria	Assessment	Commentary
Risks Associated with Failures	Low	Much of the operating budget is associated with collection and disposal costs which are contracted services. These can be ramped up as demand dictates and the cost risks is regarded as low
Organisational Skills and Resources	Normal + Increasing	Selwyn District Council is a medium sized local authority. Council uses a mix of its own staff and external resources (where appropriate) to deliver levels of service and achieve associated planning and programmes. Councils approach is to ramp up to meet the changing demands of the district. This approach places Selwyn District in the 'Intermediate' range of asset management practice
Customer Expectations	Medium to High (varied across the district)	<p>Council has developed and maintained assets to a good standard</p> <p>and the impacts of new residents bringing 'city values' to townships and rural residential areas is evident. The District has a range of community assets that are of a high standard and the community is justifiably proud of them, and has high expectations of the development and maintenance</p> <p>Overall customer expectations are judged to be medium to high This suggests a requirement for well-developed asset management practice to consistently meet community expectations in the long term</p>
Sustainability	Medium	<p>This is discussed in the Waste Management & Minimisation Plan. Selwyn District Council is following Canterbury wide initiatives, otherwise Council is still in the process of developing its corporate sustainability policies. This will include incorporating legislative changes and the any national or regional policies or plans.</p> <p>Any impact of these on asset management practice will be incorporated into the next review of Asset Management Policies</p>
Climate Change	Normal + Increasing	<p>Climate Change is an increasing factor for Council to consider in its long term planning.</p> <p>Initiatives should reflect Council's Policy on Climate Change (December 2020), and include community leadership, mitigation and adaptation</p>
Final AM Level	Core	Analysis of factors suggests that asset management practice should be Core given there are few hard

Criteria	Assessment	Commentary
		assets and the contracted services offer scope to manage risks adequately
AM Maturity Assessment	Core	The maturity targeted should be Core Practice with Service Delivery driver

5. Policy Statement - Community Facilities

This Asset Management Policy sets the appropriate level of asset management practice for Council's Community Buildings & Facilities Activity as 'Core'

Definition: "Core" asset management practice is basic technical asset management planning undertaken at a level designed to meet minimum legislative and organisational requirements for financial planning and reporting. 'Core' practice provides technical management outputs for current levels of service, demand management, asset lifecycles, asset forward replacement programmes, new capital expenditure and associated cash flow projections.

5.1 Policy Linkages to Other Plans

This Asset Management Policy links to Council's LTP and the Community Buildings & Facilities Asset Management Plan.

5.2 Structured Assessment of Asset Management Practice

Council has undertaken a structured assessment of the appropriate level of asset management practice for the Community Buildings & Facilities assets. This structured assessment follows the guidance provided in Section 2.1 of the International Infrastructure Management Manual (2011) and Table 2.1.2 International Infrastructure Management Manual (2015). The results of this assessment are shown in Table 1.4: Community Facilities Factor Assessment Results Table 1.4: Community Facilities Factor Assessment Results below: Table 5: Community Facilities Factor Assessment Results

Table 5: Community Facilities Factor Assessment Results

Criteria	Assessment	Commentary
Population	Core	The initial population risk screen using urban areas, all township populations, and total district population showed that asset management practice should be Core
District Wide Risks	Intermediate	Based on the identified district wide risk factors, the suggested level of appropriate asset management practice for Selwyn District Council is 'Intermediate'
Costs and Benefits	55% of budget	The Community Facility budgets for operations and capital have grown over time to become the largest areas of expenditure for Council

Criteria	Assessment	Commentary
		Securing funding along with the scoping and timing of projects represent areas of higher risk for Council. Operations are more straight forward are moderate in terms of Council expenditure and funds for small facilities are often limited. This contrasts with the large capital projects being implemented elsewhere in the district
Legislative Requirements	Meet minimum	Selwyn District Council policy is to meet minimum legislative requirements, especially for playgrounds and pools
Size, Condition, Complexity of Assets	Normal +	A varied approach is required given the range of assets involved, the portfolio of assets is becoming for sophisticated over time. The complexity of the management approach for Community Services means AM needs to be robust and convincing to ensure committees understand and effect appropriate lifecycle management
Risks Associated with Failures	Lower	Overall risks associated with asset failure have been assessed to be low with the exception of playgrounds, pools and public toilets which have higher associated risks
Organisational Skills and Resources	Normal + Increasing	Selwyn District Council is a medium sized local authority. Council uses a mix of its own staff and external resources (where appropriate) to deliver levels of service and achieve associated planning and programmes. Council's approach is to ramp up to meet the changing demands of the district. This approach places Selwyn District in the 'Intermediate' range of asset management practice
Customer Expectations	Medium to High (varied across the district)	Council has developed and maintained assets to a good standard and the impacts of new residents bringing 'city values' to townships and rural residential areas is evident. The District has a range of community assets that are of a high standard and the community is justifiably proud of them, and has high expectations of the development and maintenance. Overall customer expectations are judged to be medium to high. This suggests a requirement for well-developed asset management practice to consistently meet community expectations in the long term
Sustainability	Corporate Policy to be developed	Council is still in the process of developing its corporate sustainability policies. This will include incorporating legislative changes and the any national or regional policies or plans. Any impact of these on asset management practice will be incorporated into the next review of Asset Management Policies

Criteria	Assessment	Commentary
Climate Change	Normal + Increasing	Climate Change is an increasing factor for Council to consider in its long term planning. Initiatives should reflect Council's Policy on Climate Change (December 2020), and include community leadership, mitigation and adaptation
Final AM Level	Core	Analysis of factors suggests that asset management practice at a Core level is sufficient. While a higher level of AM may be applicable for some aspects of the activity, given the wide range within the activity an overall target of core is appropriate.
AM Maturity Assessment	Core	The maturity targeted should be Core Practice with emphasis in the 'Understanding the Requirements' area

DELEGATIONS

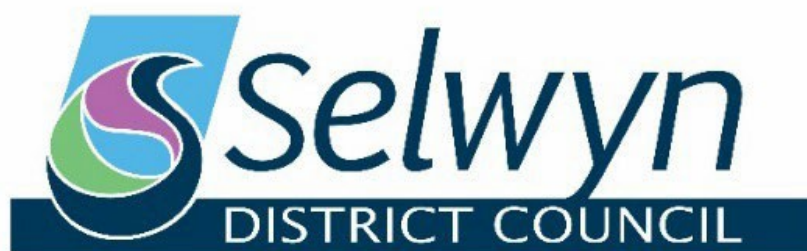
The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#) or [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
24 March 2021	Council adopted original policy
November 2021	Added to policy manual



F1

FINANCE

F104 - Appointment and Remuneration of Directors and Trustees Policy

Category	Finance	Type	Policy
Policy Owner	Chief Financial Officer	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To ensure that the Council meets its obligations under [Section 57 of the Local Government Act 2002](#) regarding the recruitment, appointment and remuneration of Directors and Trustees of a Council organisation.

ORGANISATIONAL SCOPE

This policy applies to Council Organisations, Council Controlled Organisations and Council Controlled Trading Organisations.

DEFINITIONS

Note: For further clarification see [Section 6 of the Local Government Act 2002](#).

- | | |
|--|---|
| <i>Council Organisation (CO)</i> | <ul style="list-style-type: none"> • term used in the context of the definitions provided in Section 6 of the Act • an organisation in which the Council has a voting interest or the right to appoint a director, trustee or manager (however described) • this is a wide-ranging definition, covering a large number of bodies |
| <i>Council-Controlled Organisations (CCOs)</i> | <ul style="list-style-type: none"> • this is a sub-category of CO • a CO in which one or more local authorities control, directly or indirectly, 50% or more of the votes or have the right, directly or indirectly, to appoint 50% or more of the Directors, Trustees or Managers (however described) |
| <i>Council-Controlled Trading Organisations (CCTOs)</i> | <ul style="list-style-type: none"> • this is a sub-category of CCO • a CCO that operates a trading undertaking for the purpose of making a profit e.g. CORDE Limited |

THE POLICY

1. Principles

- (a) The following principles underlie the appointment process for Directors and Trustees:
 - i. Selection on merit; open, honest and transparent processes; and valuing diversity.
- (b) In practice this means that:

- i. The person best suited to the position is appointed to it, based on relevant, specific selection criteria;
- ii. Appointment decisions are merit-based and do not discriminate or appear to discriminate;
- iii. Representations to panel members or anyone associated with the appointment process on behalf of a candidate are not acceptable; and
- iv. Appointment processes must follow corporate governance best practice.

2. Skills, knowledge and experience of Directors and Trustees

(a) In general terms, the following qualities are sought in the Directors and Trustees:

- i. Intellectual Ability – good thinker and good questioner;
- ii. Commercial Experience – accounting, finance and legal matters;
- iii. Understanding of Governance Issues;
- iv. Sound Judgement;
- v. High Standard of Personal Integrity;
- vi. Commitment to the principles of good corporate citizenship;
- vii. Understanding of the wider interests of the Council;
- viii. The time and energy to fulfil their role;
- ix. The skills, experience and knowledge to guide the organisation, given the nature and scope of its activities; and
- x. The skills, experience and knowledge contribute to the achievement of the objectives of the organisation.

(b) It is expected that all appointees shall undergo, or already have undergone, formal corporate governance training, or have the requisite experience in this area.

3. Appointment Process

(a) Responsibility for the appointment process has been delegated to the Audit and Risk Subcommittee. When a vacancy arises the Audit and Risk Sub-Committee will follow the process outlined below.

- i. *Conflict of Interest* - If a member of the Audit and Risk Subcommittee or the selection panel is aware of a potential conflict of interest at any stage during the appointment process, this must be declared to the Audit and Risk Sub-Committee. Agreement must be reached with the Audit and Risk Sub-Committee as to how this will be managed and this information must be recorded with information about the appointment process. If a conflict cannot be managed, the member should remove themselves from the process.
- ii. *Search* – The Audit and Risk Sub-Committee shall utilise the People and Capability Team to assist in the appointment process. The People and Capability Team may appoint a specialist consultant to assist in this process.
 - the People and Capability Team shall advertise the position on the Institute of Directors vacancy board and as appropriate to attract candidates based on the skills, qualities and experience outlined in 2.(a).
 - candidates applying for the vacancy must provide a covering letter and CV in support of their application.
 - the People and Capability Team shall ensure confidentiality of information provided by potential candidates is maintained at all times through the process and individuals privy to private information of potential candidates are aware of the confidentiality requirements.
- iii. *Interviews* – Following the search process, the Audit and Risk Subcommittee shall draw up a short list of candidates based on the match between the skills, qualities and experience outlined in 2.(a) and those of the applicants.
 - the Audit and Risk Subcommittee will appoint an interview panel which must include the Chief Executive Officer and Mayor, an independent Chair and a member of the Board of

- the relevant Council Organisation. The Mayor may elect a representative to fulfil their position on the panel.
- each shortlisted candidate shall be formally interviewed by the interview panel using a consistent and structured process. Interview questions should be based on the skills, qualities and experience outlined in 2.(a). The People and Capability Team must be involved in developing the interview questions and structure of the interviews.
 - the panel will decide on its preferred candidate in terms of match to the skills, qualities and experience outlined in 2.(a).
 - the chair of the interview panel will conduct referee checks and if satisfactory, the panel will recommend the appointment of the preferred candidate to the Audit and Risk Subcommittee.
- iv. *Appointment* – Formal confirmation of the appointment shall then be sought from the Council at a properly constituted meeting.
- it is expected that the process shall be undertaken on a confidential ‘Public Excluded’ basis to protect the privacy of the individuals concerned.
- v. *Reappointment* – Where a Director's or Trustee's term of appointment has expired and he or she is offering him/herself for reappointment, the Council, in determining whether to reappoint the Director/Trustee or advertise the position shall give regard to the following information obtained on a confidential basis:
- whether the skills of the incumbent add sufficient value to the work of the Board;
 - whether there are other skills which the Board needs;
 - succession issues; and
 - the Director's length of tenure.
- Where reappointment is not considered appropriate then the appointment process outlined above shall apply.
- vi. *Length of tenure* – External Directors and Trustees shall normally be appointed for periods of three years. Only in exceptional circumstances shall an external Director or Trustee be re-appointed to the Board after nine years of service.
- vii. *Councillor Director* – The required skills, knowledge and experience of a Councillor appointment should be similar to those applied to external Appointees. Elected representative Directors and Trustees should be appointed for a three year term following the triennial Local Government elections.

4. Remuneration of Directors

- (a) The Executive Director Enabling Services is responsible for managing the review of Directors' remuneration and must be conducted at least once every three years.
- (b) The remuneration for Directors of CCTOs shall be based on the Institute of Directors annual survey on remuneration which determines remuneration based on market rates.
- (c) It is intended the level of remuneration for Directors shall take account of the following factors:
- i. The need to attract and retain appropriately qualified Directors;
 - ii. The levels of remuneration paid to comparable companies in New Zealand;
 - iii. The performance of the company and any changes in the nature of its business; and
 - iv. Any other relevant factors.
- (d) In general, it is intended that Directors should receive a level of remuneration that is competitive with the general market, while recognising that there shall be differences from time-to-time, particularly in

the period between reviews. Professional advice shall be sought where necessary.

- (e) Changes to the level of Director Remuneration must be approved by Council.

5. Remuneration of Trustees

- (a) The remuneration of Trustees will reflect a balance between the role to be carried out and the public service nature of an appointment to a Trust Board.

DELEGATION

The implementation of this policy is delegated to the [Chief Financial Officer](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Local Government Act 2002](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Financial Officer](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

F105 - Elected Members Disclosure of Interests Policy

Category	Finance	Type	Policy
Policy Owner	Chief Financial Officer	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

To ensure that Elected Members of Council, and their spouses or partners disclose their interests to meet their obligations under the [Local Authorities \(Members' Interests\) Act 1968](#).

ORGANISATIONAL SCOPE

This policy applies to elected members of Council

DEFINITIONS

Partner in the phrase “spouse or partner”, means a civil union partner or a de facto partner

THE POLICY

1. Members' statutory responsibilities

The [Local Authorities \(Members' Interests\) Act 1968](#) applies to the pecuniary interests of members of local authorities. The [Act](#):

- controls the making of contracts worth more than \$25,000 in a financial year between members and their authority; and
- prohibits members from participating in matters before the authority in which they have a pecuniary interest, other than an interest in common with the public.

The [Act](#) regulates the actions of individual members, not the actions of their authorities. Members, not their authorities, may be prosecuted for breaches of the [Act](#). The Act also applies to members of committees of the local authority (regardless of whether a committee member is also a member of the authority).

2. Managing pecuniary and other specified interests of members

An effective way of supporting members comply with their responsibilities is to maintain an interests register. Although the register is maintained by staff, ultimate responsibility for compliance with the [Act](#) remains with members themselves.

Disclosure of pecuniary and other specified interests acts as a reminder to members of the need to be alert for conflicts of interest, and helps managers identify potential conflicts that may arise.

The register is updated annually to help reduce the risk of conflicts of interest arising, and will assist in identifying conflicts of interest at an early stage.

3. Categories of interest

Members are requested to complete an annual return and declare relevant interests in the following categories for themselves and close family members.

Employment – disclosure of employment and/or directorships.

Shareholdings – disclosure of shareholdings in companies and business entities. Including interests in partnerships, joint ventures or other businesses (other than shares held through a managed fund).

Interests in trusts – disclosure of interests in trusts where the member is Trustee or Beneficiary.

Real estate holdings – disclosure of ownership of property, whether owned directly or indirectly through a Trust or other related party, i.e. spouse.

Gifts received – disclosure of all gifts received in the capacity of an elected member in the past 12 months.

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependants of that person or that person's spouse or domestic partner.

4. How the register will be updated

Members will be requested to complete a disclosure in July each year (to coincide with annual reporting requirements) to both include any new interests and confirm that any interests included previously are still relevant. Members are able to update their interest declaration at any time during the year to ensure that all pecuniary interests are recorded.

5. Conflicts of interest

The interest register should also be used to identify conflicts of interest to assist in managing these appropriately.

6. Available for public inspection

Although the interest register will not be published, the register may need to be available for public inspection for members of the public who request to view the register. This would involve an official information request under the [Local Government Official Information & Meetings Act 1982](#).

DELEGATION

The implementation of this policy is delegated to the Executive Director Enabling Services.

RELATED POLICIES, PROCEDURES AND FORMS

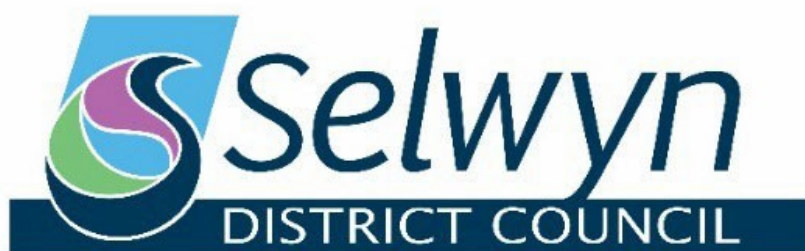
- [Local Authorities \(Members' Interests\) Act 1968](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Financial Controller](#), Chief Financial Officer or [Chief Executive](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made



G2

GRAFFITI

G201 - Graffiti Removal Policy

Category	Graffiti	Type	Policy
Policy Owner	Reserves Operations Manager	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

The presence of graffiti can leave an impression that a place is uncared for. Graffiti can be particularly offensive or threatening. Prompt removal of graffiti is a recognised deterrent to further graffiti 'attacks'. The policy specifies Council's response to the appearance of graffiti on both public and private properties.

ORGANISATIONAL SCOPE

This is an organisation-wide policy.

DEFINITIONS

Graffiti	the marking or defacing of things such as buildings, trees, roads, property and structures by such things as writing, drawing, painting, etching, or spraying, without lawful authority and without the consent of the occupier or owner or other person in lawful control. It includes tagging or offensive graffiti
Tagging	is a particular type of graffiti taking the form of a unique identifier specific to an individual or group
Offensive	not meeting 'commonly held standards of decency' and includes swear words, explicit sexual material, attacks on individuals, and material inciting, portraying, or encouraging violence, discrimination or illegal activity

THE POLICY

1. Response Times for Graffiti Removal

- (a) Graffiti shall be removed from Council owned property within 48 hours where practical with offensive graffiti having priority for removal.
- (b) Council will arrange for graffiti to be removed from commercial, residential or other publicly- owned properties with high visibility within three (3) working days and all other graffiti within five (5) working days of notification where practical and, in situations where removal is not being undertaken by the property owner. (Note that this will be subject to access being authorised by the property owner).

2. Graffiti Prevention

- (a) Early intervention education programmes for children are provided to reduce the likelihood of future involvement in graffiti through:
 - i. Engaging with schools to raise awareness of impact and inappropriateness of this type of activity
 - ii. Working with the New Zealand Police and other community agencies on targeted education programmes

- (b) Opportunities for legitimate youth art are provided for where opportunities arise, for example incorporating youth art and murals into community and skate parks.
- (c) Community pride initiatives are undertaken to enhance the image of Townships by encouraging:
 - i. Promotion of township improvement projects via the Annual Plan process
 - ii. Township Committees/Community associations staging community pride events
 - iii. The local media to provide positive coverage of initiatives and to highlight the destructive effects of graffiti
 - iv. The provision of guidelines and support to management committees to help them meet removal targets
- (d) Public spaces and the urban environment are designed to minimise the likelihood of graffiti attacks. Crime Prevention Through Environmental Design (CPTED) Guidelines will be consistently used in the design of public spaces and the built environment:
 - i. Plans are audited against the CPTED Guidelines prior to approval
 - ii. Key staff are trained in the application of CPTED techniques
 - iii. Reviews of the District Plan and Urban Design Guidelines consider CPTED principles
 - iv. Practical measures are implemented to protect Council owned property from graffiti
 - v. Buildings susceptible to graffiti attacks have protective coatings applied
 - vi. Building materials and colours are selected to reduce the potential for graffiti attacks
 - vii. Sites that incur repeated graffiti incidents are reviewed and redesigned to deter graffiti
 - viii. Undertake site assessments in repeat areas and address contributing factors such as surface and surveillance issues
 - ix. Install lighting if appropriate
- (e) Community involvement in graffiti prevention will be supported by Council through:
 - i. The setting up of a system where small business owners, community service agencies and residents can register to have graffiti removed
 - ii. Encouraging larger businesses and major infrastructure providers to remove graffiti as soon as it appears
 - iii. Co-ordinating removal with agencies who have their own response teams
 - iv. Educating business owners about the benefits of quick graffiti removal
 - v. Providing a reliable and accessible system for the public to report graffiti and have action followed through
 - vi. Council maintenance contractor to co-ordinating removal via contracts or arrangements with volunteer groups
 - vii. Communicating directly with agencies who have their own response teams
 - viii. Considering the future establishment of a “graffiti hot line”
 - ix. Trained and supported volunteers are available to assist in the reduction of graffiti
 - x. Establishing systems to register and train volunteers where this can be practically implemented
 - xi. Providing funds in Township budgets that can be used for the purchase of paint and equipment
 - xii. Acknowledging volunteers contributions
 - xiii. Make available opportunities for community involvement and partnerships in graffiti removal
 - xiv. Where graffiti is a particular problem, establish steering groups comprising Township committees, policy, key business and schools to develop a collaborative strategy
 - xv. Stage ‘community clean ups’ to involve the public in litter and graffiti removal
 - xvi. Information on graffiti removal and deterrent techniques is available to the public via the Council web site
 - xvii. Approaching local businesses for sponsorship of paint

3. Enforcement

The graffiti problem will be mitigated through advocacy of appropriate intervention, detection and enforcement measures. Council will:

- (a) Assist Police with the detection of offenders through incident recording and intelligence
- (b) Assist with development of a photographic database of tagging including date, place and time in co-operation with the police
- (c) Liaise with schools to help identify known taggers
- (d) Establish a good working relationship with police so graffiti eradication becomes a key objective
- (e) Provide information to police about known offenders and frequently tagged sites
- (f) Install security cameras in areas subject to repeat offences
- (g) Advocate for reduced access to tagging tools
 - i. Support local retailers in meeting their obligations to reduce accessibility to paint spray cans
 - ii. Provide publicity material highlighting restrictions on availability of paint spray cans.

4. Measuring Success

Performance standards for removal times will be built into maintenance contracts.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

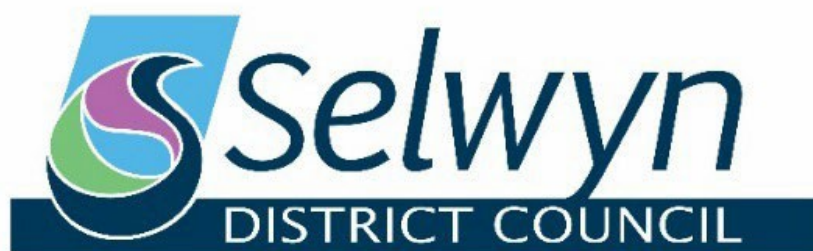
- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact [Reserves Operations Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made



H1

HOUSING

H101 - Housing Policy

Category	Housing	Type	Policy
Policy Owner	Executive Director Enabling Services	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

To guide decision making on the allocation and rental levels of Council housing in the District.

ORGANISATIONAL SCOPE

Applies to all Council-owned and managed houses including those located on reserves.

DEFINITIONS

Employee	shall mean a person employed by Selwyn District Council under a contract for wages, salary, commission or otherwise that is not an independent contractor
Market Rental	shall have the same meaning as defined in the Residential Tenancies Act 1986
Rental accommodation	refers to a dwelling, building, room, group of rooms, or otherwise of a similar nature in which a person or groups of persons, usually known as the tenant, may live or stay subject to terms agreed with the owner, usually known as the landlord.

THE POLICY

1. Allocation of Rental Accommodation

When allocating rental accommodation, the property shall generally be made available to the public unless it is required for use by Selwyn District Council staff.

2. Market Rentals

Selwyn District Council shall seek a current market rental for all Council properties offered for rent or lease, and shall regularly review these – annually for housing, and as specified in the lease agreements for other properties. This payment shall be by way of automatic payment, paid direct to the Council.

3. Employee Rentals

Selwyn District Council shall seek a current market rental where the tenant is an employee of the Council.

4. Payment of Rentals by Employee

Where a tenant is an employee of Selwyn District Council, payment of housing rental shall be by automatic deduction from the fortnightly salary payable by the tenant.

5. Tenancy Bonds

Selwyn District Council shall seek the maximum bond permissible, equivalent of four weeks rental on all housing offered for tenancy. For pensioner tenants, the [Executive Director Enabling Services](#) may use discretion.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Leasing Policy
- [Residential Tenancies Act](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact [Executive Director Enabling Services](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made



11

INSURANCE

I101 – Community Halls (Privately Owned) - Insurance

Category	Insurance	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

THE POLICY

The Selwyn District Council shall maintain property based insurance policies funded from the general rates on all:

1. Council owned community halls and community centres, reserve buildings and any other Council-owned structures; or
2. Publicly owned and operated community halls, where the township or management committee is elected at large from the area it serves, namely: Motukarara, Springston Soldiers, Sedgemere, Kirwee, Te Pirita, and Prebbleton.
3. The funding provided will include:
 - a. Annual insurance premium
 - b. Any excess/deduction payable under the policy
 - c. The cost of valuations/expert advice/insurance brokerage to place the annual policy or assist with making any claim

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Executive Director Infrastructure and Property.

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
June 2020	Policy Reinstated
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff – halls removed (Rakaia Huts, Ladbrooks, and Irwell)



L1

LAND BANK

L101 - Strategic Purchase of Land for Designated Purposes Policy

Category	Land Bank	Type	Policy
Policy Owner	Group Manager Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To set out the policy for strategic purchases of land for designated purposes.

THE POLICY

1. Council shall purchase land for the 'land bank' for potential future use (e.g. for sewage treatment facilities, sewage disposal, recreation reserves, subdivision, and general purpose), provided that:
 - (a) any land in the 'land bank' is considered an investment to be utilised to its full potential to maximise returns and enhance the property
 - (b) all purchases, leases and sales are negotiated in a secure manner to ensure that the best advantage is obtained in a 'willing vendor / purchaser' environment
 - (c) the Council endorses all negotiations for land or property before unconditional acceptance of the proposed purchase, and the [Group Manager Property](#) is delegated responsibility for negotiating the best use of the property, including any leasing or sub-leasing agreement, whether by private treaty or public tender; and
 - (d) the Asset Management Plans for land and property development including policies for the best utilisation of all of the Council's holdings within the land bank.
 - (e) the business case for purchase must also include a statement about how holding costs will be funded.
2. These principles shall also apply to any building purchase and / or improvements.

DELEGATIONS

The implementation of this policy is delegated to the [Group Manager Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

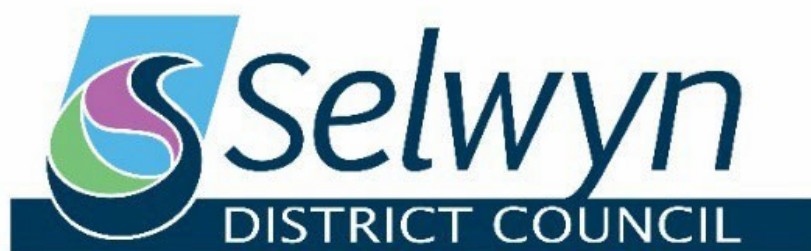
- [Delegations Manual](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Group Manager Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff – addition of 1(e)
November 2020	Reviewed by staff with no amendments made



L2

LEASING & LICENCING

L202 - Renewal of Leases and Licences Policy

Category	Leasing & Licencing	Type	Policy
Policy Owner	Head of Acquisitions, Disposals and Leasing	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

To provide consistent and equitable framework to guide the terms on which to renew leases and licences.

ORGANISATIONAL SCOPE

This is a corporate policy and applies to all leases and licences that Council may be a party to.

DEFINITIONS

Lease a lease will provide exclusive possession of a defined area of land, for a fixed period (or series of periods) of time, usually (but not necessarily) for rent. The lessee is responsible for maintenance and insurance of the defined area of land for the duration of the lease.

Licence a licence provides permission to use land for an agreed purpose. A licence does not usually confer a right of exclusive possession of the land. Responsibility for maintenance and insurance is to be negotiated.

Note: A licence to occupy an unformed legal road does not give the adjoining property owner the exclusive right to the unformed legal road.

THE POLICY

1. Existing Leases and Licences

- (a) At the expiry of the term of the lease or licence, and where provided for within the conditions, the Council may offer, in the first instance, the right of renewal to the existing lessee provided the land is not required by Council for any other purpose.
- (b) Any lease/licence renewal shall only be considered where the terms and conditions of the lease/licence have been complied with.
- (c) Rental shall be reviewed in accordance with the Leasing Policy – and Reserves Charging Policy, and [Lease and Licence Rent Reviews](#).

2. New Leases and Licences

- (a) Where a new lease or licence is to be prepared, terms and conditions may be negotiated with the prospective tenant where it is agreed that improvements such as fencing, tree removal, or levelling are required to enable the property to be occupied.
- (b) The negotiation can include providing rental holidays in lieu of works being completed by the lessee.

- (c) Rentals shall be set in accordance with the Leasing Policy and Reserves Charging Policy.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Term of Leases and Licences](#)
- [Lease and Licence Rental Reviews](#)
- [Transfer of Farming Leases or Licences](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, the contact [Head of Acquisitions, Disposals and Leasing](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
18 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with a minor amendment made
November 2021	Reviewed by staff a minor amendments made including reference to new Policy (Reserves Charging Policy)

L207 - Term of Leases and Licences Policy

Category	Leasing & Licencing	Type	Policy
Policy Owner	Head of Acquisitions, Disposals and Leasing	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To provide consistent and equitable framework to guide the term of occupancy of Council land.

ORGANISATIONAL SCOPE

This is a corporate policy and applies to all leases and licences that Council may be a party to.

DEFINITIONS

Lease A lease will provide exclusive possession of a defined area of land, for a fixed period (or series of periods) of time, usually (but not necessarily) for rent. The lessee is responsible for maintenance and insurance of the defined area of land for the duration of the lease.

Licence A licence provides permission to use land for an agreed purpose. A licence does not usually confer a right of exclusive possession of the land. Responsibility for maintenance and insurance is to be negotiated.

Note: A licence to occupy an unformed legal road does not give the adjoining property owner the exclusive right to the unformed legal road.

THE POLICY

1. Term

- (a) The term of a lease or licence for all Council land held as freehold shall be for a period appropriate to the site as agreed between Council and the lessee or licensee. Determination of the appropriate terms of lease or licence shall take into account any future uses proposed for the property.
- (b) Where land is subject to the [Reserves Act 1977](#), the lease or licence term shall be consistent with the provisions of the Act, and, take into account the future use of the property.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Term of Leases and Licences](#)
- [Lease and Licence Rental Reviews](#)
- [Transfer of Farming Leases or Licences](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Acquisitions, Disposals and Leasing](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
18 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

L208 - Leases and Licences Rental Review Policy

Category	Leasing & Licencing	Type	Policy
Policy Owner	Head of Acquisitions, Disposals and Leasing	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

To provide consistent and equitable framework to guide the terms on which to review the rental values for leases and licences.

ORGANISATIONAL SCOPE

This is a corporate policy and applies to all leases and licences that Council may be a party to.

DEFINITIONS

Lease a lease will provide exclusive possession of a defined area of land for a fixed period of time, usually (but not necessarily) for rent. The lessee is responsible for maintenance and insurance of the defined area of land for the duration of the lease.

Licence a licence provides permission to use land for an agreed purpose. A licence does not confer a right of exclusive possession of the land. Responsibility for maintenance and insurance is to be negotiated. A licence to occupy an unformed legal road does not give the adjoining property owner the exclusive right to the unformed legal road, it only gives a stock grazing purpose.

THE POLICY

1. Leases/Licence not exceeding five (5) year term

- (a) Rent shall be reviewed at the time of renewal, and in accordance with the Leasing Policy – [Renewal of Leases and Licences](#).
- (b) Rental shall be revalued through a market valuation process.
- (c) Rental holidays can be provided in accordance with the Leasing Policy – [Renewal of Leases and Licences](#).

2. Lease and Licences exceeding five (5) year term

- (a) Rent shall be reviewed at periods not exceeding three (3) years, or as otherwise specified in the lease or licence, and in accordance with the Leasing Policy – [Renewal of Leases and Licences](#). Such reviews of rentals shall be carried out at the Council's discretion.
- (b) Rental revaluation should be completed by a registered valuer where a Consumer Price Index based adjustment is not specified in the lease or licence.
- (c) Rental holidays can be provided in accordance with the Leasing Policy – [Renewal of Leases and Licences](#).

DELEGATION

The implementation of this policy is delegated to the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Term of Leases and Licences](#)
- [Lease and Licence Rental Reviews](#)
- [Transfer of Farming Leases or Licences](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact [Head of Acquisitions, Disposals and Leasing](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
18 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

L209 - Transfer of Farming Leases or Licences Policy

Category	Leasing & Licencing	Type	Policy
Policy Owner	Head of Acquisitions, Disposals and Leasing	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To provide clarity on the approach to be taken when an existing lessee intends to dispose of property that incorporates a parcel or parcels of land leased from Council.

ORGANISATIONAL SCOPE

This is a Council-wide policy.

DEFINITIONS

Lease a lease will provide exclusive possession of a defined area of land, for a fixed period (or series of periods) of time, usually (but not necessarily) for rent. The lessee is responsible for maintenance and insurance of the defined area of land for the duration of the lease.

Licence a licence provides permission to use land for an agreed purpose. A licence does not usually confer a right of exclusive possession of the land. Responsibility for maintenance and insurance is to be negotiated.

Note: A licence to occupy an unformed legal road does not give the adjoining property owner the exclusive right to the unformed legal road.

THE POLICY

Council shall automatically transfer the lease for the land to the new owner for the balance of the term of the lease.

At the end of the term of the transferred lease the Leasing Policy – [Renewal of Lease and Licences](#) shall apply.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

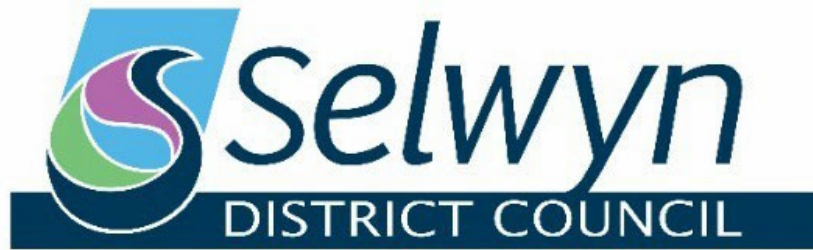
- [Term of Leases and Licences](#)
- [Lease and Licence Rental Reviews](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Acquisitions, Disposals and Leasing](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
18 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made



N1

PROPERTY NUMBERING & NAMING OF ROADS & PRIVATE RIGHTS OF WAY

N101 - Property Numbering Policy

Category	Property Numbering & Naming of Roads & Private Rights of Way	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

The purpose of this policy is to provide consistent rules and guidelines for the numbering of rural and urban properties. This includes the renumbering of existing properties originally in a rural area, but now falling within an expanding urban area due to further township development and growth.

DEFINITIONS & ABBREVIATIONS

AS/NZS 4819 Australian-New Zealand Standard 4819

RAPID Rural Address Property Identification

THE POLICY

1. Rural RAPID Numbering

- a) All properties in the Rural Zone of the district (as defined in the Selwyn District Plan) shall be issued with a RAPID number when a building consent has been granted for a structure associated with temporary or permanent occupation. This could include a residential dwelling, a commercial business, workshop, diary shed, or any other regularly occupied building off an adjoining road, to cater for the potential of emergency services needing to attend to situations of personal and property distress.
- b) The process to issue a RAPID number shall be as follows:
 - i. the applicant will request a RAPID number when the position of their vehicle entranceway has been determined;
 - ii. if the applicant fails to do this or has not been arranged prior to the Code of Compliance Certificate being issued for the building, then staff shall generate a RAPID number that shall be issued to the property.
- c) Council staff shall organise all necessary data collection to confirm or establish a RAPID number and enable a post to be erected as follows:
 - (i) on-site data shall be collected to locate and confirm the vehicle entranceway location
 - (ii) the measured or otherwise determined location of the vehicle entranceway shall be sufficient to establish it within the nearest ten (10) metre interval along the road from its origin and in relation and comparison to any other existing RAPID numbers along the road.
- d) A 1-5 digit number (depending on the length of the road concerned), shall be issued using AS/NZS 4819.
- e) The RAPID number shall only use the digits required, e.g. 123, not 000123.

- f) In accordance with AS/NZS 4819, even numbers shall be allocated to the right-hand side of the road travelling away from its origin. Similarly odd numbers shall be allocated to the left-hand side of the road.
- g) Council shall erect a standard RAPID number post (reflective digits on a blue edge marker type post) on the left-hand side of the vehicle entranceway to the property where practical, or otherwise positioned to enable it to be clearly visible.
- h) Multiple parties (maximum of five) – off a private road or right of way shall be issued with a RAPID number pertaining to the adjoining legal road, and all properties off that road or right of way shall be issued with the same RAPID number with an alphabetical suffix in sequential order e.g. 456/a, 456/b, etc up to 'e'. Individual RAPID posts would be erected at the respective vehicle entranceways along the private access-way in this manner. Where there are more than five dwellings, a new RAPID number is to be allocated or the right of way / private road is to be named and the dwellings numbered off the right of way / private road (refer **3a**).
- i) Council is responsible for the administration and cost of the RAPID system including the erection and maintenance of individual RAPID posts.
- j) Property owners shall not remove or intentionally obscure the RAPID numbers or post such that it is not readily visible from the adjoining road.

2. Urban Numbering

- a) Properties in the urban or township area of the District shall have an urban number when:
 - i. the property is within a currently operative District Plan Living or Business Zone in a township; and
 - ii. the property does (or will likely) adjoin or has access to a road that has a speed limit of 70kph or less, as established under the Council's Speed Limit Bylaw.
- b) Wherever practicable, the standard numbering format detailed in AS/NZS 4819 shall be followed unless it is appropriate to resolve numbering conflicts or anomalies.
- c) Urban numbering sequences are to be consistent with originating out from an established township centre along main streets and roads wherever practical.
- d) When there are multiple properties off a private road or right of way, or when a property has been subdivided and all sequential numbers have been allocated, an urban number pertaining to the adjoining legal road shall either be retained or assigned an alphabetical suffix in sequential order to differentiate properties e.g. 3a, 3b etc. Individual letterboxes shall be erected at the beginning of the private road or right of way, where it adjoins the legal road boundary.
- e) Council shall be responsible for the issuing of new urban numbers including undertaking the notification of internal and external stakeholders in conjunction with the naming of new subdivision streets and roads.

3. Private Roads and Rights of Way Naming

- a) Council shall consider a request to name a private road or right of way provided it meets the following criteria:
 - i. it serves a minimum of five (5) properties; and
 - ii. for an existing private road or right of way, the proposed name is consented to by all ratepayers on private roads or right of way; or
 - iii. for a private road or right of way that is part of a new subdivision, the proposed name is to be submitted with the application for subdivision consent.

- b) Council shall consider a request to change the name of an existing private road or rights of way providing all ratepayers on that private road or right of way give their consent to the change.
- c) The request to name or rename a private road or right of way must be submitted to Council staff for approval and shall be assessed under 3a and 3b to ensure it complies with appropriate naming conventions i.e. the name is suitable and does not conflict with AS/NZS 4819 standards.
- d) If approved, a name plate to Council specifications shall be erected using white lettering on a blue background in order to differentiate the private road or right of way from legal roads. Such name plates in the rural area shall be the standard size to aid visibility, whilst name plates in the urban areas shall be smaller. Under the name, the word "Private" shall be inscribed.
- e) Council shall erect the name plate and post (if required) with the cost invoiced to the original submitter. Any arrangements to recover this cost with other users shall be the submitter's responsibility, and not Council's responsibility.
- f) By allowing the naming of such a private road or right of way, this in no manner, infers that Council is responsible for its maintenance and renewal, or any aspects associated with its provision or use.
- g) The properties shall be numbered sequentially in accordance with the AS/NZS 4819 standard.

4. Renumbering from Rural to Urban Numbers:

- a) The trigger for changing property numbers from a rural (RAPID) number to an urban number shall occur when the criteria established in **2a** is met.
- b) An urban number shall be issued in accordance with AS/NZS 4819 and the relevant provisions contained within this Policy.
- c) Consultative procedures shall be implemented by the Asset Department to provide those affected by the change at least two months' notice (or other notice period as agreed with the relevant township advisory and community committee) or an approved change.
- d) A Help Pack would be sent with any notification to assist property owners with the change.
- e) When renumbering to urban numbers, if there is a conflict(s) with existing RAPID numbers such that number duplication would occur on the same road, and this cannot be reasonably resolved on an individual basis, then changing existing numbering directions, sequences or road names shall be considered as detailed below.

5. Changing a Road Name to Resolve Numbering Issues

- a) A resolution of Council shall be required to effect a road name change.
- b) Pursuant to this, full consultation with affected parties such as property owners and relevant township advisory and community committees shall be undertaken by Council staff and the outcome of this reported to Council as part of any recommendation.
- c) Road name changes and changes in numbering sequences or direction should only take place when there is no other logical or practical solution that could be imposed without significant impact.
- d) Where practical, a road should be renamed to the nearest intersecting road to achieve a differentiation to the origin of any resulting roads and street layouts.
- e) Consultative and notification procedures shall be undertaken in accordance with 30 above, in conjunction with currently established Council approval and notification procedures of internal and external stakeholders in **2e**.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Speed Limit Bylaw
- Australian-New Zealand Standard 4819
- District Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
20 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

N102 - Road Naming Policy

Category	Property Numbering & Naming of Roads & Private Rights of Way	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

The purpose of this policy is to provide consistent rules and guidelines for the naming of rural and urban properties. This includes: the naming of new roads as part of a subdivision; renaming existing roads that have been realigned or split; or the naming of unnamed roads.

