



**AGENDA FOR AN  
ORDINARY MEETING OF  
SELWYN DISTRICT COUNCIL**

**TO BE HELD IN THE  
COUNCIL CHAMBERS**

**SELWYN DISTRICT COUNCIL  
ROLLESTON**

**WEDNESDAY 11 DECEMBER 2024  
COMMENCING AT 1PM**

# Council 11 December 2024 Public Copy

Attendees: Mayor Sam Broughton, Councillors, P M Dean, S N O H Epiha, L L Gliddon, D Hasson, M B Lyall, S G McInnes, G S F Miller, R H Mugford, E S Mundt & N C Reid & Ms M McKay

11 December 2024 01:00 PM

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Public portions of this meeting are audio-recorded and livestreamed via the Council's YouTube channel.

The Severe Weather Emergency Legislation Bill has, until October 2024, suspended the requirement for members to be physically present to count as 'present' for the purposes of a quorum. Members

attending by means of audio link or audiovisual link are therefore able to be counted as present for the purposes of a quorum and able to vote. The recently enacted Local Government Electoral Legislation Act has made these emergency provisions permanent.



## Opening Karakia

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the sea
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day
Tīhei mauri ora!	

## **COUNCIL AFFIRMATION**

Let us affirm today that we as Councillors will work together to serve the citizens of Selwyn District.

To always use our gifts of understanding, courage, common sense, wisdom and integrity in all our discussions, dealings and decisions so that we may solve problems effectively.

May we always recognise each other's values and opinions, be fair minded and ready to listen to each other's point of view.

In our dealings with each other let us always be open to the truth of others and ready to seek agreement, slow to take offence and always prepared to forgive.

May we always work to enhance the wellbeing of the Selwyn District and its communities.

## **Selwyn Sister Cities Chairperson's Annual Report 2023- 2024**

This year I would like to begin by acknowledging the work of so many people who ensure that Selwyn's Sister City Committee is a vibrant busy committee working to further relationships within Selwyn, Canterbury and our international Sister Cities. The work of Bernadette Ryan has been essential for the work she did for this committee for many years and the knowledge she had of our many partners. Her change of position has meant that Therese Davel has assisted when she has been able to. The Parks staff, and especially Jonathan Crawford, have always been willing to organize special cleanups of the Rewi Alley Memorial Park and assist with trees for ceremonial planting. Thomas Cockburn's oversight of Sister City Finances is appreciated. The Communications department has continued to assist with information in Council Call.

The strong relationships with the Christchurch China Committee, Malvern Community Board, Hurunui District Council, Springfield Township Committee, Rewi Alley Foundation of New Zealand, Japanese Consulate and Madam He of the Chinese Consulate have ensured that we work cooperatively in Canterbury. New Zealand Global Cities have published articles and the Christchurch branch of the New Zealand China Friendship Society provided by us.

Committee members have again worked hard providing homestays, transport, activities , catering for many events , secretarial work and being ambassadors for Sister Cities. We are grateful to Councillor Bob Mugford for his support at Council level. Committee members are the glue in this organization.

China has been a major player this year. The Principals' delegation in September was a most successful exercise with significant learning about culture, language, history, heritage along with developing nine new Sister School relationships. Of the twelve Principals eight came from Malvern. We hope for at least one further Sister School relationship.

The positive relationship with Madam He of the Chinese Consulate has meant we have welcomed important visitors including The Minister of Education and the Minister of International Relations, along with Luyi Duane, the granddaughter of Rewi Alley.

Ms Wang Xueping spent three months with us and we are grateful for the support of ARA Polytechnic, Darfield High School and the Christchurch China Committee.

Shandan Bailie invited ten teachers to visit in September 2024 for ten days but a change of policy meant the visit was reduced to five days and insufficient teachers were then available. WE hope for another invitation for 2025.

Chinese New Year included a visit from a performing group from the Gansu Tibetan Autonomous Prefecture, a gala at the Chinese Consul's residence and us providing assistance with the New Year stall at Hagley Park.

The Gansu Fellowship was reduced from 30 days to 20 days but Mat Logan from Selwyn's Culture, Heritage and Library team made the most of the opportunity to be learn about China.

The 126<sup>th</sup> Anniversary of Rewi Alley's birth enabled us to combine with Christchurch China Committee, Hurunui District Council, The Rewi Alley Foundation of New Zealand and the Springfield Township Committee to celebrate. Prior to these celebrations a delegation from Shandan spent three days in Selwyn unpicking aspects of our MOU including education, water management and irrigation, plus education. As two of the delegation were from the Alley Memorial Museum in Shandan we visited the Glentunnel Museum and Te Ara Tea.

This year has also been a recruiting year. Lanzhou City University will receive an English teacher in August 2024; Toraja a volunteer teacher in August 2024 for a month with others available for 2005 and Shandan Bailie is also requesting an English teacher.

The Sister City Committee assisted the Malvern Community Board with the Yebetsu display at the Darfield Service Centre and Library plus the anniversary visit of Yebetsu Mayor, Tomo Karita and delegation in November. Sumi Hayakawa -Buist coordinated all groups.

We await the outcome of elections in Akitakata in September to request the Sister City relationship is reinvigorated.

At this stage a citizens' delegation to Shandan and Yebetsu in 2025 is expected. Yebetsu prefers September to celebrate the significant anniversary but this is close to our local body elections.

Toraja has again been prominent in our activities and one former teacher will spend a month at Barana Christian Secondary school in August 2024. Four more people have been recruited as volunteers for 2025.

We continue email and social media contact with Coventry.

The committee's profile is raised by events like Culture Fest but website development is urgently needed.

Once again the Council has allocated \$10,000 of funding for this next financial year. There has been no adjustment for over six years of inflation. In the last year the Committee received donations from the Christchurch China Committee, The Rewi Alley Foundation of New Zealand and Shandan. All unspent donations must be rolled over into the new financial year.

The Council's International Review has been underway for many months and this committee expects to remain a Council Committee with secretarial, financial and communications support. The fact that Bernadette Ryan has not been fully replaced for Sister City work is putting pressure on committee members and Therese Davel.

The international reputation of Selwyn's Sister Cities means that the Selwyn Council's continued support is vital. We are grateful to Mayor Sam Broughton, Councillors Bob Mugford and Lydia Gliddon for making themselves available to welcome our Sister City International guests.

I look forward to the opportunity to present the Annual Reports to the Council again this year.

Allison J Rosanowski  
Selwyn Sister City Chairperson

**Selwyn District Council Sister Cities Annual Plan Outcomes 2023 - 2024**

<b>Relationship</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Cost</b>	<b>Outcomes</b>
<b>With Council</b>	Annual report, annual plan, Policy , finances, website development, panel , displays in libraries, secretarial assistance, welcomes, Library, Arts, Culture and Heritage staff assistance with displays.  Website development	Whole committee, Chairperson and one other to report to Council  Michelle Sim, Mat Logan, Committee, Malvern Community Board  Kirstin Dingwall-Okoye , Committee and Communications department		Bernadette Ryan's moved to another team in Council and there is no one available to do secretarial work for the Sister City Committee. Therese Davel has assisted when time allows. Heritage team lead by Mat Logan set up Yebetsu display at Darfield Service centre. Kirstin Dingwall-Okoye, who was leading the website development, left the Council
<b>Akitakata</b>	Incoming and outgoing visits on hold. Continue Christmas and Peace day greetings. Support Darfield High School's relationship with two High Schools	Sumi Hayakawa-Buist		Advised not to send Peace Day Message. Mayor has resigned to stand for Governor of Tokyo ; waiting for Mayoral elections this year. Darfield High School relationships continue including incoming student group.
<b>Yubetsu-Malvern Community Board</b>	November visit of Mayor Tomo and adult group in November Student group in November	Sumi, Sean Ellis and Malvern Community Board and interested committee members  Malvern Community Board, Sister Cities Committee and Council staff especially Culture, Heritage and Arts division	Costs paid by Malvern Community Board	Sister City Committee did most of organisation for Yebetsu November visit with Sumi Hayakawa-Buist as Malvern Community Board in state of change. Avis Hewson and Allison Rosanowski awarded Plaques of Recognition by Yebetsu Mayor.

	Yubetsu Artifacts being curated and displayed in Darfield Service Centre and Library			Yebestu Artifacts display at Darfield Service Centre curated by Heritage and Culture team with assistance from Sumi and Sister City Committee.
<b>Shandan</b>	<p>Interpreter programme,-invite a Shandan Interpreter for 3 months subject to fees free at ARA</p> <p>Gansu Fellows – advertise to Council staff, interview and select. Information session with Christchurch candidate.</p> <p>Continue to enhance relationship with Chinese Consul General Madam He</p>	<p>Christchurch China Committee to invite interpreter at same time</p> <p>Sub committee selection Christchurch staff for information session plus Robert (previous Fellow)</p> <p>Committee with schools, Chinese Consulate</p> <p>Allison and Christchurch China Committee with Chinese Consulate - Madam He Committee plus other groups</p>	<p>Homestay 12 weeks \$300= \$3600 Bus fares \$500 Spending \$50 per week = \$600 Entertainment= \$800 Total \$5,500 Christchurch China Committee donated \$2000 to support this project</p> <p>Mat Logan from Culture, Heritage and Library selected - Fellowship reduced to 20 days.</p>	<p>Ms Wang Xueping from Shandan Bailie Vocational College studied at ARA; visited Rolleston College and a week at Darfield High School. Activities arranged by Committee members including jet boating, farm visit, visit to Akaroa, time in Wanaka and farewell dinner.</p> <p>Mat reported to sister City Committee and gathering at Christchurch Consul General's residence.</p> <p>Various events including Chinese New Year celebration at Madam He's residence attended by six.</p>

	<p>Principals' delegation to China in September Legacy of Rewi Alley</p> <p>Rewi Alley 126th celebration involving Selwyn, Christchurch and Hurunui, Rewi Alley Foundation of NZ</p>	<p>Committee plus other groups.</p> <p>Madam He, Committee and Malvern Community Board with Springfield township committee with Hurunui District Council, Christchurch China Committee and Rewi Alley Foundation of NZ.</p>	<p>Individual schools plus Allison paying own international transport, Insurance and visas.</p> <p>Costs to be shared for two day event. Shandan arrived three days earlier and did visits in accordance with MOU. Water management and irrigation, Sheep milking, agriculture, Organic herb gardening and manufacture, Rolleston College and Darfield High School.</p>	<p>Twelve Principals including eight from Selwyn. Explored Language, culture, heritage, history, education and tourist sites from Beijing, Shandan, Lanzhou, Dunhuang and Shanghai. Eight new Sister School relationships established plus Darfield and Shandan Bailie Vocational College 26 year relationship celebrated. Possible additional relationship between Shandan Number one Middle School and Rolleston College.</p>
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	Dedication of 50 years of Diplomatic Relations – possibly 2 <sup>nd</sup> December celebration		Homestays and three days transport provided by Committee members. One Christchurch night, delegation paid for. Chinese Consulate paid for dinner and Christchurch China committee the lunch at Halswell Quarry Park. Rewi Alley Foundation donated \$1500 towards cost of lunch at Springfield for 90+ people. Shandan delegation gave \$400 for van use for last two days- travelled in excess of 500 kms!	
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	<p>High Level government visitors from China. Minister of Education to Springfield- event held in Springfield School, kowhai tree planted 19<sup>th</sup> August</p> <p>Minister of International relations Liu Jianchao to Rewi Alley Memorial Park along with Luyi Duane- Grand daughter of Rewi Alley And lunch on 25<sup>th</sup> May</p> <p>Performers from Gansu's Tibetan Autonomous Prefecture-8<sup>th</sup> February</p>	<p>Here for Chinese New Year celebration- Christchurch China Committee</p>	<p>Five ginkgo trees and plaque installed at Rewi Alley Memorial Park after consultation with Council staff and Springfield Township Committee in previous year.</p>	<p>Warm friendly visitor. Springfield children made speeches.</p> <p>Previous day Chairperson attended lunch with Christchurch City Council and unveiling of Rewi Alley Statue by Arts Centre plus contributed to a symposium</p> <p>Visited Rewi Alley Memorial park and lunch at Judith Pascoe's home. No time for school visit</p>
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	<p>Chinese New Year celebration at Hagley Park- joined with Christchurch China Committee</p> <p>Chinese consulate Chinese New Year Gala</p> <p>Shandan Bailie Vocational College invitation for 10 teachers to visit in 2024 September</p> <p>Lanzhou City University requested an English Teacher</p>	<p>Advertisae through Council Call and NZ Chia Friendship newsletter.</p>		<p>Shandan banner displayed. Judith and Allison with Paul helped man the stall.</p> <p>Six attended</p> <p>Selwyn and two Dunedin teachers recruited. Then delegation length reduced from 10 days to 5 by Shandan Bailie Vocational College , so only 5 available so visit could not happen.</p> <p>August 2024- one teacher going.</p>
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<b>Delegation to Shandan and Yubetsu 2024 and possibly Akitakata .</b>	<p>With Malvern Community Board and Darfield High School investigate sending a delegation in September 2024</p> <p>If new Mayor in Akitakata invite for a visit in 2024.</p>	Committee, Sumi Sean	<p>Official Gifts for Councils - \$600</p> <p>Costs for Akitakata Mayoral visit- include transport, meals, outings</p>	Visit planned for 2025
<b>Toraja</b>	<p>Invite one teacher from Toraja for up to three weeks</p> <p>Support student group from Toraja – support Rolleston College if relationship establishe</p>	<p>Nick Konijn and Committee</p> <p>Dependent on invitation from Toraja</p> <p>Kelvin Coe</p>	<p>Homestay @ \$ 300 per week = \$900</p> <p>Entertainment \$800</p> <p>Total= \$1700</p> <p>Activities \$1000</p> <p>Gifts \$500</p>	<p>Previous financial year -Lordna Lamb visited for three weeks. Two weeks at Rolleston College as host school plus a day each at Ellesmere College, Lincoln High School and Darfield High School. One week visiting Canterbury tertiary institutions- Lincoln and Canterbury Universities, SIT, ARA, CEL L language school plus Middleton Grange. Transported by Sister City members. Jet boat and farm experience. Farewell Dinner at Meares home - Canterbury Rural Toraja Trust attended.</p> <p>No Toraja teacher in this Financial year. No student group this year.</p>

	<p>Begin recruiting for 3 teachers to go to Toraja for 2-3 weeks to assist Junior High School English teachers</p> <p>Investigate sending a delegation to Toraja in 2024</p> <p>Support Canterbury Farmers Toraja Rural Trust</p>			Advertising done through Council Call, Malvern News. Four people identified.
<b>The Italian Connection - Orsogna</b>	Local people who have relatives associated with the battle in WW2 have requested a Sister City relationship	Carlyle Irving and Mark Wilson Mayor and Burnham Military Commander Councillor Bob Mugford		
<b>Coventry</b>	<p>Develop relationship with new Council CEO (Dan Parrillo) and Deputy (Maria Broadbent) plus new Superintendent of Education (Don Cowart) and Deputy (Dawn Cabral)</p> <p>Encourage school social media relationship</p> <p>Invite a Coventry Teacher to visit for two weeks in local schools</p>	<p>Chairperson and Committee Mayor</p> <p>Schools and Committee</p> <p>Committee</p>	<p>Homestay 2 weeks \$300 = \$600</p> <p>Entertainment \$600</p> <p>Total= \$1200</p>	<p>Email communication at Christmas time and Independence day.</p> <p>No visits arranged.</p>
<b>Education</b>	Keep contact with Selwyn secondary schools and Rolleston and primary schools to encourage	Committee		Ongoing. Principals' delegation to China resulted in new Sister School relationships.

	social media relationships and future visits. Establish Sister School relationships for Malvern Primary schools in Shandan  Lincoln University contacts	Hugh Bigsby		
<b>Outreach</b>	Cultural Fest, local media, Council Call and talks to Probus clubs Continuing social media contacts with people we know in our Sister Cities.	Committee, Chairperson  All committee members, Mayor	Need a new Sister Cities banner	Did stall at Culture Fest- very good event.
<b>Sister City Garden- Levi Park</b>	Submissions delayed to later this year	Phillip Millar and Committee		Nick Kronjin attended public forum. Did submission. Chairperson also had positive interview with Phillip Miller.
<b>Christchurch China Committee</b>	Continue relationship- Gansu Fellows, Principals Delegation and 126 <sup>th</sup> Rewi Alley Anniversary. Joint Website Rewi Alley Website with Christchurch and Hurunui.	Allison? Kelvin? Committee		Positive collaboration for Rewi Salley 126 <sup>th</sup> Celebration, Gansu Fellows, Principals' delegation.  Assisted with Tibetan Gansu performers. Assisted with lantern - New Year Festival
<b>New Zealand Sister Cities – now called Global Cities</b>	Membership maintained Newsletters distributed Submit articles as appropriate	Bernadette Chairperson		Lordna Lambe story published  Chinese Minister of Education story published.  Entered Global City Awards for Shandan relationship. Judith Pascoe attended Global City Conference in April 2024.

<b>The Italian Connection</b>	Dependent on local contacts making contact with Italian counterparts underway	Carlyle Irving and Mark Wilson with Bob Mugford. Need to involve Mayor and Burnham Military Commander		
<b>Budget</b>	Allocation \$10,000 - originally promised \$10,000 per year plus inflation. Need increased budget. Have not had inflation increase for over 4 years.	Bob Mugford		
<b>Website</b>	Sister Cities Website updated and stories and photos, maps and photos of gifts  Yubetsu Display	Culture and Heritage team Michelle Sims , Mat Logan , Nicki Moen plus Communications leader- Kat Johnston		Website- no progress. Yebetsu display and story completed.
<b>Sister City gifts</b>	Cataloguing, assessing , displaying	Culture and Heritage team along with Committee		Not done

**Budget was \$10,000**

**Donations - Christchurch China Committee towards cost of Shandan interpreter \$2000**

**-Rewi Alley Foundation of NZ- \$1500**

**- Shandan delegation - \$400**

**Spent \$9,948**

**Donations to be added to 2024-2025 income- \$3900**

## Selwyn Sister Cities

### Financial Statement

<b>Reconciliation of 2023/2024 Financial Year</b>	<b>\$</b>
Full year Budget 2023/2024	\$10,000
<b>Income</b>	
	<u>\$3,098</u>
Total Income to 30 June 2024	<u><u>\$3,098</u></u>
<b>Expenses</b>	
Rewi Alley Book	\$48
Gift	\$846
Catering	\$307
Tree memorial park	\$148
Yubetsu Delegation Visit	\$0
XuePing HomeStay	\$3,878
Shandan Delegation Visit	\$2,951
Plaque	\$1,126
Other	<u>\$644</u>
Total Expenditure to 30 June 2024	<u><u>\$9,948</u></u>
<b>YTD Surplus / (Deficit) balance</b>	<b>\$3,150</b>

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Line	Update		Reference	Category	Project	Units	Value	Balance	Detail		Costs	Categories Income	Amounts
	Month	Date											
0226124	202307	45135	681001	020		0	\$126.77	\$126.77	AP Country Feasts 6681001 193191/17 Catering from the 1st July 2023 until the end	Catering	\$126.77		
0225453	202308	45153	604001	020		0	\$45.00	\$171.77	AP Southern Woods 6604001 194804/01 Tree for event at Rewi Alley memorial park	Tree memorial park	\$45.00		
0226168	202308	45142	683001	020		0	\$180.00	\$351.77	AP Country Feasts 6683001 193191/04 Catering from the 1st July 2023 until the end	Catering	\$180.00	Rewi Alley Book	\$48.26
0264325	202308	45169	346001	020		0	\$45.00	\$396.77	AP BLUEPRINT 7346001 194721/01 Temporary plaque on corefute for Chinese vis	Tree memorial park	\$45.00	Gift	\$846.17
0285114	202308	45091	207001	020		0	\$34.78	\$431.55	AP Selwyn District 8207001 196188/01 Sister cities stall holder site fee Culture F	Other	\$34.78	Catering	\$306.77
0265061	202309	45173	360001	020		0	\$48.26	\$479.81	AP J C Pascoe 7360001 195511/01 Reimbursement of Rewi Alley book and postage	Rewi Alley Book	\$48.26	Tree memorial park	\$147.50
0289855	202309	45189	540001	020		0	\$1,126.09	\$1,605.90	AP L Roberston Mem 8540001 196239/01 Plaque for tree at Rewi Alley memorial park	Plaque	\$1,126.09	Yubetsu Delegation Visit	\$0.00
0313703	202309	45210	J00592	050		0	1497	\$3,102.90	Op projects accrual sept 23	Exclude	\$1,497.00	XuePing HomeStay	\$3,877.90
0312711	202310	45205	999001	020		0	\$1,496.87	\$4,599.77	AP Jess & Stew Aus 5999001 196917/01 Homestay board for Xueping (Chinese teacher)	XuePing HomeStay	\$1,496.87	Shandan Delegation Visit	\$2,951.27
0313752	202310	45210	J00592	050		0	(\$1,497.00)	\$3,102.77	Op projects accrual sept 23	Exclude	(\$1,497.00)	Plaque	\$1,126.09
0363570	202310	45243	J00632	050		0	\$1,107.00	\$4,209.77	projects accr oct 23	Exclude	\$1,107.00	Other	\$644.32
0361593	202311	45229	143001	020		0	\$1,106.78	\$5,316.55	AP Jess & Stew Aus 4143001 197751/01 Homestay board for Chinese teacher studying	XuePing HomeStay	\$1,106.78	Total Expenses	\$9,948.28
0363636	202311	45243	J00632	050		0	(\$1,107.00)	\$4,209.55	projects accr oct 23	Exclude	(\$1,107.00)		
0374489	202311	45236	419001	020		0	\$260.87	\$4,470.42	AP Bronya & Nikos 4419001 198033/01 Homestay board for Chinese teacher studying a	XuePing HomeStay	\$260.87	Exclude	\$0.35
0374576	202311	45236	419001	020		0	\$86.09	\$4,556.51	AP J C Pascoe 4419001 198039/01 Reimbursement of expenses for Chinese teacher	XuePing HomeStay	\$86.09		
0374586	202311	45236	419001	020		0	\$43.48	\$4,599.99	AP Jess & Stew Aus 4419001 198036/01 Sundry expenses for Xueping - homestay guest	XuePing HomeStay	\$43.48	Total	\$6,850.80
0379526	202311	45230	665001	020		0	\$60.00	\$4,659.99	AP Southern Woods 4665001 197814/01 x1 Tree to Plant for the M C Board	Exclude	\$60.00		
0379527	202311	45230	665001	020		0	\$10.00	\$4,669.99	AP Southern Woods 4665001 197814/02 x1 Tree for the Malvern CB. Please code to 0	Exclude	\$10.00		
0383108	202311	45236	000313	002		0	(\$2,000.00)	\$2,669.99	SHANDAN EXPS SHANDAN EXPS	Income	(\$2,000.00)		
0397732	202311	45259	000370	002		0	(\$750.00)	\$1,919.99	COUNTY FUND SPRINGFIELD CONTRIBUTION COUNTY FUND SPRINGFIELD	Income	(\$750.00)		
0411741	202312	45262	532001	020		0	\$1,166.26	\$3,086.25	AP Country Lane Gr 532001 198790/01 Catering for Chinese visitors at Springfield	Shandan Delegation Visit	\$1,166.26		
0411981	202312	45264	532001	020		0	\$113.04	\$3,199.29	AP Karen Meares 532001 199091/01 Anniversary cake for Yubetsu delegation visit	Exclude	\$113.04		
0411983	202312	45264	532001	020		0	\$144.81	\$3,344.10	AP Karen Meares 532001 199088/01 Refreshments for Chinese delegation visit	Shandan Delegation Visit	\$144.81		
0413353	202312	45236	668001	020		0	\$846.17	\$4,190.27	AP Allison Rosanow 668001 198041/02 Reimbursement of expenses for sister cities g	Gift	\$846.17		
0424832	202312	45265	814001	020		0	\$165.10	\$4,355.37	AP Malvern Communi 814001 199477/01 Vehicle hire by Sister Cities for Chinese vis	Shandan Delegation Visit	\$165.10		
0426861	202312	45273	974001	020		0	\$247.83	\$4,603.20	AP Straight 8 Esta 974001 199537/01 Lunch event for Chinese visitors	Shandan Delegation Visit	\$247.83		
0436569	202312	45279	195001	020		0	\$2,171.57	\$6,774.77	AP Karen Meares 1195001 199706/01 Sister city Visit Reimbursement	Exclude	\$2,171.57		
0443011	202312	45282	205208	010		0	(\$347.83)	\$6,426.94	Sister City Money	Income	(\$347.83)		
0461023	202312	45313	J00765	050		0	\$1,931.49	\$8,358.43	Dec 23 accruals projects	Exclude	\$1,931.49		
0454159	202401	45281	934001	020		0	\$39.16	\$8,397.59	AP Allison Rosanow 1934001 199998/01 Reimbursement of supplies for farewell BBQ	XuePing HomeStay	\$39.16		
0454161	202401	45281	934001	020		0	\$791.43	\$9,189.02	AP Allison Rosanow 1934001 200001/01 Reimbursement of expenses for Chinese visit	Shandan Delegation Visit	\$791.43		
0455425	202401	45280	023001	020		0	\$509.22	\$9,698.24	AP Jess & Stew Aus 2023001 199947/01 Homestay board payment for hosting Chinese vi	XuePing HomeStay	\$509.22		
0456388	202401	45280	105001	020		0	\$335.43	\$10,033.67	AP Nick Konyin 2105001 199946/01 Homestay board payment for hosting Chinese vi	XuePing HomeStay	\$335.43		
0456881	202401	45301	165001	020		0	\$256.25	\$10,289.92	AP Primary Insight 2165001 200221/01 Fee for farm visit for Chinese guests	Shandan Delegation Visit	\$256.25		
0461093	202401	45313	J00765	050		0	(\$1,931.49)	\$8,358.43	Dec 23 accruals projects	Exclude	(\$1,931.49)		
0478410	202401	45317	004001	020		0	\$112.63	\$8,471.06	AP Karen Meares 3004001 199088/02 Refreshments for Chinese delegation visit	Shandan Delegation Visit	\$112.63		
0490099	202401	45323	J00785	050		0	\$104.35	\$8,575.41	Sister City Cake Coding Correction	Exclude	\$104.35		
0517968	202402	45262	876001	020		0	\$66.96	\$8,642.37	AP Selwyn District 3876001 200933/01 2 December 2023 - Rewi Alley Celebration	Shandan Delegation Visit	\$66.96		
0526292	202402	45341	296001	020		0	\$78.26	\$8,720.63	AP Allison Rosanow 4296001 201459/01 Flowers for Bernie from Sister Cities Committ	Other	\$78.26		
0566343	202403	45364	059001	020		0	\$262.50	\$8,983.13	AP BLUEPRINT 7059001 202064/01 Reprinting Sister Cities Brochures and Pamphl	Other	\$262.50		
0600484	202403	45393	J00982	050		0	\$143.78	\$9,126.91	march accruals	Exclude	\$143.78		
0595549	202404	45373	500001	020		0	\$143.78	\$9,270.69	AP BLUEPRINT 1500001 202730/01 Sister Cities Reprinting of Leaflets	Other	\$143.78		
0600598	202404	45393	J00982	050		0	(\$143.78)	\$9,126.91	march accruals	Exclude	(\$143.78)		
639830	Apr-24	30/04/2024	J01017	50	JOURNAL		-2,354.61	\$6,772.30	Sister City Costs to MCB Correction	Exclude	(\$2,354.61)		
0708318	202405	45454	J01116	050		0	\$78.50	\$6,850.80	may accruals - projects	Exclude	\$78.50		
0699623	202406	45449	J01103	050		0	(\$104.00)	\$6,746.80	Coding correction	Exclude	(\$104.00)		
0702118	202406	45435	383001	020		0	\$57.50	\$6,804.30	AP Southern Woods 9383001 204593/01 Tree purchase from Southern Woods - Sister Ci	Tree memorial park	\$57.50		
0702128	202406	45435	383001	020		0	\$125.00	\$6,929.30	AP Allison Rosanow 9383001 205064/01 Reimbursement of expenses for Sister Cities g	Other	\$125.00		
0708361	202406	45454	J01116	050		0	(\$78.50)	\$6,850.80	may accruals - projects	Exclude	(\$78.50)		
											\$0.00		
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											\$0.00		



## Selwyn Sister Cities

### Financial Statement

<b>Reconciliation of 2024-25 Financial Year</b>	<b>\$</b>
Budget 2024-25	\$10,000
Funds Not Spent from 2023-24	<u>\$3,150</u>
Full year Budget 2024-25	<u><u>\$13,150</u></u>
<b>Income</b>	<u>\$750</u>
Total Income to 30 June 2025	<u><u>\$750</u></u>
<b>Expenses</b>	
Rewi Alley Book	\$0
Gift	\$0
Catering	\$0
Tree memorial park	\$0
Yubetsu Delegation Visit	\$0
XuePing HomeStay	\$0
Shandan Delegation Visit	\$0
Plaque	\$0
Other	<u>\$0</u>
Total Expenditure to 30 June 2025	<u><u>\$0</u></u>
<b>YTD Surplus / (Deficit) balance</b>	<b>\$13,900</b>

[illegible]

### Selwyn District Council Sister Cities Draft Annual Plan 2024- 2025

Relationship	Activities	Responsibility	Cost	Outcomes
<b>With Council</b>	<p>Annual plan, annual report, policy, finances, website development. Displays in libraries and Council HQ- Library, arts and heritage staff assistance with displays. Secretarial and financial assistance</p> <p>Website development</p> <p>Council International review</p>	<p>Whole committee Chairperson and Deputy Chairperson to report to Council - December 2024</p> <p>Therese Davel currently assisting when able</p> <p>Thomas Cockburn in Financial department</p> <p>Communications staff</p> <p>Begun by Sean Tully; being continued by Therese Davel. May meeting requested Chairperson with Karen Meares to meet with CEO to discuss Sister Cities.</p>	Council cost	<p>Met with Sean Tully and Therese Davel. Subsequent meeting with CEO.</p>
<b>Akitakata</b>	<p>Awaiting outcome of 2024 Mayoral election to re- establish links Support Darfield High School's relationship with two schools</p>			

<b>Yebetsu - Malvern Community Board</b>	<p>Support Malvern Community Board If Community Board disestablished take on the relationship with Council support</p> <p>Coordinate with Community Board citizen's delegation to celebrate anniversary- with visit to Shandan</p> <p>Display at Darfield Library continue unless Rewi Alley display needed.</p>	<p>Committee</p> <p>Council Heritage and library staff with Malvern Community Board and interested committee members.</p>		
<b>Shandan and China</b>	<p>Invite 5 Shandan Primary Principals or English teachers to visit Selwyn and Malvern Sister Schools established in 2023- August 2025. Include Shandan Bailie Vocational College.</p> <p>Advertise for English teachers for Lanzhou City University and Shandan Bailie Vocational College</p>	<p>Committee and Council staff with schools</p> <p>Council Call, Selwyn Times and NZ China Friendship Society newsletter</p>	<p>Costs - accommodation for up to 7 days - homestays provided by committee and schools Daily transport to schools, Tourist and Selwyn visits including Council HQ, Rolleston, jet boating, Christchurch city. Budget for transport using committee cars and local teachers for school visits; community van for other visits \$600; tourism \$600; farewell dinner \$650</p>	A teacher joining Lanzhou City University in August 2024
<b>Gansu Fellowship</b>	<p>Coordinate with Gansu Foreign Affairs; advertise to Council staff,</p>	<p>Therese Davel, Hugh Bigsby, Kelvin Coe and Allison Rosanowski.</p>	<p>Gansu Foreign Affairs pays international travel and</p>	<p>Lydia Gliddon selected- represents local government,</p>

	plus in Malvern News, Selwyn Times and Ellesmere Echo. Shortlist, interview and select. Coordinate briefing with Christchurch China Committee.		accommodation and activities in China. Recipient pays medical requirements, insurance, visa and travel to Auckland. Gifts- \$150	small business, tourism and agriculture. Gansu Fellows briefing with Christchurch Gansu Fellow 14 <sup>th</sup> August
<b>Teachers group to China 2025</b>	Coordinate with Shandan Bailie Vocational College for 10 Selwyn teachers to visit for 10 days September 2025 - organization in this financial year		Costs to schools and Shandan Bailie Vocational College in 2025 2026 financial year.	
<b>Citizens delegation to Shandan and Yebetsu</b>	May or September 2025 with possibility of individuals travelling to both Shandan and Yebetsu- or one. If Akitakata reestablished that may be included.		All travel at own expense .	
<b>Invite Shandan to send an interpreter for three months to study at ARA</b>	To begin in February 2025	Liaise with Shandan Foreign affairs to coordinate protocols for selection.	Homestay 12 weeks at \$300 per week=\$3600 Weekly allowance \$50 = \$600 Bus fares 12 weeks @ \$20 = \$240 Tourist activities \$400 Farewell dinner \$350 <b>Total ` \$5190</b>	
<b>Ongoing relationship with Chinese Consulate and Japanese Consulate</b>	As appropriate- support invitations extended from these organisations to events in Christchurch <ul style="list-style-type: none"> <li>- National day celebration - China-September 2024</li> <li>- Chinese New Year celebrations February 2025</li> </ul>	Chairperson and Committee  Sumi Hayakawa- Buist for Japanese Consulate		

<b>Toraja</b>	<p>September 2024 month long visit to work in Barana Senior Secondary school as a mentor. Early 2025 two month visit by second Selwyn resident to Barana. Organise for up to three ESOL teachers to work with Junior English teachers in September 2025.</p> <p>Barana have requested a MOU.</p> <p>Invite one Toraja teacher to spend two weeks in Selwyn schools in 2025.</p> <p>Invite a Council delegation for 2025 following the November 2024 Indonesia Presidential election</p> <p>Continue to communicate with Canterbury Rural Toraja Trust.</p>	<p>Chairperson with Committee and Nick Kronjin. Advertising through Council Call.</p> <p>Committee with Nick Kronjin</p> <p>Kelvin Coe</p>	<p>Costs of international transport and accommodation paid by Barana school. Volunteers pay own insurance. Gifts and teaching materials- \$300</p> <p>Two weeks homestay- \$600 Activities- \$500 Farewell dinner - \$400</p> <p>Next Financial year</p>	Possible four recruits for 2025
<b>Coventry</b>	<p>Communicate with Mayor, CEO and Education Director - Independence Day, Christmas.</p> <p>Endeavour to establish school links and a visit from Coventry</p>	Committee		

<b>The Italian connection- Orsogna</b>	Up to Italian side to progress suggested relationship. Keep contact with Carlyle Irving and Mark Wilson local initiators. When developments happen request Mayor to liaise with Commander at Burnham Military camp.			
<b>Education</b>	<p>Malvern Schools for Sister Schools visit- assistance</p> <p>Rolleston College possible relationship with Shandan Number One Middle School</p> <p>Introduce Lincoln University to Lanzhou City University</p> <p>Continue to investigate relationships for Selwyn High Schools with Coventry Senior High School</p>	Committee with assistance from schools	Hugh Bigsby visiting in August 2024	
<b>Outreach</b>	Work cooperatively with Christchurch China Committee. Hurunui District Council and Rewi Alley Foundation of NZ and Chinese Consulate and Springfield Township Committee for events and visitors to Rewi Alley Memorial Park in Springfield.	Council staff - ensuring Rewi Alley Park is tidy for events. Committee for event organization including food.	Costs per important visitor for ceremonial tree, plaque and catering \$2100  Expect two per year.	School group from Beijing- Hurunui's Sister City , visited Rewi Alley Park in August.
<b>Selwyn Cultural Fest</b>	15 <sup>th</sup> September 2024- Compulsory briefing 26 <sup>th</sup> August Lincoln	Committee assistance to transport display, setup and man for event.	Stall cost -nil	

<b>Christchurch China Committee</b>	<p>Work together on functions, activities</p> <p>Supply two Selwyn Committee members to Christchurch China Committee</p> <p>One Christchurch China Committee member on Selwyn Sister City Committee</p> <p>Support Chinese New Year celebrations</p>			
<b>Sister City Garden- Levi Park</b>	Continue to engage with Council staff on planning for Sister City garden.	Committee with Phillip Miller from Council a former Gansu Fellow.		
<b>Rewi Alley Foundation of NZ</b>	Maintain relationship for mutually beneficial activities including exploring the Children's University - Rewi Alley trail	Chairperson and Committee	Costs borne by Rewi Alley Foundation of NZ	
<b>Christchurch branch of NZ China Friendship Society</b>	Supply articles and employment opportunities for their newsletter			
<b>NZ Global Cities</b>	<p>Retain membership</p> <p>Supply articles of activities for Global Cities newsletter</p> <p>Regional seminar in Christchurch in September 2024</p>	Chairperson and Deputy Chairperson		<p>Membership \$793.50</p>



<b>Website</b>	Seek Council assistance to develop website	Sarah Walters with Council Communications staff		
<b>Sister City gifts</b>	Purchase as required for visiting groups and main gifts for Sister City residents representing Selwyn overseas. Emphasis on locally produced gifts.  Gifts should be catalogued for display	Chairperson and Deputies  Culture and heritage team along with Committee	\$800	
<b>Budget</b>	Have requested inflation proofing for last seven years	This Committee's work is heavily subsidized by members for homestays, transport of guests, catering, secretarial work, gifts.	<b>\$14,783.50</b>	

**MINUTES OF AN ORDINARY MEETING OF THE  
SELWYN DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON WEDNESDAY 13 NOVEMBER 2024 COMMENCING AT 1.00PM**

**PRESENT**

Mayor S T Broughton; Councillors S N O H Epiha, L L Gliddon, G S F Miller, M B Lyall, P M Dean, S G McInnes, E S Mundt, N C Reid and R H Mugford

**IN ATTENDANCE**

Mrs S Mason (Chief Executive); Messrs. S Gibling (Executive Director People, Culture & Capability), R Love (Executive Director Development & Growth), T Heine (Advisor to the Mayor), T Mason (Executive Director Infrastructure and Property), T Harris (Executive Director Enabling Services), M England (Head of Asset Management), G McNicholl (Senior Development Engineer), M McGrath (Chief Digital Officer), A Mazey (Strategic Transport Lead), J Richmond (Head of Sport and Recreation), K Narang (Head of Capital Works), R Raymond (Acting Communications Manager); Mesdames D Kidd (Executive Director Community Services & Facilities), N Sutton (Head of Community Policy & Strategy), P Parata-Goodall (Pou Kaiāwhā - Executive Cultural Advisor), R Phillips (Commercial Manager - Property and Investments), T Davel (Senior Governance Advisor), J Gallop (Executive Assistant to Executive Directors PCC and D&G), A Sneddon (Chief Financial Officer), E McLaren (Acting Head of Operation Delivery (Water, Roading & Resource Rec), J Hands (Head of Legal and Risk), S Spicer (PA to ED Community Services and Facilities); and C Bennet (Governance Coordinator)

*The meeting was livestreamed.*

**APOLOGIES**

Apologies were received in respect of Councillor Hasson and Ms McKay

**Moved** – Councillor Epiha/ **Seconded** – Councillor Mugford

*‘That the Council receives the apologies of Councillor Hasson and Ms McKay, as notified.’*

**CARRIED**

The Mayor acknowledged the contributions of Graeme McNicholl, Senior Development Engineer, who was a judge at the Canterbury Westland Contractor of the Year awards. He thanked Mr McNicholl for his continuing commitment to the district and partner agencies.

**IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS**

None.

**CONFLICTS OF INTEREST**

None.

## **Transwaste Canterbury Limited**

Attendees: Gil Cox (Chair), Greg Slaughter (General Manager), Hayden Leach (Regional Manager) and Jeremy Parker (Commercial Manager)

Mr Cox explained that a fuller presentation will be circulated in due course and that this presentation is a briefer version, focussing on sustainability, what it means to Transwaste, and other initiatives and financials. Some points of note in the presentation included:

- for the first time, part of the landfill now has its final cover
- its capacity is half full, and with the consent until 2039 it is on track based on current volumes to be able to provide adequate capacity to meet demand;
- acknowledgement of Gareth James who passed away this year, and the legacy he left of Kate Valley;
- the organisation is in the process of a governance review, which will be discussed with each Council, with the aim for the new governance model to be in place by early next year. No large changes are expected but rather updates to make it more streamlined and efficient.
- Difference between this highly engineered landfill, and more traditional “dump” landfill, is the energy generated, and the methane destroyed. Landfill gas, which contains about 50% methane is collected and the methane used to produce electricity. In future it is hoped that CO2 can be used as well.
- Currently restricted by how much power can be accessed. Have previously expected a windfarm supply, but have been waiting for this for 18 years now, so a possibility is for Transwaste to build a power line
- Noted that Transwaste does not oppose new facilities or see them as competition - but does consider it important that they are compliant.

Questions and discussion included:

- The increase in diesel usage recorded is due to measurements now including the diesel used by contractors as well as by Transwaste itself;
- Request for another site visit for elected members
- The long term plan for Kate Valley includes an after care requirement for 25 years, which initially involves continuing to deal with leachate and gas until inert. There is also an intention to duplicate the landfill in the next valley over, subject to consent, which would be an efficient way to take advantage of existing infrastructure such as roading, platforms, pipelines, etc

## **Selwyn Waihora Zone Committee Annual Update**

Attendees: Matt Dodson via Zoom (Chair), Allanah Kidd via Zoom (deputy chair) and Jaimee Grant in person (ECan)

The presentation covered the focus areas for the year which included:

- Community engagement via screening of film “Six Inches of Soil”
- Focus on groundwater quality
- Supporting freshwater outcomes
- Onsite wastewater management systems
- Initiatives been undertaken by Hekeao Hinds Water Enhancement Trust
- Holding well water testing events
- Waikirikiri/Selwyn River recharge project – planning to discuss with ECan the targeted rate that is collected towards that and which appears not to have been used since 2021

Discussion afterwards included a request for further screenings of “Six Inches of Soil” and acknowledgement of the comprehensive presentation

## **PUBLIC FORUM**

### **Susan Farmer**

#### *Climate Change*

Ms Farmer took her paper as read, and quoted Mark Twain “It is easier to deceive people than convince them they have been deceived”. She noted she had previously presented to Council regarding concerns about Climate Change Survey, and was now sharing further information as something Ms Farmer would want to know if she was in same position as Councillors, by way of alerts (for example, alerting that organisations such as WHO, International Monetary Fund are not working in the interests of people, but seeking to channel wealth from general populace to higher powers), and providing a collage of facts, to act as a catalyst to raise questions. Ms Farmer wished to encourage discernment, urged the Councillors to do unto others as you would have done to yourself, and to step aside from managed narratives, and take courage to protect rights of members of Selwyn community.

Questions and discussion included:

- A question regarding how rates distribution goes to wealthy. Ms Farmer noted that tax is a corporate model, and is imposed by corporations to channel wealth
- Interest in examples of Councillors been deceived Ms Farmer noted her concerns regarding the Climate Change Survey

Ms Farmer was thanked for her presentation

### **Mark Alexander**

#### *Annual Plan Consultation*

Mr Alexander explained he was here today asking for there to be consultation on the Annual Plan. His points included:

- The Rolleston Resident Association (“RRA”) had unanimously agreed that they considered there should be consultation Annual Plan
- RRA had also asked for review of Annual Report by SDC for options to reduce rates.
- Reminding SDC that the funds proposed to be reallocated for transport are rate payer funds, and should be consulted on
- He acknowledged there is no legal requirement for consultation, and it is more convenient for staff to not consult, but given concerns about rates rises, he considered this created a moral imperative to consult. He could see no indication in the agenda that SDC is trying to reduce rates. Noted SDC does not need to adhere to LTP budgets, but instead try and reduce rates. Priority should be representation (not staff convenience), and the budget is not owned by Council, but by ratepayers.

Discussion included:

- Thanks to Mr Alexander for providing this reminder, and thanks for his work with RRA

- Noting the consultation effort already required on other matters, and asking if there is a compromise consultation process we could do.
- Mr Alexander noted concerns from those with a fixed income, some of whom may consider leaving Selwyn. Affordability needs to be a priority. Consultation provides assurance that listening to community.

**Geoff Gabites**

*Cycle Way Proposal*

Mr Gabites explained he was here to provide input towards the Cycle Way trail feasibility study. He owns the business Cycle Journeys, which offers cycle trail tours, and employs 50-60 staff. He is a board member of NZ Cycleways Board.

He noted the potential benefits of cycleways, including three trails that since 2012 have gone on to generate \$951million in benefits, compared to the cruise sector which generated only 60% of this. Trails have been shown to provide business, tourism, sport and recreation benefits, and return on investment by central and local government funds.

Mr Gabites observations on the feasibility study for Waikirikiri Alpine to Sea Trail and Te Waihora Lakeside Trail were:

1. What is on table is two trails. He recommends we should choose one on based on better return on investment, and suggests that multi-day rides usually generate a better return on investment
2. The alpine and plains section both have a very high cost of construction per kilometre compared to other trails. Part of this cost appears to be the choice of seal/cover
3. Concerns about name – he suggests we should not use an iteration of “Alps to Ocean” given both trademark issues and confusion with others trails. He urged Council to be brave and come up with a better name.

In conclusion, cycle trails are proven to be profitable and greatly appreciated by ratepayers but his advice is to choose one not both, and he suggests costing options could be two thirds of the projected cost.

Questions and discussion included:

- Choice of seal cover and noting a trail should be built for its environment;
- Discussion of trusts and other fundraising models, including funding for ongoing maintenance. Mr Gabites noted that funds cannot typically be collected from riders (eg, no single-entry point and other issues).
- Discussion of possibility where local businesses help fund. Mr Gabites noted that while this would be good, it is not easy to obtain. Cycle Journeys is progressive by including levy on luggage transport.
- Noting that money spent by riders goes into accommodation, food, shuttles, and staying on in the district for other activities

Mr Gabites was thanked and asked if he could send his notes to Councillors

## CONFIRMATION OF MINUTES

Noted at the top of page 35 Minutes of the Planning & Climate Change Committee that the Accessibility Audit was to be discussed. Accessibility has been included in the Terms of Reference for the new Housing and Urban Development Subcommittee.

**Moved** – Councillor Mugford / **Seconded** – Councillor Lyall

1. **Minutes of the ordinary meeting of the Selwyn District Council held in the Council Chamber on Wednesday 23 October 2024.**

*'That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 23 October 2024.'*

2. **Minutes of the Planning & Climate Change Committee held in the Council Chamber on Wednesday 24 July 2024.**

*'That the Council confirms the minutes of the ordinary meeting of the **Planning & Climate Change Committee** held on Wednesday 24 July 2024.'*

3. **Minutes of the Community Services Committee held in the Council Chamber on Wednesday 19 June 2024.**

*'That the Council confirms the minutes of the ordinary meeting of the **Community Services Committee** held on Wednesday 19 June 2024.'*

4. **Minutes of the Transport & Infrastructure Committee held in the Council Chamber on Wednesday 3 April 2024.**

*'That the Council confirms the minutes of the ordinary meeting of the **Transport & Infrastructure Committee** held on Wednesday 3 April 2024.'*

5. **Minutes of the Springs Ellesmere Discretionary Fund Committee held in the Council Chamber on Wednesday 11 September 2024.**

*'That the Council confirms the minutes of the ordinary meeting of the **Springs Ellesmere Discretionary Fund Committee** held on Wednesday 11 September 2024.'*

6. **Minutes of the Rolleston Discretionary Fund Committee held in the Council Chamber on Wednesday 11 September 2024.**

*'That the Council confirms the minutes of the ordinary meeting of the **Rolleston Discretionary Fund Committee** held on Wednesday 11 September 2024.'*

**CARRIED**

## MATTERS REQUIRING ATTENTION

None.

## REPORTS

### 1. Mayor

#### *Mayor's Report*

Taken as read, with the following highlights noted -

- The Launch of Kai Aku Rika | Economic Development Strategy, including the Integrated Strategy Award at the Economic Development New Zealand Best Practice Awards it had received.
- The Kiwirail MOU
- Mayoral forum working with Business Canterbury

**Moved** – Mayor Broughton / **Seconded** – Councillor Lyall

*'That Council receives the Mayor's Report for October 2024 information.'*

**CARRIED**

### 2. Chief Executive

#### *Chief Executive's Report*

Taken as read with attention drawn to:

- (b) retirement of Rex Williams
- (c) proposed meeting schedule (noting some adjustments will be made for the committee meetings)
- (d) notes regarding international swaps and derivatives; and
- (e) an update on KPI's five months into the financial year

**Moved** – Councillor Dean / **Seconded** – Councillor Epiha

*'That Council:*

- (a) Receives the Chief Executive's report for information.*
- (b) Delegate to the Chief Executive Officer to commence the recruitment process for a Canterbury Museum Trust Board member.*
- (c) Adopt the proposed meeting schedule for 2025.'*

**CARRIED**

### 3. Health, Safety and Wellbeing Update November 2024

#### *Executive Director People, Culture & Capability*

Acknowledgement of focus and thanks to Councillors for attention and facilitation given to Health and Safety.

The report was taken as read, noting:

- Maturity will be a recurring report topic, but the direction of travel is positive towards transparency and lifting performance
- commencement of leadership walk arounds. This is not an audit, but to gain understanding of how work is done. Next year Councillors will be invited to attend these walk arounds.

Discussion included:

- health and safety of volunteers will be considered as part of the work done regarding workplace
- commendation of staff on this initiative, particularly the transparency, commitment and effort
- noting that the most important thing we can do is looking after the safety of our staff and our community.
- Noting the difference between work as imagined and work as done.
- Noting that Crs can set the culture.

*Councillor Miller was out of the Chambers from 2.33pm to 2.36pm*

**Moved** – Councillor Epiha / **Seconded** – Councillor Lyall

*‘That Council receives the Health, Safety and Wellbeing Update November 2024 Report.’*  
**CARRIED**

**4. 2024 - 2027 National Land Transport Fund Allocation**  
*Transportation Asset Planning Manager*

Both papers discussed at previous workshop and feedback was incorporated. There was a discussion about funding, with a councillor proposing reduction of council’s contribution and rather do less.

**Moved** - Councillor Miller / **Seconded** – Councillor Mundt

*‘That Council reduce the Maintenance, Operations and Renewals and Road Safety Promotion Transportation budget totals for financial years 2024/25 – 2026/27 to the levels confirmed in the NLTP allocated funding (with local share of 49% of reduced programmes).’*

**FAILED**

Original recommendation vote on.

**Moved** – Councillor McInnes / **Seconded** – Councillor Epiha

*‘That Council:*

- a) Notes the final allocations from NZ Transport Agency Waka Kotahi (NZTA) on Council’s Continuous Transportation Programmes, including Maintenance, Operations and Renewals (MOR) and Road Safety Promotion (RSP), for the 2024-27 NLTP period;*
- b) Commits the budgeted local share portion of the Continuous Programmes budget for 2024-27 as proposed in the 2024-34 LTP to Council’s respective activities in the 2024- 27; and*
- c) Approves that the Council’s Continuous Programmes in 2024-27 will be adjusted based on a revised budget consisting of:*



- *the committed local share above; and*
- *NZTA subsidies based on NZTA approved allocations.'*

**CARRIED**

*Councillors Miller, Gliddon and Mundt against*

**Moved** – Councillor Epiha / **Seconded** – Councillor Mugford

*'That the meeting extends past two hours to continue the discussion on the transportation papers.'*

**CARRIED**

## **5. Adjusted Council 2024 - 2027 Transport Improvement Programme**

*Transportation Asset Planning Manager*

The paper provided was summarised and Council talked about the risks of each option. Under option 2 (postpone project that did not receive funding and proceed with funded LTP projects) some projects would not proceed. It was noted that it was disappointing that government had not chosen to invest in high-growth areas with needs for infrastructure but council agreed with its communities to proceed with projects. The cost to ratepayers is ongoing rate rises.

**Moved** – Councillor Lyall / **Seconded** – Councillor Reid

*'That Council:*

- a) Acknowledge the reduced 2024-27 National Land Transport Programme funding for Council's Transport Improvement Programme, including major capital projects and Low Cost Low Risk projects;*
- b) Commits the Councils 2024-27 budgeted local share portion of the Transport Improvement Programme, as provided in the 2024-34 Long Term Plan, to undertake Council's transport improvement activities in 2024-27;*
- c) Approves the updated 2024-27 Transport Improvement Program and budgets as detailed in this report; and*
- d) Acknowledges the likely need for further programme adjustments and funding considerations to manage the deliverability and affordability of the Transport Improvement Programme through future Annual and Long-Term Plans processes.'*

**CARRIED**

*Councillors Miller, Gliddon and Mundt against*

## **6. Annual Plan 2025/26 Variance and Consultation Options**

*Executive Director Enabling Services*

Staff noted the recent LTP had a record number of submitters and underwent a rather comprehensive consultation process only 6 months ago. With no material changes there was no obligation to consult.

Council's legal advisor noted there was no legal requirement to consult. There will be communication and explanations about why council decides not to consult, and the community will remain engaged and communicated with.

To consult next year would require a very intensive work programme from staff. There was a comment that there might be a moral requirement to consult, and the suggestion was made to include all consultation items into one programme of work.

Councillor Miller noted his intention to move an amendment to consult on an Annual Plan. He said the LTP process did not go well, wasn't audited, the IT systems didn't work, and it all caused an upset in the community. Council briefly discussed the matter with other views offered including that Council did listen to its community during the LTP process.

**Moved** (an amendment) – Councillor Miller / **Seconded** – Councillor Gliddon

*'That Council while not legally required, Council may exercise its discretion to undertake consultation, and historically SDC has consulted on the Annual Plan immediately preceding a Long-Term Plan.'*

**FAILED**

Original recommendation voted on:

**Moved** – Councillor Lyall / **Seconded** – Councillor Dean

*'That Council:*

- a) Receives the report Annual Plan 2025/26 Variances and Consultation Options.*
- b) Resolves to deliver an amended work programme for year 2 of the Long-Term Plan 2024 -2034 as set out in Attachment A to this report*
- c) Notes that the amended work programme does not invoke a requirement to amend the Long Term 2024- 2034.*
- d) Resolves to not undertake consultation in respect of the Annual Plan for 2025 as any changes from Year Two of the Long-Term Plan are not significant or material.'*

**CARRIED**

*Councillors Miller and Gliddon against*

## **7. Council Controlled Organisation Implementation**

*Executive Director Infrastructure and Property*

Attendee: Natalie McClew of PriceWaterhouse Coopers via Zoom

Acknowledgement made of the team that has contributed to this work.

In summary:

- There is a legislative requirement to submit our plans for water by September 2025

- Requirements are still evolving, so we need to remain nimble. In particular, we expect to see further requirements around regulation and finance;
- Workshops were held to identify options. Some options were discounted due to cost, lack of available partnerships and inefficiencies. The shortlisted options became Council Delivered (status quo) and CCO. CCO emerged as recommended option due to factors including, water quality, resilience, immediate certainty for staff and community, and future proofing for regional collaboration
- The aim is to consult on CCO at start of 2025, with establishment by 1 July 2025
- Team has faced significant disruption regarding local water requirements so it will be good to get certainty

Important to note that this report is not asking for approval to implement a CCO, but only to consult regarding potential implementation. A decision paper would come to Council following consultation.

Discussion included:

- who decides on our partners? SDC has spoken to many proximate councils, who so far are not interested in partnering. Future decisions to partner would come back to Council
- how would Council and the community have input into how the CCO was run? This would be similar to how we operate with Corde, by way of a letter of expectation developed by Councillors. Noted that the water subcommittee meeting earlier this morning discussed a charter that community has input into
- interest in funding options and advice

**Moved** – Councillor McInnes / **Seconded** – Councillor Dean

*'That Council:*

- agrees to progress with and fund preliminary investigations and steps toward the establishment of a Council Controlled Organisation for water services with an expectation that the model is consulted on next year and decision paper brought to Council post consultation.*
- notes the requirements for Selwyn District Council from Local Water Done Well legislation, including delivery of a Water Services Delivery Plan and changes to requirements for water services delivery*
- agrees to fund the development of the Water Services Delivery Plan and proposed establishment of the CCO up to \$2 million in line with this paper, as required by legislation;*
- agrees to delegate oversight of the activities referred to in (a) and (b) to the Local Water Done Well subcommittee; and*
- agrees that Council can hire a CCO establishment Board chair.'*

**CARRIED**

## 8. Waikirikiri Alpine to Sea Trail & Te Waihora Lakeside Trail Feasibility Study

*Head of Capital Works*

*Strategic Transport Lead*

Presentation included the following points:

In concept since 2009

1. Can get a route through High Country
2. Options – don't proceed (moved past this via LTP)
3. Option 2 – fund all sections (not realistic - \$60m for both trails)
4. Option 3 – recommended (coordinate with others to deliver this. SDC experienced at some aspects, others to be involved). Will take a decade to implement

### Feasibility Study Findings

- Gap in Canterbury/Selwyn
- Successful in other regions
- Te Waihora is a taonga to be showcased
- Presented on feasibility study process – while reached out to mana whenua, need to engage further with them
- Alpine to Sea is a placeholder name, until decided with mana whenua engagement
- Maps of proposed trails (high country, plains, lakeside), followed by their respective highlights and cost benefit ratios, and challenges
- [insert costs] High country
- Assumed 50:50 local:central govt (tourism trails noted by govt as an investment)
- Plains – recommended as sealed as will get commuters, children, high use.
- Challenges (DOC requirements, age of Bealey bridge, Mana Whenua engagement, flooding, terrain)
- Governance and management models (make up of model may change over time during different phases of trail)
- For High country, recommend independent trust model
- For plains section, recommend local govt asset
- Lakeside –Independent trust model, could be led by Waihora Ellesmere Trust who is interested
- Next steps – trial plan demonstrates complexity and planning required over a decade.
- Establish development properties (no cost)
- Trial governance assessment (\$100k)
- Appoint dedicated project manager (1m over 10 years)

There were several questions from Councillors and a brief discussion on the topic, with most being appreciative of the work undertaken.

*Councillor Lyall left the meeting at 5.05pm*

*Councillor Mugford was out of the Chambers from 5.07pm to 5.09pm*

**Moved** – Councillor Epiha / **Seconded** – Councillor McInnes

*'That Council:*

- a) *Receives the Feasibility Study; and*
- b) *Notes the next steps in the project to establish;*
  - *A Governance Model*

- *Development Priorities*
- *A dedicated Project Manager.'*

**CARRIED**

*Councillor Mundt voted against*

*Meeting adjourned for a break from 5.23pm and 5.33pm*

## **9. Sheffield Memorial Pool Community Consultation**

*Head of Sport and Recreation*

Acknowledgement and thanks to the Marketing and Communications team, the Legal team, and Nicola Sutton for their input into this report.

In summary, Part 1.1 of the recommendation is required to allow the Council to legally transfer asset, and Parts 1.2 to 1.4 are to obtain further helpful information. The draft consultation document has had improved photos added, and some typos corrected.

Discussion included:

- Confirming it does need to go to consultation, as it is a strategic asset and will mean reduced services.
- Noted there is a clear end date to the process for either transfer or demolition
- Discussed and agreed that the hearings could be held by a panel of 3 councillors in Sheffield, and then come to the full council for final decision.
- Malvern Community Board will be offered a position on the panel, but would need to choose between being on the panel, or making a submission to the panel

**Moved** – Councillor Gliddon / **Seconded** – Councillor Mundt

*'It is recommended that the Council:*

**1. adopt** the Statement of Proposal<sup>1</sup> for public consultation on the Sheffield Memorial Pool, using the special consultative procedure in section 83 of the Local Government Act 2002. The questions to be consulted on are:

**1. Do you support the transition of the Sheffield Memorial Pool asset from Council ownership and operation to a community-run legal entity?**

a. Yes/No

b. Please add your comments

**2. Are you aware of a community-run legal entity that you consider suitable to own and operate the Sheffield Memorial Pool?**

a. Yes/No

b. Please add your comments

**3. Are you interested in helping this group with the ongoing operation of this facility?**

a. Yes/No

b. Please add your comments

4. *Do you have any other comments about the Sheffield Memorial Pool?*
  - a. *Please add your comments*
2. **endorse** the proposed process for public consultation, as set out in Appendix 1, which will take place between 22 November 2024 and 14 February 2025.
3. **appoint** Councillors Dean, Mundt and Mugford, if they wish, a Malvern Community Board Member to a Hearings Panel for oral submissions to be heard between the 26-27 February 2025'.

**CARRIED**

#### **10. Review of the Dog Control Bylaw and Policy 2012**

*Head of Regulatory*

This is to retain the existing bylaw.

**Moved** – Councillor Miller / **Seconded** – Councillor Epiha

*'That Council resolves to retain the existing Dog Control Bylaw 2012 without amendment.'*

**CARRIED**

#### **11. Dog Control Policies and Practices Report**

*Animal Control Team Leader*

This is an annual requirement under the Dog Control Act, and is taken as read

**Moved** – Councillor Epiha / **Seconded** – Councillor McInnes

*'That the Council:*

- i) *Receives and adopts this report covering 'The Dog Control Policy and Practices Report' for the period 1 July 2023 to 30 June 2024;*
- ii) *That the report is notified in the Council Call (Selwyn Times); and*
- iii) *Resolves to send this report to the Secretary for Local Government within one month of adoption.'*

**CARRIED**

#### **12. Council Submission of Exposure of Natural Hazard Information in Land Information Memoranda**

*Senior Policy Planner*

There is a proposal to record natural hazards on LIMs in way that is clear and consistent across country and reduce ambiguity and Council risk. Council has made a submission on this proposal noting that time will be needed to change processes following adoption of this proposal and requesting some changes including consistency with the RMA. The

submission also notes that plain language summaries can create some risk. This submission can be withdrawn if not endorsed today by Council.

A question was raised asking if this creates exposure for the Council for failing to advise of risks, and the response was that it presents no more risk than we are already exposed to, as the proposed changes are about consistency.

**Moved** – Councillor McInnes / **Seconded** – Councillor Epiha

*‘That Council:*

*(a) Receives this report and;*

*(b) Endorses the attached submission on exposure draft of regulations for natural hazard information in land information memoranda (LIMs).’*

**CARRIED**

### **13. Authority to Grant Leases Over Recreation Reserves**

*Head Acquisitions, Disposals and Leasing*

Taken as read, noted that after the meeting it would be good to discuss associated costs.

**Moved** – Councillor Epiha / **Seconded** – Councillor Gliddon

*‘That Council in accordance with the delegation of powers dated 27 June 2013 conferred on it by the Minister of Conservation in relation to Section 54(1) of the Reserves Act 1977, agrees to the granting of leases described within this Report, for the following:*

<b>Reserve</b>	<b>Lessee</b>	<b>Legal Description</b>	<b>Area (m<sup>2</sup>)</b>	<b>Held in record of Title</b>	<b>Purpose</b>	<b>Term</b>	<b>Plan shown in Appendix</b>
Weedons Recreation Reserve	Weedons Cricket Club	Part RES 2357 and Part RES1596	324	Gazette Notice 1985 p2166	Seating	10 years with two rights of renewal of 10 years each	A
Kirwee Recreation Reserve	Kirwee Players	Part Reserve 2416	115		Existing Building and Storage Container	10 years with two rights of renewal of 10 years each	B

**CARRIED**

### **GENERAL BUSINESS**

None.

### **MATTERS RAISED IN PUBLIC FORUM**

None.

*Due to there being no public excluded reports on the agenda the confirmation of previous meetings public excluded minutes is recorded here.*

**Confirmation of Public Excluded Minutes**

**Moved** – Councillor Mugford / **Seconded** – Councillor McInnes

*‘That the Council confirms the public excluded minutes of the ordinary meeting of the Transport & Infrastructure Committee held on Wednesday 3 April 2024.’*

*‘That Council confirms the public excluded minutes of an ordinary meeting of the Selwyn District Council held on Wednesday 23 October 2024.’*

**CARRIED**

With no further business being discussed, the meeting closed at 5.49pm.

DATED this                      day of    2024

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**CHAIRPERSON**



**TO:** Council

**FOR:** Council Meeting – 11 December 2024

**FROM:** Mayor Sam Broughton

**DATE:** 2nd December 2024

**SUBJECT:** **MAYOR’S REPORT – November 2024**

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## **RECOMMENDATION**

*‘That Council receives the Mayor’s Report for November 2024 for information.’*

### **1. OVERVIEW**

Waikirikiri Ki Tua – Future Selwyn was officially launched on 18 November at Te Ara Ātea by, Climate Change Commission Chair Dr Rod Carr, Chief Executive Sharon Mason and myself. This visionary framework sets priorities for intergenerational wellbeing, sustainability, and growth, shaping Selwyn as a liveable, innovative, and connected district. Supported by three new strategies, it reflects strong community input and will guide Council’s future work, fostering opportunity and prosperity for all.

At the November Council meeting the first steps were taken toward establishing a council-controlled organisation (CCO) to manage Selwyn’s water services, in line with the Government’s *Local Water Done Well* legislation. While our current water assets are in good shape, a CCO provides an opportunity to manage water infrastructure sustainably and fund it independently of rates, ensuring we meet future demands. After considering other models, a Selwyn-owned approach emerged as the preferred option. Consultation with our community will take place in early 2025. Funding was approved to develop the required Water Services Delivery Plan and begin establishing the CCO.

Education Minister Erica Stanford accepted my invitation to meet with Selwyn Principals on the 27<sup>th</sup> November. The meeting focused on the unique challenges faced by our schools. These range from managing the rapid roll growth in Rolleston and Lincoln to addressing the specific needs of our smaller, rural schools. A key outcome of these discussions was Minister Stanford’s commitment to work with the Ministry of Education to develop a Selwyn-specific education plan to ensure our rapid expansion is taken into account. This collaborative effort marks an important step in positioning Selwyn’s schools to meet the challenges of today and the future, while continuing to serve as vital cornerstones of our communities.

This time of year highlights the vibrant community spirit of Selwyn, with numerous events and celebrations showcasing the dedication of our volunteers and organizations. This month I had the privilege of attending the Hato Hone St John

Rolleston Youth Division's awards evening, where the contributions of young volunteers to our community were honoured. The Courtenay A&P Show in Kirwee provided a wonderful day out for the community, demonstrating the hard work and collaboration of its organizers and volunteers. Similarly, the Hororata Highland Games drew thousands of people to enjoy outstanding entertainment and spirited competition, exemplifying the strength of our community.

Another highlight was the Road Patrollers' pool party, a fitting acknowledgment of the students who dedicate their time to ensuring the safety of our young people getting to and from school. These events collectively underscore the remarkable sense of connection and commitment that makes Selwyn such a special place at this busy time of year.

## 2. MEETINGS

5 <sup>th</sup> Nov	Audit & Risk Subcommittee meeting CPWL AGM at Darfield Rec Centre
6 <sup>th</sup> Nov	HUD Subcommittee meeting Councillor briefing
7 <sup>th</sup> Nov	Meeting with inspector Peter Cooper CDEM exercise Pandora
8 <sup>th</sup> Nov	Contractor of the year awards – Te Pae
9 <sup>th</sup> Nov	Hororata Highland Games Road Patrollers pool party – Selwyn Aquatic Centre
12 <sup>th</sup> Nov	Crown Infrastructure Partners meeting St Johns meeting – Rolleston Community Centre
13 <sup>th</sup> Nov	Council Meeting
14 <sup>th</sup> Nov	National Security Briefing by NZSIS
18 <sup>th</sup> Nov	LWDW meeting Launch of Waikirikiri Ki Tua Future Selwyn - Te Ara Ātea NZTA meeting
19 <sup>th</sup> Nov	Emergency Campus Governance meeting Meeting with Secretary for the Environment and Chief Executive James Palmer
20 <sup>th</sup> Nov	Finance and Performance Committee meeting Climate Change and Sustainability Subcommittee Meeting
23 <sup>rd</sup> Nov	Courtenay A&P show

25 <sup>th</sup> Nov	Economic Priorities Business Canterbury workshop. St John Prizegiving – West Rolleston School
26 <sup>th</sup> Nov	McLean Institute meeting Visit to Pines Waste Water Treatment Plant with TUIA mentored. Meet new CORDE Director Malvern Kapahaka celebration – Darfield Primary
27 <sup>th</sup> Nov	Councillor Briefing Minister Erica Stanford & School Principals meeting Citizenship Ceremony
28 <sup>th</sup> Nov	CDEM Joint Committee Members meeting Canterbury Regional Transport Committee meeting Canterbury Mayoral Forum
29 <sup>th</sup> Nov	Canterbury Mayoral Forum meeting Mayors & Chairs meeting
30 <sup>th</sup> Nov	Selwyn Response team end of year awards



Sam Broughton  
**MAYOR**

## REPORT

**TO:** Council

**FOR:** Council Meeting on 11 December 2024

**FROM:** Chief Executive

**DATE:** 27 November 2024

**SUBJECT:** **CHIEF EXECUTIVE'S REPORT**

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## RECOMMENDATION

*'That Council:*

- (a) Receives the Chief Executive's report for information.*
- (b) Adopt the amended terms of reference for two of the four subcommittees, being Economic Development as well as Housing and Urban Development.'*

### 1. PUBLIC FORUM

At the Council meeting on 11 November 2024 we had several public forum speakers. Responses to the issues raised in public forum are listed below.

#### **Susan Farmer**

We acknowledge Susan's presentation to Councillors around Climate Change.

#### **Mark Alexander**

We acknowledge Mr Alexander's request on behalf of the Rolleston Residents Association that consultation on the Annual Plan should be undertaken. A paper was taken to Council on that same date, noting that we had received record number of submitters to the LTP this year, and with that occurring only 6 months previously there were no material changes, so there is no obligation to consult. Council resolved to not consult on Annual Plan 2025.

#### **Geoff Gabites**

We acknowledge Mr Gabites presentation to Council on the cycleway and economic benefits and potential funding mechanisms. A paper was taken to Council on the same date, being the Waikirikiri Alpine to Sea Trail & Te Waihora Lakeside Trail Feasibility Study, agreeing to establish a governance model, develop priorities and provide for a dedicated project manager.

## 2. TERMS OF REFERENCE – ECONOMIC DEVELOPMENT AND HOUSING AND URBAN DEVELOPMENT SUBCOMMITTEES

The newly established subcommittees of council have all had their inaugural meetings during November. Two subcommittees have had subsequent meetings at which they approved further amendments to the terms of reference. A third subcommittee, Local Water Done Well, will meet again on 11 December prior to the council meeting and will update council with any amendments. The fourth subcommittee, Climate Change and Sustainability will only meet next in 2025 at which time it will adopt the amendments proposed at the November meeting.

Below is an extract from the minutes of the two subcommittees to reflect the changes to the Terms of Reference. These have now been adopted at the 4 December subcommittee meetings.

### Economic Development

- a. *That all references to Selwyn Economic Development Strategy are updated to Kai Aku Rika Economic Development Strategy to reflect confirmed dual name.*
- b. *That the previous Selwyn Business Alliance reference is removed and replaced with cross-sector steering group due to the formal name for this group yet to be confirmed and established during the facilitation of this group.*
- c. *That the Ōtautahi Christchurch Canterbury Waitaha Destination Management Plan is referenced in the eighth point of Section 2 Responsibilities: Monitoring destination management initiatives that result in increased visitor spend and retention, including actions in the regional Ōtautahi Christchurch Canterbury Waitaha Destination Management Plan.*
- d. *That the reference to the Investment Strategy Sub Committee is removed.*
- e. *That an additional responsibility is added under Section 2 Responsibilities: Any opportunities that arise between meetings that require Council resource will be discussed with the Chair who will provide advice and canvas the views of other Committee members.*

### Housing and Urban Development

The Terms of Reference (ToR) were discussed. Members agreed to truncate the name of the subcommittee. Going forward it will be known as the Housing and Urban Development Subcommittee. Recognising the transportation needs of the Selwyn District the 'purpose' was amended to include this.

It was agreed that the housing needs in the district are diverse. The responsibilities of the Subcommittee were amended to include 'accessible' and to ensure that 'all household types' were captured this was added. As the district continues to grow, the need to focus on capacity for housing was included. 'To guide the development of strategic transport decisions' was added along with an update to the delegations to include confirming 'submissions on government legislation'.

All four subcommittees considered (former) Point 6 of the Terms of Reference 'Urgent matters referred from the Council'. It relates to urgent matters being referred to the Subcommittee by the Mayor / Council for a decision, where the Council would have ordinarily considered the matter. Staff advised this was not a requirement for subcommittee terms of reference and will be removed across the board. Amended Terms of Reference are attached as **Appendices A and B**.

### 3. **UPDATE FROM CEO ON THE 2024 YEAR**

This is the final CEO report for 2024. Firstly, I would like to thank my team for their hard work this past year, it has not been easy but we have achieved a lot. A few areas to highlight from the 12 months

#### **MOU LINCOLN UNIVERSITY**

Officials from both organisations have been working on the implementation of the new partnership between Lincoln University and Selwyn District Council. Under the current Memorandum of Understanding there are two key work streams that have been the focus in recent months - Selwyn as a “Knowledge Hub” and a focus on the “Future workforce”.

Under the Knowledge Hub programme, teams from Lincoln University supported by Council staff, will soon commence work on an assessment of the options and benefits of Medium Density Housing alternatives for the District with the primary question being how Selwyn can achieve the strategic direction of promoting and incentivising intensification in appropriate locations contained within the Waikirikiri Ki Tua Future Selwyn? This would explore alternate typologies and block scale development that achieves better outcomes and will address key questions like what bulk and location provisions deliver the best outcomes and what could block scale development look like? It is anticipated that this white paper will help develop the councils' response to the Medium Density Standards changes signalled by government and shape what intensification looks like for our towns. This work will fall under the scope of work, and will be presented back through, the Urban Development Strategic Subcommittee led by Cr. McInnes.

