



**AGENDA FOR AN
ORDINARY MEETING OF SELWYN
DISTRICT COUNCIL
TO BE HELD IN THE
COUNCIL CHAMBERS
SELWYN DISTRICT COUNCIL
ROLLESTON
WEDNESDAY 13 NOVEMBER 2024 1PM**

Council 13 November 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

13 November 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, but this only comes into effect in October 2024. Standing Orders will be amended in 2024 to reflect any changes.

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 Waihora and Christchurch West Melton Water Management Zone Committees

Tri-annual Report for 13 November 2024 Selwyn District Council meeting (late Feb-early Nov 2024)

Report of	Matt Dodson and Alannah Kidd	Chair and Deputy Chair, Selwyn Waihora Zone Committee
	Oscar Bloom and Mike Patchett	Chair and Deputy Chair, Christchurch West Melton Zone Committee
Selwyn District Council elected representatives	Cr Sophie McInnes Cr Phil Dean	Selwyn Waihora Christchurch West Melton
Authors/Key Contacts	Selwyn Waihora Zone Committee Facilitator	Jaimee Grant jaimee.grant@ecan.govt.nz
	Christchurch West Melton Zone Committee Facilitator (interim arrangement)	Murray Griffin - interim Key Contact. Murray.griffin@ecan.govt.nz

Purpose

1. The Selwyn Waihora and Christchurch West Melton Water Management Zone Committees (the zone committees) provide tri-annual reports to the Selwyn District Council (SDC). The presentation of this report was postponed to allow for the SDC to adopt the Long-Term Plan, confirm its committee structure, and present at an appropriate meeting. Subsequently, this report covers two triannual periods from late February 2024-November 2024.

Background: Canterbury Water Management Committees

2. The zone committees were established under the Canterbury Water Management Strategy (CWMS). They are joint committees of Environment Canterbury Regional Council and the territorial authorities within the respective zones.
3. Both Selwyn Waihora and Christchurch West Melton zone committees are joint committees of Selwyn District Council (SDC), Environment Canterbury, and Christchurch City Council (CCC).

4. Zone committee memberships include representation from the respective Councils, a member from each Rūnanga where the zone falls within their takiwā, and four to seven community members. Zone committees have the option of appointing a youth representative.
5. The triannual reporting format has been adopted for the SDC, CCC, and Environment Canterbury which will see them receive three updates per annum.
6. This reporting provides an opportunity to report on the zone committees' progress on implementing their action plans.

Zone Committee Purpose

7. The purpose of the zone committees is: to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the CWMS vision, principles, and targets in their zone.

Zone Committee Functions

8. Zone committees have several core functions:
 - a. Facilitate community engagement and collaboration - continuing an active programme of engaging with communities on freshwater management matters; and
 - b. Facilitate the provision of advice through to councils (relevant Territorial Authorities and Environment Canterbury) and others (e.g., private sector) contributing to freshwater management; and
 - c. Enhance delivery capability and coalition of the willing - working with stakeholders across all sectors to extend the resources available to implement the CWMS, including connecting others to additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that deliver the CWMS; and
 - d. Provide progress reports - annual progress reporting to Councils and on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.
9. Zone committees make recommendations about how the CWMS Action Plan Budget is allocated in their zone. This is a budget provided by Environment Canterbury and is \$50K for 2024/25. The final decisions are made by Environment Canterbury.
10. The purpose of this budget is to allow zone committees to focus on implementing their action plan and leverage other funding opportunities to achieve the CWMS priorities. The notable difference from the previous Immediate Steps funding is that budget can be allocated to a wider range of project types, rather than exclusively biodiversity.
11. Environment Canterbury has a separate contestable fund called Waitaha Action to Impact for community groups to apply to, and separate operational funding for

regional and zone biodiversity and water management projects. SDC and CCC also have separate contestable funds and operational funds that align with CWMS priorities and targets.

12. Zone committees cannot commit Environment Canterbury or district council funds.

Zone Committee Action Plans

13. The CWMS zone committees developed three-year (July 2021-June 2024) Action Plans. These action plans provide the primary focus for zone committee meetings, workshops, field trips and community engagement. They also form the basis for their recommendations for allocating the CWMS Action Plan Budget. These Action Plans are reviewed and updated annually with new Action Plans prepared once the first three-year Action Plans are nearing completion.
14. Given the ongoing CWMS Zone Committee Review and the uncertainty it has introduced, the decision was made to continue using the existing 2021-2024 Action Plan in lieu of drafting a new plan. Both committees have formally confirmed their continued use of their Action Plan until the outcome of the Review is known.

Progress Update on Review of CWMS Zone Committees

1. The information-gathering stage of the Canterbury Zone Committee Review 2024 (the review) has now been completed and the focus shifted to the development of advice and options for the future of local freshwater leadership in Canterbury.
2. On 30 August, the Canterbury Mayoral Forum nominated four Mayors to work with Environment Canterbury's Chair to workshop what local freshwater leadership the Mayoral Forum will support into the future. The participants are Mayors Mackle (Kaikōura), Bowen (Timaru), Black (Hurunui), and Mauger (Christchurch). Mayor Munro (Mackenzie) also joined the working group.
3. Also on 30 August, Te Rōpū Tuia agreed to nominate a similar number of mana whenua representatives to participate in these workshops. The representatives are Rik Tainui (Chairperson, Ōnuku Rūnanga) and Dardanelle McLean-Smith (Chairperson, Te Rūnanga o Waihao). Additionally, Environment Canterbury Councillors Korako and Cranwell participate in the working group.
4. The working group of Mayors, mana whenua representatives and Environment Canterbury's Chair and Councillors held workshops in late October and early November. These workshops focused on (i) core principles and functions for local freshwater leadership and engagement, and (ii) draft models for achieving these principles and functions. Feedback from the working group will help to refine advice and options for enabling future local leadership and engagement.
5. Draft advice and potential options are further discussed with staff from different territorial authorities across Canterbury to ensure that their feasibility and practical implications for district and city councils are considered.

6. Feedback from these workshops and engagements will be used to finalise advice and options. A Zone Committee Review final report will be presented to the Mayoral Forum's 29 November meeting for their decision. While the nature of this decision will be informed by the working group of Mayors and mana whenua representatives, it will likely include a decision on whether or not the Mayoral Forum continues to support the zone committee structure, and if not, what alternative models should be further explored before decisions in the first half of 2025.
7. This timing would enable further discussions within individual councils (noting any changes to the zone committee approach will require a decision by each individual council given these are joint committees), and for new structures to be put in place by the start of the 2025/26 year.
8. Table 1 provides agreed key dates and milestones for the review:

Table 1: CWMS Zone Committee review – key dates and milestones

Date	Milestone
Aug 2023	Mayoral Forum agrees to a review of zone committees
Dec 2023	Initial engagement with zone committee chairs and deputies (<i>completed</i>)
Apr 2024	Engagement with mayors, mana whenua and zone committees (<i>completed</i>)
May 2024	Workshop with Mayoral Forum (<i>completed</i>)
Jul – Aug 2024	Briefing and updates to key CWMS parties (<i>completed</i>)
Aug 2024	Progress update to Mayoral Forum (<i>completed</i>)
Sept – Oct 2024	Workshops with mayors, mana whenua representatives, and Environment Canterbury Chair (<i>completed</i>)
Nov 2024	Final Zone Committee Review report to Mayoral Forum

Selwyn Waihora Water Zone Committee report

Membership

9. In June, Dr Karaitiana Taiuru, our Koukourarata Rūnanga Representative, finished up with the Committee after six years. The Committee valued Dr Taiuru's governance experience he brought to the Committee, contributions to discussions and advice on freshwater management and data sovereignty, and his provision of the mana whenua and Koukourarata perspective.

10. In August, James Booker, Community Representative, finished up with the Committee after three years. James provided valuable insights into farming practices and advice on freshwater issues in the zone. He played a pivotal role at the Quorum Sense Curiosity Day and his leadership helped ensure the success of the event.
11. The Committee thanks both for their contributions to the Committee and the Canterbury Water Management Strategy and wishes them both well in their future endeavours.

Influencing freshwater management in the zone (Mar-Apr)

CWMS Targets: All

12. During March and April, the Committee had a discussion around how it could have more impact in the zone, in alignment with their functions, by improving the way it works and what it does. Background was provided from the inception of the CWMS, zone committees and their original purpose, to the shift to the revised functions outlined in the current Terms of Reference. The Committee discussed ideas around having a more active community engagement programme and other actions that could be taken and agreed they could support increasing awareness of key issues, solutions and events in the region, improving connections between relevant parties to support collaborating on solutions, and playing a greater advocacy role on issues.

CWMS Committees Review workshop (Apr)

13. The Committee provided feedback for the CWMS Committees Review being led by Environment Canterbury through a workshop and was one of the last committees to do so.

Six Inches of Soil community screening (May)

CWMS Targets: Environmental Limits; Ecosystem Health and Biodiversity – Nutrient Catchment Loads

14. The Committee, in conjunction with Quorum Sense, hosted a screening of “Six Inches of Soil” during Organics Week (1-7 May) at the Darfield Recreation Centre and was well attended with over 50 people in attendance.
15. The documentary tells the story of three British farmers on their first year on their regenerative agriculture journey. The Committee’s aim for the screening was to showcase some of the regenerative farming practices being utilised as well as the ups and downs that can be faced.
16. The screening was followed by a panel discussion with local farmers who have incorporated farming principles in their practices. Discussions were around key takeaways in the documentary, comparing and contrasting what was happening in Britain and New Zealand and some of the work being undertaken.

Focus on groundwater quality (Jul)

CWMS Targets: Environmental Limits; Ecosystem Health and Biodiversity; Drinking Water

17. The Committee opted to advertise that funding was available to support projects which help implement their Action Plan. The application period closed 13 October 2023.
18. At their July workshop, the Committee received several presentations under the kaupapa of water quality which included:
 - a. Bacterial contamination in Canterbury groundwater and Annual Groundwater Report by Environment Canterbury
 - b. Update and Water Quality monitoring undertaken by Ellesmere Sustainable Agriculture Incorporated (ESAI)
 - c. Waikirikiri Selwyn 5 Water Programme and an overview of the centralised low nitrate water source concept that will be investigated over the next 4 years, by Selwyn District Council
19. The presentations provided insight into current water quality results, the monitoring underway, challenges faced, and some of the work councils and groups such as ESAI are undertaking to improve freshwater outcomes including water quality. The presentations helped set the scene for discussions and reinforced the importance of well water testing which the Committee, SDC and ESAI are looking to host community testing days in the coming months

Exploring options to support freshwater outcomes (Jul)

CWMS targets: Environmental Limits; Ecosystem Health and Biodiversity; Drinking Water; Kaitiakitanga

20. Following the July presentations on water quality, a workshop was held to discuss a scoping project to for a Selwyn Waihora Leaders and Catchment Support Project. The project would look into the feasibility of setting up a leadership forum or other mechanism to support conversations, actions and solutions to some of the key issues in the zone beyond the scope of what the Committee could do, as well identifying catchment group needs. The Committee were seeking funding to work with Element Environmental on this project.
21. Several catchment groups in the Selwyn Waihora zone and relevant council staff attended and provided feedback which will inform the proposal. Key feedback included ensuring mana whenua were engaged adequately in the process and avoiding duplication of efforts given several work streams by several parties are underway with similar themes and outcomes.
22. The Committee were unsuccessful with securing funding from the Access 2 Experts fund for this project and other funding avenues are being explored.

Impact of Onsite Wastewater Management Systems (Aug)

23. Following on from the July workshop and the Committee's interest in the impacts of Onsite Wastewater Management Systems (OWMS) on groundwater sources, the Committee received a presentation from Bronwyn Humphries of ESR on their impacts. Her presentation highlighted the prevalence of OWMS in the zone and the potential risk to drinking water if those systems are within a drinking water protection zone and are not properly maintained.
24. The presentation highlighted a homeowner awareness campaign as one of the recommended actions and consequently, the Committee will be including information on OWMS at their upcoming well water testing events.



Image 1: Estimated OWMS in the zone (from Canterbury Maps)

Lessons from the Hekeao Hinds Water Enhancement Trust (Sept)

CWMS Targets: Environmental Limits; Ecosystem Health and Biodiversity

25. Dr Brett Painter, Executive Director of the Hekeao Hinds Water Enhancement Trust (HHWET) was invited to present to the Committee on the work being undertaken by the Trust in collaboration with the Hekeao Hinds community. Dr Painter provided an overview of the initiatives being undertaken in the catchment by the Trust and the Community. It was noted that there was a lot of momentum in this area and a lot of landowners had banded together to meet the targets identified in Plan Change 2. Committee members were encouraged to consider how we could take these learnings and apply them there. A presentation by Enviro Collective will be received in November noting the work they are doing to support landowners, and the discussion on applying learnings will be continued at that meeting.

Zone Committee Action Plan Budget – projects considered (Sept & Nov)

CWMS Targets: All

26. In September, the Committee held a closed workshop session with the purpose of considering several project proposals to recommend Environment Canterbury to support using the \$50,000 allocated for the Selwyn Waihora ZCAP Budget.
27. The ZCAP budget was oversubscribed receiving a total request of \$127,034 worth of funding with projects relating to protecting, maintaining or enhancing biodiversity, environmental education and recreational outcomes.
28. The applications were discussed and assessed with consideration given to their alignment with the Committee's Action Plan, along with several other criteria. Recommendations for projects to be supported will be confirmed at the Committee's 11 November meeting.

Selwyn Well Water Testing events (Oct-Nov)

CWMS Targets: Drinking Water

29. On 31 October 2024, two well water nitrate testing events were held at Killinchy Hall and the West Melton Community and Recreation Centre. The events were supported by Selwyn District Council, Selwyn Waihora Zone Committee, Ellesmere Sustainable Agriculture Incorporated, Dr Tim Chambers from University of Canterbury, Food and Health Safety, Waterforce, Macmillan Drilling, Fiona Ambury from Whiterock Consulting Ltd and Andrew Brough, Courtenay Environmental Consultants Ltd.
30. The purpose of the events was to provide community well water testing drop-in sessions to educate and raise awareness of:
 - a. Nitrate levels in private water supplies
 - b. Safe drinking water standards and associated risks such as bacterial contamination
 - c. Responsibilities of private well owners in relation to regular testing of their private well supplies
 - d. Onsite Wastewater Management Systems (OWMS) and maintenance
 - e. Learn about solutions and services available for landowners.
31. Both events were fully booked and well attended. Attendees made good use of the experts and providers to understand their results and available solutions. Attendees could also consent to include their samples in a University of Otago led project to help inform an understanding of nitrate levels in the region. The data will only be used by the University's research team.



Image 2 Well water testing at West Melton

32. A third testing event is due to be held on 7 November 2024 at the Sheffield Community Hall.

Christchurch West Melton Water Zone Committee Report

Membership

33. At its February meeting, the Committee appointed a new Chairperson, Oscar Bloom. Oscar is also the Committee's current youth representative. Amber Moke, Te Hapū o Ngāti Wheke/Rāpaki rūnanga representative, was appointed Deputy Chair but subsequently, had to step down due to other commitments.
34. At the conclusion of its 22 February meeting, the Committee farewelled two community representatives, Annabelle Hasselman and Clare Piper. Newly appointed Chair, Oscar Bloom, led the Committee's reflections on the huge contribution Annabelle has made over her tenure on the Committee, particularly in recent years as the Chair. Mike Patchett also acknowledged his appreciation of working alongside Annabelle, as Deputy Chair, and presented her with a gift on behalf of the committee. Clare Piper was unable to attend the meeting and has since commenced her new role at Nelson City Council.
35. Mike Patchett was appointed the Deputy Chair at the Committee's August meeting. Mike held the Deputy Chair position previously as well as being a longstanding committee member who is aptly placed to provide Oscar with support and guidance.

Meetings and workshops

CWMS Targets: ecosystem health and biodiversity – freshwater species and their habitat; wetlands; hāpua, lagoons and estuaries; lowland streams and lakes; kaitiakitanga – working together in partnership; wāhi taonga and mahinga kai; recreational and amenity opportunities – recreational water quality

36. At its 22 February meeting the Committee received updates on the following items:
- a. A presentation was provided by Paul Dickson (CCC Drainage Engineer) on the Christchurch City Council's feedback on the Draft Avon Ōtākaro Stormwater Management Plan (SMP).
 - b. A wetland restoration proposal for Ōtukaikino Catchment was presented by Mike Patchett (Water & Wildlife Habitat Trust) and Cameron Jasper (WGA). This proposal focuses on preservation and climate change resilience of groundwater dependent wetlands, streams and lakes of the Ōtukaikino. The Committee appreciated the vision driving this restoration initiative and gave its (in principle) support.
 - c. A memo was provided from Councillor Davies (Environment Canterbury) seeking feedback from the committee (alongside other stakeholders) as to whether the 'Urban Waterways and Estuaries Joint Catchment Working Group' ought to be convened in the 2022-2025 term of Councils. Councillor Byrnes (Environment Canterbury) spoke to this item and gathered the Committee's feedback on this proposal.
 - d. CCC Senior Advisor, Diane Shelander, provided the committee with Andrew Crossland's update of bird and lizard species found in the Ihutai Avon Heathcote Estuary.

CWMS Action Plan Budget, 2023-2024

CWMS Targets: ecosystem health and biodiversity – freshwater species and their habitat; wetlands; hāpua, lagoons and estuaries; lowland streams and lakes; kaitiakitanga – working together in partnership; wāhi taonga and mahinga kai; recreational and amenity opportunities – recreational water quality

37. The purpose of the CWMS Action Plan Budget is to allow Zone Committees to focus on implementing their action plan and leverage other funding opportunities to achieve the CWMS priorities.
38. The last report to this Council noted a summary of the projects supported would be provided at the next update:
- a. \$26,500 to the Port Hills Park Trust Board for the Mt Vernon - Dry Bush Gorge enhancement project, involving fencing to reduce erosion and sediment, increase native biodiversity and improve water quality.
 - b. \$15,000 to the Christchurch Envirohub Trust for Te Tuna Tāone / Urban Eel - action learning programme.
 - c. \$9,500 to the Avon Ōtākaro Network for the In River Clean, extending the In River trail for another 12 months as there is more rubbish than expected and will need longer to establish what an ongoing maintenance schedule might look like.
 - d. \$8,000 to the Summit Road Society for the Horotane Valley project, restoring native bush to the valley catchment.

- e. \$6,000 to the Christchurch Envirohub Trust as a contribution towards facilitation of the Stormwater Superhero trailer – awareness, education and behaviour change programme.
- f. \$5,000 as the Committee's contribution towards a joint project with Banks Peninsula Zone Committee and Whaka-Ora Healthy Harbour to gather, document and share practical knowledge about erosion and sediment control and soil conservation on the Port Hills.
- g. \$5,000 to the Avon-Heathcote Estuary Ihutai Trust for their estuary research programme, focusing on the effectiveness of wetland restoration.

CWMS Committees Review workshop (Mar)

- 39. In March, the Committee provided feedback for the CWMS Committees Review being led by Environment Canterbury through a workshop. Further details on the Review are provided above.

Stormwater Superheroes Awards (June-Aug)

CWMS Targets: ecosystem health and biodiversity – freshwater species and their habitat; wetlands; hāpua, lagoons and estuaries; lowland streams and lakes; kaitiakitanga – working together in partnership; wāhi taonga and mahinga kai; recreational and amenity opportunities – recreational water quality

- 40. An overview of the planning for last year's Stormwater Superhero Awards was provided at the 27 June meeting as a basis for the committee's discussion and decision making on proceeding with these Awards in 2024. Several action points were confirmed which will provide continuity for the Committee's 1 August workshop discussion on how to approach and continue the Stormwater Superhero Awards.
- 41. The Committee supported a move to consolidate the Stormwater Superheroes Awards into a Healthy Waterways Awards scheme and would work with the Community Waterways Partnership and others to develop the awards for 2025.
- 42. It was also agreed Deputy Chair, Mike Patchett, would join the CWP Steering Committee to assist in advancing the Healthy Waterways Award proposal for 2025.

Canterbury Waterways Partnership (Aug)

CWMS Targets: ecosystem health and biodiversity – freshwater species and their habitat; wetlands; hāpua, lagoons and estuaries; lowland streams and lakes; kaitiakitanga – working together in partnership; wāhi taonga and mahinga kai; recreational and amenity opportunities – recreational water quality

- 43. The committee appreciated having Georgina St John-Ives (Community Waterways Advisor, Christchurch City Council) at the meeting to discuss the Community Waterways Partnership and its relationship to the Water Zone Committee. Arapata Reuben is the current Christchurch West-Melton Zone Committee representative assigned to the Partnership. The committee agreed to return to this item at future workshops and meetings given the strong alignment between the zone committee and how the Community Waterways Partnership seeks to support the development of community-based initiatives to improve the ecological health, indigenous biodiversity and amenity value of our urban waterways.

Gathering, documenting and sharing practical knowledge about Erosion and sediment control and soil conservation (Sept)

CWMS Targets: ecosystem health and biodiversity – freshwater species and their habitat; wetlands; hāpua, lagoons and estuaries; lowland streams and lakes; kaitiakitanga – working together in partnership; wāhi taonga and mahinga kai; recreational and amenity opportunities – recreational water quality

44. As noted in Paragraph 42(f), the Committee put \$5,000 as the Committee's contribution towards a joint project with Banks Peninsula Zone Committee and Whaka-Ora Healthy Harbour to gather, document and share practical knowledge about erosion and sediment control and soil conservation on the Port Hills.
45. Following on from a Banks Peninsula Zone Committee workshop of a similar nature, the Committee provided input into the development of a project scope for an Erosion, Sediment Control and Soil Conservation (ESCSC) 'toolkit'.
46. The project aims to set up a resource for practitioners to use that contains information on trials, solutions and case studies on ESCSC management, specific for the Port Hills whose soils are typically composed of loess.
47. Once the scope is finalised, a contractor will be employed to collect, collate and present information for the project.

Zone Committee Action Plan Budget – projects considered (Oct)

CWMS Targets: All

48. In October, the Committee held a workshop to begin considering projects requesting funding from the Zone Committee Action Plan Budget. Due to low attendance of the workshop, the Committee confirmed it will defer its recommendations on this allocation of funding to their 28 November and 28 February meetings, to allow the outcome of other funding available (e.g. Environment Canterbury's WAI Fund and Biodiversity Fund, and the CCC's Community Waterways Partnership Fund) to guide their recommendations on the best use of the CWMS Action Plan Budget for 2024/25.

**MINUTES OF AN ORDINARY MEETING OF THE
SELWYN DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 23 OCTOBER 2024 COMMENCING AT 9.00AM**

PRESENT

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

IN ATTENDANCE

Mrs S Mason (Chief Executive); Messrs. S Gibling (Executive Director People, Culture & Capability), R Love (Executive Director Development & Growth), T Harris (Executive Director Enabling Services), T Mason (Executive Director Infrastructure and Property), Matt McGrath (Chief Digital Officer), Tim Heine (Advisor to Mayor), R Allen (Head of Acquisitions, Disposals & Leasing), Ben Baird (Head of Strategy), George Sariaak (Senior Strategy Planner), A Spanton (Environmental Team Leader), D Hayes (Strategic Open Spaces Lead), C Lammers (Senior Communications Advisor), R Raymond (Acting Communications Manager), J Azer (Policy Planner), Geoff Deavoll (Principal Planner); Mesdames A Sneddon (Chief Financial Officer), Puamiria Parata-Goddall (Pou Kaiāwhā – Executive Cultural Advisor), D Kidd (Executive Director Community Services & Facilities), S Carnoutsos (Acting Head of Marketing & Communications), N Cahill (Marketing Manager), K Attwood (Surface Water Lead), Elaine McLaren (Acting Head of Operational Delivery), R Phillips (Commercial Manager), Emma Larsen (Head of Planning), T Davel (Senior Governance Advisor), Kylie Hunt (Executive Assistant to the Chief Executive) and T Van Der Velde (PA to ED Enabling Services).

The meeting was livestreamed.

APOLOGIES

Apologies for lateness were received in respect of Councillor Epiha.

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

‘That the Council receives the apologies of lateness for Councillors Epiha, as notified.’

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

None.

CONFLICTS OF INTEREST

Councillor Miller noted his conflict for the Transwaste Canterbury Annual Report and the Central Plains Water Limited Annual Report

Councillor McInnes noted for the New Designation for Educational Purposes Report that she had a family member that was on the establishment board of the new school.

PUBLIC FORUM

Jens Christensen

Development of State Highway 1

(Refer to SH1 Rolleston transport improvements feedback form that was tabled)

Mr Christensen advised he was presenting as an individual today, not as a member of the Rolleston Residents Association.

Mr Christensen advised that he is presenting as an individual today, not as a member of the Rolleston Residents Association. He is passionate about the growth in Selwyn and is eager to ensure that the traffic improvements for SH1, Rolleston township, and the industrial zone are handled correctly. The submission he tabled from July 2022 regarding SH1 improvements was sent to the Councillors, but Mr Christensen has not received a response. He discussed the submission and its appendices, which outline an alternative, safer access route in Rolleston that is also more future-proof. Mr Christensen would like to see a pause on NZTA's plans for the Dunns Crossing roundabout to consider this alternative option.

'Councillor Mundt arrived in the chambers 9.05am'

Kate Hodgins, Helena Parsons & Dave Laurie

Castle Hill Community Grid & Solar Project

Bill Heaps in attendance online

(Refer to presentation attached)

Kate Hodgins spoke to the groups presentation. Community energy is essentially where communities could generate their own power, such as through wind, solar or hydro bringing a number of benefits for the community including reduced costs, building resilience, understanding and knowledge of your own electricity use and spend on power.

The speaker commented it is a complex and difficult area to navigate, system not set up for small community projects, and that is why Orion, Community Energy Network and Ara Ake have set up the Community Energy Activator of which the Castle Hill Community Energy project is a part of. Organisation and groups are learning from each other and the project group has a technical mentor Bill Heaps who joined the Council meeting online this morning.

Ms Hodgins spoke of their project aligning to the Selwyn District Council's Long Term Plan and spoke of the objectives which included to build resilience, improve sustainability and build community network. It was noted that Castle Hill Village is the main emergency hub for the basin. Ms Hodgins provided a slide listing energy options this could look like, rooftop solar batteries, ground based solar, community battery or include stations/other landowners, the scope is dependent on who is involved in the project. If Selwyn District Council is part of the project this will allow more options. Stakeholder consultation first part of process.