DEFINITIONS & ABBREVIATIONS

AS/NZS 4819 Australian-New Zealand Standard 4819

LINZ [Land Information New Zealand](#)

THE POLICY

1. Road Naming Assessment Criteria

- a) Any road name put forward for consideration shall comply with the AS/NZS 4819 standard for rural and urban addressing.

2. Naming of New Roads as a Result of Subdivision

- a) The developer of the land being subdivided shall submit to Council for consideration a minimum of three (3) road names for consideration, ordered by preference, for each new road before the completion certificate (s224 RMA) for the subdivision is issued.
- b) These road names will be assessed as per clause 1 of this Policy. If the road names do not meet the assessment criteria, then the developer will be contacted to provide further road names.
- c) Approval shall be sought from LINZ for all road names that meet the assessment criteria.
- d) If the new roads are in the Malvern Ward, then the names shall be reported to the Malvern Community Board for approval.
- e) Upon Council approval of the new road name(s), a map showing the names new road(s) and property numbers shall be sent to the GIS Officer, Rates Officer and other staff involved with road naming/property numbering, and external parties such as the developer of the land and essential services such as LINZ, Telecom, Orion and emergency services etc.
- f) Road signs shall be supplied, erected and paid for by Selwyn District Council.
- g) Council accepts responsibility for the maintenance of existing ornamental nameplates such as those on subdivision entrance walls which state the road name or subdivision.

3. Renaming of Split or Realigned Roads; Duplicated Road Names; Naming of Unnamed Roads

- a) Owners of land adjoining the affected road(s), Ward Councillors, Township Committees (where applicable) and the Malvern Community Board (where applicable) shall be written to regarding renaming a split road (e.g. by a river), realigned road (e.g. by construction works), duplicated road name or the naming of an unnamed road. The letter shall outline the background and the reasons for the road name change, seeking the affected parties' input into renaming the road by asking for a minimum of three (3) road names for consideration, ordered by preference.
- b) All road name suggestions received shall be compiled and assessed as per Clause 1 of this Policy.
- c) Approval shall be sought from LINZ for all road names that meet the assessment criteria.
- d) The respondents shall be acknowledged and advised when the matter will be reported to Council.
- e) If the new roads are in the Malvern Ward, then the names shall be reported to the Malvern Community Board for approval.
- f) Upon Council approval of the new road name(s), a map showing the named new road(s) and property numbers shall be sent to the GIS Officer, Rates Officer, and other staff involved with road naming / property numbering, and external parties such as the developer of the land and essential services such as LINZ, Telecom, Orion, emergency services etc.
- g) Road signs shall be supplied, erected and paid for by Selwyn District Council.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

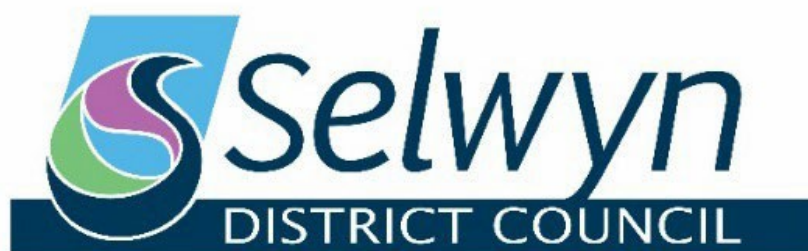
- Australian-New Zealand Standard 4819
- S224, RMA
- [R430 – Road Names Signs Format Policy](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made



P2

PUBLIC FACILITIES

P202 - Public Toilets Policy

Category	Public Facilities	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To guide decision making on the provision and quality of public toilets in the district.

ORGANISATIONAL SCOPE

Applies to all Council owned and managed public toilets including those located on reserves.

DEFINITIONS

Public toilet	Standalone toilet facilities or toilets that form part of another building with direct external public access specifically built for that purpose that are owned or managed by Council and where public access is freely available. Does not include public toilets internally located within other Council buildings or facilities.
Accessible toilet unit	A toilet unit that has features that allow the unit to be used by people with disabilities.
All-gender	Means no distinction or restriction on access or use is made on the basis of gender.

THE POLICY

1. Provision of public toilets

- 1.1. Provision of public toilets by Council will be considered in the following circumstances:
 - to service sports and recreation parks where large numbers of people congregate to participate in sports and recreation activities.
 - to service rural recreation areas where camping, picnicking, walking/cycling and other similar activities occur and where demand is clearly identified.
 - on state highways/tourist routes at convenient stop-off locations and at suitable travel distance intervals (normally in a township).
 - to service residents and visitors to townships where clear demand for a toilet facility is demonstrated and this is not met by other providers.
- 1.2. In considering provision of public toilets Council will take into account public access to facilities supplied by other agencies or businesses.
- 1.3. Decisions on public toilet provision will consider demand, practical factors and financial impacts including any external funding availability.
- 1.4. Priority for provision of public toilets will be assessed as part of developing the Long Term Plan.
- 1.5. Public toilets will not normally be provided on neighbourhood reserves and playgrounds unless there are special circumstances and/or demand evidence that supports provision.

- 1.6. Council may remove or decommission a public toilet where it is no longer needed or in circumstances where it poses a significant risk to user safety and/or to the environment.

2. Quality and performance of public toilets

- 2.1. Public toilet facilities will generally be provided in accordance with *NZS 4241:1999 – Public Toilets*, and the quality and features shall reflect the grade criteria outlined in Appendix E
- 2.2. The selection of design for public toilets must incorporate robust and durable materials and ensure the facilities are easy to maintain and clean.
- 2.3. The standard toilet facility will be a purpose built prefabricated modular toilet building (modified as appropriate to suit the setting).
- 2.4. The standard toilet facility will be comprised of all-gender units.
- 2.5. Site specific designs will be considered in circumstances where the standard design is unsuitable.
- 2.6. Where practicable, all toilets will provide at least one accessible toilet unit and be serviced by an access route usable by people with disabilities.
- 2.7. Public toilets shall be located and designed to ensure convenient access and user safety.
- 2.8. Suitable signage will be provided to clearly indicate the location of public toilets.
- 2.9. The servicing regimes for public toilets will ensure they are maintained in a hygienic and serviceable condition for users.

3. Availability and use of public toilets

- 3.1. Normally public toilets will be available to users on the basis of 24 hours per day for 365 days of the year.
- 3.2. In special circumstances public toilets may be closed during the hours of darkness (e.g. for user safety reasons).
- 3.3. Public toilets or parts of the facility may be closed from time to time for maintenance or for seasonal requirements.
- 3.4. Usage counters will be installed on public toilets where the information is beneficial for management purposes.

4. Charging for use of public toilets

- 4.1. At Council's discretion a user charge may be applied in situations where the predominant users of Council provided public toilet facilities are tourists, travellers and visitors to the District.
- 4.2. Where applied, a charging mechanism suitable to the location, operational needs and practical requirements of the facility will be installed.
- 4.3. Where a charging mechanism is installed measures to encourage payment and discourage theft and vandalism will be implemented.
- 4.4. Revenue accruing from user charges is used to off-set operating costs and will be allocated to the operating account for the specific toilet facility from which it was derived.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Level of service for public toilets as defined in the Community Facilities Activity Management Plan
- Specifications for cleaning and servicing of public toilets as defined in the Reserves Maintenance Contract
- NZS 4241:1999 – Public Toilets

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Open Spaces and Facilities Asset Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

P204 - Play Policy

Category	Public Facilities	Type	Policy
Policy Owner	Strategic Open Space Lead	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

To ensure good planning, design and delivery is provided by Council to support safe, enjoyable, stimulating and challenging play opportunities in Selwyn that enhance the development of children and young people.

ORGANISATIONAL SCOPE

This policy primarily applies to the Selwyn District Council Planning, Property and Commercial and Community Services and Facilities departments to ensure the rights of children and young people to engage in play and recreational activities (as outlined in Article 31 of the United Nations Convention on the Rights of the Child) is upheld.

While each department will have different responsibilities from planning, design, infrastructure and construction to the delivery of opportunities, all are required to think differently about how play can be supported and developed in Selwyn. It is therefore critical that teams from different units work together ensuring the best outcomes for children, young people and families in the Selwyn district.

DEFINITIONS

Council	Throughout this policy “Council” means: Selwyn District Council (SDC), Committees and Sub-Committees of SDC or Malvern Community Board in SDC.
Play	As supported by Sport New Zealand “play” is: <i>an activity undertaken purely for enjoyment that is intrinsically motivated, personally directed and freely chosen for no outcomes.</i>
Enabler	Adults (including parent/caregiver), technology, Council, developers, schools and preschools that encourage and facilitate play without influencing the outcome

THE POLICY

1. Context

- (a) As researched by Caterina et al. (2016) there is increasing attention being given to the value of play as a benefit to physical and cognitive development and the overall health of children. This is supported by Sport New Zealand, the Ministry of Health, and the United Nations, and is therefore necessary for Council to play its role in all facets of developing opportunities for play:
 - i. Article 31 of the United Nations Convention on the Rights of the Child for which New Zealand is a signatory, states:
 - parties recognize the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.
 - parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.

- ii. Ministry of Health have developed physical activity guidelines for children and young people (aged 5 to 17) and for under-fives. These guidelines recognise the importance of play to help children and young people develop socially, emotionally and cognitively, and are based around:
 - sitting less
 - moving more
 - sleeping well
- iii. Play is at the heart of Sport NZ's Physical Literacy Approach and needs to be preserved and treasured through the following principles:
 - play is important to the wellbeing of young New Zealanders
 - play is the cornerstone of our physical literacy approach
 - play is the shared responsibility of everyone
 - young people must have access to enriched and varied playful experiences within their local environments
 - adults must understand what their role is in enabling play
 - young people need the opportunity to experience risk and challenge through play
 - wherever possible, play should include the opportunity to be active

2. Principles

The following principles underpin this Play Policy:

- (a) Play is important to the health and wellbeing of children and is the foundation for physical and cognitive development of children
- (b) Children and young people must have available to them a variety of accessible play opportunities that are active, safe, challenging and available in their local environment
- (c) Play is the shared responsibility of all Council departments, their stakeholders and adults (including parents/care givers).

3. Enablers

Enablers of play must uphold the definition and principles of play, and allow, encourage and motivate opportunities for play to take place.

4. Planning

Council planning for play is critical to the development of connected and cohesive communities, allowing for opportunities that enable people, especially children and young people, to play in their neighbourhood. To this end, Council will:

- (a) Provide adequate space for play opportunities to be developed that enable children and young people to play in their neighbourhood, that is not limited to just parks and playgrounds (e.g. Cul de sacs and footpaths are play spaces as well)
- (b) Parks and open space planning is in accordance with New Zealand Recreation Association guidelines, and in addition, allows for the provision of play.
- (c) Decisions on funding for provision of play in terms of this policy will occur as part of Council's Long Term Plan and Annual Plan processes.

5. Design

As space is planned for and provided by Council, careful design of those spaces is required to ensure children develop physical, cognitive and social skills through access to a variety of play opportunities that

promote/provide active play, safe environments and challenging settings whilst being inclusive and accessible. To this end Council will:

- (a) Design natural spaces that develop and foster imagination, creativity and connections to more natural environments through active play
- (b) Seek opportunities to activate spaces with active play through environmental and urban design
- (c) Adhere to the New Zealand Standard for Playground Equipment and Surfacing. NZS 5828 : 2015 will be used as a guideline for purchase, installation, maintenance and upgrading of playgrounds on Council land
- (d) Ensure people of all abilities have access to active play spaces by ensuring Council's Accessibility Charter is adhered to, and that physical and cognitive development progression is provided for.
- (e) Where appropriate, caregiver facilities will be provided for (e.g. toilets, seating, shade, etc)

6. Delivery

The activation and delivery of play opportunities that are inclusive and accessible in adequately planned (4. above), carefully designed (5. above) spaces to foster physical, cognitive and social development of children and young people is fundamental to the development of communities and people. To this end, Council will:

- (a) Provide and facilitate a variety opportunities that utilise and enhance spaces and places available for active play (e.g. mobile equipment, messy play, inflatable equipment in town centres, etc.).
- (b) Ensure opportunities are accessible to people of all abilities by ensuring Council's Accessibility Charter is adhered to, and that they are age/skill level appropriate
- (c) Undertake regular safety audits and maintenance in accordance with Council policy and guidelines
- (d) Community Services staff must have time allocated to their role so that facilitated play delivery can take place.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- United Nations Convention on the Rights of the Child – Article 31
- Ministry of Health Physical Activity Guidelines for Children and Young People
- Ministry of Health Active Play Guidelines for Under Fives
- Sport New Zealand Principles of Play
- Selwyn District Council Accessibility Charter
- Selwyn District Council Play Strategy (under development)
- Selwyn District Council Community Spaces Plan
- Selwyn District Council Community Spaces Implementation Plan
- Selwyn District Council Community Services Strategy
- Selwyn District Council Open Spaces Plan
- Selwyn District Council Development Contributions Policy
- New Zealand Safety Standard – Playground Equipment and Surfacing (NZS 5828:2015)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Strategic Open Space Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
22 July 2020	Reviewed by staff with amendments to strengthen accessibility
November 2020	Reviewed by staff with no amendments made

Appendix 1: Traditional versus Natural Play Space



(Traditional play space)

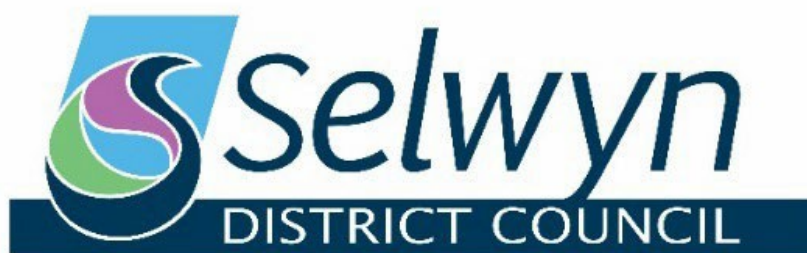


(Natural play space)

Pictures taken from (Woolley & Lowe, 2013)

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- Woolley, H., & Lowe, A. (2013). Exploring the Relationship between Design Approach and Play Value of Outdoor Play Spaces. *Landscape Research*, 38(1), 53-74. doi:10.1080/01426397.2011.640432



P3

PROCUREMENT

P301 – Procurement Policy

Category	Procurement	Type	Policy
Policy Owner	Executive Director Strategy and Engagement	Approved by	Council
Effective Date	December 2027	Review Date	December 2027

1. POLICY STATEMENT

Procurement covers all the business processes associated with purchasing the goods/services/works we use to run our business and deliver our public service objectives. It starts with identifying our needs, then planning the best way to meet them, continues through sourcing the goods/services/works, then managing the contract and ends with expiry of either the contract or the asset's useful life.

Our purpose at Waikirikiri Selwyn is to improve the social, economic, environmental and cultural well-being of our residents and communities. In delivering our purpose we aim to achieve best value in our purchases. Our community has overwhelmingly highlighted the importance of a 'sustainable Selwyn', where the district is self-sufficient with services and facilities that cater to people at all stages of life and ensures the environment is cared for. Further, as a territorial authority, we have obligations to our residents and the public, as defined under the Local Government Act 2002. We will work strategically with our partners, Te Rūnanga o Taumutu and Te Rūnanga o Ngāi Tūāhuriri and seek to embrace the wider principles of Ngā Pou E Whā, (the four Pou principles of Pāpori Social, Taiao Environmental, Ahurea Cultural and Ohaoha Economic) within this policy.

2. POLICY PURPOSE

The purpose of this policy is to provide clear direction and principles to support the application of a consistent and progressive procurement practice across all our procurement activities. It unlocks community value outcomes and aligns with our vision, our [Future Selwyn Strategy](#) (Waikirikiri Ki Tua Future Selwyn is a long-term future-focused strategy that shapes the strategic direction for our communities over the next 50 years), and our long term and annual plans.

This policy aims to:

- Achieve value for money by following a total cost of ownership approach
- Encourage purchasers to incorporate Ngā Pou E Whā (the four Pou Principles of Pāpori Social, Taiao Environmental, Ahurea Cultural and Ohaoha Economic) value adds for our residents;
- Broaden our procurement benefit outcomes;
- Define our Public Value Pillars (refer to Section 8);
- Align our approach with our vision and values;
- Align procurement frameworks to our Future Selwyn Strategy and Economic Development Strategy that will inform our long term and annual plans into the future; and
- Highlight legislation and policies that effect our procurement activity.

This policy sets the direction and should be read alongside our Internal procurement standards which outlines related rules, processes and methodologies. The procurement standards are a stand-alone document that will define the relevant processes. Templates and additional guides/processes can be found in the [Procurement](#) and [Contracts](#) sites in PORT.

3. POLICY SCOPE

This policy applies to all procurement activity undertaken by Council, except for:

- Employment arrangements;
- Payments to government, regulatory bodies, treasury, tax, and financial instruments;
- Variations to existing approved contracts which have been active no more than 7 years, unless the variations exceed the monetary threshold for competitive procurement; [refer to section 9, paragraph 17]
- Fully funded or co-funded projects (e.g. NZ Transport Agency Waka Kotahi, local water done well or other local authorities whereby procurements must comply with partner or funder policy frameworks of the lead authority);
- Purchases and procurement of services required for Civil Defence emergencies (declared or significant) response phases, in which case, the emergency procurement shall be carried out in accordance with our Emergency Procurement guidelines;
- Sponsorships and grants provided that procurement must not be structured as a sponsorship or grant to avoid applying this policy; and
- Purchases of land, buildings and investments which will follow an approval process outlined by the relevant council's policy, such as Treasury Commercial Property Policy, or any other asset acquisition policy.

4. ROLES & RESPONSIBILITIES

ELT: Champion a wide and progressive community outcome driven approach to our procurement activities.

Heads of/leaders/project Sponsors: Ensure staff apply this procurement policy and the procurement standards to plan and implement appropriate procurement approaches for the purchase of infrastructure, products and services required to support our work within and for the community whilst complying with expenditure delegations.

Ensure that internal collaboration has taken place with any impacted teams (e.g. Digital/facilities etc) which may be supporting purchased goods/services/works. It is the manager's and/or sponsor's (if assigned) responsibility to ensure there is a pre-approved budget available prior to commencing any procurement activity.

Purchasers/managers: Understand the wider value of procurement as a tool to benefit our community and enable this policy across the procurement lifecycle, from planning through to the end of the contract. Purchasers are to apply this policy, the procurement standards, and associated requirements (including initiation/accurate coding and financial management of electronic purchase orders within delegated authority).

Procurement team: To Provide advice on how to apply this procurement policy and the procurement standards throughout the procurement life-cycle.

5. PRINCIPLES, CHARTER

All procurements must follow the procurement principles and the procurement charter as set out below, and must comply with the procurement standards. For procurements which are co-funded by NZTA Waka Kotahi, follow the guidance of the NZTA [Procurement manual](#) | [NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](#)

The procurement principles provide our overarching values. All should use the principles for guidance and to help make good procurement decisions.

The procurement principles are to:

- Plan and manage for great results;
- Achieve value for money by following a total cost of ownership approach, quality outcomes and provide social benefit in our procurement activities;
- Be fair to all suppliers (be they sole traders or large companies) and act reasonably and impartially to all parties involved in the procurement process;
- Ensure purchasing is transparent, fair, consistent and lawful;
- Get the right supplier;

- Get the best deal for everyone (to provide Public Value, as set out in sections 7 and 8);
- Play by the rules set out in the procurement standards;
- Be accountable (have the ability to provide complete and accurate records of the use of public funds);
- Minimise financial and reputational risk and to ensure health, safety and wellbeing is always managed;
- Minimise technology risk e.g. technical debt, and promote organisational wide value from technology investment;
- Ensure the quality and delivery meets the desired outcomes; and
- Review and provide feedback which will inform future procurement decisions.

The procurement charter sets out our expectations of how we should conduct our procurement activity to achieve public value.

1. Our expectations are to: Seek opportunities to include New Zealand businesses and openly work to create opportunities for our local Selwyn and wider Canterbury businesses, small-to-medium enterprises, and community groups to participate in our procurement processes.
2. Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility.
3. Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment and reducing waste, carbon emissions and pollution.
4. Look for new and innovative solutions. Make sure you do not overprescribe the technical requirements of a procurement and give businesses the opportunity to demonstrate their expertise.
5. Engage with businesses with good employment practices. Ensure that the businesses you contract with operate with integrity, transparency, accountability, and respect national standards (or international standards for overseas businesses) relating to human and labour rights. For businesses operating within New Zealand, ensure that they comply with all New Zealand employment standards and health and safety requirements.
6. Promote inclusive economic development within New Zealand. Engage with Māori, Pasifika, and regional businesses and social enterprises to actively contribute to our local Selwyn and wider Canterbury economy. Openly working to include and support these businesses and enterprises through procurement will promote both skills development and a diverse and inclusive workforce.
7. Manage risk appropriately. Responsibility for managing risks should be with both Selwyn District Council and the supplier. We and our suppliers should work together on risk mitigation strategies.
8. Encourage collaboration for collective impact. Look to support greater local collaboration, both across-agency and across-businesses and communities, to give likeminded groups the opportunity to find common solutions within our procurement opportunities.

6. DELEGATED AUTHORITY

Approvals for purchases, procurement plans, awards, and contract signatories must be in line with the Councils Expenditure Delegations, Delegations Register or as delegated to a project sponsor, if appointed.

7. ENHANCING THE PUBLIC VALUE OF PROCUREMENT ACROSS THE REGION

Public value helps us to achieve the best possible results from our procurement through using resources effectively, economically and minimising waste. We intend to enhance public value by considering and/or co-designing Community lead delivery models whilst considering:

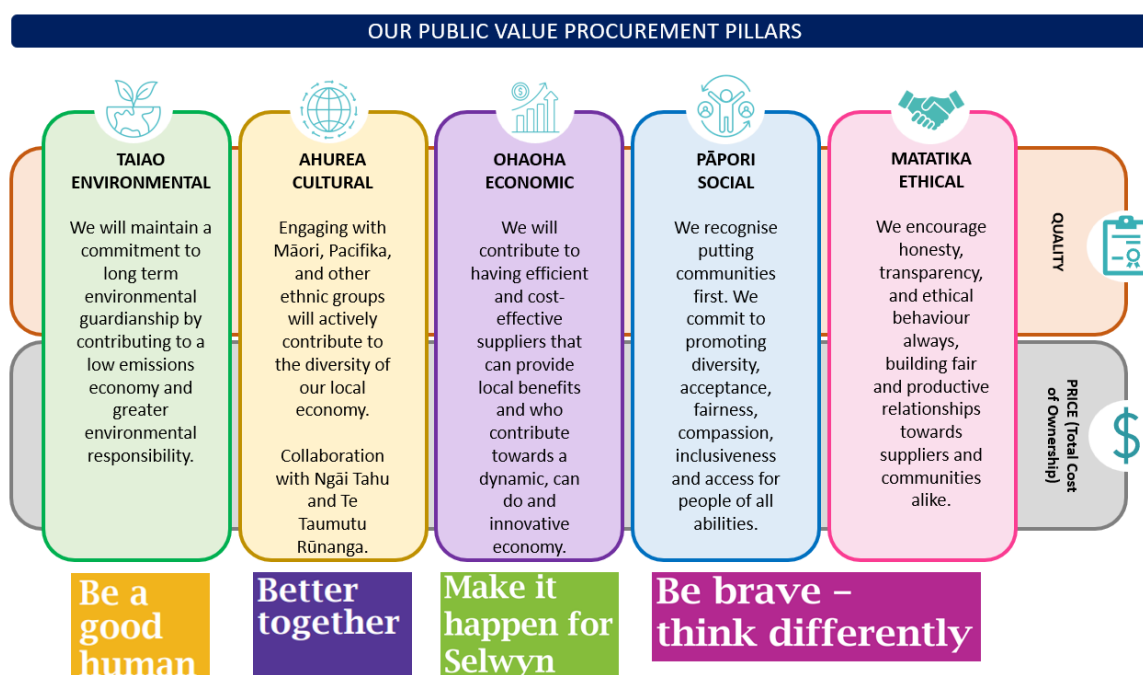
1. The total costs and benefits of a procurement (total cost of ownership);
2. Its contribution to the outcomes we are trying to achieve;
3. Internal collaboration prior to any procurement with internal teams impacted or supporting the procurement (goods/services/works) post-delivery (e.g. planning/building (for infrastructure), digital hardware, software and support, facilities, reserves, maintenance, assets team etc); and
4. Use of our internal contract management framework for managing contracts throughout the delivery lifecycle.

Delivering better public value through procurement includes measuring and the broader outcomes for the region. We should strive to use procurement as a lever to avoid negative environmental impacts, develop the local supplier market, and promote regional and economic community outcomes.

Public value is more than just the price, time and quality of our activities. We must factor in Pāpori, Taiao, Ahurea and Ohaoaha and ensure Matatika Ethical outcomes. These outcomes can have a positive and far-reaching effect on the local economy and the well-being of our communities and are elements to actively promote within our procurement practice.

8. PUBLIC VALUE PILLARS

Our Public Value Pillars below are used to help us to define the areas that are most important to us, our suppliers, and our residents and communities. This helps us to identify, communicate and assess our performance, suppliers' performance across the value chain and provide better public value in the future to our region, customers, and communities. These value pillars are:



In Appendix A we expand each pillar and explain how they may influence and direct our procurement activity.

9. REQUIREMENTS, THRESHOLDS & PROCUREMENT METHOD

This policy separates the procurement thresholds and method for Infrastructure & Property purchases, from the general goods/services/works procurements across all other Council teams, with the total value being based on the Total cost of ownership value [see appendix A.7].

The key requirements for all procurement activity are:

1. All procurements must have funding approved in the long-term plan or annual plan before any purchase and/or procurement activity can proceed, or a confirmed budget approved.
2. Any procurements/contract that spans a Council term that exceeds the CEO's Financial Delegation, shall be subject to Council approval.
3. Any deviation from the procurement method in [TABLE 1], must be approved, and signed by the delegated financial authority holder and/or sponsor responsible for the budget using the Exemption from Procurement Policy Agreement with a signed copy uploaded into the Procurement Register.
4. Procurement plans (or project plans incorporating procurement plans) are required to be reviewed and approved by the relevant delegated financial authority holder and/or sponsor, and when deviating from the procurement method within this policy [TABLE 1]. This is in addition to the requirement for approval by the relevant delegation as referred to in section 6 "Delegated Authority".
5. All closed/invited and open competitive tenders must be managed through the Government Electronic Tender System (GETS).
6. All procurements must follow our Internal procurement standards and approved templates unless the activity is following NZ Transport Agency Waka Kotahi, external funder, or another local authority whereby procurements must comply with partner or funder policy frameworks, dependent on the lead agency.
7. A purchase order must be raised for all goods/services/works after award of contract. A purchase order should be raised for the total value of a contract over its full term (actual or estimate), including any contingencies and potential extension periods. e.g. Digital may incur \$100k a year for a managed services contract, but it is three years long, so total cost is \$300k
8. Purchases shall not be split as a means of getting under the procurement methodology threshold bands, and the aggregated value of the procurement must be approved within the relevant delegation. For variations, please refer to requirement 17. Splitting contracts to avoid compliance with the procurement policy is a breach of this policy and in most cases a breach of financial delegation.
9. All procurements must include at least one outcome from either Pāpori, Taiao, Ahurea and Ohaoha values that will be weighted within our evaluation and selection outcome.

10. We may participate in collective buying schemes that offer value for money, such as All of Government supply contracts or joint supply agreements with other territorial authorities, in which case competitive procurement will be undertaken by the group as a collective. It is appropriate for these joint procurement arrangements to be established outside the procurement standards, provided the approval of the relevant financial delegated authority is obtained.
11. Pre-qualified supplier lists are not exempt from open advertising where a contract opportunity meets or exceeds the relevant value threshold.
12. Supplier panels are to be openly advertised giving the opportunity for suppliers to be selected for the panel of suppliers in accordance with NZ Government Procurement Rules, with accepted selection methods for secondary procurement processes as detailed in the procurement standards.
13. The use of Council funds for the purchase of items for personal use by staff is prohibited unless authorised by the Chief Executive and reimbursed (other than the use of approved fuel cards or PPE). If staff purchase personal goods and services using discounts obtained through Council buying privileges schemes, the transaction must be paid for by the staff member personally.
14. Staff must not endorse any products or services. If an employee receives a request to endorse any product or service they must refer the request to the appropriate ELT member.
15. Conflicts of interest may arise at any time during the procurement process. All employees must act in accordance with the Conflicts of Interest Policy and complete conflicts of interest declarations for each procurement.
16. All staff and external subject matter experts must always maintain the appropriate confidentiality of a procurement process.
17. Contract extensions, variations, and renewals: subject to the subsequent paragraph, when the additional costs of a service or project are minor in comparison to the costs of undertaking a discrete tender process, a contract extension or variation may be used. When estimating the total monetary value of a procurement, Council will need to take into account extensions, variations, and renewals.

When extensions, variations or renewals are not specifically provided for within an existing contract, the extension, variation, renewal, or re-definition of a contract that increases the originally approved contract value must be approved by the delegated authority holder. If the additional sum is beyond the delegated authority of the budget owner or Chief Executive, the contract must be presented to Council for approval.

The refining of service delivery contracts to more closely reflect the amount of work required to maintain services does not need to be openly tendered, but can be managed directly by the appropriate Council officer. If extensions, variations, and renewals exceed the monetary threshold for competitive procurement then Council should be considering undertaking a competitive procurement process unless there is a valid exemption.

18. Early Contractor Involvement (ECI) for works projects can be used to gain early advice and involvement from a contractor into the buildability and optimisation of designs. It's suited to large, complex or high-risk projects because it affords an

integrated team time to gain an early understanding of requirements, enabling robust risk management, innovation and public value. Any ECI should take the form of a two-stage open approach to tendering.

19. Records management

Appropriate records of dealings with all suppliers should be kept and a recorded within the Contract Register. This should include details of:

- tender or other comparison processes and selection procedures;
- copies of all agreements entered into; and
- performance records, including any items under dispute; and, correspondence, including, but not limited to, notices, variations, time extensions, and price change documentation.

**PROCUREMENT METHOD AND THRESHOLDS
TABLE 1**

		Procurement Lifecycle				
Procurement method	Total value	PLAN	SOURCE	GOODS & SERVICES	CONTRACT GUIDE CONSULTANTS	WORKS
PROPERTY & INFRASTRUCTURE						
Direct Procurement	\$0 to under \$100k	<ul style="list-style-type: none"> Direct source/seek quotes. Confirm price in writing. 	<ul style="list-style-type: none"> Use existing local suppliers. 	Purchase Order T&C's		
Selective Procurement	\$100k to under \$250k	<ul style="list-style-type: none"> Complete Request for Quote (RfQ) documentation. 	<ul style="list-style-type: none"> Seek at least 3 written quotes from or; Advertise for Quotes via GETS (RfQ) 		Consultant Short Form Agreement	Minor Works Contract
Closed competitive tender (Invited tender) <small>For NZTA co-funded projects, closed contests can only be used if the value of works is under \$200k</small>	\$100k to under \$250k	<ul style="list-style-type: none"> Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Identify at least 3 capable known suppliers with experience and strong track record. Tender through GETS. 	Standard Goods & Services Contract		
Competitive open tender	\$250k and above	<ul style="list-style-type: none"> Complete Project Plan and seek approval to proceed per delegated authority. Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Open tender advertised on GETS. Consider multistage tendering options. 		CCCS Contract	3910/6/7 Contract
REST OF COUNCIL						
Direct Procurement	\$0 to under \$40k	<ul style="list-style-type: none"> Direct source/seek quotes. Confirm price in writing. 	<ul style="list-style-type: none"> Use existing local suppliers where practical. 			
Selective Procurement	\$40k to under \$100k	<ul style="list-style-type: none"> Complete RfQ documentation. 	<ul style="list-style-type: none"> Seek at least 3 written quotes from suppliers or; Advertise for Quotes via GETS (RfQ). 	Purchase Order T&C's		
Closed competitive tender (Invited tender)	\$40k to under \$100k	<ul style="list-style-type: none"> Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Identify at least 3 capable known suppliers with experience and strong track record. Tender through GETS. 		Contractor / Consultants Contract	
Competitive open tender	\$100k and above	<ul style="list-style-type: none"> Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Open tender advertised on GETS. Consider multistage tendering options. 	Standard Goods & Services Contract		

Note: CONTRACT GUIDE is a guideline only, dependent on the nature of the goods/services/works being procured, it may be appropriate to confirm with Legal or Procurement on the most suitable Contract.

10. COUNCIL CONTROLLED ORGANISATIONS - CCOs

In all procurements, consideration should be made as to whether the work can be negotiated with our CCOs within any existing contracts or separate stand-alone contracts, and that we can demonstrate we are receiving public value outcomes/value for money. Considerations should be given as to their capability and capacity to deliver the work and deliver high quality community outcomes.

11. ALTERNATIVE PROPOSALS

Alternative or unsolicited proposals are unique or innovative proposals initiated by suppliers which may not otherwise be part of an existing procurement process.

We want to encourage innovation and will treat all unsolicited proposals in a way that respects the intellectual property rights of the proponent and while fairly evaluating the benefits to Selwyn District Council.

For an unsolicited proposal to be considered by us it must:

- Provide a solution to a need that is not otherwise available in the market;
- Be truly innovative and unique;
- Demonstrate that the Council will receive the best possible value;
- Align with the Council's vision, strategic priorities, and community outcomes; and
- Align with the Council's long-term plan and annual plan.

Council staff should consult with other areas of Council as to who could benefit.

12. HEALTH & SAFETY

To ensure all responsible business practices are carried out and to meet legislative requirements under the Health and Safety at Work Act 2015, the health and safety implications of any proposed procurement must be assessed throughout the procurement and contracting lifecycle, including:

- Ensuring that the importance of workplace safety is considered in procurement and, where appropriate included in selection criteria and/or decisions; and
- Identifying hazards and risks associated with any new services or work processes being introduced into the workplace.

13. SUPPLIER CODE OF CONDUCT

Selwyn District Council is committed to sustainable and inclusive regional procurement that delivers optimal outcomes for our community. This Supplier Code of Conduct outlines the expectations we have of our suppliers.

Ethical behaviour

We require our suppliers to:

- manage their activities and affairs, and conduct themselves with integrity in accordance with applicable laws, regulations, and ethical standards;
- not engage in any form of corruption; and
- be transparent about their ethical policies and practices.

Labour and human rights

We require our suppliers to:

- adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain; and
- comply with New Zealand employment standards and maintain a workplace that is free from unlawful discrimination.

Health, safety, and security

We require suppliers to:

- comply with workplace health and safety laws and regulations and maintain healthy and safe work environments;

- comply with any security requirements notified to them by Central Government; and
- adequately protect any information, assets, tools, and materials provided by Selwyn Council and return these promptly when requested.

Environmental sustainability

We require suppliers to establish environmentally responsible business practices and to proactively and continuously improve their environmental performance.

We require suppliers to:

- conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on, and protection of, the environment; and
- work to improve their environmental sustainability and reduce their environmental impacts.

Corporate social responsibility

We require our suppliers to be good corporate citizens and contribute positively to our community. Some positive things suppliers could do are to:

- pay their subcontractors promptly;
- encourage paying living wage; and
- consider including local, Māori, and Pasifika businesses to deliver the contract.

14. PROCUREMENT PORTAL & STANDARDS

[Link to our internal procurement site](#) containing standards, forms and templates.

The procurement standards will set out:

- the direction for the operation of procurement within Council;
- how the procurement lifecycle will be managed, including the requirements of each type of procurement type, and the available procurement methods
- how to assist staff to balance the various aims of this policy, including how they consider and measure our public value pillars with our wider social objectives; and
- procurement reporting and audit requirements.

APPENDIX A – PUBLIC VALUE PILLARS

A.1 TAIAO ENVIRONMENTAL

Waikirikiri Selwyn's whenua land, wai water, and kanorau koiora biodiversity are protected and enhanced. Our towns are cleaner and greener, and we address climate change.

We will contribute to a low emissions economy targeting Carbon Zero and promote greater environmental responsibility: Kaitiakitanga, through continual improvement that enables all people now and, in the future, to have quality of life, in ways that protect and enhance the earth's life supporting systems.

This may include:

- Following the principles of Kaitiakitanga
- Avoiding impact, and improving all environmental outcomes
- Suppliers demonstrating Carbon Emission reduction policies and initiatives to reduce Carbon Emissions by 30% by 2030 and to be Carbon Zero by 2050.
- Responsible water management and water efficiency
- Protect or replace any natural flora/landscapes that are impacted by our works
- Incorporating wildlife crossings (tunnels/bridges/humane deterrents) into our urbanization and roadbuilding activities
- Use of renewable and efficient energy sources
- Improving EV-charging infrastructure
- Accelerate the shift to low emissions buildings
- Reduce reliance on cars and support people to walk, cycle and use public transport
- Ensure buildings are designed, and retrofitted, to use less energy for heating and cooling efficiencies
- Minimising waste; reducing, repurposing, and recycling (circularity).

Benefits:

- Protecting human, wildlife, and environmental health
- Avoid negatively impacting on our water, air, and land, and improve environmental outcomes
- Conservation of our resources.

Related Links:

- [Canterbury Regional Policy Statement | Environment Canterbury \(ecan.govt.nz\)](#)
- [Climate Change Response \(Zero Carbon\) Amendment Act 2019 No 61, Public Act Contents – New Zealand Legislation](#)
- [Home - Canterbury Mayoral Forum \(canterburymayors.org.nz\)](#)

A.2 AHUREA CULTURAL

Waikirikiri Selwyn is a collection of connected multicultural and diverse communities. We have mana upholding partnerships which allows our takata people to thrive, and everyone has a place to call home.

Engaging with Māori, Pasifika, and other ethnic groups will actively contribute to the diversity of our local Selwyn and wider Canterbury economy. Openly working to include and support these businesses and enterprises to provide opportunities, promote skill development and create a diverse and inclusive workforce.

This may include:

- Partnering with iwi and hapū organisations, Māori and Pasifika businesses and other ethnic groups, or
- Commit to lifting Māori and Pasifika economic and social well-being and recognising Māori and Pasifika cultural values and perspectives in our activities
- Encourage the engagement of Māori and Pasifika in the design, identity and/or delivery of our projects, goods/services/works
- Respecting the heritage of our land.

Benefits:

- Providing employment opportunities and career pathways for Māori, Pasifika, and other ethnic groups

- Supporting a culturally inclusive and diverse district environment
- Promoting a greater understanding of Māori and Pasifika values

Related Links:

- [Te Ao Māori | Ministry for the Environment](#)
- [Canterbury Regional Policy Statement | Environment Canterbury \(ecan.govt.nz\)](#)
- [Home - Canterbury Mayoral Forum \(canterburymayors.org.nz\)](#)

A.3 OHAOHA ECONOMIC

Waikirikiri Selwyn is a prosperous diverse economy that employs and empowers our takata people and invests in our towns and communities.

We will contribute to having efficient and cost-effective local Selwyn and wider Canterbury suppliers where practical and support a dynamic and innovative economy for Selwyn. We will encourage a viable and competitive supplier market that is able to provide goods services/works now and in the future, ensuring the optimisation of 'public value' for ratepayers and customers.

This may include:

- Greater collaboration across likeminded groups to find common solutions and opportunities
- A culture of innovation - encourage and be receptive to new ideas and ways of doing things
- Supporting and encouraging suppliers to pay living wage
- Collaborate with other districts or councils on joint procurement activities if economically practical
- Utilise All of Government Contracts where possible and in line with our desired outcomes
- Supporting local supply chain and priority groups where appropriate.

Benefits:

- Developing regional economic growth through the sourcing of goods/services/works through local Selwyn and wider Canterbury suppliers where practicable
- Gaining the best public value - make balanced decisions, encourage and be receptive to new ideas
- Working together with suppliers to make ongoing savings and improvements.
- Creating a prosperous, diverse, and sustainable economy.

Related Links:

- [Living Wage Movement Aotearoa New Zealand](#)
- [Contracts | New Zealand Government Procurement](#)
- [Find Businesses by Category- Selwyn Connect...](#)

A.4 PĀPORI SOCIAL

Waikirikiri Selwyn is a resilient district and a great place to live, work, and play; where our takata people support each other, enjoy spending time together and feel a sense of honoka connection.

We have a commitment to promoting diversity, acceptance, fairness, compassion, inclusiveness, and access for people of all abilities. Our activities ensure our suppliers operate with integrity, transparency, accountability and comply with all NZ employment standards and health and safety requirements.

This may include:

- Engaging social enterprises (charities, not for private profit organisations and social purpose enterprises) to provide goods/services/works.
- Creating equal opportunities through employment of disadvantaged sectors
- Openly work to create opportunities for local benefit e.g. internships
- Actively contributing to international efforts towards the elimination of modern slavery, including forced labour, child labour, people smuggling and trafficking in our suppliers' supply chains (Modern slavery)
- Respect international standards relating to human and labour rights.

Benefits:

- Promoting quality of life, health, and wellbeing
- Building stronger and more resilient communities (social equity)
- Meeting the needs of future generations.