We expect that this will be the first in a series of white papers developed between the University and Council and a full programme of white papers will be confirmed early in the new year. In addition, a new internship programme that has already seen 7 projects scoped from within our existing Long-term Plan be developed to be supported by interns from Lincoln University. The programme was extremely popular with 47 applicants for the 7 opportunities and we expect that this internship programme will continue to add value to our work plans. The projects cover a range of topics and disciplines including Future Selwyn Area Plans – Public Life Study, a review of the policy components of the Delegations of Authority and support to assess Policy Review and Development Framework.

#### **TE PAEPAE - WAIKIRIKIRI SELWYN AGEING WELL STRATEGY**

The Te Paepae - Waikirikiri Selwyn Ageing Well Strategy was endorsed by Council in September, 2024, and we are particularly pleased with how many older residents as well as support services and agencies that work with older people we engaged with to inform this Strategy:

- Engaged with 6.4% of the 60+ population in Waikirikiri Selwyn, in total 1,056 people
- Engaged with 371 people at events
- Received 685 survey responses
- Ran 3 events, 5 focus groups and 2 workshops
- Met with 24 service providers

## **PIKI AMOKURA - WAIKIRIKIRI SELWYN YOUTH STRATEGY**

The Piki Amokura - Waikirikiri Selwyn Youth Strategy was also endorsed by Council in September, 2024, and we are particularly pleased with how many young people as well as support services and agencies that work with young we engaged with to inform this Strategy:

- Engaged with over 2,500 people, in total 2717
- Engaged with 9.8% (1,462) of Waikirikiri Selwyn's youth population (ages 12 – 24)
- Ran 27 events, workshops and focus groups.
- Received 1,097 survey submissions.
- Met with 40+ service providers.

## **INFRASTRUCTURE AND PROPERTY AWARDS**

### **Awards and Recognition**

- *Foster Park's Success:* Foster Park has won 2 awards in 2024 and has been named the *Active Park or Sportsground of the Year* and *Outstanding Recreation Facility 2024*, marking a major milestone for the team.
- *Āpōpō Awards:* At the 2024 Āpōpō (formerly IPWEA New Zealand) awards, Selwyn District Council earned the premier *Leadership in Asset Management* award for its innovative 'Waikiriri Selwyn – Leadership in Wai Pipe Network Renewals' submission. Recognized as the national leader in asset management, SDC's investment in renewals modelling and its integration of the one water te ao Māori approach set it apart from contenders like the Wellington Transport Alliance.

## **DASHBOARDS FOR FINANCIAL REPORTS TO FINANCE AND PERFORMANCE**

The Digital Team has upgraded financial tracking by developing cutting-edge financial dashboards that transform how the organisation monitors its financial performance. These innovative dashboards provide real-time insights into budget, spend, and forecasts across cost centres, making financial information instantly accessible and easy to understand. Final month end and year end reporting will be provided by the Finance Team.

### Key Benefits of the New Financial Dashboards:

- **Instant Access:** Eliminates the need to navigate MagiQ to find the information for each cost centre.
- **Timely Tracking:** Allows teams to "Know your numbers" with financial data updated daily.
- **Budget Visibility:** Enables tight monitoring of spending and financial performance.
- **User-Friendly Design:** Presents critical financial information in an easy-to-digest format.

The dashboards have been enthusiastically received across the business. Presenting financial data into clear and visual representations, the budget owners can review their budgets at transactional level allowing them full visibility and accountability for their financials.



### **INVESTMENT STRATEGY FRAMEWORK**

The Council's investments are an important aspect of its Financial Strategy, both as a mechanism for protecting and maintaining intergenerational equity, and as a funding source for meeting general debt obligations and delivering critical services. A critical guiding factor for the Council when managing its investment portfolio is that all decisions recognise the Council is acting as the custodian of the investments on behalf of its ratepayers. The Strategic Investment Framework has been designed to give effect to Future Selwyn (the Council's overall strategic vision), as well as the Economic Development Strategy. We continue to work with stakeholders to look at options for generating income outside of rates, along with regular assessment to ensure it is achieving and continuing to seek innovative ways to generate new income and reduce debt. Thank you to staff and the governance team for supporting this piece of work.

### **ECONOMIC DEVELOPMENT STRATEGY**

Council launched the Kai Aku Rika Economic Development Strategy in October providing the blueprint to shape the district's economy. The special launch event, held at Lincoln University, was attended by local business leaders and key partners, including Kiwirail, Orion, Business Canterbury, Te Taumutu Rūnanga, and other high-profile stakeholders. It unveiled an integrated approach to enhancing Selwyn's prosperity and economic resilience. Selwyn District Council was also recognised and received the award for the Integrated Strategy Award at the Economic Development New Zealand Best Practice Award. Thank you to all staff involved who brought this strategy to fruition.

### **WAIKIRIKIRI KI TUA FUTURE STRATEGY**

Waikirikiri Ki Tua Future Selwyn, the Council's long-term approach to intergenerational wellbeing, sustainability, resilience, growth, change, and development was successfully launched. It sets out a vision for the district's future: to build a liveable, innovative, and connected Waikirikiri Selwyn filled with opportunity and prosperity, and a framework and priorities for getting there. It received strong interest from the public with over 16,000 people reading the web experience online and 115 public submissions were received, which helped shape the adopted version.

Waikirikiri Selwyn is the fastest-growing district in New Zealand and a highly sought-after place for families, businesses, and investment. The vision and aspirations will guide investment efforts, unlock opportunities, and create a positive future for Selwyn.



Thank you to the staff who worked tirelessly behind the scenes over several years to bring this project to fruition.

### **BODY CAMERAS - PROTECTING OUR MOST VALUABLE ASSET: OUR STAFF**

Improvements to workplace safety has been made by introducing a body-worn camera solution specifically designed to help protect and support our frontline employees. The primary motivation for implementing body-worn cameras is simple: the safety and well-being of our staff is paramount.

The cameras significantly reduce the risk of aggressive behaviour. When individuals know they are being recorded, they are:

- less likely to escalate conflicts
- more likely to appropriately adjust their behaviour, because they are aware their actions are being documented.

The cameras allow for evidence collection in a variety of situations, providing an independent tamper resistant record.

By investing in this technology, we're demonstrating the priority we place on our employees' safety.



### **STRATEGIC RELATIONSHIP MANAGERS PROMOTING WHAKAWHANAUNGATANGA**

*Whakawhanaungatanga creates relationships through shared experiences, working towards cohesion and uniting.*

Our new Strategic Relationship Managers are essential in our Development and Growth Group, supporting and guiding several external partners through the development journey.

While our Strategic Relationship Managers work closely with a few selected partners, these partners are chosen not because of their status but because their projects have the potential to bring the most significant benefits to our community—like creating jobs, improving local services, and boosting our economy. They aim to ensure that everyone in Selwyn sees positive, fair, and lasting outcomes from the district's growth. This is often best achieved by engaging with the most significant developers, builders, manufacturers and public and private service providers.

I am excited to see what they can help us achieve as they continue fostering Whakawhanaungatanga amongst our teams and community.

I would like to thank the Councillors for their support in my first-year full year as CEO and look forward to 2025.

A handwritten signature in blue ink, reading "Sharon Mason". The signature is written in a cursive, flowing style. The first name "Sharon" is written in a larger, more prominent script, and the last name "Mason" is written in a slightly smaller, more compact script. The signature is positioned to the left of a vertical line.

Sharon Mason  
**CHIEF EXECUTIVE OFFICER**



**Economic Development Strategic Priority Committee  
Terms of Reference**

**For the remainder of the 2022-2025 Triennium**

**Adopted by Selwyn District Council on 14 August 2024**

**List of Committees**

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## INTRODUCTION

### 1. General Principles of Delegation

This document sets out the terms of reference and delegations for Selwyn District Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.

The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations.

These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

### 2. Establishment of Committees

#### **Procedures, responsibilities, and accountabilities**

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of Council. In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in the Long-Term Plan.

All Committees of the Whole:

- a) Shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their delegations
- b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.
- d) May delegate their powers to an officer of the Council
- e) Can delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002 (LGA)
- f) Any committee of the whole has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and bylaw making processes up to but not including adoption)
- g) All committees of the whole shall undertake such other functions as may be delegated by Council from time to time and are able to provide recommendations to council where appropriate

- h) When an Act or Regulation empowers 'the Council' to carry out a decision-making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer
- i) Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)- (h) of Schedule 7 of the Act):
  - a) the power to make a rate
  - b) the power to make a bylaw
  - c) the power to borrow money, or purchase or dispose of assets, other than in
  - d) accordance with the long-term plan
  - e) the power to adopt a long-term plan, annual plan or annual report
  - f) the power to appoint a chief executive
  - g) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
  - h) the power to adopt a remuneration and employment policy.
- j) The power to make or alter any council policy is limited to those instances where that power has been specifically delegated to the committee
- k) Any committee of the whole can approve submissions on legislation
- l) All Council committees will follow Tikanga and will open and close with a karakia

### **3. Committees**

Committee includes, in relation to the Council:

- a) A committee comprising all the members of the Council;
- b) A standing committee or special committee appointed by the Council;
- c) A standing committee or special committee appointed by the Mayor;
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
- e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; or
- f) A subordinate decision-making body, including Subcommittees and Forums

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:

- a) The committees have no decision-making powers other than those set out in these terms of reference
- b) Any committee may request expert advice through the Chief Executive where necessary

- c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate

#### **4. Working groups**

Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or subcommittee. Working groups do not have decision making power. Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

#### **5. Quorum**

Unless otherwise specified, a quorum is defined as a half, if the total number of members is even or a majority, if the total number of members is odd. The quorum for committees and subcommittees are stated in the relevant terms of reference. The Mayor is included in calculating the quorum and is counted towards the quorum when present. Appointed members are included in calculating the quorum and are counted towards the quorum when present.

#### **6. Ambiguity and Conflict**

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, the Chief Executive can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

## ECONOMIC DEVELOPMENT STRATEGIC PRIORITY COMMITTEE – TERMS OF REFERENCE

The Economic Development Strategic Priority Committee shall be a Committee of Council, established by Council for specific periods determined by the governing body, or until the 2025 local elections. The existence of the committee does not remove from council any of its legal obligations or responsibilities.

Chair:	Councillor Dean
Deputy Chair:	Councillor Epiha
Members:	Mayor Sam Broughton Councillor Miller Councillor Reid Megen McKay (Te Taumutu Rūnanga representative) Vacant (Ngāi Tūāhuriri Rūnanga representative) Up to 2 x Subject matter experts
Quorum:	Half the number of elected and appointed members on the committee at the time, as per S.O 11.1(b). If it is an odd number, then the quorum is half plus 1.
Meeting Cycle:	Quarterly (monthly initially)
Delegations Powers:	As per section 5 of the TOR
Reporting Officer:	Executive Director Strategy and Engagement Executive Director Community Services and Facilities

### 1. Purpose

The purpose of this Economic Development Strategic Priority Committee is to promote sustainable growth for the Selwyn District and its residents and businesses.

It is to take a direct role in leading Councils contribution to the Kai Aku Rika Economic Development Strategy and is to also play an indirect role in connecting and being aware of other organisations and partner institutions' contributions to the strategy.

It is to take a direct and active role in developing a collaborative relationship with the cross-sector steering group by meeting biannually to discuss aspects of the Kai Aku Rika Economic Development Strategy that are led by partners other than Council.

### 2. Responsibilities

- Establishes and develops relationships with governance associated with Business Canterbury (previously Chamber of Commerce), local rūnanga, tertiary institutions

and Canterbury Mayoral Forum to further the objectives of the Selwyn Economic Development Strategy.

- Monitors enhanced cooperation between Council and economic players; overseeing that positive operational relationships exist with Business Canterbury (previously Chamber of Commerce), tertiary institutions, local Māori businesses, Selwyn businesses and key sectors and ensuring there is evidence of sustainable economic development taking place within Selwyn district as a result.
- Monitors that successful initiatives delivered / facilitated by Council take place ensuring that the local workforce is equipped with future-fit skills and opportunities; overseeing the identification and delivery of local employment and training initiatives in Selwyn (including but not limited to collaborations with tertiary institutions, Mayors Taskforce for Jobs) that align to Kai Aku Rika Economic Development Strategy.
- Monitors that businesses innovate and grow and that there is increased investment to fuel Selwyn's economy; ensuring there are opportunities identified by Council and/or pursued by Council and pursued to attract businesses that align to Kai Aku Rika Economic Development Strategy and priorities are identified. Oversee that such businesses (including Māori businesses and central government agencies) are professionally and actively encouraged and incentivized to establish, locate and / or expand within Selwyn district.
- Monitors Council's role in improvements in productivity and diversification within the food and fibre sector.
- In partnership with Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga, monitoring Council's role in supporting Māori Economic Development that aims to leverage the strengths of the Māori economy; ensuring inclusive economic growth and direct investment in Māori success.
- Oversees Council's role in the development of a distinctive and widely understood place brand that resonates with residents and attracts talent to the district. This brand will showcase the district's reputation as a knowledge capital and a district where innovation thrives
- Monitoring destination management initiatives that result in increased visitor spend and retention, including actions outlined in the regional Ōtautahi Christchurch Canterbury Waitaha Destination Management Plan.
- Monitoring improved resource utilisation that achieves positive environmental impacts, encourages innovation and contributes to the Selwyn economy.
- Oversees Council's role in ensuring that Selwyn's infrastructure network (social and physical) meets the growth and resilience demands of Selwyn district
- Evaluates economic development opportunities that require Council investment and makes recommendations to the Council.
- Any opportunities that arise between meetings and require Council resources will be discussed with the Chair, who will provide guidance and seek input from other Committee members.

### **3. Delegations**

The Committee will have no delegated decision-making responsibilities.

### **4. Reporting**

The Committee will report to the Governing body.

### **5. Chairperson may refer urgent matters to the Council**

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for a decision, where this Committee would ordinarily have considered the matter.



## 6. Terms of Reference Review Process

The Terms of Reference will be reviewed at the first meeting of the committee and then again before the end of the triennium for advice to the next elected council.

### TERMS OF REFERENCE REVIEW TABLE

Date of review	Status / summary of changes made
June 2024	TOR established
14 August 2024	Adopted by Council
13 November	Adopted by Committee
4 December 2024	Amendments adopted and recommended to Council 11 December 2024





**Housing and Urban Development Subcommittee  
Terms of Reference**

**For the remainder of the 2022-2025 Triennium Adopted by  
Selwyn District Council on 14 August 2024**

**List of Committees**

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## INTRODUCTION

### 1. General Principles of Delegation

This document sets out the terms of reference and delegations for Selwyn District Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.

The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations.

These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

### 2. Establishment of Committees

#### **Procedures, responsibilities, and accountabilities**

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of Council. In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in the Long-Term Plan.

All Committees of the Whole:

- a) Shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their delegations
- b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.
- d) May delegate their powers to an officer of the Council
- e) Can delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002 (LGA)
- f) Any committee of the whole has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and bylaw making processes up to but not including adoption)
- g) All committees of the whole shall undertake such other functions as may be

delegated by Council from time to time and are able to provide recommendations to council where appropriate

- h) When an Act or Regulation empowers 'the Council' to carry out a decision-making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer
- i) Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)- (h) of Schedule 7 of the Act):
  - a) the power to make a rate
  - b) the power to make a bylaw
  - c) the power to borrow money, or purchase or dispose of assets, other than in
  - d) accordance with the long-term plan
  - e) the power to adopt a long-term plan, annual plan or annual report
  - f) the power to appoint a chief executive
  - g) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
  - h) the power to adopt a remuneration and employment policy.
- j) The power to make or alter any council policy is limited to those instances where that power has been specifically delegated to the committee
- k) Any committee of the whole can approve submissions on legislation
- l) All Council committees will follow Tikanga and will open and close with a karakia

### **3. Committees**

Committee includes, in relation to the Council:

- a) A committee comprising all the members of the Council;
- b) A standing committee or special committee appointed by the Council;
- c) A standing committee or special committee appointed by the Mayor;
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
- e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; or
- f) A subordinate decision-making body, including Subcommittees and Forums

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:

- a) The committees have no decision-making powers other than those set out in these terms of reference
- b) Any committee may request expert advice through the Chief Executive where necessary
- c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate

#### **4. Working groups**

Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or subcommittee. Working groups do not have decision making power.

Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

#### **5. Quorum**

Unless otherwise specified, a quorum is defined as a half, if the total number of members is even or a majority, if the total number of members is odd. The quorum for committees and subcommittees are stated in the relevant terms of reference. The Mayor is included in calculating the quorum and is counted towards the quorum when present. Appointed members are included in calculating the quorum and are counted towards the quorum when present.

#### **6. Ambiguity and Conflict**

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, the Chief Executive can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

## HOUSING AND URBAN DEVELOPMENT SUBCOMMITTEE – TERMS OF REFERENCE

The Housing and Urban Development Subcommittee shall be a Committee of Council, established by Council for specific periods determined by the governing body, or until the 2025 local elections. The existence of the subcommittee does not remove from council any of its legal obligations or responsibilities. The subcommittee may meet in person and online.

Chair:	Councillor McInnes
Deputy Chair:	Councillor Mugford
Members:	Mayor Sam Broughton Councillor Hasson Councillor Mundt Megen McKay (Te Taumutu Rūnanga representative) Vacant (Ngāi Tūāhuriri Rūnanga representative) Up to 2 x Subject matter experts
Quorum:	Half the number of elected and appointed members on the committee at the time, as per S.O 11.1(b). If it is an odd number, then the quorum is half plus 1.
Meeting Cycle:	Every second month or as necessary
Delegations Powers:	As per section 5 of the TOR
Reporting Officer:	Executive Director Development & Growth

### 1. Purpose

The purpose of the Housing and Urban Development Subcommittee is to guide and provide direction for the development of documents and approaches that relate to development within Selwyn to ensure strategic alignment with Waikirikiri Ki Tua Future Selwyn, and that the housing needs of the Selwyn community are met.

## **2. Responsibilities**

- To work closely with local housing providers and other agencies in the district with an interest in progressing the provision of housing to meet the district wide housing vision as set out in Waikirikiri Ki Tua Future Selwyn. This includes the availability of affordable, accessible housing for all housing needs.
- To assess, promote and utilise the housing related research as currently provided for within the National Policy Statement (NPS) – Urban Development with Council and its partner agencies, ensuring that capacity for housing is enabled.
- To guide the development of spatial plans such as Area Plans and Town Structure Plans
- To provide direction to District Planning development (Council Plan Changes)
- Provide advice and assist in developing Council's position on relevant reform such as Resource Management Act and Building Act reform
- Whilst the key focus will be on housing and urban development, there is an interrelationship with the development of the rural area that this Committee will need to consider
- Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- To guide the development of strategic transport decisions

## **3. Delegations**

The Subcommittee will be required to develop its work plan based upon the approved Long-Term Plan of the Council and report back on its progress to the Governing Body.

Confirm submissions to central and regional government on behalf of Council.

## **4. Reporting and linkages**

The subcommittee will report to the Governing Body (full Council). Reporting to full Council will be by way of a report prepared by the Chair with the assistance of the Deputy Chair.

## **5. Chairperson may refer urgent matters to the Council**

As may be necessary from time to time, the Subcommittee Chairperson is authorised to refer urgent matters to the Council for a decision, where this Subcommittee would ordinarily have considered the matter.



## 6. Terms of Reference Review Process

The Terms of Reference will be reviewed at the first meeting of the subcommittee and then again before the end of the triennium for advice to the next elected council.

### TERMS OF REFERENCE REVIEW TABLE

<b>Date of review</b>	<b>Status / summary of changes made</b>
June 2024	TOR established
14 August 2024	Adopted by Council
6 November 2024	Adopted by Subcommittee (with amendments to be made)

## REPORT

**TO:** Chief Executive Officer

**FOR:** Council Meeting – 11 December 2024

**FROM:** Amanda Boyce – Administrator District Licensing Committee  
Malcolm Johnston – Chief Licensing Inspector  
Susan Atherton – Head of Regulatory  
(Secretary of District Licensing Committee)

**DATE:** 2 September 2024

**SUBJECT:** **Joint District Licensing Committee and Chief Licensing Inspector  
Monthly Report for period 1 July 2024 to 31 August 2024**

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### RECOMMENDATION

*'That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for July and August 2024.'*

#### 1. PURPOSE

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

#### 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report is for information only it is not considered to be significant in the context of Council's Significance Policy.

#### 3. PROPOSAL

Licences issued in July and August 2024.

##### ***Special Licences for July 2024:***

- SP240053 – Lincoln Bowling Club – Lincoln Bowling Club  
On Site Licence: Saturday 27 July 2024 from 4.00pm to 12.00am (midnight).
- SP240059 – Darfield Rugby Football Club – Darfield Rugby Football Club  
On Site Licence: Friday 26 July 2024 from 3.00pm to 10.00pm.
- SP240066 – Waihora Rugby Football Club – Tai Tapu Community Centre  
On Site Licence: Saturday 10 August 2024 from 5.00pm to 12.00am (midnight).
- SP240064 – Lincoln Rugby Football Club – Lincoln Events Centre  
On Site Licence: Saturday 10 August 2024 from 5.00pm to 12.00am (midnight).
- SP240063 – Kirwee Rugby Football Club Inc – Kirwee Rugby Football Club  
On Site Licence: Saturday 27 July 2024 from 12.00pm to 6.30pm.
- SP240057 – Hororata Golf Club - Hororata Golf Club  
On Site Licence: Saturday 20 July 2024 from 7.00pm to 12.00am (midnight).

- SP240055 – Rolleston Rugby Football Club – Rolleston Rugby Football Club  
On Site Licence: Friday 02 August 2024 from 1.00pm to 11.00pm.
- SP240052 – Coalgate Tav Limited – Coalgate Tavern  
On Site Licence: Sunday 28 July 2024 from 10.00am to 9.00pm.
- SP240060 – Ignite Dance Company – Prebbleton Community Hall  
On Site Licence: Friday 12 July 2024 from 6.30pm to 10.00pm  
Saturday 13 July 2024 from 6.30pm to 10.00pm.
- SP240050 – West Melton Rugby Football Club – West Melton Rugby Domain  
On Site Licence: Saturday 13 July 2024 from 2.30pm to 5.00pm.
- SP240047 – Darfield Rugby Football Club – Darfield Recreation Centre  
On Site Licence: Saturday 06 July 2024 from 6:00pm to 12.00am (midnight).
- SP240046 – Lincoln Bowling Club – Lincoln Bowling Club  
On Site Licence: Saturday 06 July 2024 from 7.00pm to 12.00am (midnight).
- SP240044 – Ellesmere Lions Club – Ellesmere Golf Club  
On Site Licence: Wednesday 10 July 2024 from 10.00am to 6.00pm
- SP240051 – Thirsty Acres Limited – Thirsty Acres  
On Site Licence: Sunday 07 July 2024 from 8.00am to 11.00am.
- SP240054 – Darfield Gun Club Inc – Darfield Shooting Centre  
On Site Licence: Sunday 07 July 2024 from 2.00pm to 7.00pm  
Sunday 04 August 2024 from 2.00pm to 7.00pm  
Sunday 01 September 2024 from 2.00pm to 7.00pm  
Sunday 06 October 2024 from 2.00pm to 7.00pm  
Sunday 03 November 2024 from 2.00pm to 7.00pm  
Sunday 01 December 2024 from 2.00pm to 7.00pm  
Saturday 11 January 2025 from 2.00pm to 7.00pm  
Sunday 02 February 2025 from 2.00pm to 7.00pm  
Sunday 02 March 2025 from 2.00pm to 7.00pm  
Sunday 06 April 2025 from 2.00pm to 7.00pm  
Sunday 04 May 2025 from 2.00pm to 7.00pm  
Sunday 01 June 2025 from 2.00pm to 7.00pm
- SP240056 – Te Hapori Tautoko – Ararira Springs Primary  
On Site Licence: Friday 23 August 2024 from 6.30pm to 10.45pm
- SP240065 – Kirwee Players Inc – Kirwee Community Hall  
On Site Licence: Friday 09 August 2024 from 6.00pm to 12.00am (midnight)  
Saturday 10 August 2024 from 6.00pm to 12.00am (midnight)  
Sunday 11 August 2024 from 1.00pm to 6.00pm  
Wednesday 14 August 2024 from 6.00pm to 12.00am (midnight)  
Thursday 15 August 2024 from 6.00pm to 12.00am (midnight)  
Saturday 17 August 2024 from 6.00pm to 1.00am (following day).
- SP240067 – Longshot Distillery – Larcomb Vineyard  
On & Off Site Licence: Sunday 21 July 2024 from 12.00pm to 5.00pm  
Sunday 28 July 2024 from 12.00pm to 5.00pm  
Sunday 11 August 2024 from 12.00pm to 5.00pm  
Sunday 18 August 2024 from 12.00pm to 5.00pm  
Sunday 25 August 2024 from 12.00pm to 5.00pm  
Saturday 31 August 2024 from 12.00pm to 5.00pm  
Sunday 01 September 2024 from 12.00pm to 5.00pm  
Sunday 08 September 2024 from 12.00pm to 5.00pm  
Sunday 15 September 2024 from 12.00pm to 5.00pm  
Sunday 22 September 2024 from 12.00pm to 5.00pm.
- SP240048 – Two Phil Limited – Xbeerience  
On Site Licence: Wednesday 03 July 2024 from 5.00pm to 9.00pm  
Wednesday 10 July 2024 from 5.00pm to 9.00pm

Wednesday 17 July 2024 from 5.00pm to 9.00pm  
Wednesday 24 July 2024 from 5.00pm to 9.00pm  
Wednesday 31 July 2024 from 5.00pm to 9.00pm  
Wednesday 07 August 2024 from 5.00pm to 9.00pm  
Wednesday 14 August 2024 from 5.00pm to 9.00pm  
Wednesday 21 August 2024 from 5.00pm to 9.00pm  
Wednesday 28 August 2024 from 5.00pm to 9.00pm  
Wednesday 04 September 2024 from 5.00pm to 9.00pm.

- SP240061 – Pelemi Limited – The Store @ Tai Tapu  
On Site Licence: Saturday 03 August from 5.30pm to 10.00pm.

***Special Licences for August 2024:***

- SP240069 – Darfield Volunteer Fire Brigade – Darfield Recreation Centre  
On Site Licence: Saturday 17 August 2024 from 6.00pm to 12.00am (midnight)  
Saturday 05 October 2024 from 6.00pm to 12.00am (midnight).
- SP240027 – Lincoln University Students Association – Lincoln University Sports Fields  
On Site Licence: Friday 18 October 2024 10.00am to 4.00pm.
- SP240073 – Country Feasts Company Limited – Motukarara Sport Centre  
On Site Licence: Sunday 22 September 2024 from 11.00am to 7.00pm  
Sunday 24 November 2024 from 11.00am to 7.00pm  
Sunday 16 February 2024 from 11.00am to 7.00pm.
- SP240072 – Rolleston College – Rolleston College  
On Site Licence: Saturday 24 August 2024 from 6.00pm to 11.30pm.
- SP240070 – Rolleston School PTA – Rolleston Primary School  
On Site Licence: Friday 23 August 2024 from 7.00pm to 11.00pm
- SP240071 – Leeston Bowling & Tennis Club - Leeston Bowling & Tennis Club  
On Site Licence: Saturday 17 August 2024 from 6.00pm to 11.00pm.
- SP240075 – New Zealand Fistball Association - Prebbleton Hall  
On Site Licence: Saturday 17 August from 7.00pm to 11.00pm.
- SP240081 – Darfield Rugby Football Club – Darfield Recreation Centre  
On Site Licence: Saturday 10 August 2024 from 6.00pm to 12.00am (midnight).
- SP240077 – Joanne Appleton – Lincoln Events Centre  
On Site Licence: Friday 30 August 2024 from 6.30pm to 11.00pm.
- SP240076 – Southbridge Eels Golden Oldies Rugby Team – Harkerss Bus & Coach Services (Bus Registration MBZ789)  
On Site Conveyance Licence: Friday 06 September 2024 from 11.00am to 6.00pm  
Saturday 08 September 2024 from 11.00am to 6.00pm.
- SP240068 – Greendale School PTA – Greendale School Marquee  
On Site Licence: Friday 06 September 2024 from 11.00am to 7.00pm.
- SP240085 – Sheffield Rugby Club – Sheffield Domain  
On Site Licence: Saturday 07 September 2024 from 12.00pm to 10.00pm.
- SP240086 – Lincoln Bowling Club – Lincoln Bowling Club  
On Site Licence: Thursday 12 September 2024 from 5.30pm to 9.00pm.
- SP240080 – Lincoln Rugby Football Club – Lincoln Rugby Football Club  
On Site Licence: Saturday 07 September 2024 from 6.00pm to 12.00am (midnight).
- SP240078 – Lincoln Primary School PTA – Lincoln Primary School  
On Site Licence: Saturday 14 September from 7.00pm to 11.30pm.
- SP240079 – Sheffield School – Sheffield Community Hall  
On Site Licence: Friday 18 October 2024 from 6.00pm to 12.00am (midnight)  
Saturday 19 October 2024 from 6.00pm to 12.00am (midnight).
- SP240089 – Straight 8 Estate – West Melton Market

Off Site Licence: Sunday 01 September 2024 from 9.00am to 12.30pm  
Sunday 06 October 2024 from 9.00am to 12.30pm  
Sunday 03 November 2024 from 9.00am to 12.30pm  
Sunday 01 December 2024 from 9.00am to 12.30pm  
Sunday 02 February 2025 from 9.00am to 12.30pm  
Sunday 02 March 2025 from 9.00am to 12.30pm.

***New Managers Certificates for July 2024:***

- R962110 – Michael Will – Hororata Golf Club.
- R962112 – Sarah Blackburn – Darfield Rugby Football Club.
- R962114 – Jimmy Rogers – The Bealey Hotel.
- R962109 – Bronwyn Hamilton – Darfield Bowling Club.
- R962113 – Stephanie Kimber – Hororata Golf Club.
- R962111 – Angela Campbell – Countdown Rolleston.
- R962101 – Philip Latham – Lincoln Golf Club.
- R962099 – Kerrie Roberts – Mexicali & Burger Wisconsin.
- R962102 – Michael Baker – Lincoln Golf Club.
- R962093 – Ross Pamment – Lincoln Golf Club.
- R962106 – Noah Morcom – The Famous Grouse Hotel.
- R962103 – Parechat Longman – Lincoln University.

***New Managers Certificates for August 2024:***

- R962119 – Victoria Bryant – Waihora Rugby Club.
- R962108 – Courtney Petrie – The Silver Dollar Restaurant & Bar.
- R962116 – Toni Donnellan – Two Fat Possums.
- R962115 – Lucille Roguski – The Rolly Inn.
- R962120 – Angela Kidd – Dunsandel Sports Centre.
- R962118 – Hugo Cooper -Craigieburn Valley Ski Club.

***Renew Managers Certificates for July 2024:***

- R961654 – Chetan Maini – Liquorland Rolleston Drive.
- R961993 – Rajwinder Kaur – Countdown Rolleston.
- R961476 – Fiona Hickman – Two Fat Possums.
- R961488 – Harpreet Singh – Southbridge Hotel & Coalgate Tavern.
- R961967 – Gordon Napier – Prebbleton Rugby Football Club.
- R961159 – Angela Grigg – Springston Hotel.
- R960499 – James McIntyre – Otahuna Lodge.
- R961986 – Laurie Gould – Tai Tapu Golf Club.
- R962104 – Sandeep Singh – Dalchini Taste of India.
- R961638 – Philip Dean – Robert Harris Café.
- R961970 – Melissa Smith – The Bridge Prebbleton.
- R961980 – Imogen Thurlow-Ogilvy – New World Rolleston.
- R961973 – David Morris – Prebbleton Rugby Football Club.
- R961977 – Alexandra Cockerill – Liquorland Lincoln.
- R961888 – Rachel Baars – Liquorland Prebbleton.
- R962100 – Selvananthini Baskaran – New World Rolleston.
- R961641 – Andrew Cullen – Flock Hill Lodge.
- R961515 – Joanne McKay – Lincoln University.
- R961971 – Mikayla Nicholson – Prebbleton Rugby Football Club.
- R961640 – Sandra Cullen – Flock Hill Lodge.
- R961984 – Abhishek Kurade – Lincoln University.

- R961156 – Deborah Drain – Lincoln New World.
- R961979 – Sharon Livingston – The Bealey Hotel.

***Renew Managers Certificates for August 2024:***

- R961158 – Leo Donkers – Dunsandel Sports Centre.
- R962117 – Manpreet Sandu - Origami.
- R961964 – Thomas Dunbar – Thirsty Acres.
- R961611 – Maria Yorong – Southbridge Superette.
- R961982 – Sandra Ross – Thirsty Acres.
- R961944 – Jennifer Alve – Thirsty Acres.
- R961650 – Manu Rangimoekau – Suburban Eatery.
- R962123 – Sourav Sharma – Coalgate Tavern.
- R962003 – Sarah Marriott – The Rock Rolleston.
- R960100 – John Shanks – Trents Estate Vineyard.
- R962121 – Amandeep – Ratana Italian Restaurant.
- R961992 – Randeep Sran – Super Liquor Leeston.

***New On Licences for July 2024:***

- R910204 – Vithani Restaurants Limited  
Mexicali & Burger Wisconsin – Unit 4, 43-51 Tennyson Street, Rolleston.

***Renew On Licences for July 2024:***

- R910106 – GLS Restaurant Limited  
Langdale Vineyard Restaurant – 161 Langdales Road, RD6, West Melton.

***Renew On Licences for August 2024:***

- R910184 – The Rajput Limited  
Rossendale Weddings and Events – 12 Russell Lilley Drive, Rolleston.
- R910023 – Prebbleton Hotel Limited  
Prebbleton Village Tavern – 585 Springs Road, Prebbleton.
- R910043 – Trents Estate Limited  
Trents Estate Vineyard – 150 Trents Road, Prebbleton.

***New Off Licences for August 2024:***

- R920178 – Athens Ithaca Liquor Limited  
Athens Ithaca – 3 Lignite Drive, Rolleston.

***Renew Off Licences for July 2024:***

- R920120 – Brothers NZ Limited  
Liquorland West Melton – 6/736 Weedons Ross Road, West Melton.

***Renew Off Licences for August 2024:***

- R920020 – Prebbleton Hotel Limited  
Prebbleton Village Tavern – 585 Springs Road, Prebbleton.
- R920142 – Halcyon New Zealand Company  
Otahuna Lodge – 224 Rhodes Road, Tai Tapu.

***Renew Club Licences for July 2024:***

- R900022 – Lincoln Bowling Club Inc  
Lincoln Bowling Club – 162 North Belt, Lincoln.
- R900040 – Mt Cheeseman Ski Club Incorporated  
Mt Cheeseman Ski Club – State Highway 73, West Coast Road, Broken River.

***Renew Club Licences for August 2024:***

- R900036 - Rolleston Rugby Football Club Inc  
Rolleston Rugby Football Club – 56A Dynes Road, Rolleston.
- R900020 – Hororata Golf Club Inc  
Hororata Golf Club – 1688 Rockwood Road, Glentunnel.
- R000007 – Temple Basin Ski Club Inc  
Temple Basin Ski Club – Ferrier Lodge, Temple Basin Ski Field, Arthurs Pass.

***Temporary Authority On Licences for August 2024:***

- R910062 – NK Hospitality Limited  
The Rock Rolleston – 82 Rolleston Drive, Rolleston.

***Licences currently being processed in July 2024:***

A total of **53** applications are currently being processed and awaiting issue, which can be broken down into the following categories:

***On Licence: 2 New applications***

- R910202 – Saini Bros Limited (Springfield Hotel).
- R910205 – Southern Ranges Limited (Mount White Station).

***Off Licence: 3 New applications***

- R920168 – Arthurs Pass Alpine Distillery Limited (Arthurs Pass Alpine Distillery).
- R920177 – SSP Enterprises Limited (Barrel House).
- R920178 – Athens Ithaca Liquor Limited (Athens Ithaca).

***On Licence: 5 Renewal applications***

- R910183 – Thirsty Acres Limited (Thirsty Acres).
- R910023 – Prebbleton Hotel Limited (Prebbleton Village Tavern).
- R910184 – The Rajput Limited (Rossendale Weddings & Events).
- R910043 – Trents Estate Limited.
- R910186 – Dalethorpe Limited (The Fat Beagle).

***Off Licence: 6 Renewal applications***

- R920113 – Townill Limited (Thirsty Liquor Darfield).
- R920164 – The Ellesmere Victualler Limited (Freshchoice Leeston).
- R920163 – Thirsty Acres Limited (Thirsty Acres).
- R920020 – Prebbleton Hotel Limited (Prebbleton Village Tavern).
- R920142 – Halcyon New Zealand Company (Otahuna Lodge).
- R920169 – The Laboratory Lincoln (2023) Limited (The Laboratory).