The project group have held survey and information sessions, which has had a positive response from the community. The presentation provided a list of opportunities for Council and how Council can support the project.

'Councillor Epiha arrived in the chambers 9.21am'

Calvin Payne

2024 Representation Review

Mr Payne introduced himself mentioning his connections to the land, and his ancestors including Thomas Payne, who wrote a bestselling publication titled *Common Sense*. Mr Payne commented that his waka for the past two years has been the Malvern Community Board, and thanked Councillors for listening to the community and applying common sense based on the feedback received for the Representation Review engagement. Mr Payne expressed his disappointed that the initial proposal had not changed following this engagement, however he remains optimistic about future Representation Reviews and believes the Council can learn from this process. He suggested that for future engagements, it would be beneficial to avoid using closed questions, particularly regarding the Malvern Community Board.

Mr Payne highlighted achievements of the Malvern Community Board.

Mr Payne shared his experience of attending community meetings in other wards, noting that Councillors did not attend those sessions. Mr Payne spoke of discretionary funds for community groups which has increased this year, and also the free room hires for these groups.

When Councillor Mundt inquired about the ward associated with the community groups Mr Payne attended, he replied that they fall under the Springs Ward.

Rob Hunt:

West Rolleston Primary School Road Safety

Mr. Hunt spoke about the recent feedback he has received from the community. He acknowledged the challenging position the Council is in due to NZTA's reduction in funding, which has affected some proposed infrastructure plans in the Long Term Plan (LTP).

Mr Hunt commented that it is not just the council that need to solve this issue, but the issue of traffic lights and safety of tamariki crossing roads remains a big issue.

Mr Hunt wanted to acknowledge council for the work they have done since the notice of the LTP funding gap with the workshops to put the plans on track again. He is here today to represent the diverse voices the community, highlighting that over 1,000 signed a petition supporting the plans. Although NZTA directed them back to Council, they acknowledged that the volume of traffic will increase significantly. We have ourselves here with a shared problem.

He mentioned that while the indicators from their September workshop look positive, they will continue to advocate for the importance of children's safety until plans are finalised.

When asked if Dunns Crossing Road would no longer serve as the main exit, whether traffic lights would still be needed to safely cross that road and Burnham Road, Mr Hunt replied that with the anticipated fast-tracking of housing development, traffic lights will be necessary in either scenario and should be implemented as soon as possible.

Mr Hunt also noted that correspondence has been sent to several Members of Parliament, but they have yet to receive a response.

Mayor Broughton has met with the principals of all primary and secondary schools and is working with Nicola Grigg's office to arrange meetings with Minister Simeon Brown and Minister Erica Stanford. Once dates are confirmed, they will be in touch with the schools about these discussions.

Councillor Miller inquired about the Ministry of Education's position. Mr Hunt responded that when the school was built, the growth in Rolleston was not anticipated

CONFIRMATION OF MINUTES

1. Minutes of the ordinary meeting of the Selwyn District Council held in the Council Chamber on Wednesday 11 September 2024.

Amendments for the minutes: Councillor Bob Mugford to be included as in attendance.

Page 11, point 4 lists Councillor Dean as the Councillor from Rolleston Ward for the Assessment Panel, this is to be corrected to Councillor McInnes

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

'That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 11 September 2024.'

CARRIED

2. Minutes of the Waikirikiri Ki Tua Future Selwyn Deliberations held in the Council Chamber on Friday 13 September 2024.

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

'That the Council confirms the minutes of the Waikirikiri Ki Tua Future Selwyn Deliberations held on Friday 13 September 2024.'

CARRIED

3. Minutes of the Representation Review Subcommittee held in the Council Chamber on Tuesday 9 July 2024.

Minor amendments were proposed and agreed to.

Page 37 diligent should be **That** not thequestioned whether **that**
Page 40 in West Melton should be **Malvern**.....with one of the subdivisions in **Malvern**

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

'That the Council confirms the minutes of the Representation Review Subcommittee held in the Council Chamber on Tuesday 9 July 2024.'

CARRIED

4. Minutes of the Representation Review Deliberations held in the Council Chamber on Thursday 10 October 2024.

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

‘That the Council confirms the minutes of the Representation Review Deliberations held in the Council Chamber on Thursday 10 October 2024.’

CARRIED

MATTERS REQUIRING ATTENTION

None.

REPORTS

1. Mayor
Mayor’s Report

Mayor Broughton provided a summary of his report.

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

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

CARRIED

2. Chief Executive
Chief Executive’s Report

The Chief Executive provided a summary of her report and noted the recent events she attended including the successful launch of the Economic Development Strategy, held last evening with over 90 people in attendance.

For the Policy Manual update, it was noted that projects below the CEO’s financial delegation will be captured in the dashboard and Finance and Performance reporting and that if there was any doubt of whether a project was considered to be of significant interest to Council or the community, that these projects would be brought forward to Council for transparency.

Moved – Councillor McInnes / **Seconded** – Councillor Lyall

‘That Council receives the Chief Executive’s report for information.’

CARRIED

3. 2024 Representation Review

Executive Director Enabling Services

Tim Harris, Executive Director Enabling Services spoke to his report for the adoption of final proposal for notification for the Representation Review.

For completeness the resolution will be amended to include the following sentence:

iii. That two Malvern Councillors be appointed to the Malvern Community Board;

Mr Harris provided some background on the Representation Review Subcommittee and the spoke of a number of options the Subcommittee looked at as well as providing a summary of the engagement.

Mayor Broughton acknowledged that there were split views at the deliberations, however decisions were reached and today's meeting is to formally ratify those decisions.

Councillor Lyall commented that the proposed options fail to provide effective and fair representation and limits effective representation of communities of interest, therefore he does not support the decisions reached and will be voting against them.

Councillor Gliddon remarked that the community has been heard and their voices acknowledged.

Councillor Dean who was the chair of the Representation Review reflected on the process. He noted that in his view, the decision was influenced by patch protection, and the loudest voices, ignoring other voices. He indicated that Council may be compelled into conducting another Representation Review in the near future. Nevertheless, he emphasised the importance of holding themselves accountable for the choices Councillors made during the deliberation.

Councillor Lyall voted against

Moved – Councillor Hasson / **Seconded** – Councillor Mundt

'That the Council adopts for public notification the following final proposal for representation arrangements for the local authority election to be held in 2025 and subsequent elections, until altered by a subsequent decision:

- a. *That the Council comprise 11 members elected from four wards, and the Mayor, elected at large.*
- b. *That the four wards be known as Kā Mānia Rolleston Ward; Te Waihora Ellesmere Ward; Kā Puna Springs Ward; Tawera Malvern Ward.*
- c. *That the proposed boundaries of the four wards be as per the status quo shown on the map attached to this report (Appendix 1) and reflecting the following communities of interest:*

Ward	Communities of Interest
Ellesmere	Brookside, Burham, Burham Military Camp, Doyleston, Dunsandel, Greendale, Greenpark, Irwell, Killinchy, Lakeside, Leeston, Mead, Motukarara, Rakaia Huts, Sedgemere, Southbridge, Taumutu, West Rolleston
Malvern	Arthurs Pass, Castle Hill, Coalgate, Darfield, Glenroy, Glentunnel, Halkett, Hororata, Kirwee, Lake Coleridge, Sheffield, Springfield, West Melton, Waddington, Whitecliffs, Windwhistle
Rolleston	Rolleston (excluding West Rolleston)

Springs	Ladbrooks, Lincoln, Prebbleton, Springston, Tai Tapu, Weedons
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d. *That the population each member will represent is as follows:*

Ward	Population	Members	Population per Member	% Dif from the quota
Malvern	15,510	2	7,755	5.0%
Rolleston	29,980	4	7,495	1.5%
Ellesmere	13,420	2	6,710	-9.1%
Springs	22,330	3	7,443	0.8%
TOTAL	81240	11	7,385	

e. *That a Community Board be elected representing the Malvern Ward:*

- i. *That the name of this Board be the Malvern Community Board;*
- ii. *That the Malvern Community Board comprises five elected members;*
- iii. *That two Malvern Councillors be appointed to the Malvern Community Board;*
- iv. *That the Malvern Community Board have three subdivisions, namely the Hawkins, Tawera and West Melton Subdivisions, with the boundaries as shown in the map attached to this report (Appendix 2), and reflecting the following communities of interest:*

Subdivision	Areas of Subdivision
Hawkins	Darfield, Kirwee, Sheffield, Waddington
Tawera	Arthurs Pass, Castle Hill, Coalgate, Glenroy, Glentunnel, Hororata, Lake Coleridge, Springfield, Whitecliffs, Windwhistle
West Melton	Halkett, West Melton

iv. *That the population each member will represent is as follows:*

Subdivision	Population	Members	Population per member	% Dif from the quota
Hawkins Subdivision	6,460	2	3,230	4.13%
Tawera Subdivision	3,050	1	3,050	-1.68%
West Melton Subdivision	6,000	2	3,000	-3.29%
TOTAL	15,510	5		

CARRIED

4. CORDE 2024 Annual Report

Chief Financial Officer

Moved – Councillor Lyall / **Seconded** – Councillor Gliddon

‘That the Council receives the CORDE Limited Annual Report 2024, for information.’

CARRIED

5. Transwaste Canterbury 2024 Annual Report

Chief Financial Officer

The Chief Executive noted that Transwaste Canterbury sent their apologies for the meeting and that they have been invited to the next public forum to provide an update in the November meeting.

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

‘That the Council receives the Transwaste Annual Report 2024, for information.’

CARRIED

6. Central Plains Water Limited (CPWL) 2024 Annual Report

Chief Financial Officer

Susan Goodfellow, Chief Executive Officer for Central Plains Water Limited provided an update. Ms Goodfellow also highlighted information in the 100 year plan around water supply and infrastructure.

Mayor Broughton noted that the AGM for CPWL is next Tuesday, which he will attend, he sought the endorsement of the Council to vote in favour of the three recommendations and the ability to add a proxy should Mayor Broughton not be available. There were no opposing views.

The Chief Executive for Selwyn District Council noted a correction to the cover report, for the first sentence, under background information, this should read: Mr Bruce Gemmell is an Independent Director and Audit and Risk Committee Chairman. Councillor Grant Miller is an Independent Director and Chairman, on the Audit and Risk Committee, and REM and Appointments Committee.

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

‘That the Council receives the Central Plains Water Limited (CPWL) Annual Report 2024, for information.’

CARRIED

7. Confirmation of Committee Chairs & Membership

Executive Director of People, Culture & Capability

There was discussion that some Subcommittee meetings may need to be held more frequently than others.

There was discussion around funding implications for industry experts. The Chief Executive responded that there is a budget for consultancy that sits in the Chief Executive cost centre as well as some experts that are interested in participating in a voluntary basis, as they have a vested interest in wanting to see the strategic progress.

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

That Council:

- (a) *notes the establish four new strategic priority subcommittees has concluded with the appointment of the four Chairs being:*
 - *Chair Councillor McInnes Housing and Urban Development Strategic Priority Subcommittee*
 - *Chair Mayor Broughton Local Water Done Well Strategic Priority Subcommittee*
 - *Chair Councillor Dean Economic Development Strategic Priority Subcommittee*
 - *Chair Councillor Reid Climate Change and Sustainability Strategic Priority Subcommittee.*
- (b) *note that a request to Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga has been made about their preferred level of representation within each of the new Subcommittees;*
- (c) *note that Te Taumutu Rūnanga has appointed Megan McKay to preside on the four subcommittees.'*

CARRIED

8. Adoption of Waikirikiri Ki Tua Future Selwyn

Senior Strategy Planner

'Councillor Dean left the Chambers 10.25am-10.28am'

Robert Love, Executive Director of Development and Growth, commented that it is a momentous day for Selwyn District Council with the adoption of Waikirikiri Ki Tua Future Selwyn. Ben Baird, Head of Strategy thanked the Executive team, Councillors and staff for their support and their time spent on Waikirikiri Ki Tua Future Selwyn.

George Sariak, Senior Strategy Planner, outlined the process, the report and appendices. Links were circulated to a draft copy however the final copy version of Waikirikiri Ki Tua Future Selwyn will be made live pending the decisions today.

Councillor Mundt commented that net zero and carbon net zero is still referenced in the document and raised her disappointment, she commented this is quite limiting on how it is comprehended by the community.

Councillors thanked staff, councillor and the community for being involved in the process.

Moved – Councillor Lyall / **Seconded** – Councillor McInnes

‘That the Council:

- a) Receives this report, including the recommendations of Hearing Panel set out in **Appendix 1** and further recommended changes by Council staff set out in **Appendix 2***
- b) Adopt the final version of Waikirikiri Ki Tua Future Selwyn as the long-term overarching strategic direction for Waikirikiri Selwyn, underpinned by the Strategic Framework contained within **Appendix 3**.*
- c) Delegates authority to the Chief Executive Officer to authorise ongoing design, performance and proofing refinements to Waikirikiri Ki Tua Future Selwyn and supporting materials.*
- d) Endorses the proposed approach for early engagement on the Area Plans as set out in **Appendix 4**.’*

CARRIED

9. Gravel Reserves Disposal Proceeds Allocation Process

Strategic Open Space Lead

Head of Acquisitions, Disposals & Leasing

Derek Hayes, Strategic Open Space Lead spoke to his report providing a summary.

It was agreed that the Economic Development Strategy Priority Subcommittee has authority to administer and allocate proceeds from the sale of Crown reserve land.

Moved – Councillor Miller / **Seconded** – Councillor Mugford

‘That the Council:

- a) Receives the report; and,*
- b) Endorses the proposed process, including panel, and criteria for assessing project eligibility for proceeds funding.’*

CARRIED

10. Public Initiated Water Race Closures

Surface Water Lead

Kate Attwood, Surface Water Lead took report as read.

Councillor Gliddon stated that she is willing to move recommendations a and c, but proposed an alternative for b. She suggested that the Michin Road closure be considered within the context of the entire Sheffield Scheme closure, emphasising the importance of viewing the situation as a whole. Additionally, Councillor Gliddon

mentioned the agreement signed in 2016 with CPWL regarding stock water supply, which should also be taken into account.

Ms Attwood advised that b can be deferred. Therefore, it was agreed that recommendation (b) is deleted.

Councillor Hasson discussed the closures and strategic planning maps related to water races, which were last reviewed in 2012. She noted that the existing mapping does not accurately reflect the current flow of water races across the district. She requested an extension for the report and a reassessment of the mapping to provide a clearer understanding of what remains.

Mayor Broughton advised that two Councillors were to be nominated to hear submissions. A number of Councillors were interested. It was decided that Councillors would talk over lunch and decide who would sit on the hearing panel, once decided staff will be advised.

It was decided that recommendation (b) would be deleted.

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

‘That the Council:

- a. Approve the closure of one length of water race, referred to as the Pound Road closure, consisting of approximately 2.3 km across the Selwyn District Council Stock Water Race Network;*
- ~~b. Does not approve the closure of one length of water race, referred to as the Minchins Road closure, consisting of approximately 6.32 km across the Selwyn District Council Stock Water Race Network; and~~*
- c. Forms a hearing panel, consisting of at least two Councillors to be nominated, to hear submissions and consider the proposals to close three sections of water race, referred to as the 684 Telegraph Road, 987 Telegraph Road, and Highfield Road closure applications respectfully that have received objections during the public consultation process.’*

CARRIED

11. New Designation for Educational Purposes - Far West Rolleston School

Policy Planner

Mayor Broughton advised that the Director of Education for Canterbury informed him that the establishment of a new primary school and the school will be named Te Rau Horopito which will be open in Arbor Green January 2026. Te Taumutu Runanga have generously gifted the name.

Joseph Azer, Policy Planner spoke to his report and also confirmed the new name of the school.

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

‘That Council:

- a) recommends to the Minister of Education that the Notice of Requirement D230003 for an educational facility on Lot 1 DP 588424, as contained in Record of Title 1118996, be confirmed as set out in Commissioner’s report, as per s171(2) of the Resource Management Act 1991.*
- b) delegates to the Chief Executive Officer to undertake all necessary actions to give effect to the decision of the Minister of Education in relation to recommendation 1 above.’*

CARRIED

GENERAL BUSINESS

None.

MATTERS RAISED IN PUBLIC FORUM

None.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved – Councillor Lyall / **Seconded** – Councillor Hasson

‘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	Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2	Castle Hill Purchase and Easement			On settlement of the various elements of the transaction as detailed in the

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

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

that appropriate officers remain to provide advice to the Committee.'

CARRIED

The meeting adjourned between 10.53am – 11.16am.

The public meeting moved into Public Excluded at 11.16am. The meeting resumed in open meeting at 11.22am.

Public Forum Discussion:

Castle Hill

The Chief Executive Officer commented that a briefing will take place in the new year

Discussion was held around the legislation for community solar usage which is restrictive. Councillor McInnes commented that the group is looking at the sharing of energy and making it more resilient. Council can look to get involved in an operational sense with the assets we have and it worth investigating.

The Chief Executive commented that they are looking at this at a regional level (Economic Development Group), this is a priority piece of work that the Canterbury Mayoral Forum has identified, looking at an energy inventory across Canterbury. The inventory will be completed March next year and then feedback will follow this will give a whole of Canterbury view around energy.

Jens Christensen / Rob Hunt

Councillor Miller commented that there is a lot of potential development with the Fastrack and industrial approval and agrees that there is an opportunity to review with the significant development. Piece of working around development and strategy in this space.

The Chief Executive Officer advised she has asked Tim Mason, Executive Director Infrastructure and Property and his team will consider the presenters comments today and look to see if there is opportunity.

The Mayor and Chief Executive Officer have a meeting with NZTA in the next two weeks and will pick up this conversation.

Mayor Sam noted that the Minister is coming down to understand space requirement for schools and safety of kids will be part of the conversations.

Signing of a Memorandum of Understanding

KiwiRail and Selwyn District Council

The Chief Executive Officer expressed her excitement about the signing of the Memorandum of Understanding, highlighting how it aligns with the strategic partnerships the Council is forming with key businesses. She noted that this is a fantastic opportunity to collaborate with KiwiRail on their future planning and economic prospects, which supports the Council's Economic Development Strategy and offers mutual benefits for our community.

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

'That Council approve the signing of the Strategic Memorandum of Understanding between Selwyn District Council and KiwiRail Holdings Limited.'

CARRIED

With no further business being discussed, the meeting closed at 11.37 am.

DATED this day of 2024

CHAIRPERSON

**MINUTES OF AN ORDINARY MEETING OF THE
PLANNING & CLIMATE CHANGE COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 24 JULY 2024 COMMENCING AT 11AM**

PRESENT

Councillor N C Reid (Chairperson), Councillors S N O H Epiha, L L Gliddon (Deputy Chairperson), D Hasson, S G McInnes, R H Mugford, M B Lyall (Acting Mayor), G S F Miller, and E S Mundt and Ms M McKay

IN ATTENDANCE

Mrs S Mason (Chief Executive); T Mason (Executive Director Infrastructure and Property), S Gibling (Executive Director People, Culture and Capability), B Baird (Acting Head of Strategy and Policy); Mesdames E Larsen (Head of Resource Consents in attendance for the Executive Director Development and Growth), V Mitchell (Head of Building), S Atherton (Head of Regulatory), H Tate (Communications Advisor), M Mordaunt (Assistant to the Chief Digital Officer and Chief Finance Officer), L Crampton (Assistant to the ED Development and Growth) and C Bennet (Governance Coordinator)

The meeting was livestreamed.

The Chairperson commenced with a karakia welcoming everyone to the meeting, also those listening online.

APOLOGIES

Apologies were received from Mayor Broughton and Councillor Dean.

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

‘That the committee receive the apologies as indicated, for information.’

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

None.

CONFLICTS OF INTEREST

None.

PUBLIC FORUM

None.

CONFIRMATION OF MINUTES

- 1. Public minutes of the ordinary meeting of the Planning and Climate Change Committee held in the Council Chamber on Wednesday 15 May 2024**

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

'That the Planning and Climate Change Committee confirms the public minutes of the ordinary meeting of the Committee held on Wednesday 15 May 2024.'

CARRIED

REPORTS

- 1. Chairperson's Report**

Councillors briefly discussed the Government's establishment of housing growth targets for tier 1 and 2 councils. Staff explained that they are currently working through the process to understand how this will impact on Council.

Moved – Councillor Reid / **Seconded** – Councillor Hasson

'That the Planning & Climate Change Committee receives the Chairperson's report.'

CARRIED

- 2. Acting Executive Director Development and Growth**
Acting Executive Director's Report

Staff provided the committee with a verbal update on resource consent numbers. Council have received 48% more applications in the months between January and June this year than the same time last year. New software is planned to come online in September this year to help in automating part of the application process.

The Digital Team have built a dashboard reporting system which allows staff to track consent applications. Staff can see in almost real time how the application is progressing. The dashboard will be shared with Councillors, and it is planned to have it included on the Council website for the public to view. The Chief Executive explained this is a huge step forward with a real focus being placed on improving customer service. Evenings will be planned with industry to have open communication about how things can be done better.

Staff reminded the committee that costs associated with resource consenting are recoverable. They said the new software platform and dashboard are not likely to see a reduction in staffing requirements.

The Chair was disappointed that the response received about the placement of obstructions on the footpath was limited to waste bins. She would like to see Council undertake an accessibility audit around the district. The Chief Executive will discuss this with the Chair.

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

‘That the Planning and Climate Change Committee:

- a) Accepts the Executive Directors report; and*
- b) Retrospectively approves Selwyn District Council’s submission on the approach to the 2028 Census (Appendix B).’*

CARRIED

DISCUSSION ON MATTERS RAISED IN PUBLIC FORUM

There was no public forum at this meeting.

With no further business being discussed, the meeting closed at 11.29am following the closing karakia.

DATED this day of 2024

CHAIRPERSON

Workshop Items

- *RPS Key Points from ECan*

**MINUTES OF AN ORDINARY MEETING OF THE
COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 19 JUNE 2024 COMMENCING AT 9AM**

PRESENT

Mayor S Broughton; Councillors, S N O H Epiha, L L Gliddon, D Hasson, M B Lyall, S G McInnes, R H Mugford (Chairperson), N C Reid; and Ms M McKay

IN ATTENDANCE

Mrs S Mason (Chief Executive); T Harris (Executive Director Enabling Services), T Mason (Executive Director Infrastructure and Property), J Richmond (Head of Sport and Recreation), C Han (Digital Operations Support); Mesdames D Kidd (Executive Director Community Services and Facilities), C Quirke (Head of Community and Economic Development), C Parker (Head of Venues and Events), S Banbury (Senior Advisor Community Funding), L Caygill (Operations Manager Arts, Culture and Lifelong Learning), S Spicer (Assistant to ED Community Services); Ms T Davel (Senior Governance Advisor) and C Bennet (Governance Coordinator)

The Chair welcomed everyone to the meeting and opened with a karakia.

The meeting was livestreamed.

APOLOGIES

Apologies were received from Councillors Dean and Mundt.

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

‘That the Community Services Committee receive the apologies from Councillors Dean and Mundt.’

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

None.

CONFLICTS OF INTEREST

None.

PUBLIC FORUM

None.

CONFIRMATION OF MINUTES

1. **Minutes of the ordinary meeting of the Community Services Committee held in the Council Chamber on Wednesday 3 April 2024.**

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

'That the Community Services Committee confirms the minutes of the ordinary meeting of the Committee held on Wednesday 3 April 2024, as circulated.'

CARRIED

REPORTS

1. **Chairperson's Report**

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

'That the Community Services Committee receives the Chairperson's Report to Committee for information.'

CARRIED

2. **Executive Director Report**

Executive Director Community Services and Facilities

Mrs Denise Kidd, Executive Director Community Services and Facilities, gave a summary of the main points of the report. She highlighted the information on alcohol licensing which includes a risk matrix created after obtaining legal advice and consulting with Police.

There was a discussion about public liability insurance. Mrs Kidd said that if the event is Council led then it is captured by Council's insurance cover. Councillors expressed the concern that it could become too costly for the community to use Council assets, such as parks and reserves, if public liability insurance cover was required for events that did not meet the criteria for Council cover. Mrs Sharon Mason, Chief Executive, acknowledged that there is work to be done to provide certainty to users around what is covered and when public liability insurance cover will be required.

Clarification was sought on the core principles detailed in the 'Community Funding' portion of the report. Mrs Kidd advised that these have been included to bring total visibility to Council's commitment to the funding programme. This foreshadows a report coming to Council where these will be further clarified. She noted Councillor's points around the need to differentiate between the funding of groups, individuals and those that make a one-off application and those who apply for a grant for the same event annually. These points will be responded to in a pending report. There was general support indicated for some of the regular event applicants to become self-supporting and move away from a reliance on Council funding.

Moved – Councillor Lyall / **Seconded** – Councillor Miller

'That the Community Services Committee receives the Executive Director's report, for information.'

CARRIED

3. Community Services and Facilities Group Quarter Three Report 2023/24
Executive Director Community Services and Facilities

Councillors congratulated staff on the increase of patronage of Council venues and thanked them for the work done with Ellesmere Lions and mana whenua.

Councillors queried why Darfield Recreation Centre is unstaffed. Mrs Kidd explained that due to the level of usage and the complex nature of the ownership of the building having it staffed by Council on a fulltime basis could be difficult and costly. She said there is flexibility for people to get easily in and out of the building. The number of people using the facility / bookings will be investigated.

It was noted that the Sheffield Pool Party event did not receive Council funding.

Mr James Richmond, Head of Sport and Recreation, in answer to a Councillor question explained that Sheffield Pool receives funding due to ongoing maintenance issues.

Moved – Councillor McInnes / **Seconded** – Councillor Lyall

'That the Community Services Committee receives the Community Services and Facilities Group Quarter Three Report 2023/24, for information.'

CARRIED

4. 2024 ANZAC Day Report
Head of Venue and Events

Mrs Catherine Parker, Head of Venues and Events, recently started in her role at Council and began by sharing a bit about her background and previous employment experience.

Councillors expressed their thanks for the continued support of this important community event.

Community feedback was that it was significantly easier to ask questions and have them answered now there is one point of contact at the Council. It was queried if the cost of producing the programme includes the cost of the paper and the printing.