Related Links:

- [Health and Safety at Work Act 2015 No 70 \(as at 28 October 2021\), Public Act Contents – New](#)

Zealand Legislation

- Employment Relations Act 2000 No 24 (as at 26 November 2021), Public Act Contents – New Zealand Legislation
- Land Transport Act 1998 No 110 (as at 23 February 2022), Public Act Contents – New Zealand Legislation

A.5 MATATIKA ETHICAL

Working together ethically and acting and behaving with integrity and trust is central to our values. We encourage honesty, transparency, and ethical behaviour always, building fair and productive relationships towards suppliers and communities alike.

This may include:

- Probity - be accountable, transparent, and reasonable – act with integrity
- Managing Conflict of Interest on a project-by-project basis
- Make sure everyone involved in the process acts responsibly and lawfully
- Stay impartial, identify, and manage conflicts of interest
- Protect suppliers' commercially sensitive information and intellectual property
- Get the best deal for everyone – best Public Value
- Encourage and be receptive to new ideas and ways of doing things
- Have clear performance measures, monitor, and manage
- Ensuring suppliers are compliant with our Supplier Code of Conduct (Section 13)

Benefits:

- Equity for all suppliers and communities
- Being open to feedback about our processes and services – getting the best public value
- Meeting legal obligations – playing by the rules and acting responsibly, lawfully and with integrity.

Related Links:

- Selwyn District Council Conflict of Interest Policy
- Official Information Act 1982 No 156 (as at 12 April 2022), Public Act Contents – New Zealand Legislation
- Local Government Official Information and Meetings Act 1987 No 174 (as at 12 April 2022), Public Act Contents - New Zealand Legislation
- Fair Trading Act 1986 No 121 (as at 05 May 2022), Public Act 1A Purpose – New Zealand Legislation
- Contract procedures manual (SM021) | Waka Kotahi NZ Transport Agency (nzta.govt.nz)
- Procurement - Office of the Auditor-General New Zealand (oag.parliament.nz)

A.6 QUALITY

The procurement policy defines quality as the principle that is designed to ensure the procurement process results in the selection of a supplier that has the required capability to supply the goods/services/works to the appropriate standard. Quality should be considered as part of the procurement planning process and involves decisions that impact throughout the procurement process and over the life of the contract. It is critical that quality is considered since the impacts can be high and can carry through the entire project or contract life cycle.

This may include:

- Current commitments and availability to deliver on time
- Capability and capacity (of the supplier to deliver)
- Technical experience, achievement, and willingness to innovate
- Appropriate qualifications, accreditations, and track record
- Cultural competency
- Quality of Health, Safety & Wellbeing policies, and practice
- Ensuring our Due Diligence checklist is used
- For Digital procurements ensuring Cyber Security standards, technical support and alignment to our organisational architecture are in place
- Growth mindset, co-operation, collaboration, and values alignment.

A.7 PRICE / Total Cost of Ownership (TCO)

Total Cost of Ownership (TCO) is an estimate of the total costs of goods/services/works over the whole of their life. It's the combination of the purchase price plus all other costs you will incur, less any income you receive. The procurement principles encourage us to make balanced procurement

decisions. This includes getting the best value for money. It means accounting for all costs and benefits over the lifetime of the goods/services/works. The principle of value for money does not mean selecting the lowest price, but rather the best possible outcome for the total cost of the goods/services/works.

This may include:

- Evaluate the full impact of the services including costs over the lifetime of the purchase
- Ongoing consumables including fuel and energy costs
- Delivery, installation, and maintenance
- Decommissioning and disposal costs
- Total cost of goods/services/works
- Fixed or variable pricing
- The evaluation panel must determine the best provider or supplier based in the information provided in the responses. The panel may decide to separately analyse the price of all qualifying responses, to determine validity of pricing
- Be alert to any signs of bid-rigging or collusion amongst suppliers.

Related Links:

- [Total Cost of Ownership - An introduction to whole-of-life costing \(procurement.govt.nz\)](#)

APPENDIX B - RELATED INTERNAL & EXTERNAL POLICIES/REFERENCES

B.1 INTERNAL RESOURCES/POLICIES

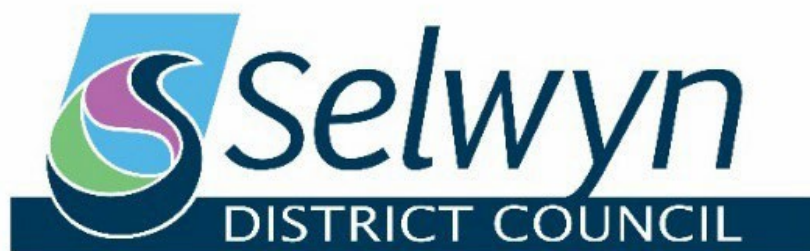
[Procurement Standards](#)
[Contracts Register](#)
[Long term plan](#)
[Annual plan](#)
[Delegations Register](#)
[Significance and Engagement Policy](#)
[Future Selwyn](#)
[Digital Usage Policy](#)
[Sustainability](#)
[Conflicts of Interest Policy](#)
[Gifts and Hospitality Policy](#)
[Fraud Policy](#)
[Risk Policy](#)
[Health, Safety, and Wellbeing](#)
[Sensitive Expenditure Policy](#)
[Information Management Policy](#)
[Protected Disclosures Policy](#)

B.2 EXTERNAL RESOURCES

[Government Procurement Rules](#)
[New Zealand Transport Agency Procurement Manual](#)
[Procurement Guidance for Public Entities, Office of the Auditor General.](#)

B.3 ACTS/REGULATIONS

[Commerce Act 1986](#)
[Construction Contracts Act 2002](#)
[Contract and Commercial Law Act 2017](#)
[Fair Trading Act 1986](#)
[Health and Safety at Work Act 2015](#)
[Local Government Act 2002](#)
[Local Government Official Information and Meetings Act 1987](#)
[Ngāi Tahu Claims Settlement Act 1998 No 97](#)
[Privacy Act 2020](#)
[Public Records Act 2005](#)
[Treaty of Waitangi Act 1975.](#)



R1

RATING

R107 - Interest on Separate Rate Accounts Policy

Category	Rating	Type	Policy
Policy Owner	Rates Team Lead	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

THE POLICY

Unless the Council specifically resolves otherwise in particular instances, no interest factor is to be credited or charged on operating (district wide or targeted rate) accounts' closing balances.

DELEGATIONS

The implementation of this policy is delegated to the [Chief Financial Officer](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Rates Team Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
18 February 2020	Reviewed by staff with position title amendments made
November 2020	Reviewed by staff with a minor amendments made
November 2021	Reviewed by staff with no amendments made

R116 - Lump Sum Policy

Category	Rating	Type	Policy
Policy Owner	Chief Financial Officer	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This Policy is made under section [56 of the Local Government \(Rating\) Act 2002](#) in respect of sums that may be paid in a financial year in anticipation of a liability for one or more targeted rates or for targeted rates for one or more specified activities, in subsequent financial years.

DEFINITIONS

In this Policy, unless the context requires otherwise:

Area of Benefit means the category or rating units, which, in the opinion of the Council, receives the benefit of a capital work.

Capital Work includes the proportion of physical works, which the Council determines is to be funded by any repayment loan

Loan Charge means a targeted rate set and assessed to fund a repayment loan for a capital work

Loan Servicing Costs in relation to any repayment loan for a financial year, means payments of principal and interest for that year

Lump Sum means the amount of the loan charge for a particular rating unit in anticipation of the rating unit's liability for that loan charge for subsequent financial years less any applicable discount

Rating Act refers to the [Local Government \(Rating\) Act 2002](#)

Rating Unit means a rating unit as defined in [Section 5 of the Rating Act](#)

Repayment Loan means a loan or a series of loans on which interest and principal are paid annually so that at the end of a predetermined period all indebtedness under the loan or loans is repaid (and includes an internal loan with these features)

THE POLICY

The following principles are to govern the way in which this policy is applied:

1. This Policy should only be used for repayment loans where a loan charge has been or will be set and assessed over a defined area of benefit where the area of benefit has been approved by the Council.
2. The loan charge must be calculated by reference to:
 - (a) the actual loan servicing costs plus administration fee of 0.5% if the loan has been externally raised;
or

- (b) the one year bank borrowing rate plus an administration fee of 0.5% if the loan has been internally raised.
3. Whenever a lump sum is offered to ratepayers, the lump sum will be offered in respect of the current outstanding amount of the repayment loan. To avoid any doubt, this clause is subject to clause 6ii.
 4. For the purpose of applying this Policy, the rating unit is the basis for setting and assessing loan charges and the loan charge must be set in accordance with [Section 18\(2\) of the Rating Act](#). However, the Council may, in appropriate circumstances, determine that for a particular project, this Policy applies on another basis that is authorised under the Rating Act and provided in the Council's revenue and financing policy.
 5. It is the Council's intention that the number of rating units within the area of benefit remains as constant as possible throughout the period that the loan charge is set and assessed for the repayment loan.
 6. Where, as a result of a subdivision, one or more new rating units are created within the area of benefit, a "development contribution" will be paid in respect of each of those new rating units. The sub-divider must nominate:
 - i. to which rating unit the original lump sum applied or a loan charge applies; and
 - ii. to which rating unit(s) the development contribution(s) apply.
 7. The rating unit(s) to which the development contribution(s) apply will not be liable for the loan charge.
 8. When a connection is created from holding capacity the Council will not offer lump sums in respect of a repayment loan, or part of a repayment loan. These connections are paid via development contribution(s).
 9. The Council will enter into agreements to extinguish debt when rating units change ownership. Such agreements must be dealt with between the vendor and purchaser of the rating unit with the Council accepting their decision as to which party will be responsible for the debt.
 10. If any lump sum offers have been made before the commencement of this Policy, the basis of calculation on which those offers were made remains unchanged even though further offers may be made under this Policy.
 11. The Council will determine [by way of the Selwyn Long Term Plan, Annual Plan or process] whether or not it will offer ratepayers of a defined area of benefit the option of paying a lump sum instead of a loan charge in the following financial year or years.
 12. For example, the Council could determine as part of the 2018/2028 Long Term Plan process that ratepayers will be offered the option of paying a lump sum in the 2018/2019 financial year instead of paying a loan charge in the 2018/2019 financial year and subsequent financial years.
 13. The Council must determine the period over which the repayment loan will be fully paid off.
 14. The lump sum will normally be calculated as a fixed amount for all rating units in the area of benefit, by dividing the current amount of the repayment loan by the number of rating units in the area of benefit. The discount is the difference between this amount and the total amount of loan charges the rating unit would have paid until the repayment loan was fully repaid.
 15. If this Policy applies the Council must notify each eligible ratepayer in accordance with [Section 136 of the Rating Act](#) of the option to pay the lump sum, and of the option to pay it in one amount or in instalments as determined by the Council.
 16. The notice under Clause 6.4 must state that:
 - i. the ratepayer must, within 30 days, notify the Council whether the ratepayer accepts the offer and whether the ratepayer wishes to pay the lump sum in one amount or by instalments.
 - ii. when the lump sum or the first instalment, as the case may be, must be paid.

- iii. if that payment is not received by the due date the relevant loan charge will be assessed against the rating unit in the next financial year beginning on 1 July and subsequent financial years.
17. The Council must deliver an invoice to every ratepayer who has accepted the Council's offer. The invoice must contain the following information:
- i. the address of the Council.
 - ii. the name and address of the ratepayer.
 - iii. the legal description or valuation number of the rating unit.
 - iv. the lump sum or instalment of the lump sum, which the ratepayer has notified the Council that he or she wishes to pay.
 - v. where the lump sum amount may be paid.
 - vi. any other information that the Council thinks fit.
18. If the ratepayer does not pay the lump sum or instalment of the lump sum, as the case may be, the relevant loan charge will be set and assessed against the rating unit in the next financial year beginning on 1 July and subsequent financial years.
19. Despite Clause 6.6, the Council retains discretion to accept any payment that does not constitute the full amount of the lump sum or instalment of the lump sum.
20. The lump sum contribution provisions of Part IV (sections 62 – 78) of the Rating Powers Act 1988 are not reproduced in the [Local Government \(Rating\) Act 2002](#).
21. Instead there is provision in section 56 for a policy for early payment of rates that will fall due in subsequent years. Section 55 authorises policies for early payment of rates in the current year.
22. Section 56 provides:
- “56 Policy for payment of rates for subsequent financial year*
- (1) A local authority may adopt a policy for the payment of rates in anticipation of rates for subsequent financial years.*
- (2) A policy of the kind referred to in subsection (1) may provide for either or both of the following circumstances:*
- (a) any sum may be paid in a financial year in anticipation of a liability for general rates in subsequent financial years;*
 - (b) any sum may be paid in a financial year in anticipation of a liability for 1 or more targeted rates, or for targeted rates for 1 or more specified activities or groups of activities, in subsequent financial years.*
- (3) If rates are paid in accordance with a policy adopted under subsection (1), the local authority must credit the payment in accordance with the policy and the instructions, if any, of the person making the payment.*
- (4) Section 55(2) and (3) applies, with the necessary modifications, to a policy adopted under this section.*
- (5) To avoid doubt, payments made under this section must be credited against future rates, whether or not the policy under which the payment was made is still in force when the rates are assessed.”*
23. Section 55 provides:
- “55 Policy for early payment of rates in the current financial year*
- (1) A local authority may adopt a policy for the payment of some or all rates that are identified in the rates assessment before the due date or dates for those rates in the current financial year.*
- (2) A policy adopted under subsection (1)*
- (a) must be adopted using the special consultative procedure; and*
 - (b) may be included in the Long Term Plan.*
- (3) A policy adopted under this section may provide for the local authority to discount the amount of the rates if payment is made by a specified date before the due date*

or dates.”

24. The legislation lacks clear authority to exempt a property (which has paid the rates in advance) from all future rating liability for a particular work. In other words, there is no express provision along the lines of Section 67(2)(b) of the Rating Powers Act 1988. It does not actually change the rating requirement for future years. Instead, it simply means that the Council has some of the money in advance to pay the rates.
25. Because the legislation does not replicate the detailed provisions of Part IV of the Rating Powers Act 1988, it is necessary to include detail of the policy to achieve similar effect.
26. Paragraph 4 has the effect that unless the Council decides otherwise, the targeted rate will be a ‘uniform annual charge’.
27. Paragraph 5 may not be an issue. It is included to try to ensure that the amount of the annual targeted rate does not vary too much over the period of the repayment loan. 11 and 14 to 18 are designed to ensure that the policy will only have to rely on Section 56 and not Sections 55 and 56. It sets up a timeline to ensure certainty. Different dates could be used so long as the Council has certainty before it has to set the rates for any given year. Any particular decision to use the policy probably does not have to be in the annual plan.
28. Holding Capacity – As the name suggests, this is the dollar value or number of connections between what capacity is required to service the current population and what is being ‘held’ to service the future population. The Council, in making this decision to have holding capacity in a scheme, has to fund this cost until property owners, who create growth, repay it. Such a decision involves the Council owning an asset in infrastructure as opposed to having money in the bank. Although this decision is effectively swapping one asset ‘cash’ for another asset ‘infrastructure’, cash earns interest income while infrastructure does not. Interest income is used by the Council to reduce/subsidise the annual general rates levied.

When the Council has reduced interest income, general rates either have to increase or general rates funded expenditure has to be reduced. For this Council, this causes an inequity. Approximately 50% of all Selwyn residents provide their own sewerage disposal system (e.g. septic tanks). It is not fair for the 50% to have a general rate increase because they are not getting the benefit of a council provided sewerage system. To achieve equity, the Council makes an interest charge on those communities that have ‘holding capacity’ in their water and sewerage infrastructure. This interest charge is collected with the targeted rate that is levied to run/operate the infrastructure system. As more properties connect, and pay their development contribution, the holding capacity interest charge reduces.

DELEGATIONS

As per the Council Delegations Manual

RELATED POLICIES, PROCEDURES AND FORMS

- Long Term Plan
- [Local Government \(Rating\) Act 2002](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Financial Officer](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
20 February 2020	Will be reviewed as part of the Long Term Plan
November 2020	Minor amendment made, with further review to be undertaken as part of the Long Term Plan 2021-2031 process
November 2021	Reviewed by staff with no amendments made

R118 - Rating for Utilities Policy

Category	Rating	Type	Policy
Policy Owner	Rates Team Lead	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

THE POLICY

1. All utilities included on the Selwyn District Council's rating valuation be rated for:
 - (a) the uniform annual general charge (contiguous property rules to apply);
 - (b) the capital value rate levied on all properties within the District.
2. Utilities will not pay for Libraries, Swimming Pools, Halls, Community Centres and Reserves.
3. All Environment Canterbury rates that are levied on Selwyn District Council utilities shall be funded from the Council's general rates.

RELATED POLICIES, PROCEDURES AND FORMS

- Long Term Plan
- Annual Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Rates Team Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
20 February 2020	Reviewed by staff with amendments made
November 2020	Reviewed by staff no amendments made

R123 - Rates Remission Policy Including Māori Freehold Land Policy

Category	Rating	Type	Policy
Policy Owner	Chief Financial Officer	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

To ensure that the Council meets its obligations under [section 102\(3\) of the Local Government Act 2002](#) regarding rates remission.

ORGANISATIONAL SCOPE

This policy applies to the application of rates remissions.

DEFINITIONS

Rating unit means a rating unit for the purposes of the Rating Valuations Act 1998.

THE POLICY

This policy is prepared under section [102\(3\) of the Local Government Act 2002](#) using the special consultative procedure laid down in [section 83 of that Act](#).

1. Background

The [Local Government \(Rating\) Act 2002](#) has changed the processes required for rating from 1 July 2003. Under the old legislation remission of rates was in some cases mandatory, with others at the discretion of the Council. Mandatory remissions do not exist under the new Act and the Council is required to develop its own remission policies and these need to be adopted through the Annual Plan process.

The new Act allows the Council to remit rates 'for any reason, on any land and to any extent', provided that the remission is in accordance with rules that the local authority sets for itself in a remission policy. Remission of rates involves reducing the amount owing or waiving the collection of rates altogether.

2. Why have a rates remission policy?

Rate remissions can be used to assist in achieving the economic, social, environmental or cultural outcomes contained in the Council's Long Term Plan, i.e. remissions for community facilities under its 'Community Events and Facilities' strategic plan outcomes. To mitigate individual circumstances i.e. remission of penalties.

3. Principles to consider in setting a rates remission policy

Remissions should be linked to the objectives in the Council's Long Term Plan. In other words the remission policy should assist in achieving the desired direction and outcomes contained in the Council's planning documents. The policy should be complimentary to the other programmes provided by the

Council. The Council grants may be a more appropriate way of achieving the desired outcome than by way of a rate remission.

The policy should be clear, unambiguous, and easily understood. This is important as the remission policy is subject to the special consultative procedure. The policy should be in terms of categories of rating units rather than individual rating units.

The policy should be periodically reviewed to ensure it achieves the outcomes sought by the Council. It should be remembered that remissions shift the rate burden between properties. Remitting rates from one property means those remitted rates need to be collected from other properties. The policy needs to be fair and equitable. Considerations were made when developing the Rates Remission Policy.

4. Strategic goals

There are a number of Strategic Goals where rates remission is or may be a useful tool in assisting the Council to achieve those goals and outcomes.

Identified Strategic Goals are as follows:

- strategies that promote a sense of community and support initiatives to enhance social well-being.
- strategies that are good for economic growth, promote and facilitate economic development and employment opportunities.
- strategies, which manage our natural and developed environment and protect and enhance the visual character, heritage and cultural values of the rural area.
- strategies that make our district a great place in which to live.

Grants are also available to foster community identity, participation and to encourage use of existing facilities.

5. Remission of rates for economic development

Various Councils have in the past included a provision for the remission of rates in order to promote employment and economic development within their district. This Council has not had such a policy. Given that there has been a very limited number of requests for this type of remission may indicate that such a provision is unnecessary. Although a rate relief policy could assist in achieving strategy 2 above, a number of factors have led to this being excluded from the remission policy.

A new business given a rate remission can often be in direct or indirect competition with existing businesses that are paying full rates.

This district is currently having success in attracting new business without this type of rate remission.

6. Remissions for community, sporting and other organisations

Objective

To facilitate the provision of non-commercial (business) community services, facilities and recreational opportunities for the residents of the Selwyn District Council. The purpose of granting rate remission to an organisation is to:

- assist the organisation's survival.
- make membership of the organisation more accessible to the general public, particularly disadvantaged groups including children, youth, young families, aged people, and economically disadvantaged people.

7. Conditions and criteria

This policy will apply to rating units owned by the Council or owned and occupied by a charitable organisation, which are used exclusively or principally for sporting, recreation, or community purposes. The policy does not apply to organisations operated for private pecuniary profit, or which charge a commercial tuition fee, or commercial rent.

The maximum rate remission (other than for community halls) will be 50% of general rates.
(Note: The holding of a liquor licence will not disqualify an organisation from receiving a rate remission).

The Te Pirita, Irwell, Motukarara, Springston South and Sedgemere Halls are identified as playing a special role in the District's communities and shall therefore receive a 100% general rate remission.

(Community halls' remissions are covered under the Local Government (Rating) Act 2002).

8. Remission of rates on Māori freehold land

The Council will consider applications for remission of rates on Māori Freehold Land in accordance with its existing policies.

9. Postponement of rates

[The Local Government \(Rating\) Act 2002 allows](#) Councils to have a rates postponement policy for any reason on any land and to any extent.

The Council does not currently have a policy on postponement of rates but, if necessary, will treat each individual case on its merits.

10. Remission of sewerage rates for schools

The Council rating policy for sewerage is that all properties connected to sewerage will pay one uniform rate for the first three pans located on a property with the 5th and all subsequent pans being levied at 25% of the first pan.

A number of submitters to the Council's draft 2003/2004 annual plan asked whether schools could receive a further lower charge due to their belief that children generally tend to use the sewerage facilities at home as opposed to those at school. They suggested that pan charges based on Ministry of Education guidelines as to the number of pans required to be supplied by schools for staff and students, as opposed to the actual pans installed by a school, should be used for charging schools sewerage.

The Council agreed to this suggestion and now provides rates remissions to ensure the annual sewerage rating reflects the number of pans required by the Ministry of Education guidelines.

11. Rating hardship policy for capital contributions

(a) The Council's rating hardship policy for capital contributions is as follows:

- i. the underlying principle of giving ratepayers assistance with their Capital Contribution is that the payment arrangement be fair and reasonable to the ratepayer concerned.
- ii. ratepayers must enter into automatic payment or like arrangements to repay capital contributions.
- iii. caveats over titles are to be registered wherever payment is to be deferred for a period greater than twelve months.
- iv. the Council will meet all costs of lodging a caveat and its ultimate removal.

- v. ratepayers who can provide evidence that an assets sale is pending which will allow a lump sum, be given a maximum twelve month period to liquidate that asset and pay the capital contribution except where a complying system exists.
- vi. each ratepayer applying for hardship assistance must provide an appropriate financial declaration to the Council and must show that they have sought assistance from other welfare agencies or financial institutions as appropriate.
- vii. approval of all rating hardship applications under this Policy must be from the Council's [Chief Financial Officer](#) or appropriate Councillor or Chairman of a Committee which has financial responsibilities and, where appropriate, consultation with the community representative.

12. Remission of penalty on overdue instalment

Ratepayers shall be allowed one overdue instalment in 24 months, penalty free, on application.

13. Remission of penalty if rates paid on second instalment

If the full year's payment of rates is made on the second instalment in any year, any penalty incurred for late payment on the first instalment shall be remitted.

14. Remission of rates penalties and other certain rates

Penalties on rates or levies may be remitted where the following criteria are satisfied.

- (a) A written application is made specifying the reason for non-payment and the period for which the application is made.
- (b) The reason for non-payment involves one of the following circumstances:
 - i. hospitalisation or other medical reasons (where confirmed by medical evidence).
 - ii. deceased estates (where a deceased ratepayer's affairs have been delayed by statutory process).
 - iii. land transfer or subdivision (where this has been delayed by the statutory process - this will need to be subject to limitations).
- (c) The [Chief Financial Officer](#) has the authority to remit penalties and rates in circumstances where it would be reasonable to do so. Such remissions shall be notified to the Chief Executive.

15. Remissions of targeted rates & uniform annual and general charge

- (a) Sports, community-based or similar organisations are exempted from 50% of the uniform annual general charge, and targeted rates for libraries, recreation reserves and community centres.
- (b) Ratepayers who own a dwelling and vacant land in the Selwyn District are exempted from the libraries targeted rate on the vacant land.
- (c) Ratepayers, where vacant land can be identified as integral to an existing operation of their business in the Selwyn District, are exempted from the uniform annual general charge and the libraries targeted rate on the vacant land.
- (d) Ratepayers who own a commercial, industrial or service based property in the Selwyn District that does not have dwelling facilities, are exempted from the targeted rates for swimming pools, recreation reserves and community centres.

- (e) Ratepayers who own a dwelling and a commercial, industrial or service based property in the Selwyn District that does not have dwelling facilities, are exempted from the targeted rates for libraries. The exemption to be on the commercial, industrial or serviced based property.
- (f) Properties owned by the Royal New Zealand Plunket Society shall not be charged the Uniform Annual General charge or general rates while used one hundred per cent as a childcare facility.
- (g) All properties of the Plunket Society shall be charged for all services as provided as separate items by the Council (e.g. water, refuse, sewer etc).
- (h) 50% remission of general rates on lodges owned by the Freemasons of New Zealand.

The exemptions in (a) to (d) above do not limit a ratepayer's entitlement to exemptions under the contiguous property rules of [section 20 of the Local Government \(Rating\) Act 2002](#).

16. Remission on rating units affected by natural calamity

The Council may remit rates either wholly or in part where a rating unit has been detrimentally affected by a natural calamity to an extent the Council considers that it would be unfair or unreasonable to require that the rates be paid as assessed. Applications must be made in writing and signed by the owner(s) of the rating unit.

Full details must be provided of the nature of the event that caused the damage and the degree of damage to the rating unit. If the damage is temporary and the rating unit is expected to return to its former use in the future, an estimate of the time it will take the land to recover to a useable state and the steps that the owner will take to achieve this should be provided. The Council may ask for a report from a Registered Engineer or other similarly qualified expert.

The amount of remission given in any case will be set by the [Chief Financial Officer](#) having regard to the severity of the event, the degree of damage to the subject rating unit and other rating units in the district and other financial assistance available. Consideration will also be given to the effect of remissions on the remaining rating base.

17. Remission of rates on open space covenants

Remission of rates for protected areas of significant indigenous flora or fauna, landscape or geological value.

Policy Objective

- To acknowledge the wider community benefit of protecting areas of significant indigenous flora or fauna, landscape or geological value which are often on privately owned land by sharing the cost by way of a rating remission.
- To recognise the extent of voluntary protection given to natural values on private land by granting a rating remission commensurate with the level of protection offered.
- To recognise that inappropriate use may result in compromising the indigenous flora or fauna, landscape or geological value and that the landowners should receive compensation from having to pay rates on that land where preservation and protection is occurring.

Criteria

For land held under a legal protection mechanism or formal agreement for preservation and protection:

- The Council will grant rating remissions for identified significant indigenous flora or fauna, landscape or geological value in accordance with the following formula (to the extent practically possible using existing rating administrative systems):

- 100% rating relief for any identified significant indigenous flora or fauna, landscape or geological value with a legal mechanism for the purpose of preservation and protection in perpetuity.
- 70% rating relief for any identified significant indigenous flora or fauna, landscape or geological value with a legal mechanism for the purpose of preservation and protection for a period less than 25 years.
- 70% rating relief for any identified significant indigenous flora or fauna, landscape or geological value with a formal mechanism for the purpose of providing for the preservation or protection.

18. Rating remission will be calculated in the following manner:

Rates remission amounts will be calculated according to the size of the area subject to protection or management as set out in Table 1. This method is related to the level of contribution towards the environment as larger areas of protected area are generally more significant. However, this does not take into account the presence of rare or endangered species or the amount of time and effort, put into the management of any site(s). For the avoidance of doubt, the rates remission amounts set out in Table 1 applies to the cumulative area of hectares protected on any one property, not for each protected area which may be on any one property.

This policy does not apply to land that is non-rateable under Section 8 of the Local Government (Rating) Act 2002 and is liable only for rates for water supply, wastewater disposal, waste collection or recycling.

Applications for rates remission in accordance with this Policy must be in writing and supported by documentary evidence of the protected status of the rating unit, for example, a copy of the covenant agreement or other legal mechanisms.

In granting remissions under this Policy, the Council may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

Table 1. Rates remission amounts

Size of total protected site(s)(ha)	Rates Remission – 100%	Rates Remission – 50%	Rates Remission - 25%
Up to 5.0ha	\$350	\$175	\$87.50
5.001 – 10.0ha	\$500	\$250	\$125
10.001 – 50.0ha	\$950	\$475	\$237.50
50.001 – 100ha	\$1,250	\$625	\$312.50
Over 100ha	\$2,000	\$1,000	\$500

The resulting percentage will be applied to the existing rating assessment to the general rates component.

19. Terms

Identified - means identified in the District Plan, Significant Natural Area Report, Canterbury Biodiversity Strategy or other areas considered worthy of protection by covenanting bodies.

Legal mechanism - options include an open space covenant or Kawanata Maori with QEII Trust, Banks Peninsula Conservation Trust, Department of Conservation, a Nga Whenua Rahui protection or landowners independently registering private covenants on their title.

Formal mechanism - means a written agreement or understanding between at least the Council and the landowner.

Significant indigenous flora or fauna, landscape or geological value of a site is as defined in appendices 3 of the Canterbury Regional Policy Statement.

20. Scout group hall rating

The Council will allow a 50% remission of uniform annual general charge and general rates for all Scout Groups.

21. School and service club endowment land

School and service club endowment plantations within the Selwyn District Council that are planted on rateable property shall be granted a 50% rates remission.

22. Remission of rates on land protected for natural, historic or cultural conservation purposes

The Council may provide rates remission to ratepayers who meet objectives, conditions and criteria of this policy.

Objective

Rates remission is provided where it is necessary to preserve and promote natural resources and heritage by encouraging the protection of land held for a natural, historic or cultural purpose.

Conditions and criteria

Ratepayers who own rating units which have some feature or cultural, natural or historic heritage which is voluntarily protected may qualify for remission of rates under this policy.

Applications should be supported by documentary evidence of the protected status of the rating unit, for example, the copy of the covenant or other legal mechanism.

In considering any application for remission of rates under this part of this policy, the Council will consider the following criteria:

- (a) The extent to which the preservation of natural, cultural or historic heritage will be promoted by granting remission of rates on the rating unit.
- (b) The degree to which features of natural, cultural or historic heritage are present on the land.
- (c) The degree to which features of natural, cultural or historic heritage inhibit the economic utilisation of the land.

In granting remissions under this policy, the Council may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

DELEGATION

The implementation of this policy is delegated to the [Chief Financial Officer](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Local Government Act 2002](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Financial Officer](#) or [Corporate Accountant](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
NOTE February 2020:	The Policy will be reviewed as part of the Long Term Plan
November 2020	Reviewed by staff no amendments made
November 2021	Reviewed by staff with amendments made following LTP adoption

R124 - Water Billing Policy

Category	Rating	Type	Policy
Policy Owner	Rates Team Lead	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

To ensure that the Council meets its obligation to manage demand, encourage appropriate use, and charge fairly for water.

DEFINITIONS

In this policy, unless the context requires otherwise:

Metered water supply pays a base charge plus charge per cubic metre

Restricted water supply pays a base charge plus a charge per water unit. A water unit is 1 cubic metre of water supplied over a 24-hour period

THE POLICY

Water charges are a rate set under [Section 10 of the Local Government \(Rating\) Act 2002](#).

Water charges pay for the cost of supplying water including power, maintenance, treatment maintenance plus provision for infrastructure renewal.

A property will be subject to rates from 1 July after the property title has been issued and water billing will commence once water consumption commences

The district-wide rate system is designed so that all connected to the Council water supply are charged in an equitable manner.

Water meters are read and charged six-monthly. The charge will be for the actual usage since the last reading.

The invoice will be issued in the month the reading is taken with the payment due on the 20th of the following month.

Payments can be made in person at a Council Service Centre, by internet banking, direct debit or with a credit card on [Council's website](#).

Final readings will be required at time of a property settlement. Current charges are available on the [Council's website](#).

Metered water supplies have a base charge and a charge per cubic metre.

Some areas in the District have a [restricted supply](#). They are charged a base rate and a charge per water unit (typically 1 cubic metre unit per 24 hour period).

Water billing remissions will be provided in alignment with the Council's rate remission policy ([R123 – Rates Remission Policy Including Maori Freehold Land Policy](#)).

Collection of Outstanding Water Billing Accounts

Water billing invoices are due for payment on the 20th of the month following the date of the invoice is issued. Where payment is not made by the due date then the Council's debt management process will begin.

The ratepayer will be issued with a 14-day reminder letter, 7 day reminder letter, and final reminder letter to pay. Should the water billing account remain outstanding, the Council will engage with its debt collection agency to collect the arrears.

Amounts less than \$300.00 will be addressed with a letter, amounts greater than \$300.00 will go to our debt collection agency, or be sent to the ratepayer's mortgage provider for payment in accordance with [Section 62 of the Local Government \(Rating\) Act 2002](#).

If a ratepayer also has non water-related arrears, any water billing arrears may be added to any amounts sent to the rates payers' mortgage provider.

DELEGATIONS

The implementation of this policy is delegated to the [Chief Financial Officer](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Local Government \(Rating\) 2002](#)
- [R123 – Rates Remission Policy Including Maori Freehold Land](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Rates Team Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
20 February 2020	New Policy
November 2020	Reviewed by staff no amendments made

R125 - Rates Postponement Policy

Category	Rating	Type	Policy
Policy Owner	Chief Financial Officer	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

To assist owner-occupiers who have limited capacity to pay their rates from their income and are older, experiencing extreme hardship or otherwise in special circumstances, to continue living in their home.

THE POLICY

The Local Government Act 2002 allows Councils to adopt a rates postponement policy subject to the requirements of that Act and of the Local Government (Rating) Act 2002.

Rates postponement allows qualifying ratepayer(s) to postpone payment of their annual rates on the basis that payment of the postponed rates is secured as a charge against their property with repayment to occur at a later date (e.g. on the sale of the property). Qualifying ratepayers are therefore in effect using equity in their home to pay postponed rates in the future.

CRITERIA

In order to qualify for rates postponement, Council must be satisfied that applicant(s) meet the following criteria:

- The applicant(s) must be either:
 - Aged 65 years or over; or
 - Aged under 65 years and either:
 - In extreme financial hardship; or
 - In other special circumstances such that a postponement would be fair and reasonable.
- The applicant(s) must own the rating unit either directly or through a Trust or similar structure;
- Rating units must be classified as residential and used as the principal place of residence by the applicant(s);
- The applicant(s) must have no less than 20% forecast future equity in their rating unit when assessed against the Council's model to predict likely future equity; and
- The rating unit must be insured to its full value at all times. Applicants are required to provide an annual certificate of currency of insurance on the rating unit.

CONDITIONS

All Council's financial and administrative costs of the postponement will be added to postponed rates. These costs will be added annually to the amount of the postponed rates and are payable at the same time those postponed rates are payable. The financial costs will be the interest Council will incur at the rate of Council's average cost of borrowing for funding postponed rates, plus a fixed charge to cover administrative costs.

Metered water charges do not qualify for rates postponement and will be invoiced separately in the usual way.

Rates postponed under this policy will be postponed until, and shall be immediately due and payable immediately upon, the earlier of:

- The death of the last surviving ratepayer granted the postponement; or
- The ratepayer(s) cease to be the owner of the rating unit; or
- The rating unit ceases to be the principal place of residence of the ratepayer(s); or
- The minimum equity threshold is reached based on annual estimate of forecast future equity; or
- The rating unit ceases to be insured to its full value; or
- An alternative date as agreed with Council.

It is recommended, and the Council reserves the right to require, that applicant(s) obtain independent advice as to the advisability and effect of a rates postponement from an appropriately qualified person (being a Chartered Accountant, a financial adviser or nominated representative, appropriately engaged under a financial advice provider licence or Solicitor) before postponement is granted.

Postponed rates will be registered as a statutory land charge on the rating unit title. This in effect means that Council will have first call on the proceeds of sale of the rating unit.

Council reserves the right to specify additional conditions before postponement will be granted for applicants aged under 65 years old.

GENERAL MATTERS

Postponed rates, or any part thereof, may be paid at any time. The applicant(s) may elect to postpone a lesser sum than that which they would be entitled to under this policy.

For the purposes of this policy, a "principal place of residence" is the main home of the applicant(s) that is mainly used as their residence (their home). Where a person has more than one home, their main home is the dwelling with which they have the greatest connection.

The calculation of 'forecast future equity' will involve estimating the term of the postponement. The term of the postponement will take into account the life expectancy of the applicant based on Statistics New Zealand's cohort life expectancy tables.

The Council's Long Term Plan projected rate increases and interest expense assumption will be used in estimating the projected loan balance.

The Council will use the rateable value of the rating unit at the time of application to calculate forecast future equity.

DELEGATIONS

The implementation of this policy is delegated to the [Chief Financial Officer](#).

RELATED POLICIES, PROCEDURES AND FORMS

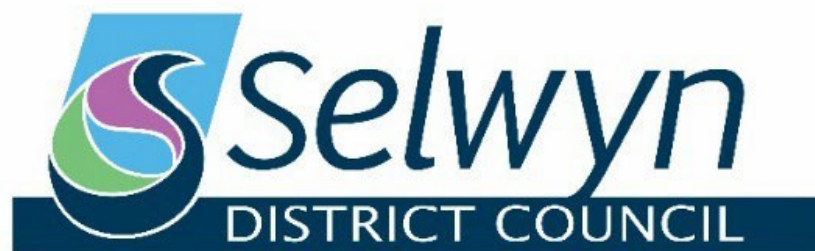
- Long Term Plan
- Annual Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Rates Team Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
November 2021	New Policy



R3

RESERVES ON COUNCIL LAND

R301 - Camping on Reserves Policy

Category	Reserves on Council Land	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	December 2021	Review Date	September 2023

PURPOSE

This policy sets terms, conditions and restrictions and guides decision-making as to where and how camping on reserves for recreational purposes is permitted and managed in order to provide for the benefit, enjoyment, protection and control of the public and the natural environment.

ORGANISATIONAL SCOPE

The policy applies to all reserves administered by Selwyn District Council, excluding:

- camping grounds which are not administered by the Council; or
- camping grounds that have a certificate of registration under the Camping-Grounds Regulations 1985 (where campers pay a fee to enter the camping ground) whether operated by Council or another party.

Notwithstanding any provision in this policy, the Council reserves its right to impose further conditions and obligations in respect of some of the reserves it administers.

DEFINITIONS

Camp	shall have the same meaning as stated in the Selwyn District Council Parks and Reserves Bylaw 2009, and any subsequent iteration.
Designated	means areas within a reserve where camping is approved.
Reserve	shall have the same meaning as stated in the Reserves Act 1977

THE POLICY

1. Statutory basis

- (a) Under the Reserves Act 1977, camping is an activity that may only be undertaken on reserves in certain circumstances, and is otherwise prohibited.
- (b) Section 44(1) of the Reserves Act 1977 provides that no person shall use a reserve of any type for personal accommodation except as provided for in that section and "in accordance with every term or condition on which such use is permitted".
- (c) Section 17(1) of the Reserves Act 1977 provides that recreation reserves are principally for recreational use, while section 17(2)(a) provides for entry and access to recreation reserves to be subject to:

...such conditions and restrictions as the administering body considers to be necessary for the protection and general well-being of the reserve[s] and for the protection and control of the public using [them].

2. Where camping is permitted

- (a) Camping is permitted only:
 - i. for recreational purposes;
 - ii. in areas designated for that purpose on recreation reserves;
 - iii. on sites which are currently open (i.e. not subject to closure under paragraph 5(d) below or otherwise);
 - iv. at times and for durations permitted by this policy; and
 - v. in accordance with all other requirements of this policy,

and all other camping on reserves, including without limitation camping on all other reserve types, is prohibited.
- (b) Camping areas on designated sites shall be clearly defined and marked on site.
- (c) Approval of designated sites shall be determined and approved in the relevant Reserve Management Plan, or otherwise in accordance with the Reserves Act 1977.
- (d) Notwithstanding a) to c) above camping may be permitted on a reserve for a short duration (normally one to two days) where prior written approval from Council has been obtained, subject to compliance with any conditions of such approval and all other requirements of this policy.
- (e) Information on designated sites shall be made available on the Council's [website](#).

3. Camping Duration

- (a) During the period commencing on 1 November in any year and ending with 31 March in the following year the maximum length of stay for camping by any person on any particular reserve is four (4) weeks and camping beyond that period is not permitted.⁵
- (b) During the period commencing on 1 April in any year and ending with 31 October in the same year, no person may camp on any reserve or reserves on which camping would otherwise be permitted under paragraph 2(a) for more than four (4) weeks regardless of whether such period of camping:
 - i. is continuous or not; or
 - ii takes place at one or more locations or reserves.
- (c) For clarity, the maximum length of stay in paragraph 3(a) above applies in respect of each reserve, while the maximum length of stay in paragraph 3(b) above applies across all reserves in the District (and is therefore more restrictive than paragraph 3(a), primarily due to the decreased availability of sites for the reasons set out in paragraph 5(d) below).