***On Licence: 2 Variation application***

- R910053 – Porters Ski Area Limited (Porters Café/Sundance Bar).
- R910188 – The Laboratory Lincoln (2023) Limited (The Laboratory).

***Off Licence: 1 Variation application***

- R920020 – Prebbleton Hotel Limited (Henrys Prebbleton).

***Club Licence: 1 Variation application***

- R900039 – Windwhistle Winter Sport Club Inc (Mt Olympus Ski Club).

***Club Licence: 5 Renewal applications***

- R900007 – Temple Basin Ski Club Inc (Temple Basin Ski Club).

- R900036 – Rolleston Rugby Football Club.
- R900020 – Hororata Golf Club Inc.
- R900015 – Lincoln Golf Club Inc.
- R900012 – Darfield Bowling Club Inc.

**Managers Certificate: 8 New applications**

**Managers Certificate: 9 Renewal applications**

**Special Licence: 11 Applications**

#### 4. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE

**Waiver requested and approved in July**

Ignite Dance Company – Prebbleton Community Hall

Applicant was unwell with covid and was unaware they missed the deadline.

**Licences currently being processed in August 2024:**

A total of **52** applications are currently being processed and awaiting issue, which can be broken down into the following categories:

**On Licence: 4 New applications**

- R910202 – Saini Bros Limited (Springfield Hotel).
- R910205 – Southern Ranges Limited (Mount White Station).
- R910206 – Ava Food Limited (Alpine Parrot Café & Bar).
- R910207 – Grouse Hospitality Limited (The Famous Grouse Hotel).

**Off Licence: 4 New applications**

- R920168 – Arthurs Pass Alpine Distillery Limited (Arthurs Pass Alpine Distillery).
- R920177 – SSP Enterprises Limited (Barrel House).
- R920179 – Thief Brewing Limited (Thief Brewing).
- R920180 – Grouse Hospitality Limited (The Famous Grouse Hotel).

**On Licence: 5 Renewal applications**

- R910183 – Thirsty Acres Limited (Thirsty Acres).
- R910186 – Dalethorpe Limited (The Fat Beagle).
- R910124 – Crate & Barrel 2015 Limited (Crate & Barrel).
- R910049 – Flockhill Holdings Limited (Flockhill Lodge).
- R910189 – The Bridge Prebbleton Limited (The Bridge Prebbleton).

**Off Licence: 6 Renewal applications**

- R920113 – Townill Limited (Thirsty Liquor Darfield).
- R920164 – The Ellesmere Victualler Limited (Freshchoice Leeston).
- R920163 – Thirsty Acres Limited (Thirsty Acres).
- R920169 – The Laboratory Lincoln (2023) Limited (The Laboratory).
- R920171 – Wine Plus Gifts Limited.
- R920121 – Crate & Barrel 2015 Limited (Crate & Barrel).

**On Licence: 2 Variation applications**

- R910053 – Porters Ski Area Limited (Porters Café/Sundance Bar).
- R910188 – The Laboratory Lincoln (2023) Limited (The Laboratory).



**Off Licence: 1 Variation application**

- R920020 – Prebbleton Hotel Limited (Henrys Prebbleton).

**Club Licence: 1 Variation application**

- R900039 – Windwhistle Winter Sport Club Incorporated (Mt Olympus Ski Club).

**Club Licence: 3 Renewal applications**

- R900015 – Lincoln Golf Club Inc.
- R900012 – Darfield Bowling Club Inc.
- R900014 – Lincoln Rugby Football Club Inc.

**Managers Certificate: 8 New applications**

**Managers Certificate: 11 Renewal applications**

**Special Licence: 7 Applications**

**5. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE**

**Waiver requested and approved in August**

Darfield Rugby Football Club – Darfield Recreation Centre

Applicant was unwell and thought application had been submitted prior to the 20 working day deadline.

**6. INSPECTOR'S REPORT FOR JULY/AUGUST 2024**

The District Licensing Committee hearing for the Barrel House Bottle-store application was set down for 5 & 6 November 2024. The applicant was seeking to establish a bottle-store in Rohutu Way, next to the Rolleston Reserve. The application was opposed by Police, Medical Officer of Health, and the Chief Licensing Inspector. 12 public objections were also received.

Lincoln University Students Association have had their application for a special licence granted for their annual Garden Party event. The event took place on Friday 18 October 2024.

The Rock Rolleston has changed ownership. An experienced licensee from Christchurch has purchased the Tavern and took over the Tavern on 02 September 2024.

A Controlled Purchase Operation (CPO) in Selwyn was carried out by Police in August. CPO's involve Police sending 1-2 young volunteers into a licensed premise to ascertain if staff are asking for identification. The Chief Licensing Inspector accompanies Police on CPO operations. 21 licensed premises were tested. Unfortunately, one licensed premise sold alcohol without checking identification. They will be referred to the Alcohol Regulatory Licensing Authority. Standard penalties for selling alcohol to persons under 18 years of age are usually a 1-2 day suspension (from selling alcohol) for the licensed premises.



Amanda Boyce  
**ADMINISTRATOR**  
**DISTRICT LICENSING COMMITTEE**



Malcolm Johnston  
**CHIEF LICENSING INSPECTOR**



Susan Atherton  
**HEAD OF REGULATORY (SECRETARY DISTRICT LICENSING COMMITTEE)**

***Endorsed For Agenda***



Robert Love  
**EXECUTIVE DIRECTOR DEVELOPMENT & GROWTH**



## **SDC Licences Report**

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### **Licences Aggregate Report for the period 2024-07-01 to 2024-08-31**

<b>Licence Type</b>	<b># Issued</b>	<b>% in time*</b>	<b>Avg Days</b>
Club Licence	5	100%	20
On Licence	5	100%	20
Off Licence	4	100%	20
Special Licence	36	100%	15
Manager's Certificate	53	100%	20

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

## REPORT

**TO:** Chief Executive Officer

**FOR:** Council Meeting – 11 December 2024

**FROM:** Amanda Boyce – Administrator District Licensing Committee  
Malcolm Johnston – Chief Licensing Inspector  
Susan Atherton – Head of Regulatory (Secretary of District Licensing Committee)

**DATE:** 1 November 2024

**SUBJECT:** Joint District Licensing Committee and Chief Licensing Inspector  
Monthly Report for period 1 September 2024 to 31 October 2024

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### RECOMMENDATION

*'That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for September and October 2024.'*

#### 1. PURPOSE

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

#### 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report is for information only it is not considered to be significant in the context of Council's Significance Policy.

#### 3. PROPOSAL

Licences issued in September and October 2024.

##### ***Special Licences for September 2024:***

- SP240092 – Lyttleton Rugby Club – Harkerss Bus & Coach Services (Bus Registration MBZ789)  
On Site Conveyance Licence: Saturday 19 October 2024 from 12.00pm to 6.00pm.
- SP240088 – Rolleston Rugby Football Club Incorporated – Rolleston Rugby Football Club  
On Site Licence: Friday 08 November 2024 from 6.00pm to 12.00am (midnight).
- SP240090 – Malvern Community Arts Council – Darfield Recreation Centre  
On Site Licence: Friday 11 October 2024 from 7.00pm to 9.00pm.
- SP240108 – Lincoln Golf Club Incorporated – Lincoln Golf Club  
On Site Licence: Friday 13 September 2024 from 11.00am to 2.00pm.
- SP240107 – Prebbleton Rugby Football Club Incorporated – Prebbleton Rugby Football Club

- On Site Licence: Friday 13 September 2024 from 12.00pm to 7.00pm.
- SP240091 – Darfield High School – Darfield Recreation Centre  
On Site Licence: Saturday 07 September 2024 from 7.00pm to 12.00am (midnight).
- SP240074 – Rolleston Rugby Football Club Incorporated – Rolleston Rugby Football Club  
On Site Licence: Saturday 05 October 2024 from 7.00pm to 12.00am (midnight).
- SP240087 – Rolleston Rugby Football Club Incorporated – Rolleston Rugby Football Club  
On Site Licence: Saturday 02 November 2024 from 6.00pm to 12.00am (midnight).

***Special Licences for October 2024:***

- SP240119 – Lincoln Golf Club Incorporated – Lincoln Golf Club  
On Site Licence: Tuesday 01 October 2024 from 3.30pm to 7.00pm.
- SP240096 – Anna Justine Schroder – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240106 – Straight 8 Estate – Tai Tapu Community Centre  
Off Site Licence: Tuesday 08 October 2024 from 6.30pm to 10.30pm.
- SP240094 – Carter Consultants Limited – Tai Tapu Hotel and Function Centre  
On Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240103 – Aroha New Zealand Wines Limited – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240099 – The National Distillery Company Limited – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240102 – The Alchemist Limited – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240098 – Twelfth Hour Distillery – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240105 – No8 Fine Spirits Limited – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240097 – Kiwi Spirits New Zealand Limited – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240100 – Longshot Distillery – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240095 – Geraldine Distillery Limited – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240101 – Elsewhere Gin – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP24104 – Cross Hares Wine – Tai Tapu Hotel and Function Centre  
On & Off Site Licence: Saturday 05 October 2024 from 12.00pm to 6.00pm.
- SP240111 – Ellesmere Promotions Trust – Southbridge Town Hall  
On Site Licence: Saturday 12 October 2024 from 7.30pm to 12.00am (midnight).
- SP240117 – Country Feasts Company Limited – Motukarara Raceway  
On Site Licence: Sunday 29 December 2024 from 12.00pm to 6.00pm.
- SP240112 – Rolleston Rugby Football Club Incorporated – Rolleston Rugby Football Club  
On Site Licence: Saturday 26 October 2024 from 5.00pm to 12.00am (midnight).
- SP240115 – Christchurch Rock 'n' Roll Club Incorporated – Lincoln Events Centre  
On Site Licence: Friday 25 October 2024 from 6.00pm to 11.30pm  
Saturday 26 October 2024 from 6.00pm to 11.30pm  
Sunday 27 October 2024 from 6.00pm to 11.30pm.

- SP240114 – Lincoln Bowling Club Incorporated – Lincoln Bowling Club  
On Site Licence: Saturday 19 October 2024 from 6.00pm to 12.00am (midnight).
- SP240113 – Ellesmere Agricultural and Pastoral association – Ellesmere Agricultural and Pastoral Association Showgrounds  
On Site Licence: Saturday 19 October 2024 from 10.00am to 6.00pm.
- SP240116 – Straight 8 Estate – Ellesmere Agricultural and Pastoral Association Showgrounds  
Off Site Licence: Saturday 19 October 2024 from 10.00am to 6.00pm.
- SP240127 – Straight 8 Estate – Hororata Domain  
Off Site Licence: Saturday 09 November 2024 from 9.00am to 5.00pm.
- SP240120 – Ali's Lemons Limited – Hororata Domain  
Off Site Licence: Monday 28 October 2024 from 9.30am to 2.00pm.
- SP240121 – Ali's Lemons Limited – Hororata Domain  
Off Site Licence: Saturday 09 November 2024 from 9.00am to 5.00pm.
- SP240122 – Cross Hares Wine – Hororata Domain  
Off Site Licence: Saturday 09 November 2024 from 9.00am to 5.00pm.
- SP240125 – HL Milne Limited – Hororata Domain  
Off Site Licence: Saturday 09 November 2024 from 9.00am to 5.00pm.
- SP240126 – Clearwater Investments Limited – Hororata Domain  
Off Site Licence: Saturday 09 November 2024 from 9.00am to 5.00pm.
- SP240123 – Rolleston Rugby Football Club Incorporated – Rolleston Rugby Football Club  
On Site Licence: Friday 22 November 2024 from 6.00pm to 12.00am (midnight).
- SP240124 – Hororata Golf Club Incorporated – Hororata Golf Club  
On Site Licence: Sunday 12 January 2025 from 10.00am to 8.00pm.
- SP240128 – Straight 8 Estate – Hororata Domain  
Off Site Licence: Monday 28 October 2024 from 9.30am to 2.00pm.
- SP240129 – French Peak Vineyard and Accommodation Limited – Hororata Domain  
Off Site Licence: Saturday 09 November 2024 from 9.00am to 5.00pm.
- SP240093 – Ellesmere Motor Racing Club – Ellesmere Speedway  
On Site Licence: Sunday 20 October 2024 from 3.00pm to 10.00pm  
Saturday 10 November 2024 from 3.00pm to 10.00pm  
Saturday 07 December 2024 from 3.00pm to 11.00pm  
(Sunday 08 December 2024 if rained off, same hours as above)  
Sunday 26 January 2025 from 3.00pm to 10.00pm  
Sunday 23 February 2025 from 3.00pm to 10.00pm  
Sunday 23 March 2025 from 3.00pm to 10.00pm  
Sunday 06 April 2025 from 3.00pm to 11.00pm  
Sunday 27 April 2025 from 3.00pm to 10.00pm.

***New Managers Certificates for September 2024:***

- R962126 – Anthony Gray – Lincoln Golf Club.
- R962125 – Winifred Moroney – Lincoln Golf Club.
- R962122 – Li Ying Gan – Joe's Garage Rolleston.
- R962130 – Ankit Singh – Lincoln New World.
- R962107 – Craig Allan – Lincoln Golf Club.
- R962129 – Lidia Dhorne – Lincoln University Café.
- R962131 – Pengcheng Wei – Joe's Garage Rolleston.

***New Managers Certificates for October 2024:***

- R962137 – Nalini Abhayagunawardena – Rossendale Wines.
- R962136 – Kawaljeet Sandhu – Corianders.

- R962138 – Monika – Darfield Hotel.
- R962140 – Xiaoheng Lin – Hachi Hachi Rolleston.
- R962135 – Bevan Klinac – Freshchoice Prebbleton.
- R962133 – Graeme Wright – West Melton Bowling Club.

***Renew Managers Certificates for September 2024:***

- R962128 – Vani Sharma – Lone Star Rolleston.
- R961758 – Giulio Garbo – Seeking employment.
- R962013 – Benjamin Ellens – Lincoln New World.
- R962000 – Mattie Rowlands – Larcomb Vineyard.
- R961756 – Thomas Lawson – Larcomb Vineyard.
- R950240 – Christopher McMillan – Southbridge Rugby Football Club.
- R960336 – Philip Caunter – Melton Estate.
- R962021 – Kierra Abad – The Pedal Pusher.
- R962011 – Phoebe Hellyar – Lincoln New World.
- R962124 – Kyla Nitschke – Mount White Station.
- R962001 – Rachel Kruger – The Rock Rolleston.
- R961658 – Kiron Haque – The Laboratory Lincoln.
- R961999 – Leo Simmons – Broken River Ski Club.
- R962016 – Ryan Fairbrother – New World Rolleston.
- R950188 – Mark Tweedy – Lincoln Rugby Football Club.
- R961997 – Pernilla Soderqvist – Porters Lodge.

***Renew Managers Certificates for October 2024:***

- R962002 – Anna Fuller – Larcomb Vineyard.
- R962028 – Julie Wilson – Hororata Golf Club.
- R962139 – Pravesh Kumar – Darfield Hotel.
- R962010 – Indrajeet Kaur – Thirsty Liquor Darfield.
- R962006 – Tracey Haley – Thirsty Acres.
- R961775 – Avtar Gill – Super Liquor Leeston.

***Renew On Licences for October 2024:***

- R910183 – Thirsty Acres Limited  
Thirsty Acres – 1265 Courtenay Road, Kirwee.
- R910188 – The Laboratory Lincoln (2023) Limited  
The Laboratory – 17 West Belt, Lincoln.
- R910049 – Flockhill Holdings Limited  
Flock Hill Lodge – State Highway 73, Craigieburn Valley, Cass.
- R910124 – Crate and Barrel 2015 Limited  
Crate and Barrel – 3 Market Street, Leeston.

***New Off Licences for October 2024:***

- R920179 – Thief Brewing Limited  
Thief Brewing – 3/132 Ahuriri Road, Tai Tapu.

***Renew Off Licences for October 2024:***

- R920164 – The Ellesmere Victualler Limited  
Freshchoice Leeston – 78 High Street, Leeston.
- R920163 – Thirsty Acres Limited  
Thirsty Acres – 1265 Courtenay Road, Kirwee.
- R920121 – Crate and Barrel 2015 Limited

Crate and Barrel – 3 Market Street, Leeston.

- R920171 – Wine Plus Gifts Limited  
Wine Plus – 1 Bellvue Drive, Prebbleton.
- R920169 – The Laboratory Lincoln (2023) Limited  
The Laboratory – 17 West Belt, Lincoln.

***Renew Club Licences for September 2024:***

- R900015 – Lincoln Golf Club Incorporated  
Lincoln Golf Club – 44 Boundary Road, Lincoln.
- R900012 – Darfield Bowling Club Incorporated  
Darfield Bowling Club – Almond Park, Darfield.

***Renew Club Licences for October 2024:***

- R900031 – Dunsandel Bowling Club Incorporated  
Dunsandel Bowling Club – 2 Leeston Dunsandel Road, Dunsandel.
- R900017 – Southbridge Rugby Football Club Incorporated  
Southbridge Rugby Football Club – 42 James Street, Southbridge.
- R900014 – Lincoln Rugby Football Club Incorporated  
Lincoln Rugby Football Club – Meijer Drive, Lincoln.

***Temporary Authority On Licences for September 2024:***

- R910017 – Grouse Hospitality Limited  
The Famous Grouse Hotel – 2 Gerald Street, Lincoln.
- R910023 – Inkster Company Limited  
Prebbleton Village Tavern – 585 Springs Road, Prebbleton.

***Temporary Authority On Licences for October 2024:***

- R910062 – NK Hospitality Limited  
The Rock Rolleston – 82 Rolleston Drive, Rolleston.
- R910172 – Ram Laxmi Enterprises Limited  
Dalchini Taste of India – 88 High Street, Leeston.

***Temporary Authority Off Licences for September 2024:***

- R920014 – Grouse Hospitality Limited  
The Famous Grouse Hotel – 2 Gerald Street, Lincoln.
- R920020 – Inkster Company Limited  
Prebbleton Village Tavern – 585 Springs Road, Prebbleton.
- R920130 – Barkshire Limited  
Liquorland Tennyson Street – Unit 4, 63-67 Tennyson Street, Rolleston.

**Licences currently being processed in September 2024:**

A total of **71** applications are currently being processed and awaiting issue, which can be broken down into the following categories:

***On Licence: 5 New applications***

- R910202 – Saini Bros Limited (Springfield Hotel).
- R910205 – Southern Ranges Limited (Mount White Station).
- R910206 – Ava Food Limited (Alpine Parrot Café & Bar).
- R910207 – Grouse Hospitality Limited (The Famous Grouse Hotel).
- R910208 – NK Hospitality Limited (The Rock Rolleston).

**Off Licence: 6 New applications**

- R920168 – Arthurs Pass Alpine Distillery Limited (Arthurs Pass Alpine Distillery).
- R920177 – SSP Enterprises Limited (Barrel House).
- R920179 – Thief Brewing Limited (Thief Brewing).
- R920180 – Grouse Hospitality Limited (The Famous Grouse Hotel).
- R920181 – Railway Road Holdings Limited (Cantab Mobile Canning).
- R920182 – Foodstuffs South Island Properties Limited (Pak 'n Save Rolleston).

**On Licence: 7 Renewal applications**

- R910183 – Thirsty Acres Limited (Thirsty Acres).
- R910186 – Dalethorpe Limited (Dalethorpe House).
- R910124 – Crate & Barrel 2015 Limited (Crate & Barrel).
- R910049 – Flockhill Holdings Limited (Flockhill Lodge).
- R910189 – The Bridge Prebbleton Limited (The Bridge Prebbleton).
- R910188 – The Laboratory Lincoln (2023) Limited (The Laboratory Lincoln).
- R910156 – Pelemi Limited (The Store @ Tai Tapu).

**Off Licence: 7 Renewal applications**

- R920113 – Townill Limited (Thirsty Liquor Darfield).
- R920164 – The Ellesmere Victualler Limited (Freshchoice Leeston).
- R920163 – Thirsty Acres Limited (Thirsty Acres).
- R920169 – The Laboratory Lincoln (2023) Limited (The Laboratory).
- R920171 – Wine Plus Gifts Limited (Wine Plus).
- R920121 – Crate & Barrel 2015 Limited (Crate & Barrel).
- R920108 – Rossendale Wines Limited (Rossendale Wines).

**On Licence: 2 Variation applications**

- R910053 – Porters Ski Area Limited (Porters Café/Sundance Bar).
- R910130 – Fenloc Holdings Limited (The Flaming Rabbit).

**Off Licence: 1 Variation application**

- R920020 – Prebbleton Hotel Limited (Henry's Prebbleton).

**Club Licence: 1 Variation application**

- R900039 – Windwhistle Winter Sport Club Incorporated (Mt Olympus Ski Club).

**Club Licence: 1 Renewal applications**

- R900014 – Lincoln Rugby Football Club Inc.

**Managers Certificate: 6 New applications**

**Managers Certificate: 6 Renewal applications**

**Special Licence: 29 Applications**

**4. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE**

**Waivers requested and approved in September 2024**

Prebbleton Rugby Football Club Incorporated – Prebbleton Rugby Football Club  
Application was received late due to the event being an end-of-life celebration.

Lincoln Golf Club Incorporated – Lincoln Golf Club



Application was received late due to the event being an end-of-life celebration.

Lincoln Golf Club Incorporated – Lincoln Golf Club

Application was received late due to the event being an end-of-life celebration.

**Licences currently being processed in October 2024:**

A total of **53** applications are currently being processed and awaiting issue, which can be broken down into the following categories:

**On Licence: 7 New applications**

- R910202 – Saini Bros Limited (Springfield Hotel).
- R910205 – Southern Ranges Limited (Mount White Station).
- R910206 – Ava Food Limited (Alpine Parrot Café & Bar).
- R910207 – Grouse Hospitality Limited (The Famous Grouse Hotel).
- R910208 – NK Hospitality Limited (The Rock Rolleston).
- R910209 – Two Phil Limited (Xbeerience).
- R910210 – Kieser Farms Limited (Grasmere Lodge).

**Off Licence: 5 New applications**

- R920168 – Arthurs Pass Alpine Distillery Limited (Arthurs Pass Alpine Distillery).
- R920180 – Grouse Hospitality Limited (The Famous Grouse Hotel).
- R920181 – Railway Road Holdings Limited (Cantab Mobile Canning).
- R920182 – Foodstuffs South Island Properties Limited (Pak 'n Save Rolleston).
- R920183 – Barkshire Limited (Liquorland Tennyson Street).

**On Licence: 8 Renewal applications**

- R910186 – Dalethorpe Limited (Dalethorpe House).
- R910049 – Flockhill Holdings Limited (Flockhill Lodge).
- R910189 – The Bridge Prebbleton Limited (The Bridge Prebbleton).
- R910156 – Pelemi Limited (The Store @ Tai Tapu).
- R910194 – Coalgate Tav Limited (Coalgate Tavern).
- R910190 – Branding Liquor Limited (Indian Dreams).
- R910115 – Country Feasts Company Limited (Country Feasts).
- R910044 – Wilderness Lodge Arthurs Pass Limited (Wilderness Lodge Arthurs Pass).

**Off Licence: 3 Renewal applications**

- R920113 – Townill Limited (Thirsty Liquor Darfield).
- R920108 – Rossendale Wines Limited (Rossendale Wines).
- R920172 – Coalgate Tav Limited (Coalgate Tavern).

**On Licence: 2 Variation applications**

- R910053 – Porters Ski Area Limited (Porters Café/Sundance Bar).
- R910130 – Fenloc Holdings Limited (The Flaming Rabbit).

**Off Licence: 1 Variation application**

- R920020 – Prebbleton Hotel Limited (Henrys Prebbleton).

**Club Licence: 1 Variation application**

- R900039 – Windwhistle Winter Sport Club Incorporated (Mt Olympus Ski Club).

**Club Licence: 1 Renewal applications**

- R900016 – Greendale Golf Club Incorporated (Greendale Golf Club).

**Managers Certificate: 10 New applications**

**Managers Certificate: 9 Renewal applications**

**Special Licence: 6 Applications**

**5. COMMENTS FROM THE DISTRICT LICENSING COMMITTEE**

**Waivers requested and approved in October 2024**

Straight 8 Estate

Application was received late due to applicant being offered a stall at Hororata Parish Fair at late notice.

**6. INSPECTOR'S REPORT FOR SEPTEMBER/OCTOBER 2024**

The Springfield Hotel hearing was held at the Lincoln Events Centre during October 2024. Saini Brothers Limited have applied for a new on-licence for the Hotel. There were three public objectors. The decision has been reserved.

Silver Dollar Restaurant and Bar recently closed their doors. The owners indicated the cost-of-living crisis had taken a significant toll on the business.

The annual 'Gintastic' gin festival took place on 05 October 2024 in the grounds of the Tai Tapu Hotel. Attendee numbers were up significantly on previous years. A debrief on the event is expected shortly.

The Lincoln University Garden Party went ahead on Friday 18 October 2024. Significant planning had gone into the event including an alcohol management plan, as well as a community mitigation plan. Police were happy in terms of pre-festival student parties. There was no repeat of the early morning issues that plagued Lincoln prior to the 2022 event.

After this year's event, however, a small number of intoxicated students were involved in breaking glass on the footpath and climbing on the roof of a house where a party was in progress. Two heavily intoxicated students, one naked with his pants around his ankles, chose to walk up residential streets at 5.00 p.m. in the evening exposing himself in front of women and children. This detracted from what was otherwise a very successful day for the organisers.

Amanda Boyce  
**ADMINISTRATOR**  
**DISTRICT LICENSING COMMITTEE**

Malcolm Johnston  
**CHIEF LICENSING INSPECTOR**



Susan Atherton  
**HEAD OF REGULATORY (SECRETARY DISTRICT LICENSING COMMITTEE)**  
*Endorsed For Agenda*



Robert Love  
**EXECUTIVE DIRECTOR DEVELOPMENT & GROWTH**



## SDC Licences Report

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### Licences Aggregate Report for the period 2024-09-01 to 2024-10-31

Licence Type	# Issued	% in time*	Avg Days
Club Licence	5	100%	20
On Licence	4	100%	20
Off Licence	6	100%	20
Special Licence	40	100%	15
Manager's Certificate	33	100%	20

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

## REPORT

**TO:** Council

**FOR:** Council Meeting on 11 December 2024

**FROM:** Catherine Parker, Head of Venues and Events

**DATE:** 2 December 2024

**SUBJECT:** Revised ANZAC Day Policy and Operational Changes

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### RECOMMENDATION

*'That the Council*

1. **endorses** the proposed amendments to the C402 ANZAC Day Policy'
2. **notes** the operational changes to support the implementation of the policy.'

### 1. PURPOSE

The purpose of this report is to propose changes to the C402 ANZAC Day Policy for consideration by Council. The revised policy will be implemented in time for the 2025 ANZAC Day parades.

The proposed changes primarily focus on the Council's support for future ANZAC Day commemorations (i.e. parades/services) which are held across the District and generally involve representation from the Returned Services Association.

### 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The decisions and matters of this report are assessed as of **low** significance in accordance with the Council's Significance and Engagement Policy because this matter is operational and of low impact.

### 3. HISTORY/BACKGROUND

In March 2024, the responsibility for managing and coordinating the 2024 ANZAC Day parades shifted from the office of the Chief Executive to the Community Services and Facilities Group. The Chief Executive proposed that this change created an opportunity to review the Council's role and budget for future ANZAC Day parades.

#### **The support provided to the 2024 ANZAC Day parages**

Council staff provided support and guidance to the communities that hosted ANZAC Day parades according to the current ANZAC Day Policy. Overall direct costs came in

slightly under the budget of \$18,000. These costs did not include Council staff time (approximately 80 hours) or the hire fees for the various community centres used by community.

### **Review of 2024 ANZAC Day events informed policy and operational changes for the future**

Our review of the 2024 ANZAC Day events led to the following proposals for key changes to policy and operational process:

#### ***1. Introduction of a standardised form for information needed by Council to deliver support***

To efficiently manage time and costs required to operationally deliver Council's role, we will introduce a standard form to collect the necessary information for ANZAC Day commemoration events. The completed form will be returned to a nominated Council email address by 28 February of each year. This requirement is included under the heading 'Administration' in the revised policy.

#### ***2. Contribution towards light refreshments***

A standardised contribution towards tea, coffee, and refreshments, based on records of previous ANZAC Day Service attendees, of \$3.50 per attendee, is expected to be met within the budget of \$18,000.

The 2025 catering budget is expected to be \$11,025. This factors a 75% uptake of catering by attendance numbers of 4,200 people across the district.

#### ***3. Audio sounds systems and instruments***

Currently organisers/organising committees can use the Council pianos/keyboards, and they are keen to continue this. We added "Instruments" to the policy wording to take this into account.

Council's microphones and indoor and outdoor speakers are also available to organisers/organising committee. While Council plans its upgrades of equipment within standard equipment replacement cycles, there may be times when current equipment is not to the standard required by the organiser/organising committee. In this situation the organiser/organising committee will need to source and fund an alternative.

#### ***4. Printing of programmes for the day's events***

Previously Council prepared and printed Orders of Services for organisers/organising committees where required. To manage staff costs, we will support organisers/organising committees to prepare and print their own Orders of Service by providing access at our libraries to a computer, an Order of Service template, and photocopier. Photocopying will be free of charge.

#### ***5. Provision of a wreath***

Council will manage the organisation and purchase of 20 wreaths (anticipated to cost approximately \$2,500). Any requirements in relation to the wreath can be specified by the organiser/organising committee on the application form for Council support.

## 6. Newspaper advertisement

The advertisement will list all the ceremonies in the Waikirikiri Selwyn district.

## 7. Road closures

The \$18,000 annual budget allows for up to 3 Traffic Management Plans for parades which might require road closures.

Traffic Management Plans cost between \$800 - \$1,200 so we anticipate a total spend of between \$2,400 and \$3,600. As this is a significant amount of the overall budget, Council will encourage events taking place without the need for road closures. Council staff may review road closure/Traffic Management Plan proposals and recommend amendments to parade path to minimise this requirement.

## 8. General liaison

In future, the Council's coordination/management role will be with the respective organisers/organising committees as required (i.e. RSA's / Residents Groups):

- a) Each January, a Council relationship manager from the Community Services and Facilities team will reach out to the RSA and/or Residents Groups contacts known to the Council, as well as Councillors and members of the Malvern Community Board.
- b) The communication will outline Council's expectations, role and contribution. We will provide a timeframe for guidance and confirm arrangements/ contact points for ANZAC Day events. The standardised application form will be provided at this time with a return date of 28 February.

## The revised policy

Proposed changes to the current ANZAC Day Policy are shown below as red track changes. The review date for this policy is three-yearly which makes the next review due in December 2027.

## C402 - ANZAC Day Policy

Category	Council Activities	Type	Policy
Policy Owner	<del>Chief Executive</del> <a href="#">Executive Director, Community Services and Facilities</a>	Approved by	Council
Last Approved Revision	<del>September 2023</del> <a href="#">December 2024</a>	Review Date	<del>September 2023</del> <a href="#">December 2027</a>

## PURPOSE

This policy guides the Council's ~~recognition-support for~~ ANZAC Day commemorations.

## THE POLICY

### 1. Background

In recognition of individuals and families within the [Waikirikiriri](#) 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 [Waikirikiriri](#) Selwyn District.

### 2. ~~Operating Regulations~~[Council's Support for Commemorations](#)

Selwyn District Council supports and [contributes](#) funds ~~the following for~~ ANZAC Day ~~activities~~[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.
- ~~Council to free printing of any programmes~~ [Orders of Service](#) for the day's events – [to be organised by each individual community using the photocopier at the Council library where 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 [Waikirikiriri](#) 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 ~~Chief Executive~~[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 ~~Chief Executive~~[Executive Director, Community Services and Facilities](#).

**POLICY REVIEW TABLE**

<b>Date of last review</b>	<b>Status / Summary of changes made</b>
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
<a href="#">December 2024</a>	<a href="#">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.</a>

**4. PROPOSAL**

That Council endorses the revised C402 ANZAC Day Policy as proposed. Changes to the policy will be communicated to the affected communities/groups.

**5. VIEWS OF THOSE AFFECTED / CONSULTATION****a. Views of those affected and consultation**

Views of the affected groups were considered in the review of the 2024 ANZAC Day activities. Changes to the policy will be communicated to the affected communities/groups.

**b. Māori and Treaty implications**

There is no specific affect for the Treaty of Waitangi or Māori in relation to this policy revision.

**c. Climate Change considerations**

There are no specific considerations for climate change in relation to this policy.

**6. FUNDING IMPLICATIONS**

The ANZAC Day Expenses GL account has a full year budget of \$18,000 and the annual budget in the Long-Term Plan is \$18,000 for each year.



Catherine Parker  
**Head of Venues and Events**



Denise Kidd  
**Executive Director – Community Services and Facilities**



## 2025 ANZAC Day Parade/Service — application for Selwyn District Council support

Selwyn District Council is pleased to offer support for your 2025 ANZAC Day Parade and/or Service. To access this support, please complete the attached form and return it to [bookings@selwyn.govt.nz](mailto:bookings@selwyn.govt.nz) no later than **28 February 2025**.

The support available includes:

- Financial contribution towards light refreshments costs of tea, coffee and biscuits
- Use of a Council Hall where necessary for refreshments to be served
- Use of available Council owned audio sound systems/instruments
- Printing of service programmes
- Provision of a wreath where a Councillor or Community Board Member is present and laying a wreath
- Inclusion in a newspaper advertisement listing all ceremonies in the Waikirikiriri Selwyn district
- Road closure/assistance with traffic management plan where necessary for ANZAC Day Parade

ANZAC Committee name	
Contact name	
Phone number	
Email address	
Are you holding an ANZAC Day Service or Parade? (or both)	
Service address	
Parade start point address	
Parade end point address	
Description of the parade path	
Number of people for parade	
Number of people for service	
Number of people for refreshment	
Location for refreshments	
Audio sound/instrument need from Council	
Expected road closure/traffic management needed	
Start time for service	
Start time for parade	
Expected Councillor presence	

Once you email your completed form to us, we will confirm that we have received it. We will contact you if we need more information or to discuss any road closure/traffic management plans if these are needed.

All receipts for reimbursement of expenses are to be emailed to [bookings@selwyn.govt.nz](mailto:bookings@selwyn.govt.nz) by **10 May 2025** with the ANZAC Committee name as the reference.

We look forward to supporting your ANZAC Day commemoration event.

[selwyn.govt.nz/venues](https://selwyn.govt.nz/venues)



## REPORT

**TO:** Chief Executive  
**FOR:** Council - 11 December 2024  
**FROM:** Joseph Azer - Policy Planner  
**DATE:** 12 November 2024  
**SUBJECT:** Pines Resource Recovery Park– Application D240007 to alter existing Designation (SDC-22) under section 181 of the Resource Management Act

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## RECOMMENDATION

*‘That the Council:*

- a. adopts the Commissioners recommendation to allow minor alterations to the existing Pines Resource Recovery Park designation.*
- b. pursuant to section 181(3) of the Resource Management Act 1991, alters the existing designation SDC-22 Pines Resource Recovery Park as set out in the Commissioner’s recommendation.*
- c. amends the District Plan to reflect the minor alterations.*
- d. delegates to the Chief Executive to undertake all necessary actions to give effect to the decision.’*

## 1. PURPOSE

This report seeks a decision from the Council to endorse the Independent Commissioner’s recommendation (Appendix 1) to alter the existing designation SDC-22 Pines Resource Recovery Park using the process set out in section 181(3) of the Resource Management Act 1991 (the RMA).

The changes required to the purpose of the designation is detailed as follows (additions **in bold and underline**):

*“To establish, operate, and maintain a resource recovery park, including all activities, operation and associated services related to the process of extracting, sorting and/or treating material from the waste stream, and including reduction, recycling, re-use, resource recovery, and resale operations; **education, waste minimisation and sustainability activities**; organic composting; temporary storage of hazardous waste; and the compaction and cartage of residual waste for disposal off-site”*

## 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The RMA prescribes the consultation and decision-making procedures that are required, including the procedures that must be used for public notification, considering submissions and making decisions.

The Significance and Engagement Policy does not apply when making decisions under the RMA.

### **3. HISTORY/BACKGROUND**

The SDC designated the Pines Resource Recovery Park in 2004. The designation (identified as SDC-22) is subject to a number of conditions including those relating but not limited to, a management plan, rights of access, noise, fencing, landscaping, signage, traffic, litter, odour and dust, and hazardous waste.

The site is occupied by a municipal transfer station / facility, owned and operated by the Council. The facility receives and processes household and some commercial waste received from the whole of the Selwyn District, including recycling and organic waste.

The site comprises the number of buildings associated with the Reconnect Centre, centrally located and in the northern portion of the site, as well as the structures associated with the Refuse Depot, to the west.

The Reconnect Project includes a component named 'ReNourish', which aims to promote modern waste management principles. As part of the ReNourish component green waste is converted to compost. Plants are grown from that compost; people are invited to learn from and contribute to that process by educational opportunities and labouring in the garden. Produce is available to the community.