It was also asked if the budget for traffic management is for the plan itself or does it also include the work required on the day. Councillors said that several ANZAC Day services that are held roadside but are not showing in this report. These queries were noted by Mrs Kidd.

It was acknowledged that there is still work to be done to capture all the Council halls utilised on ANZAC Day.

To avoid embarrassment, it was asked that the message cards be firmly attached to the wreaths next year.

Moved – Councillor Reid / **Seconded** – Councillor McInnes

‘That the Community Services Committee:

*a) **agree** that the Council ANZAC Day Policy be reviewed prior to February 2025, in line with this report; and*

*b) **agree** that, thereafter, the Council ANZAC Day Policy be reviewed every 3 years.’*

CARRIED

GENERAL BUSINESS

None.

With no further business being discussed, the meeting closed at 9.41am with a closing karakia.

DATED this day of 2024

CHAIRPERSON

**MINUTES OF AN ORDINARY MEETING OF THE
TRANSPORT AND INFRASTRUCTURE COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 3 APRIL 2024 COMMENCING AT 9AM**

PRESENT

Councillors, S N O H Epiha, L L Gliddon, D Hasson (Chair), S G McInnes (Deputy Chair) (on Zoom), P M Deans, M B Lyall, R H Mugford, E S Mundt, N C Reid and Ms McKay

IN ATTENDANCE

Mrs S Mason (Chief Executive), Messrs. T Mason (Executive Director Infrastructure and Property), R Love (Executive Director Development & Growth), M McGrath (Chief Digital Officer), M England (Asset Manager), K Narang (Head of Capital Works), B Healey (Project Manager, Major Projects), S Tully (Advisor (Mayor)), P Millar (Major Projects Manager); Mesdames D Kidd (Executive Director Community Services & Facilities), D Prendergast (PA to the Executive Director Infrastructure and Property), S Spicer (Personal Assistant to the Executive Director Community Services & Facilities), P Parata-Goodall (Pou Kaiāwhā - Executive Cultural Advisor), C Bennet (Governance Coordinator), and A Sneddon (Chief Financial Officer)

The meeting was livestreamed.

The Chair welcomed everyone to the meeting, also to those listening online.

APOLOGIES

Apologies were received in respect of Mayor Sam Broughton

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

‘That the Transport and Infrastructure Committee receive the apologies as noted.’

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

None identified.

CONFLICTS OF INTEREST

None noted.

PUBLIC FORUM

None.

TERMS OF REFERENCE

For information only.

CONFIRMATION OF MINUTES

1. Minutes of the ordinary meeting of the Transport and Infrastructure Committee held in the Council Chamber on Wednesday 21 February 2024.

Councillor Dean noted that he was an apology for the meeting.

Moved – Councillor Gliddon / **Seconded** – Councillor Lyall

‘That the Transport and Infrastructure Committee confirms the minutes of the ordinary meeting of the Committee held on Wednesday 21 February 2024, as circulated.’

CARRIED

REPORTS

1. Chairperson’s Report

This report was taken as read, other than noting observations re draft government policy for transport, and the approach taken to speed reduction on rural roads, which will further reduce Council’s ability to set speed limits. Instead, Council will need to rely on and encourage police and the Ministry of Transport to enforce road safety and speed reduction.

Discussion included a request to this Committee to maintain its focus on exploring ways to keep roads safe and speeds low. Ms McKay suggested that separate to this meeting, discussions be held about how to liaise with iwi in regard to the Local Water Done Well initiatives, possibly via the Chief Executive.

A question was asked as to whether the Land drainage workshop was public or not. This was a workshop between representatives of small land owners, used to gather information on how their respective systems work and to get local knowledge documented in order to develop a cohesive action management plan. As it was a workshop, minutes were not taken, but a report will come back to this committee.

Moved – Councillor Mundt / **Seconded** – Councillor Epiha

“That the Transport and Infrastructure Committee receive the Chairpersons Report to the Committee for information.”

CARRIED

2. Executive Director Infrastructure and Property

Executive Director’s Report

Mr Mason highlighted the planning for the forward work programme, especially carry forwards, with the intention to bring to Council for decision which projects should be retained and which removed, together with criteria to assist in this decision.

He noted that in respect of the 3 Waters Reform, we are in a better position than most councils as our assets are reasonably new with low leakage.

There is a three month programme planned to implement the interim speed management plan.

Mr Mason then discussed the challenges posed in developing a capital works delivery strategy. In his experience there are a number of key areas that need to be improved:

- Systems and processes (working on financial and reporting systems, consistency)
- Procurement model (how to efficiently get to market)
- Capability – this is always a challenge to any organisation. Identifying key competencies, gap analysis, and programme to address gaps
- Supply chain relationships – good relationships together with a clear understanding of pipeline of work

The aim is to have a strategy in place by 1 July, following which improvement will occur incrementally. For example, reporting will become incrementally more accurate over the following year.

Questions posed were as follows:

- Would systems and reporting have the mitigated carry forward situation we are now in? While this would have helped, a number of factors contributed to situation, including a history of rolling projects forward. An expectation is being developed in the team that in future, we don't roll project forwards. However, given the total number of current important projects, there is insufficient capacity for all of these so some will need to be selected to be carried forward and a realistic program developed
- Will speed signs be bilingual? Yes.
- How will capital works programme be reported to this committee? Could there be a type of traffic light report? While staff currently don't have enough information for a traffic light style report, the programming underway should allow us to do this in future. There is also a plan to collate performance reporting to one committee.
- confirmation that by July a plan will be in place for incremental improvements. This was confirmed, noting that the year ahead will be a busy one as it is LTP year one, but there will be a good team and a good plan in place.
- what is the budget for the Ellesmere to Pines Wastewater pipeline? This will need to go through an engineers' representative and engineer in order to be established
- are we on track for the pipeline work set to start end of April? Yes, we are currently in the final changes of consents.
- has the consent for the pipeline been extended? Consent has yet to be extended, however, the new consents we are seeking from ECAN will be for the revised longer periods, and in the meantime we are continuing under the current consent which ECAN is comfortable with.

Observations and feedback from the Councillors included:

- speed management interaction with marae went well.

- how we monitor project contracts will also be an important part of delivering to programme, including monitoring the quality of work

Moved – Councillor Dean / **Seconded** – Councillor Reid

'That the Transport and Infrastructure Committee receives the Executive Director's Report, for information.'

CARRIED

GENERAL BUSINESS

None.

RESOLUTION TO EXCLUDE THE PUBLIC

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

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

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2.	Greenpark Memorial Community Centre			1 June 2024

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

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

that appropriate officers remain to provide advice to the Committee.'

CARRIED

With no further business being discussed, the meeting closed at 10am with a closing karakia.

DATED this day of 2024

CHAIRPERSON

PUBLIC MATTERS UNDER INVESTIGATION

Item	Meeting referred from	Action required	Report Date
<i>Operational Delivery Update - Surface Water in Hororata, Springfield and Sheffield</i>	21 June 2023	Future workshop with Councillors and Environment Canterbury. Engagement with the community to obtain feedback.	Tbc

**MINUTES OF AN ORDINARY MEETING OF THE
SPRINGS AND ELLESMERE DISCRETIONARY FUNDS COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON WEDNESDAY 11 SEPTEMBER 2024
COMMENCING AT 12.41PM**

ATTENDEES

Councillors D Hasson, E S Mundt and M B Lyall

IN ATTENDANCE

C Bennet (Governance Coordinator)

APOLOGIES

Apologies were received from Councillors Epiha and Miller.

Moved – Councillor Lyall / **Seconded** – Councillor Mundt

‘That the Springs Ellesmere Discretionary Fund Committee receive the apologies from Councillors Epiha and Miller.’

CARRIED

CONFLICT OF INTERESTS

None.

CONFIRMATION OF MINUTES

Minutes of the ordinary meeting of the Springs Ellesmere Funds Committee held in the Council Chambers on Wednesday 14 August 2024.

Moved – Councillor Lyall / **Seconded** – Councillor Hasson

‘That the Springs Ellesmere Discretionary Fund Committee confirm the minutes of the meeting on Wednesday 14 August 2024, for information.’

CARRIED

APPLICATIONS FOR FUNDING

Ellesmere Applications

None for this meeting

Springs Applications

1. Request for a Grant – Olympia Rhythmic Canterbury Team

Moved – Councillor Mundt / **Seconded** – Councillor Hasson

‘That the Springs/Ellesmere Discretionary Fund Committee grant \$1000 from the Springs Ward Discretionary Fund to assist the Olympia Rhythmic Canterbury team members attend the 2024 XP NZ Gymnastics Championships in Palmerston North in October.’

CARRIED

2. Springs Ellesmere Discretionary Funds Financial Statements 2024/25

Moved – Councillor Lyall / **Seconded** – Councillor Hasson

‘That the Springs Ellesmere Discretionary Funds Committee receive the Financial Statements, for information.’

CARRIED

The meeting closed at 12.45pm.

DATED this day of 2024

CHAIRPERSON

**MINUTES OF AN ORDINARY MEETING OF THE
ROLLESTON DISCRETIONARY FUNDS COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON WEDNESDAY 11 SEPTEMBER 2024
COMMENCING AT 12.38PM**

ATTENDEES

Councillors P M Dean (Chairperson), S G McInnes (Deputy Chairperson) & N C Reid

IN ATTENDANCE

C Bennet (Governance Coordinator)

APOLOGIES

None.

CONFLICTS OF INTEREST

None.

CONFIRMATION OF MINUTES

Minutes of the ordinary meeting of the Rolleston Discretionary Funds Committee held in the Council Chambers on Wednesday 14 August 2024.

Moved – Councillor Dean / **Seconded** – Councillor Reid

‘That the Rolleston Discretionary funds Committee receive the minutes of its ordinary meeting on Wednesday 14 August 2024, for information.’

CARRIED

APPLICATIONS FOR FUNDING

1. Request for a Grant – Nevaeh Wendt

Moved – Councillor McInnes / **Seconded** – Councillor Reid

‘That the Rolleston Discretionary Fund Committee defer considering the grant of \$500 from the Rolleston Ward Discretionary Fund to assist Nevaeh Wendt to travel to a dance competition in Australia, to the Community Funding Assessment Panel.’

CARRIED

2. Rolleston Discretionary Funds Financial Statements 2024/25

Moved – Councillor Reid / **Seconded** – Councillor Dean

‘That the Rolleston Discretionary Funds Committee receive the Financial Statements, for information.’

CARRIED

The meeting closed at 12.42pm.

DATED this day of 2024

CHAIRPERSON

REPORT

TO: Council

FOR: Council Meeting – 13 November 2024

FROM: Mayor Sam Broughton

DATE: 14 October 2024

SUBJECT: **MAYOR'S REPORT – October 2024**

RECOMMENDATION

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

1. OVERVIEW

Economic Development strategy

This month, we celebrated the official launch of the Kai Aku Rika Economic Development Strategy at Lincoln University, with around 70 attendees marking this significant milestone for Selwyn's future. Dr. Liz Brown, Chair of Te Taumutu Rūnanga, unveiled the strategy's dual name and shared its associated whakataukī, setting a strong cultural foundation for this initiative. The Kai Aku Rika Strategy serves as a blueprint for the future of Waikirikiri Selwyn's economy, guiding us toward sustainable and inclusive growth. Adding to this success Selwyn District Council won the Integrated Strategy Award at the Economic Development New Zealand Best Practice Awards, a testament to the collaborative efforts behind this strategy. Congratulations to the team that worked on this.

MOU with Kiwirail

Selwyn District Council signed a Memorandum of Understanding with Kiwirail, marking a significant step forward in our economic development strategy. This partnership aims to build on the South Island's largest freight-handling facility at Rolleston, which will create substantial opportunities for our local economy. The facility is expected to drive economic growth by enhancing the efficiency of freight distribution, supporting businesses across the region, and attracting further investment. Additionally, the TranzAlpine rail service holds more potential as a premier tourism attraction particularly as the cycle trail from Arthurs Pass is developed. Together, these initiatives will strengthen our district's economic foundation and reinforce Selwyn's role as a central hub for both commerce and tourism in the South Island.

Canterbury Mayoral Forum

The Canterbury Mayoral Forum continues to meet regularly, fostering collaboration on key issues affecting our region. In these discussions, a priority is finding ways to present a united voice to central government decision-makers, ensuring that Canterbury's interests are heard and understood. The forum has determined that any Regional Deal will be for the whole of Canterbury, rather than a north or south or GCP approach. To strengthen this the Forum is engaging Business Canterbury to explore opportunities for more coordinated advocacy with businesses that will drive positive outcomes for our communities. In October the Forum hosted Simon Bridges, Chairperson of Waka Kotahi, to discuss transportation and infrastructure needs across Canterbury. This engagement reflects our commitment to building strong relationships with national stakeholders, ensuring our regional priorities are supported and advanced.

2. MEETINGS

2 nd October	Local water done well options briefing
3 rd October	GCP Mayors meeting Rolleston Principals & MoE meeting at Rolleston College Meeting with Hon Nicola Grigg
4 th October	Canterbury Mayoral forum meeting with Simon Bridges Filipino Sports Event at Selwyn Sports Centre
7 th October	Malvern Community Board Services Awards
8 th October	NZ Police & SDC leadership meeting
9 th October	NZ History Cultural Development Day
11 th October	Meeting with the Hon Vanessa Weenink Darfield Art Week opening
13 th October	Friends of the Ellesmere Hospital 100 years event
16 th October	Canterbury FutureReady Megatrends event.
17 th October	CORDE Governance meeting McLean Institute meeting
20 th October	100 year Anniversary for Ellesmere Soldiers memorial Cenotaph
21 st October	Meeting with Hon Hamish Campbell

22 nd October	Ministry of Social Development meeting Kai Aku Rika Economic Development Strategy launch
23 rd October	Council Meeting Economic Development NZ Best Practice Awards Dinner
24 th and 25 th October	South Island Local Government Conference
29 th October	Kiwirail meeting Business Canterbury Meeting One Water working group hui Ellesmere College Senior prizegiving
30 th October	NZ History Cultural Development day 2
31 st October	Hon Simeon Brown visit to Selwyn.



Sam Broughton
MAYOR
MAYOR

REPORT

TO: Council

FOR: Council Meeting on 13 November 2024

FROM: Chief Executive

DATE: 22 October 2024

SUBJECT: **CHIEF EXECUTIVE'S REPORT**

RECOMMENDATION

'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.'*

1. PUBLIC FORUM

At the Council meeting on 23 October 2024 we had several public forum speakers. Responses to the issues raised in public forum are listed below.

Jens Christensen – Development of State Highway 1

This suggestion by the submitter has been raised before and discussed with Council and the NZTA Waka Kotahi. It relies on roading connections being created by a private plan change that has been declined by Council. Dunns Crossing Road is classified as arterial road that connects to the south of Rolleston and those urban areas from SH1. It is part of the Rolleston perimeter arterial network established for this purpose. The NZTA adopted plan for the new dual lane roundabout at SH1 is connecting the perimeter arterials of Dunns Crossing Road and Walkers Road together to maintain the integrity of that link. NZTA are currently obtaining the land needed from the property owner for the roundabout and the realignment of Dunns Crossing Road onto it. Council has included the upgrade of Dunns Crossing Road, including a new signalised intersection at Dunns Crossing and Burham School Road to address safety concerns in agreement with the NZTA for both the increase in traffic and provide for the safe crossings for the school. It would be inadvisable to have an arterial road of the function necessary, including catering for heavy vehicles, to rerouted through a new urban high-density development even if it did occur.

Kate Hodgins, Helen Parsons and Dave Laurie, - Castle Hill Community Grid and Solar Project

At the October meeting, Kate Hodgins, Helena Parsons and David Laurie spoke at the public forum about the Castle Hill Community Grid and Solar Project. This is a community led initiative, supported by Orion, to establish a solar hub and battery storage and Castle Hill Village. The project has the following objectives:

- To support the Castlehill basin/Craigieburn emergency response and recovery in the event of a disaster
- Reduce the Castle Hill village infrastructure's reliance on the grid, thereby also reducing associated carbon emissions
- It could also form part of a Virtual Power Plant with grid stabilisation capabilities.

Council staff are working with the project leaders to jointly brief Councillors early next year on the project status and opportunities for Council involvement and support of the project.

Council notes that work in the energy space is currently underway at a regional level to assess energy security, with the Canterbury Mayoral Forum currently undertaking a priority piece of work document at an energy inventory across Canterbury. The inventory will be completed March next year and then feedback will follow, which will give a whole of Canterbury view around energy.

Calvin Payne – 2024 Representation Review

The Council thanked Mr Payne for his comments and acknowledged that they will be taken into consideration for the next representation review

Rob Hunt – West Rolleston Primary School Road Safety

At the last meeting of Council, we heard from Rob Hunt representing West Rolleston School. Rob is advocating for Council to commit to undertaking road safety improvement projects around the school as we had planned in our LTP, with a project to install traffic signals at the Dunns Crossing and Burnham School Road intersection. Since the LTP, we have heard from NZTA that they will no longer support co-funding of this project which leaves Council with a significant funding shortfall to be able to advance this project as planned and communicated to our community. Council is currently reviewing all the NZTA funding shortfalls and exploring options to supplement funding for key projects, such as this one. This work is ongoing. A report of alternative funding options for Council to consider will be before Council as an agenda item today. A decision on this will enable a clear direction on the future of this project to then be communicated to West Rolleston School and our Community.

2. CANTERBURY MUSEUM TRUST BOARD

On 31 October, Council received Rex Williams formal resignation from the Canterbury Trust Board effective from 30 November 2024. Rex Williams was appointed to the Board as this Council's representative from 1 September 2022 for a 3-year term.

Every three years, the Canterbury Museum Trust Board renews its membership under the terms set out in its Parliamentary Act. The Trust Board has members appointed by the following organisations for a three-year term:

- Christchurch City Council (4 members)
- Selwyn District Council (1 member)
- Waimakariri District Council/Hurunui District Council (1 member)
- Te Rūnanga o Ngāi Tahu (1 member)
- Friends of Canterbury Museum (1 member)
- Canterbury Pilgrims' and Early Settlers' Association (1 member)
- University of Canterbury (1 member)
- Canterbury Branch, Royal Society of NZ (1 member)

Following the resignation of Mr Rex Williams, prior to the end of his 3-year term, the CEO seeks the delegation from Council to commence the recruitment process for a new trustee in early 2025.

6 Appointment of members of Board

- (1) Within 3 months after the commencement of this Act, and within 3 months after each general election held pursuant to the [Local Electoral Act 2001](#) after the commencement of this Act, those contributing authorities and other bodies referred to in [section 5\(2\)](#) shall each appoint a person or persons to be members of the Board.
- (2) Any person appointed by a contributing authority need not be a member of that authority.
- (3) Every member of the Board appointed under this section shall come into office on the day following that on which he or she is appointed.

Section 6(1): amended, on 1 July 2001, pursuant to [section 152\(1\)](#) of the Local Electoral Act 2001 (2001 No 35).

7 Reappointment and resignation of Board members

- (1) Any member of the Board may from time to time be reappointed or may at any time resign his or her office in writing addressed to the Secretary of the Board.
- (2) Every such member, unless he or she sooner vacates office, shall continue to hold office until his or her successor comes into office.
- (3) Every casual vacancy shall be filled as soon as practicable by the appointment of a person by the contributing authority or body which appointed the member who has vacated office; and the member appointed to fill any casual vacancy shall hold office only for the residue of the term of the vacating member: provided that where any such vacancy occurs within 6 months before the date fixed for the next general election, the appointing body or bodies affected by that vacancy may determine that the vacancy shall not be filled.
- (4) The powers of the Board shall not be affected by any vacancy in its membership.

3. KAI AKU RIKA ECONOMIC DEVELOPMENT STRATEGY

This week, we proudly launched our *Kai Aku Rika Economic Development Strategy* at Lincoln University, with over 70 in attendance. It was a significant milestone for the district, highlighted by Dr. Liz Brown, Chair of Te Taumutu Rūnanga, unveiling the strategy's dual name and its associated whakataukī. Serving as a blueprint to shape the future of Waikirikiri Selwyn's economy, this strategy signals an exciting new chapter for our district. [Click here](#) to access key resources and see the partners who have endorsed the strategy so far including:

- Te Taumutu Rūnanga
- CORDE
- Orion
- KiwiRail
- Lincoln University
- Business Canterbury

We were also honoured to receive the Integrated Strategy Award at the Economic Development New Zealand Best Practice Awards. This award celebrates exceptional strategic planning that unifies diverse initiatives across departments, levels, and stakeholders for maximum impact. The judges commended Selwyn District Council's strategy for its comprehensive development process and for being deeply integrated into Council operations and identity, rather than standing as a separate document. They were particularly impressed by the direct link between the Kai Aku Rika Economic Development Strategy and Council's investment decisions, ensuring that resources are directed toward initiatives with the most significant potential for economic growth. This integrated approach reflects our commitment to fostering a cohesive, results-oriented economic vision for the district.

This recognition places us alongside other notable finalists, including Queenstown District Lakes (whom received Highly Commended), Enterprise Dunedin, Northland Inc., Trust Tairāwhiti, and Venture Taranaki, and underscores the high standards set for our economic development strategy.

Looking ahead, our next steps include establishing the Economic Development Subcommittee in November, framing up the action plan and work programme, and identifying members for the cross-sector steering group. With these foundations in place, we're ready to move forward with delivering and fully integrating the strategy across all Council activities, setting the stage for impactful economic outcomes.

4. INTERNATIONAL SWAPS AND DERIVATIVES ASSOCIATION (ISDA) AGREEMENTS WITH ASB AND ANZ

At the Audit and Risk Subcommittee meeting held on 5 November was endorsed by the Committee. The below is for Council's information, as the Chief Executive Officer has delegation to sign the below agreements.

SDC and ASB:

In August 2023, SDC started the feasibility review of potentially implementing an ISDA agreement between SDC and ASB. Generally, an ISDA agreement is a standardised agreement that is used to govern transactions related to 'over-the-counter' derivatives (for example, swaps, forward rate agreements, and options).

The purpose of this was to diversify options for derivative trade, expanding from two banks (ANZ and Westpac) that SDC currently places swap orders with. This diversification was with a view to obtain better rates for interest risk hedging.

Throughout the course of the feasibility review, various consultants were invited to comment on the proposed ISDA agreement draft (including PwC, Anderson Lloyd and Buddle Findlay) providing an all-encompassing view of the proposed agreement. The review involved recommendations on the proposed draft and the related schedules, to ensure minimal risk exposure for Selwyn District Council.

In September 2024, Buddle Findlay conducted the final review of the updated ISDA agreement draft, and a final version of the agreement was provided, concluding that it was ready for Selwyn District Council to execute.

SDC and ANZ:

In August 2024, SDC engaged Buddle Findlay to act on Selwyn District Council's behalf in respect of the issue of security stock under Selwyn District Council's Debenture Trust Deed.

The proposed change is in relation to increasing the limit under the existing ISDA agreement from \$2m to \$6m. Buddle Findlay have been instructed to prepare a new security stock certificate to reflect this, noting that the new security stock certificate will be replacing the existing security stock certificate, number 3. The draft documents prepared by Buddle Findlay have been reviewed by ANZ. The next steps are:

1. Selwyn District Council signs and issues the Stock Issuance Notice to Covenant;
2. Selwyn District Council signs the Stock Certificate and CEO Certificate and sends to Buddle Findlay to hold in escrow;
3. ANZ signs the Cancellation Notice and sends to Buddle Findlay to hold in escrow.

Upon actioning both steps 1 and 2 above, Buddle Findlay will simultaneously:

4. Release the Stock Certificate and CEO Certificate to ANZ;
5. Release the Cancellation Notice to Computershare and Selwyn District Council;
6. Instruct Computershare to update the Stock Register.

Further to our request for clarification, Buddle Findlay confirmed that there is no risk associated with issuing further stock per se, other than by doing so, Selwyn District Council is increasing its exposure to ANZ. On the other hand, Selwyn District Council can transact swaps up to a higher limit. The new stock is required to secure the increased limit.

5. COUNCIL CALENDAR FOR 2025

Attached is the proposed meeting schedule for 2025 (**Appendix 1**). This schedule is designed to meet the requirements of the Local Government Act 2002, outline the annual commitment of Council, and to facilitate diary management.

It is proposed that, as per the 2024 calendar year, that all Council and Committee meetings are scheduled to be held on a Wednesday, with the exception of Audit and Risk Subcommittee meetings which are to be held on a Tuesday.

The Malvern Community Board meetings are retained on Monday evenings, commencing at 4.00pm with some meetings to be undertaken around the District. Meeting which fall on public holidays will be transferred to the Tuesday.

Councillor Recess

To coincide with the New Zealand school term holiday breaks, three Councillor recesses have been included in the schedule, these being:

Good Friday 18 April until Sunday 27 April.

Saturday 28 June 2024 until Sunday 6 July.

Saturday 20 September until Sunday 28 September.

6. CEO KPIs

Please find attached as **Appendix 2** an update on the CEO KPI's and progress for Councillors information.