4. Camping Facilities

- (a) Council shall ensure that all designated camping areas comply with the provisions of the District Plan, the relevant Reserve Management Plan, and the Reserves Act 1977.
- (b) Council shall provide campers with the option to financially contribute to the cost of operating camping facilities through the provision of onsite and electronic donation facilities. Approved cash handling procedures shall be complied with at all times. For the avoidance of doubt, no fee applies

⁵Note that this is similar to, but more stringent than, section 44(2) of the Reserves Act 1977, which continues to apply, and provides that: "[e]xcept with the consent of the Minister [of Conservation], the owner of any vehicle, caravan, tent, or removable structure shall not permit it to remain on a reserve for a total period of more than 4 weeks during the period commencing on 1 November in any year and ending with 31 March".

for entry to the sites, and any contribution made by campers is by way of a voluntary donation for the use of facilities only.

- (c) Facilities will be maintained and serviced in accordance with approved levels of service.

5. Camping Management

- (a) Council shall ensure camping areas are adequately supervised with appropriate site security along with active policy and bylaw monitoring and enforcement.
- (b) Site capacity limits shall be actively managed to avoid overcrowding and septic system overload.
- (c) There shall be adequate and appropriate signage on approved camp sites, supported with the use and maintenance of online communication methods.
- (d) During the period 1 April to 31 October any or all sites or any part(s) may be closed at such time(s) and for such period(s) which Council decides are appropriate from time-to-time to:
 - i. respond appropriately to weather and resulting ground conditions
 - ii. enable the repair and restoration of both the environment and the treatment systems
 - iii. avoid servicing costs for sites where patronage is low.

Any one site should be available for campers throughout this period.

6. Camping Behaviour

- (a) Council shall promote and support responsible camping through the provision of:
 - i. litter receptacles
 - ii. sanitation facilities and services
 - iii. site security along with active policy and bylaw monitoring and enforcement and the use of:
 - Adequate and appropriate signage on designated camp sites
 - Appropriate communication methods.
- (b) Campers shall comply with:
 - i. All site rules promulgated by Council from time to time and displayed on signage, and all lawful directions given by a duly authorised officer of Council, relating to use of the particular site and facilities and to camper behaviour
 - ii. The relevant provisions of the Reserves Act 1977, the Local Government Act 1974, the Local Government Act 2002, any relevant Reserve Management Plans and the Parks and Reserves Bylaw 2009 and all other bylaws enacted by Council
 - iii. All other relevant laws in force in New Zealand.
- (c) Campers shall comply with:
 - i. All site rules and regulations, including all lawful direction given by a duly authorised officer of Council
 - ii. The relevant provisions of the [Reserves Act 1977](#), the [Local Government Act 1974](#) and [2002](#), any relevant Reserve Management Plans and bylaws enacted by Council

7. Enforcement

- (a) The purpose of enforcing this policy is to ensure the best possible outcomes are achieved for the benefit, enjoyment, protection and control of the public and the natural environment in respect of camping on reserves for recreational purposes.

- (b) When determining the most appropriate response to a particular situation, Council does not apply a rigid formula. Rather, it will weigh all competing considerations and exercise judgement. Much will depend on the circumstances of the case and the responsiveness of the parties involved.
- (c) Wherever possible, Council prefers to encourage the compliance of campers with this policy through the use of non-enforcement options. This primarily involves engaging with people and educating them as to their responsibilities, as well as liaising with other agencies and organisations.
- (d) Where non-enforcement options are ineffective, potential enforcement options that the Council may decide to take in its absolute discretion include:
 - i. issuing verbal or written warning(s)
 - ii. issuing infringement notice(s) for the purposes of sections 105A – 105O of the Reserves Act 1977 and the Reserves (Infringement Offences) Regulations 2019
 - iii. providing information to the Police
 - iv. issuing trespass notice(s) under the Trespass Act 1980
 - v. laying charges in respect of the commission of any offence(s) under legislation including the Reserves Act 1977, the Trespass Act 1980 and Council bylaws.
- (e) In pursuing both non-enforcement and enforcement options, the Council will continue to develop good working relationships with relevant Government and other agencies and organisations in order to increase compliance. These include:
 - i. Kāinga Ora and other housing providers in relation to accommodation issues
 - ii. the Ministry of Social Development and other social service providers in relation to other social issues
 - iii. the Police in relation to criminal conduct and trespass matters
 - iv. the Department of Conservation and other local authorities and camping ground operators in relation to general issues.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Parks and Reserves Bylaw 2009
- Relevant approved Reserve Management Plan, prepared in accordance with the [Reserves Act 1977](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Strategic Open Space Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff with one minor amendment made to a position title.
22 July 2020	Reviewed by staff with amendments made as per Councillor request
November 2020	Reviewed by staff with no amendments made
December 2021	Approved by Council (by resolution) following review by Buddle Findlay

R303 - Fencing of Reserves Policy

Category	Reserves on Council Land	Type	Policy
Policy Owner	Head of Acquisitions, Disposals and Leasing	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy guides decision-making on requests that are received or are to be made for fencing reserve boundaries. This policy also sets Council's policy on future fencing contribution liabilities.

ORGANISATIONAL SCOPE

This policy applies to all existing and future reserves administered by Council.

DEFINITIONS

Adequate shall have the same meaning as 'adequate' in the [Fencing Act 1978](#)

Reserve shall have the same meaning as 'public reserve' in the [Fencing Act 1978](#)

THE POLICY

1. Background

The Fencing Act 1978 ("the Act") defines the responsibilities of neighbours where fences are to be both built and maintained.

As a land owner, Council's 'estate' has neighbours, and Council is a neighbour to many other land owners across the district. Neighbours commonly wish, or need to have the common boundary between their property and that of others fenced in a manner that can achieve varying objectives.

The question of who covers or shares the cost of building and maintaining common boundary fences is defined in the Act.

In some circumstances, Council is exempt from any costs, but it is likely that Council will want to contribute to the fencing style that is being used.

Land that is road or is subject to appropriate covenants for instance, exclude Council from making any contribution.

As part of assessing liability, Council officers will be required to check these provisions prior to making a decision and informing a customer. (This is further explained in the accompanying procedures which sit outside of this Policy, but guide its implementation.)

Where there is liability however, this policy defines the non-financial limits that Council will put on that responsibility, whether it is receiving or making the request to build a new fence, replace an existing fence, or carrying out repairs and maintenance to a fence.

2. General Principles

- (a) Council's contribution to fencing reserve boundaries, and reserve boundary fences, shall reflect the requirements of the [Fencing Act 1978](#).
- (b) In all instances, the approved fencing style shall be adequate for the purpose is to serve. The fencing style will also comply with any provisions of the Selwyn District Plan, the Selwyn District Council's Engineering Code of Practice, the applicable Reserve Management Plan, and approved Council guidelines where they exist, for example, 'Urban Fencing in the Selwyn District'.
- (c) Construction and maintenance should be carried out by experienced fencers, which can include the adjoining property owner if appropriate. Three quotations (including one from the adjoining owner if that is appropriate) should be sought to assess the total cost of the contribution to be made. The cost of labour and materials, surveying, site preparation, disposal of waste and retaining (where necessary) should be factored into the quotations.
- (d) Where a request is received to contribute to a fence or part of a fence that exceeds what is considered by Council to be adequate, Council will limit its contribution to 50% of the value of a fence that is adequate. This shall also apply to any outgoing maintenance contribution.
- (e) Fences between residential land and a reserve shall not provide for vehicular access onto the reserve. Pedestrian access gates onto reserves shall be considered on a case-by-case basis taking into account such things as health and safety, the purpose and use of the reserve, and the principles of Crime Prevention Through Environmental Design (CPTED).
- (f) In principle, all fences shall be built or replaced on the common boundary between two properties. Where impractical to achieve this, the provisions of the [Fencing Act 1978](#) in respect to 'give and take' will apply.
- (g) Council will meet its responsibilities as set out in the [Fencing Act 1978](#) in respect to the repair and maintenance of fences.

3. New Developments

- (a) Council shall require covenants to be registered in accordance with Sections 5 and 6 of the [Fencing Act 1978](#), protecting Council from any liability to contribute to fencing of any reserve vested in Council as a result of the depositing of a plan of subdivision.

4. Reserve Tenants

The following provisions will be applied to new tenancies from the date this policy is approved. Terms and conditions in agreement approved prior to this time will take precedence over section 2.3 of this Policy.

- (a) Where Council intends to tenant a reserve where the boundary fences are not adequate, Council will negotiate suitable terms with the prospective tenant to remedy this.
- (b) Where reserves or a part of a reserve is to be subject to a lease or licence, provision is to be made, within the relevant documents that authorise the exclusive occupation of a reserve, for the tenant to take full responsibility, within the parameters of the [Fencing Act 1978](#) and this Policy, for costs associated with constructing, replacing, and maintaining fences within and around their site. Council shall approve the location and design of any such fence.

DELEGATIONS

Approval of contributions to common boundary fences shall be made by: Reserves Officer; [Head of Acquisitions, Disposal and Leasing](#), Acquisitions, Disposal and Leasing Officer; [Reserves Operations Manager](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Fencing Act 1978](#)
- SDC Engineering Code of Practice
- Community Leasing Policy 2018
- *Procedure for assessing fencing contribution (to be developed)*
- Selwyn District Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Acquisitions, Disposal and Leasing](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R304 - Reserve Naming Policy

Category	Reserves on Council Land	Type	Policy
Policy Owner	Strategic Open Space Lead	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy defines the approach to the naming of reserves to ensure:

- Consistency and clarity in approach
- The identity of Selwyn District and its localities are recognised and the naming of public spaces tells the story of Selwyn and reflects Selwyn's natural, cultural and historical heritage
- The traditional associations of place to Mana Whenua are recognised

ORGANISATIONAL SCOPE

This Policy applies to all new or unnamed reserves that will be, or are administered by Selwyn District Council, including all recreation, township, and conservation reserves.

The Policy does not include the naming of geographic features, a responsibility that resides with the New Zealand Geographic Board.

DEFINITIONS

Dual Naming	shall mean the naming of a reserve in English and Māori
Geographic Features	shall have the same meaning as stated in the New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008
Key Reserves	are defined as those parks, reserves, sportsfields, domains and larger open space areas managed or under the control of Council. These reserves are likely to have cultural or heritage, conservation or arboricultural significance, or may have been specifically purchased for a strategic purpose, protection or preservation, or have been gifted or bequeathed to Council
Local Reserves	are defined as all other reserve and public open space types that are not Key Reserves
Street	shall have the same meaning as 'street' in AS/NZS 4891: 2011, Rural and Urban Addressing

THE POLICY

1. Background

Council administers significant areas of reserve land across the district, ranging from sportsfields, township, and neighbourhood parks to conservation reserves. Many reserves within the network have

been in public use for a long time and are named, either formally, including by notice in the Gazette, or through years of common usage by the local community.

As a result of population growth however, a large number of reserves have been and will continue to be acquired by Council.

Naming reserves assists with easy identification of public spaces for both the Council and the public. While there is no requirement to name reserves, Council believes it is an appropriate way to recognise the district's heritage and contribute to the community's sense of identity.

2. General Principles

- (a) All Reserves vested in or administered by Council shall have an assigned name.
- (b) Existing reserve names, whether previously formally or informally named, and accepted by the community through common usage, shall generally be retained. Where changes are sought to existing reserve names, the policy to name Key Reserves shall be followed.
- (c) Council has a role in ensuring that the district's history, identity, culture and status of Mana Whenua are recognised and maintained.
- (d) Te Reo Māori names will be represented in the naming of reserves within the district as appropriate.
- (e) Mana Whenua hold traditional associations with place and are the most appropriate authority to seek Te Reo Māori names from. They will be a partner in the process of selection names for Key Reserves.
- (f) Other parties from the community may be engaged in naming Key Reserves, as deemed appropriate by Council. This may include: local history groups; community and resident groups; the wider community or any other parties.

3. Naming Reserves

(a) Key Reserves

- i. Key Reserves shall be named to either:
 - reflect the identity of the locality, or
 - reflect significant events or people, or
 - reflect significance to Maori
 -

Advice shall be sought from the local Rūnanga in considering a name for a Key Reserve

- ii. Where the land is held under the [Reserves Act 1977](#), Council may gazette a reserve name in accordance with Section 10 of the Reserves Act 1977.
- iii. For reserves that are gifted, Council may honour that gift through agreeing the reserve name in discussion with the landowner and Mana Whenua.
- iv. Where parks are acquired at market value, names will not generally be agreed as a condition of sale and purchase.
- v. Council shall consider dual naming for Key Reserves where appropriate and will seek guidance from the local Rūnanga on this matter.

- vi. general public consultation requirements shall be determined by an assessment of the proposed name against the Significance and Engagement Policy.
 - vii. Recommendation for naming of Key Reserves will be reported to Council for information.
- (b) Local Reserves
- i. Local Reserves shall generally be named after the street on which they are located.
 - ii. Generally, contiguous parks and reserves will be given the same name.
 - iii. Where more than one reserve is located on the same street, alternative names to differentiate each reserve can be considered.
 - iv. Where a reserve is located at the intersection of two or more streets, or between cul-de-sacs, any of the street names may be applied in naming the reserve.
 - v. In situations described in (b) i., ii., iii or iv, naming a reserve after the subdivision or suburb in which it is located may also be considered.
 - vi. Where reserves are created through subdivision, a name will be assigned upon vesting of the Reserve in accordance with (b) i. to iv.
 - vii. Consultation is generally not required with naming situations described in (b) i. to vi, unless it is known by Council that consultation would be prudent.
 - viii. There may be instances where an alternative name is appropriate (for historic, cultural, or other reasons). In this case, the naming process shall include consultation with local community and with the local Rūnanga.

4. Sponsorship or Naming Rights

Any request, agreement, contractor or proposal to name any reserve using sponsorship or naming rights shall be separately assessed by the Council outside this Policy.

DELEGATIONS

The implementation of this policy is the responsibility of the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- *Reserve Naming Procedure (to be developed)*
- SDC Engineering Code of Practice
- [Reserves Act 1977](#)
- Local Government Act 2002
- SDC Open Spaces Strategy 2015
- Significant and Engagement Policy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Strategic Open Space Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff with a minor amendment made to a position title
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with a number of alterations made to various sections

R305 - Memorial Seats in Reserves and Public Spaces Policy

Category	Reserves on Council Land	Type	Policy
Policy Owner	Strategic Open Space Lead	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

The objective of the policy is to provide direction on managing and processing applications from the public or organisations for the gifting and placement of seats in reserves and public spaces for the memorialisation of a person or event.

ORGANISATIONAL SCOPE

This is an organisation wide policy.

DEFINITIONS

Public Open Space	this includes all parks, reserves, road sides, cemeteries, village greens, and other such land administered by Selwyn District Council
Significant or Notable Event	an occurrence which has a high level of interest or importance to a large section of the community.
Serviceable Life	the expected life of the seat before replacement is required due to its age and/or condition. These parameters are set in the Community Facilities Activity Management Plan.

THE POLICY

1. General

The Council will consider any application for a memorial seat to be included in a reserve or public open space under the care, control and management of the Selwyn District Council.

Applications will be referred to the Property and Commercial Department and will be considered on a case by case basis taking account of the merits of each application.

The memorialisation is for persons from the community or significant events and shall not be permitted for any other purpose.

The Council maintains the discretion to accept or reject any application for a memorial seat.

2. Seat Selection

The applicant may nominate a site for the seat's location which will be given consideration as part of an assessment process. The preferred location will be determined in consideration of the following assessment criteria:

- (a) Consistency with the landscape plan or reserve management plan for the site (as applicable).

- (b) Sites which do not already have a sufficient number of benches to service the public requirements.
- (c) A position where people are likely to make good use of the seat e.g. a likely stopping point such as a particular view or rest point on a path.
- (d) A location that minimises future maintenance and vandalism and does not affect existing features such as planting and other structures.

The Reserve Committee or Township Committee will be consulted (where relevant) on the location of the seat to confirm suitability.

3. Memorial Seat Type

Generally the seat should be of a type as specified in the Council's Engineering Code of Practice – Landscape Section to ensure functionality and quality of furniture installed and to give some consistency.

Alternative seat designs or styles may be considered by Council on a case by case basis, for example, where it is necessary to fit with the character of a streetscape or reserve or where a higher standard of appearance or finish is required (e.g. high profile premier parks or town centre developments).

Seat types are required to meet certain criteria: of robust construction, fit for purpose, safe for public use and require minimal maintenance.

The seat should have a design life of no less than 20 years.

4. Memorial Plaques

A personalised memorial plaque may be installed on the seat subject to the following conditions:

- (a) It is fixed to the top part of the back rest of the seat in a central position.
- (b) The plaque is made from a robust and durable material (such as brass or stainless steel).
- (c) The plaque is no larger than 100mm (height) x 200mm (length).
- (d) The wording for the plaque must be brief and approval sought from Council prior to it being produced.
- (e) Where the wording refers to a notable local person or event it will be passed on to the relevant Township or Reserve Committee for review prior to final approval.

5. Cost and Installation

The full cost of the memorial seat and any plaque affixed to it is the responsibility of the applicant. This includes the purchase of the seat and plaque and all installation costs.

The seat must be installed to Council's construction standards and is to be placed on a concrete pad or other hard surface pad (e.g. paving stones, asphalt) to enable ease of maintenance. The surface for the pad will be consistent with materials already used on the site.

The seat and plaque must be installed by a contractor(s) approved by Council.

Prior to installation of the seat, the location must be confirmed with Council staff on site. Council staff must be notified of the date when the installation work is to commence.

The plaque must be securely fixed to the seat to ensure it cannot be readily removed and in a way that does not adversely affect the comfort of the seat for users.

6. Maintenance, Care, and Removal

Once installed the seat will be treated as a Council asset and will be looked after and repaired as part of maintenance work programmes until the end of its serviceable life.

If a personalised memorial plaque is provided this will remain the responsibility of the applicant/donor. This includes replacement of or repairs to the plaque over the serviceable life of the seat it is attached to.

At the time when the seat requires replacement Council will consider if it is still required and, if so, will arrange a new seat to be installed as part of its renewal programme. If a plaque is present this will be relocated to the new seat.

At any time, Council reserves the right to remove the memorial seat, without referral or compensation, should the seat fall into disrepair, become vandalised or pose a risk to the public.

In situations where seats are permanently removed the Council will make all endeavours to advise the applicant/donor and to return any memorial plaque.

Council reserves the right to relocate the seat if unforeseen circumstances arise due to its location or setting.

The Council will maintain a register of all memorial seats in its asset management system.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Council's Branding guidelines
- Relevant Reserve Management Plans
- SDC Engineering Code of Practice
- Application form

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Strategic Open Space Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
17 February 2020	Reviewed by staff with an amendment made to a position title
November 2020	Reviewed by staff with no amendments made

R306 - Reserves Charging Policy

Category	Reserves on Council Land	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy provides guidance and direction on charging for the use and occupation of Council administered reserves (including facilities located on reserves) where such use or occupation provides for the right of use of the land on a seasonal, long term or occasional basis for the undertaking of community, sports or recreation activities.

ORGANISATIONAL SCOPE

The policy applies to all reserves administered by Selwyn District Council and is generally applicable to those set aside for recreation purposes. The policy covers the formal or organised use of reserve land or a facility located on reserve land for the undertaking of a community, sports or recreation activity or occupation on a seasonal, long term or single use basis.

DEFINITIONS

Occupation	shall mean the right to occupy land through a formal lease or licence agreement administered under the Reserves Act 1977 or the Local Government Act 2002. It shall also mean existing exclusive use of reserve land by an entity other than Council where buildings, structures, facilities or designated spaces are present with no lease or licence in place.
Use	shall mean any community, sport or recreation activity on a reserve that is undertaken on a formal or organised basis and requires a specific area to be set aside for the activity while it is occurring.
Exclusive use	shall mean use of a clearly delineated area of land, facility and/or building located on a reserve that is exclusively available to club or group members or to members of the public on payment of a fee to the club or group.
Seasonal	shall mean the allocation of reserve land or facilities for the undertaking of sports or recreation activities for the winter or summer period.
Reserve	shall mean reserves held under the Reserves Act 1977 or land held under the Local Government Act 2002 that is set aside for community, sport or recreation purposes.
Specialist facility	shall mean specialist sports surfaces and associated fixtures and structures that are provided by Council to meet the exclusive requirements of a user or activity and are not generally available for the use and enjoyment of the wider public.
Premium level of service	shall mean an enhanced level of service provided that has additional capital, renewal and operating cost implications for Council above the standard level of service and specifically includes provision of sports lighting for training and/or play.
Sports pavilion	shall mean a Council owned building that is provided by Council to support the sport and recreation activities on a reserve and may include: a social space, changing rooms, kitchen, toilets and storage space.

THE POLICY

8. Policy Objectives

- (a) A consistent approach to charging for use or occupation of reserves is applied that complements the broader funding of reserves and supports the management of reserves and the facilities located on them from a network perspective.
- (b) Any use or occupation of reserves is subject to fair and equitable assessment and treatment where charges may be applied and such charges are based on consistent inputs tailored to the use type and are affordable.
- (c) Significant existing anomalies with fees, charges or rentals are rectified as soon as practicably possible taking account of the legal instrument that has established the fee, charge or rental.
- (d) Suitable agreements for use and occupation of reserves are put in place to ensure the conditions of use are clearly articulated and the interests of all parties are protected.
- (e) Public reserve land is expressly set aside for sport, recreation and community purposes and the occupations and uses for these purposes are fostered for the benefit and wellbeing of communities.
- (f) Access to a range of recreational and community activities in the district that contribute to the health and well-being of district residents is actively supported.
- (g) The clubs and groups occupying the land are not-for-profit organisations focused on providing opportunities for participation in sports, recreation and community activities and it is beneficial to support their on-going financial sustainability.
- (h) It is recognised that the clubs and groups occupying land under an exclusive use agreement provide opportunities for participation in sports or recreation activities that enhance the social and physical well-being of communities while looking after the land and facilities at no cost to Council.
- (i) The public's rights to free and unimpeded access to reserve land is protected outside of organised seasonal use times or where areas are set aside for exclusive use.
- (j) The on-going volunteer input to and close association with reserves by clubs and users is recognised and supported.
- (k) An appropriate and affordable financial contribution for the use of public land for community or recreation purposes is obtained where there is exclusive use rights to an area or a premium level of service provided by Council.

9. Policy Application

- (a) A standardised set of charges that are consistent, fair and equitable and tailored to the activity or occupation types will be implemented.
- (b) No charges will apply where there is a standard non-permanent (seasonal) use of Council land.
- (c) Where a seasonal user (usually a sports club) has lights provided by Council for training and/or play this is considered to be a premium level of service. In this situation it is expected that the operating costs (electricity use) will be met directly by the club or, alternatively, a contribution is made through a charge based on the number of courts/fields lit.
- (d) In situations where a charge is applied for use of a seasonal sport field/court, Council may discount the charge. Such a discount would be made in consideration of the level of voluntary or financial

input made by the user in providing for the delivery of the sport where the work or cost would otherwise have been met by Council.

- (e) Where a seasonal user obtains the use of a specialist facility provided by Council to meet the exclusive requirements of the user a charge will be made to cover a portion of the operating, maintenance and renewal costs of the specialist facility. Normally this charge would be applied in the form of an hourly rate of use based on the anticipated number of hours of use over the season.
- (f) All permanent exclusive use occupations and long term occupations will be subject to a formal lease or licence being executed.
- (g) A modest charge will be made for exclusive use occupation generally based on the area of land consumed by the occupation and other factors applicable to the specific occupation type including the 'public good' element and historical contributions (if any).
- (h) The calculation for the charge made for exclusive use occupations under a lease/licence agreement will be customised to the activity and area of land that forms the occupation.
- (i) Rental charges or licence fees that have been applied under existing lease and licence agreements will not alter until such time as the lease/licence is due for renewal or a rental review is due under the agreement (unless the charge/fee has been identified as a "significant anomaly"). At the time when rental charges/licence fees are due for renewal or review the new charging methodology will be applied.
- (j) Where new lease/licence agreements for exclusive use occupations and long term occupations are established rental charges based on the schedule of fees will be applied.
- (k) Existing significant anomalies with fees and charges that are clearly unfair will be addressed in accordance with the appropriate charging methodology as soon as practicable and in consultation with the affected club/group.
- (l) Lease rentals, that currently include a charge for use of the outdoor facility provided by the club and this has free access by the public when not used by the club, will be reduced with the portion of the rental applying to the outdoor area removed. This action will occur as soon as practicable and in consultation with the affected club/group.
- (m) A charge will be made where Council has provided a sports pavilion for clubs, groups or organisations to use on a seasonal basis for social purposes. The charge will be based on the area to be occupied for social activities and the frequency of use. The charge will be nominal and may be discounted or nil in consideration of historical input. This type of occupation will be regulated under a licence or contract of use and will cover conditions on building use including restrictions on sub-letting.
- (n) No charge will be made for seasonal use of Council provided changing facilities, storage space or toilets located on reserves whether part of a sports pavilion or not.
- (o) An appropriate charge will be made where Council has provided a building or facility for clubs, groups or organisations to use on a permanent basis under a lease agreement. The charge will be based on the area to be occupied and will take account of the level of Council investment in the building/facility.
- (p) Where a community centre or hall located on a reserve is used by a sports club on a seasonal basis a charge for the use will be made based on the duration and frequency of use. The charge will be negotiated with the user and will generally be calculated in consideration of the fees/charges for community centres and halls. The occupation of the facility will be regulated under a licence or contract of use.
- (q) No fee for ground use will apply for a "one off" use activity on a reserve (e.g. event or tournament) where this is arranged by a local or district-based not-for-profit entity and is for the benefit of the

local or wider district community. If a Council owned sports pavilion is used as part of the activity a charge may be applied at the discretion of Council.

- (r) Other “one off” use activities that are not consistent with the intent of clause 2(o) will incur a daily charge for use as specified in the Fee Schedule.
- (s) No fee for ground use will apply for school use of reserve space, sports fields or courts so long as this use is booked through the Council and does not conflict with other seasonal use of sports fields or courts.
- (t) Commercial entities occupying a reserve space to undertake their business will be regulated via a formal application and permit under the Commercial Activities and Events in Public Places Policy and Public Places Bylaw with the appropriate permit fee applied.
- (u) Rate charges for long term occupations subject to lease agreements will be applied in a fair and consistent manner and in accordance with the Local Government (Rating) Act 2002.
- (v) Seasonal and casual (“one off”) organised use of Council owned sports fields, courts, sports pavilions and other similar facilities will be booked and administered (including charges) through the Council’s on-line booking system.
- (w) The schedule of fees and charges will be reviewed on an annual basis and, any recommended adjustments will be included as part of the Annual Plan or Long Term Plan process.
- (x) Lease agreements may be subject to an annual CPI adjustment applied to the rental charge.

DELEGATION

The implementation of this policy is delegated to the Group Manager Property.

RELATED POLICIES, PROCEDURES AND FORMS

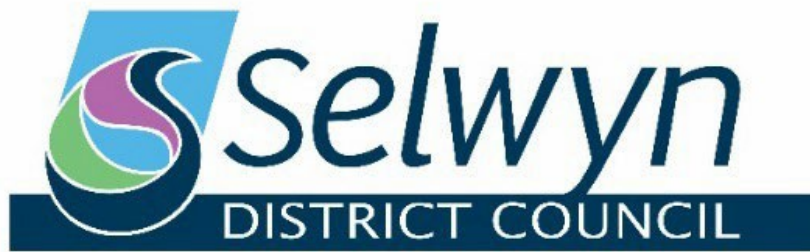
- Standardised Fees and Charges for Community Centres and Halls
- Public Places Bylaw 2018
- Policy on Commercial Activities and Events in Public Places 2018
- Revenue and Financing Policy
- Parks and Reserves Bylaw 2009
- Relevant approved Reserve Management Plan, prepared in accordance with the Reserves Act 1977

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Strategic Open Space Lead.

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
24 February 2021	Draft reviewed by Council
November 2021	New Policy added to the Policy Review Manual



R4

ROADS

R401 - Standards And Guidelines For Construction And Maintenance Of Roads Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

ORGANISATIONAL SCOPE

This policy relates to All of Council.

DEFINITIONS

Roads within Selwyn District means all roads within Selwyn District that are not state highways

THE POLICY

All roads constructed and maintained by Selwyn District Council shall be in accordance with relevant Waka Kotahi standards, specifications, guidelines and rules.

All road construction within Selwyn District shall be in accordance with Council's Engineering Code of Practice.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R403 - Temporary Road Closure Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

ORGANISATIONAL SCOPE

This policy relates to all of Council.

DEFINITIONS

Temporary road closure means road closure associated with an event such as a motor rally.

THE POLICY

1. Subject to [Delegations](#) AM-102, permission for any road closure may be declined:
 - (a) up to two weeks before the event in the case where objections are received and held to be valid and not able to be sufficiently mitigated; and
 - (b) up to the time of the event for climatic or hazardous road conditions.
2. In all cases of temporary road closure, the process outlined in clauses below shall be followed as appropriate.
3. That pursuant to the [Tenth Schedule of the Local Government Act 1974](#), [applicant] be given approval for the closure of [name of road] between the hours of [start time of closure] and [end time of closure] on [date of closure] for the purpose of [outline purpose of closure e.g. conducting motorsport event], subject to the following conditions:
 - (a) the Selwyn District Council will advertise the road closure at the cost of the Applicant.
 - (b) that any damage to the road incurred as a result of the event shall be repaired by Council at the cost of the Applicant.
 - (c) a bond payable by the Applicant in advance of the closure may be required for the estimated value of this work at the discretion of the [Executive Director Infrastructure and Property](#). A minimum bond of \$5,000 will be required for a motor rally on unsealed roads.
 - (d) that the Applicant pay the administration costs associated with the event.
 - (e) in addition to the public liability insurance the Applicant agrees to indemnify the Council and any third party for any claims arising from the event.
 - (f) that in order to protect property adjoining the road, sufficient arrangements be made to extinguish fires that may occur as a result of the proposed event.
 - (g) that any member of the New Zealand Police is authorised to act on the Council's behalf to ensure that these arrangements are being met on the day.

- (h) that the Applicant shall notify a representative of all residents and landowners of all properties along the portion of road to be closed of the intended closure and that a schedule should be kept confirming the methodology used. Any request by a resident, occupier or landowner for access at a specific time and purpose will be met where it is practicable.
 - (i) that provisions be made for the access or egress of emergency vehicles at all times.
 - (j) the Applicant will allow periodic access along the road of ordinary vehicular traffic which otherwise uses the road during the period of closure.
 - (k) that the [Executive Director Infrastructure and Property](#) be authorised to decline permission for the road closure up to two weeks before the event in the case where objections are received and held to be valid and not able to be sufficiently mitigated and up to the time of the event for climatic or hazardous conditions.
 - (l) that the road closure is signed in accordance with the Traffic Management Plan submitted and approved prior to the event in accordance with the Code of Practice for Temporary Traffic Management.
4. Any decisions by Council to allow temporary closure of roads in the Malvern Ward shall be advised to the Malvern Community Board.

DELEGATIONS

As per the [Executive Director Infrastructure and Property's](#) delegations set out in the Delegations Manual

RELATED POLICIES, PROCEDURES AND FORMS

- [Delegation](#) AM-102

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

R410 - Cost Of Cattle Stops Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

The cost of maintaining or renewing authorised cattle stops on maintained roads shall be charged to the subsidised roading account.

The cost of new cattle stops where none existed previously are not eligible for subsidised funding from the subsidised roading account. These are to be at the full cost of the property owner requiring the cattlestop.

All work associated with the construction of new cattle stops on Council roads shall meet the approval of the [Executive Director Infrastructure and Property](#).

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R411 - Parking Areas On Road Frontages At Schools Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

Aim: Schools have safe, sustainable, integrated pick up and drop off zones outside schools.

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

The use by schools of road reserve for parking facilities, requires approval by the Council.

School boards may apply for funding for the construction of new parking areas or improvements to existing parking areas.

Council has funding available through the low cost risk category of work as part of subsidised roading. The new construction or improvements is eligible work under this category and will be included in a schedule of projects to be considered under that funding. There are a number of low cost, low risk projects in the schedule so it may be some time before the projects are programmed.

The application may also be considered as part of the Annual Plan process as a standalone project.

Before applying, the School must consult with the Council's School Road Safety Co-ordinator, as the issues may be improved via behaviour change.

If funding is approved, either as a low cost, low risk project or as a standalone project, the Council shall provide engineering services, arrange construction and assume responsibility for ongoing maintenance.

Projects shall be considered on a discretionary basis.

If the timeframe for construction is longer than desired, or funding is not approved, the school may carry out the work at its cost, with all work undertaken to be approved by the Council.

Council will assume responsibility for the ongoing maintenance once the approved works have been completed.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
1 April 2020	Reviewed by staff with additions made.
November 2020	Reviewed by staff with no amendments made

R412 - Directional Signs Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

The majority are yellow directional signs rather than the larger white on blue Public Amenities Group I, II and Motorist Service signs or the white on brown Tourist Facilities signs.

The organisations and features that qualify for signs are still appropriate. There are a number of signs for preschools that have been erected by both Council and the organisations. There is not considered the need to have directional signs for preschools and removal is the preferred option. However it is something that Council may wish to approve to be included or keep out and have the signs removed.

ORGANISATIONAL SCOPE

All of Council.

DEFINITIONS

MOTSAM refers to Manual of Traffic Signs and Markings

THE POLICY

1. Yellow finger board signs in accordance with IG-12 of MOTSAM may be erected upon request. These signs relate to directing road users to destinations, services and amenities of wider public benefit. They are not for advertising purposes. Council will approve the wording and position of any signs.
2. The signs shall be supplied and erected by Council at the applicant's expense.
3. Be maintained by Council at the Council's expense, unless the applicant requests changes to wording or signage positioning. Then the applicant shall meet all costs.
4. The following functions shall qualify for approval to have signs installed:

Public Amenities Group I

Information Centres	Gardens	Museum
Toilets	Cemetery	Refuse Station
Car Park	Hospital	Rest Areas
Art Gallery	Library	

Public Amenities Group II

Post Office	Emergency Medical Services	Schools - Primary, Secondary and Preschool
Service Centre	Sports Facilities	Community Information Board
Community Centre	Historic Place	Recreation Centre
Church		

Motorist Services

Accommodation e.g. hotels, motels, guest houses	Caravan Parks	Refreshments, Meals
Camping Grounds	Motor Fuel	Public Telephones

Tourist Facilities

Fauna Parks	Wineries	Potteries
Historic Homes	Galleries	Tourist Farms
Craft Centres		

5. If increased signage is desired above the yellow directional signs the Council shall follow the Manual of Traffic Signs and Markings (MOTSAM) Guidelines for roadside amenity signage, Section 8 (Public Amenity I & II and Motorist Service Signs), Section 9 (Tourist Signs), and Section 10 (General Information Signs) in road reserves controlled by the Council.
6. Conditions
- (a) Public Amenity Group I & II, Motorist Service and Tourist Facility signs shall:
- be supplied and erected by Council at the applicant's expense.
 - be maintained by Council at Council's expense, unless the applicant requests changes to wording layout or signage positioning. Then the applicant shall meet all costs.
 - not be erected on the approaches to Townships to advertise services available beyond the Township boundaries. Township boundaries are those shown in the Proposed District Plan or its subsequent amendments
 - not be provided for commercial services in urban areas.
 - not be provided for commercial services in rural areas when those services are located adjacent to the road and:
 - suitable advertising can be erected within their grounds; or
 - advertising signs have been erected on private property in advance of service facilities.
 - not be provided for commercial services in advance of the service greater than one kilometre from where the service is adjacent to the road or 1 km from side road intersections.
 - only be provided near one intersection to give direction off a main road.
- (b) Public Amenities Group I, II and Motorist Service signs shall automatically qualify for approval. A white-on-blue colour arrangement shall be used.
- (c) Tourist Facilities signs shall automatically qualify for approval. A white-on-brown colour arrangement shall be used. Tourist facility signs shall have a maximum of six words and thirty characters.

- (d) Signs shall be constructed in high intensity (HI) materials.
- (e) Existing signs requiring replacement due to deterioration, vandalism etc. and not complying with the Directional Signs policy shall be replaced with complying signs as required, at the cost of Council.
- (f) Organisations or features undertaking the functions in (4) above shall automatically qualify for approval to install signage.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Not applicable

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

R414 - Ranking Of Seal Extensions Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

ORGANISATIONAL SCOPE

This policy relates to all of Council.

DEFINITIONS

NZTA Waka Kotahi / [New Zealand Transport Agency](#)

THE POLICY

The Council shall, for the ranking of seal extensions, use an analysis based on the Waka Kotahi Benefit Cost Ratio (BCR) weighted to reflect the number of adjacent properties, as an indicator of dust nuisance, by adding to the pure Benefit Cost Ratio the number of occupied dwellings (OD) per 100m of road length (i.e. Hybrid Ranking BCR = pure BCR + OD).

Provided that at all times the pure benefit cost ratio must exceed 2.0 for the seal extension to be given consideration for funding from Council sources.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Policy R431 – Seal Extension Policy](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R417 - Mailbox Access Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

The Council shall carry out sufficient work to ensure the maintenance of the sealed carriageway, but shall not be responsible for the maintenance of access to mailboxes. Council will construct or upgrade existing mailbox access as part of rehabilitation, seal widening and seal extension projects.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R418 - Stock Underpass Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

ORGANISATIONAL SCOPE

This policy relates to all of Council

DEFINITIONS

Stock underpass means a culvert under the road reserve enabling stock to get from one part of a farm to another without affecting traffic.

THE POLICY

- (a) Installation and construction of the underpass is subject to obtaining a Building Consent or Territorial Authority Discretionary Exemption.
- (b) The operation and use of the underpass by the property owner shall comply with all bylaws, codes, standards and policies that may pertain to the activity.
- (c) The ownership of the underpass is held by the property owner, who shall be responsible for all aspects of its maintenance and operation on the approaches and through the underpass including temporary or permanent fences and drainage. The Council shall be responsible for maintaining the trafficable carriageway formation over the structure, but not any problems associated with the structural integrity of the structure as it may pertain to this. The Council shall also be responsible for maintenance of sight rails, barriers and signs associated with the underpass within the road reserve.
- (d) It is the preferred option that the minimum length of the underpass extend from road reserve boundary to boundary such that the entry/exit points of the crossing structure are contained within the property owners own boundaries and fences lines. Where the preferred option is waived the minimum length of the underpass is to be 16 metres and the provision of any additional safety railing, delineation and stock control measures will be required as part of the construction.
- (e) The property owner shall indemnify the Council against any claim, all costs, actions, demands, suits damages and any proceedings of any kind for any loss or damage that may result to any property of any person or agency that may result from the provision and use of the underpass. This includes that relating to the movement and control of stock on the road reserve.
- (f) The occupation of the road reserve for the underpass is at the Council's discretion. The Council reserves the right to request that the property owner comply with all reasonable requests to facilitate the Council's roading activities as it may relate to the underpass within the road reserve.
- (g) The provisions and content of this policy shall be deemed to transfer to any future property owner with access to the underpass and a property file note will be made to record this. Where under future circumstances the property owner is not the same from one side of the underpass to the other, then each property owner with access to the crossing shall be deemed to be equally responsible for the underpass under the provisions of this policy.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Policy R419
- Building Act 2004
- Stock Drovers Bylaw 2008

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

R421 - Sealing Of Entranceway Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

- (a) The Council will not maintain an entranceway on a sealed road until the entranceway is formed and sealed in accordance with Council specifications as set out in the Vehicle Crossing Information Pack.
- (b) The Council will maintain existing sealed entranceways in rural or rural residential areas as part of the routine maintenance of the sealed carriageway.
- (c) Maintenance work associated with the entranceway on the opposite side of the road caused by vehicles turning out of the entranceway shall be treated on an individual basis on their merit.
- (d) The Council will maintain existing sealed entranceways in urban areas as part of the routine maintenance of the footpath if on the property side of the kerb and channel whether there is a footpath on that side of the road or not.
- (e) The Council will maintain existing sealed entranceways in urban areas as part of the routine maintenance of the sealed carriageway on the carriageway side of the kerb and channel.
- (f) On all construction or improvement projects the existing entranceways within the construction area will be formed or reformed and sealed to the road boundary as part of the project. The cost of construction of the entranceways will be included in the project cost.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Vehicle Crossing Information Pack

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R423 - Maintenance Of Boundary Roads Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

Selwyn District Council shall be responsible for all work relating to the general maintenance of the boundary roads named in list (a) below, and that Christchurch City Council shall be responsible for all work relating to the general maintenance of the boundary roads named in list (b):

(a) Selwyn District Council shall be responsible for general maintenance of these roads:

Road Name	From	To / Type	Length (m)
Hodgens Road	Springs Road	Longstaffs / Fountains Road / Sealed	1,800
Longstaffs Road	Whincops Road	Hodgens / Fountains / Sealed	272
Dawson Road	Chattertons Road	Jones Road / Sealed	4,935
Marshs Road	Main South Road	Springs Road / Sealed	3,615
Springs Road	Marshs Road	Hodgens Road / Sealed	529
Whincops Road	Longstaffs Road	Knights Steam Bridge / Sealed	398
Total metres			11,549

(b) Christchurch City Council shall be responsible for general maintenance of these roads:

Road Name	From	To / Type	Length (m)
Chattertons Road	McLeans Island Road	Dawsons Road / Sealed	5,987
Early Valley Road	Old Tai Tapu Road	End / Sealed	2,025
Jones Road	Dawsons Road	Bailey Street / Sealed	1,229
Waterloo Road	Barthers Road	Bicknor Street / Sealed	836
Total metres			10,077

For any additional work that is required, such as first coat sealing and seal widening, agreement shall be sought prior to the work proceeding, and work shall not proceed unless agreement for cost sharing is reached.