### **4. PROPOSAL**

The alteration being sought provides certainty that the ReNourish Project can operate as part of the Resource Recovery Park. It does not necessitate any changes to the conditions of the designation, and any future works would be considered as part of the Outline Plan of Works process.

The ReNourish component includes a Portaloo, greenhouses, small sheds (used to store tools associated with this activity), and a lightweight shelter to protect volunteers from the weather.

The ReNourish component will operate within the Reconnect Project area and is subject to the same operational controls as the remainder of the Pines Resource Recovery Park, including operating hours and vehicle access. Access outside of operational hours is prevented by locked gates and security surveillance.



*Figure 1: Approximate location outlined in red on a recent aerial image of the receiving environment (Source: Canterbury Maps)*

## 5. Statutory Considerations

The relevant statutory tests are set out and applied in the Commissioner's recommendation at **Appendix 1**. In summary:

1. The proposed alterations to the existing designation SDC-22 Pines Resource Recovery Park are considered to involve a no more than minor change to the effects on the environment associated with the use or proposed use of land.
2. No parties are considered to be directly affected by the proposed alterations. The designated site is owned and managed by the Council and no other party has an interest in the land.
3. It is considered after undertaking an assessment of the notice, that the proposed alteration meets the statutory tests of section 181(3) of the RMA and can therefore be processed and confirmed as a minor alteration.

## 6. OPTIONS

In accordance with section 181 of the Act, the Council has two options it can pursue.

1. To accept the Commissioners recommendation to allow the alteration to the existing designation in the District Plan to proceed. This is the preferred option as it is considered that the alteration satisfies the statutory requirements set out in section 181(3). If the Council decides to accept the Commissioners Recommendation the District Plan can be amended accordingly.
2. To reject the recommendation. This would necessitate the alteration following the process in terms of sections 168 to 179 of the RMA (including a public notification process).

## **7. VIEWS OF THOSE AFFECTED / CONSULTATION**

Section 181(3)(b) of the RMA requires that written notice of the proposed alteration has been given to every owner or occupiers of the land directly affected and those owners or occupiers agree with the alteration.

The land directly affected is not owned by any third party, being Council owned land.

No boundaries of the designation will be adjusted, the visual, traffic and noise effects will be appropriately managed by the existing designation and conditions; therefore, no directly affected parties were other than the Council as the 'owner' of the designated land has been identified.

### **(a) Māori implications**

There is no scope under the Act for Council to consider implications for Māori in relation to this proposal.

### **(b) Climate Change considerations**

By its location, central to a developing neighbourhood and within an area identified for urban development by various strategic planning documents, the proposal would result in lower transport-related vehicle emissions than merely enlarging existing education facilities.

## **8. FUNDING IMPLICATIONS**

The cost of staff time associated with the alteration of a designation is charged to the requiring authority on a time and cost basis. There are no other funding implications.




**Joseph Azer**  
**Policy Planner**

**Endorsed For Agenda**



**Robert Love**  
**EXECUTIVE DIRECTOR \_ - DEVELOPMENT AND GROWTH**

**APPENDIX 1 RECOMMENDATION OF INDEPENDENT COMMISSIONER**

<p><b>Section 181</b></p> <p><b>Resource Management Act 1991</b></p>	
<p>Alteration to a designation under Section 181 (3) of the Resource Management Act 1991 to the Partially Operative Selwyn District Plan</p>	

**Author: Tim Joll**

**Position: Consultant Planner**

**Notice of Requirement Number: Designation SDC-22 'Pines Resource Recovery Park'**

**REQUIRING**

Selwyn District Council

**AUTHORITY:**

**LOCATION:**

183 Burnham School Road, Rolleston

**LEGAL DESCRIPTION:**

Section 1 Survey Office Plan 317609 as contained in  
Record of Title 7701

**SUMMARY**

3. Selwyn District Council (as Processing Authority) has received a request from Selwyn District Council (the Requiring Authority) under section 181(3) of the Resource Management Act 1991 (RMA), dated 17 September 2024, to alter Designation SDC-22 'Pines Resource Recovery Park' in the Partially Operative District Plan (PODP).
4. The proposed alterations to the existing designation SDC-22 'Pines Resource Recovery Park', are considered to involve a no more than minor change to the effects on the environment associated with the use or proposed use of land.
5. No parties are considered to be directly affected by the proposed alterations. The designated site is owned and managed by the Council and no other party has an interest in the land. Furthermore, no written notice of the proposed alteration has been provided to the owners or occupiers of the land surrounding the designated area as they are not considered to be directly affected.
6. It is considered after undertaking an assessment of the notice, that the proposed alteration meets the statutory tests of section 181(3) of the RMA and can therefore be processed and confirmed as a minor alteration.
7. It is recommended that Designation SDC-22 'Pines Resource Recovery Park' is altered accordingly in Part 3 Designations in the Partially Operative Delwyn District Plan.
8. Subsequent to the resolution of the designation alteration, the Requiring Authority also requests a waiver of the requirement for an Outline Plan under s176A(2)(c) of the RMA. A copy of the Outline Plan Waiver is contained in **Attachment A**.

## **INTRODUCTION**

9. Selwyn District Council is a requiring authority under section 166 of the Resource Management Act 1991, and have submitted a Notice of Requirement to alter Designation SDC-22 'Pines Resource Recovery Park' in the PODP.
10. The stated purpose of Designation SDC-22 'Pines Resource Recovery Park' in the PODP is as follows:  
*"To establish, operate and maintain a resource recovery park, including all activities, operations and associated services related to the process of extracting, sorting and/or treating material from the waste stream, and including: reduction, recycling, re-use, resource recovery, and resale operations; organic composting; temporary storage of hazardous waste; and the compaction and cartage of residual waste for disposal off site."*
11. The Designation is subject to 39 conditions.
12. As noted in the application:  
*"The purpose of the NOR is to clarify and provide certainty that the Pines Resource Recovery Park ('**PRRP**') is a modern waste management facility and operates a range of activities on the site to facilitate that for the community. Specifically, this NOR is seeking '**education, waste minimisation and sustainability activities**' be included within the designation purpose, to include the 'ReNourish' component of the facility'. (My emphasis)*
13. The Pines Resource Recovery Park currently includes the 'Reconnect Project', which incorporates best practice waste minimisation and sustainability functions and activities at the facility. These activities were accepted in the Outline of Works RC195729.
14. The Reconnect Project includes a component named 'ReNourish', which aims to promote modern waste management principles. As part of the ReNourish component green waste is converted to compost. Plants are grown from that compost; people are invited to learn from and contribute to that process by educational opportunities and labouring in the garden. Produce is available to the community.
15. The authorisation being sought provides certainty that the ReNourish Project can operate as part of the Resource Recovery Park. It does not necessitate any changes to the conditions of the designation, and any future works would be considered as part of the Outline Plan of Works process.
16. The ReNourish component includes a portaloo, greenhouses, small sheds (used to store tools associated with this activity), and a light weight shelter to protect volunteers from the weather.
17. The ReNourish component will operate within the Reconnect Project area and is subject to the same operational controls as the remainder of the Pines Resource Recovery Park, including operating hours and vehicle access. Access outside of operational hours is prevented by locked gates and security surveillance.

## **PROPOSED DESIGNATION ALTERATION**

18. The changes required to the Schedule of Designations table within Part 3 of the Partially Operative District Plan is detailed as follows (additions in **bold and underline**).  
*To establish, operate, and maintain a resource recovery park, including all activities, operation and associated services related to the process of extracting, sorting and/or treating material from the waste stream, and including: reduction, recycling, re-use, resource recovery, and resale operations; **education, waste minimisation and sustainability activities**; organic composting; temporary storage of hazardous waste; and the compaction and cartage of residual waste for disposal off-site.*
19. The Requiring Authority also requests a waiver of the requirement for an Outline Plan under s176A(2)(c) of the RMA.



## **DESCRIPTION OF THE EXISTING ENVIRONMENT**

20. The site is located at 183 Burnham School Road, Rolleston, as identified in Figure 1 below. The site is legally described as Section 1 Survey Office Plan 317609 as contained in Record of Title 77016, having an area of approximately 16 hectares. Figure 1, on the following page, provides an aerial photo identifying the location of the site.
21. I adopt the applicant's description, and note the following key points:
- The site is occupied by a municipal transfer station / facility, owned and operated by the Council. The facility receives and processes household and some commercial waste received from the whole of the Selwyn District, including recycling and organic waste.
  - The site comprises the number of buildings associated with the Reconnect Centre, centrally located and in the northern portion of the site, as well as the structures associated with the Refuse Depot, to the west.
  - Under the Partially Operative District Plan (Appeals version) the site is zoned General Rural Zone and subject to Designation SDC-22.
  - The Designation is subject to 39 conditions, relating to the development and operation of the site, a management plan, cultural and archaeological protocols, access, noise, fencing, landscaping, site development, signage, roading and traffic, litter, odour and dust, vector management and hazardous waste.
  - The site is adjacent to the Council's Wastewater Treatment Plant which is also designated under the District Plan as SDC-68. A further designation exists for the Wastewater Treatment Plant on the northern side of Burnham School Road (SDC-69), with this land currently used for spray irrigation of wastewater from the Treatment Plant. The site is otherwise surrounded by moderately sized rural landholdings.
  - The land to the north east of the site is zoned Large Lot Residential Zone under the District Plan, which anticipates residential activity on large sites, with an average allotment size of 5,000m<sup>2</sup>.



*Figure 1: Approximate location outlined in red on a recent aerial image of the receiving environment (Source: Canterbury Maps)*



## **RELEVANT STATUTORY PROVISIONS**

22. Section 181 “Alteration of designation” of the Resource Management Act 1991 states:
- (1) *A requiring authority that is responsible for a designation may at any time give notice to the territorial authority of its requirement to alter the designation.*
  - (2) *Subject to subsection (3), sections 168 to 179 and 198AA to 198AD shall, with all necessary modifications, apply to a requirement referred to in subsection (1) as if it were a requirement for a new designation.*
  - (3) *A territorial authority may at any time alter a designation in its district plan or a requirement in its proposed district plan if-*
    - (a) *The alteration-*
      - (i) *Involves no more than minor changes to the effects on the environment associated with the use or proposed use of land or any water concerned; or*
      - (ii) *Involves only minor changes or adjustments to the boundaries of the designation or requirement; and*
    - (b) *Written notice of the proposed alteration has been given to every owner or occupier of the land directly affected and those owners or occupiers agree with the alteration; and*
    - (c) *Both the territorial authority and the requiring authority agree with the alteration – and sections 168 to 179 and 198AA to 198AD shall not apply to any such alteration.*
  - (4) *This section shall apply, with all necessary modifications, to a requirement by a territorial authority to alter its own designation or requirement within its own district.*

## **Analysis of the Proposed Alteration**

23. The relevant matters to consider are contained in section 181(3) of the RMA as outlined above.
24. It is not necessary for both the tests s181(3)(a)(i) and (ii) to be passed. It is sufficient to pass one of them. However, it must cumulatively pass all of s181(3)(a), (b) and (c).

## **Assessment of Environmental Effects (s181(3)(a)(i))**

25. The requiring authority has provided an assessment of environmental effects (AEE) with the Notice of Requirement.
26. The Applicant’s assessment is summarised as follows:
- Overall, any actual or potential environmental effects of the NOR have been assessed as less than minor, noting the existing scale of activity authorised across the site, the approved OPW providing for the ReNourish Project, and the continued requirement to meet specified noise levels within the existing designation conditions.*
27. It is agreed that the requested change to the designation provides greater clarity that the education and sustainability focused activities associated with the ReNourish component are consistent with the purpose of the designation. It is also agreed that the potential effects are related to transport, reverse sensitivity, odour, noise and public safety effects associated with the ReNourish Project, I have also considered visual effects, which was not specifically covered in the application. It is noted that the proposal involves no changes or adjustments to the boundaries of the designation.

### **Transport Effects**

28. It is agreed that the transport effects are less than minor and in particular, it is noted:
- The proposal will not alter the vehicle access, circulation and parking associated the 'Reconnect Project', accepted in the Outline of Works RC195729.
  - As part of RC195729, the existing access to the site from Burnham School Road was upgraded to ensure it has the capacity to withstand the increase in vehicle movements that are anticipated as a result of the site development. The general layout of the internal road was retained; however traffic was further slowed by the construction of a roundabout, which will be installed at the exit to the Reconnect Complex. Adherence to a 10kph site operational speed limit is a priority to ensure the safety of visitors, and the traffic design reflects this.
29. In summary, it is considered that the traffic effects of the proposed designation alteration are no different to that already provided for under the existing designation and accepted in the Outline of Works RC195729.

### **Reverse Sensitivity**

30. The proposal is consistent with the original intent of the designation and will not create any reverse sensitivity effects that exceed those accepted in the Outline of Works RC195729.

### **Odour**

31. As noted in the application, Conditions 29-35 of Designation SDC-22 aim to manage any potential issues of odour that could arise from any of the activities occurring at the site. These conditions will be applicable to the management of the ReNourish operation and are considered sufficient to mitigate potential odour effects.

I consider the above amendments to be in keeping with the original intent of the designation and do not consider them to expand the scope of the designation.

### **Noise**

32. As noted in the application, Conditions 9 and 10 of Designation SDC-22 prescribe noise standards applicable to all activities on the site, and no changes to these are proposed as part of the Notice of Requirement. The lower noise limits of 45 dBA L10 and 70 dBA Lmax will remain applicable to the ReNourish component of the wider ReConnect Project at the Pines Resource Recovery Park. The noise effects of the proposed designation alteration are therefore no different to that already provided for under the existing designation and accepted in the Outline of Works RC195729.

### **Public Safety**

33. As noted in the application, the facility has a Site-Specific Safety Plan ('SSSP') which meets the requirements of the relevant legislation and contains risk assessments and controls in respect of public safety. The SSSP will be amended to provide for public access to the ReNourish Project. It is agreed that effects on public safety are appropriately managed through the SSSP.

### **Visual Effects**

34. The proposed activity will be located within the wider 'Reconnect Project' area, and the proposed facilities will not be readily visible from any neighbouring sites. Any visual effects are therefore consistent with those accepted in the Outline of Works RC195729.

### **Effects Summary**

35. For the reasons set out in the application and considered above, the proposed alterations to the existing designation SDC-22 'Pines Resource Recovery Park', are considered to involve a no more than minor change to the effects on the environment associated with the use or proposed use of land.
36. The proposed alteration meets the statutory tests of section 181(3) of the RMA and can therefore be processed and confirmed as a minor alteration.

## Written Approvals

37. Section 181(3)(b) of the RMA requires that written notice of the proposed alteration has been given to every owner or occupiers of the land directly affected and those owners or occupiers agree with the alteration.
38. The land directly affected is not owned by any third party, being Council owned land. In that context it should be noted that the test for being identified as 'directly affected' is not the same as that in the context of a resource consent application. There is no such effects threshold whereby a party must be considered 'potentially affected'. The designation already in place anticipates that adverse effects will result from the recreation precinct. No boundaries of the designation will be adjusted, the visual, traffic and noise effects will be appropriately managed by the existing designation and conditions. In that context it is my view that there will be no directly affected parties other than the Council as the 'owner' of the designated land.

## Do the Territorial Authority and Requiring Authority Agree?

39. In this instance the requiring authority and the territorial authority are one in the same. In applying for the alteration, SDC agrees to the proposed alterations.

## Conclusions


40. Selwyn District Council request an alteration of Designation SDC-22 'Pines Resource Recovery Park' in the PODP.
41. The proposed alterations to the existing designation SDC-22 'Pines Resource Recovery Park', are considered to involve a no more than minor change to the effects on the environment associated with the use or proposed use of land.
42. No parties are considered to be directly affected by the proposed alterations. The designated site is owned and managed by the Council and no other party has an interest in the land.
43. It is considered after undertaking an assessment of the notice, that the proposed alteration meets the statutory tests of section 181(3) of the RMA and can therefore be processed and confirmed as a minor alteration.

## Recommendations


- i. That pursuant to Section 181(3) of the Resource Management Act 1991 (RMA), that Selwyn District Councils notice of requirement for an alteration to Designation SDC-22 'Pines Resource Recovery Park' is confirmed.
- ii. That Designation SDC-22 'Pines Resource Recovery Park' is amended in the Schedule of Designations Table within Part 3 of the Partially Operative District Plan. The text alterations are shown below. Additions are in bold and underlined.

## Pines Resource Recovery Park


Designation unique identifier	<a href="#">SDC-22</a>
Designation purpose	<i>To establish, operate, and maintain a resource recovery park, including all activities, operation and associated services related to the process of extracting, sorting and/or treating material from the waste stream, and including: reduction, recycling, re-use, resource recovery, and resale operations; <b><u>education, waste minimisation and sustainability activities</u></b>; organic composting; temporary storage of hazardous waste; and the compaction and cartage of residual waste for disposal off-site.</i>
Site identifier	183 Burnham School Road, Rolleston Section 1 SO 317609 BLK III Leeston <a href="#">SD</a>
Lapse date	Given effect
Designation hierarchy under section 177 of the Resource Management Act	Primary
Conditions	Yes
Additional Information	Rolled over with modification Legacy reference D412

<b>Reported and recommended by</b>  <b>Tim Joll</b> <b>Consultant Planner</b>	<b>Date: 6 November 2024</b>
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**Recommendation Approved:**

 <b>Commissioner O'Connell</b>	<b>Date: 12 November 2024</b>
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## Attachment A:

<b>Sections 176A</b> <b>Resource Management Act 1991</b>	
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<b>APPLICATION NUMBER:</b>	D240007
<b>REQUIRING AUTHORITY:</b>	Selwyn District Council
<b>BRIEF DESCRIPTION OF APPLICATION:</b>	Retrospective authorization for the establishment and ongoing operation of the ReNourish Project within the Pines Resource Recovery Park.
<b>SITE DESCRIPTION:</b>	Address: 183 Burnham School Road, Rolleston Legal Description: Section 1 Survey Office Plan 317609 as contained in Record of Title 7701
<b>DESIGNATION / ZONING / OVERLAYS</b>	<b>Operative Selwyn District Plan (2016), Rural Outer Plains</b>  <b>Partially Operative Selwyn District Plan (Appeals Version), General Rural Zpone</b>

## Assessment

Section 176A(2)(c) of the Resource Management Act 1991 provides that a Requiring Authority need not submit an outline plan to a territorial authority if the territorial authority waives the requirement for an outline plan.

The Designated Pines Resource Recovery Park (SDC022) includes the 'Reconnect Project', which incorporates best practice waste minimisation and sustainability functions and activities at the facility. These activities were accepted in the Outline of Works RC195729.

The Reconnect Project includes a component named 'ReNourish', which aims to promote modern waste management principles. As part of the ReNourish component green waste is converted to compost. Plants are grown from that compost; people are invited to learn from and contribute to that process by educational opportunities and labouring in the garden. Produce is available to the community.

Retrospective authorization for the establishment and ongoing operation of the ReNourish Project within the Pines Resource Recovery Park is sought by the Requiring Authority.

The ReNourish Project is considered to be consistent with the purpose of SDC-22 'Pines Resource Recovery Park' in the Partially Operative District Plan, which is as follows:

*To establish, operate, and maintain a resource recovery park, including all activities, operation and associated services related to the process of extracting, sorting and/or treating material from the waste stream, and including: reduction, recycling, re-use, resource recovery, and resale operations; education, waste minimisation and sustainability activities; organic composting; temporary storage of hazardous waste; and the compaction and cartage of residual waste for disposal off-site.*

The proposal described is considered to be minor works that are in accordance with the purpose of the designation and therefore it is recommended that the requirement for an Outline Plan be waived.

## Recommendation

That the requirement for an Outline Plan to carry out the works described in D240007 be waived.

## Notes to the Consent Holder

### *Building Act*


- a) This consent is not an authority to build or to change the use of a building under the Building Act. Building consent will be required before construction begins or the use of the building changes.

### *Regional Consents*

- b) This activity may require resource consent from Environment Canterbury. It is the consent holder's responsibility to ensure that all necessary resource consents are obtained prior to the commencement of the activity.

### *Impact on Council Assets*

- c) Any damage to fixtures or features within the Council road reserve that is caused as a result of construction or demolition on the site shall be repaired or reinstated and the expense of the consent holder.

<b>Reported and recommended by</b>   Error! Reference source not found.	<b>Date: 6 November 2024</b>
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## Decision

That the above recommendations be adopted under delegated authority.

 Commissioner O'Connell	<b>Date: 12 November 2024</b>
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## REPORT

**TO:** Chief Executive

**FOR:** Council Meeting – 11 December 2024

**FROM:** Chrissie Reid, Development Engineering Manager  
Murray England, Head of Asset Management

**DATE:** 2 December 2024

**SUBJECT:** **DELEGATION OF CERTAIN POWERS UNDER THE  
SELWYN DISTRICT COUNCIL WATER UTILITY  
BYLAWS**

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### RECOMMENDATION

*That the Selwyn District Council (the **Council**) resolves:*

- i to delegate the power to give approvals and consents for the purposes of the Water Race Bylaw 2008, Water Supply Bylaw 2008, Wastewater Drainage Bylaw 2021, Trade Waste Bylaw 2021 and Stormwater and Drainage Bylaw 2018 (together, the **Bylaws**) (**Delegated Powers**) to the Council's Chief Executive Officer, who may delegate the Delegated Powers (in whole or in part) to any other Council officer, or Council officers, for the purposes of administering the Bylaws; and*
- ii that the above delegation shall be included in the Council's delegation manual accordingly.*

### 1. PURPOSE

The purpose of this report is to provide for the Council to delegate the power to give Council approvals and consents (together, **Approvals**) under the Water Race Bylaw 2008, Water Supply Bylaw 2008, Wastewater Drainage Bylaw 2021, Trade Waste Bylaw 2021 and Stormwater and Drainage Bylaw 2018 (together, the **Bylaws**) to the Council's Chief Executive Officer who may delegate the Delegated Powers (in whole or in part) to any other Council officer, or Council officers, for the purposes of administering the Bylaws.

### 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The issue and decision that is the subject of this report has been assessed against the Council's Significance and Engagement Policy (**Policy**) and consideration has been given to criteria set out in the Policy including:

- the extent to which matters impact on the people of Selwyn now and in the future (assessed as **lower** degree of impact);
- the extent to which individuals, organisations, businesses, groups, communities, and sectors within the community are particularly affected by, or are interested in, the matter (assessed as **lower** degree of impact);
- the extent to which decisions relate to mana whenua and the impact on mana whenua relationship with land (including tapatapa and development on Māori land),

- water, culture and traditions with ancestral sites, wāhi tapu (and wāhi taoka), valued flora and fauna, and other taoka (assessed as **lower** degree of impact);
- the extent to which the matter is consistent with the Council's community outcomes, existing strategies, and policies (assessed as **lower** degree of impact);
- the impact of the decision on the ability to achieve the objectives set out in the Council's 2024-2034 Long-Term Plan (**LTP**) and Financial Strategy (assessed as **lower** degree of impact); and
- the extent to which a decision, proposal, matter, impacts on climate mitigation and adaptation initiatives (assessed as **lower** degree of impact).

In summary, the proposed delegation will have little effect on levels of service, resourcing or Council's financial position and based on the above, the overall significance of the issue and decision that is the subject of this report is considered to be of **low significance**.

Sections 76 to 81 of the LGA (which apply to all local authority decisions) apply to the decision to delegate powers. As noted above, the proposed delegation has been assessed as having low significance and accordingly, the Council does not propose to formally consult the public on this decision.

### 3. HISTORY/BACKGROUND

Under the Bylaws, Approval is required for a number of matters including:

- water take from a Water Race;
- diversion of water from a Water Race;
- new or altered Connection to the Water Supply System;
- activation of an existing but unused Connection to the Water Supply System;
- change to the:
  - type of supply;
  - the use or terms and conditions of supply;
  - location of the Point of Supply;
  - level of service of water supply,from the Water Supply System;
- additional Point of Supply or supply of water from the Water Supply System;
- temporary water supply from the Water Supply System (including fire hydrants) for an event or a particular purpose;
- connections to the Council's Wastewater System;
- granting of a Trade Waste Consent;
- waiver of requirement to obtain Trade Waste Consent;
- entry into an agreement in place of a Trade Waste Consent;
- type of Trade Waste meter;
- discharge of Tankered Waste; and
- connection, alteration, modification or Discharge of water to, interference with or obstruction of, any part of the Public Stormwater and Drainage System.

Practically and for efficiency it is necessary for the Council to delegate the power to give such Approvals to the Council's Chief Executive Officer. The Chief Executive Officer can in turn, sub-delegate to another Council officer.



The Council's power to make such delegations (at its discretion) comes from the Local Government Act 2002 (**LGA**), which contains a general delegation power allowing the delegation of most powers, duties, or responsibilities (which can be withdrawn at any time). All functions, powers and responsibilities are delegable, except for specific exceptions set out in clause 32(1) of Schedule 7 of the LGA which include the power to:

- make a rate;
- make a bylaw;
- borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- adopt a long-term plan, annual plan or annual report;
- appoint a chief executive;
- adopt policies required to be adopted and consulted on in association with the long-term plan or developed for the purpose of the local government statement; or
- adopt a remuneration and employment policy.

#### **4. PROPOSAL**

That the Council delegate the power to

- give Approvals; and
- impose any condition or proviso in respect of any such Approval,

(**Delegated Powers**) to the Council's Chief Executive Officer, who may delegate the Delegated Powers (in whole or in part) to any other Council officer, or Council officers, for the purposes of administering the Bylaws.

#### **5. OPTIONS**

There are two options for consideration:

- Option 1 - That the Council delegate the Delegated Powers to the Council's Chief Executive Officer, who may delegate the Delegated Powers (in whole or in part) to any other Council officer, or Council officers, for the purposes of administering the Bylaws.
- Option 2 – That the Council does not delegate the Delegated Powers.

Staff recommend Option 1.

#### **6. VIEWS OF THOSE AFFECTED / CONSULTATION**

##### **Views of those affected**

No implications have been identified in relation to the purpose and recommendations of this report.

##### **Consultation**

No specific consultation has been conducted in relation to the purpose and recommendations of this report.

### **Māori implications**

It is not thought that the purpose, and recommendation of this report has any specific implications for Māori at this time.

### **Climate Change considerations**

It is not thought that the purpose and recommendations of this report have any specific climate change considerations.

## **7. FUNDING IMPLICATIONS**

There are not believed to be any funding implications from the recommendations of this report.



Chrissie Reid

**DEVELOPMENT ENGINEERING MANAGER**



Murray England

**HEAD OF ASSET MANAGEMENT**

### ***Endorsed For Agenda***



Tim Mason

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND PROPERTY**

## REPORT

**TO:** Chief Executive Officer

**FOR:** Council Meeting – 11 December 2024

**FROM:** Ben Baird – Strategy Team Leader

**DATE:** 3 December 2024

**SUBJECT: COUNCIL SUBMISSION PROCESS ON THE PRINCIPLES OF THE TREATY OF WAITANGI BILL**

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## RECOMMENDATION

*‘That the Council:*

- a. *Receives this Report;*
- b. *Delegates to the following selected members \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to approve the staff written submission on behalf of Council.’*

### 1. PURPOSE

The purpose of this report is to seek delegation from Council to selected members to approve a staff written submission in response to the Principles of the Treaty of Waitangi Bill.

### 2. SIGNIFICANCE ASSESSMENT / COMPLIANCE STATEMENT

The report and decision that is the subject of this report has been assessed against the Significance and Engagement Policy. The degree of significance attached to this is considered low, as the Council is submitting on a government bill.

### 3. HISTORY/BACKGROUND

The Justice Select Committee has called for public submissions on the Principles of the Treaty of Waitangi Bill. The purpose of the bill is to set out the principles of the Treaty of Waitangi in legislation, and require, where relevant, those principles to be used when interpreting legislation.

The following is an extract from the parliament website. *Parliament first introduced the concept of the Treaty principles in legislation in the Treaty of Waitangi Act 1975, but did not define them. The Treaty principles help reconcile differences between the te reo Māori and English texts and give effect to the spirit and intent of the Treaty when applied to contemporary issues.*

*They apply to Government policy and operational decisions and are used to interpret legislation, and by the Waitangi Tribunal to review proposed Crown action or inaction, policies, and legislation.*

Te Tiriti o Waitangi was signed in 1840 between Rangatira Māori and representatives of the British Crown. It is a foundational document of this nation, establishing a partnership that was intended to ensure Māori rights, their protection, and participation in governance. History shows that the subsequent colonisation of Aotearoa New Zealand did not live up to these goals, however changes over the last 50 years have sought to highlight and implement the obligations and interactions to which both parties agreed.

Local government has a critical role to play in upholding Te Tiriti o Waitangi, fostering collaboration with mana whenua partners and seeking equitable outcomes for Māori. Selwyn District Council is a territorial authority created under Crown legislation that recognises the tino rangatiratanga of Ngāi Tahu within its takiwā. SDC has a Relationship Agreement with Te Taumutu Rūnanga.

Selwyn District Council has developed a Bicultural Strategy, Te Rautaki Tikaka Rua, that expresses our commitment to strengthening its engagement and relationship with mana whenua and Māori and fulfilling its obligations under Te Tiriti o Waitangi. The strategy provides a pathway to equip Council, its staff and ultimately the communities it serves. The whakatakaka or mission of the strategy will see Council as: a respected, responsive and trusted Treaty partner; a leader in bicultural competence and confidence; leading the way in bicultural practice; and be the exemplar for its communities in valuing, respecting and embracing a vibrant bicultural identity.

Te Rautaki Tikaka Rua expresses the journey of Selwyn District Council to build a strong foundation of cultural confidence and competence for a bicultural, treaty-based future and this does not align with the proposed bill's objective.

A Council submission will be drafted taking into account the views of our partner's submissions, including Ngāi Tahu and Te Taumutu Rūnanga submissions.

#### **4. PROPOSAL**

That the Council receives and delegates to selected members to approve a staff written submission.

#### **5. OPTIONS**

The Council has three options:

**Option 1 (Recommended)** – receive and delegate to selected members to approve a staff written submission.

**Option 2** – do not delegate to selected members and seek that all councillors draft and approve the submission via email.

**Option 3** – Council does not make a submission

## **6. VIEWS OF THOSE AFFECTED / CONSULTATION**

### **(a) Views of those affected**

Feedback on a draft submission will be circulated to appropriate Council staff and councillors to be incorporated in the final submission.

### **(b) Consultation**

No external consultation was undertaken in preparing this submission, though the consultation is open to the public.

### **(c) Māori and Treaty Implications**

No liaison with Rūnanga was undertaken in preparing this submission.

### **(d) Climate Change considerations**

As this report is a procedural matter, the decisions and matters of this report are assessed to have low climate change implications.

## **7. FUNDING IMPLICATIONS**

There are no direct funding implications.

## **8. LEGAL CONSIDERATIONS**

There are no direct legal implications.



Ben Baird  
**STRATEGY TEAM LEADER**

**Endorsed For Agenda**



Tim Harris  
**EXECUTIVE DIRECTOR STRATEGY AND ENGAGEMENT**

## REPORT

**TO:** Chief Executive

**FOR:** Council Meeting – 11 December 2024

**FROM:** Jo Golden, Water Services Asset Manager  
Murray England, Head of Asset Management

**DATE:** 2 December 2024

**SUBJECT:** **Waiaora One Water Strategy Waikirikiri Selwyn 2024-2074  
Endorsement**

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## RECOMMENDATIONS

*‘That the Council:*

- a) endorses the Waiaora One Water Strategy 2024 – 2074 for Waikirikiri Selwyn, superseding the 2009 5Waters Strategy; and*
- b) authorises the Mayor to sign the Waiaora One Water Strategy 2024 – 2074 on behalf of Selwyn District Council.*

### 1. PURPOSE

The purpose of this report is to provide Council with the final draft Waiaora One Water Strategy 2024-2074 for Waikirikiri Selwyn for endorsement, providing for the co-designed document to be signed by Selwyn District Council and Te Taumutu Rūnanga, as a collective vision and roadmap for managing and valuing wai within Waikirikiri Selwyn.

### 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The level of significance of a decision will determine the process used by the decision maker considering Council's commitment to constructive community engagement. Accordingly, the issue and decision that is the subject of this report has been assessed against the Council's Significance and Engagement Policy (**Policy**) and consideration has been given to criteria set out in the Policy including:

- the extent to which matters impact on the people of Selwyn now and in the future (assessed as **lower** degree of impact);
- the extent to which individuals, organisations, businesses, groups, communities, and sectors within the community are particularly affected by, or are interested in, the matter (assessed as **lower** degree of impact);
- the extent to which decisions relate to mana whenua and the impact on mana whenua relationship with land (including tapatapa and development on Māori land), water, culture and traditions with ancestral sites, wāhi tapu (and wāhi taoka), valued flora and fauna, and other taoka (assessed as **higher** degree of impact);

- the extent to which the matter is consistent with the Council's community outcomes, existing strategies, and policies (assessed as **lower** degree of impact);
- the impact of the decision on the ability to achieve the objectives set out in the Council's 2024-2034 Long-Term Plan (**LTP**) and Financial Strategy (assessed as **lower** degree of impact); and
- the extent to which a decision, proposal, matter, impacts on climate mitigation and adaption initiatives (assessed as **lower** degree of impact).

Further, while the infrastructure subject to the Waiora One Water Strategy is identified as strategic assets under the Policy, the Strategy does not make any commitment to changes to the management or ownership of these assets. In summary, the overall significance of the decision to endorse the Waiora One Water Strategy is considered be of **low significance**.

However, noting that actions arising out of a revised water strategy could have implications that are of high significance, at the 23 March 2022 Council meeting, it was agreed:

- (a) That the Council commence the review of the 2009 5 Waters Strategy.
- (b) That the review be a co-design process with mana whenua.
- (c) That Council acknowledges the importance of setting the strategic direction for water management within the Selwyn District, providing its community with a voice, regardless of the Water Reform outcome.

An advisory group was established to oversee the development of the Waiora One Water Strategy, with three representatives from each of Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga, and Selwyn District Council. The Mayor Sam Broughton and Councillors Sophie McInnes and Nicole Reid represented Council on this advisory group.

Accordingly:

- significant consultation and collaboration with key stakeholders has already occurred in connection with the development of the Waiora One Water Strategy;
- the implementation of actions identified or guided by the Waiora One Water Strategy have been budgeted within the Long Term Plan 2024-2034; and
- proposed actions arising under the Waiora One Water Strategy will be further addressed through future LTPs, District Plan Reviews and strategy development subject to engagement processes including consultation in accordance with the Policy and relevant legislation.

Further, sections 76 to 81 of the Local Government Act 2002 (which apply to all local authority decisions) apply to the decision to endorse the Waiora One Water Strategy. As noted above, the proposed endorsement has been assessed as having low significance and accordingly, the Council does not propose to formally consult the public on this decision.

### 3. HISTORY/BACKGROUND

#### Co-designed Partnership

Prior to the 23 March 2022 Council meeting, the initial establishment was guided by the preparation of Background Report, which provided an initial review of the current 5 Waters Strategy, established the current context, and made a number of recommendations, including the development of an integrated 'One Water' Strategy. Through the joint development, the Strategy has become the Waiora One Water Strategy, reflecting the collective desire for the wellbeing of our water and its future sustainable management. The word Waiora translates as 'healthy water' and the term 'One Water' reflects the holistic 'no boundaries' nature of the water cycle; a growing and deeper recognition from the community of cultural values.

Following the 23 March 2022 Council meeting, an advisory group was established to oversee the development of the Waiora One Water Strategy, with three representatives from each of Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga, and Selwyn District Council. The Mayor Sam Broughton and Councillors Sophie McInnes and Nicole Reid represented Council on this advisory group.

The Advisory Group has been supported by a working party of Murray England, Hugh Blake-Manson and Katherine Hill of Waugh Infrastructure Management Ltd and Mahaanui Kurataiao advisor Nicola Rykers.

The co-designed development of the Waiora One Water Strategy commenced with a field trip for members of the Advisory Group from Castle Hill/Kura Tāwhiti to Te Waihora, looking at the management of water within the District Ki Uta Ki Tai (Mountains to the Sea).



Regular wānaka (workshops) were held for the Advisory Group to discuss development and guide work undertaken by the working party. Each partner undertook respective engagements with their own organisation/rūnaka and key stakeholders.

It is noted that use of the Waiora One Water Strategy will be supported by, but not replace, mana whenua positions on water as expressed through key documents



including Te Whakatau Kaupapa: Ngāi Tahu Resource Management Strategy, Mahaanui Kurataiao Iwi Management Plan and Te Taumutu Rūnanga Natural Resources Plan 2003.

### **Strategy Outlook**

The Waiora One Water Strategy expresses a collective desire that, irrespective of the future management structures for water, rūnaka and the Council have an agreed strategic framework and roadmap for those involved in water management to upholding the mana and mauri of all water. The Waiora One Water Strategy takes an intergenerational, 50-year outlook, with more detailed focus on tangible short- and medium-term actions, while setting out a 50 year guiding vision illustrative of needs which would be supported by future opportunities.