Sharon Mason
CHIEF EXECUTIVE OFFICER

2025 Meeting and Events Calendar Confirmed by Council on xx xx 2025



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY	Wed HOL	Thu HOL	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
																											MCB				
FEBRUARY	1 Sat	2 Sun	3 Mon	4 Tue AR CFAP	5 Wed F&P LWDW	6 Thu Waitangi	7 Fri	8 Sat	9 Sun	10 Mon	11 Tue	12 Wed EDSP UDSP	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed CCSS COU	20 Thu	21 Fri	22 Sat	23 Sun	24 Mon	25 Tue	26 Wed BRIEF	27 Thu CSM	28 Fri			
																								MCB							
MARCH	1 Sat	2 Sun	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun	10 Mon	11 Tue	12 Wed CFAS	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed COU	20 Thu	21 Fri	22 Sat	23 Sun	24 Mon	25 Tue	26 Wed BRIEF	27 Thu	28 Fri	29 Sat Good Fri	30 Sun	31 Mon CC
APRIL	1 Tue	2 Wed F&P	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon	15 Tue	16 Wed COU	17 Thu	18 Fri Good Fri	19 Sat	20 Sun	21 Mon Easter Mon	22 Tue	23 Wed	24 Thu	25 Fri ANZAC	26 Sat	27 Sun	28 Mon	29 Tue	30 Wed BRIEF	
MAY	1 Thu CSM	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue AR CFAS	7 Wed CCSS LWDW	8 Thu	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed EDSP UPSP	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed COU	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed BRIEF	29 Thu	30 Fri	31 Sat
JUNE	1 Sun	2 Mon Kings BDay	3 Tue	4 Wed F&P LWDW	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed COU	19 Thu	20 Fri Matariki	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	
JULY	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon Elect Nom Open	8 Tue	9 Wed LWDW	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon CC	15 Tue	16 Wed UDSP	17 Thu	18 Fri	19 Sat	20 Sun	21 Mon	22 Tue	23 Wed COU	24 Thu	25 Fri	26 Sat	27 Sun	28 Mon	29 Tue	30 Wed BRIEF	31 Thu
AUGUST	1 Fri Elect Nom Close	2 Sat	3 Sun	4 Mon	5 Tue AR	6 Wed F&P	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed CFAS	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed COU	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed BRIEF	28 Thu	29 Fri	30 Sat	31 Sun
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OCTOBER	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat Election Day	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu Election Results	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon Labour Day	28 Tue	29 Wed	30 Thu	31 Fri
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DECEMBER	1 Mon	2 Tue	3 Wed F&P LWDW	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed COU	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri HOL	27 Sat HOL	28 Sun	29 Mon	30 Tue	31 Wed

Key:

<div></div>	SuperLocal 2005 (Christchurch): LGNZ	<div></div>	Public Holidays: HOL	<div></div>	SCHOOL HOLIDAYS / COUNCILLOR RECESS	<div></div>	COUNCIL COMMITTEES
<div></div>	Zone 5 & 6 Meetings: ZONE						COMMITTEE 1 (F&P) FINANCE & PERFORMANCE
<div></div>	Rural & Provincial Meetings: R&P						COMMITTEE 2 (LCDW) LOCAL WATER DONE WELL STRATEGIC PRIORITY SUBCOMMITTEE
<div></div>	Combined Sector Meetings CSM						COMMITTEE 3 (HUDS) HOUSING AND URBAN DEVELOPMENT STRATEGIC PRIORITY SUBCOMMITTEE
							COMMITTEE 4 (EDSP) ECONOMIC DEVELOPMENT STRATEGIC PRIORITY SUBCOMMITTEE
							COMMITTEE 5 (CCSS) CLIMATE CHANGE AND SUSTAINABILITY STRATEGIC PRIORITY SUBCOMMITTEE
							COMMUNITY FUNDING ASSESSMENT PANEL (CFAP)
							CREATIVE COMMUNITIES (CC)
							RURAL TRAVEL FUND (RTF)

CEO Progress update**Section 1: “Core” Key Performance Indicators***Reviewed June 2025*

Core Key Performance Indicators			
Statutory Duties	Statutory compliance will be reviewed at least annually, including identifying progress against the top 5 risks agreed upon by the Council. Those updated risk reviews will be formally reported to the newly elected Council before the draft 2025 annual plan.	30 June 2025	Program of work underway
	An unqualified audit report is received in respect of the 2023/24 annual report and all issues raised by Audit NZ in their management letter have agreed timeframe to be cleared.	31 Jan 2025	Annual report is due to Council December Auditors are currently onsite
Financial Prudence	<p>OPEX – operating budgets will not be exceeded in total</p> <p>CAPEX (NB: this is multi-year <u>initially</u>, but expected to be annual thereafter)</p> <ul style="list-style-type: none"> Individual capital projects over \$750K will be achieved within +/- 5% Any changes outside of +/- 5% will be brought to Council for re- approval along with consequent effects The total capital budget achieved within +/-5% <p>(NB: this KPI is linked to the work programme KPI cf below.)</p>	June 2025	<p>Our overall Opex costs for Q1 are unfavourable to budget by \$780k. The main areas of overspend are in maintenance \$600k - this is partly timing related, consulting, legal and professional is unfavorable to budget by \$1m noting this includes \$726k of costs that are recovered through building and resource consent fees. Other Opex areas are favourable to budget, these include personnel, overheads, general expenditure, and operating projects. Finance reports are discussed in detail at the Finance & Performance governance meetings</p> <p>Q1 Capital program</p> <p>The Capital program is reported to Finance & Performance governance meeting.</p>

Customer/Stakeholder Satisfaction	<p>Customer and stakeholder satisfaction is addressed as follows:</p> <p>A baseline customer satisfaction measure is developed, agreed by Council and an initial customer satisfaction assessment is undertaken (eg: perhaps something like the Colmar Brunton net promoter score customer satisfaction with across-the-counter service performance, or the overall service performance % as rated by standard telephone poll of ratepayers)</p>	31 March 2025	Currently negotiating with an external group to undertake the survey in February with presentation to Council April
	<p>Customer satisfaction is raised as follows <NB: actual measure tbc>: Users perception of Council staff interaction is 5% greater than at 31 March 2025 Overall residents perception of Council service performance is 5% greater than at 30 June 2019 These measures will be taken using the same process as used at 31 March 2025. <NB: a customer complaint system could be instigated and measured as a way of progressing a measure of customer satisfaction. And/or, a work-request system could log incoming work requests and Council response rates/times measured.></p>	<p>June 2026</p> <p>June 2026</p>	
Team Cultural survey Satisfaction	<p>Staff satisfaction is raised as follows:</p> <ul style="list-style-type: none"> An initial base-line survey is taken to determine staff engagement that gains 90%+ response Subsequent staff engagement surveys attain a minimum of 90% response rate The overall staff engagement index is 5% higher than 31 July 2024 	<p>30 Sept 2024</p> <p>Ongoing</p> <p>30 June 2025</p> <p>30 June 2025</p>	Completed and public briefing to councilors 6 th November 2024

	<ul style="list-style-type: none"> The staff confidence that collective organizational leadership inspires and motivates is 5% higher than at 31 July 2024 <p>These measures will be taken using the same process as used at 30 Sept 2024.</p>		
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Section 2: Strategic Areas of Focus

One Year Specific Goals:		
The key 4 most visible projects should be included in this KPI on a completed/not-completed basis each year. For the 2025/26 financial year, the following are key KPI projects:		
❖ That the Digital Strategy is reviewed, and a recommendation is brought through to Council	June 2025	Work ongoing strategy broken down into 3 key areas. CDO will provide a briefing overview early 2025 of innovations and changes to date
❖ That Waikirkiki Future Selwyn strategy is consulted on, submissions and hearing completed and final draft by June 2025	June 2025	Completed – endorsed at council October 2024.
❖ The financial and non-financial delegations are reviewed, and updates are brought to the council for endorsement. This project is in two tranches and may be a multiyear approach.	September 2024	Financial delegations Completed Non-financial delegations – review will begin in 2025
❖ Local water has done well reform. SDC will complete water service plans in line with central government timelines.	Sept 2025	Work underway- note this is a significant program of work equitable to a LTP
❖ Local Water done well – SDC staff will workshop with councillors’ options for a financially sustainable water services model at a local and takiwa level	October 2025	Workshops held paper to council with options 13 November and implementation of resolution by LWDW strategic portfolio committee

<ul style="list-style-type: none"> Investment & Disinvestment strategy – that the strategy is 	June 2025	Incorporated into the new strategic portfolio
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“stood up” and brought to life with a clear investment and disinvestment action plan		committee with economic development. First meeting this month
Health and Safety		
<ul style="list-style-type: none"> The Health and Safety Framework is reviewed and refreshed, including governance workshops. 	December 2024	Work program is underway
<ul style="list-style-type: none"> That the recommendations from the IMPAC consulting Health & Safety assessment 2020 are implemented 	June 2025	A new assessment has been completed and endorsed by RAC
Multi-Year Goal: ELT		
<ul style="list-style-type: none"> The council policies, governance, and operations will be reviewed over a two-year period. 	June 2026	Work has commenced to scope out program of work

REPORT

TO: Sharon Mason, Chief Executive Officer

FOR: Council meeting, 13 November 2024

FROM: Steve Gibling, Executive Director People Culture and Capability

DATE: 6 November 2024

SUBJECT: **HEALTH, SAFETY AND WELLBEING UPDATE NOVEMBER 2024**

RECOMMENDATION

'That Council receives the Health, Safety and Wellbeing Update November 2024 Report'.

1. PURPOSE

The purpose of this report is to provide Council with an update in relation to health, safety, and wellbeing activity across the organisation. This report supports the due diligence requirements of Council Officers under the Health and Safety at Work Act 2015.

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. HEALTH, SAFETY AND WELLBEING OVERVIEW

HS&W External Review Process

In late May 2024 staff initiated a review into the maturity of Councils delivery of its Health, Safety and Wellbeing functions under the Health and Safety at Work Act 2015.

The objective of this assessment was to:

1. Assess the effectiveness of Selwyn District Councils Health and Safety systems and processes (including governance and management's responsibilities) to identify, manage, and eliminate health, safety and wellbeing risk as far as is reasonably practicable.
2. Assess the effectiveness of Selwyn District Councils contractor management processes (including pre contract) in minimising Health and Safety risk to contractor workers as far as is reasonably practicable
3. Identify Selwyn District Councils critical Health, Safety and Wellbeing critical risks (including onsite and offsite locations)
4. Understand the overall effectiveness of Selwyn District Councils employee wellbeing policies and practices, while also reviewing the work from home arrangements.

The external review has now been completed by HSE Global and the final report was presented to the Audit and Risk Committee last week (refer to Appendix One). Key findings from the review were shared with the Committee and it was agreed to conclude the remaining open actions from the 2019 Impac Report.

4. H&S MANAGEMENT SYSTEM:

Key Incident

Critical Risk – Active Construction, Maintenance and Contractors

Near Miss - The Capital Works Team reported the service strike of three live overhead electric cables on work sites operated by one of our roading contractors, HEB Construction. These incidents were reported to WorkSafe, Orion and SDC, resulting in internal investigations being conducted. A report has been requested and we are awaiting the final outcomes of these investigations.

Initial corrective actions include updating their site induction processes to improve communications and visual checks. Since these incidents occurred, ELT members have conducted a site visit to HEB Construction observing and discussing their health & safety. It is intended to have HEB present their reports to this committee in February to provide assurance of the improvement made in their safe operating systems.

A full summary of the recorded incidents and near misses, along with a full summary of all lead and lag indicators is included within the quarterly Health, Safety and Wellbeing dashboard attached to this report (refer to Appendix Two).

Contractor Assurance

The Audit and Risk Committee were briefed on the significant work being undertaken in partnership with our contractor partners. Staff are currently in the process of reviewing the Contractor Health & Safety Policy (previously known as the Contractor Policy) in consultation with Infrastructure and Property, Health & Safety champions, and the Active Construction & Maintenance Critical Risk Team.

Site Wise, our Contractor Management pre-qualification provider, continues to provide regular reports on the safety management status of our contractors. Across all contractors registered with Site Wise, we have an average 93% compliance rating, which is high. Consideration is now being given accepting pre-qualification assessments from other providers on a case-by-case basis, with Site Wise remaining the preferred provider to ensure consistency. Progress on this area will continue to be reported to the Safety Leadership team monthly and will be a key feature of reporting back to the Audit and Risk Committee.

H&S Leadership

Effective leadership is essential in growing a strong health, safety, and wellbeing culture and is also crucial in fulfilling the obligations of Officers under the Health and Safety at Work Act 2015 (s.44).

To strengthen delivery of officer due diligence requirements we have undertaken specialised H&S Executive training in August and have now also commenced the Health and Safety Walkarounds by ELT members and senior managers. The

Walkarounds are a perpetual programme and will eventually include Councillors. These are not for audit purposes; they are for engagement, awareness, and greater understanding of “work as done – not imagined”, and looking for areas where senior leadership can support improved safer workplaces.

Critical Risk Management Programme

All six Critical Risk teams now established and working on completing the risk analysis Bowties and Management Standards. Once completed, the Critical Risk teams will assess our current risk controls, while looking for areas where improvements can be made through testing effectiveness of systems.

As part of this programme of assessing our critical risks staff will be conducting a series of Critical Risk workshops for Councillors to provide greater awareness and understanding. These will be led by the Health & Safety and Wellbeing teams, along with the Critical Risk team co-leaders and ELT sponsors. Focus will be on the Bowtie safety risk analysis framework, how it works, along with the development of Management Standards. These workshops will assist in providing greater assurance and understanding of how Council's critical risks are being managed and reviewed, whilst ensuring Councillors are fulfilling their responsibilities and obligations as officers of Council under the Act.

The first critical risks to be covered include Psychological Health, Driving, and Working in and around Water. Workshops for the remaining three Critical Risks will be conducted in early 2025.

Risk Management Framework and the Risk Register Reviews

At last weeks Audit and Risk meeting the Committee was presented with the organisations Risk Management Policy and Risk Management Framework. 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 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 and Policy will come to Council in December for final approval.

The Health & Safety team is working with the Risk Manager in conducting an organisation-wide review of Risk Registers under this framework in order to ensure consistency and alignment with the wider risk approach.

Lone Worker Safety Improvements

The GIS Location of Interest system is now being trialled with the Regulatory and Building teams, prior to being launched across all business groups. This initiative is to help identify locations where more vigilance is required when staff are visiting sites to ensure the safety of SDC personnel.

We will be conducting a campaign of educating staff on the value the system will provide to help keep them safe when working in the field, while reminding them of their responsibilities for their own safety and that of their colleagues. This will include staff checking locations in the system being visited prior to conducting the visit, as well as

reporting locations that pose a safety risk. It is envisioned that once the pilot has been completed and reviewed, the Councillors will be briefed and incorporated into the approach.

Wellbeing

An internal review of our wellbeing initiatives has been completed by staff and is now being aligned to the findings of the external HSE report. The biggest shift will occur around psychosocial risk management, and in particular the areas of work design, social factors, and environmental factors.

A review of our EAP services programme has also been completed and Telus Health is recommended as a replacement EAP provider. Telus Health incorporates a proactive holistic wellbeing programme into their platform which will replace a number of our other initiatives.

As part of our Caring Customer Interaction programme, looking after ourselves and our customers, we have completed the first two workshops with Revenue and Resource Consents. These workshops allow teams the opportunity to share experiences and learn from each other while picking up additional skills to help deal with challenging interactions. Learnings from these workshops provides us with an understanding of what further training/support we can offer going forward.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected and Consultation

Given the wide range of functions included within this report all Business Units will be included within the implementation of the Risk Management Framework and associated Health, Safety and Wellbeing processes. Councillors will be consulted on the key strategic risks and initial risk reporting and will be briefed and provided “deep dives” into key Health and Safety risk in service to the Health and Safety at Work Act 2015, and in particular, s.44 Duty of Officers and s.45 Duties of Workers.

(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.

6. FUNDING IMPLICATIONS

There are no significant budget considerations associated with the recommendations of this report. The existing budget for the Health and Safety functions will be able to cover the required changes to the work plan.

ENDORSED FOR AGENDA

A handwritten signature in blue ink, appearing to be 'SG', is positioned above the name Steve Gibling.

Steve Gibling
Executive Director People, Culture and Capability



Selwyn District Council Health and Safety Maturity Assessment

Version: FINAL
Date: 10 October 2024



Make a difference.

Executive Summary

Purpose

This executive summary describes the findings and recommendations following an independent appraisal of the health and safety (H&S) performance and practice observed during a H&S assessment at Selwyn District Council (SDC).

Summary

The independent assessment of SDC's H&S performance identified challenges in maintaining a comprehensive approach to H&S management due to rapid organisational growth and increased workloads, often driven by external factors. This is impacting resources within the H&S team and across the broader organisation, putting pressure on work design, workload management and staff wellbeing.

By recognising their strengths and areas for improvement, SDC's leadership has set a clear path for dealing with these challenges and the organisation's health and safety future. With continued investment in leadership engagement and a commitment to building on strong risk management foundations, SDC is well-positioned to enhance its health and safety outcomes and continue to build a safe and supportive work environment.

We identified some positive and innovative practices that show a commitment to improving worker safety and wellbeing. Strong leadership engagement is evident, particularly through the CEO's regular meetings with the H&S Representative Chair, which help build trust and support open communication. Workers were highly engaged and candid during the assessment process, providing valuable insights and showing a genuine interest in contributing to a safer workplace.

The methodology we adopted is similar to a SafePlus assessment, which is designed to move organisations beyond a compliance mindset to best practice. This is evident in the performance assessment which shows that good foundations are in place at SDC and with targeted action maturity ratings should improve quickly. To achieve this, SDC should develop a multi-year, integrated health and safety strategy that brings together existing programmes and activities and identifies a sequenced set of improvements that can be implemented and then monitored. The strategy should be standalone (delinked from the people strategy) and owned by the executive team. To set up and deliver this may require additional, temporary, capacity and capability.

Key areas of focus for the strategy will be enhancing risk management, increasing the levels of leadership involvement beyond the CEO, and ensuring resources are adequately allocated to support strategic safety improvements. A priority action will be to ensure all critical risks controls are in place across departments, a programme to verify critical control effectiveness should then be implemented.

Oversight of H&S performance of contractors (particularly smaller organisations) and volunteers should also be strengthened. There is an opportunity for SDC to work collaboratively with these stakeholders to improve performance while driving consistency and efficiency in aligned H&S systems.

A more structured approach to learning from incidents would improve overall performance and clear distinctions between health protection, health promotion, and wellbeing will also target interventions to the highest priority areas - particularly focussing on work design and workload management.

Key Findings

Overall, SDC should continue to build on its existing H&S programmes. The council needs to strengthen its risk management processes, engage more leaders in H&S, and ensure adequate resources and follow-up for safety issues particularly working with sub contractors and volunteers.

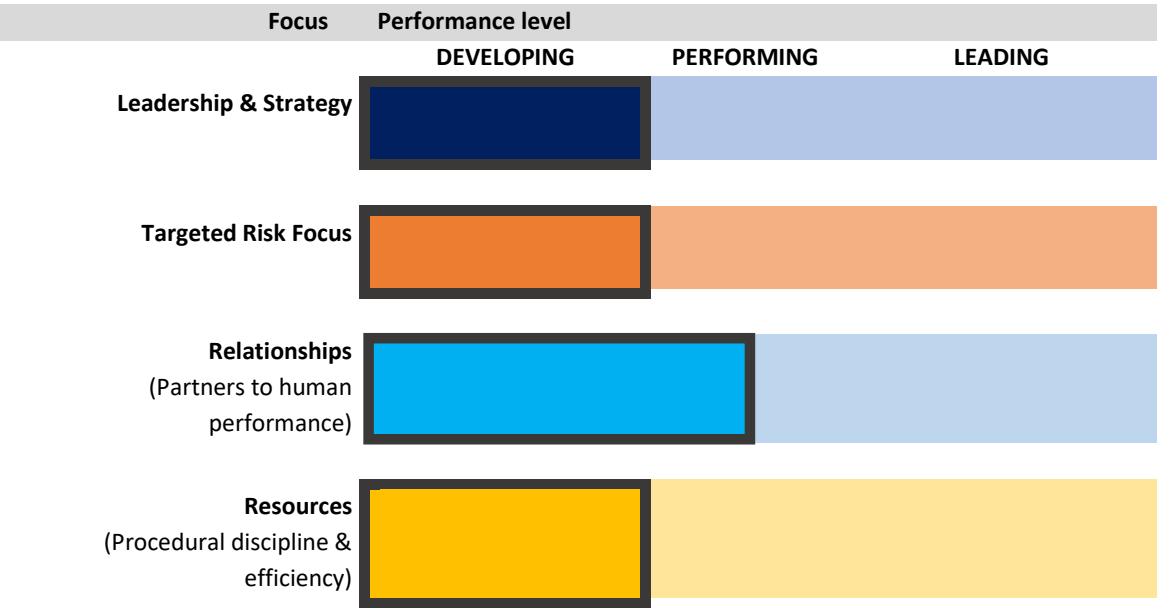
Leadership Engagement	<p>Positive: The CEO's regular meetings with the H&S Chair showcase strong leadership commitment and help build trust between workers and management.</p> <p>Improvement Area: Some senior leaders (operating at tiers 2&3) seem less engaged in H&S efforts, reducing the overall effectiveness of these initiatives.</p>
Risk Management	<p>Positive: local solutions and informal risk management approaches have been effectively used in some areas, demonstrating innovative thinking in safety practices.</p> <p>Improvement Area: The current risk management approach is fragmented, and Bow Tie analysis only covers a subset of risks, leading to gaps in safety oversight.</p>
Staffing and Resources	<p>Positive: SDC has healthy relationships with some contractors, and casual safety champions in certain areas contribute well to worker engagement.</p> <p>Improvement Area: Increased workload pressure and reliance on casual workers have impacted consistency and created increased pressure amongst some teams and workers</p>
Contractor and Volunteer Management	<p>Positive: Contractors with established H&S systems are managing risks well, showing a good base level of safety culture.</p> <p>Improvement Area: More focus is needed to support managing smaller contractors and volunteers, there is currently uneven safety practices increasing organisational risk.</p>
Incident Response	<p>Positive: Informal follow-ups and peer support are in place following incidents.</p> <p>Improvement Area: The informal response to incidents, would benefit from a more structured approach, with clear reviews to validate risk controls.</p>
Document and Process Management	<p>Positive: SDC has a comprehensive set of documents for contractor management, such as the Contract Management Framework and SDC Contract Lifecycle Management.</p> <p>Improvement Area: The application of these documents is inconsistent, particularly in high-risk areas, and integration across departments could be improved.</p>

Maturity Assessment

This section outlines the aggregated maturity assessment score. Caution should be used when considering the performance results because each part of the organisation may have differences and nuances.

Performance Assessment

The results of SDC health and safety assessment reflect a common stage of development seen across many organisations, particularly those undergoing rapid growth or operational changes. SDC’s position predominantly in the ‘Developing’ category is typical for organisations that have good foundational health and safety practices in place and are in the process of embedding a more structured and consistent best practice approach across all levels. Increasing performance requires not only refining risk management processes but also ensuring that leadership engagement, resource allocation, and relationship management are fully integrated and aligned with strategic safety objectives. Given SDC’s proactive efforts and openness to adopting new strategies, there is a strong foundation to progress towards the ‘Performing’ level, with opportunities to lead in areas where targeted focus and additional resourcing can be directed. It’s essential to recognise that this developmental stage provides the Council with a platform to implement and test a more cohesive approach, setting the groundwork for sustained health and safety improvements.



Recommendations

This section outlines the key recommendations.

Further details to support the implementation of these recommendations are included in the main body of the

report. In summary, the recommendations are:

- | | |
|--|---|
| 1. Develop a multi-year, prioritised H&S strategy and supporting action plan. | Promotion, and Wellbeing Programme targeting work design and workload management |
| 2. Develop an integrated approach to the management of H&S risk in shared duty situations (overlapping duties). | 5. Strengthen learning and improving activities. |
| 3. Revise the approach to H&S risk management and critical control verification and integrate with broader enterprise risk management. | 6. Set expectations for clear, visible leadership in H&S from all levels (including KPIs) |
| 4. Create a prioritised Health Protection, | 7. Build capability and establish a sustainable H&S learning and development programme. |
| | 8. Implement a Safety Assurance Programme |

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Report

Findings and Observations

This section outlines the findings and observations made during the assessment. This report does not capture absolutely every finding – we have taken the information gathered and aggregated this to produce a manageable number of findings pitched at the Executive Level.

Leadership & Strategy	
Strengthening H&S programmes through strategic alignment and clear objectives	SDC has several effective H&S programmes, including contractor management and wellbeing initiatives. However, these programmes are not yet aligned under a cohesive strategic framework, limiting their effectiveness. This lack of a structured plan affects the organisation’s ability to manage these risks effectively over time. The executive did not have KPIs for H&S performance.
Leadership engagement is improving but broader involvement is needed	<p>There is an inconsistent level of leadership awareness regarding H&S across the organisation. A recent workshop was undertaken with full Council and the Executive Team, and this has started the process of raising awareness of roles, responsibilities and accountabilities. Many leaders are new to their roles, and the focus on H&S by senior leaders (those operating at tiers 2 &3) in the organisation appears to have improved following the appointment of the current CEO. It is important that this continues and is made consistent across the organisation.</p> <p>The CEO demonstrates leadership in H&S by holding regular discussions with the HSR Chair. This is a valued practice within the organisation, as it allows for open communication about safety concerns and builds trust between leadership and worker. The consistency of these meetings is a positive step towards ensuring H&S issues are addressed at the highest levels of the organisation.</p> <p>Some senior leaders actively participate in promoting H&S initiatives, such as addressing psychological safety and managing aggression risks. There is also strong leadership support for wellbeing programmes including the "Talk it Out" peer support initiative which has been highly successful, offering worker a safe space to discuss mental health issues. The Wellbeing Strategy document outlines a comprehensive approach to supporting the holistic needs of worker through the application of Te Whare Tapa Whā, which promotes mental, physical, spiritual, and family health.</p>

The Audit and Risk Committee regularly receives H&S updates, but there is limited visibility on the extent of information shared with full council to enable them to undertake due diligence and ensure effective governance oversight of H&S practice and performance.

The H&S function has potential but needs greater resourcing and authority

The H&S team perceives itself as lacking the authority to drive meaningful change or influence strategic safety decisions. In part this is due to the limited capacity they have to undertake the activity needed. Without a defined role in strategic decision-making, the team feels unable to ensure that its recommendations are effectively implemented or that safety objectives are aligned with organisational goals. Overcoming this gap requires empowering the H&S team with greater integration into leadership decision making processes. A full review of the H&S team operating model has been undertaken and the findings and recommendations contained in a separate report.

Effective use of H&S dashboards to track critical risks and worker wellbeing, with opportunities for further enhancement

The Maratau Haututanga Tima dashboards provide valuable insight into the number of events linked to critical risks, helping SDC track and respond to key safety issues effectively. Additionally, the dashboards include Worker Assistance Programme (EAP) statistics, which can be separated into sessions identified as work-related or personal. This level of detail is beneficial for identifying common work-related concerns, such as conflict with managers or colleagues, and performance issues, which appeared frequently in 2023. For personal EAP sessions, themes like anger, self-esteem, relationships, and family were recurring reasons for access, although it was noted that the colours used in the dashboard make these distinctions harder to interpret at a glance. This data is valuable for SDC as it can guide what topics may need more targeted support or communication to workers. One positive step has been the installation of a Safety Alarm on the Executive desk in the Council Chambers, highlighting a proactive approach to managing safety in key areas. The Safety Leadership dashboard also has a section for qualitative data, which could be enhanced by including information on completed investigations or any outstanding actions from incidents. This would provide greater visibility of continuous improvement efforts and ensure transparency in how safety issues are being managed.