The above agreement takes effect from 1 July 1993.

The agreement between the Selwyn District Council and the Christchurch City Council regarding maintenance of boundary roads as outlined in correspondence dated 16 June 1993 is hereby confirmed.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R424 - Road Stopping Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2023

ORGANISATIONAL SCOPE

All of Council.

THE POLICY

- (a) In order to stop any road it is necessary to follow the procedure detailed in the [Tenth Schedule of the Local Government Act 1974](#).
- (b) Written consent must be obtained from all adjoining land owners or people that would be directly affected by the stopping of that portion of the paper road.
- (c) Following internal consultation with Council Departments, electricity, telecommunication and any other appropriate utilities, and as long as there is no objection, Council staff will formally report to Council of the interest in having the road stopped. If Council agree we then begin the [Tenth schedule](#) process.
- (d) The applicant will need to instruct a registered surveyor in due course to prepare a survey plan of the area proposed to be stopped. If the proposed closure is in a rural area then Council will also need to obtain the Minister of Lands consent through an accredited agent and then lodge it with LINZ for registration when raising a title.

Title will vest in Council and the land can then be sold to the appropriate adjacent landowners at the market valuation. Half the width of the road to be stopped will be offered for sale to the adjacent landowner in the first instance. If one landowner does not wish to purchase then the other landowner can purchase the entirety of the stopped road by agreement. If this is the case it is prudent to have that conversation at an early stage with the adjacent landowner.
- (e) Council will then open the plan for public consultation/inspection for a period of 40 days calling for objections. If no objections are received then Council can declare the road stopped and proceed to raise a title and proceed with a disposal.
- (f) If objections are received and these cannot be resolved then the matter will need to be forwarded to the Environment Court for resolution. All costs in this respect will be the responsibility of the applicant.
- (g) [Section 345 of the Local Government Act 1974](#) states that the Council is to commission an independent valuation of the stopped road and that this is the value which will be payable by the purchaser. It would be prudent for the applicant to discuss the potential value of the land to be stopped with a valuer so if this matter proceeds there is an understanding of the potential value.
- (h) Council requires a written undertaking from the applicant confirming that they will pay all costs associated with the road stopping procedure including surveying, legal fees, (both Councils and your clients), accredited agents costs, advertising costs, etc. or the value of the land associated with the portion of road to be stopped, whichever is the higher of the two. The undertaking will also confirm that should a referral to the Environment Court be required by the applicant for a determination then the applicant will be responsible for all costs in this respect.

- (i) Council will instruct the Property Group as its Consultants to undertake the statutory road stopping process. The Council's Consultants costs in this matter will be the applicant's responsibility. A request will be made for an estimate for approval as soon as it is confirmed the applicant wishes to proceed.
- (j) When the Public Works Act 1981 procedure is selected to stop a road then the Council shall publicly advertise its intention to stop the said road once in a newspaper circulating the subject area, any objections must be received within 30 days of the public notification occurring. Any objections shall be adequately debated by the Council or an elected Committee of the Council before a decision is made.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Local Government Act 1974](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
February 2020	Currently under review by an external consultant
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

R426 - Cellphone Antenna Mast/Streetlight Pole Installation Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2022

PURPOSE

To improve mobile phone coverage throughout the District.

ORGANISATIONAL SCOPE

All of Council.

THE POLICY

When notice is served to Council under the [Telecommunications Act 2001](#) for the installation of a cellphone antenna either as a standalone mast or attachment/modification of an existing streetlight pole, the [Group Manager Infrastructure](#), under [Delegation](#) AM-107, shall apply conditions to the installation after consideration of the following criteria:

1. The applicable planning requirements.
2. The effects on existing and new infrastructure, including reinstatement arrangements.
3. The views of any relevant township committee on the positioning of the proposed installation.
4. If (3) becomes contentious the matter shall be referred to Council for a determination.
5. When new infrastructure is on land outside of the road reserve, then any licence / lease agreement should be reviewed by Council's solicitor.
6. Where installation of cellphone antenna is requested outside of road reserve and on Council land then an annual market rental will be sought. Any reviews of allocated rentals and subsequent income allocation must meet the approval of the Executive Director Enabling Services.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Telecommunications Act 2001](#)
- [Delegations Manual](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with amendments made

R428 - Street Lights in Rural Zones Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

The Council will impose by means of condition of subdivision consent, that a street light shall be erected at the intersection of a public road and a right of way in the rural area where there are 5 or more lots being accessed by the right of way being created. The Council shall maintain these streetlights once provided by private-individual(s) to the satisfaction of the [Executive Director Infrastructure and Property](#).

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R429 - Cost Of Lighting Of Dairy Cow Crossings Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

- The full cost of lighting of dairy cow crossings across formed and maintained local roads, as part of the permit process to provide such a crossing, shall be met by the applicant.
- All work associated with design and installation for the lighting of a dairy cow crossing shall meet the prior approval of the [Executive Director Infrastructure and Property](#) and will be in accordance with the Engineering Standard for the Lighting of Dairy Cow Crossings pertaining to this policy.
- Power supply and ongoing costs through a separate metered electrical supply shall be the responsibility of the permit holder or applicant. The ongoing maintenance of the fittings and installation will be the responsibility of the Council through the Council routine street light maintenance programme.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Stock Droving Bylaw 2008

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

R430 - Road Names Signs Format Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

ORGANISATIONAL SCOPE

This policy relates to all of Council

THE POLICY

The Council will use the format for any new or replacement road name signs as reflectorised white on reflectorised blue with 150mm high capital letters in accordance with the Waka Kotahi Board and Traffic Standard 2 Guidelines for street name signs.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R431 - Seal Extension Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

Council will not fund public requests for road seal extensions. If those related landowners want a road to be sealed then this would be solely at their cost, to a design standard approved by Council. Those landowners would then be responsible for any defects and maintenance of the works for at least ten years, after which Council would take over the works if in a satisfactory condition.

Council may consider for funding any seal extension project that meets New Waka Kotahi's Strategic Fit Guidelines and will be able to attract subsidised funding.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
19 February 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

R432 – Power Undergrounding Fund

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	New Policy – November 2020	Review Date	September 2023

PURPOSE

To set out how power undergrounding conversion is funded, what projects the funding is used for and who approves those projects.

ORGANISATIONAL SCOPE

This policy relates to all of Council.

THE POLICY

The undergrounding account (100898201-3 Undergrounding Reserve) has a \$3,000,000 minimum balance with the accumulated interest available to fund power undergrounding projects.

The projects that may be funded include:

- The additional cost to underground power where Council wish to do this as part of an Orion upgrade of overhead power.
- The undergrounding of overhead power in a street or area of a township.
- The additional cost to fund the undergrounding of power as part of a street upgrade project.

The coordination of forward work programmes of both Council and Orion projects is to be carried out through regular (six monthly) sharing of information.

Only projects approved by the Executive Director Infrastructure and Property may utilise the undergrounding fund. Once approved, funds will be transferred from the undergrounding reserve account to the appropriate project general ledger account.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Transportation Asset Planning Manager](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
November 2020	New Policy

R433 – Berm Maintenance Policy

Category	Roads	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

To specify Council's response to the management, and responsibilities for maintenance, of berms within Council owned and/or administered roads. It is important that a consistent approach is applied to encourage a common understanding of roles and responsibilities, and to help ensure the continued safe use of the road corridor for all users.

ORGANISATIONAL SCOPE

This is an organisation wide policy and applies to the whole Council roading network.

DEFINITIONS & ABBREVIATIONS

Berm	a berm is the grassed area between a road carriageway and either the footpath or property boundary.
Urban Berm	berms that are located within and adjoining Residential Zones, as described in the Selwyn District Plan, and where speed limit restrictions apply using the speed limit signage to define these areas.
Rural Berm	berms that are generally located within the Rural Zone, as described in the Selwyn District Plan, and that do not fall under the definition of an 'urban berm' (as above).
Maintenance	is inclusive of mowing, broadleaf spraying, soil levelling, sowing seed and irrigation repairs

THE POLICY

1. Berms Adjacent to Council Owned and Managed Property

- Council maintains grass berms outside Council property including reserves, cemeteries, facilities (swimming pools, halls, community centres and libraries), gravel pits, forestry blocks and property and rental housing. The mowing will be managed either directly by Council, via committees or in accordance with lease conditions (where the Council property is leased).

2. Berms Adjacent to Private Property

- Council will not maintain grass berms or frontages of private property throughout the district, except where otherwise provided for in this Policy. Adjacent property owners are encouraged to maintain berms outside their property.
- Council generally do not maintain berms that contain stormwater treatment systems such as swales, basins, overland flow paths. Adjacent property owners are encouraged to maintain these berms, provided that they can be safely mown using a hand or rotary mower.

- c) Approval must be sought from Council prior to any landscaping or decoration on/in berm areas. Approval if granted, will be on the basis that the adjacent owner assumes responsibility to maintain such berms and that;
 - i. if at any stage berms are required to be altered or excavated as part of maintenance or capital works, adjoining property owners will remove landscaping and decorations on notice of the works, and reinstatement of the landscaping and/or decorations is at the adjacent property owner's cost;
 - ii. if at any stage Council decides at its discretion to revert the landscaped and/or decorated berm to a grass berm, the cost of undertaking this work is at the adjacent property owner's cost; and
 - iii. if a property adjacent to a berm is sold, the responsibilities for maintaining the berm transfers to the new owner. If a berm has been landscaped to a higher standard by the previous adjacent landowner, and the new owner does not wish to assume responsibility for maintaining this then it will be at the new owner's cost to reinstate the berm back to a standard grassed berm.
- d) Council can request a private property owner to undertake maintenance of an adjoining berm, where it is considered that there is a health or environment risk, or that there is an issue prohibiting the safe use of the berm or road corridor, including if any planting from a property impinges on the berm.
- e) Structures such as fencing or objects placed on the berm (temporary or otherwise) that impede safe use of maintenance of the berm or road corridor are not permitted and will be removed at the expense of the adjacent landowner, except where approved by Council to protect damage to berms during the establishment period.
- f) The condition of a berm that is considered to be a potential fire hazard is managed under the authority of Fire and Emergency New Zealand, and is not covered under this policy.
- g) Berms that are on a State Highway are managed under a national Waka Kotahi contract, and are not managed under this Policy.

3. Exceptions for Berms Adjacent to Private Property

- a) Private Property owners can apply to the Council for the berms adjoining their property to be maintained. Council Reserves staff will assess berms against this policy and the current Mowing Assessment Matrix (see Appendix 1) to determine whether Council will accept maintenance responsibility.
- b) Council will consider undertaking the maintenance of urban or rural berms in the following circumstances:
 - i. Where there are stormwater treatment systems such as swales, basins, overland flow paths, and the asset cannot be maintained safely by the adjoining property owner, e.g. due to its design;
 - ii. Where there is a requirement to protect the asset or carriageway, or to ensure the efficient operation of the asset;
 - iii. Where there is a requirement to meet regulatory or consenting requirements.
 - iv. To ensure the safety of vehicular, pedestrian or cycle traffic safety is maintained.

- c) Council may maintain berms where the berms do not clearly relate to a single adjacent property, such as the entranceways to subdivisions.
- d) Council may maintain berms in any other circumstances where Council considers it necessary or reasonable to do so.
- e) Any decision made to maintain a berm under these exceptions is at Council's discretion.

4. New Berms

- a) Council contractors establish and maintain new grass berms that are sown as part of roadworks, footpath resurfacing or trenching for a minimum maintenance period of three months after completion of the work. Once the maintenance period of the work has expired, berm maintenance will be managed in accordance with this Policy.
- b) Developers are responsible for the establishment and mowing of new grass berms that are sown as part of subdivision construction. Once the maintenance period of the work has expired, the berm maintenance will be managed in accordance with this Policy.

5. Construction Works

- c) Where existing grass berms are required to be excavated or altered as part of Council (or other service provider) maintenance or capital works, Council will organise for the reinstatement of the berm, including any Council installed street trees, landscaping and associated irrigation. Letter boxes will be reinstated.
- d) Where a private property owner arranges work to excavate or alter the berms as a result of works to their property or neighbouring property, the cost of reinstatement of berm will be met by that owner.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Selwyn District Tree and Vegetation Management Strategy
- Selwyn District Code of Practice – Part 10: Reserves and Streetscapes
- Local Government Act (2002)
- Property Law Act (2007)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Reserves Operations Manager](#).



POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
14 March 2012	Approved by Council (by resolution)
17 December 2020	Configured to new policy format and added to Policy Manual
November 2021	Reviewed by staff with several additions made

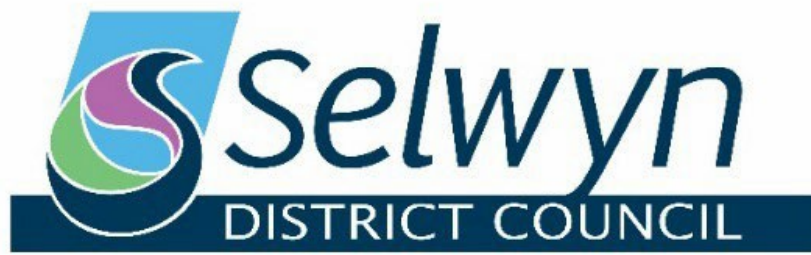
Appendix 1

Berm Mowing Assessment Matrix (ranked in order of cost centre)

Inspected by Cost Centre Criteria Comments					Inspected by Cost Centre Criteria Comments				
SDC Stormwater Engineer Utilities Assessment of swales, basins or flow paths in berms. Objective to ensure correct operation of stormwater treatment, resource consent compliance and safety.					SDC Stormwater Engineer/ SDC Reading Engineer Utilities/ Roading Assessment of grass berms in urban area which are between carriageway and drain, stormwater treatment, swale or kerb and channel. Objective to ensure protection of carriageway and correct operation of stormwater treatment.				
5	Does the berm contain a Swale, Basin, Overland Flow Path?	Does the berm have a consent under SDC name?	Is it reasonable to expect it be mown by property owner? (Can they safely get a rotary mower in/out of it)	Is the site a Utility Reserve, Pump Station or Treatment Plant on SDC Property?	5	Is the grass berm causing drainage issues from carriageway in urban area?	Is the carriageway berm being mowed by owners?		

Inspected by SDC Reading Engineer/ Contract Supervisor Cost Centre Subsidised Roading Criteria Comments Assessment of berms and conditions that relate to traffic safety. Objective to ensure traffic safety, sign visibility and sight line visibility. Berm Mowing is generally not done on NZTA highway as it is covered under national contract. SDC may consider in light of other criteria such as thresholds, sight lines. Rural Berm Mowing and Urban Berm Mowing may be carried out under separate contracts. Permits are required when working within 5 mtrs of a railway corridor, and standover required within 2.5mtrs of the centre line of railway line.							
 Is the area a grassed traffic island?	Is the area a cycle trail?	Is the berm part of a threshold? (up to 10m either side of garden/plantings)	Is the berm within vision lines of an intersection and/or railway crossing? Urban/Rural road (up to 2m either side) outside of railway corridor.	Is the berm in a High incident/accident area? (Rural or Urban)	Is the berm on NZTA highway?		
 Is the area a grassed traffic island?							

[illegible]



R5

RESOURCE MANAGEMENT

R501 - Processing Of Late Submissions And Further Submissions Policy

Category	Resource Management / Bylaws	Type	Policy
Policy Owner	Executive Director Development and Growth	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

The purpose of this policy is to ensure natural justice in a hearings process where a submission is received late, or in Plan Change processes, a further submission is received late.

ORGANISATIONAL SCOPE

Applicable to all Resource Consent, and Strategy and Policy staff, staff involved in new or amended by-law processes, and Contractors

DEFINITIONS

Contractors refers to Planning Consultants, or external agents used to conduct resource consent or policy work on behalf of Council

THE POLICY

Any submission relating to any resource consent application, notice of requirement or by-law process that is received by the Council after the closing date for submissions, but before the hearing of such submissions, shall be recorded as late and included in any Council reporting and presented at any hearing.

Any primary submission relating to any plan change request or proposed plan (including a variation), which is received by the Council after the closing date for submissions shall be considered by the Hearing Commissioner(s) as to whether the submission(s) should be accepted and included in any summary of submissions or considered at a hearing.

Any further submission relating to any plan change request or proposed plan, which is received by the Council after the closing date for further submissions, but before the hearing of any such submissions, shall be recorded as late, included in any Council reporting and presented at any hearing for consideration by the Hearing Commissioner(s).

The Hearing Commissioner(s) shall determine whether the late submission can and shall be accepted for consideration, taking into account:

- (a) The Council's duties under [Section 37A of the Resource Management Act 1991](#);
- (b) The principles of natural justice; and

- (c) Any views expressed on the matter by the applicant, the late submitter, any other affected party, and the Council's Reporting Officer(s)

Any submission or further submission received on any resource consent application, plan change request or proposed plan (including a variation) after the date on which the hearing of submissions on that matter has been completed may be declined for consideration at the discretion of Council Officers.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Development and Growth](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Resource Management Act 1991](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Planning](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
2 March 2020	Reviewed by staff with several minor amendments made
November 2020	Reviewed by staff with several amendments made
November 2021	Reviewed by staff with several amendments made

R503 - Resource Consent Applications By Council, Councillors, Malvern Community Board Members and Council Staff Policy, and where Council may be deemed an affected party

Category	Resource Management	Type	Policy
Policy Owner	Executive Director Development and Growth	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy exists to ensure there is no actual or perceived conflict of interest when processing resource consent applications made by Council, Councillors, Malvern Community Board members and Council staff, and their immediate family members. This also applies where Council may be deemed an affected party.

ORGANISATIONAL SCOPE

Applicable to all Resource Consent Staff, and Contractors

DEFINITIONS

Contractors refers to Planning Consultants, or external agents used to conduct resource consent work on behalf of Council.

THE POLICY

This policy applies to the processing of Resource Consent applications made by Council, Councillors, Malvern Community Board Members, Council staff, and their immediate family members. In such cases, Resource Applications shall be allocated to a consultant planner commissioned by the Council for processing and any subsequent decision shall be made by an independent commissioner.

Also included in the policy is direction around Council processes where Council as a property owner may be deemed an affected party under the Resource Management Act during the processing of a resource consent. Where Council is approached by a Councillor, Malvern Community Board member, Council staff member or a member of their immediate family for affected party approval, the Council as property owner will not provide affected party approval and will instead remain neutral in the process up to the time of formally being notified of an application for resource consent as an affected party.

The Council can then consider the application for resource consent and decide on whether to make a submission and be involved further in the process, or not. In that instance, the preparation of a submission would be outsourced to a consultant.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Development and Growth](#).

RELATED POLICIES, PROCEDURES AND FORMS

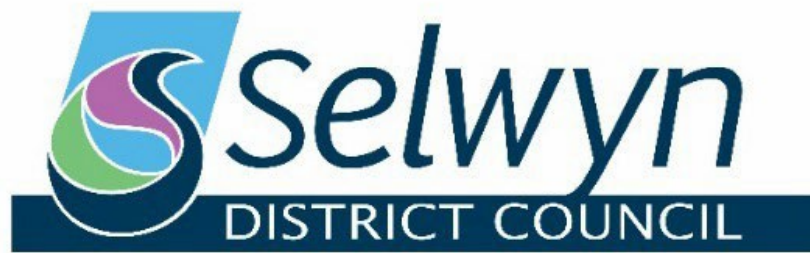
- [Resource Management Act 1991](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Planning](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
3 March 2020	Reviewed by staff with a number of substantial changes made.
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with several minor amendments made



S1

SEWERAGE

The following policies for the Wastewater schemes should be read in conjunction with the Council's Wastewater Drainage Bylaw 2016 and relevant sections of the Local Government Act 2002

S102 - Connections to Sewer Rising Mains Policy

Category	Sewerage	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy provides guidance on the approval of connections to Sewer Rising Mains

ORGANISATIONAL SCOPE

This policy applies to all Council owned Sewer Rising Mains. This policy does not apply to privately owned Rising Mains.

DEFINITIONS

Sewer	means the Public Sewer Main and Public Sewer Laterals that carry away wastewater from the point of discharge.
Rising Main	means a sewer through which wastewater is pumped. Excludes low pressure sewer networks.
Wastewater	means water or other liquid, including waste matter in solution or suspension, discharged into the Sewer.

THE POLICY

- 1) The connection of properties to Council Sewer Rising Mains is to be discouraged. Connections may be approved at the discretion of the Council's [Executive Director Infrastructure and Property](#) if the following conditions are met:
 - (a) The systems serving the township areas have surplus capacity available;
 - (b) The connection to the rising main will not adversely impact on the integrity or function of the rising main;
 - (c) The property is unable to obtain consent for the onsite treatment and disposal of sewage from the Regional Council;
 - (d) The property is:
 - i. less than 4 hectares; or
 - ii. greater than 4 hectares and:
 - located in a flood zone where it is found this impairs sewage disposal; or
 - presenting a significant public health or environmental risk if not connected; and

- (e) Sufficient capacity shall remain after approval of the connection to service undeveloped properties within the zoned township boundaries or areas serviced by the Rising Main in accordance with Councils Activity Management Plans, Master Plans and other planning documents.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Wastewater Drainage Bylaw 2016
- 5 Waters Activity Management Plans

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
24 March 1998	Reviewed by Planning and Regulatory
28 September 1999	Amended by Operations
28 August 2001	Amended by Operations
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
14 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

S103 - Connecting City Ratepayers to Council Sewer Rising Mains Policy

Category	Sewerage	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy provides guidance on the approval of connections to Council's Sewer Rising Mains within Christchurch City Council boundary.

ORGANISATIONAL SCOPE

This policy applies to all Council owned Sewer Rising Mains within the Christchurch City Council boundary.

DEFINITIONS

Sewer	means the public sewer main and public sewer laterals that carry away wastewater from the point of discharge.
Rising Main	means a sewer through which Wastewater is pumped. Excludes low pressure sewer networks.
Wastewater	means water or other liquid, including waste matter in solution or suspension, discharged into the Sewer.
Council	refers to the Selwyn District Council

THE POLICY

Connection of Christchurch City Council ratepayers to Councils Sewer Rising Main shall be approved subject to the following conditions:

1. That applications for connection be made through and be approved by both Council and Christchurch City Council.
2. That capacity within the disposal agreements remain available and unallocated.
3. That any charge or contribution set by the Council be collected by Christchurch City Council on behalf of Council. Alternatively for non-residential users, collected directly by Council through contract agreement.
4. That individual connections be aggregated so that each connection to the rising main shall accommodate a minimum of 10 houses, where practical.
5. That each aggregated connection on the rising main include a chamber constructed on the rising main and, that the connection diameter shall be 50mm minimum and provided with a gate valve and non-return valve.

6. That all connections to the rising main including provision of chambers and valves be undertaken at the cost of the applicant by, or supervised by the Council's Operations and Maintenance contractor.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Wastewater Drainage Bylaw 2016
- 5 Waters Activity Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
25 March 1997	Reviewed by Works and Services
9 April 1997	Confirmed by Council
27 January 1998	Reconfirmed by Works and Services
11 July 2007	Confirmed by Council
10 June 2006	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with minor amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

S104 - Pressure Wastewater (Sewerage) Systems

Category	Sewerage/Wastewater
Type	Policy
Policy Owner	Water Services Asset Manager
Approved by	Council
Last Approved Revision	24 July 2024
Review Date	3 years

PURPOSE

This policy provides clarity on the use of pressure wastewater systems in Selwyn District.

ORGANISATIONAL SCOPE

This policy outlines Selwyn District Council's (Council) policy on the use, ownership and responsibilities for installation and operation of local pressure wastewater systems in the District.

DEFINITIONS

Pressure Wastewater

A wastewater reticulation system that includes; individual pumps and associated collection tanks, that are located on private property at every residence or connection in the pressure wastewater network, that discharge wastewater which is conveyed by the individual pumps, including grinding any solids present, by small bore (50 mm OD or greater from the boundary kit) polyethylene pipe to a common discharge point.

The term "**Pressure Wastewater System**" collectively refers to the on-property equipment and the conveyance pipework network located in public road reserves.

The pressure wastewater system does not include the privately owned gravity connection from the gully trap to the pumping unit.

For the purposes of this policy the term 'pressure wastewater' is used, which is also known as 'low or local pressure wastewater or sewer' in other Districts.

On-property Equipment

Is defined as and shall include:

- a grinder pump (see section 3.3)
- collection tank sized to store 24 hours average dry weather flows with trafficable lid if located within 1m of driveway, or part of the allotment that is likely to receive vehicle traffic,
- external vent if the allotment is located in a 1 in 250 year flood area,
- power cable and power connection,
- electrical & control system, and
- individual discharge pipe up to the boundary kit.

The boundary kit and any part of the property discharge line located within the Council road reserve is owned by Council and does not form part of the **On-property Equipment**.

Boundary Kit

Is defined as the valve chamber located on the Council side of the property boundary that includes:

- isolation valve
- non-return valve
- flush tee

Point of Discharge

The point of discharge will be at the allotment boundary, upstream of the boundary kit that is located in the road reserve. Boundary kits located on private property will not be accepted.

Public Pressure Network

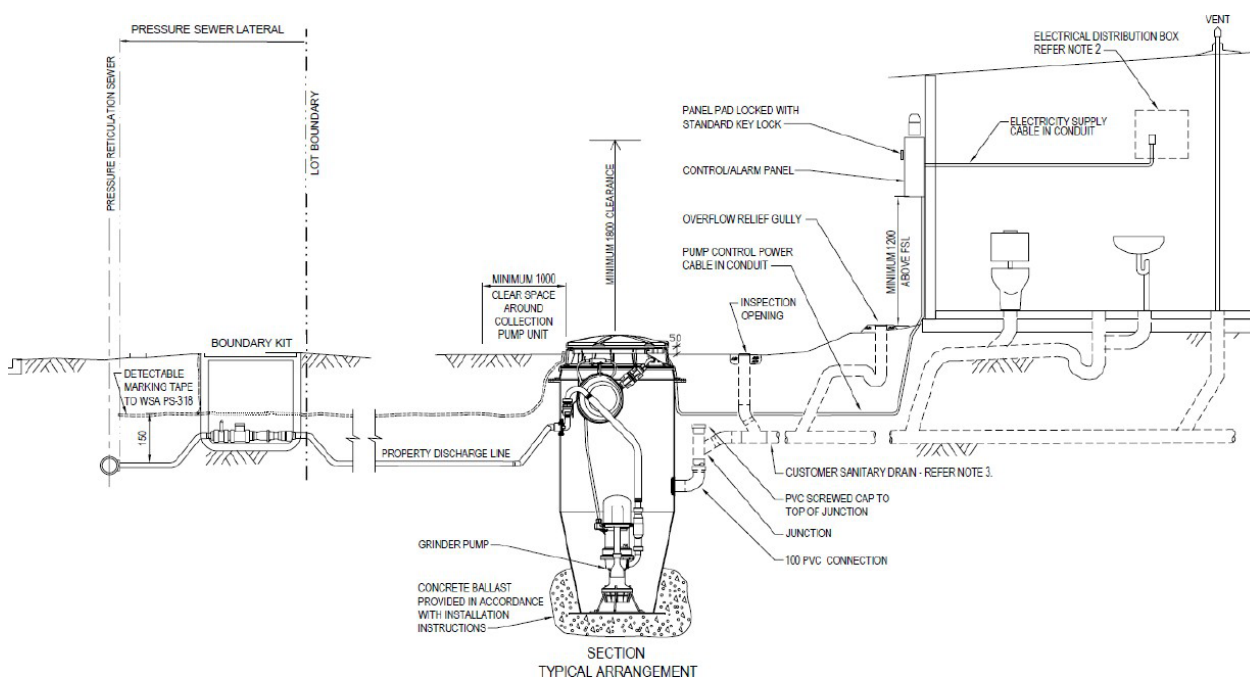
Refers to the conveyance pipework network usually located in public road reserves (or within Council easements on private property) including all appurtenances, from (and including) the boundary kit to the common discharge point or Public Pressure Wastewater System.

Pump ups

Single-property pumped systems and “pump ups” are not defined as pressure wastewater systems for the purposes of this Policy and are therefore excluded from this Policy.

Pump ups are defined as properties that have (or are planned to have) gravity wastewater reticulation at or adjacent to the property boundary, but for what-ever reason cannot discharge to that gravity reticulation by means of a gravity lateral connection and requires a pump to discharge wastewater to the gravity reticulation.

Figure 1: Typical On-property Pressure Wastewater System (Source Water NZ)



CONTENT

1. Use of Pressure Wastewater Systems

- 1.1 Gravity wastewater systems should be used unless there is an unacceptably high risk for installation and operation of a gravity network or there are existing network constraints.
- 1.2 Council will consider submissions on a case-by-case basis where pressure wastewater systems offer demonstrable benefit to Council and the community. These areas will be defined as 'Pressure Wastewater Areas' by the Water Services Asset Manager or approved representative. Pressure wastewater systems for residential, commercial or industrial uses can be considered. On property equipment for large scale industry will be determined as part of the application process.
- 1.3 Areas will only be defined as a Pressure Wastewater Area where there is a demonstrable benefit, including financial, technical (i.e., hydraulic), environmental and safety related attributes. Any assessment of the benefits of pressure wastewater shall incorporate a whole of life assessment of costs and benefits including on-going cost to the rate payer for maintenance and pump replacement. Information to be provided as part of engineering approval is outlined in the Engineering Code of Practice.
- 1.4 The pressure wastewater selection criteria below provides guidance on when pressure wastewater may be considered.

Table 1 –Pressure Wastewater Selection Criteria

	General Conditions	Yes/No
1.1	Existing network constraints	
1.2	Topography that requires a deep wastewater network and/or numerous network pump stations (i.e. more than 1 network pump station / 100 properties)	
1.3	Very soft ground	
1.4	Rocky ground, making excavation expensive	
1.5	High Groundwater table (risk of infiltration)	
1.6	Environmentally sensitive areas	
	Count 1 (yes)	
2	When 25 year NPV assessment for Pressure Wastewater less than for the Gravity Option	
	Count 2 (yes)	

If count 1 x count 2 is >0 consider pressure wastewater system.

- 1.5 Where private property owners (or Developers) wish to have an area zoned for pressure wastewater use, suitably detailed technical submissions shall be made in writing to the Development Engineering Manager.

2. Ownership

- 2.1 The private lot owner shall own wastewater on-property equipment as defined above, and Council shall own all public pressure wastewater network assets as defined above.

- 2.2 The power supply for the on-property equipment including the unit and alarm panel shall be connected to the dwelling's power supply and the costs of power shall be met by the householder.
- 2.3 Delineation of private and Council responsibility shall be the point of discharge as outlined in the definitions.
- 2.4 Council requires each allotment to own their own pressure wastewater pumping unit. Council will not accept the sharing of pumping units between allotments. Where multiple dwellings are proposed, they may be serviced by a single tank and pump unit where the dwellings will remain under single ownership on one allotment, or where a subdivision is proposed, one pump unit per dwelling will be required (i.e. one per allotment). Where a tank and pump unit is shared by more than two dwellings or serves a commercial property greater than one household unit equivalent, a dual pump system is required to be installed. On property equipment for large scale industry will be determined as part of the application process.
- 2.5 Where lot owners require a private pump station to connect to the public wastewater (pump ups), pressure wastewater pump units may be considered as an appropriate solution. All private pump stations (pump ups) shall remain in private ownership. These pump ups are not covered by the Pressure Wastewater Policy.

3. Installation Responsibility

- 3.1 The installation of on-property pressure wastewater equipment shall be the responsibility of the lot owner. Developers may wish to consider bulk purchase of units to benefit of lot owners. Installation shall be undertaken by an experienced drain layer in line with manufacturers guidelines.
- 3.2 Lot owners are responsible for obtaining required consents for the installation of the on-property pressure wastewater.
- 3.3 Only pressure wastewater on-property equipment pre-approved by the Council shall be installed and discharge wastewater to Council-owned pressure wastewater systems. Pressure wastewater on-property installations shall comply with:
- Engineering Code of Practice
 - The requirements of the NZ Building Code Clause B1, B2, & G13
- 3.4 A consent notice will be added to the title of properties approved for low pressure wastewater outlining lot owners responsibilities including ownership, storage volume and accepted brands.

4. Accepted Suppliers

- 4.1 Council acceptance must be obtained for on-property pump and control units prior to installation. Approval for use of pressure wastewater systems in subdivisions shall be sought as part of Engineering Approval process. Individual lot approval will be sought through the building consent process.
- 4.2 Council will standardise pump brands to ensure the units are fit for purpose and details of acceptable brands included in the consent notice for the property. Like for like pump replacements in line with approved pump brands do not require building consent.

5. Operational & Maintenance Responsibility

- 5.1 Council will operate and maintain the public pressure wastewater system.

- 5.2 The private lot owner shall be responsible for the operation and maintenance of on-property pressure wastewater equipment, including:
- The cost and supply of power to the on-property pressure wastewater equipment.
 - Maintaining on-property equipment including responding to system alarms and minimising the impacts of overflows.
 - Maintaining a power supply to the on-property pumps.
 - Maintaining adequate access to the pressure wastewater equipment for maintenance including ensuring lids are not covered.
 - Complying with Council's Wastewater Drainage and Trade Waste Bylaws.
 - Manage volume and flow of discharge into the pressure wastewater system to within the pumps design capacity. Minimise flows into the pressure wastewater system during pump alarms.
 - Following the pressure wastewater equipment supplier's guidelines for use of the pressure wastewater equipment, with specific regard to not putting prohibited items (including wet wipes and sanitary products) into the pressure wastewater equipment, toilets, or down the wastewater drain.
- 5.3 Council may use provisions within the Local Government Act and Bylaws to rectify any issues associated with operation of the Pressure wastewater system (public and private). Such provisions may include the recovery of costs due to negligent use or deliberate damage.
- 5.4 Council may require installation of On-property pumping control. Where control is not required at the time of installation, all units should have provision for future installation of pumping control by the lot owner, at their cost. This equipment will be owned by the property owner and monitor tank volume, pumped volumes, pressure and/or pump run hours of On-property Equipment.
- 5.5 Council may require the installation and operation of remote or time-based pump controllers and/or neighbourhood-level control to optimise the operation of the Council wastewater network.
- 5.6 Council is not responsible for private property damage resulting from tank overflows caused by failure of on-property equipment including resulting from power interruptions.
- 6. Swimming Pools & Other High Flow Connections**
- 6.1 Swimming pools, spas and other high water use appliances shall not discharge to the pressure wastewater system unless appropriate flow restrictors are installed. Any such flow restrictors shall be subject to Council approval.
- 7. Modifications to Properties**
- 7.1 Changes to wastewater flow from a property, for example due to changes in land use or building extensions, may require review and upgrade of the pressure wastewater pumping unit and associated equipment. Also, this may require review of the wastewater development contribution.

DELEGATIONS

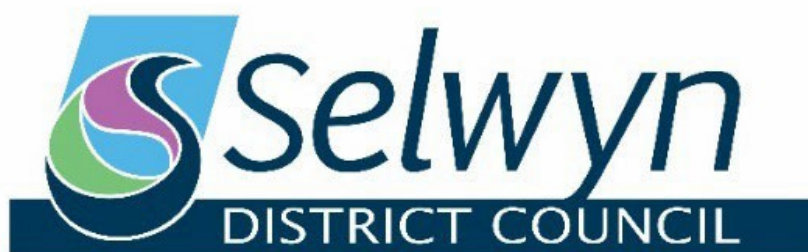
The implementation of this policy is delegated to the Water Services Asset Manager and Engineering Development Manager.

RELATED POLICIES, PROCEDURES AND FORMS

- Selwyn District Council Engineering Code of Practice
- Home Owner's Manual - Pressure Wastewater Systems (to be developed)
- Water New Zealand Pressure Wastewater National Guidelines 2020
- New Zealand Building Act 2004 and Building Code
- Water Services Australia, 2007. Pressure Wastewater Code of Australia. WSA 07-2007
- Wastewater Drainage Bylaw 2016
- Trade Waste Bylaw 2016
- Local Government Act 2002
- Public Works Act 1981

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Executive Director Infrastructure and Property.



S2

SOLID WASTE

S201 - Waste Management Policy

Category	Solid Waste	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This purpose of this Policy is to support:

- a quality service for the community where charges cover costs;
- an effective and efficient solid waste service;
- the minimisation and diversion of waste from landfill; and
- compliance with legal and statutory obligations.

DEFINITIONS

For the purpose of this Policy, unless the context requires otherwise, the following definitions apply:

Disposal	means – (a) the final (or more than short-term) deposit of waste into or onto land set apart for that purpose; or (b) the incineration of waste.
Hazardous waste	waste that: (a) contains hazardous substances at sufficient concentrations to exceed minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000 under the Hazardous Substances and New Organisms Act 1996 ; or (b) meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods on Land; or (c) meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982.
Kerbside collection	household waste that is collected in wheelie bins, Council refuse bags or recycling crates and includes drop-off points.
Recovery	means – (a) extraction of materials or energy from waste or diverted material for further use or processing; and (b) includes making waste or diverted material into compost.
Recycling	the reprocessing of waste or diverted material to produce new materials.
Reduction	means – (a) lessening waste generation, including by using products more efficiently or by redesigning products; and (b) in relation to a product, lessening waste generation in relation to the product.

Residual waste	applied in a domestic sense means: household rubbish not able to be recycled, reused or composted.
Reuse	the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.
Waste	means – (a) anything disposed of or discarded; and (b) includes a type of waste that is defined by its composition or source (for example organic waste, electronic waste or construction and demolition waste); and (c) to avoid doubt, includes any component or element of diverted material, if the component or element is discarded.
Waste minimisation	means – (a) the reduction of waste; and (b) the reuse, recycling and recovery of waste and diverted material.

THE POLICY

1. Management and Service Delivery

Waste management shall be undertaken in-house and service delivery shall be contracted out.

2. Waste Collections

The Council shall:

- (a) Provide kerbside refuse collection services using optional refuse bags (60 litre) and wheelie bins (currently 240 litre and 80 litre sizes) for residual waste and compulsory (240 litre) for recycling waste to residential areas on the plains that are on the kerbside collection route;
- (b) Provide drop-off points using optional refuse bags for residual waste and optional 60 litre crates for recycling waste to rural residential areas that are not on the collection route, and to other areas where it is practical, economic and desirable to do so;
- (c) Provide an optional 240 litre wheelie bin collection of garden and food organic waste in the District's medium to large townships;
- (d) Provide basic waste and recycling disposal services for the high country villages of Arthur's Pass, Castle Hill and Lake Coleridge;
- (e) Maintain a user pays charging system that provides full cost recovery overall as well as incentives for waste minimisation. Collection charges are currently provided by way of:
 - targeted refuse rates for each separately inhabited property or building along each collection route in the Plains collection area to broadly represent the cost of making a service available; plus
 - waste collection charges that are broadly based on the costs of providing the services but relatively adjusted to encourage waste minimisation and to provide financial incentives to households that minimise their residual waste;
 - sale of refuse bags

3. Waste Minimisation

The Council will:

- (a) Ensure that as far as practical, people meet the costs of the waste they produce;
- (b) Encourage implementation of the Waste Management Hierarchy, the New Zealand Waste Strategy and the Selwyn District Council's Waste Management and Minimisation Plan;
- (c) Allocate monies through the Annual Budget process for waste minimisation;
- (d) Where appropriate, support initiatives aimed at minimising waste;
- (e) Use policies, rules, economic instruments, and service delivery to promote and effect waste minimisation.

4. Waste Reduction

The Council will:

- (a) Lobby central government to encourage waste reduction and cleaner production;
- (b) Provide or support education related programmes that encourage waste reduction;
- (c) Apply fully costed charges to waste collections and waste disposal as described elsewhere in this policy.

5. Reuse and Recycling

The Council will:

- (a) Encourage, investigate and facilitate reuse and recycling;
- (b) Provide recycling facilities at the Pines Resource Recovery Park;
- (c) Provide temporary recycling facility events periodically to the Ellesmere and Malvern Communities;
- (d) Support Education related programmes and other activities or organisations that fit within the Education Strategy;
- (e) Expand the range of materials accepted for recycling and reuse wherever possible and practical to do so;
- (f) Support and promote product stewardship schemes.

6. Waste Recovery

The Council shall:

- (a) Discourage landfill disposal of compostable organic waste and shall promote:
 - composting at the Pines Resource Recovery Park;
 - home composting; and
 - the Council's garden and food organic waste collection that is available in the District's medium to large townships.

- (b) Encourage the establishment of clean technology such as gasification and pyrolysis in order to achieve better environmental outcomes.

7. Waste Disposal:

The Council shall:

- (a) Continue to support a regional approach to solid and hazardous waste disposal via participation in the Canterbury Waste Joint Committee, the Canterbury Regional Landfill Joint Committee and the Combined Health and Environmental Risks Group;
- (b) Ensure safe and appropriate disposal of hazardous waste by providing a hazardous waste facility at the Pines Resource Recovery Park and supporting product stewardship schemes and regional hazardous waste collections;
- (c) Recover full District-wide equalised waste disposal costs from transfer station gate costs and refuse collections;
- (d) Assess closed landfills and work to ensure compliance with consent conditions;
- (e) Operate a waste transfer facility at the Pines Resource Recovery Park and send residual waste for disposal at the Kate Valley Regional Landfill in accordance with the Council's contractual agreement with Transwaste Canterbury Ltd.

8. Waste Analysis

The Council shall:

- (a) Maintain waste quantity records and make these available for any national data framework;
- (b) Carry out waste analysis surveys.