While management of water services may change over time, this strategy is intended to span changes in infrastructure management, with an ever-present recognition of 'One Water'. This One Water approach recognises the water cycle and the interconnected nature of all water, the relationship between water and the wider environment (land, biodiversity and people), takes a whole of environment view to explore relationships within and between catchments and acknowledges the hierarchy and principles Te Mana o Te Wai.

### **Strategic Framework**

Through the Waiora One Water Strategy, rūnaka and the Council have an agreed strategic framework and roadmap for those involved in water management to upholding the mana and mauri of all water. It establishes a shared vision for water, sets guiding principles and goals, identifies objectives for identifying appropriate use and management of water. The goals of the Waiora One Water Strategy align with Waikirikiri Ki Tua Future Selwyn outcomes and directions and helps to inform the development of the Area Plans and non-spatial action plans.

An Implementation Plan has been developed with the working party that is a compilation of actions which will contribute to Waikirikiri Selwyn on its journey to fulfil the vision and objectives of the Waiora One Water Strategy. The Implementation Plan is set around the three-year review cycles of Council's LTP and Asset Management Plans, taking a 50 year view. Setting the Waiora One Water Strategy priorities in line with the LTP cycle ensures that projects and infrastructure requirements coincide with Council's major funding rounds, enabling this strategy to be delivered in a real, purposeful and programmed manner.

The Waiora One Water Strategy will be enacted through the delivery of actions by Council, ngā rūnaka and other agencies. Implementation will require integrated planning across land, water and infrastructure. The Waiora One Water Strategy will inform and guide future budgets and programmes through the Asset Management Plans, Infrastructure Strategies, LTPs and guide future reviews of the District Plan, spatial planning and Engineering Code of Practice. For example, the Area Plan work will be supported by the Waiora One Water Strategy in regard to the protection of waters within Waikirikiri Selwyn, especially through managing land development impacts on water.

The delivery of physical infrastructure and supporting programmes will be dependent on availability of sufficient funding, through the Council's capital expenditure budget,

or where eligible, from other Government or third-party funding sources and through operations and maintenance.

### **Monitoring and Review**

Regular monitoring is necessary to evaluate the success of the Waiora One Water Strategy projects and programmes. The implementation of actions and progress towards the vision, objectives, policies and implementation plan will be monitored through joint monitoring at an annual or as agreed frequency.

The Waiora One Water Strategy will next be reviewed in 2027, and then at least once every six years from that time i.e. in 2033 or where Council and mana whenua consider major changes are needed. Ideally, these reviews would align with every second LTP review process. This will ensure that the strategy remains aligned with national and regional policy, and allows Council to monitor the effectiveness of the projects delivered through the strategy against its strategic outcomes.

## **4. OPTION ANALYSIS**

The practical options for the Council are as follows:

### **Option 1: Endorse the draft Waiora One Water Strategy (recommended option)**

Council endorsement of the draft Waiora One Water Strategy will give effect to the co-designed development of the Strategy as a statement of the shared strategic intentions of Te Taumutu Rūnanga, Te Ngāi Tūāhuriri Rūnanga and Council for the appropriate use and management of water over the next 50 years. Moreover, this option is consistent with the Council's decision of 23 March 2022:

- (a) That the Council commence the review of the 2009 5 Waters Strategy.
- (b) That the review be a co-design process with mana whenua.
- (c) That Council acknowledges the importance of setting the strategic direction for water management within the Selwyn District, providing its community with a voice, regardless of the Water Reform outcome.

### **Option 2: Decline to endorse the draft Waiora One Water Strategy**

If the Council declines to endorse the draft Waiora One Water Strategy, continued development would require reviewing work progressed by the Advisory Group over the last two years. This option seems unsatisfactory considering it would be inconsistent with the Council's decision of 23 March 2022 (described above) and the good faith progress of the co-design partnership over the last two years. Water reforms have been on the government's legislative agenda for several years and accordingly, it is necessary for the Council to continue building on and where possible, ensuring that the local voice of Council and key stakeholders are represented (as provided for in the Waiora One Water Strategy) in relation to the strategic direction of water management in the Selwyn District

### **Staff recommend option 1**

Staff recommend that Council endorse the draft Waiora One Water Strategy as this is a joint statement of strategic intent which has been developed in the good faith of partnership with rūnaka, on which Council had representation of the Mayor and

Councillors Sophie McInnes and Nicole Reid. If the Council proceeds with this option, the Mayor and the Chair of Te Taumutu Rūnanga will then be asked to sign on behalf of their respective organisation/rūnaka.

## 5. VIEWS OF THOSE AFFECTED / CONSULTATION

Each partner to the co-design of the Waiora One Water Strategy have undertaken respective engagements with their own organisation/rūnaka and key stakeholders.

While public consultation has not been undertaken as part of the development of the Waiora One Water Strategy, any implementation actions will be subject to consultation through the development of future LTPs, District Plan Reviews and strategy development in accordance with the Policy and relevant legislation.

### (a) Māori and Treaty implications

Mana whenua are partners with Council in the co-designed development of the Waiora One Water Strategy through the Advisory Group and input into the working party by Mahaanui Kurataiao.

### (b) Climate Change considerations

The potential effects of climate change on water were actively considered in the development of this Waiora One Water Strategy.

## 6. FUNDING IMPLICATIONS

There are no funding implications as a result of this report. The Waiora One Water Strategy will inform future projects and budgets within Council's strategic planning cycle of future Annual Plans and LTPs.

It is noted that Council have included budget within the Long Term Plan 2024-2034 guiding by the development of the Waiora One Water Strategy that will continue to be refined in future plans.



Jo Golden  
**WATER SERVICES ASSET MANAGER**



Murray England  
**HEAD OF ASSET MANAGEMENT**

### ***Endorsed For Agenda***



Tim Mason  
**EXECUTIVE DIRECTOR INFRASTRUCTURE AND PROPERTY**



# **WAIORA** **ONE WATER STRATEGY**

**WAIKIRIKIRI SELWYN | 2024 - 2074**



**Te Taumutu  
Rūnanga**

# MIHI

*Te wai tuku kiri, te wai tipua, te wai oraka*  
*The skin caressing waters, the water of ancient times, the living waters*

In Waikirikiri Selwyn we know that lasting long term outcomes for our environment and communities are the result of trust, partnership, intergenerational thinking and consideration. This Waiaora One Water Strategy is the result of those values and action. It has been jointly contributed to by Te Taumutu Rūnanga, Te Ngāi Tūāhuriri Rūnanga and Selwyn District Council representatives as we look to the next 50 years and beyond.

We acknowledge the work of our ancestors who have carried the traditions and importance of water we still hold dear today, as well as the efforts of the working party which has representation from Selwyn District Council and Te Taumutu Rūnanga.

This strategy will come to life through the delivery of actions and its embedding into our day-to-day business at the Council, on the marae, and through all the ways we work together in between.

We look forward to the outcomes this strategy envisages, the improvement in environmental outcomes, and the opportunities for families and businesses to buy into this strategy and contribute at a local level.

We also envisage this being the first of many ways continued partnership between mana whenua and Selwyn District Council will add to the richness of outcomes for our environment and communities in other areas of joint interest, from co-design through to delivery and monitoring.

Mā te tokomaha, ka ora ai te wai, te taiao, te takata.

By the work of many will the health of the water be restored, the environment flourish and the people thrive.

Waiaora One Water is the name of this strategy. The name reflects the collective desire for the wellbeing of our water and its future sustainable management. The word Waiaora translates as 'healthy water'.

Waiaora One Water Strategy, kia toitū te wai, kia wai ora, ki te ao tūroa, ki te ao mārama, ensuring sustainable and healthy water for our future.

As recognition of mana whenua and kaitiakitaka, we have been guided by Ngāi Te Ruahikihiki on the use of the 'k' often referred to as the Kāi Tahu or Ngāi Tahu dialect.

The writers of this document use the 'k' which you will see throughout the document. Please note, all proper nouns or direct quotes are kept in their original dialect. So, at times, you may see a mixture of 'ng' and 'k'. A glossary of commonly used terms can be found at the end of this document.

Selwyn District Council

Te Taumutu Rūnanga

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# ONE WATER STRATEGY

## Waiora One Water Strategy - Context

We have learnt a lot since the first water strategy. It is time for a new, current and future-focused step change to clearly reflect our social and environmental challenges. The term 'One Water' reflects the holistic 'no boundaries' nature of the water cycle; a growing and deeper recognition from the community of cultural values.

The Waiora One Water Strategy expresses a collective desire that, rūnaka and the Council have an agreed strategic framework and roadmap for those involved in water management to upholding the mana and mauri of all water, (irrespective of the future management structures for water).

The Waiora One Water Strategy forms part of the Council's wider strategic direction for Waikirikiri Selwyn. It aligns with other plans and strategic documents including the District Plan and Selwyn District strategies. The Waiora One Water Strategy will direct planning, development and

investment across Council. Its implementation will require integrated planning across land, water and infrastructure. The Waikirikiri Ki Uta Future Selwyn will be supported by the Waiora One Water Strategy in regard to the protection of waters within Waikirikiri Selwyn and land development impacts on water.

The Waiora One Water Strategy and Implementation Plan actions will be implemented through Council planning processes. Use of the strategy will be supported by, but not replace, mana whenua positions on water as expressed through key documents including Te Whakatau Kaupapa: Ngāi Tahu Resource Management Strategy, Mahaanui Kurataiao Iwi Management Plan and Te Taumutu Rūnanga Natural Resources Plan 2003.

Te Waihora Lake Ellesmere

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WAIKIRIKIRI SELWYN | ONE WATER STRATEGY

## Vision

*Hei whakamana kā wai tūpuna,  
Hei whakahaumanu kā wai oraka,  
Hei whakamauru kā wai kōreke,  
Mō te hāpori whānui, mō kā uri*

*Upholding the mana of our ancestral waters,  
Restoring the mauri of our life giving waters,  
Enhancing the performance of our water infrastructure,  
For our community, for our descendants.*

## Guiding Principles

The mana and mauri of all water is upheld in all decisions.

We work collaboratively within our Treaty partnership recognising the duties of Council and the expectations and priorities of mana whenua.

The hierarchy of Te Mana o Te Wai is applied in all decision-making concerning water infrastructure, land use and management of the inter-relationship between land and water.

We commit to continuous knowledge building of the health of water that combines mātauraka Māori and science.

Decisions are made to support long term outcomes and elevate the needs of future generations for abundant and clean water.

We will collaborate with other agencies and secure adequate resourcing and funding to achieve the goals of this strategy.

## Goals

### Waterways

**The health and wellbeing of water is prioritised and all water systems are protected and enhanced**

- 1)** Protect and restore the natural processes of all water and waterways.
- 2)** Protect and enhance Te Waihora Lake Ellesmere and all tributaries by identifying actions that will make a meaningful contribution to improving water quality and restoring the mauri of Te Waihora.
- 3)** Recognise the interconnectedness of all waterbodies including between natural, modified and constructed.
- 5)** Protect and enhance naturalised habitats and biodiversity within water bodies, races and drains.
- 4)** Restrict unnatural mixing of water bodies and their waters.



### People

**Healthy people, whānau and communities are supported by enabling water infrastructure.**

- 1)** Ensure that safe water services maintain public health.
- 2)** Protect and enhance safe access to water for recreation, mahika kai and cultural connection.
- 3)** Connect communities to water and associated biodiversity through enhanced accessibility, water literacy, education and promotion.
- 4)** Enable waters servicing to support community wellbeing, residential development and kāiika nohoaka within environmental limits.
- 5)** Support and promote a commitment to, and innovation in, the efficient use and recycling of water for all water users.



### Land & Infrastructure

**Integrated water and land development ensures that enabling infrastructure is resilient and sustainable.**

- 1)** Develop resilient and sustainable infrastructure solutions which are adaptive to our changing climate.
- 2)** Integrate land use planning and water infrastructure to ensure development protects water and contributes to enhanced water outcomes.
- 3)** Promote demand management, water recycling and nutrient reuse opportunities to support a circular system (environmental, social, cultural, and economic wellbeing).
- 4)** Ensure that water sources and distributions are protected, within available water takes, and ecological and environmental limits.
- 5)** Lead best practice, innovative infrastructure and service delivery to enable resilience, mitigation and adaptation.



# WHAKATAKI INTRODUCTION

## About our Waiaora One Water Strategy

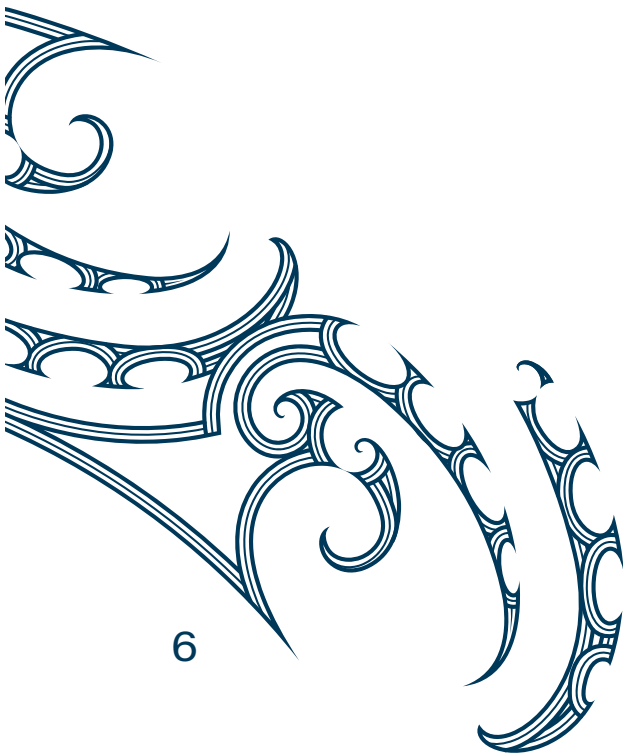
Managing our water into the future requires an integrated approach to managing all waters, across management responsibilities. Our One Water approach recognises the water cycle and the interconnected nature of all water, the relationship between water and our wider environment (land, biodiversity and people), takes a whole of environment view to explore relationships within and between catchments. It also acknowledges Te Mana o Te Wai.

Through co-design between Council, Te Taumutu Rūnanga and initially Te Ngāi Tūāhuriri Rūnanga, we are working with our partner agencies to improve water and biodiversity outcomes, protect water sources for the life-sustaining needs of our

environment and people, minimise the impacts of our infrastructure on water, and uphold the intrinsic value of water.

This Waiaora One Water Strategy outlines our shared vision for water, a framework for identifying appropriate use and management of water, and some of the steps we will be taking to improve water outcomes for our district, its environment, and all people.

The Waiaora One Water Strategy covers the intersection between iwi culture, values and needs and the infrastructure and activities which relate to the water cycle of Waikirikiri Selwyn.



## Who should use this Waiora One Water Strategy

Anyone with an interest in water across Waikikiriri Selwyn District should consider this strategy in the context of their relationship with water.

This Waiora One Water Strategy is intended to guide Council, other water infrastructure providers,

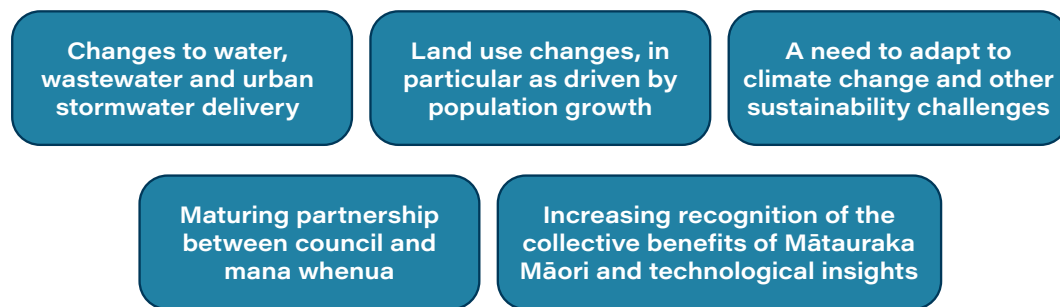
developers and interested community members. It describes the shared strategic intentions of Te Taumutu Rūnanga, Te Ngāi Tūāhuriri Rūnanga and Council for water over the next 50 years.

## A 50-year outlook

This strategy is fundamentally based on ensuring healthy water, healthy people and communities and a resilient environment with appropriate infrastructure now and for future generations.

The Waiora One Water Strategy takes a 50-year view, recognising that sometimes incremental changes happen and that we need to adapt, as shown below:

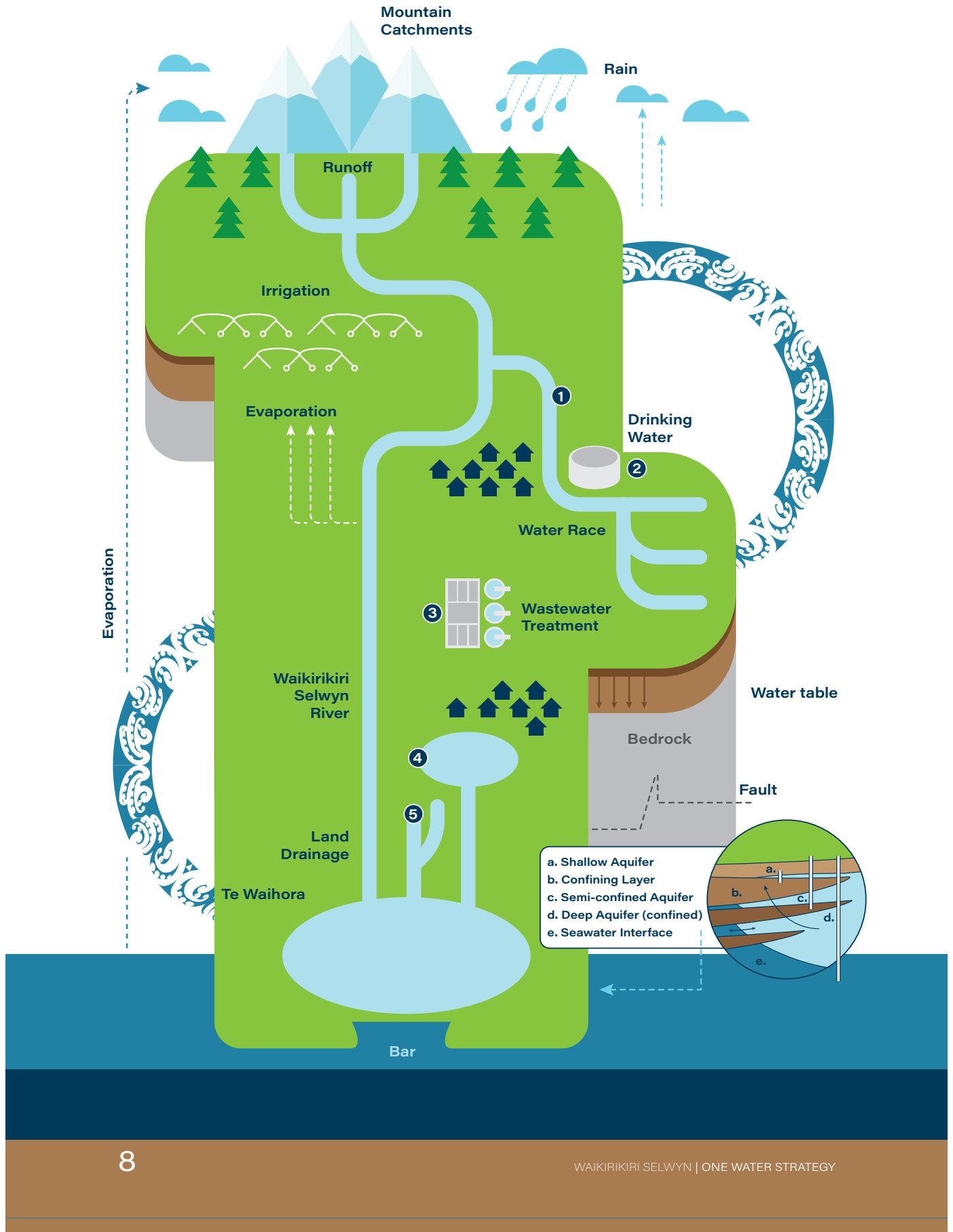
### Changes this strategy aims to support over 50 years



Given the timeframe of this Waiora One Water Strategy, the implementation plan has been developed with more detailed focus on tangible short and medium term actions, while setting out a 50 year guiding vision illustrative of needs which would be supported by future opportunities.

While management of water services may change over time, this strategy is intended to span changes in infrastructure management, with an ever present recognition of 'one water'.

## One Water Cycle



## 5 Waters infrastructure components within the Waiora One Water Strategy







Devil's Punchbowl Waterfall Arthur's Pass

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WAIKIRIKIRI SELWYN | ONE WATER STRATEGY



# KĀ PUTAKA FOUNDATIONS

***Nā Te Pō, ko Te Ao***

***Tana ko Te Ao Mārama, ko Te Ao Tūroa***

***Tana ko Te Kore Te Whiwhia***

***Tana ko Te Kore Te Rawea***

***Tana ko Te Kore Te Tāmaua***

***Tana ko Te Kore Te Matua***

***Tana ko Mākū, ka moe i a Māhoranuiātea***

***Ko Raki, ka moe i a Pokoharuatēpō***

***Ka puta ko Tāwhirimātea, ko Tiu,***

***Ko Aoraki, ko Rakirua, ko Rakiroa, ko Rarakiroa***

***Ko Tūterakiwhanoa uira ki te Mahaanui a Māui***

***Ko Te Ao Takata***

***Tihei mauri ora!!***

## Whakapapa genealogical origins

The Ngāi Tahu creation tradition explains the origins of all things, past and present. It provides the thread between natural world and people. It is sacred and unique to, and orders, the world from Te Pō, the darkness through to the emergence of Mākū, the moisture; the birth of the various atua gods; and eventually Te Ao Takata, the world of people.

Importantly, Mākū, the ancestor of water is one of the earliest elements to emerge. It was Mākū who coupled with Māhoranuiātea, and gave life to Raki who in turn coupled with Pokoharuatēpō to give life to the great winds – Tāwhirimātea, Tiu, Te Pūaitaha and Te Operuaraki. Aoraki and his brothers Rakirua, Rakiroa and Rarakiroa were also born of this union. It was Tūterakiwhanoa, Raki's grandson, who was responsible for shaping the great wreckage of Aoraki's canoe – Te Waka o Aoraki – now known as the Te Waipounamu or the South Island – and making it habitable for people.

**Ko Rākaihautū te takata nāna i tīmata te ahi ki ruka ki tēnei whenua – Rākaihautū was the man who lit the fires of occupation on this island.**

Under the leadership of Rākaihautū, the first people to arrive in Te Waipounamu were Te Kāhui Tipua, Te Kāhui Roko and Te Kāhui Waitaha. They came from Te Patunui-o-Aio in the Pacific landing at Whakatū Nelson, before splitting into two parties, one under the leadership of Rākaihautū who traversed the interior, and the other under the leadership of his son, Te Rākihōua. The second party circumnavigated Te Waipounamu on the waka, Uruao.

The discovery and settlement of Te Waipounamu by Rākaihautū is celebrated and commemorated through the many place names that exist today, including Te Kete Ika a Rākaihautū and Kā Poupou o Te Rākihōua.

## Te Waihora Lake Ellesmere

The origins of Te Waihora Lake Ellesmere are intricately tied to the whakapapa of the iwi. It was Tūterakiwhanoa who caused the indent in the land with his heel as he raked up the wreckage of Te Waka o Aoraki. The indent was eventually to create the base of the lake now known as Te Waihora Lake Ellesmere. Traditions record that generations later, with the arrival of the waka Uruao, Te Rakihouia discovered the coastal lagoon teeming with fish. Staking his claim, the coastline became known as Kā Poupou o Te Rakihouia, the eel weirs of Te Rakihouia. The lake was claimed by his father, Rākaihautū and became known as Te Kete Ika a Rākaihautū, the fish basket of Rākaihautū. The tradition of discovery is recorded in the Rākaihautū narrative.

The name Te Kete Ika a Rākaihautū is the earliest name for Te Waihora Lake Ellesmere and reflects the abundance of resources sustained by the lake and its tributaries. The lake is renowned for its mahika kai, including pātiki flounder, tuna eels, aua yellow-eyed mullet, īnaka whitebait, pīkao sand sedge, harakeke flax and many varieties of waterfowl.

Over time, Te Waihora Lake Ellesmere became an area of concentrated activity and settlement. Early settlements included the pā Waikākahi on the eastern shores of the lake, and Hakitai at Taumutu, along with the settlements of Orariki and Te Pā o Moki. Recorded Māori archaeological sites around Te Waihora Lake Ellesmere include pā sites fortified settlements, kāika undefended settlements, nohoaka campsites, urupā burial grounds, gardens, borrow pits (small quarries) as well as numerous mahika kai sites. Te Waihora Lake Ellesmere was also an important source of sustenance for Māori and Europeans travelling to world wars, with kai being taken and transported to support the campaigns.

There are more than 30 waterways that feed into the lake. These include Waikirikiri Selwyn River, Waiwhio Irwell River, Huritini Halswell River, Ararira LII River, Waitatari Harts Creek,

Waikēkēwai and Kaituna In the past, there was also a significant wetland buffer around Te Waihora Lake Ellesmere. It stretched from the State Highway 1 Bridge at Northwood across to Lincoln, meeting up with the Port Hills near Halswell – most of which has since been drained.

This wetland buffer was a significant source of mahika kai, and helped keep Te Waihora Lake Ellesmere waters healthy. Ngāi Tahu kaumātua recall Te Waihora Lake Ellesmere having clear water with a shingle bottom and extensive beds of large aquatic plants including macrophytes around the lake margins.

The areas covered fluctuated as land use changed. For Ngāi Tahu, the changes have been immense, with Te Waihora Lake Ellesmere going from being a critical source of drinking water, food and cultural resources, to today being classified as super-eutrophic (ie. rich in dissolved plant nutrients such as nitrogen and phosphorus which encourages aquatic plant growth).

Despite its current state, Te Waihora Lake Ellesmere remains significant as a tribal taoka and mahika kai, and is internationally recognised as a significant wetland habitat with associated conservation values. It is protected by a National Water Conservation Order gazetted in 1990. The bed of Te Waihora Lake Ellesmere was vested fee simple in Te Rūnanga o Ngāi Tahu as part of the Ngāi Tahu Settlement with the Crown in 1998 and its management and restoration is subject to a Joint Management Plan and Co-Governance arrangement between Ngāi Tahu and Crown Agencies including Environment Canterbury, Selwyn District Council, Christchurch City Council and Te Papa Atawhai Department of Conservation.

Historically, Te Waihora Lake Ellesmere was part of a continuum of coastal lagoons, estuaries and wetlands extending along the coast to the Rakaia River and further south. Muriwai Coopers Lagoon, and Rakaia River mouth and lagoon are two significant settlements and mahika kai in this chain.

## **Whakatekateka o Waitaha The Plains**

The numerous puna springs, repo wetland, pātītī grasslands and ngahere forests of Kā Pākihi Whakatekateka o Waitaha the Canterbury Plains provided mana whenua with food and fibre resources to sustain their various pā and kāika throughout the district. Many of the creeks and streams on the plains are spring-fed, including the Ararira LII River, Ōhiahia Lee River, Tentburn River, Waiwhio Irwell River and Waikēkēwai, while the Waikirikiri Selwyn River is a mixture of rain-fed (upper catchment) and groundwater-fed (lower catchment).



Aerial view Rakaia River near Rakaia Gorge

ONE WATER STRATEGY | WAIKIRIKIRI SELWYN



## Alpine Lakes

The high-country lakes and alpine areas are valued for their mahika kai, as well as their spiritual values. The high-country lakes including Whakamatau Lake Coleridge, Waikawa Lake Lyndon, Ōpōrea, Moana Rua Lake Pearson and Ōpōreaiti Lake Grassmere were critical food sources and resting areas for those travelling the numerous trails connecting the Ngāi Tahu settlements of the east and west coasts. They provided a source of tuna eels, kea, āruhe fern root, kāuru cabbage tree root and various water birds, as well as valuable plants including taramea wild spaniard which was valued as a perfume, and tikumu mountain daisy, which was used to weave waterproof garments.

Ōpōrea, Moana Rua Lake Pearson and Whakamatau Lake Coleridge are identified in the statutory acknowledgements of the Ngāi Tahu Claims Settlement Act (1998). This recognises the cultural, spiritual, historic and traditional association of Ngāi Tahu with these water bodies.

## Braided Rivers

The three main rivers in the District are the Waimakariri River (northern boundary), Waikirikiri Selwyn River (that feeds into Te Waihora Lake Ellesmere) and the Rakaia River (southern boundary). The rivers are fast flowing in the steep and narrow mountain streams, while the plains are traversed by wide, braided rivers with shingle riverbeds. The Rakaia and Waimakariri Rivers are the largest braided rivers in New Zealand and have been recognised as having “an outstanding natural characteristic in the form of a braided river”. The Rakaia River is subject to the Rakaia Water Conservation Order 1988. Both rivers are also culturally significant to Ngāi Tahu for traditional food gathering. These waterways are associated with ara tawhito or historical trails that were used to traverse the Plains and the Southern Alps. These trails, and the rivers and lakes along them, were particularly important for the trade in pounamu. Pounamu was central to the traditional economy and wellbeing of Ngāi Tahu. Each trail had associated nohoaka or places of shelter and respite as well as urupā, kāika pā and mahika kai.

One such trail encompasses Noti Raureka Browning's Pass, which takes in the Rakaia River and the headwaters of the Waitāwhiri Wilberforce River. The pass is named for Raureka of Ngāti Wairangi. When Ngāi Tahu had arrived and settled on the east coast, Te Tai Poutini West Coast, had already been settled by Ngāti Wairangi. Kā Tiritiri o te Moana the Southern Alps were a major barrier between the east and west. Raureka found a route through the alps and shared that knowledge with Ngāi Tūhaitara. The sharing of this knowledge led to Ngāi Tahu migrating to the West Coast and eventually taking control of the prized pounamu and its trade.

Other routes to the West Coast utilised the upper Waimakariri River.

Hawden River, Arthur's Pass National Park

# WAI PUTAKA SOURCE WATER

## How are we connected to the water?

***Tai timu tai pari***

***Kā wai o Mahaanui ki Kā Poupou a Te Rakihouia***

***Pūpū mai kā hau a Tāwhirimātea***

***I whakapurea te awa huka o te whenua Pākihi Waitaha e***

***Tihei mauri ora!***

*The tides of Mahaanui rise and fall*

*Against the great eel weir of Te Rakihouia*

*The winds of Tāwhirimātea blow forth*

*Cleansing the snow fed rivers and the great plains of Waitaha*

*Behold the life giving forces!*

The Waikirikiri Selwyn District is unique. Water connects us. It is central to our cultural, social, economic and environmental wellbeing.

We are bordered by two significant braided rivers - the Waimakariri and the Rakaia, which flow from pristine alpine lakes and snow-fed valleys of Kā Tiritiri o te Moana the Southern Alps.

We have a network of rivers, streams, wetlands and other waterways leading to Te Waihora Lake Ellesmere - all connecting to the coastline of Te Tai o Mahaanui and Kā Poupou a Te Rakihouia. For mana whenua, water is a taoka of the utmost importance. It plays a central role in the culture, traditions and ongoing identity of people, particularly in relation to the custom of

mahika kai. Water is a source of food, physical sustenance, mana and spiritual sustenance, being intricately linked to, and reflective of, the wellbeing of mana whenua.

The co-design of this strategy is therefore supported by the respective worldviews, connections and experiences of mana whenua and our wider community. As we explore how we are connected to water, we draw together Te Ao Māori and early European views into a contemporary context.

## Mana whenua and Te Ao Māori view

***Koia hoki te haukū, he roimata nō Raki***

***Koia hoki te kōpaka, kā poroporoaki a Papatūānuku***

***Koia te tuturoroa, ko tō Papatūānuku aroha***

***Koia te takapau wharanui***

*It is the dew, the tears of Raki weeping for Papatūānuku*

*The ice as Papatūānuku farewelled Raki*

*And the mist, the love of Papatūānuku*

*This is the birthing place of the generations*

The relationship between mana whenua and water is founded within Ngāi Tahu tribal traditions and a world view that understands waimāori freshwater, Raki Sky father, Papatūānuku Earth mother. The health and wellbeing of water resources, in all forms, is inextricably linked to the health of people. This is reinforced by the words above from Matiaha Tiramorehu, a renowned Ngāi Tahu tohuka and rakatira of the 19th century.

The history of Waikirikiri Selwyn is steeped in the traditions of the people of Ngāi Tahu, Ngāti Māmoe and Waitaha, the original inhabitants of this landscape. Mana whenua identity is firmly bound by whakapapa genealogy to the whenua, the water and the heavens.

**Water is the basis of all life. Creation traditions, historical accounts and associations support this. Science supports this.**

Water has its own mauri and intrinsic value.

It includes awa rivers, roto lakes, hāpua coastal lagoons, repo wetlands, puna springs, groundwater and aquifers.

Waterbodies such as the Waimakariri River, Waikirikiri Selwyn River, Te Waihora Lake Ellesmere, Waitāwhiri Wilberforce River and the Rakaia River are examples of waterways that hold immense cultural significance. They are known wāhi taoka and wāhi tapu places of significance, valued for their ancestral associations, and their natural and cultural values.

Each waterbody has its own mauri. Mauri can be described as life force. It reflects the health, wellbeing and spiritual state of the waterway and is a critical element in the special relationship between Māori and the natural world. Mauri can be understood and sensed through physical qualities like flow and clarity, as well as biodiversity abundance, productive capacity and the ability to enable the use of resources for cultural purposes. The protection and enhancement of mauri is essential to ensure sustainable management of a resource for future generations.





Mahika kai refers to the customary gathering of food and natural materials, and the places where those resources are gathered.

In the 1880s, 1,712 mahika kai sites were recorded in Canterbury and Otago. Those sites sustained multiple pā and a thriving trade economy.

Water was integral to those mahika kai. As noted, the central value of waterways for mana whenua revolves around mahika kai providing habitat for valuable food resources, including fisheries, birds and plants. In particular, native fisheries are significant as a key indicator of waterway health.

Traditions, memories and whakapapa are memorialised in the names of waterways, landmarks and places.

The importance of water for transport is supported by the concentration of archaeological sites and settlements along river and stream corridors and the lakes and lagoons across the district.

The connection to water, for mana whenua, is not something that only sits in tradition. Successive generations have maintained and continued to evolve the relationship with water and te taiao, the natural world. Perhaps one of the biggest challenges facing this generation are the interventions now required to protect the water and te taiao, to facilitate the sustainable health and wellbeing of water and do so that in partnership. It will be a significant journey.



Te Waihora Lake Ellesmere

## Post-European arrival

When European settlers arrived, they observed and recorded a place where water and waterways were readily accessible and vital for trade and sustenance. While water was plentiful in the rivers, the inner Canterbury plains were mostly dry and difficult to inhabit, other than at a subsistence level. The plains had extensive open tussock lands interspersed with groves of shrubby vegetation, wetlands and occasional forest patches which supported kiore polynesian rat and the now extinct koreke native quail and Eastern Bluff weka. The foothills and mountains beyond were extensively covered in native forest, native sub-alpine and alpine vegetation, which was home to kākāpō, kākā, kiwi, kākārīki and kea.

In 1848 the Crown purchased most of the Canterbury region off Ngāi Tahu for £2,000 (fig 3,4), in what became known as the Kemps Purchase. This purchase allowed for the subsequent sale of land to settlers and the establishment of the early run hold farms of Canterbury.

For Ngāi Tahu, the sale placed obligations on the Crown. "Places of residence and ... food gathering places are to be left to us without impediment for our children and for those after us" (Evison 2006, p. 89). Subsequent generations of Ngāi Tahu have fought to hold the Crown to account to honour its obligations.



Fig 1

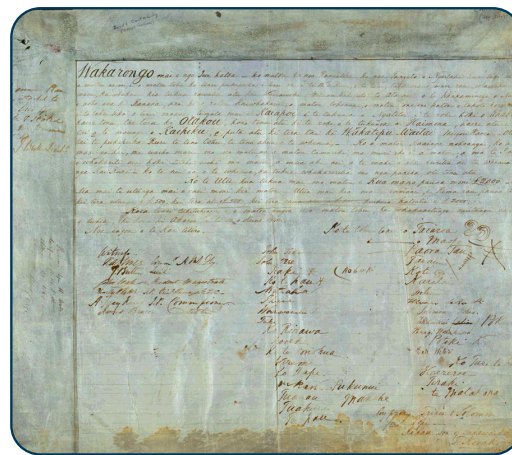


Fig 2

Description	Citation	
Canterbury Deed Plan	Te Rūnanga o Ngāi Tahu Collection, Ngāi Tahu Archives 2014-104	Fig 1
Centerbury Deed	Te Rūnanga o Ngāi Tahu Collection, Ngāi Tahu Archives 2014-104	Fig 2



From the late 1800s, open channels (water races) were constructed to move water from alpine and foothill rivers to the plains using the natural fall of the land. This dramatically increased the scale, extent and productivity of farms. In the lowland areas, the extensive wetlands and swamps surrounding Te Waihora Lake Ellesmere were gradually drained to provide for agricultural production.