Targeted Risk Focus

There are gaps in the critical risk management programme of work that will impact effectiveness and ability to undertake assurance in the future.

While the organisation has implemented a H&S risk management framework, there are inconsistencies in how H&S risks are managed across different departments, and the approach is not integrated with a broader enterprise-wide risk management approach.

A range of critical risks have been identified, but there is limited clarity about the approach to critical risk management nor how this aligns with the organisations risk appetite and risk tolerances. This is an important programme of work, and one that is directionally accurate. However, there are a few issues with the current approach which need to be addressed to ensure future success, and the programme needs to be planned, resourced and documented.

SDC has developed a Critical Risk Management Standard specifically addressing psychological health risks. The current management standard outlines foundational controls and utilises a bowtie methodology to map preventative and mitigative controls. This should now be further refined to break down psychological risk categories into specific sub-elements (e.g., work design, social factors, work environment) as recommended by Dr. Hillary Bennett. This would help SDC better align its risk controls with ISO guidelines and ensure clarity in how critical risks are managed.

When talking with staff, we found that the concept of critical risk was still emerging with workers, which limits awareness and confidence when discussing this amongst workers and leaders. Increased knowledge and capability on risk management (and critical risks in particular) across the organisation would accelerate progress and reduce the reactive demand on the H&S team.

Bow tie analysis is a positive approach but needs better alignment and clarity. undertaking bowtie analysis, a clear programme of work is required to ensure that risks are assessed in a way that is relevant to context (team, location, activity) and able to be rolled up in a way that enables the executive and board to set performance standards for controls, and ultimately to have visibility of control effectiveness.

A critical risk programme using bowtie analysis requires the risk event and the loss of control events to be defined clearly. The risk event is the nature of activity, location or team within which the risk is being considered. These activities pose different contexts for the risks. The current Bow Tie analysis approach is top down. This means that broader, more complex risks across the organisation are not adequately represented. For example, using a single Bow Tie analysis (as is happening with violence and aggression risk) to encompass the diverse risk scenarios within SDC oversimplifies the organisation's overall risk profile, resulting in an incomplete and fragmented view. This is particularly problematic given the variety of risk contexts within different departments, such as library services, community engagement, and parks management. The Bow Tie approach being deployed will not account for unique risks associated with the use of plant and equipment by volunteers or challenges posed by the district's rapid growth, which increases service demands and introduces complex community interactions.

Controls have not always been defined correctly. When defining controls, it is important to define them clearly. A control is an act, object or system that in some way modifies the cause or mitigates or alters the consequence. Of these controls, some may be critical controls – and it is these which it is useful for the board to monitor. The current use of Bowtie analysis lacks a detailed description of controls, incomplete identification of the full range of detective, preventative, mitigation, response or recovery controls, and there are no defined control owners. This makes it difficult to assess the effectiveness of existing controls or assign responsibility for maintaining them, reducing confidence in the robustness of the risk management approach.

There are examples of good practice and innovation. At the aquatic centres and recreational facilities, well-implemented safety systems and procedures, including emergency action plans and regular audits, have been identified as a strength. These systems provide a level of confidence that public safety is a priority, even with occasional worker taking shortcuts. Innovation in the form of AI is being trialled – this demonstrates the capability SDC has when a structured and systematic approach is taken.

SDC's deployment of body cameras to manage the risk of aggression has been a strong initiative, demonstrating innovation in adapting safety measures to real-world issues.

A well-implemented buddy system is actively used in some departments to ensure worker safety when working alone or off-site. This system involves colleagues checking in on each other if someone is not back in the office at the expected time or has not made contact following a site visit. This approach not only provides an additional layer of safety assurance but also fosters a strong sense of teamwork and responsibility among workers. By encouraging workers to look out for one another, the buddy system has enhanced situational awareness and created a culture of shared safety ownership that extends beyond formal processes.

Compliance workers are using protective vests, which is a practical way to keep them safer, especially in higher-risk situations. The H&S team has made sure workers know when and how to wear these correctly, showing good understanding and practical advice for everyday safety. This has helped workers feel more confident and better supported in their roles.

A Safety Alarm has been installed on the Executive desk in the Council Chambers. This is a proactive step to ensure that, in the event of an incident, immediate assistance can be summoned, thereby enhancing the safety and security of workers and council members. This initiative is part of a broader focus on ensuring safety controls are in place in high-risk or sensitive environments.

There are risk controls which are still being implemented and this work must remain a priority

There are some risks where controls are currently being implemented. These controls need to be more widely understood by staff (particularly casual staff). During the assessment not all staff who were interviewed fully understood the risks and controls that should be in place. These included:

The evolving use of public facilities (e.g. libraries and swimming pools). This has introduced an enhanced risk that are not yet fully managed. For example, Libraries have become unofficial crèches, with children left alone until closing time without adult supervision, a change in use not yet fully reflected in risk assessments and controls, and cash is handled on certain premises and an assessment of the risk of robbery for cash has not been fully undertaken.

Increasing violence and aggression risks. Violence and aggression are recurring issues across SDC operations, particularly for frontline workers. These issues span multiple departments, with workers regularly exposed to threats and aggressive behaviour. The communication to workers about this situation could be improved and some staff feel they don't have enough knowledge about protective measures or risk assessments. The risk impacts all workers who engage with the public. Individuals may also face increased safety risks when using identifiable branded vehicles outside of work hours. There is a need for clearer protocols and risk management strategies to protect these workers, particularly for those whose roles involve enforcement or conflict resolution in the community.

Additionally, changes in the way public spaces, such as libraries etc., are used have not yet been fully reflected in new practices, leading to potential for partially managed safety risks. Workers at the Darfield Library have access to a safe room while working at the stand-up desks. However, if workers are working at the sit-down desks, they would be trapped and unable to reach the safe room in the event of an incident, which should be reviewed. Workers report having received death threats. Some workers have considered purchasing (through SDC processes) stab-resistant body armour to protect themselves while performing their duties.

The district is undergoing rapid expansion and SDC is struggling to keep pace with the development and growth. This is leading to workload and worker mental health concerns. Workers reported struggling with increased workloads and extended hours. One worker mentioned being unable to update GIS data due to the pressure of staying on top of other tasks. Another worker recounted an instance where a team leader asked how the team was coping, noting the long hours they had been working- when the team expressed their struggle, the manager left without following up, leaving them feeling unsupported. It's clear that a lot of work is being done to address the risks caused by these external and it will be important to complete the full roll out of the new risk controls to ensure all frontline staff understand how to manage the risks and keep themselves safe.

Use of equipment and plant without risk assessment and supervision. Some volunteers operate council-owned machinery, such as mowers, without adequate H&S checks. This lack of structured management poses safety risks, especially for older volunteers. One volunteer operates a council-owned mower weekly without any formal communication, supervision, or risk assessment. The lack of oversight and clear procedures leaves the volunteer at risk and exposes the council to liability. Despite repeated internal discussions, no meaningful actions have been taken to rectify this situation.

In October 2023, the organisation's full-time equivalent (FTE) was 374, but by September 2024, this had increased to 503, with a notable rise in casual workers. This shift has impacted the consistency of H&S practices and created uneven workload distribution across departments. The increased part-time and casual workforce has strained some teams, especially in maintaining high standards of service delivery. The fluctuating usage of the Worker Assistance Programme (EAP) highlights a notable demand for mental health support. In 2021, nearly 60 people accessed EAP, but this number dropped significantly in 2022 to under 40. However, usage rose again in 2023 to just over 50 users, and over 40 individuals have used EAP so far in 2024. The rise in EAP engagement reflects a growing recognition of psychosocial risks, such as stress, burnout, and mental health concerns. However, it also points to potential areas for improvement in proactively managing these risks before workers need to rely on EAP services.

Enhancing learning from events to build a proactive safety culture

SDC has established a process for documenting incidents and communicating outcomes internally; however, there is an opportunity to enhance how learnings are captured, validated, and applied across the organisation. For example, after a recent verbal aggression incident involving an SDC worker, no formal investigation or structured review was conducted to evaluate the effectiveness of the existing controls, such as de-escalation training and situational awareness. While post-incident support measures like peer support and EAP services were referenced in the Bowtie analysis, there was no recorded review of whether these measures were effectively promoted or utilised. Ensuring that every high-risk event or near-miss undergoes a form of investigation or learning review—even when not legally required—would allow SDC to assess and strengthen the effectiveness of controls, build confidence in their risk management systems, and foster a proactive safety culture that prioritises continuous learning and improvement.

There is confusion about the difference between health protection, health promotion and wellbeing.

SDC's commitment to health and wellbeing is evident in its wide range of initiatives; however, there is some confusion among workers and leaders about the distinction between health protection, health promotion, and overall wellbeing. Health protection covers required activities such as managing psychosocial risks, baseline health testing, and ongoing health monitoring. Health promotion, which is beneficial but not mandatory, includes initiatives such as cardiovascular health and weight management. Wellbeing is broader still, addressing mental, spiritual, and financial health. This lack of clarity has led to overlapping programmes and misaligned priorities, where resources may not always be allocated to areas of greatest need. Using established guidance from WorkSafe could help SDC streamline its approach and clearly communicate the focus of each programme, ensuring that resources are directed where they are needed most and align with legislative requirements and critical risks.

Relationships

Uneven representation and limited visibility of H&S representatives In some departments, H&S Representatives are actively engaged, supporting worker and contributing positively to the local safety culture. However, H&S Representatives (HSRs) are active and engaged in some departments, but their visibility and impact are inconsistent across the organisation. In several areas, worker are either unaware of their designated HSRs or unclear on how to escalate H&S concerns. This uneven engagement diminishes the effectiveness of the HSR role and limits workers' ability to access support and representation. Addressing this gap requires greater clarity on HSR roles and improved communication to ensure all worker know who their representatives are and how to engage with them effectively.

There is an inconsistent approach to contractor management and broader shared duties (overlapping duties) activity. SDC's rapid growth and diverse activities present challenges in maintaining consistent H&S management across various relationships where there are shared duties (overlapping duties) for H&S. SDC doesn't have a clear, prioritised, integrated and actionable framework which defines the SDC's influence and control relevant to different relationship types and H&S risk in the activities or locations where there are shared duties. This results in unclear expectations for H&S performance and practice across the different relationship types (contractors, volunteers, those working on or near the same site etc) and constrains the ability to have effective oversight. One area of good practice is in how SDC has engaged some of its long-standing contractors in joint risk management discussions, where a collaborative approach has helped align safety practices and share learnings across organisations.

Contractors range from large organisations with established H&S systems to smaller local businesses and volunteers who may rely more on SDC guidance. While larger organisations generally manage their own H&S risks, there are instances where contractors perform maintenance without comprehensive safety checks, especially for equipment operating in public spaces. Contractors mowing along high-speed roads (80-100km/h) appear to do so without adequate traffic management controls. Smaller contractors and volunteers depend on SDC for guidance. This requires careful management to balance the Council desire to procure locally, while not increasing SDC's responsibilities for H&S by reaching into the contractors' business.

This complexity is exacerbated by inconsistent communication and handover processes between various parties managing different relationships, particularly where developers and contractors maintain SDC land without

formal vetting of H&S processes.

**Opportunity to enhance
audit and assurance
activity for consistent
safety oversight**

While SDC has shown a strong focus on meeting compliance requirements through external audits, there is a gap in structured internal audit and assurance activities for H&S risk management and contractor management. The absence of a formal assurance framework makes it challenging to gain a comprehensive view of control effectiveness across different areas of the organisation. Establishing an internal assurance programme would allow SDC to proactively identify gaps, verify the application of safety controls, and drive continuous improvement in areas not covered by mandatory external audits. A structured approach to internal audits would support better oversight, transparency, and confidence in the robustness of H&S practices across all operations.

Resources

The H&S training and ongoing development needs are not clearly defined or integrated into a full end to end career process.

While training in some areas of the business is well managed (usually because it is locally led such as the aquatics centres), this is not consistent across all areas of Council.

This means there is variable capability (knowledge and skills) in H&S through the organisation. No clear capability framework was available, and records of the nature of training undertaken were believed to be held by each area of the business rather than in a centralised learning management system. This is fine; however, it does make it more challenging for the Council and Executive to have visibility that every worker member has received training and built the competence they need for their role. Areas of training that would be expected are:

- Standard worker H&S overview training. This includes information such as who HSRs are, how to report an incident, where to get information about in risks etc.
- H&S Leadership training. This includes information for leaders about how to lead H&S, legal obligations, practical tools for risk management oversight etc.
- H&S Governance training. This includes specific programmes of work to support directors and the CEO to undertake due diligence and effective governance of H&S. Such activities could involve Councillor development briefings, presentations, formal courses, online learning, and guided site visits etc.
- Specialist H&S role training. This would include HSR formal training, fire warden training, first aider training etc.
- Risk specific H&S training. This would include training that relates to the specific risks a person is exposed to in their role such as chemical handling, manual handling, work at height, driving etc.

When these competencies are clearly defined, the HR team will be able to integrate this into the recruitment and ongoing career management processes.

Inconsistencies and gaps in the management and maintenance of plant and equipment

There are significant gaps in the oversight and management of plant and equipment. Equipment maintenance, particularly for heavy machinery and high-risk environments, is not consistently managed, neither is equipment used by volunteers.

The processes in place to manage H&S are fragmented and not keeping pace with organisational change.

The rapid expansion of SDC has not been accompanied by corresponding systems, strategy, or risk frameworks. New worker has assimilated into existing practices rather than contributing to a culture of continuous improvement. This has led to similar issues resurfacing, despite the organisation's larger and more complex workforce.

Aligning technology with safety for proactive risk management	The IT department at SDC is taking steps to address key H&S risks through the integration of technology solutions, such as improved security systems and real-time incident reporting. While the team recognises the potential for technology to mitigate risks like violence and aggression, current progress has been hindered by competing priorities and limited resources. The lack of a cohesive digital strategy connecting H&S systems across departments has slowed efforts to implement effective solutions. By developing an integrated digital platform for H&S, SDC would enable real-time communication, enhance incident response, and support data-driven decision-making for proactive risk management. The existing programme of work led by an Executive member is a positive step forward and once fully realised, will help embed H&S considerations into all technological solutions, creating a safer and more responsive environment for worker.
Strengthening resource alignment through targeted risk guidance	While SDC has a comprehensive suite of policies, documents, and resources, there is an opportunity to enhance understanding by providing short, tailored guidance for each critical risk specific to individual teams. This would help contextualise the risks, making the information more relevant and accessible, ensuring worker across all levels have clarity on what critical risks mean for their day-to-day activities. Such an approach would support better resource alignment and empower teams to engage more effectively with risk management processes.

Recommendations

This section outlines the recommended actions to support improvement, listed in order of priority.

Recommendations	Priority	Detail
Develop a multiyear, prioritised H&S strategy and supporting action plan.	1	Create a clear, resourced and measurable H&S strategy and supporting action plan (de-linked from the people strategy). Develop this with key stakeholders and ensure alignment with the SDC's broader strategic objectives. This should be owned by the executive team and communicated widely.
Develop a clear approach to the management of H&S risk in shared duty situations (overlapping duties).	2	Develop a clearly defined framework and approach for the management of H&S risk in shared duty situations. This should outline engagement, communication, risk management and audit and assurance processes relevant to the nature of the relationship and the nature of the risk.
Revise the approach to H&S risk management and integrate with broader enterprise risk management.	3	Fully plan the approach to critical risk management to include: <ul style="list-style-type: none"> - Aligning critical risk with ERM frameworks - Identifying all critical risks and the areas where these risks exist - Undertaking workshops and assessments of the critical risk in the locations and activities where the risks exist, with the people exposed to them. - Identify the full range of controls and management strategies and define those controls which are critical. - Create accessible guidance for workers on critical risks to ensure clear understanding alignment which is relevant to their teams/work areas. - Undertake a gap analysis to determine whether the controls identified are in place fully, partially or not at all and build a fully resourced and measurable programme of work to implement these. - Align the control framework to the assurance programme, to ensure the SDC undertakes risk control effectiveness verification regularly.
Create a Comprehensive Health Protection, Promotion, and Wellbeing Programme targeting work design and workload management	4	Separate health protection, health promotion, and wellbeing initiatives into distinct programmes with defined scopes, objectives, and resources. Ensure that health protection focuses on legal requirements, health promotion addresses workforce-specific needs, and wellbeing considers broader mental, spiritual, and family health. Communicate these distinctions clearly to worker and leaders.

Strengthen learning and improving activities.	5	Ensure a clear investigation approach is defined, and that worker and leaders are trained to implement this. The process must be fully comprehensive and include revision of risk controls as a key part of learning activity. Ensure that there is a formal and structured process to capture lessons, share them, and integrate them into operational activity in a sustainable way (knowledge management practices will be key).
Set expectations for clear, visible leadership in H&S from all levels (including KPIs).	6	Set clear expectations and objectives for H&S leadership across the organisation. Ensure role clarity and then monitor this. Implement a programme that requires executive leaders to participate in safety walkarounds, risk reviews, and direct communication with workers to promote a proactive safety culture.
Build capability and establish a sustainable H&S learning and development programme.	7	Design and implement a learning and development programme for all levels of the organisation, focusing on H&S leadership, risk management, and emerging H&S challenges. This programme should ensure that all workers have the necessary knowledge and skills to manage H&S effectively relevant to their role, specialist roles or activities, risks and general H&S knowledge.
Implement a Safety Assurance Programme	8	Establish a structured safety assurance programme that includes regular audits, inspections, and risk control verifications for both internal and contractor-led activities. The assurance programme should focus on validating the effectiveness of risk controls and identifying areas for continuous improvement.

Appendices

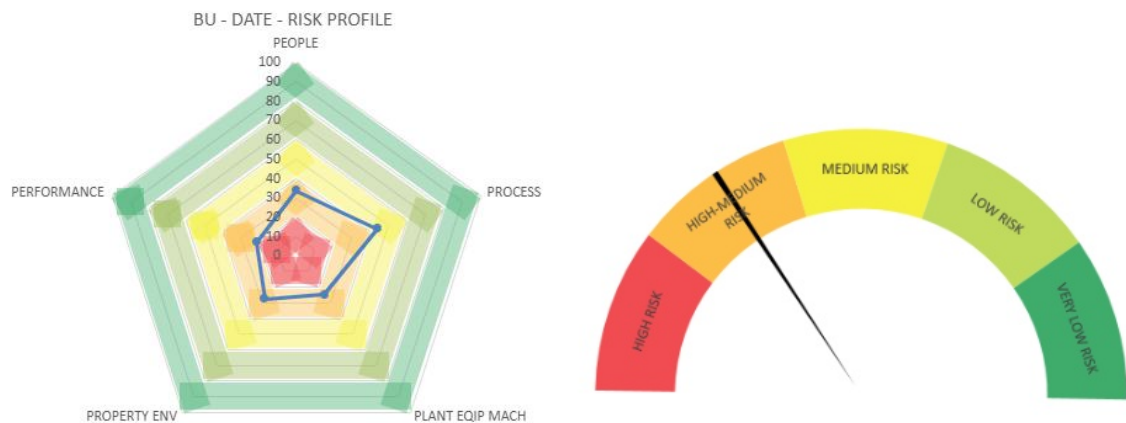
Appendix A – Risk Profiling

Risk profiling is a strategic tool used to evaluate and prioritise the various risks faced by an organisation. It helps identify areas where controls are strong and where there may be gaps, allowing organisations to focus their resources effectively. In the context of SDC, a high-level risk profile has been developed for the two directorates with the highest risk exposure. The profiling considers key risk categories such as people, process, plant and equipment, property, and performance.

The risk profiling process involved adjusting criteria to fit the specific operational context of the SDC, although some areas required educated estimations due to limited data. The aim was to provide an overall risk picture rather than a detailed, granular analysis. To gain deeper insights, a more focused and nuanced assessment would need to be carried out at a departmental level outside of an all-organisation H&S assessment.

This preliminary profile serves as a baseline, highlighting areas that may require further review. The output is designed to inform decision-making and to help prioritise safety initiatives, ensuring that higher-risk areas receive appropriate attention and resources.

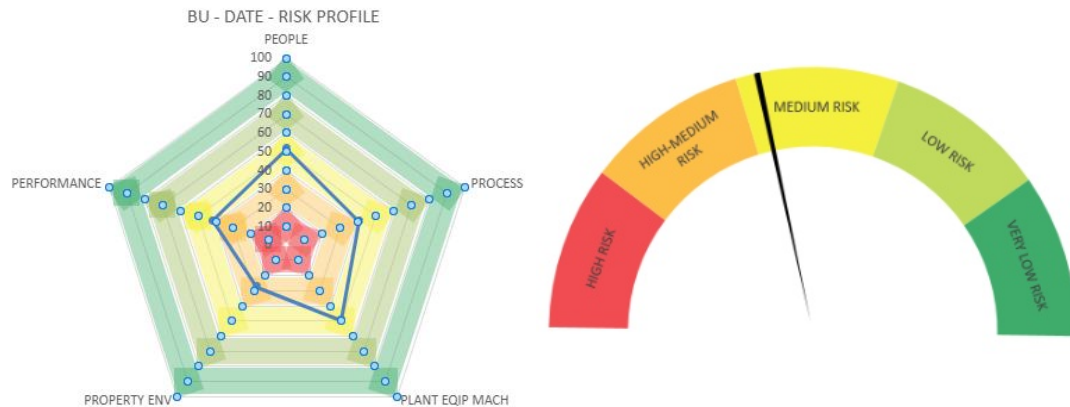
Risk Profiling Infrastructure and Property



The risk profile for the Infrastructure and Property division shows a "High-Medium" risk level. This assessment typically indicates that the risk management processes within this area are not fully developed or implemented, which may lead to gaps in identifying, controlling, and monitoring potential risks. A high-medium rating often suggests the need for improvement in several areas, including risk controls, worker training, incident reporting, and governance structures.

An immature risk profile means that while some controls might be in place, they may not be robust or consistently applied. It also suggests that there may be a lack of proactive risk management strategies, making the organisation more reactive to incidents. To address this, the organisation would benefit from strengthening its risk management processes, implementing more detailed control measures, and enhancing risk awareness among workers.

Risk Profiling Community Services and Facilities



The risk profiling exercise for Community Services and Facilities indicates a *medium* risk level, which suggests that this area is showing signs of maturing in its approach to managing H&S risks. Maturing profiles are characterised by the presence of structured processes, better understanding of key risks, and improved systems for monitoring and responding to incidents. However, there may still be areas for enhancement to reach a more robust and proactive risk management stage.

The radar graph visually represents risk categories such as people, processes, plant and equipment, property environment, and overall performance. While there is notable improvement in managing these risks, gaps remain, particularly in areas requiring more proactive and preventative controls, such as refining processes or providing targeted training to further reduce exposure to H&S hazards.

Concluding Comparison Between Infrastructure & Property and Community Services & Facilities

The Infrastructure and Property directorate has been classified as *high-medium* risk, indicating that their risk management profile is still at an immature stage. This profile suggests there are significant areas needing improvement, with potential gaps in leadership, processes, and risk controls. By contrast, the Community Services and Facilities directorate demonstrates a *medium* risk, signifying a maturing profile that has established more consistent safety practices and risk management systems.

While both areas have room for improvement, Community Services and Facilities is further along in building a structured and proactive risk management system compared to Infrastructure and Property. This difference reflects varying levels of risk awareness, leadership engagement, and integration of H&S processes across the two directorates. Therefore, SDC can decide in its continuous improvement activities to either go the area where there is lower maturity, or work in the area where there is a more enhanced level of risk from the activities that are performed and then roll out initiatives from this.

Appendix B - Report Detail

This report expands on the executive summary to provide further detail and context for the findings and recommendations.

Assessment Objective

The objective of the assessment was to:

Provide unmitigated insight into H&S practice and performance at SDC

Assess and comment on organisational H&S practice and performance relevant to the scope of the assessment.

Provide actionable and prioritised recommendations for improvement where relevant.

Provide guidance on the suitability of current and planned approaches to HSW improvement.

Provide advice on the operating model and resourcing for the H&S Team.

Assessment Scope

The scope of this assessment is limited to insights gained through applying the assessment methodology in relation to:

The Sites / Work visited and observed:

- | | |
|--|---------------------------------------|
| 1. Animal Control | 6. Te Ara Atea |
| 2. Sports and Recreation | 7. Waste Management |
| 3. Darfield Library and Service Centre | 8. Customer Service |
| 4. Leeston Library | 9. Facilities and Building Management |
| 5. Aquatics | 10. Lincoln Events Centre |

A sample of the documents reviewed during the assessment is listed below. A shared folder was set up for the SDC H&S team to share information with HSE Global.