9. District Plan Provisions

Subject to the District Plan, resource consent applications may require a waste management plan dependent on waste volumes and type of activity.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

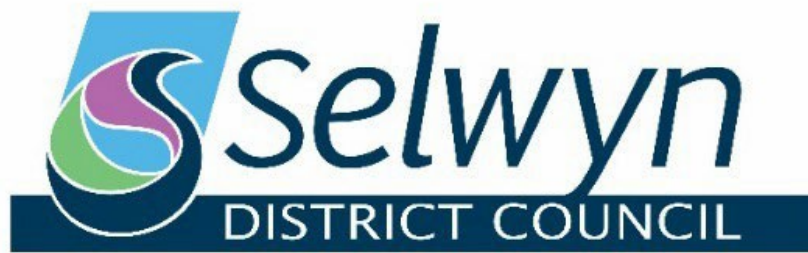
- Long Term Plan 2018-2028
- Selwyn District Plan
- Solid Waste Activity Management Plan 2018
- Waste Management and Minimisation Plan 2019
- Waste Management Minimisation Bylaw 2019

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
6 February 2020	Reviewed by staff and considered still fit for purpose
November 2020	Reviewed by staff with no amendments made



S3

STORMWATER & LAND DRAINAGE

The following policy for the Stormwater schemes and Land Drainage schemes should be read in conjunction with the Council's Stormwater and Drainage Bylaw 2018 and relevant sections of the Local Government Act 2002

S301 - Land Drainage Tailings Policy

Category	Stormwater and Land Drainage	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy provides guidance on how to manage Land Drainage Tailings

ORGANISATIONAL SCOPE

This policy applies to the Council maintained Land Drainage Network

DEFINITIONS

<i>Tailings</i>	means the material removed from the drainage network as a result of the cleaning process
<i>Cleaned to Truck</i>	means the tailings are cleaned to and removed by truck
<i>Land Drainage Network</i>	means the Council maintained classified drainage network

THE POLICY

1. In all Land Drainage schemes, the Council Land Drainage Network shall be cleaned to truck for a length of 50m outside properties where the road edge is mowed regularly and any additional length shall be at the cost of the property-owner.
2. Where the Land Drainage Network is cleaned to bank and regularly mown, notification shall be given to the land owner. The property owner shall be individually advised by the contractor either verbally or in writing that this is to occur, 48 hours prior to work being commenced.
3. The property owner shall be advised that they can enter into an arrangement with the cleaning contractor (name and phone number to be supplied) for the removal of a land drainage tailing to truck at the property owners' cost. Priority will be given to the property owner in the first instance.
4. Land Drainage tailings that have built up over a number of years will be removed if:
 - (a) It is deemed to be a safety hazard by the Council's [Transportation Asset Planning Manager](#).
 - (b) When volume is such that it is within 0.5m of the road formation;
 - (c) When operation of the drain is compromised by the cleanings; and
 - (d) The proportion of tailings to be removed from each scheme shall be determined by each scheme each year.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

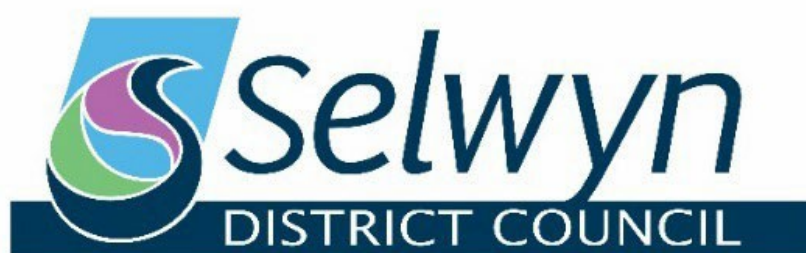
- Selwyn District Council Stormwater and Drainage Bylaw 2018
- Land Drainage Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with one word deletion
November 2020	Reviewed by staff with no amendments made



S4

SUBDIVISIONS

S405 – Point Strip Policy

Category	Subdivision	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

Point strips⁶ are generally used to recover an original developer's subdivision costs (as agreed by Council) to provide additional road and other infrastructure that benefits the adjoining land owner / developer when they come to subdivide. By providing the original developer this ability in a controlled manner, this can improve in particular circumstances, how adjoining developments are progressively planned and connected together.

There may be very limited circumstances where Council may need to establish a Point Strip to recover specific costs or provide for outcomes beyond what conventional agreements can achieve with property owners, and in these cases, the provisions of this Policy shall apply wherever applicable or appropriate.

Point Strips are usually placed across the end of new road reserve at the boundary of the adjoining land where it is expected any future adjoining development will need to connect to. By having connecting infrastructure already in place like a road, this improves how developments can be efficiently staged and linked across multiple land owners / developments over time.

ORGANISATIONAL SCOPE

This Policy is managed by the Infrastructure department who approve the establishment of all Point Strips. Environmental Services staff assist with administrative functions relating to Point Strips as part of the subdivision process.

THE POLICY

Approving the creation of Point Strips

Council will consider if a Point Strip can be used to recover the cost of infrastructure approved to be vested in Council if requested by a developer through the subdivision consenting process. Alternatives to Point Strips, such as Developer Agreements, shall be used wherever feasible to establish any other cost recovery or cost sharing arrangements. This can include for third party servicing infrastructure e.g. power or telecommunications supply, or where a Council financial contribution may be involved.

Point Strips are not to be used within Outline Development Plan (ODP) areas as all land owners within the ODP area are deemed to have already agreed to provide co-ordinated and connected developments through the type of land rezoning and spatial planning processes. Exceptions may be considered by Council where:

- a developer builds a full width road alongside another land owner's property where the adjoining land owner could otherwise make use of the new road and infrastructure without having contributed to its cost; or

⁶ Note: the terms Point Strip and Link Strip (as well as occasionally Retention Strip) are sometimes used interchangeably and usually refer to the same concept. However, in some cases strips with a similar appearance are used to prohibit access altogether for property and traffic management reasons, and these may also (confusingly) be referred to by the same terms. These Point Strips have no value.

- on the boundary of existing living zoned land and unzoned land (which may be rezoned for future development) where it is expected future road and infrastructural connections will be likely needed in the future
- a specific need has been identified by Council.

In all cases, Point Strips will only be approved where:

- it is reasonable to believe that the development of the adjoining land will require or benefit from vesting roading and infrastructural connections provided to its boundary; and
- the costs which the developer seeks to recover area of a type which is eligible for recovery in accordance with the Council's in-house operational policy.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
20 April 2020	New Policy
November 2020	Reviewed by staff with no amendments made

S406 – Bonding Policy for Subdivisions Works and Large Projects

Category	Subdivision	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

To state the Council's requirements for bonds relating to subdivision works and large projects.

ORGANISATIONAL SCOPE

This Policy will be administered by service delivery staff within the Infrastructure Department.

THE POLICY

1. This policy provides for:
 - (a) subdivision bonds which includes uncompleted subdivision works, maintenance bonds and asset protection bonds; and
 - (b) large project resource consent bonds

Statutory basis

2. Sections 108 and 108A of the Resource Management Act 1991 (RMA) allow bonds to be included as a contention on resource consents, including subdivision resource consents.
3. Primarily the purpose of bond conditions is to ensure an applicant for resource consent complies with the conditions of resource consents. However, as detailed below where Council has issued certificates within a subdivision context confirming (subject to the bond) satisfaction of consent conditions a bond maybe taken even though the resource consent did not include a bonding condition.
4. A bond may be given for the performance of any one or more conditions that the Council considers appropriate. A bond may continue after the expiry of the resource consent to secure the ongoing performance of conditions relating to long-term effects including a condition relating to the alteration or removal of structures, a condition providing for ongoing monitoring of long-term effects.
5. A condition describing the terms of the bond entered into may require the bond to be given before the resource consent is exercised or at any other time. The liability of the holder of the resource consent need not be limited to the amount of the bond.
6. In addition, conditions describing the terms of the bond entered into may require the holder of the resource consent to provide such security as the Council thinks fit for the performance of any condition of the bond.

7. Bond conditions may require the holder of the resource consent provide a guarantor acceptable to the Council to bind itself to pay for the carrying out of a condition in the event of a default by the holder or the appearance of an adverse environmental effects requiring remedy.
8. The bond condition may provide that the bond can be varied or cancelled or renewed at any times by agreement between the holder and the consent authority.
9. Section 109 provides that every bond given under Section 108A in respect of either a land use consent or a subdivision consent and any other bond to which Section 109 applies is deemed to be an instrument creating an interest in land and may be registered as a covenant against that land. The covenant will run with the land and shall bind all subsequent owners of the land.
10. Following registration of any covenant or bond it may be varied cancelled or may expire in its own terms. If this occurs the registrar general of land shall make an appropriate entry in the land register and on any relevant instrument of title noting that variation cancellation or expiration.
11. Council in the circumstance where the bond has been given in respect of the completion of any work has the ability under Section 109 of the RMA to enter onto the land where the work is required or is being, or has been carried out for the purpose of being satisfied the work has been performed.
12. Also in the instance where the time period either prescribed by the resource consent condition or such further period as Council has allowed has elapsed and the bonded work is either not completed or not completed to the satisfaction of the Council, the Council may enter on the land and complete the work and recover the cost from the resource consent holder out of any of the monies covered by the bond.
13. In the instance where the cost of any work done by the Council exceeds the amount recovered or available under the bond the amount of any excess shall become a due debt to the Council by the resource consent holder and be a charge on the land.
14. In terms of subdivision resource consents if Council issues a completion certificate and work is not completed that certificate should include terms to the effect that the owner / subdivision applicant has entered into a bond binding the owner to carry out and complete the work or make that financial contribution as the case may be to the satisfaction of the Council within such periods as the Council may specify. The Act provides that the bonding provisions will apply as if the bond entered into, in this instance, had been required as a condition of a subdivision consent. Also the term 'work' referred to in this section of the Act includes anything whether in the nature of works or otherwise required by the Council to be done by the owner as a condition of a subdivision consent.
15. Further in respect of subdivisions Section 221(1) RMA allows Council to issue a Section 224(c) certificate to the holder of a subdivision resource consent if the resource consent holder has not completed all conditions of the resource consent. The resource consent holder is not legally required to provide a resource management reason for not completing the resource consent conditions when applying for an uncompleted subdivisions works bonds.
16. Where compliance with a condition of a subdivision consent is dependent on the completion by the resource consent holder of any work required by the Council or on the making of a financial contribution (as defined in Section 108(9) RMA), the Council may for the purposes of issuing a Section 224(c) certificate include in that certificate reference that the resource consent holder has entered into a bond binding it to carry out and complete work or make that financial contribution to the satisfaction of the Council within such period as the Council may specify. That time can be extended.
17. Importantly if the Council issues a Section 224(c) certificate including reference to a bond then the Council may exercise all of the powers conferred upon at by Section 108A as if the bond entered into had been required as a condition of subdivision consent. Similarly all of the provisions of Section 109 RMA apply as if the bond entered into had been required as a condition of subdivision consent.

18. Bonds can also be utilised to provide funding if certain events occur, for example, construction failure while the resource consent is being given effect to and / or to provide for remediation of a site at the conclusion of the consented activity.
19. A bond can also be used to enforce a developer's agreement under section 207 (3)(h) of the Local Government Act 2002.

Bond conditions in resource consents

20. Council will assess at the time of the resource consent application / decision, which type of bond condition is suitable for that resource consent.
21. It is however critical that Council includes an appropriate Bonding condition within the consent. Bonding conditions under resource consents must be directly connected with an adverse effect of the activity on the environment or an applicable district, regional rule or environmental standard or by agreement with the resource consent applicant.
22. In straightforward circumstances (such as a subdivision application for a small number of lots) the resource consent condition can provide sufficient details of the bond so that is all that is required, is drawing up the actual bond document. An example of such a condition is as follows:
 - a) *The consent holder shall, at its own cost, provide a bond for [insert amount] at [insert date] according to the Selwyn District Council's Policy for Bonding for the maintenance and protection of assets. The consent holder will prepare a bond document at its own cost to this effect.*
23. In more complicated circumstances, such as complex and staged subdivisions or large project applications, as detailed below in clause 37, the relevant resource consent condition may require that a bond agreement is entered into to provide for the bond itself and also to deal with a range of related matters. An example of such conditions is as follows:
 - a) *x. The consent holder shall maintain and repair the defined works under these consent(s) including but not limited to....*
 - b) *To secure condition x, the consent holder shall provide and maintain in favour of the Selwyn District Council a bond on terms and conditions satisfactory to them in all respects. The consent holder shall be responsible for its own costs and the payment of any costs incurred by the Council in respect of the bond.*

Types of Bonds

24. The Council will prefer bank bonds. However, the Council is entitled to consider the merits of using either a bank bond or a cash bond as the circumstances require.
25. Bank bonds must be issued from a bank acceptable to Council.
26. Any cash bond must be on terms acceptable to the Council.

Subdivision Bonds

27. Uncompleted subdivision works bonds
28. Application for an uncompleted subdivision works bond (See Appendix A)

- 28.1** A resource consent holder seeking a bond for uncompleted subdivision work must provide a written application to Council. The application must include the following:
- Explanation for why the resource consent condition(s) and the works related to the condition(s) cannot be complied with or satisfied prior to Council issuing a s 224(c) Certificate;
 - The specific conditions/works the resource consent holder proposes to bond;
 - When the resource consent holder anticipates the works will be completed;
 - A written detailed quote/costing of the remaining works proposed, including an estimated construction duration for the remaining works to be completed including confirmation those works will not take more than 6 months from the date of the Bond agreement to complete;
 - The quote/costing, construction, duration information is to be provided by a suitably qualified and experienced contractor who is acceptable in all respects to Council;
 - An assessment of the risks to the Council and the community and those with an interest in the subdivision if the remaining works are not completed by the resource consent holder and the bond is required to be called upon;
 - Written confirmation from the resource consent holder's bank that it has agreed to provide the bond including GST on the terms and conditions required by Council or alternatively that the resource consent holder can and will deposit funds fully covering the costs, including GST of the uncompleted works and any bonding costs on terms acceptable to the Council with a stakeholder chosen by the Council; and
 - Include any other information that the Council considers necessary for it to consider and make a decision on the application.
- 28.2** All bond sums for uncompleted works will be assessed at a minimum of 120% of the actual value/cost of the uncompleted work.
- 28.3** All uncompleted works bonds exceeding \$50,000 plus GST in value shall be bank bonds.

Decisions on application for a Bond

29. The Council may agree to a bond in all the circumstances, including having regard to the application and any further information requested by Council. However Council is not required to accept the resource consent holder's application if all conditions in 28.1 are satisfied.
30. Examples of uncompleted subdivision works that may be considered for bonding are listed below:
- final sealing of roads, footpaths, and access where physical and practical access is available to the site;
 - final grass seeding of berms;
 - planting of Street trees where the timing of the completion of the works occurs outside the planting season.
 - uncompleted subdivision works bond
31. Uncompleted subdivision works bonds can be utilised to ensure the resource consent holder satisfies all of the conditions in the resource consent if the Council issues a section 224(c) certificate to the resource consent holder in advance of those conditions being satisfied in full.
32. If the resource consent holder does not complete the remaining subdivision works and satisfy the resource consent conditions, Council can utilise the bond monies as a means of obtaining subsequent compliance notwithstanding the issue of the section 224(c) certificate.
33. Please consider and have regard to clauses 1 to 32 above when considering a bond for uncompleted subdivision works.

Works completion

34. When the resource consent holder complies with the bonded conditions including works completion, the resource consent holder must make a written request to the Council to discharge the bond.
35. Upon receiving the discharge request from the resource consent holder, the Council will arrange for inspection of the works. If the Council is satisfied with the completed works, the Council will discharge the bond either in full or part as required.

Maintenance Bonds

36. Where the resource consent holder has completed works on infrastructure that is to be vested to the Council, the Council may seek as part of the subdivision consent conditions a condition requiring the resource consent holder to provide a bond ensuring:
 - a. Assets will remain fit for purpose;
 - b. To protect the Council against the resource consent holder's design failures and workmanship post-completion these assets; and
 - c. Ensures that assets are regularly and adequately maintained by the resource consent holder throughout the maintenance period.

Approach to Maintenance Bonds

37. **Maintenance bonds must/can be provided for the following infrastructure:**

- a. Road assets;
- b. Water assets;
- c. Sewer assets;
- d. Stormwater assets;
- e. Landscaping; and
- f. Reserve assets.
- g. Land drainage

Value of Maintenance Bonds

38. Maintenance bonds shall be valued at 5% of the total value of works (plus GST).
39. The resource consent holder shall provide costings and estimates for the total value of works from an independent quantity surveyor, acceptable to Council, at the resource consent holder's expense.
40. The Council may re-evaluate the value and duration of the maintenance bond for the following reasons:
 - a. inflation;
 - b. Delays in works being completed; or
 - c. Repairs, rectification and or replacement is required
 - d. Price escalations.

Duration of Maintenance Bonds

41. Maintenance bonds shall commence at the issuance of the s 224(c) certificate and continue until the Council tests and accepts the quality of the bonded infrastructure and the agreed or stipulated maintenance period taking into account any needed repairs, replacement or rectification required.

42. The following assets are subject to a one (1) year maintenance bonding period:
- a. Roding;
 - b. Water;
 - c. Sewer; and
 - d. Stormwater reticulation
43. The following assets are subject to a two (2) year maintenance bonding period:
- a. Landscaping;
 - b. Reserve Assets;
 - c. Stormwater – treatment and discharge systems; and
 - d. Sewer pump stations
44. The Council may, at the resource consent holder's expense, appoint independent experts to assess the quality of the bonded infrastructure. If the Council is satisfied with the state of the infrastructure at the end of the bond period, extended or otherwise, Council may discharge the bond in part or in full.

Asset Protection Bond

45. The purpose of asset protection bonds are to provide the Council with protection against damage or alterations of infrastructure caused by the resource consent holder or its agents and contractors for assets vested with Council after a section 224(c) certificate has been issued for a subdivision development, stage or part of a subdivision development.
46. Asset protection bonds can be included as a condition in the subdivision resource consent.
47. Asset protection bonds are separate from Council's Street Damage Bond.

Approach to asset protection bonds

48. Asset protection bonds may be provided for each stage of the subdivision development.
49. If Council determines acting reasonably that Council assets are damaged or altered, the Council will deduct from the bond the amount required to restore the assets to original condition allowing for any prior utilisation of those assets.
50. Asset protection bonds shall be in place prior to the section 224(c) certificate being issued.
51. To determine the value of the asset protection bond, the resource consent holder will provide the actual costs of the vested assets and infrastructure along with a risk assessment provided by a suitable qualified and experienced expert of the risk of possible damage to those assets that may be caused by any works undertaken by the resource consent holder or its agents and contractors.
52. If the cost of remedial work to fix the assets is more than bonded for, the Council will invoice the resource consent holder for the amount outstanding.
53. Before the relevant section 224(c) Certificate is issued either for the development or for stage of the development, the Council will inspect the relevant Council assets to determine Council's assets are undamaged or unaltered by any works.
54. Following inspection the Council will refund the bond in full or in part to the resource consent holder when it is satisfied no damage or alteration has occurred to Council assets.

Large Resource Consent Bond

55. Large projects, such as constructing dams, reservoirs, large scale irrigation canals and the like require a significant amount of time and funds from the resource consent holder. This large projects also pose risks of environmental harm and damage to property and injury to persons.
56. Those risks differ during construction and operation and maintenance of the project. Also if a large projects is uncompleted, or ceases to operate this can have serious consequences for the environment. So remediation and reinstatement may need to be provided for. All of these risks are capable of being provided for in part by way of suitable bonds and or insurance protection.
57. Experts in assessing risks with the various stages of the project and consequent acceptable bond sums terms and conditions will need be engaged at the cost of the applicant for the resource consent.
58. Clauses above also need be considered and see Appendix B for checklist for such bond agreements.

Appendix A

Bond Application Form for Uncompleted Subdivision Works

Insert the resource consent condition(s) to be bonded

.....

.....

.....

Provide the timing for when the resource consent holder anticipates works will be completed

.....

.....

.....

Detail the quote/costings for the remaining works, including an estimated construction duration and confirmation the works will not take more than 6 months from the date of the Bond agreement. Please note this information must be provided by a suitably qualified contractor approved by the Council

.....

.....

.....

Provide an assessment of the risks to the Council and Community if the remaining works are not completed and the bond is required to be called upon

.....

.....

.....

Bank or cash bond – Please fill out the applicable section below

Bank Bond - Provide written confirmation and documentation from the bank which has agreed to provide the bond (including GST) on the terms and conditions required by the Council

.....

.....

.....

Cash Bond – Provide confirmation the consent holder will deposit the required funds with the Council to fully cover the costs (including GST) of the uncompleted works and any bonding costs

.....

.....

.....

Provide any other information you consider necessary for the Council to make its decision on this bond application

.....

.....

.....

Note: Any interest earned on cash bond sums will be to the credit of the Council. The Council retains the ability to review and increase the bond amount.

Appendix B

Provisions for Consideration in a Bond and a Bond Agreement for large resource consent projects

- 1 The bond and/or bond agreement can, subject to context, contain the following information/terms:
 - (a) The parties;
 - (b) Background to the bond document;
 - (c) Terms of agreement, including:
 - (i) Definitions and interpretation;
 - (ii) Duration of the agreement;
 - (iii) Type of bond to be provided⁷;
 - (iv) Registration of a covenant over the relevant land supporting the bond
 - (v) Notice of a claim under the Bond –how and where;
 - (vi) Failure to remedy a notice of claim;
 - (vii) Authorisation for Council to complete works;
 - (viii) Top up of bond sums;
 - (ix) Procedure for reviewing bond sum;
 - (x) Review of bond agreement;
 - (xi) Dispute resolution; and
 - (xii) Any other matters the Council considers relevant.
- 2 The resource consent holder is responsible for all costs associated with bonding, including the fees/costs of any independent expert.

⁷ Whether this be a cash bond or bank bond.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

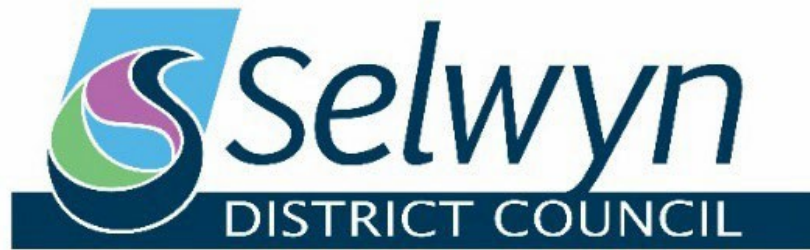
- Nil

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
20 April 2020	New Policy
October 2020	Minor changes made and accepted by Council
November 2020	Reviewed by staff with no amendments made



T2

TREES ON COUNCIL LAND

T201 - Vegetation and Tree Management Policy

Category	Trees on Council Land	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

To provide a consistent and equitable framework to guide the ongoing protection and management of trees and vegetation on land owned and / or administered by Council.

ORGANISATIONAL SCOPE

Applies to all trees and vegetation on Council owned and / or administered land. *Note: any work to a tree or group of trees, or any work within the drip line of a tree that is listed as protected is managed under the Selwyn District Plan.*

DEFINITIONS

For the purpose of this Policy, unless the context requires otherwise, the following definitions apply:

Amenity	the natural or physical qualities and characteristics that influence and enhance people's appreciation of a particular area.
Approved arborist	a suitably qualified person who can demonstrate proven experience, competency and ability in the field or arboriculture
Arboriculture	the establishment, management and maintenance of amenity trees
Serious detrimental effect	causing substantial harm or damage to person or property, or prolonged exposure to effects such as shade, such that there is evidence that quality of life is being severely impacted
Tree	a woody perennial plant at least six (6) metres in height at maturity, having a girth or aggregate girth of not more than five stems, of or exceeding 95mm at breast height (1.4m)
Vegetation	collectively any species of tree, shrub, hedge, or other woody vegetation.

THE POLICY

This Policy should be read in the context of the Tree and Vegetation Management Strategy for Selwyn District and applicable reserve management plans.

Trees are considered an invaluable long-term asset, benefiting both the environment and people in multiple ways. However, trees require careful and active management to ensure they continue to provide those benefits without posing a risk to people or property.

1. New Planting

Council will:

- (a) Support a programme for planned renewals and the ongoing replacement of removed trees, to conserve and sustain the District's tree framework;
- (b) Ensure new plantings are appropriate for the desired purpose and the potential for future complications minimised, and are in accordance with the Tree and Vegetation Management Strategy, applicable Reserve Management Plans and Council's Code of Practice
- (c) Not permit any new plantings on Council owned and / or administered land without prior approval
- (d) Undertake an appropriate and reasonable level of consultation prior to new (not replacement) plantings, with parties who are likely to be affected or have a legitimate interest in the planting

2. Tree maintenance

Council will:

- (a) Ensure the ongoing viability of the district's tree network, through proactive and whole lifecycle management, and by facilitating best practice standards for work on and around Council trees
- (b) Permit only approved Council staff, arborists and contractors with proven arboricultural skills, to carry out tree maintenance work on Council trees in order to maintain industry acceptable standards of workmanship
- (c) Give an appropriate and reasonable level of notification to parties who may be affected by proposed arboricultural works

3. Tree removal

- (a) Authorisation may be given by the [Executive Director Infrastructure and Property](#) for the removal of trees on Council owned and / or administered land, if the trees have been assessed by a Selwyn District Council approved Arborist and meet one or more of the following criteria. The tree:
 - presents an immediate or potential threat to public or individual health or safety
 - is identified as having, or likely to have, a serious detrimental effect to public or private property, and options to remediate the issue via pruning, thinning or topping are considered non-viable
 - is causing uncontrollable damage to infrastructure services and the cost of remedial work to prevent further damage is impractical or exceeds the value of the tree
 - is deemed to be an inappropriate size or species for the location (e.g. within the tolerance zones for overhead services, or is creating a road hazard or safety concern to road users), and continued pruning or topping is considered unsustainable, or damaging to the health or aesthetic qualities of the tree
 - is in a dead, dying, diseased or disfigured condition which cannot be improved by treatment
 - is impeding the development or health of other trees of greater value in the direct vicinity e.g. overcrowding
 - requires a level of maintenance that is disproportionate to its amenity value
 - is identified by the relevant authorities as being an; invasive, noxious or pest species
 - would have only a minor detrimental effect on the public treescape if removed and consideration is given to the planting of a replacement and, if the removal is at the request of a member of the public, that person agrees to fund the removal and replacement of the tree
 - is identified for removal or replacement in an approved Reserve Management Plan, Council approved Development Plan or resource consent decision

- was planted for revenue producing purposes and as a result, is being harvested.
- (b) Where a tree is requested to be removed for public or individual health reasons, Council will take into account the tree species in question and any qualifying supporting medical documentation specific to the individual requesting the removal. Council will also take into account:
 - the likely effects of tree removal on resident's health
 - distance from property that trees have been requested to be removed
 - other possible sources of allergenic pollen within vicinity of resident's property
 - the Ogren Plant Allergy Scale and annual pollen cycles of trees

Before making any decision to remove a tree, the [Executive Director Infrastructure and Property](#) or their nominee shall have regard to:

- the extent of notification and consultation, proportionate to the level of public use and interest in the affected tree
 - the value of the tree as a public amenity and the maintenance of an aesthetically pleasing environment
 - the historical, cultural or botanical significance (if any) of the tree;
 - the likely effect (if any) of the removal of the tree e.g. on ground stability, loss of habitat
 - the likely outcome of a legal proceeding in relation to a nuisance tree, as assessed under relevant legislation such as the [Property Law Act \(2007\)](#)
- (c) Exceptions to this are trees that are assessed as being an immediate danger to life or property, requiring immediate approval.
- (d) Council will administer a suitable replacement programme for any removed trees.

4. Unauthorised works and wilful damage

- (a) Council will respond in a consistent manner to incidences of unauthorised or wilful damage to Council trees and vegetation, and will take appropriate action to deter future offences, including to seek reparation where this is warranted. Any unauthorised work may be considered to constitute wilful damage.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

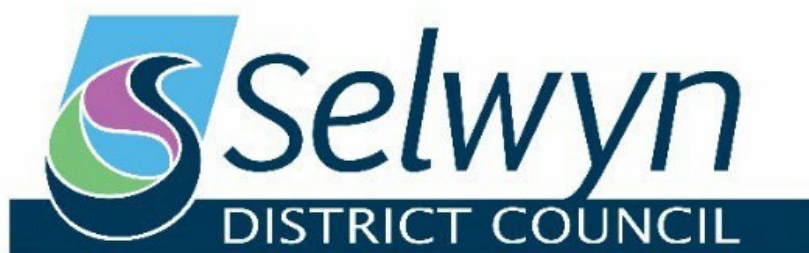
- Selwyn District Tree and Vegetation Management Strategy (to be reviewed)
- Reserve Management Plans (various)
- Selwyn District Code of Practice – Part 10: Reserves and Streetscapes
- Selwyn District Parks and Reserves Bylaw
- [Reserves Act \(1977\)](#)
- [Local Government Act \(2002\)](#)
- [Resource Management Act \(1991\)](#)
- [Property Law Act \(2007\)](#)
- [Biosecurity Act \(1993\)](#)
- [Public Works Act \(1981\)](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Strategic Open Space Lead](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
13 February 2020	Reviewed by staff with additions made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made



T3

TOWNSHIPS

T302 - Community Centres, Public Halls, Recreation Reserves & Township Committees Policy

Category	Townships	Type	Policy
Policy Owner	Executive Director Community Services and Facilities	Approved by	Council
Last Approved Revision	July 2020	Review Date	September 2022

PURPOSE

This policy outlines Council's expectations of and towards Committees that operate as Committees of Selwyn District Council. It does not relate to Committees which have a separate legal status (e.g. Trust / Incorporated society).

ORGANISATIONAL SCOPE

The Policy addresses the relationship between the Council and these Committees and describes their role and function. Guidelines to support the revised Policy will be developed to guide interpretation of the policy by Council officers.

THE POLICY

1. Community Centre, Public Hall, Recreation Reserve and Township Committees

Community Centre, Public Hall, Recreation Reserve and Township Committees shall operate as Committees to the Selwyn District Council provided they do not have a separate legal status.

As Committees of Council, Committees are subject to the same legislative requirements as Council. All Committees will operate within the following guidelines.

This Policy does not apply to facilities and reserves directly managed by Council. Council managed facilities and reserves do not have committees. Facilities and reserves directly managed by Council are expected to provide opportunities for engagement between Council and the user groups of Council centres, the users themselves and the local community.

- (a) The committees with roles associated with community centres, public halls, townships and reserves shall have a minimum of five and a maximum of thirteen elected members including the appointed Councillor or Malvern Community Board member.
- (b) Elected community members are required to be resident or property owners in the District.
- (c) In Malvern ward, a Malvern Community Board member shall be appointed to each Committee.
- (d) In wards other than Malvern ward, a Councillor shall be appointed to each Committee and shall have the same rights and powers there as an elected community member.

- (e) The majority of Committee membership, elected at a triennial election, shall comprise community members not actively involved as a key centre / hall / reserve user, in instances of such committees. For a full committee membership this is seven (7).
- (f) At a triennial election, centre / hall / reserve user groups shall have membership, in instances of such committees. For a full Committee membership this is five (5).
- (g) Co-option cannot occur at a triennial election and can only occur once or twice during the three year term and only for specified period and purpose. The co-opted member would be expected to have specific skills to benefit the specific purpose of the co-option. Co-option cannot be for more than 12 months term.
- (h) The term of office shall be three years.
- (i) The elections shall be held within three months following the Local Government elections, and be publicly notified 14 days prior to the election of committee members. Council will provide limited support for advertising.
- (j) Each committee shall elect from within its members a chair and secretary, both voluntary appointments, and make other appointments as appropriate.
- (k) The committee shall keep a true and accurate record of all meetings, duly entered in a minute book and shall forward a copy to the Council within four weeks of each meeting.
- (l) All budgets related to halls and community centres are decided by Council as part of Long Term Plan, Annual Plan and Asset Management Plan processes. Each committee shall be encouraged to participate in these processes at the appropriate times.
- (m) Exceptions to clause i). are where there is significant Health and Safety risk or is urgently required to protect an asset from deterioration or immediate loss of service. In such circumstances only Council officers with relevant delegations will make associated decisions.
- (n) All expenditure must be posted against an appropriate general ledger code. Expenditure on approved budgets must be authorised by a Council officer with the relevant delegations, via Council's electronic purchasing system.
- (o) In the areas of incidental expenses, arrangements may be made by an authorised Council officer to enable timely payment of expenses within budget, directly to the supplier.
- (p) Any revenue generated by any committee is required to be deposited into the appropriate Council bank account.
- (q) Any person employed to provide services to Committees must be employees of Council and appointment processes and employee practices must comply with Council policies and processes. No Council employee can be a member of a Committee of Council they directly serve.
- (r) Committees will work cooperatively and collaboratively with other Council committees in the service of communities.

DELEGATIONS

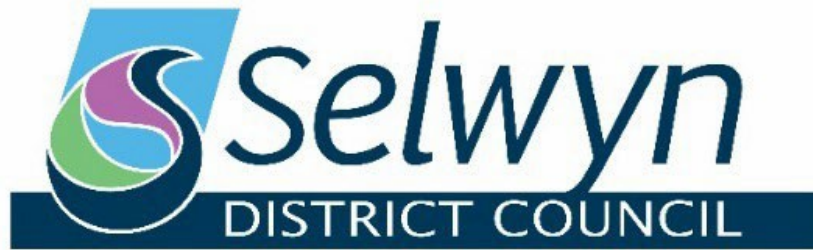
The implementation of this policy is delegated to the Executive Director Community Services and Facilities.

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Community and Economic Development](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
22 July 2020	Reviewed by staff with amendments made following Councillor comments
November 2020	Not reviewed



W1

WATER RACES

The following policies for the Water Race schemes should be read in conjunction with the Council's Water Race Bylaw 2008 and relevant sections of the Local Government Act 2002

W101 - Irrigation from Water Races Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy provides guidance on irrigation from the water race network

ORGANISATIONAL SCOPE

This policy applies to all proposals to irrigate from the water race network

DEFINITIONS

Irrigation	Taking water for vegetation growth and dust suppression (with special approval)
Water Race	Has the same meaning given in the Local Government Act 2002

THE POLICY

1. There is no guarantee of water availability for irrigation use.
2. Providing drinking water for stock is the primary objective of the water race network and takes priority over providing water for irrigation.
3. Any person irrigating without a permit or approval of the Selwyn District Council shall be required to cease immediately and the Council may at their discretion proceed with enforcement.
4. Minor irrigation for non-commercial users for house gardens and shelter belts is permitted subject to application to the Selwyn District Council with each case being treated on its merits. The conditions of minor irrigation use is:
 - (a) maximum take of 4m³ (4,000 litres) per day with extraction rate to be approved by Council
 - (b) no detrimental effect on downstream users permitted.
 - (c) application to the Council required and the application fee is non-refundable.
 - (d) properties must be rated a per hectare stock water rate.
 - (e) approval for water taken shall be at the discretion of the [Executive Director Infrastructure and Property](#).
 - (f) water taken must be held in a holding tank that is constructed and approved by the [Executive Director Infrastructure and Property](#) to buffer flows before being used. No direct pumping from race.
 - (g) a maximum of one garden sprinkler shall be used for house gardens.

- (h) for shelter belts the water must be trickle fed via the holding tank to the shelter belt.
- (i) permit for a shelter belt is valid for two years.
- (j) irrigation may be required to cease immediately if there is a water shortage.

5. Conditions for Irrigation within the Paparua Water Race Scheme:

- (a) permits are subject to Environment Canterbury resource consent conditions.
- (b) that the water race that the irrigation is proposed to be taken from is of sufficient size so there is no detrimental effect on downstream users.
- (c) application for an irrigation permit must be made in writing to the [Executive Director Infrastructure and Property](#)
- (d) the application fee is non refundable
- (e) properties must be rated a per hectare stock water rate.
- (f) an irrigation agreement shall be signed between the Selwyn District Council and the landowner
- (g) the irrigation agreement will specify the annual usage charge
- (h) a flow monitoring device shall be installed at all abstraction points to the Council's requirements before irrigation commences.
- (i) the proposed irrigation take must be over 5 l/second and based on the 0.6 l/sec/ha formula (except in special circumstances at the discretion of the [Executive Director Infrastructure and Property](#)). The proposed irrigation take must be for an established business or evidence to support the establishment of a business.
- (j) at the discretion and approval of the [Executive Director Infrastructure and Property](#) an existing irrigator may reduce their irrigation right to below 5 l/second.
- (k) That the water shall be conveyed to the applicable properties via reticulation and other structures to the approval of the [Executive Director Infrastructure and Property](#).
- (l) If the irrigation right is as the result of a subdivision, the subdivided land must prove utilisation of water for irrigation within 12 months of title being made available.
- (m) The applicant shall be required to show conclusively that irrigation take is within $\pm 5\%$ of approved amount within 48 hours' notice from Council.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
24 August 1998	Reviewed by Water Race Committee
29 May 2001	Amended by Operations
4 November 2002	Amended by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W102 - Water Race Ponds Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy guides decision making on the approval and continue operation of private ponds within the water race network.

ORGANISATIONAL SCOPE

This policy applies to all ponds constructed or proposed to be constructed within the water race network.

DEFINITIONS

Pond a body of water being used for purposes other than a watering place for stock or for irrigation storage

Water Race has the same meaning given in the [Local Government Act 2002](#)

THE POLICY

1. Pond Conditions:

Ponds are permitted subject to the following conditions:

- (a) size restricted to 100m².
- (b) maximum depth of water shall be 400mm.
- (c) separate inlet and outlet pipes to water race.
- (d) inlet and outlet pipes with valves shall be 100mm diameter (nominal).
- (e) shall have no detrimental effect on downstream users.
- (f) the pond must be isolated from the water race system.
- (g) a water loss test must be carried out in consultation with a Council representative before the pond is fully functional.
- (h) the pond must be lined with suitable material such as clay to minimise water loss and/or potential leakage
- (i) no detrimental effect on water quality shall occur.
- (j) construction and maintenance shall be to the satisfaction of the [Executive Director Infrastructure and Property](#).

- (k) property must be rated a per hectare rate for stock water.
- (l) the permit fee is non refundable
- (m) where a proposed pond is felt to have a detrimental effect on the water race scheme then permission for the pond shall be declined.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Selwyn District Council Water Race Bylaw 2008 (amended 1 June 2018)
- Water Race Management Plan
- Selwyn District Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 June 1998	Reviewed by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

W103 - Water Race Cleaning and Maintenance

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy provides guidance on the requirements for water race cleaning and maintenance

ORGANISATIONAL SCOPE

This policy applies to all water races.

DEFINITIONS

Cleaning Means maintaining a continuous flow of water within the water race system in accordance with the Water Race Management Plan.

Water Race has the same meaning given in the [Local Government Act 2002](#)

CONTENT

1. Council is responsible for cleaning designated main and lateral water races. A GIS layer of these races is available at Council, Libraries and Service Centres.
2. The maintenance of all other races not defined as designated main and lateral water races are the responsibility of the surrounding or adjacent property owner/s. Cleaning and other maintenance must be completed to the Council's required Level of Service.
3. Water race crossings including pipes and culverts supplying stockwater (and/or Irrigation water) to an individual property are the property owner's responsibility.
4. Culverts, bridges and other structures are the responsibility of the surrounding or adjacent property owner/s except for:
 - a. Culverts across Council's formed roads.
 - b. Weirs and control structures that control flow to more than one property.
5. Public notification by the Selwyn District Council shall be given prior to 31 July in each year advising property owners or lessees of their responsibility to clean races.
6. The timing for the cleaning of water races is that all races are to be cleaned by 30th December.
7. The Council undertakes yearly spraying along designated main and lateral races. All other races are the responsibility of the surrounding or adjacent landowner and could be subject to Environment Canterbury Regional Rules. Resource consent may be required for this activity.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 June 1998	Reviewed by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
11 August 2009	Amended by Water Race Committee
9 September 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W104 - Water Race Tailings Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy provides guidance on how to manage Water Race Tailings.