From the early 20<sup>th</sup> century, technologies used to access and extract deep groundwater allowed for increasing land use intensification and urban development. This improved the ability to live and have productive livelihoods almost anywhere across the plains. Further change occurred with the completion of the Central Plains Irrigation Scheme from 2014.

Our district also has a diverse network of engineered infrastructure, through drinking water, wastewater, water races, stormwater and land drainage systems developed to support the health and wellbeing of our residents and growing population.

Some drains and water races have become the remaining connections and refuges for important freshwater species, while others need enhancement to continue to meet regional and national standards and provide for our community.

All of these water systems are intricately linked to the quality and quantity of the water cycle, and all the people that visit and live in the district.

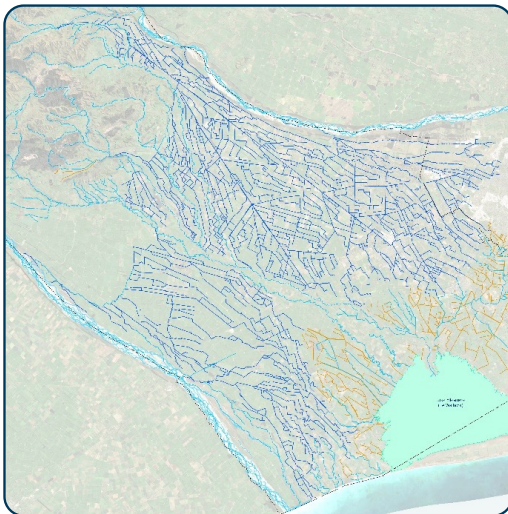


Fig 3: Map of natural and man-made waterways in the Waikirikiriri Selwyn District.

## The shared future of our water

The long history of Waikirikiri Selwyn District, together with the enduring relationships between people and water, and the investment decisions that have been made have created a complex context for future management of water and the wider environment. Understanding the characteristics and challenges provides opportunities and solutions which are unique to this place.

For more than 150 years our land and water resources have been modified to provide for modern lives, sustaining a strong district and regional economy, as well as providing recreational opportunities.

However, this development has come at the cost of significant biodiversity loss, including a major loss of natural streams, rivers and lakes, and the degradation of waterways seen in reduced water quality and quantity.

Ultimately this has affected the ability of mana whenua to provide for cultural practices and wellbeing as well as the whole community's ability to enjoy waterways.

The cohesive, collective and sensitive management of water to protect and restore all waterbodies is a matter of critical importance. Our water, and our environment can no longer be taken for granted.

**Action is required to protect water systems and restore the life-giving nature of water within the district.**

We have strong guiding documents informing the future management of water which complement this strategy. The Mahaanui Iwi Management Plan urges us all to rethink the way water is used, including the kind of land use that water supports and the use of water as a receiving environment.

**"Because of the fundamental importance of water to all life and human activity, Kāi Tahu maintain that the integrity of all waterways must be jealously protected... This does not preclude the responsible use of water, but merely states the parameters which Kāi Tahu believe any such use should remain within. The utilisation of any resource for the benefit of the wider community is encouraged, providing that it is done with the long-term welfare of both the community and the resource in mind."**

This strategy is focused on documenting and setting a framework for this to happen. This is a step change from the 2008 Five Waters Strategy and based on a generational change in understanding and relationships.

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<sup>1</sup> Anake Goodall, 1992, Ko Waitaki te awa, Kā Roimata Nā Aoraki I Riringi, Aoraki Press.

**As water flows Ki Uta Ki Tai - from the mountains to the sea - so too must our approach to its management.**

The Ngāi Tahu Ki Uta Ki Tai philosophy recognises the interconnectedness of all elements within the environment, including the relationship between natural elements and people. This philosophy is fundamental to understanding the natural environment and the considerations and actions that should be applied to its management. This approach has a hierarchical focus on the sustained integrity and functioning of the natural environment and its ability to support the on-going wellbeing of people as part of an inter-connected natural world.



Pines Wastewater Treatment Plant

ONE WATER STRATEGY | WAIKIRIKIRI SELWYN

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# IMPLEMENTING THE ONE WATER STRATEGY

## Prioritising our actions

Implementation of the Waioara One Water Strategy is planned around the three-year review cycles of Council's Long-Term Plan (LTP) and Asset Management Plans, taking a 50 year view.

Setting the Waioara One Water Strategy Implementation in line with the LTP cycle ensures that projects and infrastructure requirements coincide with Council's major funding rounds, enabling this strategy to be delivered in a real, purposeful and programmed manner.

The delivery of physical infrastructure and supporting programmes is dependent on availability of sufficient funding, through the Council's capital expenditure budget, or where eligible, from other Government or third-party funding sources.

The Implementation Plan is a compilation of actions which should be taken to meet this Strategy's vision, objectives and goals. It will require regular review and progress monitoring.

No matter what the future direction set by Government, this strategy is intended to chart and follow a course that will continue to strengthen the relationship between mana whenua, Māori and Council over its 50-year horizon, regardless of the governance structure for water infrastructure.

All decisions relating to water management, or impacting on water, should be guided by the vision, guiding principles and goals of this strategy.

While the goals are not an agreed position of Te Mana o Te Wai, this Waioara One Water Strategy will be complemented by Ngāi Tahu and Papatipu Rūnaka positions on Te Mana o Te Wai.

Actions will be prioritised for consideration in developing Long-Term Plans and annual work programmes. The Implementation Plan sets the priorities and framework for projects to be scoped and planned through the planning processes of the governance authority. Prioritisation allows for assessment of the benefits and relative merits offered by proposed actions, to ensure future funds are spent where they achieve the greatest benefit for water and our communities.







Lake Coleridge view from Peak Hill

ONE WATER STRATEGY | A SINKHOLE STORY



## Implementation plan: timeframes

Priority	Term	Description
<b>Business as Usual (BAU)</b>	<b>Ongoing</b>	BAU actions include activities, plans or policies that are already delivered by Council or our strategic partners, or ongoing actions. Continuing these actions will contribute toward the strategic objectives of the Waiora One Water Strategy.
<b>Short term</b>	<b>Years 1-3 of Council's LTP</b>	Quick win or 'act-now' projects that could be implemented in the next three years, or projects that require planning ahead of implementation of capital works in future periods.
<b>Long term</b>	<b>Years 4-10 of Council's LTP</b>	Projects with a strong contribution to the objectives that could be delivered over the next 10-year period of the LTP. These include complementary actions dependent upon the completion of other activities.
<b>Generational term</b>	<b>Years 11-30</b>	Actions that will contribute to the strategic objectives of the Waiora One Water Strategy but are programmed beyond the current LTP. These have been included to provide a line of sight. The priority of these actions may change in future revisions of the strategy.
<b>Inter-generational term</b>	<b>Out to 50 years</b>	Opportunities that will capitalise on future states, including technological advancements. Where appropriate, these actions may have particular triggers or scenarios under which they would be accelerated, e.g. coastal/sea level changes, or water allocation pressures.

## Waioara One Water Strategy Implementation Plan



### Goal 1. Waterways

The health and wellbeing of water is prioritised and all water systems are protected and enhanced

#### Policy 1.

Protect and restore the natural processes of all water and waterways.

#### Policy 2.

Protect and enhance Te Waihora and all tributaries by identifying actions that will make a meaningful contribution to improving water quality and restoring the mauri of Te Waihora.

#### Policy 3.

Recognise the interconnectedness of all waterbodies including between natural, modified and constructed.

#### Policy 4.

Protect, enhance and naturalise habitats and biodiversity within water bodies, races and drains.

#### Policy 5.

Restrict unnatural mixing of water bodies and their waters.



### Goal 2. People

Healthy people, whānau and communities are supported by enabling water infrastructure

#### Policy 1.

Ensure that safe water services maintain public health.

#### Policy 2.

Protect and enhance safe access to water for recreation, mahika kai and cultural connection.

#### Policy 3.

Connect communities to water and associated biodiversity through enhanced accessibility, water literacy, education and promotion.

#### Policy 4.

Enable waters servicing to support community wellbeing, residential development and kāika nohoaka within environmental limits.

#### Policy 5.

Support and promote a commitment to, and innovation in, the efficient use and recycling of water for all water users.



### Goal 3. Land & Infrastructure

The health and wellbeing of water is prioritised and all water systems are protected and enhanced

#### Policy 1.

Develop resilient and sustainable infrastructure solutions which are adaptive to our changing climate.

#### Policy 2.

Integrate land use planning and water infrastructure to ensure development protects water and contributes to enhanced water outcomes.

#### Policy 3.

Promote demand management, water recycling and nutrient reuse opportunities to support a circular system (environmental, social, cultural, and economic wellbeing).

#### Policy 4.

Ensure that water sources and distribution systems are protected, within the conditions of available water takes, ecological and environmental limits.

#### Policy 5.

Lead best practice, innovative infrastructure and service delivery to enable resilience, mitigation and adaptation.

## Implementation - Overview

## Implementation - Specific Actions and Timeframes

Stormwater policies, bylaws and the Engineering Code of Practice (ECoP) do not reflect some current practices and processes. Amendment to focus on delivering multiple benefits for waterway management e.g. stormwater treatment, embedding Waioira One Water Strategy principles

– 'ki uta ki tai' is appropriate.

*Responds to Goals and Policies: G2 – P1/P5, G3-P1 to P5*

(i) Updates including to: bylaws (metals, runoff)

(ii) Policies

(iii) The ECoP (fish passage, treatment requirements, biodiversity corridors, embodied carbon) for the protection of flora and fauna **Lead: SDC, Timeframe: Short Term - by the end of 2025/26**

Catchment management plans (CMPs) and associated integrated stormwater management plans (ISMP) provided a framework from which progressive and cohesive improvement in lowland areas can be delivered. Mātauraka Māori concepts are not well understood, but are considered to provide strong complementary support to current service delivery approaches.

*Responds to Goals and Policies: G1 - P1/P2/P3/P5*

(i) Complete CMPs and associated stormwater management plans **Lead: SDC, Timeframe: Short Term - by the end of 2026/27**

(ii) Alongside existing monitoring programmes, upskill Council staff and contractors through delivery of mātauraka Māori monitoring practices **Lead: Rūnaka, Timeframe: Short and Long Term 2024/2025 (ongoing)**

(iii) Understand areas and practices impacting on mixing of waters **Lead: Rūnaka, Timeframe: from 2024/25 (ongoing)**

Waterway enhancement is being observed across the network. Protection of water quality is being progressively achieved through practices such as planting, transitioning from exotic to native flora and fauna (where possible), and waterway fencing.

*Responds to Goals and Policies: G1 - P2/P4/P5*

(i) Liaise with ECan to coordinate Council waterway improvement and education programmes in Te Waihora catchment **Lead: ECan, Timeframe: Short and Long Term from 2023/24 (ongoing)**

(ii) Influence for better environmental outcomes

Land drainage cleaning protocols have been developed, though with increased knowledge of waterways biota and techniques, it is timely that these are reviewed e.g. pest and native fish separation, rescue and alternative cleaning methodologies such as returning sediment to adjacent land, and plantings to increase shading for control of macrophyte growth.

*Responds to Goals and Policies: G1-P1/P2/P4 G2-P3/P4*

(i) Update waterways operations plans (protocol for fish recovery, cleaning, flora, fauna and soils preservation practices **Short Term by end of 2024/25**

(ii) Prepare and review adaptive waterways management practices and plans including fish and macrophyte control **Lead: SDC, Timeline: Generational from 2024/25 (ongoing)**

Observed rapid changes in climate, and an expectation that resilience is built into existing and new infrastructure to support the ongoing effort to improve and clarify impacts and priorities (areas of focus) across One Water assets. Potential impacts can arise from coastal erosion, flooding and drought and critical naturalised and manmade infrastructure such as road corridors.

*Responds to Goals and Policies: G2 – P2/P4, G3 – P1/P4/P5*

(i) Utilising existing reviews (cycles, trends), develop an asset level climate adaptation resilience plan for One Water infrastructure including mātauranga Māori practice. **Lead: SDC, Timeline: Short and Long Term from 2024/25 (ongoing).**

Te Waihora Lake Ellesmere near Lakeside Domain

# MONITORING AND REVIEW

## Measuring progress

Regular monitoring is necessary to evaluate the success of the Waiora One Water Strategy projects and programmes. The implementation of actions and progress towards the vision, objectives, policies and implementation plan will be monitored.

Joint monitoring at an annual or as agreed frequency will occur.

We know that some actions will require intergenerational effort. In this context we will look for evidence of tangible progress. The below traffic light system will be used against the implementation program.

### Has the goal been met?

Met	Partially met	Not met
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## Reviews

The Waiora One Water Strategy will next be reviewed in 2027, and then at least once every six years from that time i.e. in 2034 or where Council and mana whenua consider major changes are needed. Ideally, these reviews would align with every second LTP review process. This will ensure that the strategy remains aligned with

national and regional policy, and allows Council to monitor the effectiveness of the projects delivered through the strategy against its strategic outcomes.

The Implementation Plan has a different three-yearly review cadence, to inform the development of LTPs and budget allocations.



# GLOSSARY

To support the clarity of this Waiora One Water Strategy, the following definitions have been provided as common translations/definitions of terms. Many Te Ao Māori concepts are not adequately captured in the brief translations provided, but it is considered reasonable to at least provide some direction and level of clarity for them.

<b>Ahikāroa</b>	Fires of occupation, continuous occupation with traceable lineage to the primary ancestor who first lived on the land
<b>Atua</b>	God, deity
<b>Awa</b>	River, stream, creek
<b>Biodiversity</b>	The variability among living organisms from all sources, including land, marine and freshwater ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems
<b>DIA</b>	Department of Internal Affairs
<b>Five Waters</b>	Council management of community water supplies (drinking water), wastewater, stormwater, water races, and land drainage
<b>Iwi</b>	Extended kinship group, tribe, nation, people, nationality, race - often refers to a large group of people descended from a common ancestor.
<b>Hapū</b>	Sub-tribe, kinship group, consisting of a number of whānau with a shared ancestor, the collective of which form an iwi
<b>Kāika</b>	Home, dwelling, traditional village.
<b>Kaitiaki</b>	Guardians
<b>Kaitiakitaka</b>	Guardianship, protection, a term used for environmental management
<b>Kā Pākihi Whakatekateka o Waitaha</b>	The Canterbury Plains



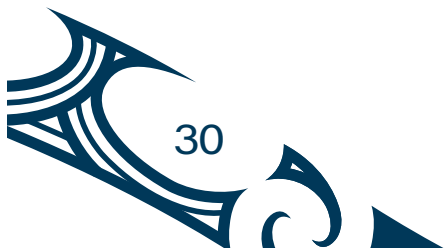


<b>Ki uta ki tai</b>	From the mountains to the sea, integrated management approach
<b>Kaumātua</b>	Elders (plural). Kaumatua, without a macron on the a, is a singular elder.
<b>Mahika kai</b>	The customary gathering of food and natural materials, and the places where those resources are gathered
<b>Manaakitaka</b>	The process of showing respect, generosity, and care for others
<b>Mana Whakahaere</b>	Governance, authority, jurisdiction, management, mandate, power
<b>Mana whenua</b>	Territorial rights, power from the land, authority over land or territory
<b>Mātauraka</b>	Knowledge system, term used interchangeably with education, skill
<b>Mauri</b>	Life principle, life force, vital essence
<b>Moana</b>	Sea ocean, large lake
<b>One Water</b>	Integrated management of water based on the interconnected principles of the water cycle
<b>Pā</b>	Traditional settlements, villages
<b>Papatipu Rūnaka</b>	The collective of tribal councils or rūnaka which represent the rights and interests of their constitute membership. Membership to rūnaka is based upon whakapapa and land rights. Te Rūnanga o Ngāi Tahu is made up of 18 Papatipu Rūnanga.
<b>Papatūānuku</b>	Earth, Earth mother and wife of Raki, from whose union all living things originate
<b>Placemaking</b>	A multi-faceted approach to the planning, design and management of public spaces. Placemaking capitalises on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and wellbeing





<b>Pou</b>	Pole, post, pillar
<b>Rākaihautū</b>	Ancestor of Waitaha, explored and named many of the lakes and waterways in Te Waipounamu
<b>Raki</b>	Atua of the sky and husband of Papatūānuku, from whose union all living things originate. Also known as Rakinui or Ranginui.
<b>Rohe</b>	Boundary, district, region, territory, area, border (of land)
<b>Rūnaka</b>	Tribal council, iwi authority, assembly.
<b>Takiwā</b>	District, area, territory
<b>Takaroa</b>	Atua of the sea and fish and one of the children of Raki and Papatūānuku
<b>Tānemahuta</b>	Atua of the forests and birds and one of the children of Raki and Papatūānuku
<b>Taoka</b>	Treasure including socially or culturally valuable objects, resources, phenomenon, ideas and techniques, an object or natural resource which is highly prized
<b>Tāwhirimātea</b>	Atua of weather and one of the children of Raki and Papatūānuku
<b>Te Ao Māori</b>	The Māori world view which acknowledges the interconnectedness and interrelationship of all living and non-living things
<b>Te Ao Takata</b>	The world of people, signifies the transition from the time of the atua gods to humankind.
<b>Te Kete Ika a Rākaihautū</b>	Traditional name for Te Waihora, meaning the food basket of Rākaihautū – the legendary ancestor who led the first migration into Te Waipounamu
<b>Te Mana o te Wai</b>	Refers to the vital importance of water, a principle used in freshwater management to ensure the health and wellbeing of the water is protected and human health needs are provided for before enabling other uses of water. Also refers to a document of the same name released by Taumata Arowai in 2020



<b>Te Papa Atawhai</b>	The Department of Conservation
<b>Te Waipounamu</b>	The South Island
<b>Tikaka</b>	The customary system of values and practices that have developed over time and are deeply embedded in the social context
<b>Tino rakatirataka</b>	Self-determination, sovereignty, autonomy, self-government, domination, rule, control, power
<b>Tōpuni</b>	A concept within the Ngāi Tahu Settlement Act to confirm and place an 'overlay' of Ngai Tahu values upon a piece of land owned and/or managed by the Crown, while not overriding the powers and obligations of the Crown to manage that land for the purpose for which it is held
<b>Tumu taiao</b>	Mana whenua experts appointed to the Canterbury regional council
<b>Wai</b>	Water
<b>Wai Māori</b>	Freshwater
<b>Wāhi taoka</b>	Areas, places or sites that are significant to Māori
<b>Wāhi tapu</b>	A sacred place.
<b>Water cycle (hurihaka wai)</b>	The cycle of processes by which water circulates between the oceans, atmosphere, and land (surface water and groundwater), involving precipitation as rain and snow, drainage into streams and rivers, and return to the atmosphere by evaporation and transpiration
<b>Whakapapa</b>	Genealogy, a taxonomic framework that links all animate and inanimate, known and unknown phenomena in the terrestrial and spiritual worlds, connects all things
<b>Whānau</b>	Family or kinship



# WAIORA ONE WATER STRATEGY

WAIKIRIKIRI SELWYN | 2024 - 2074



Te Taumutu  
Rūnanga

## REPORT

**TO:** Chief Executive Officer

**FOR:** Council Meeting – 11 December 2024

**FROM:** Steve Gibling - Executive Director People, Culture and Capability  
Julie Hands – Head of Legal and Risk

**DATE:** 2 December 2024

**SUBJECT:** **RISK MANAGEMENT FRAMEWORK UPDATE**

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## RECOMMENDATION

*‘That the Audit and Risk Subcommittee:*

- a) Receive the “Risk Management Framework Update” report*
- b) Adopt the Selwyn District Council Risk Policy*
- c) Adopt the Selwyn District Council Risk Management Framework.’*

### 1. PURPOSE

The purpose of this report is to provide the Council with the updated Risk Policy and Risk Management Framework for adoption, along with an update in relation to the approach to embedding risk management activities at Selwyn District Council.

The Risk Management programme of work is in alignment with Council’s strategic goal to ‘prepare key accountability documents in accordance with good practice that allow for easy input from ratepayers and meet statutory requirements’ and ensure that the Annual Report, Annual Plan and Long-Term Plan meet good practice standards.

### 2. SIGNIFICANCE ASSESSMENT / COMPLIANCE STATEMENT

The decisions and matters of this report are assessed as of low significance, in accordance with the Council’s Significance and Engagement Policy.

### 3. HISTORY / BACKGROUND

A review of Council’s Risk Management Framework, including policy, procedures, monitoring and reporting, was endorsed by ELT and the Audit & Risk Subcommittee in May 2024 and August 2024 meetings.

The updated Risk Policy and Risk Management Framework was presented and subsequently endorsed by the Audit & Risk Subcommittee at the November 2024 meeting.

#### **4. DISCUSSION**

##### **a. RISK MANAGEMENT POLICY**

The Risk Management Policy is now a stand-alone document, that sets out what the Council's over-arching approach to risk management is, outlines the importance of delivering effective risk management processes and allocates key roles and responsibilities.

The document clearly defines:

- i. Council's commitment to effective risk management activities, and
- ii. the roles and responsibilities across the organisation, which is aligned to the Institute of Internal Auditors Three Lines model for managing, overseeing and assessing risk activities.

##### **b. RISK MANAGEMENT FRAMEWORK**

The purpose of the Risk Management Framework is to detail the requirements and processes needed to deliver the commitments contained in the Council's Risk Management Policy. The Framework is the practical realisation of the policy. Specifically, the Framework:

- Describes required risk management activities across the Council (the Risk Management Process)
- Provides guidance on how these activities should be completed
- Sets out Selwyn District Council's approach to risk appetite, to support risk management activities
- Provides the core tools to support the completion of risk management activities.

The reviewed framework includes:

- i. a consistent risk management approach across Council, aligned to ISO 31000:2018 - Risk Management Guidelines
- ii. detailed guidance on how to assess risks using a comprehensive Consequence and Likelihood Tables. These tables have been significantly tailored to better equip Council staff to more accurately quantify risks and remove ambiguity in the assessment of risks.

#### **5. NEXT STEPS**

Following adoption by Council, the implementation of the Risk Management Policy and Framework will include:

- a) Internal communications (e.g. emails and intranet page) to staff about the Policy and Framework, confirming its adoption
- b) Delivery of training workshops with the relevant HoD's and managers to start the risk discussion and identification processes
- c) Delivery of series of workshops with the ELT and Elected Members to identify and then develop

- i. key strategic risks
- ii. top enterprise risks
- iii. risk appetite statements

## **6. VIEWS OF THOSE AFFECTED / CONSULTATION**

### **(a) Views of those affected and Consultation**

There is no requirement to consult on this decision under the Local Government Act.

### **(b) Māori and Treaty implications**

There are no implications or impact related to Iwi / Māori with this report.

### **(c) Climate Change considerations**

The decisions and matters of this report are assessed to have low climate change implications.

## **7. FUNDING IMPLICATIONS**

There are no budget considerations associated with the recommendations of this report.



**Sonja Healy**  
**Risk Manager**

***Endorsed For Agenda***



**Steve Gibling**  
**EXECUTIVE DIRECTOR – PEOPLE, CAPABILITY & CULTURE**



# Risk Management Policy

**Approver**

Council, on the recommendation of the Audit & Risk Sub-Committee

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**Owner**

Director People, Culture and Capability

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**Contact**

Risk Manager

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**Date adopted/last reviewed**

*11 December 2024*

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**Review date**

*December 2026*

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**Tier**

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**This document supports or gives effect to the**

*Risk Management Framework*



## Purpose

The purpose of this Policy is to:

- Describe the principles and core requirements which underpin effective risk management activities at Selwyn District Council
- Define risk management roles and responsibilities across Selwyn District Council
- Support and underpin the operation of Selwyn District Council's Risk Management Framework ("the Framework").

This Policy should be read alongside the Selwyn District Council Risk Management Framework. Together they describe both SDC's commitment to and principles of risk management (this Policy) and how these are reflected in practice (the Framework).

## Organisational Scope

This Policy is applicable to all functions and operations of Selwyn District Council, as well as to all staff, contractors and Elected Members.

## Background

The Chief Executive Officer, Executive Leadership Team members and Elected Members of the Selwyn District Council ("the Council", "SDC") recognise the importance and value of risk management and the ongoing benefits to its community.

Consequently, the Council is committed to a policy of Risk Management to protect its employees, assets, liabilities and its community against potential losses and to minimise uncertainty in achieving its goals and objectives.

Our commitment to risk management is not only about identifying what could go wrong and being prepared should it occur, it is also about identifying and evaluating opportunities that present themselves from time to time. It is an integral part of the continuous improvement process embraced by Council.

## Key Statements / Principles

To deliver on our commitment to risk management, we will:

- a) Ensure risk management is an integral part of all organisational activities and decision-making processes.
- b) Follow a structured and comprehensive approach to risk management to contribute to consistent and comparable results.
- c) Involve our stakeholders in an appropriate and timely manner that enables their knowledge, views and perceptions to be considered. This results in improved awareness and informed risk management.
- d) Anticipate, detect, acknowledge and respond to those significant changes in our operating environment - internally or externally - in an appropriate and timely manner.
- e) Continually improved our risk management practices through learning and experience.



**Definitions**

<b>Term</b>	<b>Definition</b>
Consequence	Potential outcome(s) of the risk event happening.
Control	Measure that modifies the risk e.g. processes or physical constraints that change the likelihood of an event occurring, or impact the consequence(s).
Inherent Risk Rating	Risk rating / level of risk before risk treatment.
Likelihood	Chance or probability that the consequence(s) will be realised if the risk event happens.
Residual Risk Rating	Risk rating / level of risk remaining after risk treatment.
Risk	The effect of uncertainty on objectives (adopted from ISO 31000)
Risk Appetite	The level of risk that the council is willing to accept in pursuit of its strategic objectives.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Management	An enabling function which adds value to the organisation, increasing the probability of success in achieving strategic objectives. Risk management aims to decrease the potential for legal liability and managing uncertainty; creating an organisation wide environment where the unexpected is minimal and, should it occur, the consequences may be managed effectively.
Risk Management Framework	The set of components which provide foundations for designing, implementing, monitoring, reviewing and continually improving risk management within the organisation.
Risk Management Process	The systematic and consistent application of policies, processes and practices of establishing the context, identifying, analysing, evaluating, communicating, treating, monitoring and reviewing risk.
Risk Owner	The position with authority and accountability for managing a specific risk and any associated risk controls.
Risk Register	A documented record of risks identified. This includes a description of risk, controls, risk levels and treatment plans.
Risk Tolerance	A measure of the level of risk an organisation is willing to accept, used as a key criterion when making risk-based decisions.
Risk Treatment	Future focussed actions agreed and implemented to address the level of risk.

## Roles and responsibilities

Selwyn District Council has adopted the IIA's Three Lines model (Figure 1) as illustrated below. Each line has a distinct role in risk management to support effective review and challenge, and informed decision making.

### First Line - Functions that own and manage risk

Team managers, as part of their first line roles, have the responsibility and accountability to manage risks and controls relevant to their team's function and activities. They are also tasked with implementing corrective actions to address any deficiencies in processes and controls.

### Second Line - Functions that oversee and enable good risk management practices

The second line (or risk management function) has the responsibility of establishing and overseeing enterprise risk management activities across SDC. Their role is to provide support to the first line roles and ensure that the first line controls actively identify, assess, and monitor risks in order to achieve Council's risk management objectives. This role:

- Provides complementary expertise, support, monitoring, and challenge related to the management of risk, including:
  - The development, implementation, and continuous improvement of risk management practices (including internal control) at a process, systems, and entity level.
  - The achievement of risk management objectives, such as: compliance with laws, regulations, and acceptable ethical behaviour; internal control; information and technology security; sustainability; and quality assurance.
- Provides analysis and reports on the adequacy and effectiveness of risk management (including internal control).

### Third Line - Functions that provide independent assessment on current practices

The third line operates independently from the business groups and is responsible for conducting impartial reviews, assessments, reporting, and assurance on risk management practices within their respective functions. In the organisational structure of SDC, the internal audit function is outsourced to an independent provider.

## The IIA's Three Lines Model

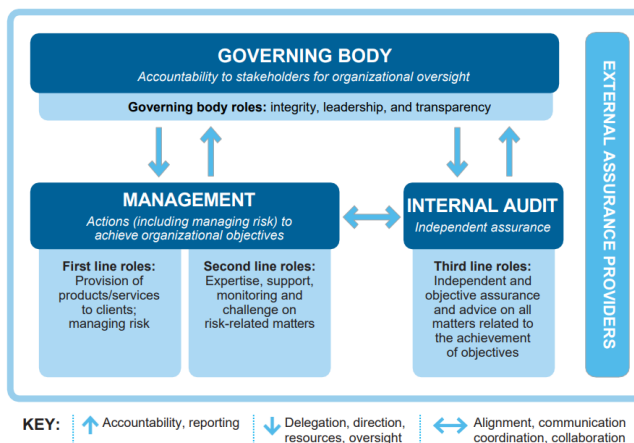


Figure 1 source: *The Institute of Internal Auditors, 2020*

Role / Function	Responsibilities
Council	The Council confirms appropriate risk governance and management frameworks are in place, ensuring risks are appropriately managed, aiding in the achievement of Council's strategic objectives. They are also responsible for nominating members for the Audit and Risk Sub-Committee and receiving and evaluating reports from the Audit and Risk Sub-Committee.
Audit and Risk Sub-Committee	Assists the Council by providing governance and oversight in relation to the integrity and efficacy of Selwyn District Council risk, assurance, and audit frameworks. The Audit and Risk Sub-Committee is responsible for overseeing and monitoring effectiveness of Selwyn District Council's processes and policies for identifying, assessing, and addressing risks. This includes: <ul style="list-style-type: none"> <li>To facilitate resources and guidance in relation to the Risk Management Policy, Framework and associated Procedures;</li> <li>To review and consider any report or recommendations regarding the Risk Management Framework.</li> </ul>
Chief Executive and Executive Leadership Team	Collectively responsible for setting the tone from the top, promoting a culture of proactive risk management, and supporting the implementation of the enterprise risk framework by providing appropriate resources and ensuring compliance with policy requirements across their areas of responsibility.  The CEO is also responsible for ensuring that Council is not exposed to unnecessary or uncontrolled risks and that a suitable risk management process is established, implemented and maintained in accordance with the Risk Management Framework. The CEO will maintain and be responsible for the effective management of all types of risk across Council's operation.
Risk Management function	Responsible for developing, facilitating implementation and continuous improvement of the risk framework across Selwyn District Council. This includes the development of tools, guidelines, training and ongoing support to facilitate effective risk management practices.  The risk management function will act as support to the 'first line' by providing guidance and oversight of risk management practices and compliance.
Heads of Departments	Heads of Departments will ensure that the Council's assets and operations together with public liability risks are adequately protected through appropriate risk management plans and programmes. They will ensure the provision of a safe and healthy work environment and the implementation of prudent work practices.



	<p>H Heads of Departments will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Ensuring that they identify risk for activities or responsibilities within their departments;</li> <li>2. Developing action plans to mitigate and control risk;</li> <li>3. The inclusion of risks to the Council's risk register;</li> <li>4. Identifying and re-evaluating risks annually;</li> <li>5. Applying Council's risk management process to risks associated with any planned new activity or proposal being presented to Council.</li> </ol>
All staff and contractors	<p>Employees and Contractors will perform their duties and functions in a safe manner, adhering to safe work practices and ensuring that they are familiar with the Council's Risk Management Framework. All individuals will play a part in managing risk at Council, including having access to Council's risk management processes and risks from the risk register.</p> <p>Employees and Contractors will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Identifying and reporting risk in their areas of responsibility.</li> <li>2. Assisting to identify ways of controlling those risks (as part of the established risk management process).</li> <li>3. Taking action attributed to them by an action plan.</li> <li>4. Ensuring they remain alert to and report any risks to which the Council is exposed which they might identify while carrying out their normal duties.</li> </ol>

### Related Policies, Procedures and Forms

- *SDC Risk Management Framework*

### Version control table

Version	Action	Approver	Action Date
1.00	<i>Scheduled review, major changes involving changes to delegated authority</i>	<i>Director People, Culture and Capability</i>	<i>October 2024</i>
1.1	<i>Dates of approval updated</i>	<i>Council</i>	<i>December 2024</i>



# Risk Management Framework

**Approver**

Council, on the recommendation of the Audit & Risk Sub-Committee

**Owner**

Director People, Culture and Capability

**Contact**

Risk Manager

**Date adopted**

11 December 2024

**Review date**

November 2026

**Tier****This document supports  
or gives effect to the**

*Risk Management Policy*

## Purpose

The purpose of this Framework is to detail the requirements and processes supporting the Council's Risk Management Policy. Specifically, the Framework:

- Sets out Selwyn District Council's approach to risk appetite, to support risk management activities
- Describes required risk management activities across the Council (the *Risk Management Process*)
- Provides guidance on how these activities should be completed
- Provides the core tools to support the completion of risk management activities.

## Organisational Scope

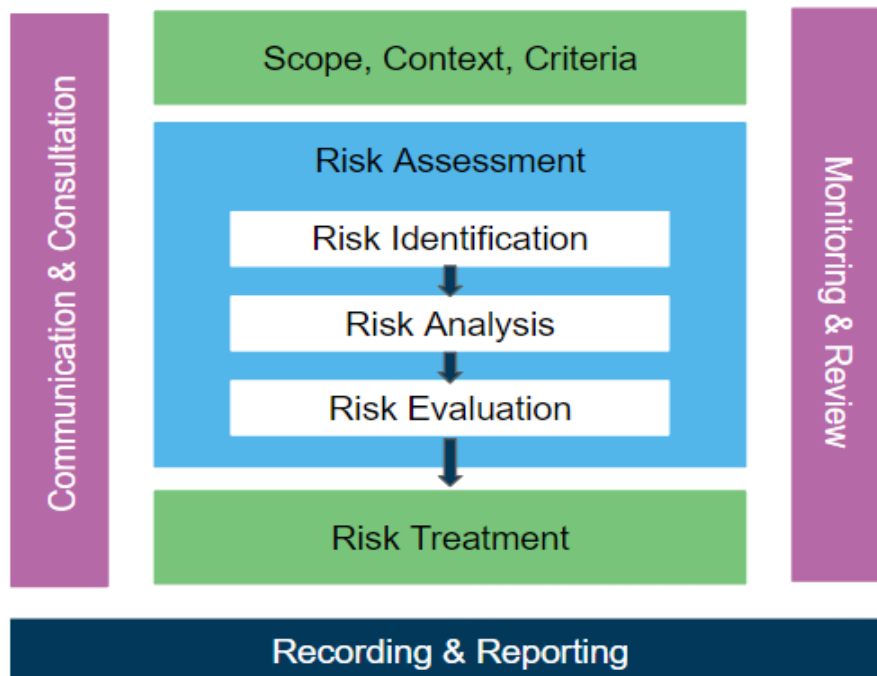
This Framework is applicable to all functions and operations of Selwyn District Council, as well as to all staff, contractors and Elected Members.

## Key Principles

The aim of risk management is to improve both our quality of decision-making and the likelihood that we will achieve our business objectives.

Our risk management process is based on ISO 31000:2018 - Risk Management Guidelines, which has been tailored to the context and requirements of Selwyn District Council. The process comprises five main steps and three on-going activities – all of which are important.

Although the risk management process is often presented as a sequential process, in practice it is an ongoing process that is used at each decision-point, business process step, or whenever a change in business context occurs.





## Risk Appetite

Council acknowledges and accepts that, while undertaking its duties and functions, it will encounter elements of risk that may be potentially either beneficial or detrimental to achieving its objectives. Taking on risk to achieve Council objectives is recognised as necessary, and some of these risks will be significant.

Our Risk Appetite is to be determined by the Elected Members of Council and may be amended from time to time subject to the needs and wishes of Council. It is a dynamic articulation and responsive to changing circumstances

The Elected Members of Council commit to setting risk appetites in a responsible and prudent manner, with a focus on Council's objectives, and their statutory obligations.

Officers will provide Council with advice to inform the setting of the Risk Appetite, including providing them with information in a relevant, full and timely manner, and advising if the nature or relevant particulars of a risk is changing.

Management will utilise the risk appetite statements to create risk assessment criteria definitions, and this will be used in the risk management process.

Note: The Risk Appetite levels below will be used to develop Risk Appetite Statements, as part of the Risk Work Programme being delivered by the Risk Manager.