- | | |
|---|--|
| 1. Contract Management Framework | 14. 2024-02-12 HSC Minutes |
| 2. Contract Administration Manual (Infrastructure & Property) | 15. 2024-03-14 HSC Minutes |
| 3. All of Government Contracts (AOG) | 16. 2024-04-08 HSC Minutes |
| 4. Request for Quotes (RfQ) | 17. 2024-05-13 HSC Minutes |
| 5. Construction Procurement Guidance | 18. 2024-06-10 HSC Minutes |
| 6. Request for Proposal (RFP) | 19. 2024-07-08 HSC Minutes |
| 7. Contract Procurement Checklist | 20. Contractor Management Policy (2016-06) |
| 8. Managing Conflicts of Interest in Procurement | 21. Equity and Diversity Policy (2019-07) |
| 9. Probity Checklist | 22. Flexible Working Policy (2019-08) |
| 10. SDC Active Procurement Policy | 23. Lone Remote Isolated Working Guide (2021) |
| 11. SDC Contract Management Lifecycle | 24. Drug and Alcohol Policy (2021-05) |
| 12. Vault Check Reports | 25. Lone Worker Policy (2022) |
| 13. Worker Assistance Programme (EAP) Usage Records | 26. Prevention from Bullying and Harassment Policy (2022-07) |
| | 27. Trespass Policy (2023-03) |
-

- | | |
|---|--|
| 28. Risk Policy (2023-05) | 36. Risk Register SDC |
| 29. Injury-Illness Management Policy (2023-07) | 37. Safety Standard Risk Assessment Analysis (August 2024) |
| 30. H&S Manual (2023-08) | 38. Training Matrix |
| 31. Aquatics Specific Risk Register | 39. Psychosocial Training Records |
| 32. Corporate Specific Risk Register | 40. Induction Programmes and Evaluation Sheets |
| 33. Property and Commercial Specific Risk Register (including Rural Fire) | 41. WFH Policy Documents |
| 34. Risk Management Framework - May 2023 | 42. Supporting Guidance for Remote and Isolated Workers |
| 35. Risk Policy - May 2023 | |

The people provided by the organisation for interviews and discussions, include:

- | | |
|-------------------|---------------------|
| 1. Senior leaders | 4. H&S team members |
| 2. Leaders | 5. Contractors |
| 3. Worker | |

All interviews and discussions were undertaken in confidence. This enabled people to be upfront, transparent and honest with their views. Therefore, while we have included the broad types of people we have spoken to above, we have not included names.

Assessment Methodology

The assessment was undertaken between 2nd to 30th September 2024. The assessment methodology is comprised of document review, interviews, and site observations with on-site discussions. This is an evaluative and ethnographic methodology focused on people, behaviours, culture, values, attitudes, systems, and practices.

Assessment Criteria

The table below outlines what matters regarding H&S performance. Insight into these four areas provides a full picture of performance. These areas help you understand how work is done in context. This criterion builds on that used with SafePlus.

The things that matter	What we assessed
Leadership and Governance	
Effective leadership and governance mean a clear sense of direction, accountability, resourcing and oversight for H&S management, and healthy, transparent relationships throughout the business. This includes all leadership levels from the governance group to the front line and an assessment of whether the governance group has unmitigated insight into performance.	<ul style="list-style-type: none"> - Governance and due diligence performance - Leadership commitment and visibility - Information provision, suitability and transparency - Clarity of roles, accountabilities, and authorities - Strategic alignment, planning and oversight - Resourcing and investment - Monitoring, reporting, and assurance activity

The things that matter	What we assessed
Risk Management	
Effective risk management means that there is an effective process and approach for the management of H&S risks (acute, chronic, and catastrophic – this includes psychosocial risk and mental health) which is integrated into broader enterprise risk activity, that controls are identified and resourced and most importantly that they are in place and fully effective.	<p>How HSW risk management is integrated into broader enterprise risk activity</p> <p>How emergent risk is identified and managed,</p> <p>How the organisation learns and improves and how sustainable these practices are</p> <p>How the organisation plans and responds to emergencies and risks in motion. (Including major weather events.)</p> <p>The application of HSW risk processes. (including procurement, capital projects and other activities)</p> <p>Leader and worker understanding and capability in applying HSW risk processes and controls.</p> <p>The effectiveness of risk controls, including alignment with legal requirements.</p> <p>The alignment of risk control effectiveness with organisational risk appetite and tolerance.</p>
Relationships	
Good business is built on healthy, well-functioning internal and external relationships. This is about ensuring those relationships are based on truth, trust, and transparency and that they are healthy and well-functioning across locations, functions, and activities. This provides insight into the culture, the strength of the worker's voice and the health of the organisation.	<p>Relationships through the management chain (leadership culture)</p> <p>The strength and opportunity afforded to the worker's voice (worker engagement)</p> <p>Mechanisms for communication, escalation of ideas and issues, problem resolution and systems for reporting sensitive issues.</p> <p>Overall culture between people and teams who work at SDC.</p> <p>The health, culture, and management of risk through the external relationships (supply chain) (including with contractors and broader overlapping/ shared duty relationships) to determine whether equitable partnerships for performance are being developed.</p>
Resources	
<p>This is about whether the organisation's full resources work in a way that enables effective H&S management. This includes a focus on the areas of people, plant, and processes.</p> <p>NB: The management system includes all processes and records relating to risk,</p>	<p>Whether people have the physical and psychological capability, capacity, and support for their roles, the information, instruction, and training for their work, and the effectiveness of these mechanisms.</p> <p>Whether the processes making up the H&S management system reflect work as done, are available, accessible, and understood (literacy and</p>

The things that matter	What we assessed
investigations, emergencies, contractor management, overlapping duties, planning, assessment, monitoring, capability development, etc.	cultural sensitivity) and support the organisation in learning and improving. Whether plant, equipment, and assets are well designed and fit for purpose (including property), available and accessible where people need them when they need them. Whether workers are supported by the necessary organisational capabilities. (e.g., ICT, communication ability, change management) The resourcing and operating model of the H&S function

HEALTH, SAFETY AND WELLBEING DASHBOARD

To: Audit and Risk Committee

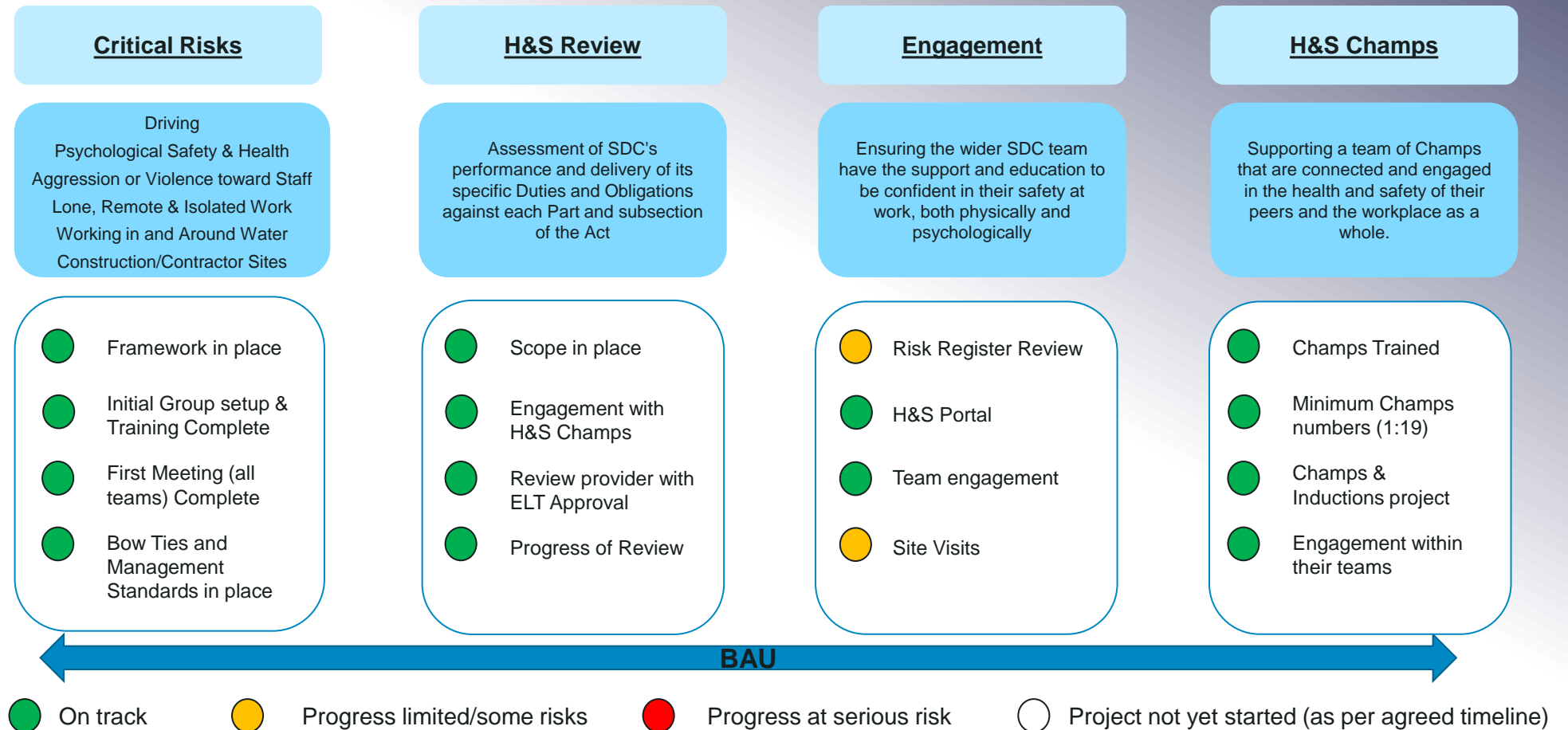
From: Health and Safety Lead, Wellbeing Lead, Head of People

25 October for Meeting 5 November 2024
Q1 FY 2024/2025 – Figures for July-September 2024

selwyn.govt.nz



Health and Safety Team Priorities: Progress update



Wellbeing Lead Priorities: Progress update



Wellbeing Review

Evaluation of the programmes and initiatives we provide across the business to ensure we are supporting our team members holistic wellbeing

- ☒ Framework in place
- ☒ RFI's being sought
- ☒ Consultation on approved initiatives
- ☐ Internal comms

DEI&B Restart

Working with Organisation Effectiveness Lead to ensure we have a strategic DEI&B programme in place at SDC that builds a culture of inclusion

- ☒ Create problem statement that drives positive outcomes
- ☐ Gather information. SDCs current state of DEI&B maturity
- ☐ Develop strategy/plan
- ☐ Consult and communicate intentions

Caring Customer Interactions

How we take care of our people and our customers at SDC

- ☒ Research what is frustrating our people and our community
- ☒ Resources available to help protect our team members
- ☒ Appropriate training provided for our specific requirements
- ☐ External campaign how we work together

Mental Health Awareness Training

Equip our people with the skills to be able to recognise signs of stress and mental illness and to be able to respond in a way that is supportive and protects themselves and their colleagues

- ☒ Explore and review suitable learning opportunities
- ☐ Provide training for our team members
- ☒ Continual review of current training
- ☒ Continual review employee needs

BAU

☒ On track
 ☐ Progress limited/some risks
 ☐ Progress at serious risk
 ☐ Project not yet started (as per agreed timeline)

H&S, W – Lead Indicators – Q1 01/07 to 30/09 2024



Lead Indicators are proactive and preventive measures that identify the work being done within the organisation to mitigate risks before they become an issue or cause harm to our worker or our customers.



H&S, W – Lead Indicators – Trainings - Q1



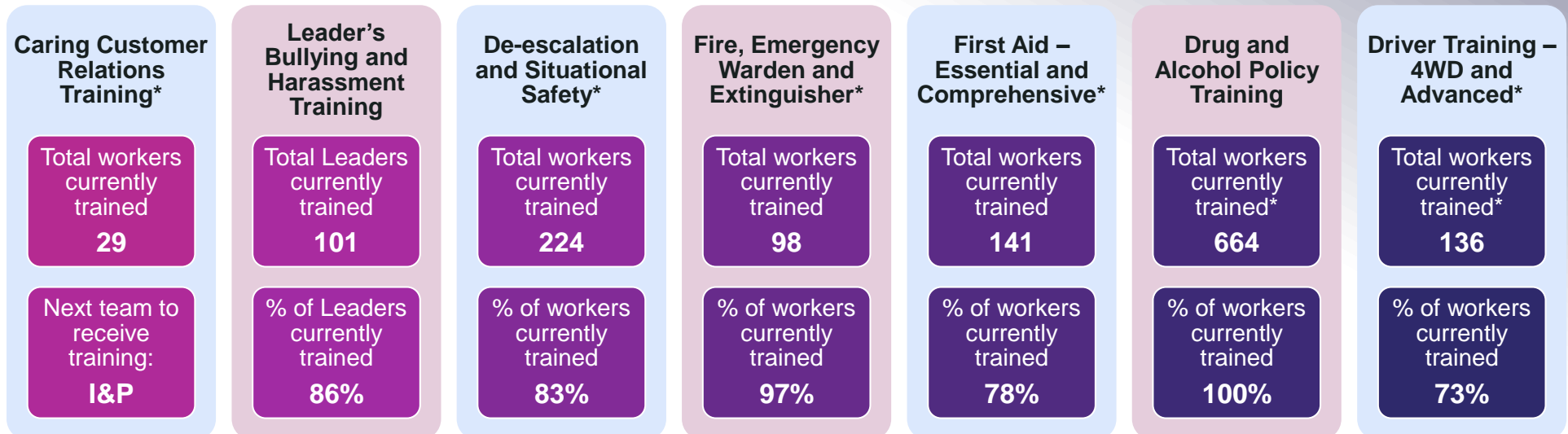
What H&S, and W related training occurred across council over the reporting period?

Our priority for training in the Health and Safety space has been on the Situational Safety and De-escalation training, and Driver training as these both relate to the management of our Critical Risks. There is a heightened risk to our people in these areas which is indicated from the increase of reported incidents in Vault, making this training crucial to managing staff safety. In the Wellbeing space the priority has been on the development and delivery of bespoke Caring Customer Relations workshops, and the provision of Mental Health training as both also relate to management of our Critical Risks.

What H&S, and W training feedback or needs were identified in this reporting period?

CCI Workshop Learnings - Whole group discussions brought about an awareness that people were not struggling alone and that the whole team was affected. This is a positive step; being able to recognise when others are struggling and knowing how and when to support each other. Feedback showed that an understanding of personal triggers and boundaries was helpful. Follow-up for future training – more resources to be made available that provide phrases to help deal with different situations, longer workshops to allow time for role play.

Leader's Prevention of Bullying and Harassment training feedback included "Loved the resource book! Just learning the difference between bullying and harassment was a win for me too" and "Insights into how to have difficult conversations and how to approach informal conversations to prevent escalation and nip things in the bud".



* This training is not required for all staff. Percentage includes **required** staff only

(All figures shown are from last 4 years data from COMPASS)

H&S, W – Lead Indicators Critical Risks Status – Q1



Active Construction, Contractor & Maintenance sites	Engagement of Group	Meetings held regularly, including last month	Bowtie and Management Standard in Progress and at expected level	90 Day Plan and Reporting in place	Number of controls identified 32	Number of controls assured 0	Overall Progress ON TRACK
Aggression or Violence toward staff	Engagement of Group <i>Assistance being arranged</i>	Meetings held regularly, including last month	Bowtie and Management Standard in Progress and at expected level	90 Day Plan and Reporting in place	Number of controls identified 39	Number of controls assured 0	Overall Progress Behind Schedule
Driving	Engagement of Group	Meetings held regularly, including last month	Bowtie and Management Standard in Progress <i>Ratified</i>	90 Day Plan and Reporting <i>In Planning</i> <i>Vehicle Policy Ratified</i>	Number of controls identified 34	Number of controls assured 0	Overall Progress ON TRACK
Lone, Remote or Isolated Working	Engagement of Group	Meetings held regularly, including last month – to check	Bowtie and Management Standard in Progress and at expected level	90 Day Plan and Reporting in place	Number of controls identified 42	Number of controls assured 0	Overall Progress ON TRACK
Psychological Health & Mental Wellbeing	Engagement of Group	Meetings held regularly, including last month	Bowtie and Management Standard in Progress <i>Ratified</i>	90 Day Plan and Reporting <i>in place</i>	Number of controls identified 52	Number of controls assured 9	Overall Progress ON TRACK
Working in and Around Water	Engagement of Group	Meetings held regularly, including last month	Bowtie and Management Standard in Progress and at expected level	90 Day Plan and Reporting in place	Number of controls identified 41	Number of controls assured 0	Overall Progress ON TRACK

Key

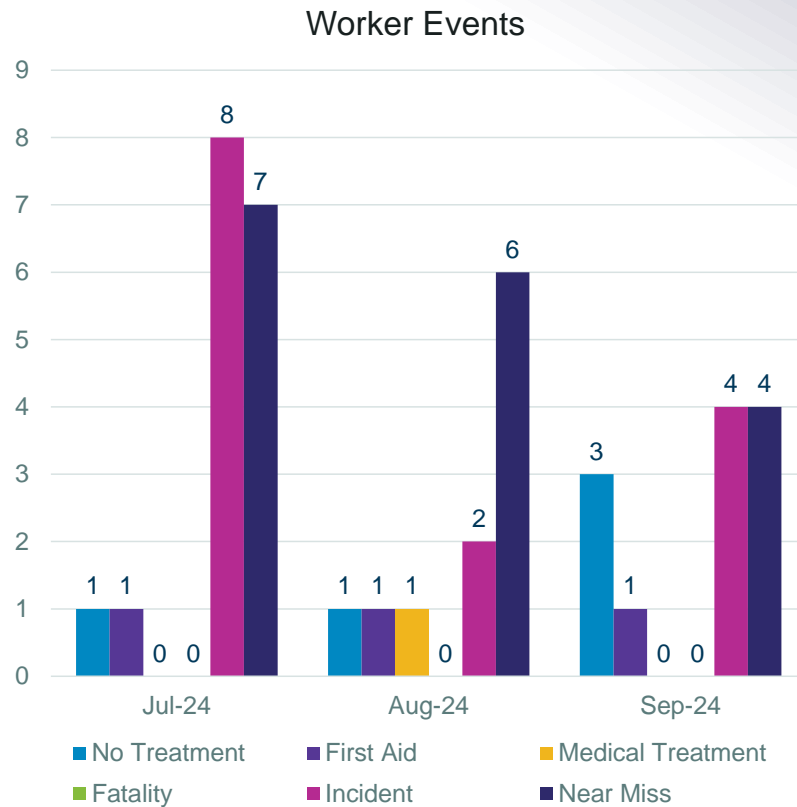
On Track

Controls

In Progress

Behind Schedule

H&S, W – Worker Statistics – Q1 01/07 to 30/09 2024



	No Treatment	First Aid	Med/Hosp	Near Miss	Incident
Executive					
Digital		1		1	1
Finance					2
ES					
D&G	2			5	2
I&P				4	6
CSF	2	2	1	5	2
PCC	1			1	1

Total of 39 Worker (including 3 contracted workers) events recorded in Vault in this three month period.

Medical Treatment events include:

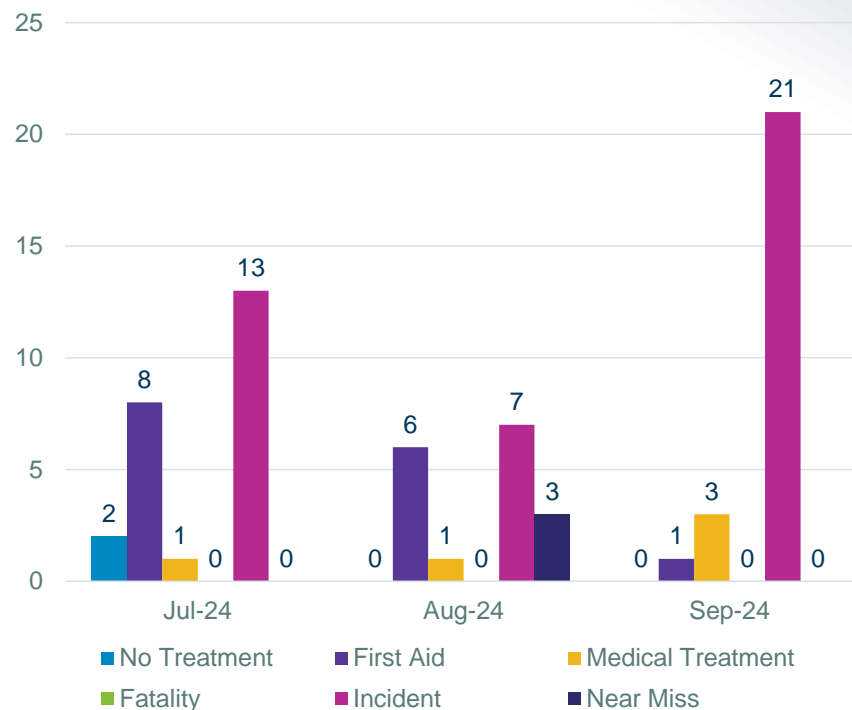
- One instance where a fitness instructor felt immediate pain in their back during a high impact section of the class. The instructor has sought medical treatment including physio and has been away from work for recovery. They have a Return-to-Work plan in place with their manager and HS&W team and is currently working through this plan.

H&S, W – Members of Public Event Statistics – Q1



01/04 to 30/06 2024

Member of Public Events



	No Treatment	First Aid	Med/Hosp	Near Miss	Incident
ACLL		6	1		19
HQ			1	2	13
Aquatics		3	1	1	4
SSC	2	4	2		3
Venues		2			2

Total of 66 Member of Public events recorded in Vault in this three month period.

Five Medical events during this period included:

- A toddler fell at the pool and knocked their head, parents sought medical advice re concussion. Toddler was fine.
- A lady slipped on a footpath around one of the skate facilities and fractured her shoulder. Reported by husband to highlight H&S risk and concerns. SDC Investigation underway.
- Two injury events at the Sports Centre from recreational activities - one a broken toe, one suspected broken elbow.
- One injury where a man fell while leaning back while sitting on a backless stool in Te Ara Ātea and sought medical advice for pain following the incident around his shoulder, wrist and back. Investigation noted that this stool is not designed to be leaned back upon.

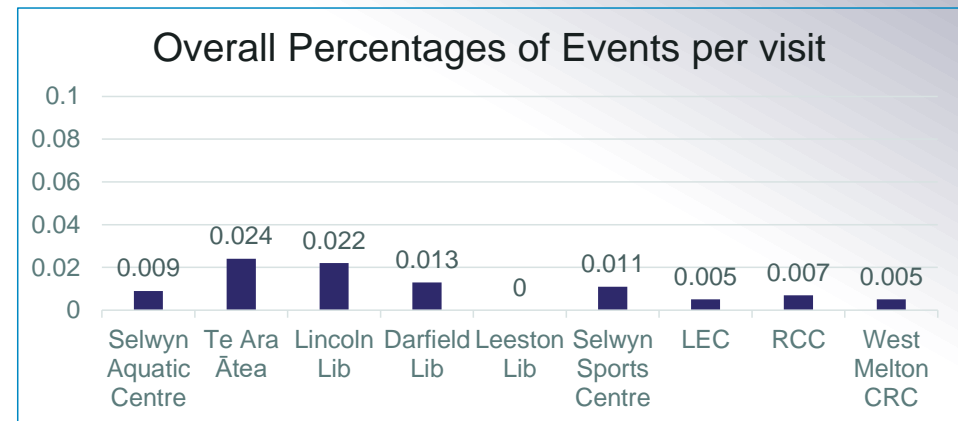
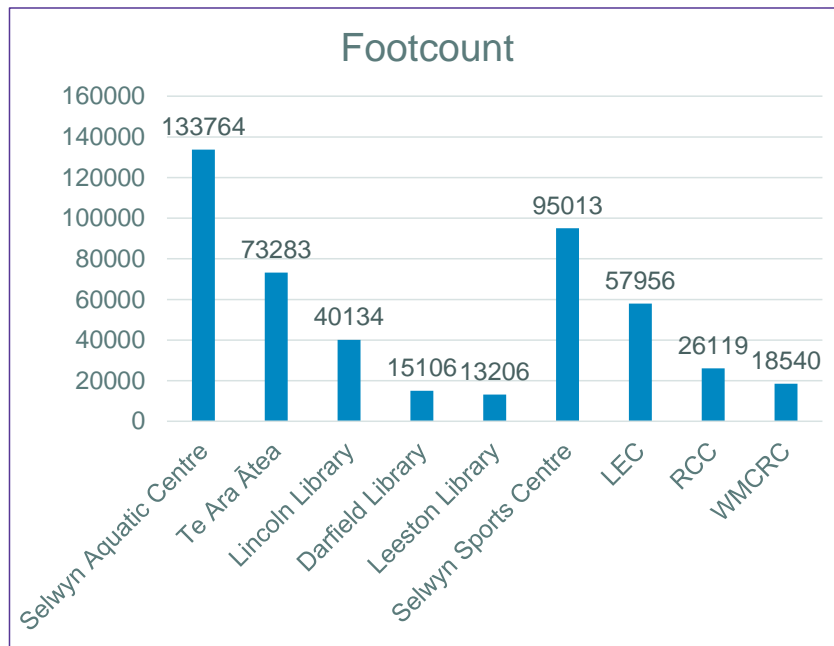
H&S, W – All Event Statistics CSF Team – Q1



These figures include both worker and member of public events for the staffed facilities under the Community Services and Facilities group.

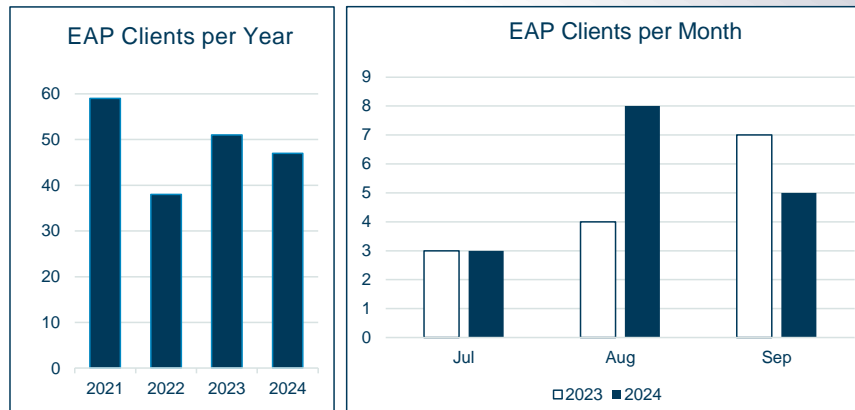
Footcount and event statistics comparison.