ORGANISATIONAL SCOPE

This policy applies to the Council maintained Water Race Network

DEFINITIONS

<i>Tailings</i>	means the material removed from the drainage network as a result of the cleaning process
<i>Cleaned to Truck</i>	means the tailings are cleaned to and removed by truck
<i>Water Race</i>	has the same meaning given in the Local Government Act 2002

THE POLICY

1. In all schemes, the Council water races shall be cleaned to truck for a length of 50m outside properties where the road edge is mowed regularly and any additional length shall be at the cost of the property-owner.
2. Where the Water Race Network is cleaned to bank and regularly mown notification shall be given to the land owner. The property owner shall be individually advised by the contractor either verbally or in writing that this is to occur, 48 hours prior to work being commenced.
3. The property owner shall be advised that they can enter into an arrangement with the cleaning contractor (name and phone number to be supplied) for the removal of a water race tailing to truck at the property owners' cost. Priority will be given to the property owner in the first instance.
4. Water Race tailings that have built up over a number of years will be removed if:
 - (a) it is deemed to be a safety hazard by the Council's Roading Engineer;
 - (b) when volume is such that it is within 0.5m of the road formation;
 - (c) when operation of the race is comprised by the cleanings; and
 - (d) the proportion of tailings to be removed from each scheme shall be determined by each scheme each year.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
5 October 1998	Reviewed by Water Race Committee
24 August 1999	Reviewed b Water Race Committee
1 November 1999	Reviewed by Water Race Committee
4 November 2002	Amended by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with one word deleted
November 2020	Reviewed by staff with no amendments made

PREVIOUS REVISIONS

- Water Race Committee 5.10.98
- Water Race Committee 1.11.99
- Amended Water Race Committee 4.11.02
- Amended Water Race Committee 08.05.06
- Water Race Committee 24.8.99
- Confirmed by Council 11.7.2007
- Council 10.6.2009

W106 - Relocation and Construction of New Water Races Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy provides guidance on the approval process to relocate existing or construct new water races

ORGANISATIONAL SCOPE

This policy applies to any proposal to relocate existing or construct new water races

DEFINITIONS

Water Race has the same meaning given in the [Local Government Act 2002](#)

THE POLICY

Construction of new races and relocation of water races shall be permitted subject to:

1. It shall not have a detrimental effect on any other water race users or the water race system operation.
2. Application shall be made in writing to the [Executive Director Infrastructure and Property](#) and shall include:
 - (a) map showing existing and proposed works.
 - (b) specifications for construction of work.
 - (c) non-refundable payment of the application fee as applicable at the time of application.
3. No works can proceed until engineering approval of the works has been obtained from the [Executive Director Infrastructure and Property](#).
4. All costs associated, including any supervision, shall be at the applicant's expense.
5. If any leakage occurs from the relocated / new race, including anytime in the future, the applicant shall undertake all necessary repairs as directed by the [Executive Director Infrastructure and Property](#).
6. A water loss test must be carried out in consultation with the Council representative prior to the water being fully diverted. If this is not undertaken the Council reserves the right to do this at the applicant's cost and all repairs that may be required are at the applicant's expense.
7. Where the application is an enhancement to the scheme, then a cost sharing arrangement may be entered into between the Council and the applicant at the Council's discretion.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Policy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 June 1998	Reviewed by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

W107 - Closure of Water Races Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy provides guidance on water race closures.

ORGANISATIONAL SCOPE

This policy relates to all potential water race closures.

DEFINITIONS

Water Race	has the same meaning given in the Local Government Act 2002
Public initiated closures	are closures initiated by private property owners which have signed closure approval forms for at least 80% of directly affected properties.
Council initiated closures	are closures which are approved by Council for public consultation

THE POLICY

1. The water race network may be rationalised from the extremities of the relevant scheme on a race by race basis as Public initiated closures. The request for a Public initiated closure must be made in writing to the [Executive Director Infrastructure and Property](#) or delegated officer.
2. Council initiated closures may be strategic in nature and may be larger in scope including closure of whole water race schemes. Council may also seek to close small or minor sections of water races.
3. All water race closures processes are to include consultation with directly affected property owners and other key stakeholders. The Council will also consider other relevant factors including the enhanced use of the relevant scheme for commercial and non-commercial irrigation, aquifer recharge, targeted stream augmentation, land drainage function (within designated land drainage areas), amenity and ecological values.
4. All public-initiated closures shall be assessed by the [Executive Director Infrastructure and Property](#) before progressing to appropriate public consultation.
5. All Council-initiated closures shall be assessed by Council before progressing to appropriate public consultation and final Council decision.
6. The Council will hear any submissions arising from the public consultation before making a decision on whether the water race closure should proceed.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 June 1998	Reviewed by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with notable changes made
22 July 2020	Reviewed by staff with amendments made as per Councillor request
November 2020	Reviewed by staff with no amendments made

W109 - Exemptions From Paying Water Race Rates Policy

Category	Water Races	Type	Policy
Policy Owner	Chief Financial Officer	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

The policy aims to ensure properties that benefit from the use of a water race and fairly contributing to the increasing costs of operating the water supply network.

THE POLICY

1. Where the property is within a water race area and stock water is unable to be supplied to that property or it is impracticable to do so, then:
 - (a) the property shall be exempted from payment of stock water rates.
 - (b) application for such exemption must be in writing and not be retrospective prior to the current financial year in question.
2. Where the property is within the water race area and a water race does not go through the property or adjacent to that property, then:
 - (a) the property may be exempted from payment of stock water rates.
 - (b) application for such exemption must be in writing and not be retrospective prior to the current financial year in question.

DELEGATIONS

The implementation of this policy is delegated to the [Chief Financial Officer](#)

RELATED POLICIES, PROCEDURES AND FORMS

- Not applicable

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Financial Officer](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W111 - Water Races within Subdivisions Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy provides guidance on how to manage a water race which runs through land that is being subdivided.

ORGANISATIONAL SCOPE

This policy relates to all subdivisions where water races run through the property being subdivided

DEFINITIONS

Water Race has the same meaning given in the [Local Government Act 2002](#)

THE POLICY

1. Where a subdivision is proposed, all lots within that subdivision shall be served by the water race system, except if it is physically and or technically impractical to serve each individual lot. Properties within rural residential, residential, commercial, and industrial zones are not required to be serviced.
2. Piping of the water race through these lots shall be undertaken to assist in ensuring continuity of downstream supply, unless otherwise approved to remain open by the [Executive Director Infrastructure and Property](#).
3. Easements over the water races shall be sought at time of subdivision where possible.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan
- Engineering Code of Practice

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 June 1998	Reviewed by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W112 - Soak Holes Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy provides guidance on the responsibility of water race soak hole maintenance and operation

ORGANISATIONAL SCOPE

This policy applies to all soak holes within the water race network.

DEFINITIONS

Water Race has the same meaning given in the [Local Government Act 2002](#)

Soak Hole End of water race termination point where water is discharged to ground

THE POLICY

1. The maintenance and operation of soak holes are the responsibility of:
 - (a) the Council when the associated water race is within a formed road.
 - (b) the property owner(s) when the associated water race and existing soak holes are within the private property.
 - (c) replacement of the soak hole due to its inability to take the water race flow shall be Council's responsibility. Council shall only be responsible for installing a standard soak hole.
 - (d) if flow increases due to changes in operation, which has a detrimental effect on existing soak holes, the Council shall be responsible for all costs to upgrade the soak holes.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
24 August 1998	Reviewed by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

W115 - Credits for Unplanned Disruption of the Water Race Supply Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy provides guidance on providing credits for unplanned disruptions of the water race network.

ORGANISATIONAL SCOPE

This policy relates to all requests for credits on rates due to unplanned disruptions of the water race network.

DEFINITIONS

Water Race	has the meaning given in the Local Government Act 2002
Credit	reimbursement of the targeted rate paid on a proportionate basis
Acts of God	Acts of God cover, but are not limited to, the following conditions: <ul style="list-style-type: none"> Flood conditions where the intake is closed by: the Council to prevent damage to the water race system; flood damage to the intake or associated structure; a change in the course of the river which prevents the intake and associated structures being supplied; and Drought conditions where the river level is too low to supply the intake.

THE POLICY

- A ratepayer may apply for a partial credit of water race rates where:
 - a race is blocked for a minimum of 24 hours by materials.
 - a drought situation causes part of a system to run dry for a minimum of 24 hours. (This acknowledges that the majority of the system can be supplied but that the reduced quantity of water in the system leaves some isolated areas with no water.)
- Credits shall only be given upon application by the ratepayer in writing to the [Executive Director Infrastructure and Property](#) and shall apply from the date of non-supply until supply is restored. Supporting evidence of non-supply is required via the complaints system, written correspondence received, or the Council contractor.
- A full day's credit shall be given for every part of a day where disruption occurs (e.g. if a ratepayer is not supplied for water for one day and two hours, this would result in a two day credit being given).
- If more than one water race supplies the property a partial credit shall not apply.

5. Credits shall not apply in situations:

(a) where the period of unplanned disruption is less than 24 hours; or

(b) where “Acts of God” occur.

- “Acts of God” cover the following:
 - Flood conditions where the intake is closed by;
 - The Council to prevent damage to the water race system;
 - Flood damage to the intake or associated structure;
 - A change in the course of the river which prevents the intake and associated structures being supplied; and drought conditions where the river level is too low to supply the intake.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 June 1998	Reviewed by Water Race Committee
24 August 1998	Amended by Water Race Committee
15 November 2004	Amended by Water Race Committee
8 May 2006	Amended by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W116 - Repair of Water Race Sinkholes Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2023

PURPOSE

This policy provides guidance on the responsibility to repair water race sinkholes

ORGANISATIONAL SCOPE

This policy applies to all sinkholes within the water race network.

DEFINITIONS

Water Race	has the same meaning given in the Local Government Act 2002
Sinkholes	a cavity in the ground caused by water erosion and providing a route for surface water to disappear underground
Poor Maintenance	includes but is not limited to over excavation of water races resulting in the removal of any lining or naturally sealing material on the race invert.

THE POLICY

The repair of water race sinkholes shall be the responsibility of the Council except where poor maintenance or cleaning by the property-owner has contributed to the problem.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
4 November 2002	Reviewed by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W117 - Planned Works Outage Management Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy provides guidance on the notification required for planned water race outages

ORGANISATIONAL SCOPE

This policy applies to all planned water race outages on the Councils Water Race network.

DEFINITIONS

Outage stoppage or major disruption to the supply of water

THE POLICY

1. The Council may stop the flow of water in any water race for the purposes of carrying out extensions, alterations, enlargements, maintenance or any other purpose deemed necessary by the [Executive Director Infrastructure and Property](#)
2. Where planned works will result in a temporary outage to the supply of water for greater than 36 hours, a minimum of 14 calendar days' notice shall be given before the commencement of planned maintenance works. Notice shall be provided via advertisement in a local paper and on the Selwyn District Council website.
3. Where practicable, land owners relying on stock water shall be contacted directly by the maintenance contractor or information should be left describing the planned water race outage details including contact information.
4. Notification of temporary outages less than 36 hours in duration shall be provided via the council website and social media only.
5. Notification shall be arranged by the contractor or person(s) undertaking the works in accordance with the above policy conditions and with the approval from the Council's [Executive Director Infrastructure and Property](#).
6. The cost of notification shall be borne by the organisation or person(s) directly undertaking the planned maintenance outage works.
7. Costs associated with failure to notify Council as described above shall be borne by the organisation/persons directly undertaking the stoppage works. This shall include taking all reasonable measures to ensure that the welfare of persons and stock are not adversely affected.
8. It shall be the responsibility of those reliant on stockwater to make alternative arrangements for supply of water as required during the planned maintenance outage works.

9. No water race credits shall be available resulting from any planned maintenance outage works.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

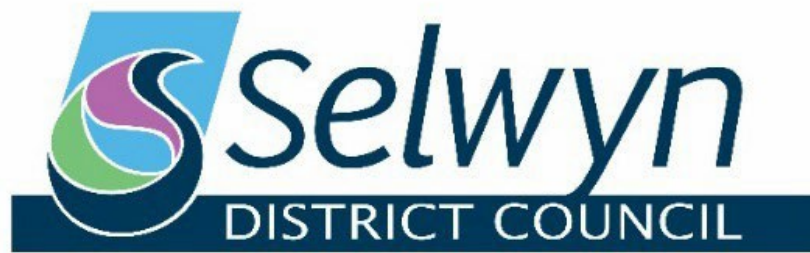
- Water Race Bylaw 2008
- Water Race Management Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
15 November 2004	Review by Water Race Committee
11 July 2007	Confirmed by Council
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made



W2

WATER SUPPLIES

The following policies for the Water Supply schemes should be read in conjunction with the Council's Water Supply Bylaw and relevant sections of the Local Government Act 2002

W201 - Commitment to Water Supply Management

Category	Water Supplies	Type	Policy
Policy Owner	Water Services Asset Manager	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy outlines how the organisation's commitment to the provision of high-quality drinking water that meets the expectations of relevant legislation and standards will be achieved.

DEFINITIONS & ABBREVIATIONS

Relevant legislation and standards Includes, but is not limited to; Water Safety Plan Framework the requirements of the Health (Drinking Water) Amendment Act 2007 and Drinking water Standards for New Zealand.

THE POLICY

Selwyn District Council is committed to managing its water supply effectively to ensure that consumers consistently receive high-quality drinking-water that meets the expectations of relevant legislation and standards. In partnerships with stakeholders, relevant agencies and contractors, Selwyn District Council will achieve this commitment through actively implementing the six fundamental principles of drinking water safety in New Zealand (Government Inquiry into Havelock North Drinking Water 2017).

- Principle 1: A high standard of care must be embraced
- Embrace a high standard of care to manage water quality at all points along the delivery chain from source water to the consumer to provide a continuous supply of safe drinking water.
 - Continually improve our practices by assessing performance against corporate commitments, stakeholder expectations and regulatory requirements.
- Principle 2: Protection of source water is of paramount importance
- Acknowledge that protection of source water is of paramount importance in protecting consumers against drinking water contamination and illness.
- Principle 3: Maintain multiple barriers against contamination
- Maintain robust multiple barriers against contamination appropriate to the level of potential contamination and harm.
- Principle 4: Change (including changes to processes and hazardous events) precedes contamination
- Acknowledge that contamination is almost always preceded by some kind of change (including changes to processes and hazardous events), and will monitor and always respond to change.
- Principle 5: Suppliers must own the safety of drinking water
- Maintain a personal sense of responsibility and dedication to providing consumers with high-quality drinking water.
 - Integrate the needs and expectations of our consumers, stakeholders, regulators and employees into our planning.

- Develop appropriate contingency planning and incident response capability.
- Establish regular monitoring of the quality of drinking water and effective reporting mechanisms to provide relevant and timely information, and promote confidence in the water supply and its management.
- Participate in appropriate investigative activities to ensure continued understanding of drinking water quality issues and performance.

Principle 6: Apply a preventive risk management approach.

- Use a preventive risk-based approach in which potential threats to water quality and quantity are identified and managed.

All staff and the network Water Services Contractor involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continually improving the drinking water quality management system.

DELEGATION

The implementation of this policy is delegated to the Executive Director Infrastructure and Property

RELATED POLICIES, PROCEDURES AND FORMS

- Water Supply Bylaw 2008

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact Water Services Asset Manager

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
11 December 2019	Approved by Council
15 May 2020	Policy is new to this manual
November 2020	Reviewed by staff with no amendments made

W203 - Extension of Water Supplies Policy

Category	Water Supplies	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy provides guidance on the approval of water supply extensions.

ORGANISATIONAL SCOPE

This policy applies to all water supplies.

DEFINITIONS

Water Supply System means all the components of the water supply system between the point of abstraction from the natural environment and the Point of Supply including but not limited to, wells, infiltration galleries, intake structures, open raw water storage ponds and/or lakes, falling mains, treatment plants, water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, service pipes, boundary assemblies, meters, Backflow Prevention Devices and Service Valves.

THE POLICY

1. Extensions to the Council's Water Supply System may be approved at the discretion of the Council's [Executive Director Infrastructure and Property](#) taking into consideration the following matters:
 - (a) the Water Supply System has surplus capacity available;
 - (b) the connection to the water supply system will not be detrimental to the operation of the water supply system and is within design and consent capabilities of the scheme; and
 - (c) sufficient capacity shall remain after approval of the extension to service undeveloped land within the township or areas serviced by the water supply system in accordance with Activity Management Plans, Master Plans and other associated planning documents.
2. All costs associated with Council's approval of the application including but not limited to: computer modelling; engineering design; the review of plans and specifications; construction cost of pipework extensions and network upgrades; along with fees and contributions must be borne by the applicant.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Supply Bylaw 2008
- Selwyn District Plan

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
31 May 1995	Review by Community Works and Services
14 June 1995	Confirmed by Council
28 October 1997	Reconfirmed by Works and Services
10 June 2009	Confirmed by Council
22 May 2019	Reviewed by Council
May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W210 - Council's Role in Community Water Supplies Policy

Category	Water Supplies	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

This policy provides guidance on the vesting of discreet Water Supply Systems

ORGANISATIONAL SCOPE

This policy applies to all proposals to vest discreet Water Supply Systems to Council

DEFINITIONS

Water Supply System means all the components of the water supply system between the point of abstraction from the natural environment and the Point of Supply including but not limited to, wells, infiltration galleries, intake structures, open raw water storage ponds and/or lakes, falling mains, treatment plants, water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, service pipes, boundary assemblies, meters, Backflow Prevention Devices and Service Valves.

Premises means:

- i) a property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued;
- ii) a building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or
- iii) land held in public ownership (e.g. reserve) for a particular purpose;

THE POLICY

1. Where offered to the Council, and being a discreet Water Supply System serving 60 or more premises, then the Council shall take over the administration, operation and maintenance of the Water Supply System subject to:
 - (a) compliance with the Council's Engineering Code of Practice;
 - (b) treatment systems and or source water complying with the current New Zealand Drinking Water Standards.
 - (c) an appropriate resource consent with conditions acceptable to the Council's [Executive Director Infrastructure and Property](#)
2. The Council will require the Water Supply System to be operated by the instigator in accordance with the resource consent requirements for the lesser of:

- (a) a period not exceeding two (2) years starting from the issue of a S224 in relation to subdivision;
 - (b) until such time at least ½ of the premises have a dwelling connected; or
 - (c) 30 premises have a dwelling connected
3. Any proposals for the Council to take over a scheme which has 59 or fewer premises shall be considered on an individual basis.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Supply Bylaw 2008

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
27 August 1996	Works and Services Committee
11 September 1996	Confirmed by Council
27 January 1996	Reconfirmed Works and Services
16 November 2005	Reviewed by Council
11 July 2007	Confirmed by Council
10 June 2009	Reviewed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made

W212 - Temporary Connection to Council Community Water Supplies Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy provides guidance on the approval process for permitting temporary access to the Council's water supply.

ORGANISATIONAL SCOPE

This policy applies to all applications to temporarily connect to Council's water supply.

DEFINITIONS

FENZ personnel as defined in the [Fire and Emergency New Zealand Act 2017](#)

Register of Drinking-Water Carriers as provided within the National Drinking Water Online database

RPZ refers to Reduced Pressure Zone device

THE POLICY

- Temporary Connection to Council's Community Water Supplies shall be by permit only. The following conditions shall apply
 - RPZ Backflow protection shall be provided unless otherwise approved by Council. Refer [Backflow Protection at Point of Supply](#) policy
 - the point of supply is metered
 - water supply charges are applied and will be returned to the water supply account
 - access is to be limited to nominated Points of Supply and specific times of day
 - water provided for domestic consumption purposes shall only be to operators listed on the Register of Drinking-Water Carriers.
- Where water is required for usage outside (1e) above, access to the Council's stockwater race network with appropriate approval may be available. This access will be in accordance with Water Race Bylaws, policies, and specific race capacities.
- [FENZ](#) personnel may access fire hydrants for firefighting, testing or training purposes without approval.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Water Supply Bylaw 2008

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
13 December 2006	Reviewed by Council
11 July 2007	Confirmed by Council
10 June 2009	Reviewed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W213 - Backflow Protection at Point of Supply Policy

Category	Water Races	Type	Policy
Policy Owner	Head of Asset Management	Approved by	Council
Last Approved Revision	November 2020	Review Date	September 2022

PURPOSE

This policy sets out the Council's commitment to the protection of the potable water supplies from backflow risks. The policy sets out the appropriate level and type of backflow prevention to be provided on all connections to water supplies.

ORGANISATIONAL SCOPE

This policy applies to all connections to the Council's potable water supply including permanent and temporary connections.

DEFINITIONS

Backflow	the unplanned reversal of flow of water or mixtures of water and contaminants into the water supply system. See back-siphonage and back-pressure.
Backflow prevention device	a device that prevents backflow.
Back-pressure	a backflow condition caused by the downstream pressure becoming greater than the supply pressure.
Back-siphonage	a backflow condition caused by the supply pressure becoming less than the downstream pressure.
Check valve	a valve that permits flow in one direction but prevents a return flow and is part of a backflow prevention device.

THE POLICY

This backflow prevention policy outlines Council's commitment to the protection of the potable water supplies.

To minimise the risk of contamination to the water supply, an appropriate level of backflow prevention is to be provided on all connections to community water supplies

The type of backflow prevention device to be used for connections will be decided upon by Council, based on the risk to the water supply posed by the property owner's site activities

The Council adopts three backflow hazard/risk categories consistent with the New Zealand Building Code Compliance Document G12, see below for the categories:

Hazard	Description	Boundary (Containment) Device
High hazard	Any condition, device or practice which, in connection with the potable water supply system has the potential to cause death	Reduced Pressure Zone device
Medium hazard	Any condition or practice which, in connection with the potable water supply system, has the potential to injure or endanger health	Testable Double Check Valve
Low hazard	Any condition, device or practice which in connection to the potable water supply system, would constitute a nuisance, by odour or taste, but not injure or endanger health.	Dual check valve

For a list of hazard examples, refer to the Building Code, Compliance Document G12:

- Domestic use connections will generally require a (non-testable) dual check backflow prevention device and commercial/extraordinary use connections as defined by the bylaw will require a testable backflow prevention device at the point of supply
- If the land use or hazards are unknown for a new commercial, industrial or mixed development, the hazard rating will default to high
- The final determination of the hazard level associated with a connection is at the sole discretion of the [Executive Director Infrastructure and Property](#)
- Where the use of a premises changes in such a way that the risk of backflow is changed, the property owner is to notify Council of that change in use
- Periodic surveying of existing connections will be undertaken by Council to determine any change of use requiring upgrading of backflow prevention device; and
- Where water is taken from a public main by a contractor or other person, prior permission must be obtained from the Council, and a permit applied for. Special protection rules exist to provide security of the potable water supply. However this requirement does not apply to Fire and Emergency Service when fighting fires or testing hydrants or SDCs maintenance contractor when testing hydrants. When testing a fire hydrant a backflow device is required.

1. Requirements to install and maintain backflow prevention systems

- preventing backflow contamination of a Council water supply from private properties is the responsibility of property owners and is outlined in Council's [Water Supply Bylaw 2008](#). Property owners are required to identify backflow hazards at their property and ensure that appropriate backflow prevention devices are installed or an air gap is consistent with the hazard categories and backflow protection levels outlined above
- all new connections require backflow prevention at or near the point of supply (defined as the point on the supply connection deemed by Council to mark the boundary of responsibility between Council and the property owner), it is preferable for this to be on the owners property
- existing domestic/ordinary use connections without backflow prevention will have a non-testable backflow device installed by Council (at no additional cost to the property owner) when the meter is replaced
- existing extraordinary use connections (generally agricultural, commercial and industrial) without adequate backflow prevention are to be upgraded at the property owners expense (upgrading will be prioritised according to potential risk and Council will arrange for installation and initial (not ongoing) testing of the new device and pass on the cost)
- the installation details for new or replacement backflow devices shall be in accordance with Council's Code of Practice/Engineering Standards and be approved by Council

- (f) installation, maintenance, testing and replacement of boundary backflow prevention devices shall be undertaken only by Council approved contractors or Council engineers; and
- (g) testable backflow prevention devices, whether owned by Council or the property owner, must be tested at least annually and after any maintenance.

2. Council Managed Backflow protection

- (a) where ownership of a boundary backflow prevention device has been vested in Council, it will be maintained and replaced as required by Council; and
- (b) a schedule of targeted rates for testable backflow prevention devices of different types and sizes will be prescribed in the Annual and Long Term Plans. The appropriate charge (which covers maintenance, testing and replacement as required for existing use of Council owned boundary backflow devices) will be added to the property owner's water account.

3. Privately Managed Backflow protection

- (a) property owners with existing extraordinary use connections which meet Council's requirements for backflow prevention will retain ownership (and responsibility for on-going maintenance and testing)
- (b) all backflow devices must be included in the property's compliance schedule and be maintained, fully functional and tested annually. The provision, installation, maintenance per manufacturer's recommendation and testing of devices by an independently qualified person will be at the property owners expense
- (c) property owners are required to test each testable backflow prevention device installed at high, and medium hazard properties, annually. The testing of backflow prevention devices must only be undertaken by an Approved Backflow Technician or Independently qualified person
- (d) backflow prevention devices should be installed within the owner's property and as close as practicable to the boundary; and
- (e) property owners are required to ensure that backflow prevention devices are accessible to Council at all times.

4. Enforcement and Education

- (a) enforcement where necessary will be as set out in the [Bylaw](#); and
- (b) a programme will be undertaken to advise and educate members of the community, in particular property owners and occupiers, about the risks that backflow can pose to water supplies.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Water Supply Bylaw 2008](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Head of Asset Management](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
13 December 2006	Reviewed by Council
11 July 2007	Confirmed by Council
10 June 2009	Reviewed by Council
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made

W 214 - Restricted Connections to Council Drinking Water Supplies Policy

Category	Water Supply
Type	Policy
Policy Owner	Water Services Asset Manager
Approved by	Council
Last Approved Revision	24 July 2024
Review Date	3 years

PURPOSE

This policy provides guidance on restricted water connections to Council operated water supplies.

ORGANISATIONAL SCOPE

This policy applies to all restricted water supplies, land parcels greater than 2,500m² applying to connect to an on-demand water supply and all subdivisions (or similar mechanisms) to create premises with a land parcel greater than 2,500m².

DEFINITIONS

<i>On demand connection</i>	means a connection which has a water meter and draws water from the reticulation network at a variable flow rate. Typically, metered water connections pay a standing charge plus a volumetric rate for the water extracted.
<i>Restricted connection</i>	means a connection which receives a fixed daily allowance delivered to a private holding tank over a 24-hour period via a restrictor installed and maintained by Council. Restricted water connections pay a standing charge plus a volumetric rate based on the daily restricted water supply unit allocation.
<i>Point of supply</i>	means the connection point to the Council water supply. Generally, this is the water toby at the property boundary which includes the non-testable backflow prevention and either a flow meter (for an on-demand supply) or restrictor (for a restricted supply).
<i>Premises</i>	means a property or allotment which has its own valuation number.

CONTENT

- Premises with land parcels:
 - greater than 2,500m² applying to connect to an on-demand water supply scheme,
 - creating land parcels greater than 2,500m² (by subdivision or similar process) and connected to an on-demand water supply scheme, or
 - any premises connected to a restricted water supply scheme,
 are required to install a restricted connection and have 3 days of private onsite storage. Council does not guarantee continuous pressure or supply to restricted schemes.
- All restricted connections will have a restrictor and non-testable dual check backflow protection at the point of supply. Tampering or removal of the restrictor at the point of supply is an offence under the Water Supply Bylaw. Council owns and maintains restrictors. All water from the point of supply must pass through the private tank before use or further pumping.
- Installation of an onsite storage tank (to provide a minimum of three days storage), a pump, private infrastructure inside the boundary and their ongoing maintenance and renewal is the responsibility of the premises owner.

4. Applications for new connections are subject to approval via the water connection approval process.
5. Each restricted connection will be provided a number of water supply units. Councils current standard restricted connection is two units per day (one unit = 1000 litres), although the number of units available varies by scheme and is subject to capacity availability as determined by the Council's Water Services Team. Applications for additional units will be subject to capacity availability.
6. Only one water connection per property valuation will be provided.
7. All physical water connections are required to be completed by an approved contractor with stand over from SDC's network management contractor where modifications to the SDC water network are required.

Delegations

The implementation of this policy is delegated to the Executive Director Infrastructure and Property.

RELATED POLICIES, PROCEDURES AND FORMS

- Water supply Bylaw 2008
- Water Conservation and Demand Management Strategy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Executive Director Infrastructure and Property.

W215 - Firefighting connections to Council Drinking Water Supplies Policy

Category	Water Supply
Type	Policy
Policy Owner	Water Services Asset Manager
Approved by	Council
Last Approved Revision	24 July 2024
Review Date	3 years

PURPOSE

This policy provides guidance on firefighting connections to on-demand Council operated drinking water supplies.

ORGANISATIONS SCOPE

This policy applies to all on-demand drinking water supplies. Restricted water supplies do not provide for firefighting capacity.

DEFINITIONS

An on-demand water supply has connections which have water meters and where water from the reticulation network is extracted at a variable flow rate as required from the point of supply. Typically, metered water connections pay a standing charge plus a volumetric rate for the water extracted.

Point of supply means the connection point to the Council water supply. For firefighting connections this will be the water meter within the road reserve.

Premises means a property or allotment which has its own valuation number.

CONTENT

1. Firefighting provision within premises (including but not limited to fire hydrants and fire sprinkler systems) must be supplied by a dedicated connection to the Council's water supply.
2. If a dedicated firefighting connection is required, an application must be made through the council website and at the time of building consent application.
3. Applications for new connections or modifications to existing connections are subject to capacity assessment by Council and approval via the water services team. A fire system design report and drawings must be provided at the time of application to enable assessment of the application to be completed.
4. All firefighting connections to the Council water supply will require a separate metered and high hazard (RPZ) backflow preventor. The water meter will be within the road reserve and will be the responsibility of the premises owner to install. The RPZ arrangement will be immediately inside the boundary and will be the responsibility of the premises owner to install and maintain.
5. All water for fire sprinkler systems shall pass through a private tank prior to further pumping. Fire tanks must be sized to accommodate the full firefighting requirements of the sprinkler system. The flow rate at the inlet to the tank from the Council supply must be restricted such that it refills at a constant rate over a period of 6 hours.
6. Only one fire-fighting connection per premises will be considered.
7. All physical water connections are required to be completed by an approved contractor with a stand over from SDC's network management contractor where modifications to the SDC water network are required.

Delegations

The implementation of this policy is delegated to the Executive Director Infrastructure and Property.

RELATED POLICIES, PROCEDURES AND FORMS

- Water supply Bylaw 2008

Contact

If you have queries about the content of this policy, contact the Executive Director Infrastructure and Property.

W216 - Irrigation from Council Drinking Water Supplies Policy

Category	Water Supply
Type	Policy
Policy Owner	Water Services Asset Manager
Approved by	Council
Last Approved Revision	24 July 2024
Review Date	3 years

PURPOSE

This policy provides guidance on irrigation from Council's drinking water supplies.

ORGANISATIONAL SCOPE

This policy applies to all proposals to irrigate from Council drinking water supplies.

DEFINITIONS

Water Supply System: means all the components of the water supply system between the point of abstraction from the natural environment and the Point of Supply including but not limited to, wells, bores, infiltration galleries, intake structures, open raw water storage ponds and/or lakes, falling mains, treatment plants, water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, service pipes, boundary assemblies, meters, Backflow Prevention Devices and Service Valves.

Premises means a property or allotment which has its own valuation number.

Point of supply means connection point to the Council water supply. Generally, this is the water toby at the property boundary which includes the non-testable backflow prevention and either a flow meter (for an on demand supply) or restrictor (for a restricted supply).

THE POLICY

1. Minor irrigation (flow rate less than 1 l/s) for commercial users for small garden and shelter belt areas (areas totalling less than 200 m² per valuation number) is permitted from the Council Water Supply, provided these connections are downstream of the Council's point of supply. Hours of irrigation shall be limited to overnight from 10pm until 6am.
2. This policy does not apply to domestic irrigation for residential premises.
3. Any minor commercial irrigation is not guaranteed and will be subject to water restrictions as set out in Council's Water Conservation and Demand Management Plan.
4. Only one water connection per property valuation will be provided, no supplementary connections to the Council water supply will be provided for irrigation.
5. Irrigation connections inside premises boundaries must be protected from the water supply to the premises for domestic or other purposes by a dedicated privately owned and maintained High Hazard RPZ backflow preventor.
6. Irrigation from restricted connections to the council water supply are permitted within the constraints of the units allocated and other requirements and demands of the site. The owner is responsible for managing their water demand within their unit allocation.

7. Commercial and industrial irrigation (including but not limited to sports facilities, sports fields and schools), is not permitted from the Council drinking water supply or connections to the water supply. Alternative water sources must be used.

Delegations

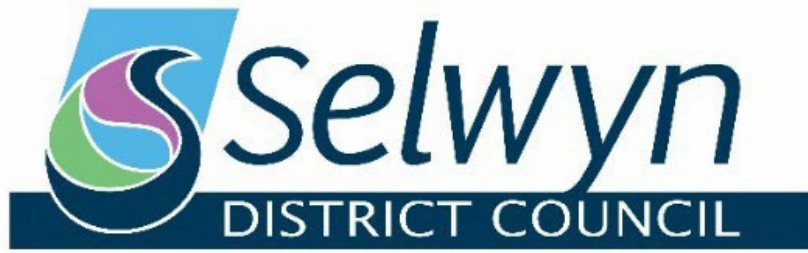
The implementation of this policy is delegated to the Executive Director Infrastructure and Property

RELATED POLICIES, PROCEDURES AND FORMS

- Water supply Bylaw 2008
- Water Conservation and Demand Management Strategy

Contact

If you have queries about the content of this policy, contact the Executive Director Infrastructure and Property.



W3

WORKS CONTRIBUTION

W305 - Amalgamation Policy

Category	Works Contribution	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

The policy is to regulate the manner in which land disposal under the [Public Works Act 1981](#) is carried out by Selwyn District Council with regard to amalgamation conditions.

ORGANISATIONAL SCOPE

This policy applies (where applicable) to all land owned or managed by Council

DEFINITIONS

Land as defined in the [Public Works Act 1981](#)

THE POLICY

1. Amalgamation condition to be imposed

Subject to clause 2 below, when the Council is required to dispose of land under Section 40 of the Public Works Act 1981 to the successor of the person from whom the Council first acquired the land, an amalgamation condition shall be imposed pursuant to Section 42(6) of the Public Works Act 1981.

2. The Right to Waive Amalgamation

If however, the land being offered has a sub-divisible potential whereby it would be in the Council's best interests to have that recognised, the Council reserves the right to waive amalgamation and obtain the best market value possible.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

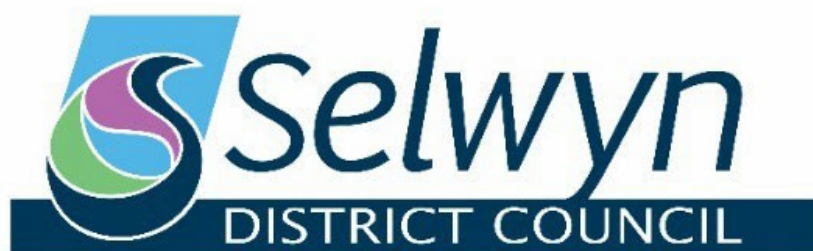
- Council Property Database
- Subdivision Policy
- Works Contributions Policy

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
15 May 2020	Reviewed by staff with no amendments made
November 2020	Reviewed by staff with no amendments made
November 2021	Reviewed by staff with no amendments made



GOVERNANCE POLICIES

C1

CLIMATE CHANGE

C101- Climate Change Policy

Category	Climate Change	Type	Policy
Policy Owner	Executive Director Infrastructure and Property	Approved by	Council
Last Approved Revision	December 2020	Review Date	December 2022

PURPOSE

The purpose of this policy is to outline a blueprint to achieve a cohesive and comprehensive response to climate change at Selwyn and take a leadership role to prepare the Council functions, businesses and its communities to be responsive, resilient and ready for a carbon-neutral future.

ORGANISATIONAL SCOPE

This policy applies to all Selwyn District Council staff, Councillors and organisations interacting with Council. Organisations performing services for the Council should align with the key principles in this policy to ensure all facets of Council's business operate in a way to promote and improve the Council's climate change response.

DEFINITIONS

Climate change

the earth's atmosphere is made up of oxygen, a large amount of nitrogen, and a small percentage of so-called 'greenhouse gases' (GHGs) such as carbon dioxide (CO₂) and methane (CH₄).

GHGs act like a blanket around the earth which trap warmth from the sun and make life possible. Without them, too much heat would escape and the surface of the planet would freeze. However, increases in the volume and concentration of emissions have caused the earth to heat more and its climate to change.

This process is often called global warming but it is better to think of it as climate change. This is because while warming is the main effect, other aspects of the climate also change including more frequent extreme events such as flood, storms, cyclones and droughts. (Ref: MfE website)

Mitigation

refers to reducing greenhouse gas emissions and enhancing forests and other "sinks" to remove greenhouse gases from the atmosphere, with the objective of limiting climate change for future generations. (Ref: MfE website)

Adaptation

refers to the ongoing process of adjusting to the actual and expected changes in the environment resulting from greenhouse gas emissions which have already been released into the atmosphere, and those that may be released in the future. (Ref: MfE website)

Adaptation includes planning for direct impacts on infrastructure, economy, health, safety and wellbeing, and direct impacts such as potential food and water insecurity, and disrupted health services.

It also means adjusting the way people live and work to prepare for a zero carbon future and being open to the opportunities this will bring.

POLICY INTRODUCTION

It is indisputable that the climate is changing. The accelerated growth of industrial, agricultural, and transportation activities has been increasing the level of greenhouse gases in the atmosphere. This is causing the earth to heat up at an unprecedented rate resulting in changes to the surface temperature and weather patterns.

Many of these changes pose serious hazards such as extreme drought, heat, rainfall, floods, coastal inundation etc, thereby posing risks to properties, water services and road infrastructure, affecting livelihood, social, and economic wellbeing of our communities and people. These changes also come with many opportunities for our communities and businesses to be explored.

Council has moral and legislative responsibility to work towards mitigation of the carbon emissions from its business and activities in line with the 'Zero Carbon' Act targets. Additionally, taking a leadership role in the assessment of the climate change impact on its communities and, planning and implementing adaptation action for the district.

THE POLICY

Climate change response forms an integral part of the Council's decision-making process. This policy has been developed to encapsulate both the moral and legal responsibilities of the Council in relation to incorporating climate change response into its day-to-day business and the decision-making for its communities and businesses.

To achieve a comprehensive climate change response at Selwyn District Council:

- Council will align its activities to reduce carbon emissions across all its areas of influence to create the conditions for a smart, innovative, low-carbon economy that meet or exceed the targets set within the Climate Change Response (Zero Carbon) Amendment Act 2019.
- Council will carry out regular risk / opportunities assessment related to climate change and its impact / benefits to the Council's assets, businesses and its communities.
- Council will provide consistent and timely information related to climate change across its key processes such as long-term financial planning, assets development and management, strategic planning, service delivery, emergency response, governance, communication, and other community engagement functions, and provide required resources to implement the actions planned to mitigate / adapt to the impacts, harvest the opportunities, and to increase long-term resilience to climate change.
- Council will engage with our Iwi (Te Rūnanga o Ngāi Tahu, the local hapū(s), and Tangata Whenua to exchange knowledge of climate change, develop understanding of Māori perspective in relation to climate risks / opportunities and collaborate on works related to climate change response and community resilience. This recognises the requirement to consult with Māori in relation to Te Tiriti O Waitangi.
- Council will engage with its communities to increase awareness of climate change impacts and opportunities and lead the community resilience planning and climate change adaptation.
- Council will engage with the regional and national level authorities, climate change forums, workgroups and other stakeholders to actively contribute to the climate change related understanding and work, at the local, regional and national level.

DELEGATIONS

The implementation of this policy is delegated to the [Executive Director Infrastructure and Property](#).

RELATED POLICIES, PROCEDURES AND FORMS

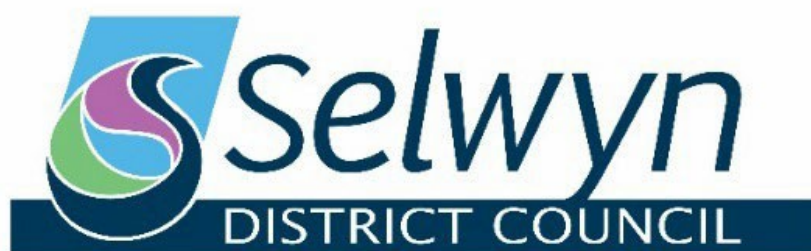
- Climate Change Response (Zero Carbon) Amendment Act 2019
- Local Government Leaders' Climate Change Declaration 2017
- [Waste Minimisation Act 2008](#)
- [Building Act 2004](#)
- [Health Act 1956](#)
- Resource Management Act 1991
- P301 – Procurement Policy
- S201 – Solid Waste Policy
- C504 – Vehicle Replacement and Procurement Policy
- C213 – Community Grants Policy
- H101 – Housing Policy
- All leasing policies
- All infrastructure Policies
- Sustainability Policy (under development)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director Infrastructure and Property](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
December 2020	Adopted / Approved by Council



C4

COUNCIL ACTIVITIES

C402 - ANZAC Day Policy

Category	Council Activities	Type	Policy
Policy Owner	Executive Director, Community Services and Facilities	Approved by	Council
Last Approved Revision	December 2024	Review Date	December 2027

PURPOSE

This policy guides the Council's support for ANZAC Day commemorations.

THE POLICY

1. Background

In recognition of individuals and families within the Waikirikir Selwyn District who have taken part in, or been affected by war-time activity, Council considers itself to have a role in the support of ANZAC day activities that are regularly undertaken across the entire Waikirikir Selwyn District.

2. Council's Support for Commemorations

Selwyn District Council supports and contributes funds for ANZAC Day commemorations as follows:

- financial contribution towards light refreshments
- use of Council-owned hall for refreshments to be served, where necessary
- use of Council-owned audio sounds systems and instruments, if available, – to be organised by each individual community as required.
- free printing of Orders of Service for the day's events – to be organised by each individual community using the photocopier at the Council library as required
- provision of a wreath – where a Councillor or Community Board Member is present and laying a wreath
- newspaper advertisement which lists all ceremonies in the Waikirikir Selwyn district
- road closures including preparation of public notification, physical road closure, and traffic management plans, and engagement with contractors to ensure they have a clear understanding of their responsibilities.

3. Administration

ANZAC Day committees/communities that want Council support for commemoration activities are required to complete the Council's application form for ANZAC DAY Parade/Services. The form is to be returned by 28 February of the year of the event as per the directions on the form.