## Risk appetite levels

- **Minimal:** We accept only a **very low** amount of risk. At this appetite level, priority should be given to ensure all practical measures are in place to prevent these risks from occurring.
- **Cautious:** We accept a **low** amount of risk. At this appetite level, risks should be residual rated at a low rating. When risks exceed a **low** residual rating, they will be out of appetite and all practical measures will be put in place to lower the residual risk.
- **Moderate:** We accept a **medium** amount of risk. At this appetite level, risks should be residual rated at medium or lower ratings. When risks exceed a **medium** residual risk rating, they will be out of appetite and all practical measures will be put in place to lower the residual risk.
- **Receptive:** We accept a **high** amount of risk. At this appetite level, risks should be residual rated at high or medium ratings. When risks exceed a **high** residual risk rating, they will be out of appetite and all practical measures will be put in place to lower the residual risk.





**For all steps below, the Risk Manager will be available to work with Executive Leadership Team members, Heads of Departments, Team Leaders, Managers and staff across the business to support you during this process.**

### **Step 1: Establish the context**

The purpose of this step is to understand and set the scope for the risk discussion including identifying and understanding the possible influences that both the internal and external contexts could have on our ability to achieve objectives.

- Define the scope for the risk discussion (business group, work team, project, stakeholders, etc.).
- Identify and document the specific business/project objectives that we are trying to achieve as part of this project, initiative, activity, or decision?
- Explore and document the external and internal contexts that could impact us as we seek to achieve our business/project objectives.

Note 1: The 'external context' refers to environmental factors such as regulatory, political, technological, financial, cultural, etc. that are generally outside of our control, but which could introduce uncertainty into our plans.

Note 2: The 'internal context' refers to those aspects within Selwyn District Council that could influence our plans, including structure, resources, how information flows occur, culture, etc.

### **Step 2: Risk Identification**

The aim of this step is to develop a comprehensive list of events that could occur – or situations that are present or could arise – and how these could impact (help or hinder) the achievement of our objectives. It's sometimes useful to think of 'risks' as 'material unwanted events'.

To help structure the conversation, first consider likely 'sources of risk / uncertainty', such as people, technology, resources, legislation, etc. Within the health and safety context, sources of risk are often described as 'hazards' (something with the potential to cause harm).

Consider your context, scope, and objectives, and ask:

- What could happen – and where could it lead to in terms of impact on objectives?
- Write a risk description that captures each uncertain event (e.g. Council is unable to obtain Building Certification; borrowing costs rise significantly above expected values; Council fails to comply with legislation and is unable to collect all the rates income required).

Then separately, list the range of credible consequences, and the possible direct causes of the event.



**Example:**

<b>Event / situation Causes</b>		<b>Risk Description</b>		<b>Consequences</b>
Lack of resource (capability/capacity), changing regulations.	<i>Could lead to...</i>	Non-compliance with regulation e.g. Resource Management Act.	<i>Resulting in...</i>	Financial penalties, reputation damage, operational disruption.

Techniques for risk identification include analysis of historical data (e.g. issue logs), structured sessions such as workshops, SWOT, scenario analysis, brainstorming and interviews.

Note 1: 'Risks' are not the same as 'issues' and are also managed differently. A risk is a future event or situation that may or may not arise, and which could have an impact on the achievement of our objectives. An issue is an existing problem or situation that requires resolution. There is no uncertainty attached to the likelihood of occurrence – something has happened, and action needs to be taken.

A risk category is given to each risk to allow for consistent classification of risks across the organisation. These are outlined below:

<b>Risk Category</b>	<b>Description</b>
<b>Asset / Infrastructure</b>	Managing assets – including condition assessment, replacement and planning new assets
<b>Financial</b>	Risks associated with budgetary requirements and allocation, Grants or operational budgets not being met
<b>Data / Information Security</b>	Risks associated with the management of data and information, including related to retention and management of personal data.
<b>Customer relations / service delivery</b>	Meeting the current and changing expectations of customers
<b>Project / Programme</b>	Risks associated with the delivery of significant projects or programmes of work
<b>Environment</b>	The risks arising from the management of the environment when applying Council services and functions
<b>People and Capabilities</b>	Risks associated with recruitment and retention of employees and workforce planning. Includes payroll and HR issues
<b>Compliance / Legal</b>	Compliance with legislative and policy framework
<b>Reputation</b>	Risks associated with the delivery of Local Government legislation and meeting Council's overall strategic goals
<b>Health, Safety &amp; Wellbeing</b>	Risk associated with the health, safety and wellbeing of employees and contractors of Council.

### Step 3: Risk Analysis

The purpose of risk analysis is to understand the effectiveness of the controls currently in place, and then to determine the 'current level of risk'.

Risk Controls:

- A control is any measure that is currently modifying risk.
- Controls often operate as 'barriers' that prevent or modify the likelihood of occurrence of the uncertain event (pre-event controls) - or reduce the scale of the consequences once an event has occurred or a situation has arisen (post-event controls).
- Examples include policies, operating procedures, business rules, physical barriers (fences, machine guards), and other practices or devices (e.g. smoke alarm, emergency response plan).
- Control 'effectiveness' is an important consideration because controls may not always exert the intended or assumed modifying effect. It may be useful to think of control effectiveness as having two components – design and implementation.

Control effectiveness is described here:

Control Effectiveness	Description
Effective	The control is in place, is well designed for the cause / threat and is working as designed / intended.
Mostly effective	The control is in place and generally working as intended, but there is scope for improvement.
Partially effective	The control is not modifying the risk to the extent expected, or of which it is capable.
Not effective	The control has no impact in modifying the risk.

### Level of Risk:

The current level of risk is calculated using the Risk Matrix - the value at the intersection of the consequence axis and the likelihood axis.

- From the range of identified consequences, select the one that equates to a 'credible worst-case scenario'.
- From the likelihood table, determine the value that best describes the likelihood that the above selected consequence will be experienced.
- Use the Risk Matrix to determine the current level of risk.

Note: the Risk Matrix, Consequence and Likelihood tables are provided in the **Core Risk Management Tools** section).



#### **Step 4: Risk Evaluation**

- The purpose of risk evaluation is to assist in deciding which risks can be accepted at their current level, which risks require further treatment to improve the effectiveness of the existing control regime, and the priority for treatment implementation.
- If the level of risk falls within the established risk criteria (or, Risk Appetite Statement) then it is at an 'acceptable / tolerable' level. The only actions required are to continuously monitor aspects such as changes in the external / internal environments, the ongoing validity of assumptions that have been made, changes in control effectiveness, etc.
- Unacceptable / intolerable risks require treatment actions designed to strengthen the current control regime and thereby lower the level of risk.
- Ideally, there will be a set of 'evaluation criteria' – terms of reference against which the significance of a risk is compared – (or perhaps, Risk Appetite Statements) that will guide the accept / treat decision. If not, then use your knowledge of Selwyn District Council values, responsibilities, together with customer expectations and your own judgement in the accept/treat decision.
- Risks that can be 'accepted' at their current level do not require treatment plans (i.e. Step 5 is not necessary).

#### **Step 5: Risk Treatment**

The purpose of risk treatment is to select and implement viable options for addressing unacceptable/intolerable levels of risk and fall within the following strategies:

- Risk acceptance
- Risk transference
- Risk avoidance
- Risk reduction

Once implemented, risk treatment actions will either create a new control, or strengthen an existing control – and the current level of risk should be re-calculated (as per the iterative process above). Treatment actions should indicate WHAT will be done, WHO will do it, and WHEN it will be done by. The level of risk will remain as 'intolerable / unacceptable' until such time as the treatment actions have been fully implemented. Consider whether the agreed Risk Treatment Actions are likely to bring the level of risk within an acceptable level.

#### **Ongoing activity: Monitoring and review**

This is an important ongoing activity because contexts, sources of risk, people, and assumptions are all subject to change. Consider:

- Has anything changed that could influence the previous effectiveness of controls?
- Has the level of risk changed because treatment actions have been implemented?
- Have I incorporated lessons from recent learnings?
- Have I got systems in place to identify changes that are relevant?

The frequency of full risk review will be influenced by several aspects, such as: the level of risk, the business planning cycle, a significant contextual change, a decision by a governance body, etc. The Risk Manager will liaise with Risk Owners to ensure that this activity is being completed.

**Ongoing activity: Recording and reporting**

**Recording** - Ensure records are retained that include:

- how and why certain decisions were made
- the views of stakeholders who were involved in the process
- whether the process has been conducted in a planned and systematic manner.

**Reporting** - aims to:

- communicate risk management activities and impacts
- provide information for decision-making
- facilitate interaction with stakeholders
- help management and steering committees meet accountability and governance responsibilities.

The Risk Manager will liaise with Risk Owners to maintain a central risk register to record and report on Selwyn District Council risks. Risk information recorded in the risk register will need to adequately document the causes, consequences, controls, analysis, treatments, and action plan progress against the proposed treatments.

A discussion on the enterprise top risks should be included in ELT meetings on a monthly and/or quarterly basis. However, each business unit should regularly review the risks 'owned' by the unit and update their risk register as required (i.e. to reflect the external and internal context changes) or each quarter.

## Core Risk Management Tools

The Risk Manager will maintain and update the core risk management tools listed below to enable consistent processes across the Council.

### a. Risk Register template

To support the assessment of risks, a SDC risk register template has been created to enable consistent application of the risk management process outlined above.

### b. Consequence Table

To support Risk Analysis, select the consequence level on the attached table, that equates to a 'credible worst-case scenario'. Where there are multiple potential consequences, select the largest / highest. See Appendix A.

### c. Likelihood Table

To support Risk Analysis, select the likelihood level below. Consider the likelihood of the *consequence* being realised e.g. if the risk event occurred, how likely is it that the consequence(s) identified above would be realised?

Rating descriptor	Rating	Description	Probability
<b>Almost certain</b>	<b>5</b>	Consequence expected to be realised based on previous incidents or current control environment.  Expected to occur more than once in the next year. Likely to occur multiple times during a project.	95%
<b>Likely</b>	<b>4</b>	Consequence likely to be realised, based on previous incidents or current control environment.  Expected to occur once in the next year.  Has occurred in similar projects.	75-90%
<b>Possible</b>	<b>3</b>	Consequence not expected to be realised but could under specific circumstance.  Could occur at least once in the next two years.  Has occurred in a small number of similar projects.	25-75%
<b>Unlikely</b>	<b>2</b>	Consequence conceivable but not likely to occur given current operations and controls.  Could occur at least once in the next three to five years.  Could occur but has not in similar projects.	5-25%
<b>Rare</b>	<b>1</b>	Consequence only expected to be realised in exceptional circumstances.  Unlikely to occur in the next five years or during the project.	<5%

#### d. Risk Matrix

To support Risk Analysis, determine the current level of risk as the intersect between consequence and likelihood level.

			Consequence				
			Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
Likelihood	5	Almost Certain	5	10	15	20	25
	4	Likely	4	8	12	16	20
	3	Possible	3	6	9	12	15
	2	Unlikely	2	4	6	8	10
	1	Rare	1	2	3	4	5

#### Related Policies, Procedures and Forms

- SDC Risk Management Policy
- SDC Risk Register Template

#### Version control table

Version	Action	Approver	Action Date
1.00	Full revision of the Risk Management Framework	Director People, Culture and Capability	November 2024
1.1	Dates of approval / review updated	Council	December 2024

Appendix A: Consequence Table					
	Consequence rating				
	1	2	3	4	5
<b>Source of risk</b>	Insignificant	Minor	Moderate	Major	Catastrophic
<b>People and knowledge</b>	Individual significance or concern that can be managed as part of business as usual.	Minor disruption to the organisation that can be managed as part of business as usual	Moderate disruption to the organisation resulting in reduced performance.	Major disruption to the organisation resulting in the failure of core activities.	Critical disruption to the organisation resulting in the ongoing failure to deliver core activities.
<b>Health, safety and wellbeing</b>	Near miss, or minor medical treatment required (including first aid). No impact on morale.	Medical treatment or restricted work injury. Negligible impact on morale. Minor public health impact i.e. some cases of water-borne illness.	Time off work, hospitalisation or event notifiable to WorkSafe. Short term effect on morale and business. Moderate public health impact i.e. tens of cases of water-borne illness.	Serious harm, single fatality or permanent total disability. Significant impact on morale and business. Major public health impact i.e. hundreds of cases of water-borne illness.	Multiple fatalities. Long term effect on morale and performance of business. Widespread public health impact involving thousands of cases of water-borne illness.
<b>Governance, reputation, legislative compliance and control</b>	No impact on public confidence or media attention.	Minor impact on public confidence and media attention. May be some local coverage - not front page.	Some impact on public confidence, reflected by local media and community interest in the Council's performance or activities.	Major impact on public confidence resulting in some national media coverage. Prosecution action taken against Council. Professional sanctions for officers such as loss of memberships.	Critical impact on public confidence, resulting in significant national media and Central Government attention e.g. through an inquiry and / or appointment of a Commissioner. Imprisonment of officers.
<b>Environment</b>	Little or no impact on the environment, and / or effects able to be fully mitigated within 1 week.	Short-term or minor impact on the environment, and / or with non-compliance possible, and / or effects able to be fully mitigated within 3 months.	Serious damage of local importance with possible regulatory intervention, and / or with non-compliance probable, and / or effects able to be fully mitigated within 1 year.	Serious damage of regional importance with regulatory intervention, with prosecution expected, and / or effects able to be fully mitigated within 5 years.	Permanent damage with national important, and / or with prosecution certain, and / or requiring ongoing remediation and monitoring with regulatory involvement.
<b>Planning and strategy</b>	Negligible impact on outcomes and handled within normal operations.	Temporary impact on long-term levels of service, with limited community interest and media attention.	Noticeable impact on long-term levels of service, being consistently below expectations in one or more outcome categories. Some community interest and media attention.	Levels of service significantly below expectations in one or more outcome categories, bringing significant negative community and media attention.	Levels of service in significant decline across all outcome categories. Widespread negative commentary attracts Central Government attention e.g. through an enquiry and / or appointment of a Commissioner.
<b>Financial</b>	Cost to the organisation of less than \$100k.	Cost to the organisation between \$100k and \$1m.	Cost to the organisation between \$1m and \$5m.	Cost to the organisation between \$5m and \$10m.	Cost to the organisation of over \$10m.
<b>Information management</b>	Isolated equipment / system of record failure.	Compromise of user password impacting the confidentiality and integrity of data.	Exploitation of application security flaws compromising the confidentiality and integrity of data.	Loss or theft of USB / laptop / other device compromising confidentiality. Loss of a core system for an extended period.	Loss of infrastructure for an extended period.
<b>Operations and service delivery</b>	Temporary disruption in servicing a small number of customers.	Disruption affecting some areas for less than a day.	Disruption to a community for more than two hours or some areas for more than a day.	Disruption to a community for more than a day or some areas for more than two weeks.	Disruption to a community for more than a week.
<b>Property and assets</b>	Insignificant incident that causes no disruption to services.	Isolated damage not requiring relocation of services to an alternative site.	Damage to property that requires the relocation of some services to an alternative site.	Damage to property that requires the relocation of all services for a short period.	Damage to property that requires the relocation of all services for an extended period.
<b>Project / quality management</b>	Project overspend of less than 5%.  Quality is lower than planned but still meets the project's requirements or product specification.  Delay of 1-2 weeks.	Project overspend of between 5-10%.  Quality is lower than planned but still meets the project's mandatory requirements or product specification.  Delay of 2-4 weeks.	Project overspend of between 10-50%.  Quality and mandatory requirements compromised. Requirements can still be met by relaxing specifications or modifying scope.  Delay of 4-8 weeks.	Project overspend of between 50-100%.  Quality is compromised but requirements can be met with increases in cost, time, or scope. Specification of the project could be reworked.  Delay of 8-16 weeks.	Project overspend of over 100%.  Quality is compromised and unrecoverable. Requirements cannot be met within increased cost, time or scope, or project must be mothballed.  Delay of 16+ weeks.
<b>Strategy</b>	Individual significance or concern that can be managed as part of business as usual.	No amendment to the strategic plan but adjustment to extent and / or timing of current strategies.  No restructuring required.  May result in a minor reduction of staff levels.  No impact on discretionary service being offered currently, but may.	Amendments to the current strategic plan for Council but not reissue.  May involve consideration of some restructuring of Council.  May result in a moderate reduction of staff levels.  May result in some discretionary services (less than 5) not being offered.	May involve consideration of significant restructuring of Council.  May result in a significant reduction of staff levels.  May result in several discretionary services (more than 5) not being offered by the Council.	Complete change to strategic plan for the Council - full reissue.  Loss of social licence.  Legal penalty.

## REPORT

**TO:** Chief Executive Officer

**FOR:** Council Meeting – 11 December 2024

**FROM:** Allison Sneddon – Chief Financial Officer  
Tim Harris – Executive Director Strategy and Engagement

**DATE:** 27 November 2024

**SUBJECT:** **NEW PROCUREMENT POLICY**

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## RECOMMENDATION

*‘That Council:*

- 1. Receive the report “New Procurement Policy”;*
- 2. Adopt the proposed New Procurement Policy’*

### 1. PURPOSE

The purpose of this report is to provide Council new procurement policy for adoption.

This report covers the background, goals and benefits of our new procurement policy which will be public facing once adopted. The Policy draft has been updated to reflect some of the feedback received from Councillors at the Finance & Performance committee meeting on 20<sup>th</sup> November.

### 2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This report is for information only and is therefore considered to be of low significance in the context of the Council's Significance and Engagement Policy.

### 3. HISTORY/BACKGROUND

#### 3.1 The policy we have today.

Historically Selwyn District Councils (SDC) Procurement capability has been siloed within the Infrastructure and Property (I&P) functions of Council. Procurement maturity across the remainder of SDC's functional areas has been ad hoc with little uniformity. Policies, guidelines, and resources have been mostly limited to project-based horizontal and vertical build and maintenance initiatives. The current policy was created within I&P and last adopted in 2018.

#### 3.2 Our changing environment.

With the rapid growth of staff and our expanding diverse population within the region, we require a Council wide procurement policy, with supporting standards and frameworks, to



ensure we have consistency of approach, follow best practice in line with New Zealand Government Procurement standards, and that we extract the best public value from our purchases.

We must take a more holistic approach in using procurement as a lever to achieve broader outcomes across the region, create a more circular life-cycle approach in what we do, and take a commercial view by considering the total cost of ownership to limit impacts downstream.

### **3.3 Direction of travel.**

The new policy is designed to align with Waikirikiri Ki Tua Future Selwyn and the Kai Aku Rika Economic Development Strategy in creating a strategic approach to intergenerational wellbeing, sustainability, resilience, growth, change and development in Waikirikiri Selwyn. It is vital to making sure our district grows in a way that benefits everyone for generations to come. It's about building vibrant, resilient communities that are well-connected and in tune with our natural environment.

To achieve this, our procurement needs to;

- be ethical in how we procure our goods, services and works with clear probity, fairness and transparency principles ensuring an apolitical outcome with conflicts of interests being managed
- create a more circular life-cycle approach in what we do, and consider the total cost of ownership in our purchasing
- minimise and mitigate our risks (financial, health safety & wellbeing, technical debt and reputational)
- reassess and implements a strategic model that creates value, by promoting the additional secondary benefits approach, not just best price and quality as our main focuses, whilst noting that each procurement/project will present different opportunities to deliver additional benefits with the departmental leads setting the importance/weightings and award methodologies for each procurement/project
- ensure our thresholds are fit for purpose and appropriate governance to balance pace and flexibility without compromising ethical risks and our team's performance
- move towards a stronger bold social procurement practice which aligns with our strategic direction; and
- deliver the best public value to our residents and our environment.

## **4. POLICY**

### **4.1 Best practice & progressively working towards broader outcomes and value creation.**

Delivering better value through procurement aligns with our Waikirikiri Ki Tua Future Selwyn and the Kai Aku Rika Economic Development Strategies. Using procurement as a lever to create positive cultural and environmental impacts, develop suppliers, and promote regional and economic outcomes is a value creation opportunity.

When understanding our procurement options, SDC may use a range of commercial criteria, to determine the best procurement tools to use to achieve its required procurement outcomes.

The MBIE government procurement principles, charter, and rules help to support good market engagement, which leads to better outcomes for SDC, suppliers and Selwyn's taxpayers, and are embedded within this policy.

A key focus of the rules is the importance of open competition – giving all businesses the chance to participate, and giving them enough time to respond to opportunities properly. They also help to:

- align New Zealand procurement practice with international best practice
- encourage more strategic procurement approaches
- foster competition and innovation, resulting in better solutions
- promote broader environmental, social, cultural and economic outcomes.

Criteria not directly linked to the primary **price** or **quality** weightings that may be selected for application to a decision are also: **environmental, cultural, economic, and social**, outcomes and re-enforce an ethical approach through our procurement activities. We should be looking to add (at least but not limited) one secondary outcome within all our procurements.

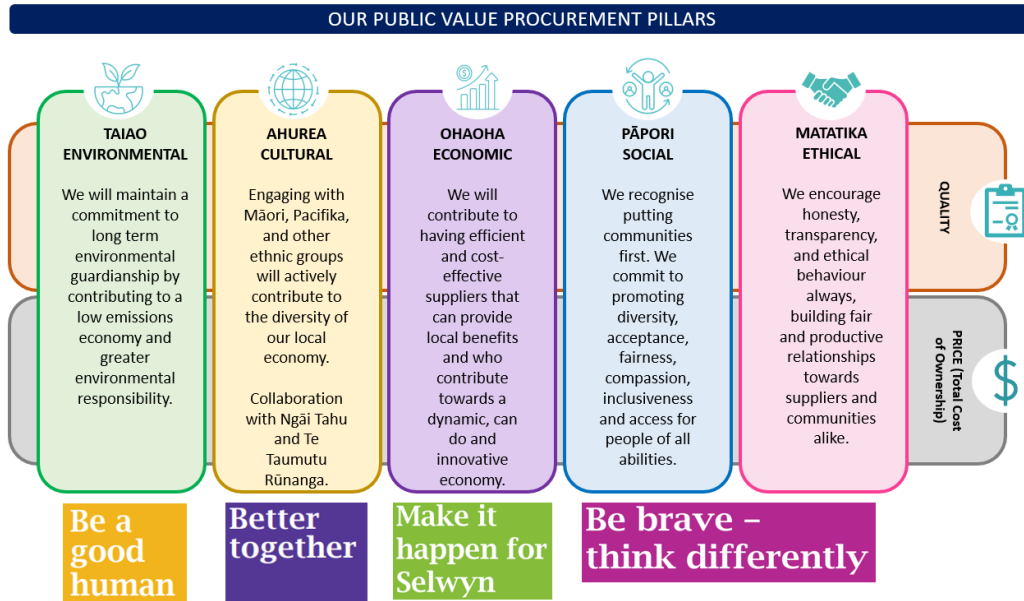
These outcomes can have a positive effect on the local economy and the well-being of our communities while delivering efficient and effective procurements for SDC as an organization.

Each procurement activity will have a unique set of outcomes it is looking to achieve, the purpose of this policy is ensure that due consideration is given to achieve those outcomes and also generate a wider value creation mindset in our approach to procurement.

Remembering procurement is not just about sourcing suppliers for horizontal/vertical infrastructure (works), it's also the purchase of goods and services within council that supports our community too. e.g. digital systems/infrastructure, libraries (content), sports equipment/technology, consultants and our supporting services.

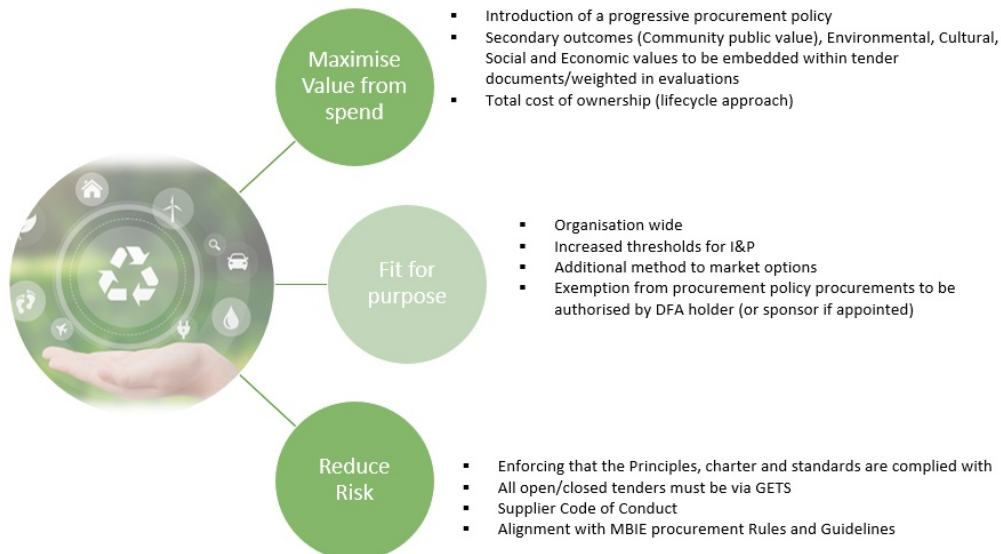
This policy, and its supporting standards, means we will comply with NZ government procurement best practice, and bring SDC up to the practice and standards that have been adopted by all crown entities and numerous local government agencies across New Zealand.

## 4.2 Proposal aligned with our internal values, and published strategies.



An example of incorporating two environmental secondary outcomes is included within appendix 1 within this report.

## 4.3 Key Changes



### 4.3.1 Thresholds

Our current procurement policy trigger threshold for open competitive procurement is \$40,000. This threshold is well below the best practice trigger across the LG landscape (see table 1). The new policy raises this trigger to \$100,000 across council, with the exception of infrastructure and property who's threshold for open tendering raises to \$250,000 due to the larger project spend and costs.

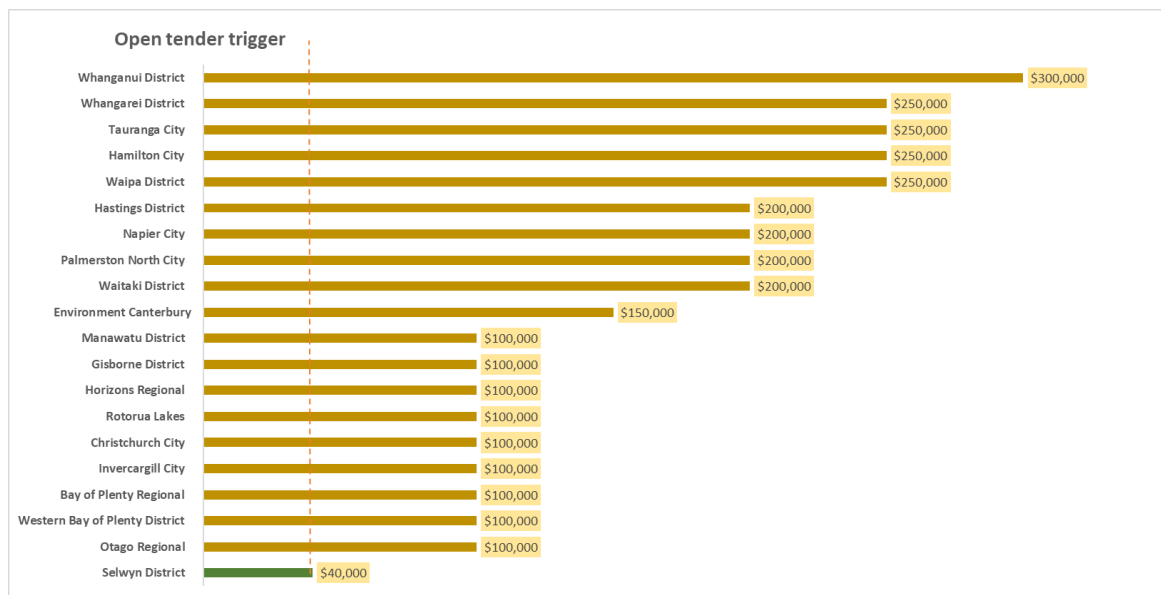


Table 1 – Open competitive procurement triggers across local/regional councils

The new policy also introduces thresholds for direct appointments, selective (quotes), closed (invited) competitive tenders.

### 4.4 Procurement Standards

The policy sets the direction of travel and key requirements for all procurement activity across Council.

The procurement standards support the procurement policy, which are a stand alone internal operational document, provides the best practice approaches, rules, guidelines, processes, and methodologies to procure goods, services and works. This ensures a consistency of approach across Council for procurement and minimizes our risk.

The standards are in line with NZ Government Procurement Rules and the NZTA Waka Kotahi procurement manual, NZTA co-funded projects require Council to follow the rules and manual.

The standards are a living document so may be updated as and when required.

A key focus of the standards is the importance of open competition – giving all businesses the chance to participate and giving them enough time to respond to opportunities properly.

The standards focus on the best practice approaches and processes of sourcing.

Sourcing covers:

- planning procurement
- market research
- approaching the market
- evaluating responses
- negotiating and awarding the contract.



**Tim Harris**  
**EXECUTIVE DIRECTOR STRATEGY AND ENGAGEMENT**



**Allison Sneddon**  
**CHIEF FINANCIAL OFFICER**

## Appendix 1

Examples of how broader/secondary outcomes can be incorporated within our Request for Proposals and evaluations.

Weighting Attribute	Weighting (%)
Track record and relevant experience	15
Relevant Skills	10
Proposed process - design and performance	25
Methodology and programme	10
Health and safety	Pass/fail
Carbon footprint initiatives	2.5
Waste minimisation initiatives	2.5
Service Agreement <ul style="list-style-type: none"> <li>- Provide with proposal</li> <li>- Added to SQP</li> </ul>	Pass/Fail
Opex, spare and consumables <ul style="list-style-type: none"> <li>- Provided to tender evaluation panel for evaluation for comparison of lifetime costs</li> </ul>	Margin above least cost added to SQP
Price	35

### Carbon Footprint Initiatives

This scored attribute carries a maximum 2.5% weighting. Tender evaluators will use the following template. The score may be modified through any moderation processes.

Carbon Footprint Initiatives	Weighting (%)	Evaluators Score
Evaluator Components		
Initiatives in reductions across consumables, required materials operations and maintenance	100	
Summary (total):	n/a	

### Waste Minimisation Initiatives

This scored attribute carries a maximum 2.5% weighting. Tender evaluators will use the following template. The score may be modified through any moderation processes.

Waste Minimisation Initiatives	Weighting (%)	Evaluators Score
Evaluator Components		
Initiatives that demonstrate savings in materials, consumables while maintaining or enhancing efficient and effective final product performance	100	
Summary (total):	n/a	

# WAIKIRIKIRI SELWYN DISTRICT COUNCIL

## POLICY

# P301- Procurement Policy



**Effective Date:** xx December 2024

**Policy Owner:** Executive Director Strategy and Engagement

## 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 Waikirikir 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 Ohaoa 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](#) (Waikirikir 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 Ohaoa 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 dept, 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.

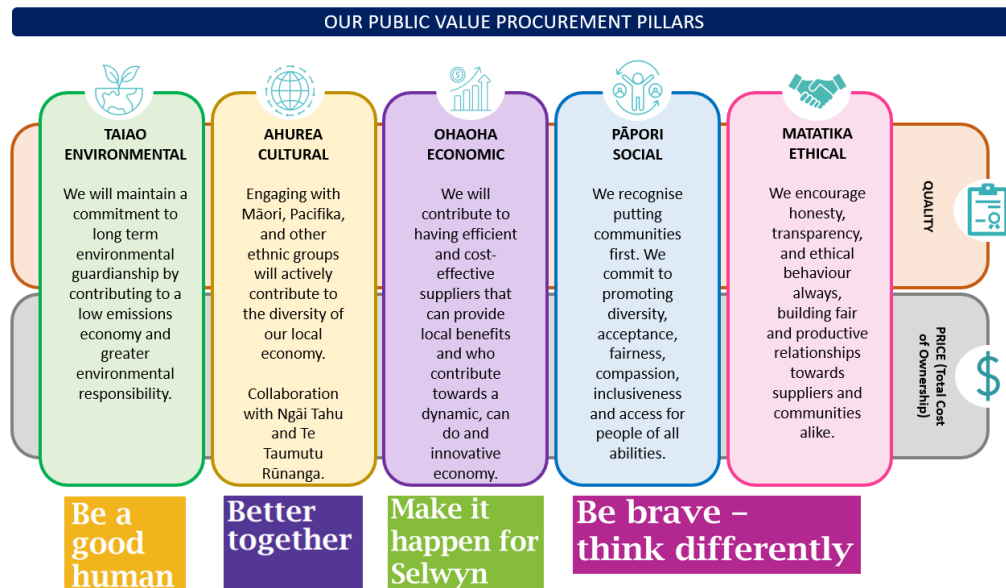
Delivering better public value through procurement includes measuring and the broader outcomes for the region. We should strive to use procurement as a lever to avoid negative environmental impacts, develop the local supplier market, and promote regional and economic community outcomes.

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 each Pāpori, Taiao, Ahurea and Ohaoaha 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"><li>▪ Direct source/seek quotes.</li><li>▪ Confirm price in writing.</li></ul>	<ul style="list-style-type: none"><li>▪ Use existing local suppliers.</li></ul>	Purchase Order T&C's	Consultant Short Form Agreement	Minor Works Contract
Selective Procurement	\$100k to under \$250k	<ul style="list-style-type: none"><li>▪ Complete Request for Quote (RfQ) documentation.</li></ul>	<ul style="list-style-type: none"><li>▪ Seek at least 3 written quotes from or;</li><li>▪ Advertise for Quotes via GETS (RfQ)</li></ul>	Standard Goods & Services 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"><li>▪ Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel.</li></ul>	<ul style="list-style-type: none"><li>▪ Identify at least 3 capable known suppliers with experience and strong track record.</li><li>▪ Tender through GETS.</li></ul>			
Competitive open tender	\$250k and above	<ul style="list-style-type: none"><li>▪ Complete Project Plan and seek approval to proceed per delegated authority.</li><li>▪ Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel.</li></ul>	<ul style="list-style-type: none"><li>▪ Open tender advertised on GETS.</li><li>▪ Consider multistage tendering options.</li></ul>		CCCS Contract	3910/6/7 Contract
REST OF COUNCIL						
Direct Procurement	\$0 to under \$40k	<ul style="list-style-type: none"><li>▪ Direct source/seek quotes.</li><li>▪ Confirm price in writing.</li></ul>	<ul style="list-style-type: none"><li>▪ Use existing local suppliers where practical.</li></ul>	Purchase Order T&C's	Contractor / Consultants Contract	N/A
Selective Procurement	\$40k to under \$100k	<ul style="list-style-type: none"><li>▪ Complete RfQ documentation.</li></ul>	<ul style="list-style-type: none"><li>▪ Seek at least 3 written quotes from suppliers or;</li><li>▪ Advertise for Quotes via GETS (RfQ).</li></ul>			
Closed competitive tender (Invited tender)	\$40k to under \$100k	<ul style="list-style-type: none"><li>▪ Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel.</li></ul>	<ul style="list-style-type: none"><li>▪ Identify at least 3 capable known suppliers with experience and strong track record.</li><li>▪ Tender through GETS.</li></ul>			
Competitive open tender	\$100k and above	<ul style="list-style-type: none"><li>▪ Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel.</li></ul>	<ul style="list-style-type: none"><li>▪ Open tender advertised on GETS.</li><li>▪ Consider multistage tendering options.</li></ul>	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.

<b>Approver</b>	Council
<b>Owner</b>	Executive Director Strategy and Engagement
<b>Contact</b>	Procurement Practice Lead
<b>Date adopted/approved</b>	<i>[Insert the date the document was last adopted (used when Council is the approver)]</i>
<b>Review date</b>	<i>[Insert the date the policy will need to be reviewed by]</i>

## 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)

<ul style="list-style-type: none"> <li>▪ Respect international standards relating to human and labour rights.</li> </ul>
<b>Benefits:</b> <ul style="list-style-type: none"> <li>▪ Promoting quality of life, health, and wellbeing</li> <li>▪ Building stronger and more resilient communities (social equity)</li> <li>▪ Meeting the needs of future generations.</li> </ul>
<b>Related Links:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Health and Safety at Work Act 2015 No 70 (as at 28 October 2021), Public Act Contents – New Zealand Legislation</a></li> <li>▪ <a href="#">Employment Relations Act 2000 No 24 (as at 26 November 2021), Public Act Contents – New Zealand Legislation</a></li> <li>▪ <a href="#">Land Transport Act 1998 No 110 (as at 23 February 2022), Public Act Contents – New Zealand Legislation</a></li> </ul>

## 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 \(procurement.govt.nz\)](https://procurement.govt.nz/whole-of-life-costing/)

## 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.](#)

**RESOLUTION TO EXCLUDE THE PUBLIC****Recommended:**

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

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	Central Plains Water Joint Settlor Committee	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2.	Draft letter of expectations for CORDE Limited			

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

1	protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
2	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)

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

Unuhia, unuhia  
Te pou, te pou  
Kia wātea, kia  
wātea  
Āe, kua wātea

Remove, uplift  
The posts  
In order to be  
free  
Yes, it has been  
cleared