Q1 = 01/07 to 30/09 2024 time period



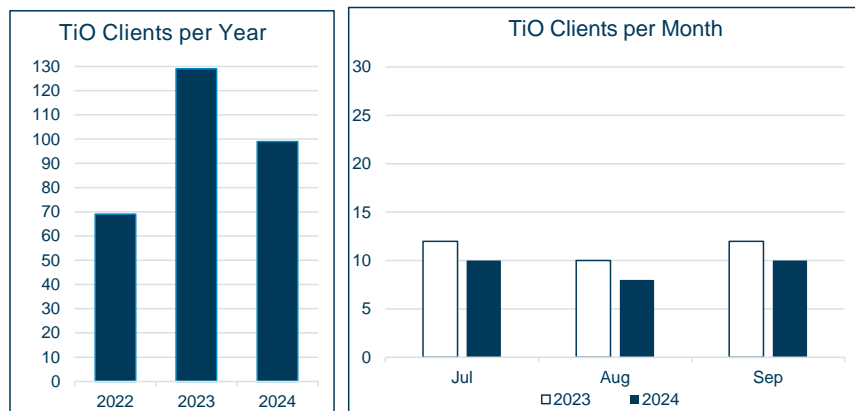
Wellbeing – Q1 2024/2025 FY

EAP Statistics



- **Work Issues** – alleged bullying, **career**, conditions, relationship colleague, relationship manager, environment, performance, restructure, workplace safety
- **Personal Issues** – anxiety/stress, budgeting/debt, grief, **health/medical**, legal, life transition, nutrition, relationships, trauma
- **Impact Level 1** work unaffected needs practical assistance only - 4 clients
- **Impact Level 2** work performance and work relationships not yet affected but may be if issues are not dealt with - 5 clients
- **Impact Level 3** work performance is lowered and/or relationships with colleagues could be affected - 6 clients
- **Impact Level 4** functioning less than their normal or required levels - 1 clients

Talk it Out Statistics



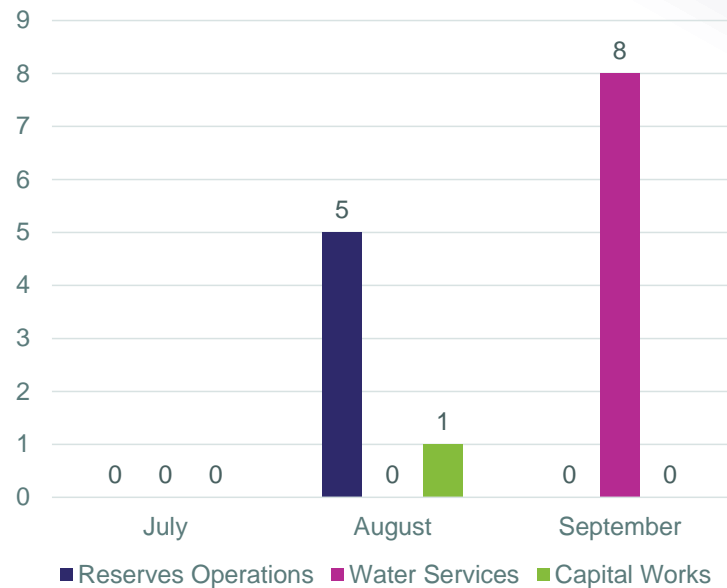
- **Personal Issues** – confidence, family, **health/medical**, low self-esteem, relationships, personal
- **Work Issues** – care for colleague, career, conditions, confidence, relationship colleague, **relationship manager**, team dynamics, **workload**

Private Counselling	Looking after ourselves and others
Topics unknown due to confidentiality 6 clients	Wellbeing leave 157.50 hours Volunteer leave 51.50 hours

Contractor Statistics – Q1 2024/2025 FY



Site Checks
Damstra Check App



Site Wise Contractor Statistics Q1 1 July to 30 Sept 2024

Selected Contractors	158
Average Score	93%
Unassessed Contractors	0
Assessment out of date	4
Expired Contractors	1
Insurance documents expired	12

REPORT

TO: Chief Executive

FOR: Council Meeting – 13 November 2024

FROM: Yuwei Li, Transportation Asset Planning Manager

DATE: 7 November 2024

SUBJECT: 2024-2027 NATIONAL LAND TRANSPORT FUND ALLOCATION -- CONTINUOUS PROGRAMMES

1. RECOMMENDATIONS

‘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.

2. PURPOSE

The purpose of this report is to:

- 1) advise the final allocations for the Continuous Programme (Maintenance, Operations and Renewals and Road Safety Promotion) for the 2024-2027 period, following release of National Land Transport Programme (NLTP) allocations; and
- 2) seek Council’s confirmation of local share funding of Continuous Transportation Programmes (Maintenance, Operations and Renewals, and Road Safety Promotion) for 2024-2027.

3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The issue that is the subject of this reports recommendation has been assessed against the Council’s Significance and Engagement Policy. The level of significance attached to the recommendation of this report is **low**, in consideration of the following:

- a) Impact on budgeted programmes detailed in the Long Term Plan 2024-2034
- b) Ability to deliver level of service set in the Long Term Plan 2024-2034
- c) Level of community interest
- d) Consistency with Long Term Plan 2024-2034

- e) Impact on ability to achieve the objectives of the Long Term Plan 2024-2034 and Financial Strategy 2024-2034
- f) Inclusion of transportation network as a strategic asset
- g) Impact to maintain the condition of infrastructural assets

While the outcome of this decision may have an impact on the consulted programme and level of service defined in the Long Term Plan 2024-2034 (LTP), consultation on the LTP confirmed the basis of the programme as being provisional on the approved co-funding from the NLTP. For this reason the assessment considers that no further engagement is required.

Variances will be reported in the Annual Report 2024/25, and form budgets for Annual Plans in financial years 2025/26 and 2026/27.

4. HISTORY/BACKGROUND

Council's Continuous Transportation Programme includes Maintenance, Operations and Renewals (MOR) and Road Safety Promotion (RSP). Improvements are not part of the Continuous Programme.

Requests for funding of Council's Continuous Programme under NLTP 2024-2027 were made to NZTA on 31 August 2023. Final bids for continuous programmes were submitted in December 2023. In recognition of the significant changes in the draft Government Policy Statement on Land Transport (GPS) released in March 2024, Council was invited to rebalance funding requests for the Local Road Operations, Local Road Pothole Prevention, Walking and Cycling, Road Safety Promotion and Local Road Improvements activity classes by 5 April 2024.

Council's 2024-34 Long Term Plan budgets, including the Transportation Asset Management Plan and Infrastructure Strategy were prepared on the basis of the funding bids, and an assumption of NZTA co-funding being provided at 51%. Uncertainty was noted as to the level of total funding, pending NLTP allocations. It is noted that minor differences between LTP budgeted and NLTP requested values result from non-significant accounting differences in applying inflation and accounting factors.

Final allocations (2024-2027) were provided by NZTA on 3 September 2024 for continuous activities contained in the following Activity Classes.

Activity Class	NLTP Requested Amount	Approved Amount	Approved as % of NLTP Requested
Pothole Prevention	\$54,876,296	\$52,176,000	95%
Operations	\$20,869,668	\$17,207,000	82%
Improvements - Bridge & Structure Renewals	\$4,784,850	\$3,251,000	68%
Walking and Cycling - Maintenance & Renewals	\$1,762,342	\$540,000	31%
Safety - Road Safety Promotion	\$1,270,000	\$442,000	35%
Total	\$83,563,156	\$73,616,000	88%

The NLTP approved amount of \$73,174,000 for MOR in 2024-27 represents a 48% increase over the 2021-24 NLTP Approved Allocation for MOR at the time of NLTP adoption.

Continuous activities (work categories) included in the above Activity Classes are:

Activity Class	Work Category
Pothole Prevention	Sealed Pavement Maintenance
	Unsealed Pavement Maintenance
	Routine Drainage Maintenance
	Unsealed Road Metalling
	Sealed Road Resurfacing
	Drainage Renewals
	Pavement Rehabilitation
Operations	Structures Maintenance
	Environmental Maintenance
	Network Services Maintenance
	Network operations
	Level Crossing Warning Devices
	Network & Asset Management
	Structures Component Replacement
	Traffic Services Renewals
Walking and Cycling	Cycle Path Maintenance
	Footpath Maintenance
	Footpath Renewals
Improvements - Bridge & Structure Renewals	Bridges and structural renewals
Safety	Road Safety Promotion

The percentage allocated out of the requested amount for each work category varies around the average for the activity class it belongs to.

5. PROPOSAL

Budget allocations for Council's Continuous Transportation Programme within the LTP 2024-2034 include Council's local share (49%). While NLTP final allocations show a reduction in funding compared to requested levels, if agreed via this report, Council's budgeted contribution remains available for Council funding of Transportation programmes. Note that numbers used in this report are inflated, while numbers used in the report on Capital Projects are noninflated for convenience.

Committed SDC Local Share and indicative NZTA Subsidy are shown in the following table, with their sum becoming the Revised Budget.

Activity Class / Work Category	2024-2027 Budget in LTP, with 51% subsidy assumed	2024-2027 NZTA Subsidy Confirmed	2024-2027 SDC LTP Committed Local Share	2024-2027 Revised Budget	Revised Budget as % of LTP Budget
Pothole Prevention					
Sealed Pavement Maintenance	\$13,946,436	\$6,680,968	\$6,833,754	\$13,514,722	97%
Unsealed Pavement Maintenance	\$3,238,185	\$1,529,992	\$1,586,711	\$3,116,703	96%
Routine Drainage Maintenance	\$3,814,049	\$1,963,490	\$1,868,884	\$3,832,374	100%
Unsealed Road Metalling	\$4,164,824	\$2,141,989	\$2,040,764	\$4,182,753	100%
Sealed Road Resurfacing	\$20,120,016	\$9,754,341	\$9,858,808	\$19,613,148	97%
Drainage Renewals	\$2,198,692	\$1,121,995	\$1,077,359	\$2,199,354	100%
Pavement Rehabilitation	\$6,658,330	\$3,416,984	\$3,262,582	\$6,679,565	100%
Operations					
Structures Maintenance	\$727,833	\$344,507	\$356,638	\$701,145	96%
Environmental Maintenance	\$6,018,104	\$2,460,760	\$2,948,871	\$5,409,631	90%
Network Services Maintenance	\$4,511,845	\$2,091,646	\$2,210,804	\$4,302,450	95%
Network Operations	\$700,877	\$295,292	\$343,430	\$638,721	91%
Level Crossing Warning Devices	\$178,587	\$89,087	\$87,508	\$176,595	99%
Network & Asset Management	\$4,971,378	\$2,214,684	\$2,435,975	\$4,650,659	94%
Structures Component Replacement	\$2,021,759	\$664,405	\$990,662	\$1,655,067	82%
Traffic Services Renewal	\$1,447,579	\$615,190	\$709,314	\$1,324,504	91%
Walking and Cycling					
Cycle Path Maintenance	\$178,587	\$27,540	\$87,508	\$115,048	64%
Footpath Maintenance	\$390,873	\$62,424	\$191,528	\$253,952	65%
Footpath Renewals	\$1,169,249	\$185,436	\$572,932	\$758,368	65%
Improvements-Bridge Renewals					
Bridges and Structural Renewals	\$4,654,463	\$1,658,010	\$2,280,687	\$3,938,697	85%
Safety					
Road Safety Promotion	\$1,252,728	\$225,420	\$597,619	\$839,257	67%
GRAND TOTAL					
	\$82,364,394	\$37,544,161	\$40,358,553	\$77,902,714	95%

The overall SDC revised budget as a percentage of initial LTP budget for each activity class is as follows:

Activity Class	SDC LTP Budget	SDC Revised Budget	Revised Budget as % of LTP Budget
Pothole Prevention	\$54,140,532	\$53,138,620	98%
Operations	\$20,577,962	\$18,858,773	92%
Improvements – Bridge & Structure Renewals	\$4,654,463	\$3,938,697	85%
Walking and Cycling – Maintenance & Renewals	\$1,738,709	\$1,127,367	65%
Safety – Road Safety Promotion	\$1,252,728	\$839,257	67%
GRAND TOTAL	\$82,364,394	\$77,902,714	95%

This revised budget of \$77,902,714 for MOR and RSP in 2024-27 represents a 55% increase over the 2021-24 NLTP Approved Allocation of \$50,405,206 at the time of NLTP adoption.

6. OPERATIONAL IMPACT

Pothole Prevention

The activities included in the Pothole Prevention work category are facing a proposed 2% budget reduction on average, which can be managed through finding efficiencies in project delivery and minor reductions in programme size.

The effects of this reduction should not have a noticeable effect on levels of service in this works category.

Operations

The proposed 8% reduction on average to areas for Operations is likely to impact how work is prioritised.

Given the age of Councils bridge stock and the growing need for maintenance interventions on numerous bridges, the proposed reduction in Structures Maintenance budget will reduce the capacity of work that can be delivered, which may have longer term effects where the remaining useful life of structures may be reduced which will mean renewals having to be delivered in advance of current forward works programming, adding further pressure to the already reducing budgets.

A budget reduction in the Environmental Maintenance work category is ill timed as Council are now being required to maintain additional vegetation where the Christchurch Southern Motorway intersections, and new roads associated with the construction, are now being vested to Council. Due to budget constraints this could mean a reduction of frequency of current vegetation control which will subsequently deliver a reduced level of service to the district. This category also covers the winter maintenance element of works which although we have not experienced big snow events over the last few years, the frequency of icy conditions has increased costs in this area.

The reduction of funding in the Network Services Maintenance category is less of a concern as our costs for power for streetlighting should now be reducing given the LED streetlight conversions that are nearing completion which should offer savings in this area which could negate the reduction.

Similarly to structural maintenance budget reductions, reducing the ability to deliver the Structural Component Replacement requirements of an increasingly ageing bridge stock will likely influence remaining useful life of the structures and could mean delays to renewing structural components, which could result in earlier renewals being required or result in structural failures occurring.

Noting there may also need to be a review of intervention levels, e.g. an increased use of temporary repairs being incorporated and extended response times to reactive maintenance requests received by Council as there may need to be a reduction in reactive maintenance crews.

Walking and Cycling

The major reduction in funding to footpath and cycleway (shared use path) maintenance and renewals will create a lower level of service due to a reduced frequency of renewals, which may lead to assets then exceeding their useful life. The reduction in renewals funding will likely present challenges with additional reactive maintenance, an area of the budget which has also seen a significant reduction. This may also lead to an increased possibility of isolated failures, causing hazards to pedestrians/cyclists. Reducing the frequency of renewals could also create a bow wave of future renewal requirements.

Council has budgeted an additional \$1 million per year in the LTP for catchup renewals in 2024-27. This unsubsidised fund can be partially allocated to meet the shortfall in the revised budget for footpath and cycleway maintenance and renewals.

Bridge Renewals

The funding requested is to replace a single structure, Whitecliffs Bridge, which is now at the 'end of life'. A reduction in funding to this category may prevent the renewal being delivered given it is a single project and not the usual combination of projects. It has been identified through previous Engineering Reports that the failure to replace the bridge could lead to failure during flood events, with the alternative access route, i.e. Riversleigh Road ford, also being compromised in poor weather. This could isolate the community from road access in such an event.

NZTA funding advisors have indicated that additional funding may become available for this category. Further cost scope adjustment will be sought, if necessary, after we have obtained detailed cost estimate for the bridge. If funding shortfall remains, a report seeking additional funding will be brought to Council for consideration.

Road Safety

The significant shift in priority and change in methodology around delivery of road safety in the Government Policy Statement (GPS) is reflected in the NZTA shared allocation for road safety promotion, with a reduction of 65% from the requested amount of \$1,270,000.

Road safety staff have concerns that the current allocation will significantly impact the delivery of road safety programs within Selwyn, primarily iBike, theory and practical license support for new drivers, +65 drivers and road safety events. Retaining local LTP share should allow current level of safety programs to be maintained.

The GPS also states that the National Land Transport Fund (NLTF) can no longer be used for advertising purposes. This will have significant impact on the manner in which road safety is promoted through local channels. Council is still able to use the additional local share to deliver appropriate road safety messages.

Road safety advertising is to be managed from a national perspective by NZTA. Creative material and national level advertising will be conducted by NZTA with local RCA able to share this content.

NZTA has indicated they will engage in a work project with local RCAs to identify local issues that may require advertising and develop a programme of works to address common risks. These will then primarily be promoted through nationally available channels such as radio, tv, online advertising. Should any local messaging be required in papers, billboards, other publications this will need to be funded through local share only.

Staff are working through other mechanisms to deliver road safety messaging without relying on advertising as the impact of advertising is often hard to measure.

Budget saved through advertising reductions would be utilized for the development of two new initiatives, the Corporate Road Safety Charter and a Road Safety license education programme in schools.

Initial assessment of the Road Safety Promotion programmes, based on alternatives described, would likely see the below impacts on the delivery of road safety in Selwyn. These alternatives correspond to options described in the following section.

Road Safety Risk/Intervention	Alternative 1 – Total \$839,257	Alternative 2 - \$442,000	Alternative 3 - \$1,252,728
Intersections, Speed, Impairment, Winter Driving, Distractions, Restraints, Fatigue.	<ul style="list-style-type: none"> • Child car seat clinic. • Support of other stakeholder initiatives. • Fatigue coffee stops. • Limited advertising including merchandise for licensed premises and ice scrapers. 	<ul style="list-style-type: none"> • Child car seat clinic. • Support of other stakeholder initiatives. 	<ul style="list-style-type: none"> • Child car seat clinic. • Fatigue coffee stops. • Support of other stakeholder initiatives. • Advertising of local risks through local media channels. • Advertising merchandise through licensed premises, seasonal opportunities and events.
Corporate Road Safety Charter	<ul style="list-style-type: none"> • Develop and implement a corporate road safety charter for local businesses, which includes tiered recognition for levels of road safety achieved. • Incorporate a corporate road safety event, conference, guest speaker, awards. 	<ul style="list-style-type: none"> • Develop and implement a corporate road safety charter for local businesses, which includes tiered recognition for levels of road safety achieved. 	<ul style="list-style-type: none"> • Develop and implement a corporate road safety charter for local businesses, which includes tiered recognition for levels of road safety achieved. • Incorporate a corporate road safety event, conference, guest speaker, awards.
Motorcycling	<ul style="list-style-type: none"> • Ride forever subsidy provided for Selwyn residents. • Singular Kickstart or other motorcycle safety event. 	<ul style="list-style-type: none"> • Ride forever subsidy provided for Selwyn residents. 	<ul style="list-style-type: none"> • Ride forever subsidy provided for Selwyn residents. • Kickstart and other motorcycle safety events maintained. • Provide motorcycle safety advertising and merchandise at events.

Road Safety Risk/Intervention	Alternative 1 – Total \$839,257	Alternative 2 - \$442,000	Alternative 3 - \$1,252,728
Driver license Support Young and New Drivers Over 65 Drivers	<ul style="list-style-type: none"> • Maintain practical subsidy for 65+ driver refresher. • Maintain other driver license support programs. E.g. SADD, RYDA, CDMP. • Maintain current delivery of theory and practical driver license support for new and young drivers. 	<ul style="list-style-type: none"> • Maintain practical subsidy for 65+ driver refresher. • Maintain other driver license support programs. E.g. SADD, RYDA, CDMP. • Limited delivery of theory and practical driver license support for new and young drivers. 	<ul style="list-style-type: none"> • Maintain practical subsidy for 65+ driver refresher. • Maintain other driver license support programs. E.g. SADD, RYDA, CDMP. • Expand delivery of theory and practical driver license support for new and young drivers.
Walking and Cycling	<ul style="list-style-type: none"> • Maintain current iBike delivery of grade 1 throughout Selwyn schools. • Expand the implementation to include a practical instruction component with the road safety license system for students to be incorporated through Selwyn schools. • Develop a program for adults to safely use cycles, ebikes and scooters. 	<ul style="list-style-type: none"> • Reduced iBike delivery, 2 terms per year of grade 1 only. • Develop and implement a road safety license system for students to be incorporated through Selwyn schools. 	<ul style="list-style-type: none"> • Expand iBike delivery, throughout Selwyn schools to cover grade 1 & 2. • Expand the implementation to include a practical instruction component with the road safety license system for students to be incorporated through Selwyn schools. • Develop a program for adults to safely use cycles, ebikes and scooters.

7. OPTIONS

The options before the Council are as follows:

- 1) That Council commits the budgeted local share portion of the Continuous Programme budget for 2024-27 as proposed in the 2024-34 LTP to council's respective activities in the 2024-27 **and** approves that the Council's Continuous Programmes in 2024-27 will be adjusted based on the revised budget consisting of:
 - the committed local share above; **and**
 - NZTA subsidies based on NZTA approved allocations.

This is the **recommended** option.

OR

- 2) 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).

OR

- 3) That Council increase local funding for the total Maintenance, Operations and Renewals and Road Safety Promotion for 2024-27 so the amount available for programme delivery is the same as in the LTP budget. This would increase local funding beyond LTP levels.

Option 1 enables the combination of NLTP indicative funding and committed local funding to be maximised. This would enable Council to achieve the greatest value for money within the indicative NLTP co-funding, while ensuring compliance with the LTP, and delivering the highest programme achievable within consulted and budgeted local funding.

This would also enable Council to continue walking and cycling activities and many of the road safety programmes in place, albeit at moderately reduced but manageable levels.

8. VIEWS OF THOSE AFFECTED / CONSULTATION

Views of those affected

Consultation on the programme was undertaken as part of the Long Term Plan 2024-2034. Feedback on the level of funding and programmes was received amongst consultation comments.

Consultation

No further community or wider consultation is required, however changes to the programme of works will be communicated in the Annual Report as well as informing the Annual Plans for financial years 2025/26 and 2026/27.

Māori implications

Engagement with mana whenua was undertaken as part of the LTP 2024-2034 development and consultation. There are no identified Māori implications of this report's decision.

Climate Change considerations

As the funding window in relation to this report is 3 years, the main climate change consideration relates to the potential reduction in walking and cycling activities due to significant reduction of government co-funding for this activity class. Council's commitment of local shares in the LTP budget and making additional allocation from the unsubsidised catchup renewal funds can alleviate this concern.

9. FUNDING IMPLICATIONS

Should Council be minded to adopt option 1, fully utilising available NZTA share and committed local funding, there are no financial implications of the decision on Council funding.

It is acknowledged that the reduced NZTA funding will result in a reduced programme.



Yuwei Li
TRANSPORTATION ASSET PLANNING MANAGER



Elaine McLaren
ACTING HEAD OF OPERATION DELIVERY
WATER, ROADING & RESOURCE RECOVERY

Endorsed For Agenda



Tim Mason
EXECUTIVE DIRECTOR OF
INFRASTRUCTURE AND PROPERTY



Murray England
HEAD OF ASSET MANAGEMENT

REPORT

TO: Chief Executive

FOR: Council Meeting – 13 November 2024

FROM: Yuwei Li, Transportation Asset Planning Manager

DATE: 7 November 2024

SUBJECT: ADJUSTED COUNCIL 2024-27 TRANSPORT IMPROVEMENT PROGRAMME

1. RECOMMENDATIONS

‘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.

2. PURPOSE

The purpose of this report is to:

- a) advise the availability of co-funding for Council’s Transport Improvement Programme, including major capital projects and Low Cost Low Risk (LCLR) projects for the 2024-27 period, following release of the 2024-27 National Land Transport Programme (NLTP) allocations;
- b) seek Council’s confirmation of local share funding allocated in the 2024-34 Long Term Plan (LTP) for the Improvement Programme for use on the updated Improvement Programme for 2024-2027 contained in this report;
- c) seek Council’s approval of the updated Improvement Programme for projects in the LTP that were scheduled for delivery in 2024-27; and
- d) advise Council regarding the likely need for further programme adjustments and funding considerations to manage the deliverability and affordability of the Transport Improvement Programme during future Annual and Long Term plans.

3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The issue that is the subject of this reports recommendation has been assessed against the Council's Significance and Engagement Policy. The level of significance attached to the recommendation of this Report is **low**, in consideration of the following:

- Impact on budgeted programmes detailed in the LTP
- Ability to deliver level of service improvements set in the LTP
- Level of community interest
- Consistency with LTP
- Impact on ability to achieve the objectives of the LTP and Financial Strategy 2024-34
- Inclusion of transportation network as a strategic asset
- Impact to maintain the condition of infrastructural assets

While the outcome of this decision will have an impact on the consulted programme and timing of level of service improvements defined in the Long Term Plan 2024-2034 (LTP), consultation on the LTP confirmed the basis of the programme as being provisional on the approved co-funding from the NLTP. For this reason, the assessment considers that no further engagement is required should Council be minded to maintain the current level of committed local share.

Should Council seek to increase the local share to the full extent of the proposed programme, this may require further consultation, through Annual Plan and/or Long Term Plan Amendment.

Notwithstanding the above, variances can be reported in the Annual Reports. Projects which are no longer proposed to be funded within the 2024-2027 period will be reassessed for appropriateness for included in the next funding bid (2027-2030).

4. HISTORY/BACKGROUND

In the 2024-27 programme, approximately 60% of Council's Transportation Improvement Programme was submitted to NZTA for consideration for inclusion in the NLTP and for co-funding at its Financial Assistance Rate (FAR) of 51%. The projects submitted included major capital Projects (over \$2 million) and LCLR (under \$2 million) projects.

The request for funding Council's Improvement Programme under NLTP was made to NZTA on 31 August 2023. Final bids for improvement programmes were submitted in December 2023. In recognition of the significant changes in the Government Policy Statement on Land Transport (GPS) released in March 2024, Council was invited to rebalance funding requests by 5 April 2024.

Final decisions on the NLTP allocation were sent to the Council on 3 September 2024. This completed the process of funding allocations for the 2024-27 transport programme by the NZTA. Council's Continuous Transportation Programme which includes Maintenance, Operations and Renewals (MOR) and Road Safety Promotion (RSP) were advised on 6 June, 2 August and confirmed on 3 September 2024. The Continuous Programme is the subject of a separate report.

Council's 2024-34 LTP budgets, using information from the Transportation Asset Management Plan and Infrastructure Strategy, were established including an assumption of NZTA co-funding being provided at 51% FAR for eligible projects. Funding uncertainty was noted at the time as to the level of national funding availability, pending NLTP allocations. It is noted that minor differences between LTP budgeted and NLTP requested values resulted from applying inflation factors in LTP.

Confirmed co-funding allocations (2024-27) were provided by NZTA on 3 September, for improvement programmes contained in the following categories:

Category	Requested	Allocated
Major improvements (excluding business cases)	\$38,000,000 (9 projects)	\$6,000,000 (2 projects)
LCLR Improvements (New)	\$20,560,000	ZERO
TOTAL	\$58,560,000	\$6,000,000

An additional \$1,258,111 was requested as carry forwards for two LCLR projects from 2021-24 and that has been approved. This will not be included in the following discussions regarding 2024-27 improvement projects.