4. Financial budget

All costs must fall within the annual budget allocated for this purpose by Council. If requests for financial support from the community are greater than the budget, Council will apportion the budget across the various community groups. This means that communities may need to raise additional funds elsewhere to cover their costs.

DELEGATION

The implementation of this policy is delegated to the [Executive Director, Community Services and Facilities](#) or delegate.

RELATED POLICIES, PROCEDURES AND FORMS

- [Temporary Road Closure Policy](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Executive Director, Community Services and Facilities](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
13 February 2020	Reviewed by Chief Executive with minor amendments made
22 July 2020	Reviewed by staff with amendments made as per Councillor request
November 2020	Reviewed by Chief Executive with no amendments made
December 2024	Reviewed by Council. Minor changes made to Council support for commemoration activities and two sections added – section 3 on administration and section 4 on financial budget.

C416 - Public Forum Policy

Category	Council Activities	Type	Policy
Policy Owner	Chief Executive	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

Public forums are a defined period of time, usually at the start of a meeting, which, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters to the attention of the local authority.

In the case of a committee, subcommittee and community board, any issue, idea or matter raised in a public forum must also fall within the terms of reference of that meeting.

ORGANISATIONAL SCOPE

The format for Public Forums is governed by the [Standing Orders](#) and applies to meetings and Subcommittees of Council and Malvern Community Board meetings during the public session of a meeting. Public Forums are not to be held during a public excluded session of a meeting.

DEFINITIONS

<i>Chairperson</i>	means the person presiding at a meeting – the presiding member.
<i>Community Board</i>	means a community board established under Section 49 of the Local Government Act 2002 .
<i>Meeting</i>	means any first, inaugural, ordinary, or extraordinary meeting of a local authority, subordinate decision-making bodies and any community or local board of the local authority convened under the provisions of the Local Government Official Information and Meetings Act 1987
<i>Member</i>	means any person elected or appointed to the local authority or community board.
<i>Petition</i>	means a request to a local authority which contains at least 20 signatures.
<i>Public excluded session</i>	also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in the Local Government Official Information and Meetings Act 1987
<i>Public forum</i>	refers to a period set aside usually at the start of a meeting for the purpose of public input

THE POLICY

1. Time limits

A period of up to ten (10) minutes will be available for each public forum speaker at each scheduled local authority meeting. Requests must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the meeting Chairperson.

2. Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- a speaker is repeating views presented by an earlier speaker at the same public forum;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

3. Questions at public forums

At the conclusion of the presentation, with the permission of the meeting Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

4. Petitions

(a) Form of petitions

Petitions may be presented to the local authority or any of its committees or community boards. Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the Chief Executive at least five (5) working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see [Standing Order](#) 19.9 on qualified privilege). They may be written in English or te reo Māori.

(b) Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees or community boards, may speak for five (5) minutes (excluding questions) about the petition, unless the meeting resolves otherwise.

The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply.

(c) Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting: the petition; the petitioners' statement; and the number of signatures.

DELEGATIONS

The implementation of this policy is delegated to the [Chief Executive](#) or delegate.

RELATED POLICIES, PROCEDURES AND FORMS

- [Standing Orders](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Executive](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
13 February 2020	Reviewed by Chief Executive with minor amendments made
22 July 2020	Reviewed by staff with amendments made as per Councillor request
November 2020	Reviewed by Chief Executive with no amendments made
November 2021	Reviewed by Chief Executive with no amendments made

C417 - Public Statements Policy

Category	Council Activities	Type	Policy
Policy Owner	Chief Executive	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2023

PURPOSE

Selwyn District Council has a clear goal of delivering excellent service to the people of Selwyn. To do this effectively, it is important that all residents and ratepayers have confidence in what we do and in the decisions we make. They have a right to know how their rates are being used, and Council has a responsibility to keep them informed in an open, responsible and timely manner.

The purpose of the public statements policy is to provide clear procedures and ensure consistent professional interactions with news media and the public by all staff of Selwyn District Council, while safeguarding the reputation of Council.

ORGANISATIONAL SCOPE

This policy is to be observed by all staff of Selwyn District Council along with contractors and volunteers engaged in Council-led activities and under the direction of Council.

This Policy complements the Staff Code of Conduct, Council's Media Policy and Guidelines (as approved in December 2015), Staff Code of Conduct, and Council's Code of Conduct (last adopted in October 2016).

DEFINITIONS

<i>Councillor Code of Conduct</i>	sets out the standards of behaviour expected from elected members in the exercise of their duties
<i>Media (incl news media)</i>	refers to any agency or individual that publishes news for a mass audience through print, broadcast or electronic channels including: <ul style="list-style-type: none"> ▪ <i>print: newspapers, community newsletters, magazines</i> ▪ <i>broadcast: radio, television, digital (online) television</i> ▪ <i>electronic: web/online news outlets, subscriber-based electronic newsletter, blogs, newsfeeds</i>
<i>Staff Code of Conduct</i>	states the standards of behaviour required of Selwyn District Council staff

THE POLICY

1. Staff Public Statements

(a) Media enquiries

All enquiries from news reporters are to be handled through Council's Communications team.

The Communications team will work with the appropriate staff members or spokespersons to provide a response by phone or email, and prepare the appropriate spokesperson for an interview.

Managers or team leaders should be notified of any media calls to staff who are not designated spokespersons.

(b) Designated spokespersons

Only Council staff who have had been designated spokespersons and have undergone appropriate media training should be answering enquiries from the media, and only after consultation with the Communications team. This will ensure Council has a consistent message coming from the organisation, and to help Council keep track of media enquiries.

Spokespersons are representing the Selwyn District Council and must not give personal opinions, speculate on matters where the facts are unclear or the matter is outside the individual's area of expertise, or release confidential information.

Only one person should speak on each issue.

Spokespersons must not speak on subject areas outside their own designated area of expertise.

(c) Media releases

All media releases are to be produced and distributed by the Communications Team in conjunction with the department or departments concerned.

All media releases require sign-off by the [Chief Executive or their delegate](#).

2. Elected member public statements

(a) Contact with the Media

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

From time to time individual members will be approached to comment on a particular issue either on behalf of the council, or as an elected member in their own right.

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

(b) Media contact on behalf of the council

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

(c) Media comment on a member's own behalf

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

- media comments must not state or imply that they represent the views of the council;
- media comments which are contrary to a council decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticize, or compromise the impartiality or integrity of staff; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.

DELEGATIONS

Delegations for public statements sits with the Council's [Chief Executive](#), and the [Executive Director Enabling Services](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Media Policy and Guidelines (approved in December 2015)
- Selwyn District Council Staff Code of Conduct
- Councillor Code of Conduct (adopted in October 2016)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Executive](#), [Executive Director Enabling Services](#), or a member of Council's [Communication team](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
13 February 2020	Reviewed by Chief Executive with minor amendments made
November 2020	Reviewed by Chief Executive with no amendments made
November 2021	Reviewed by Chief Executive with no amendments made

C421 - Standing Orders Policy

Category	Council Activities	Type	Policy
Policy Owner	Chief Executive	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2022

PURPOSE

Standing Orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner. In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

ORGANISATIONAL SCOPE

It is mandatory that Councils adopt [Standing Orders](#) for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see cl. [27 Schedule 7 of the Local Government Act 2002](#)).

All elected members of Selwyn District Council, including members of committees and subcommittees, must obey these standing orders. Members of the Malvern Community Board must also comply with their adopted Standing Orders.

For the removal of any doubt these [Standing Orders](#) do not apply to workshops or meetings of working parties and advisory groups.

DEFINITIONS

LGA or LGA 2002 [Local Government Act 2002](#)

LGOIMA [Local Government Official Information Act 1987](#)

Meeting means any first, inaugural, ordinary, or extraordinary meeting of a local authority, subordinate decision-making bodies and any community board of the local authority convened under the provisions of [LGOIMA](#).

THE POLICY

1. Standing Orders

The current [LGNZ] Standing Orders have been designed specifically for local authorities, their committees, subcommittees and subordinate decision-making bodies, and local and community boards. They fulfil the requirements of the Local Government Act 2002 and the [Local Government Official Information and Meetings Act 1987](#) with regard to the conduct of meetings.

The Standing Orders do not apply to advisory bodies or workshops unless incorporated in their specific terms of reference.

2. Adoption of Standing Orders

Councils are required to operate in accordance with their adopted [Standing Orders](#) for the conduct of its meetings and the meetings of its committees and subcommittees. Community boards must also adopt standing orders. [Standing Orders](#) must not contravene any Act.

Selwyn District Council and the Malvern Community Board adopt their respective Standing Orders at their Inaugural meetings following Local Government elections.

3. Clarification of the Standing Orders

Whenever a question about the interpretation or application of the standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

2. Principles of the Standing Orders

Standing Orders are part of the framework of processes and procedures designed to ensure that Council's system of local democracy and in particular decision-making is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a Council should:

- conduct its business in an open, transparent and democratically accountable manner;
- give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of, and have regard to, the views of all of its communities;
- take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- ensure that any decisions made under these standing orders comply with the decision-making provisions of [Part 6 of the LGA 2002](#); and
- ensure that decision-making procedures and practices meet the standards of natural justice.

These are reinforced by the requirement that all local authorities act so that “governance structures and processes are effective, open and transparent” ([s. 39 LGA 2002](#)).

DELEGATION

The implementation of this policy is delegated to the [Chief Executive](#) or delegate.

RELATED POLICIES, PROCEDURES AND FORMS

- [Selwyn District Council Standing Orders \(adopted 26 October 2016\)](#)
- [Malvern Community Board Standing Orders \(adopted 26 October 2016\)](#)
- [Local Government Act 2002](#)
- [Local Government Official Information Act 1987](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Executive](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
13 February 2020	Reviewed by Chief Executive with minor amendments made
November 2020	Reviewed by Chief Executive with no amendments made
November 2021	Reviewed by Chief Executive with no amendments made

C423 - Sister City Visits Policy

Category	Council Activities	Type	Policy
Policy Owner	Chief Executive	Approved by	Council
Last Approved Revision	November 2021	Review Date	September 2024

PURPOSE

Sister Cities is a programme of pairing cities around the world to promote co-operation, cultural understanding and economic development.

Sister city relationships are aimed at promoting cultural exchange and friendship between people living in one place with people living in the sister city. Relationships are also aimed at increasing co-operation through the exchange of ideas with people of all ages at a local level.

Selwyn District Council initially entered into Sister City relationships for the purposes of promoting cultural exchange and friendship between Selwyn District and its residents and people of other countries and cultures. Council has reviewed its approach and is now putting specific emphasis on economic development, tourism and education benefits that Sister City relationships are able to provide, both for Selwyn District, and its Sister City partners.

The Sister City activity will be planned, managed and administered by staff from Council's Community and Economic Development Team and governed by full Council.

The purpose of the Council's Sister Cities Policy is to provide guidance regarding the principles of Sister City partnerships and the type of activities that should occur when visiting delegations arrive in Selwyn.

This policy establishes objectives for Sister City relationships to ensure that they will enhance Selwyn's reputation as:

- an attractive destination for tourism;
- a great place to invest and do business; and
- an exciting and innovative place for students to come and learn.

The Sister City relationships will assist Selwyn District Council to:

- facilitate investment in either ideas or capital in the Selwyn District
- assist in the development of business and promotional opportunities for Selwyn businesses in overseas countries
- promote people exchange (visitors, temporary and permanent migrants, and students)
- promote tourism opportunities
- assist in the transfer of technical expertise and knowledge
- promote international educational opportunities.

THE POLICY

2. Organisational Scope

Relationships between Selwyn District Council and its Sister Cities are administered by staff of Selwyn District Council. Staff associated with these activities will:

- liaise with delegated personnel within each of the Sister Cities
- plan an annual programme and budget for Sister Cities activities, within the total annual available budget provided by the Council
- submit the annual plan and budget to the Council for approval
- organise sister city visits and exchanges
- promote sister city visits and activities to the Selwyn community
- work collaboratively with other local authorities who have sister city arrangements
- report annually to the Council on activities and outcomes
- make recommendations to the Council concerning potential new Sister City relationships as they arise.

3. Current Sister City Relationships

Currently Selwyn District Council has five Sister Cities as outlined below:

- *Akitakata City, Japan (Selwyn District Council)* – this sister city relationship commenced in 2002 with Takamiya which amalgamated and become Akitakata. Darfield High School's relationship commenced in 1997

The focus is primarily on education and friendship. Selwyn adult groups tend to visit biannually with Darfield High School staff and students. Akitakata adults, students, teachers and Council staff visit Darfield High School annually.

- *Yubetsu-cho, Hokkaido, Japan (Malvern Community Board)* 2000 – the Malvern Community Board initiated this relationship and is responsible for the sister city relationship with Yubetsu. Yubetsu is an agricultural area.

The focus is primarily education-related with some interest and opportunities in agriculture. Biannually, groups of students, teachers and Council staff from Yubetsu visit Darfield High School. Darfield High School has an annual three month exchange with a student from Darfield and Yubetsu.

- *Shandan County Government - Gansu Province, China (Selwyn District Council)* 2013 – Selwyn's sister city relationship with Shandan began through Selwyn's connection with Rewi Alley who was born in Springfield, and was principal in Shandan where the Rewi Alley museum was later established.

The focus on this agreement is primarily education-related. The education relationship between Shandan Bailie School and Darfield High School is strong for both staff and student visits.

- *Toraja, Indonesia (Selwyn District Council)* 2013 – the Canterbury Toraja Rural Farmers Trust was established in 2005 by Graham Robertson following a visit to Toraja at the request of a Methven Minister who had seen an opportunity for Canterbury farmers to assist Toraja farmers with improving coffee production and marketing. Toraja is a Christian community in the highlands of Sulawesi.

The focus on this agreement is primarily agriculture-related.

- *Coventry, Rhode Island USA, (Selwyn District Council)* 2015 – Coventry is a small county in a historically rich area of the United States. The New Zealand President of Sister Cities established relationships with Coventry, and visited following an international Sister City conference.

The focus on this agreement is primarily education-related.

4. Development Of Sister City Relationships

From time-to time, Council may receive an approach another city / area looking to establish closer relationships through sister city guidelines. In assessing its response to such a request, Council will give

consideration to the objectives and will ensure they contribute towards desired outcomes for the enhancement of our economy, attraction as a tourism destination, and provide educational opportunities for students of both Selwyn District Council and its sister city partner.

Any assessment of approaches for sister city relationships will be carried out by staff from Council's Community and Economic Development Team and will ensure that opportunities to visit relevant activities, businesses and other initiatives in Selwyn have been identified.

5. Operational Budget

In order to effectively undertake operational aspects of its Sister Cities activity, Council has an allocated annual budget of \$10,000 (this figure is reviewed on an annual basis, as part of the Annual Plan development and consultation process). The budget for Sister Cities will form part of Council's Economic Development budget, and will be managed by staff in conjunction with that activity.

The allocated budget is to be used for the following purposes that may include:

- hosting responsibilities associated with current sister city arrangements
- the purchase of reasonably-priced gifts for hosts
- to fund the cost of functions and events where the primary purpose is hosting Sister City delegations to Selwyn
- to assist with travel costs of elected Selwyn District representatives travelling to a Sister City on a Council-approved visit
- development of promotional material highlighting the benefits of Selwyn business, tourism and education
- appropriate sister city activity expenditure
- promoting the benefit of sister city associations to businesses, sporting bodies, educational institutions and the general public of Selwyn District
- appropriate assistance to Selwyn district students pursuing educational and cultural opportunities with a Sister City
- appropriate assistance to Selwyn District businesses pursuing marketing and distribution of products and services to a Sister City
- financial assistance to business delegation members visiting Sister Cities for the specific purpose of economic, tourism or educational opportunities
- the time of agents / consultants as necessary.

Requests from businesses looking for financial support to assist with either economic, tourism or educational opportunities with Council's Sister Cities will in the first instance, be directed to Council's Community and Economic Development Team.

6. Reporting

Details of the Sister Cities activities will be reported to Council at least once annually by Council staff. Reports will contain reference to:

- activities undertaken under each of the current Sister City arrangements
- alignment of Sister City Activities to the economic development activities and enhancement of Selwyn District
- specific educational opportunities that have been provided to students of Selwyn District under the Sister Cities arrangement
- an annual programme and budget for sister city activities promotion of sister city visits and exchanges
- the deemed benefit to Council as a result of Sister City activities and outcomes
- the financial impact (both cost and benefit) of Sister City arrangements during the current financial year
- make recommendations to Council for potential new Sister City relationships should such requests be received

DELEGATION

The implementation of this policy is delegated to the [Chief Executive](#) or delegate.

RELATED POLICIES, PROCEDURES AND FORMS

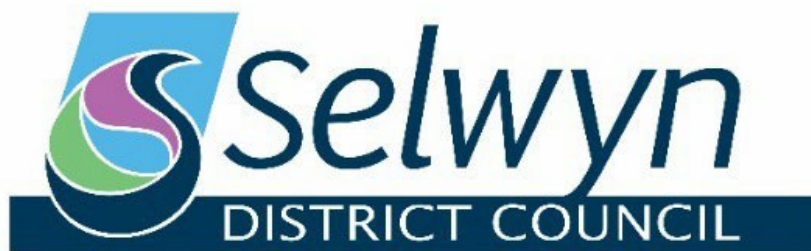
- Not applicable

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the [Chief Executive](#) or the [Personal Assistant to the Mayor](#).

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
22 May 2019	Reviewed by Council
November 2021	Reviewed by Chief Executive with no amendments made



D1

DOGS

D100 - Dog Control Policy

Category	Dogs	Type	Policy
Policy Owner	Head of Regulatory	Approved by	Council
Last Approved Revision	May 2019	Review Date	November 2022

PURPOSE

This Policy forms the basis of the District [Bylaw](#) made under [Section 10 of the Dog Control Act 1996](#).

ORGANISATIONAL SCOPE

This Policy is designed to complement and work in conjunction with the [Dog Control Bylaw 2012](#) to abide with the [Dog Control Act 1996](#) to make better provisions for the care and control of dogs. The policy is administered by the Animal Control Team and applies to all dog owners within the Selwyn District.

DEFINITIONS

<i>Absentee Control</i>	means a dog kept securely tied up or otherwise effectively confined (in the absence of the owner) so as to prevent it being a nuisance or annoyance.
<i>Approver</i>	means approved by the Council or by any Officer thereof appointed for that purpose.
<i>Council</i>	means the Selwyn District Council or Delegated Authority.
<i>Dangerous Dog</i>	means a dog classified as dangerous under Section 2 of the Dog Control Act 1996 .
<i>Disability Assist Dog</i>	has the meaning set out in Section 2 of the Dog Control Act 1996 .
<i>District</i>	means the Selwyn District as defined in the Local Government Reorganisation (Canterbury Region) Order 1989 and delineated on Survey Office Plan No. 18064 deposited with the Chief Surveyors of the Canterbury Land District.
<i>Dog Control Officer</i>	is as identified in Section 2 of the Dog Control Act 1996 .
<i>Dog Ranger</i>	is as identified in Section 2 of the Dog Control Act 1996 .
<i>Leash</i>	means a lead of durable material or chain which may be extendable but is capable of retracting and locking at a maximum length of 1 metre.
<i>Licence</i>	means a written confirmation from the Council, approving the keeping of more than the permitted number of dogs on the applicant's property and setting out the required conditions to be met.
<i>Neutered Dog</i>	is as defined in section 2 of the Dog Control Act 1996 .
<i>Owner</i>	is as defined in section 2 of the Dog Control Act 1996 .

<i>Pound</i>	means a facility designated for the custody of dogs as required under Section 67 of the Dog Control Act 1996 .
<i>Public Event</i>	means an organised recreation, sporting or social activity occurring within a defined area and a defined timeframe.
<i>Public Place</i>	is as defined in section 2 of the Dog Control Act 1996 .
<i>Restricted Speed Zone</i>	means public places within and adjoining Township Zones where speed limit restrictions apply using the speed limit sign to define these areas.
<i>Township Zone</i>	means the Township Zones as described in the Selwyn District Plan and includes Roads and Footpaths within the Township Zones.
<i>Under Control</i>	means that the dog is not causing a nuisance or danger and that the person in charge of the dog is able to obtain an immediate and desired response from the dog by use of a leash, voice commands, hand signals, whistles or other effective means.
<i>Working Dog</i>	is as defined in section 2 of the Dog Control Act 1996 .

THE POLICY

1. Dog Control Matters

- (a) no person shall keep more than two (2) dogs on any property of less than four hectares in size, regardless of the zoning, without holding a licence issued from the Council for that purpose.
- (b) no person shall keep more than four (4) dogs on any property of a greater size than four hectares regardless of the zoning, without holding a licence issued from the Council for that purpose (except where such dogs are working dogs used by farmers, shepherds or musterers for bona fide farming practices).
- (c) dogs shall not be tethered within five (5) metres of any commercial premises (except for dogs confined by leash or chain on open trays of vehicles).
- (d) dogs in all public places (unless prohibited) shall be kept under continuous and effective control at all times.
- (e) dogs on open trays of vehicles must be confined by leashes or chains of a length adequate to prevent such dogs from falling from the vehicle or snapping at passers-by. This provision shall not apply where any dog is adequately confined on the rear of a vehicle by means of a wire cage or similar device.
- (f) diseased dogs, or bitches on heat, must be confined so they are unable to wander at large on any private or public land.
- (g) the owner or person in charge of a dog in any public place must carry a suitable container for the removal of any faeces defecated by that dog.
- (h) every person whose dog defecates in any public place or on any land not owned or occupied by that the person, must immediately remove the deposited faeces from that land or place (and dispose of it in a sanitary manner into a suitable waste receptacle).
- (i) dogs seized at large on any public place in breach of the Bylaw shall be impounded.

- (j) dogs classified as menacing under [Section 33A of the Dog Control Act 1996](#) may be required to be neutered. In exercising this discretion the Council will take into account the likely effectiveness of neutering in reducing the dogs aggressive behaviour.
- (k) dogs classified as menacing under [Section 33C of the Dog Control Act 1996](#) are required to be neutered.
- (l) the requirements of clauses (j) and (k) apply to any dog classified as menacing in another Territorial Authority's District if the owner wishes to register that dog in Selwyn District.

2. Areas where dogs are prohibited

Except for the dogs listed below, dogs shall be prohibited from the following areas:

- (b) all children's playgrounds in public places (including a 5 metre perimeter of those areas and any playground equipment).
- (c) all schools specified in Appendix 2 to the [Bylaw](#) 2012.
- (d) all hard-court recreation areas in public places such as netball or tennis courts (including a five (5)metre perimeter of those areas).
- (e) all golf courses on Council reserves as specified in Appendix 2 to the [Bylaw](#).
- (f) all marked playing or sports fields in Council Reserves (including a five (5) metre perimeter); at times when the marked playing or sports field is in use for an organised recreation, sporting or social activity occurring within a defined area and a defined timeframe.
- (g) Council reserves at times when the reserve is in use for an organised recreation, sporting or social activity occurring within a defined area and a defined timeframe (except when the use is only of a marked playing or sports field, in which case paragraph (e) above applies).
- (h) all Council skate parks as specified in Appendix 2 to the [Bylaw](#).
- (i) the Arthurs Pass National Park under the [National Parks Act 1980](#).

3. The following working dogs are not prohibited from the areas listed above as long as the dogs are carrying out their function as working dogs:

- (a) disability assist dogs as defined in [section 2 of the Dog Control Act 1996](#).
- (b) specialist rescue dogs; and
- (c) any dog kept by the Police or any Constable, the Customs Department or the Ministry of Defence, any Security Officer or any Officer or Employee of any such Department of State solely for the purposes of carrying out the functions, powers, and duties of the Police or the Department of State or that Constable, Officer or Employee.

4. Dog Exercise Areas

- (a) areas located outside of township areas where limited speed zones do not apply may be considered as exercise areas where dogs may be exercised off a leash. A number of Council Parks and reserves (listed in Appendix 3 to the Bylaw) may be considered as exercise areas where dogs may be exercised off a leash.

- (b) this applies at times when any sports or playing fields or other areas within Council parks and reserves are not in use for organised public, sporting, cultural or social events.
- (c) dogs must be under control at all times.

5. Dogs on Leash Areas:

The following public places are areas where dogs are permitted, but must be controlled on a leash fixed to the collar of the dog at all times.

- (a) “Restricted Speed Zones” or “Township Zones” including roads and footpaths; and
- (b) public parks and Council reserves and any other public places not otherwise designated as dog prohibited areas or dog exercise areas.

6. Fees

- (a) registration fees are based on actual costs incurred by Council for the registration and control of dogs and relate to:
 - i. recovering administrative costs relating to dog registration;
 - ii. education of owners and carrying out other functions under the [Dog Control Act 1996](#); and
 - iii. ensuring compliance with and enforcement of the Bylaw and the Dog Control Act 1996.
- (b) a reduced registration fee will be payable for dogs that have been neutered.
- (c) no registration fee shall be payable for Disability Assist Dogs as defined in [section 2 of the Dog Control Act 1996](#).
- (d) the fee for applying for a licence required to keep multiple dogs will reflect the costs associated with processing such applications, including the costs of any inspection.

7. Education – Awareness Programme

This focuses on:

- (a) schools – promoting bite prevention and dog care skills.
- (b) community groups – emphasising dog control responsibilities and personal safety.
- (c) displays – reinforcing legislation and responsible dog ownership.

8. Dog Obedience Courses

The Council does not run, nor does it intend to run, any dog obedience courses.

9. Disqualification of Owners

The Council shall apply the provisions of the [Dog Control Act 1996](#) on the disqualification of owners.

10. Classification of Owners

The Councils' Policy is that it does not differentiate between categories of owners.

11. The Issuing of Infringement Notices

Infringement notices shall be issued, as specified below, for offences under each of the following sections of the [Dog Control Act 1996](#). In relation to any of the offences specified, the Council may, in its absolute discretion, issue a warning (whether written or oral) in relation to a first offence followed by an infringement notice for any subsequent offending in respect of that offence.

Section

- 18 Wilful obstruction of Dog Control Officer or Dog Ranger.
- 19(2) Failure or refusal to supply information or wilfully stating false particulars.
- 19A(2) Failure to supply information or wilfully supplying false particulars about dog.
- 20(5) Failure to comply with any bylaw authorised by section 20 of the Act.
- 23A(2) Failure to undertake dog owner education programme or dog obedience course
- 24 Failure to comply with obligation of probationary owner
- 28(5) Failure to comply with effects of disqualification.
- 32(2) Failure to comply with effects of classification of dog as a dangerous dog.
- 32(4) Fraudulent sale or transfer of dangerous dogs.
- 33EC(1) Failure to comply with the effects of classification of dog as menacing dog.
- 33F(3) Failure to advise person of muzzle and leashing requirements.
- 36A(6) Failure to implant microchip transponder in dog:
 - a) for dog classified as dangerous or menacing,
 - b) for dog registered for the first time on or after 1 July 2006.
- 41 False statement relating to registration.
- 41A Falsely notifying death of dog.
- 42 Keeping an unregistered dog.
- 46(4) Fraudulent attempt to procure replacement label or disc.
- 48(3) Failure to advise change of ownership of dog.
- 49(4) Failure to advise change of address.
- 51(1) Removal or swapping of labels or discs.
- 52A Failure to keep a dog controlled or confined.
- 53(1) Failure to keep dog under proper control.
- 54A Failure to use or carry a leash in a public place.
- 54(2) Failure to provide proper care and attention, to supply proper and sufficient food, water and shelter, and to provide adequate exercise.
- 55(7) Failure to comply with barking dog abatement notice.
- 62(4) Allowing a dog known to be dangerous to be at large unmuzzled or unleashed.
- 62(5) Failure to advise of muzzle and leashing requirements.
- 72(2) Releasing dog from custody.

12. Dog Pound

- a) Because of the costs related to building, maintaining, securing and staffing a facility for the impounding of dogs, bitches and or puppies the Council shall continue to contract out this service.
- b) The impounding and release of dogs shall be subject to the following conditions:

- (1) where a dog is released to a new owner, the new owner is required to pay, irrespective of the age of the dog, a registration fee for the remainder of the current year, as if the dog had just attained the age of 3 months.
- (2) where a dog is claimed by its owner, the dog shall not be released from the pound until all fees and charges have been paid or, in the case of genuine financial hardship, arrangements for payment made at the Council's absolute discretion.
- (3) no dog shall be released from the pound into the ownership of any person or organisation that may use such an animal for the purposes of research in which the dog is subjected to physical operations or treatments causing changes, whether temporary or permanent, to the dog.
- (4) all unregistered dogs are required to be microchipped at the new owner's expense prior to being released from the pound.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Development and Growth](#).

RELATED POLICIES, PROCEDURES AND FORMS

- [Dog Control Bylaw 2012](#)
- [Dog Control Act 1996](#)

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

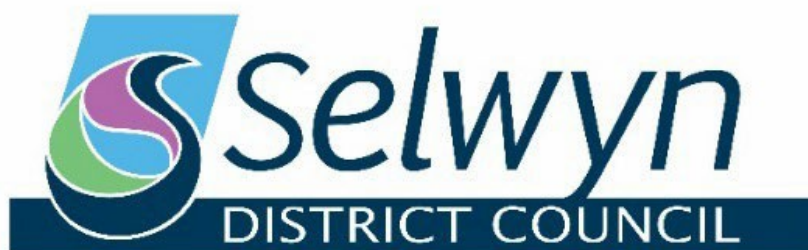
- [Team Leader Animal Control](#)
- [Animal Control Administrator](#)
- [Head of Regulatory](#)

If you have queries about the content of this policy, contact:

- [Animal Control Administrator](#)
- [Team Leader Animal Control](#)

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
28 September 2005	Reviewed by Council
10 June 2009	Reviewed by Council
28 November 2012	Reviewed by Council
22 May 2019	Reviewed by Council



G1

GAMBLING

G101 - Gambling Venue Policy

Category	Gambling	Type	Policy
Policy Owner	Executive Director Development and Growth	Approved by	Council
Last Approved Revision	December 2018	Review Date	December 2021

CURRENTLY UNDER VIEW

PURPOSE

The purpose of the Gambling Policy is to:

- a) control the growth of gambling in the district
- b) prevent and minimise the harm caused by gambling, including problem gambling
- c) allow those who wish to participate in responsible Class 4, and race and sports betting to do so in the Selwyn District.

DEFINITIONS & ABBREVIATIONS

Board	New Zealand Racing Board
Board Gambling Venue	refers to a Totalisator Agency Board operated on a premises owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Act 2003
Class 4 Gambling Venue	a place where pokie machine gambling can take place under the Gambling Act 2003
GST	Goods and Services Tax
TAB	Totalisator Agency Board

THE POLICY

The Gambling Act 2003 and Racing Act 2003 require Territorial Authorities to adopt a Class 4 Gambling Venue Policy and a Board Venue Policy for its District. This Policy covers both Class 4 or “pokie” gambling and New Zealand Racing Board (Board) gambling venues.

6. General Conditions

- a) A society must get a Class 4 gambling venue consent from the Council before it may:
 - i. increase the number of gaming machines that may be operated at such a venue;
 - ii. start operating gaming at such a venue that was not on any society’s licence within the previous six months
 - iii. start operating gaming machines at such a venue for which a licence was not held on 17 October 2011

- iv. continue to operate gaming machines at such a venue for which a licence was not held on 17 October 2001, but which was added to a society's licence on a date after 17 October 2001 and before 19 September 2003.
- b) The New Zealand Racing Board must get the consent of the Council if it intends to establish a stand-alone Board venue or TAB for sport and race betting.
- c) An applicant for Council consent under this policy must:
 - i. meet the application conditions specified in this policy; and
 - ii. meet the fee requirements specified in this policy

7. Consent for a New Class 4 or Board Venue

- a) The Council will grant a consent for a Class 4 gambling venue licence or a Board gambling venue licence only when the following conditions are met:
 - i. the proposed venue must not be located in any residential area (i.e. any zone identified as Living in the Operative Selwyn District Plan); and
 - ii. the number of gaming machines proposed for a Class 4 venue will not exceed the district-wide cap of 114 gaming machines.

8. Consent to Amend an Existing Class 4 Venue Licence

- a) Under the Gambling Act 2003, no society may operate more gaming machines at a Class 4 venue than were legally operated at that venue on 22 September 2003 unless the Council approves an amendment to the venue's licence increasing the number of machines at that venue.
- b) The Council will only approve an amendment to an existing venue licence for an increased number of gaming machines if:
 - i. the increased number of gaming machines at the venue will not exceed the district-wide cap of 114 gaming machines; and
 - ii. the venue is not located in any residential area (i.e. any zone identified as Living in the Partially Operative Selwyn District Plan).

9. Venue Relocation

- a) A new venue consent will be issued by the Council in the following circumstances:
 - i. where the venue is intended to replace an existing venue within the district; and
 - ii. where the proposed new location meets all the other requirements of this policy.
- b) The new venue will be permitted to have the same number of machines as the existing venue.

10. Applications for Consent

- a) All applications for consents must be made on the approved form.
- b) All applications will incur a fee, to be known as the Gambling Venue Consent Fee, which will be prescribed by the Council pursuant to section 150 of the Local Government Act 2002. This fee will cover:
 - i. the cost of processing the application; and
 - ii. a proportion of the cost of monitoring and reviewing the Policy.

- c) The consent fee is \$150 (inclusive of GST) and will be reviewed annually through the Annual Plan Process.
- d) The Council has thirty (30) working days in which to determine a consent application.
- e) The decision will be made at the officer level pursuant to delegated authority and be based on the criteria detailed in this Policy.
- f) In the case of an application relating to a Class 4 venue:
 - i. the assessment of the number of gaming machines in Selwyn District will be based on Department of Internal Affairs official records; and
 - ii. the assessment of district population will be based on the latest Census results or Statistics New Zealand population estimates, whichever are the more recent.
- g) There is no right of appeal to the Council against a decision.

11. Review

- a) The Council will complete a review of the Policy within three (3) years, after that the completion of that review, and of each subsequent review.
- b) If Council amends or replaces this Policy, it shall do so in accordance with the special consultative procedure outline in the Local Government Act 2002.

DELEGATION

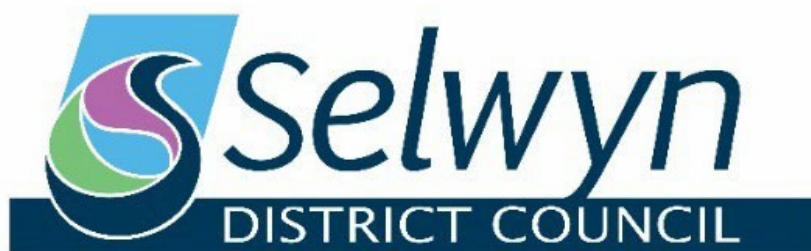
The implementation of this policy is delegated to the [Executive Director Development and Growth](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Gambling Act 2003
- Racing Act 2003
- Local Government Act 2002

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Head of Regulatory or [Executive Director Development and Growth](#).



L4

LIQUOR LICENCING

L401 - Local Alcohol Policy

Category	Liquor Licencing	Type	Policy
Policy Owner	Head of Regulatory	Approved by	Council
Last Approved Revision	April 2017	Review Date	April 2023

PURPOSE

The goal of this policy are to:

- minimise alcohol-related harm and contribute to Selwyn being a safe place in which to live, work and play
- reflect the changing character of the Selwyn district and its communities
- encourage safe and responsible alcohol consumption

The objectives of this policy are to:

- regulate the operating hours of on, club, special and off-licences
- regulate the location of licenced premises
- ensure licensed premises take appropriate measures to minimise alcohol-related harm
- provide clear guidance to the District Licencing Committee

DEFINITIONS

Refer Section 5 of the Sale and Supply of Alcohol Act 2012

Bar	in relation to a hotel or tavern, means part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol
Bottle store	means retail premises where at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol consumption somewhere else (see section 32 (1))
Club	means a body that: <ul style="list-style-type: none"> (a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain, or (b) is a body corporate whose object is not (or none of whose objects is) gain; or (c) holds permanent club charter
Grocery Store	means a shop that <ul style="list-style-type: none"> (a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and (b) comprises premises where – <ul style="list-style-type: none"> (i) a range of food products and other household items is sold; but (ii) the principal business carried on is or will be the sale of food products (see section 33 (1))
Hotel	means premises used or intended to be used in the course of business principally for providing to the public - <ul style="list-style-type: none"> (a) lodging; and

- (b) alcohol, meals, and refreshments for consumption on the premises

Restaurant

means premises that

- (a) are not a conveyance; and
- (b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises

Supermarket

means premises with a floor area of at least 1000m² including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items (see section 32 (1))

Tavern

- (a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but
- (b) does not include an airport bar

Winery

can be taken to be

- (a) premises where fruit or vegetable wine, or grape wine is made; or
- (b) premises situated on land from which there is harvested produce from which fruit or vegetable wine or grape wine is made (see Section 215 (2)(a)).

THE POLICY

1. Maximum Trading Hours

Note: Applicants can apply for maximum trading hours, but there is no guarantee that these maximum trading hours will be granted.

1.1 On-licences (refer to the section on definitions in this policy)

The maximum permitted trading hours in the Selwyn district for all on-licences, including restaurants, function centres and cafes will be:

- Seven days a week: 7.00am to 1.00am the following day

The maximum permitted trading hours in the Selwyn district for all on-licences taverns and hotels will be:

- Seven days a week: 7.00am to 2.00am the following day

Note: On-licence premises are where alcohol is sold and consumed on site (e.g. a restaurant; refer to the section on definitions in this policy)

1.2 Off-licences (refer to the section on definitions in this policy)

The maximum permitted trading hours in the Selwyn district for all off-licences will be:

- Seven days a week: 7.00am to 9.00pm

The following hours apply to hotel in bedroom mini bar sales:

- Monday to Sunday: 24 hours a day

Note: Off-licence premises are where alcohol is purchased to be consumed off site (e.g. a bottle store; refer to the section on definitions in this policy).

1.3 Club licences (refer to the section on definitions in this policy)

The maximum permitted trading hours in the Selwyn district for all club licences (except ski field club licences that provide accommodation) will reflect the principle club activity and be:

- Sunday to Thursday: 8.00am to 10.00pm
- Friday and Saturday: 8.00am to 12 midnight

The maximum permitted trading hours in the Selwyn district for all ski field club licences that provide accommodation will reflect the principle club activity and be:

- Seven days a week: 7.00am to 1.00am the following day

Note: Ski field club differs from other sports club in that they are located in remote locations, provide a “unique” destination activity (in that people use club facilities as part of the ski trip experience), and provide accommodation. Ski field clubs are permitted to apply for longer hours to allow them to provide these services.

2. Special Licences (refer to Section 22 of the Act)

- Special licences can cover an event or series of related events. A series of related events is defined as a similar event held at the same venue.
- Where the premises already holds an on-licence, the conditions of a special licence will specify a closing time no more than two hours earlier and / or two hours later than permitted by its on-licence.
- An on-site special licence will allow for a maximum of 10 events in six months or a maximum of 20 events per year. Each applicant may apply for six events in a series of related events per special licence.
- An off-site special licence will allow for a maximum of 26 events in six months or a maximum of 52 events per year.
- A special licence is required where an event is held at a premises with a club licence, but outside the normal authorised club hours, where the majority of attendees are not club members and it is not a club activity.
- Where the time, setting and numbers attending creates a risk of alcohol-related harm, the District Licensing Committee may request an alcohol management plan be completed (refer to section 143 of the Act).

Note: Special licences authorise and control the sale and supply of alcohol for events (such as wine and food festivals) where the premises is not licensed and liquor is sold and supplied to those attending. A special licence can also be applied for events (such as a wedding reception or school reunion) where a permanent on, off or club licence is not appropriate.

A series of related events for an off-site special licence could be holding a stall at a farmers' market. A series of related events for an on-site special licence could be a sports tournament held over three days or monthly club meetings.

3. Location of Licenced Premises

- New licences for standalone bottle stores will only be issued for a business that locates in business zones and neighbourhood and local centres as identified in the Selwyn District Plan.

Note: Neighbourhood and local centres are proposed shopping areas in the Rolleston and Lincoln Structure Plans that will service local communities at a scale that would be compete with the main town centre. The Selwyn District Council defines neighbourhood centres as a “grouping of principally convenience stores (in the order of 6-15 stores) predominantly servicing the local communities weekly and day-to-day requirements” and local centres as “a small grouping of convenience stores (in the order of 1-5 stores) servicing residents’ day-to-day retailing requirements and predominantly draws people from a localised area”.

4. Discretionary Conditions

Conditions relating to the following matters may be appropriate for a club licence:

- An approved person to be present on site during the trading hours of a premises with a club licence (such as rugby and associated sports clubs) where the number of patrons exceeds 20 persons

Conditions relating to the following matters may be appropriate for an on-licence and club licence:

- Restrictions on the size and time of last orders
- Bar staff to undertake appropriate training such as the online training offered by the Accident Compensation Corporation

Conditions relating to the following matters may be appropriate for an off-licence

- Supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores
- Display of safe drinking messages / material

Note: Section 117 of the Sale and Supply of Alcohol Act 2012, allows the District Licencing Committee to include any other reasonable conditions that are consistent with the Act. There are also a number of mandatory conditions outlined in the Act that must be imposed.

An “approved” person could be someone who has previously held a club manager’s certificate and / or completed Sporting Clubs Association of New Zealand (SCANZ) training.

DELEGATION

The implementation of this policy is delegated to the [Executive Director Development and Growth](#).

RELATED POLICIES, PROCEDURES AND FORMS

- Sale and Supply of Alcohol Act 2012

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Head of Regulatory