Council's original NLTP Transport Improvement Programme request relying on 51% FAR is detailed in the following table, including the committed local share, compared to that approved by the NZTA:

Project			2024-2027 Budget in LTP	2024-2027 Approved NZTA Subsidy	2024-2027 SDC LTP Local Share Assumed
Major Projects					
Dunns Crossing & Burnham School Rd Traffic Signals	Growth	24/25	\$4.0m	\$0	\$1.960m
Selwyn & Springston Rolleston Rd Roundabout	Growth	25/26	\$6.0m	\$0	\$2.940m
Walkers Rd & Two Chain Rd Roundabout	Growth	25/26	\$2.5m	Probable at 51%	\$1.225m
Hoskyns Rd Widening Stage 1	Growth	25/26	\$3.5m	\$0	\$1.715m
Springs & Hamptons Rd Roundabout	Growth	25/26	\$5.0m	\$0	\$2.450m
Selwyn & Dunns Crossing Roundabout	Growth	26/27	\$6.0m	\$0	\$2.940m
Jones & Two Chain Rds Realignment	Growth	26/27	\$3.5m	Probable at 51%	\$1.715m
Gerald St & Vernon Dr Traffic Signals	Growth	26/27	\$3.5m	\$0	\$1.715m
Lincoln 'Park N Ride'	Growth	26/27	\$4.0m	\$0	\$1.960m
Low Cost Low Risk					
Goulds & Ellesmere Junction Rd Intersection Safety Upgrade	LOS	24/25	\$210,000	\$0	\$102,900
Levi Rd Widening	Growth	24/25	\$600,000	\$0	\$294,000
Mathias St Level Crossing Upgrade	Growth	24/25	\$300,000	\$0	\$147,000
Waimakariri Gorge Rd Guard Rail Stg 2	LOS	24/25	\$200,000	\$0	\$98,000
Weedons Ross Rd Seal Widening Stg 2	Growth	24/25	\$450,000	\$0	\$220,500
Bealey & Telegraph Rd Intersection RIAWS Safety Upgrade	LOS	24/25	\$400,000	\$0	\$196,000
Travel Demand Management Package	LOS	24 – 26	\$350,000	\$0	\$350,000
Speed Management Plan Implementation	LOS	24 – 27	\$1,010,000	\$0	\$494,900
School Safety Infrastructure Upgrades	Growth	24 – 27	\$1,410,000	\$0	\$690,900
Birchs Rd Intersections Cycle Safety Upgrade	Growth	25/26	\$750,000	\$0	\$367,500

Project			2024-2027 Budget in LTP	2024-2027 Approved NZTA Subsidy	2024-2027 SDC LTP Local Share Assumed
Ellesmere Rd Arterial Intersections Safety Upgrades	Growth	25/26	\$2,000,000	\$0	\$980,000
Maddisons & Curraghs Rd Intersection RIAWS Safety Upgrade	LOS	25/26	\$250,000	\$0	\$122,500
Springston Rolleston & Waterholes Rd Intersection RIAWS Safety Upgrade	LOS	25/26	\$225,000	\$0	\$110,250
Two Chain Rd Widening Stg 1	Growth	25/26	\$1,500,000	\$0	\$735,000
Hoskyns Rd Arterial Intersections Safety Upgrades	Growth	25/26	\$1,200,000	\$0	\$588,000
Hamptons Rd Widening	Growth	25/26	\$750,000	\$0	\$367,500
Shands & Boundary Rd Intersection RIAWS Safety Upgrade	LOS	26/27	\$225,000	\$0	\$110,250
Selwyn & Robinsons Rd Intersection RIAWS Safety Upgrade	LOS	26/27	\$225,000	\$0	\$110,250
SH1 Dunns Crossing Rd Cycle Underpass Pathways	Growth	26/27	\$1,500,000	\$0	\$735,000
Dunns Crossing Rd Widening Stg 1	Growth	26/27	\$300,000	\$0	\$147,000
Brookside Rd & Rolleston Dr Roundabout	Growth	26/27	\$1,500,000	\$0	\$735,000
Prebbleton to City Cycle Link	Growth	26/27	\$1,500,000	\$0	\$735,000
Rural Rd Intersection Safety Programme	LOS	Annual	\$1,200,000	\$0	\$588,000
Intersection Sealback Safety Programme	LOS	Annual	\$1,125,000	\$0	\$551,250
Greater Christchurch Bus Stop Improvement Programme	LOS	Annual	\$540,000	\$0	\$264,600
Township Footpath and Crossings Programme	LOS	Annual	\$900,000	\$0	\$441,000
TOTAL for Major and LCLR Projects			\$58,620,000		\$28,902,300

There is a significant reduction in the level of co-funding, with the only two major projects being confirmed for “probable” co-funding being:

1. Walkers Road and Two Chain Road Roundabout: 2025/26: \$2,500,000
2. Jones Road and Two Chain Road Realignment: 2026/27: \$3,500,000

Both local road projects are associated with the SH1 Rolleston upgrades being progressed by NZTA in the 2024-27 period. Surprisingly others in the same package of local works were not funded.

The remaining seven major capital projects and the entire LCLR programme have not obtained co-funding through the NLTP. This results in a major lack of funding for capital improvements planned in Years 1-3 of the LTP.

Outside of the funding bid allocations, the NLTP has established a new \$100m national fund for LCLR projects that are targeted at delivering on the strategic priorities of economic growth and productivity, increased resilience and value for money. This new fund is being made available to LCLR projects that deliver on these priorities and are assessed by NZTA as having a high GPS

alignment or high net present value. Limited information is available about this fund at this time. Staff will explore the potential for additional funding with the NZTA Investment Advisor and return to Council to confirm project selection. However, considering the limited national size of the fund it cannot be counted on with any confidence.

NLTP requested projects that have not been co-funded sums up to \$52.62m (noninflated), for which Council's 49% local share is \$25.78m which is budgeted in the LTP.

For those capital projects not included in the NLTP request, all except one have been originally assumed to be fully funded by Council at 100% in the LTP. The total cost sums up to \$37.45m (noninflated and excluding carry forwards) as detailed in the LTP.

Project	Year	Uninflated Total Cost
Lincoln South Public Car Parks	2024/25	\$1,600,000
Gerald Street Eastern End Upgrade	2024/25	\$7,350,000
East Maddisons Road Upgrade	2024/25	\$300,000
Ellesmere Road Seal Widening	2024/25	\$3,000,000
Birchs Road Kakaha Park Safety Upgrades	2024/25	\$300,000
PT Futures Selwyn Infrastructure Business Case	2024/25	\$75,000
Rolleston Access Local Road Upgrades Business Case	2024/25	\$75,000
Lowes Rd/ Levi Dr/ Masefield Dr/Lincoln Rolleston Rd Traffic Signals	2024/25	\$2,104,000
Lincoln North Public Car Parks	2025/26	\$1,550,000
Meijer Drive Extension	2025/26	\$3,500,000
Rolleston Public Carpark 4 & Service Lane	2025/26	\$1,100,000
Public Carpark and Walkways Light Renewal to LED	2025/26	\$250,000
Castle Hill Dark Sky Street Lighting Controls	2025/26	\$50,000
Asset Management Data Standard Implementation*	2025/26	\$150,000
District and Township Signage Implementation	2026/27	\$700,000
Tennyson & Moore Street Roundabout	2026/27	\$2,500,000
Moore Street Extension	2026/27	\$1,800,000
Gerald Street Transitional Section Upgrade	2026/27	\$7,500,000
Coes Ford Upgrade Feasibility Study	2026/27	\$50,000
Coleridge Tail Race Bridge Replacement Contribution	2026/27	\$500,000
Transport renewal and improvement activities	2024-27	\$3,000,000
TOTAL		\$37,454,000

Note: * The AMDS Implementation Project is expected to be co-funded by NZTA outside the NLTP process.

Other than the Continuous Programme (MOR & RSP) detailed in a separate report and the Improvement Programme listed above, the following set of projects are also included in Council's Transportation Programme in the 2024-34 LTP as shown below. They are mostly operational and are needed on an annual basis, but are considered to be part of the Improvement Programme for the purpose of this report.

Project	Year	Total Uninflated Cost
Non-Sub Street Cleaning Share	2024-27	\$ 750,000
Project Forward Planning	2024-27	\$ 300,000
BOF Cycle Feasibility Study	2024/25	\$ 90,000
Bus Stop Maintenance and Renewal	2024-27	\$ 135,000
Developer Coordinated Works	2024-27	\$ 450,000
Entranceways	2024-27	\$ 600,000
Co-share of Emergency Works	2024-27	\$ 3,000,000
Road Renewals Backlog Funding	2024-27	\$ 3,000,000
TOTAL		\$8,325,000

The only project above for which NZTA co-funding is requested is Bus Stop Maintenance and Renewal. The co-funding has been approved at the level expected in the LTP.

Based on the above, the amount of local share funding Council already has budgeted in the LTP for the 2024-27 NLTP period (excluding carry forwards) are as follows:

FY	2024/25	2025/26	2026/27	3-Year Total
SDC Share for 2024-27 Transportation Improvement Programme	\$11,609,050	\$21,319,050	\$33,208,850	\$66,136,950

Project cost estimates are continually revised as they progress through the project development cycle. Section 9 of the report provides itemised amendments to the predicted project costs where these have changed through refined project scope and cost estimates. The Improvement Programme has been updated so that the expected SDC share of the total cost, for each year within the 2024-27 NLTP period, matches the overall SDC local share committed in the LTP for the Improvement Programme. Further value engineering will be applied to the programme going forward.

5. OPTIONS

Budgets are currently allocated in the LTP for Council's originally adopted Transport Improvement Programme. This includes Council's local share (49%) of requested NLTP co-funded projects and full share (100%) of Council's other projects. As the NLTP has only confirmed two projects for co-funding valued at \$6m, Council must consider how to use local share committed in the LTP to reprioritise the 2024-27 transport improvement programme to get the best value for money and outcomes with the remaining funding it has available.

It is also acknowledged whatever option is considered Council will need to carefully compile and plan its transport improvement programme for the 2027-37 Long Term Plan to adjust to changes in priorities, costs and commitments hereon in. This includes utilising any subsequent Annual Plan processes if warranted and available.

The options before the Council are as follows:

- 1) That Council confirms its commitment to the currently budgeted LTP 2024-27 local share portion of the Transport Improvement Programme budget and approves its use to undertake the revised and reprioritised updated Transport Improvement Programme to complete some but not all the original projects in 2024-2027 without further funding increases.

The updated Transport Improvement Programme is detailed in the attachment.

This is the recommended option as the updated programme provides a balance of what is achievable and needed to meet commitments whilst providing value for money and better coordinated outcomes expected by the community

OR

- 2) That Council postpones all transport projects that were requested for inclusion in the NLTP but did not receive NLTP co-funding, except those confirmed in the NLTP being:
 - i) Walkers Road and Two Chain Road Roundabout: 2025/26: \$2,500,000
 - ii) Jones Road and Two Chain Road Realignment: 2026/27: \$3,500,000

and proceeds with all 100% funded projects as currently identified in the LTP. The \$25.78m of local share related to the transport projects that did not receive co-funding could be reallocated in accordance with council's other priorities outside of the transport activity.

This option is not recommended as it produces an unbalanced transport improvement programme which results in a loss of synergy to achieve network outcomes that are equitable. Funding should remain in the transport activity as currently allocated.

OR

- 3) That Council increase local funding for the total Improvement Programme for financial years 2024-27 as detailed in the 2024-34 LTP regardless of allocated subsidy levels, based on:
 - 49% local share to the total of approved two projects; **and**
 - Fully fund the balance of the total Improvement Programme.

This option is not recommended due to needing a further \$30m or more in funding that is not currently budgeted for the 2024-27 period and would exceed debt funding limits beyond agreed LTP levels.

It is noted that the LTP did identify the uncertainty of co-funding, with Council resolving that some Improvement Projects, such as the planned public transport 'Park N Ride' would only proceed if Council receives co-funding from NZTA.

6. OPERATIONAL IMPACT

Reprioritisation and Project Alignment

Projects included in the LTP and the NLTP were identified, and prioritised as part of budget development, with efficiencies and project alignments prioritised. This included considering the framework identified in Council's Transportation Asset Management Plan. Part of this includes responding to current and projected growth requirements, and the need to align with planned development and other stakeholder projects e.g. Rolleston SH1 Road of Regional Significance.

The revaluation of budgets also included ensuring value engineering to optimise funding and outcomes. This included maintaining complementary packages of works for economies of scale and coordinated delivery e.g. Lincoln Town Centre – Gerald Street Upgrade.

It is noted that short term measures may be used in lieu of capital project upgrades such as the use of improved signage, marking and speed management where intersection safety improvements were proposed but have not attracted NZTA funding.

Council has budgeted an additional \$1 million per year in the LTP for transportation renewal and improvement activities which can be partially allocated to further compensate for significantly reduced subsidies in the Improvement Programme.

Development Contributions

Development Contributions are collected in accordance with Council's Development Contributions Policy, subject to the provisions of the Local Government Act 2002, for identified growth related capital projects within the Transportation activity in the LTP where these are eligible. Should growth-related project not proceed where development contributions have been collected, Council will need to consider any implications. Where projects are cancelled, rather than deferred within the LTP period, this may require the contributions to be repaid.

Procurement

Procurement of Transportation works must be undertaken in accordance with Council's Procurement Strategy, endorsed by the NZTA. This requires compliance with NZTA's Procurement Manual and rules, for all activities funded through the NLTP Programme.

Based on the confirmation that Council's Improvement Programme is largely outside of the NLTP and not subject to NZTA procurement requirements, there may be value in exploring options for Council's Procurement Strategy to exclude works fully funded by Council from these standards. This could result in streamlined procurement and reduced compliance costs for projects solely funded by Council.

7. VIEWS OF THOSE AFFECTED / CONSULTATION

Views of those affected

Public consultation on the programme was undertaken as part of the Long Term Plan 2024-34. Feedback on the level of funding and programmes was received from submissions. Council's programme was also included in the 2024-34 Canterbury Regional Land Transport Plan

Consultation

The extent of changes to the consulted programme and/or funding requirement, including debt levels, may necessitate further consultation in accordance with the requirements of the Local Government Act 2002. However, it is considered that by adopting Option 1 in Section 5 of this report further consultation would not be required on the basis that no additional funding is being requested at this time from that currently allocated in the LTP.

Māori implications

Engagement with mana whenua was undertaken as part of the LTP 2024-34 development and consultation. There are no identified Māori implications of this report's decision.

Climate Change considerations

As the funding window in relation to this report is 3 years, the main climate change consideration relates to the potential reduction in public transport, walking and cycling activities due to lack of co-funding for improvements. To mitigate the impact, the updated Improvement Programme keeps the full extent of the footpath extension programme in the LTP. Council will also install shelters at bus stops using flatpacks already purchased in 2023-24. Some funding is also retained for Travel Demand Management activities.

8. FUNDING IMPLICATIONS

In relation to the recommended Option 1 above, that only utilises existing budgeted local share in the LTP for the updated improvement programme, further implications will be mostly limited to cost increases from atypical inflation and other project related escalations during project development. This is intrinsic to any project however it is funded. Councils Development Contribution Policy will need to be checked and amended to reflect any changes through formal policy review processes.

Further adjustments to the Improvement Programme and associated funding and project timing can be considered through future Annual Plan and Long Term Plan processes, should this be required.



Yuwei Li
TRANSPORTATION ASSET PLANNING MANAGER



Andrew Mazey
STRATEGIC TRANSPORT LEAD

Endorsed For Agenda



Tim Mason
EXECUTIVE DIRECTOR –
INFRASTRUCTURE AND PROPERTY



Murray England
HEAD OF ASSET MANAGEMENT

9. ATTACHMENTS

9.1 Updated Improvement Programme - Projects for which NLTP co-funding have been requested

Program	LTP Budget	Annual Programme	Budget Adjustment	Option 1	Updated Budget	24/25	25/26	26/27	27/28	28/29
Major Projects-NLTP Funding Requested										
Dunns Crossing & Burnham School Road Traffic Signals (SNP)	\$ 4,000,000		\$2,000,000		\$ 6,000,000	\$ 300,000	\$ 5,100,000	\$ 600,000		
Selwyn & Springston Rolleston Road Roundabout (SNP)	\$ 6,000,000		\$0		\$ 6,000,000	\$ 100,000		\$ 5,900,000		
Walkers Road & Two Chain Road Roundabout	\$ 2,500,000		\$2,500,000		\$ 5,000,000	\$ 100,000	\$ 100,000	\$ 4,800,000		
Hoskyns Road Widening Stage 1	\$ 3,500,000		\$1,750,000		\$ 5,250,000	\$ 250,000	\$ 4,400,000	\$ 600,000		
Springs & Hamptons Road Roundabout	\$ 5,000,000		\$0	Defer	\$ 5,000,000		\$ 100,000		\$ 2,000,000	\$ 2,900,000
Selwyn & Dunns Crossing Roundabout (SNP)	\$ 6,000,000		\$0	Defer	\$ 6,000,000			\$ 50,000	\$ 150,000	\$ 5,800,000
Jones Road & Two Chain Road Realignment	\$ 3,500,000		\$1,750,000		\$ 5,250,000	\$ 250,000	\$ 1,000,000	\$ 4,000,000		
Gerald Street & Vernon Drive Traffic Signals (SNP)	\$ 3,500,000		\$0		\$ 3,500,000	\$ 50,000	\$ 150,000	\$ 3,200,000	\$ 100,000	\$ -
Lincoln 'Park N Ride'	\$ 4,000,000		\$0	Defer	\$ 4,000,000			\$ 50,000	\$ 150,000	\$ 3,800,000
LCLR Projects-NLTP Funding Requested										
Goulds & Ellesmere Junction Road Intersection Safety Upgrade	\$ 210,000		\$0		\$ 210,000	\$ 210,000		\$ -	\$ -	\$ -
Levi Road Widening	\$ 600,000		-\$60,000		\$ 540,000	\$ 540,000	\$ -	\$ -	\$ -	\$ -
Mathias Street Level Crossing Upgrade	\$ 300,000		\$0	Defer	\$ 300,000				\$ 300,000	\$ -
Waimakariri Gorge Rd Guard Rail Stage 2	\$ 200,000		-\$92,000		\$ 108,000	\$ 108,000	\$ -	\$ -	\$ -	\$ -
Weedons Ross Rd Seal Widening Stage 2	\$ 450,000		\$0		\$ 450,000		\$ 450,000	\$ -	\$ -	\$ -
Bealey & Telegraph Road Intersection RIAWS Safety Upgrade	\$ 400,000		\$0	Defer	\$ 400,000				\$ 400,000	\$ -
TDM Package	\$ 350,000		-\$260,000		\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000		
Speed Management Plan Implementation	\$ 1,010,000		\$0	Defer	\$ 1,010,000				\$ 510,000	\$ 500,000
School Safety Infrastructure Upgrades	\$ 1,410,000		-\$719,100		\$ 690,900	\$ 230,300	\$ 230,300	\$ 230,300		
Birchs Road Intersections Cycle Safety Upgrade	\$ 750,000		\$0	Defer	\$ 750,000			\$ -	\$ 750,000	\$ -
Ellesmere Road Arterial Intersections Safety Upgrades	\$ 2,000,000		\$0	Rescope	\$ 2,000,000	\$ -	\$ 300,000			\$ 1,700,000
Maddisons & Curraghs Road Intersection RIAWS Safety Upgrade	\$ 250,000		\$0	Defer	\$ 250,000			\$ -	\$ 250,000	\$ -
Springston Rolleston & Waterholes Road Intersection RIAWS Safety Upgrade	\$ 225,000		\$0	Defer	\$ 225,000			\$ -	\$ 225,000	\$ -
Two Chain Road Widening Stage 1	\$ 1,500,000		\$750,000		\$ 2,250,000	\$ 750,000	\$ 1,400,000	\$ 100,000		
Hoskyns Road Arterial Intersections Safety Upgrades	\$ 1,200,000		\$600,000		\$ 1,800,000	\$ 100,000	\$ 400,000	\$ 1,300,000		
Hamptons Road Widening	\$ 750,000		\$0		\$ 750,000	\$ 50,000	\$ 700,000			
Shands & Boundary Road Intersection RIAWS Safety Upgrade	\$ 225,000		\$0	Defer	\$ 225,000			\$ -	\$ -	\$ 225,000
Selwyn & Robinsons Road Intersection RIAWS Safety Upgrade	\$ 225,000		\$0	Defer	\$ 225,000			\$ -	\$ -	\$ 225,000
SH1 Dunns Crossing Road Cycle Underpass Pathways	\$ 1,500,000		-\$765,000		\$ 735,000			\$ 735,000		
Dunns Crossing Road widening Stage 1	\$ 300,000		\$150,000		\$ 450,000			\$ 450,000		
Brookside Road & Rolleston Drive Roundabout	\$ 1,500,000		\$0	Defer	\$ 1,500,000			\$ 50,000	\$ 150,000	\$ 1,300,000
Prebbleton to City Cycle Link	\$ 1,500,000		\$0	Defer	\$ 1,500,000				\$ 200,000	\$ 1,300,000
Rural Road Intersection Safety Programme	\$ 1,200,000	YES	\$0		\$ 1,200,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -
Intersection Sealback Safety Programme	\$ 1,125,000	YES	-\$573,750		\$ 551,250	\$ 183,750	\$ 183,750	\$ 183,750		
Greater Christchurch Bus Stop Improvement Programme	\$ 540,000	YES	\$0	Defer	\$ 540,000				\$ 270,000	\$ 270,000
Township Footpath and Crossings Programme	\$ 900,000	YES	\$0		\$ 900,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ -

Budget adjustments, where required, have been applied to all projects recommended for delivery in 2024-27. For Projects listed above that recommends delivery in 2024-27 (i.e. not deferred), the combined updated budget of \$43,725,150 represents a 19% increase over the combined LTP budget of \$36,695,000. While the costs have increased for individual projects, the increases have been accommodated within the overall allocated 2024-27 budget.

9.2 Updated Improvement Programme - Others

Program	LTP Budget	Annual Programme	Budget Adjustment	Option 1	Updated Budget	24/25	25/26	26/27	27/28	28/29
SDC-Only Improvement Projects										
Lincoln South Public Car Parks	\$ 1,600,000		\$0		\$ 1,600,000	\$ 91,400	\$ 1,508,600		\$ -	\$ -
Gerald Street Eastern End Upgrade	\$ 7,350,000		\$0		\$ 7,350,000	\$ -	\$ 1,000,000	\$ 2,500,000	\$ 2,500,000	\$ 1,350,000
East Maddisons Road Upgrade	\$ 300,000		\$0		\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Ellesmere Road Seal Widening	\$ 3,000,000		\$0	Rescope	\$ 3,000,000	\$ 600,000		\$ 2,400,000		
Birchs Road Kakaha Park Safety Upgrades	\$ 300,000		\$0	Defer	\$ 300,000				\$ 300,000	\$ -
PT Futures Selwyn Infrastructure Business Case	\$ 75,000		\$0		\$ 75,000	\$ 75,000	\$ -		\$ -	\$ -
Rolleston Access Local Road Upgrades Business Case	\$ 75,000		\$0		\$ 75,000	\$ 75,000	\$ -		\$ -	\$ -
Lowes Rd/ Levi Dr/ Masefield Dr/Lincoln Rolleston Rd Traffic Signals	\$ 2,104,000		\$0		\$ 2,104,000	\$ 1,904,000	\$ 200,000		\$ -	\$ -
Lincoln North Public Car Parks	\$ 1,550,000		\$0		\$ 1,550,000	\$ 1,550,000				
Meijer Drive Extension	\$ 3,500,000		\$0		\$ 3,500,000	\$ -	\$ 700,000	\$ 2,700,000	\$ 100,000	
Rolleston Public Carpark 4 & Service Lane	\$ 1,100,000		\$0	Defer	\$ 1,100,000	\$ 100,000		\$ -		\$ 1,000,000
Public Carpark and Walkways Light Renewal to LED	\$ 250,000		\$0	Defer	\$ 250,000			\$ -	\$ 250,000	\$ -
Castle Hill Dark Sky Street Lighting Controls	\$ 50,000		\$0		\$ 50,000		\$ 50,000	\$ -		\$ -
Asset Management Data Standard Implementation	\$ 150,000		\$0		\$ 150,000	\$ 50,000	\$ 100,000	\$ -		\$ -
District and Township Signage Implementation	\$ 700,000		\$0	Defer	\$ 700,000	\$ 6,000		\$ -	\$ -	\$ 694,000
Tennyson & Moore Street Roundabout	\$ 2,500,000		\$0	Defer	\$ 2,500,000			\$ 50,000	\$ 150,000	\$ 2,300,000
Moore Street Extension	\$ 1,800,000		\$0	Defer	\$ 1,800,000			\$ 50,000	\$ 150,000	\$ 1,600,000
Gerald Street Transitional Section Upgrade	\$ 7,500,000		\$0		\$ 7,500,000	\$ 50,000	\$ 150,000	\$ 3,600,000	\$ 3,000,000	\$ 700,000
Coes Ford Upgrade Feasibility Study	\$ 50,000		\$0	Defer	\$ 50,000			\$ -	\$ -	\$ 50,000
Coleridge Tail Race Bridge Replacement Contribution	\$ 500,000		\$0	Defer	\$ 500,000			\$ -	\$ -	\$ 500,000
Transport renewal and improvement activities	\$ 3,000,000	YES	-\$2,000,350		\$ 999,650	\$ 50,000	\$ 256,350	\$ 693,300		
Other Projects-Mostly Operational										
Non Sub Street Cleaning Share	\$ 750,000	YES	\$0		\$ 750,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -
Project Forward Planning	\$ 300,000	YES	\$0		\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
BOF Cycle Feasibility Study	\$ 90,000		\$0		\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Bus Stop Maintenance and Renewal	\$ 135,000	YES	\$0		\$ 135,000	\$ 40,000	\$ 45,000	\$ 50,000		
Developer Coordinated Works	\$ 450,000	YES	\$0		\$ 450,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -
Entranceways	\$ 600,000	YES	\$0		\$ 600,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -
Co-share of Emergency Works	\$ 3,000,000	YES	\$0		\$ 3,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -
Road Renewals Backlog Funding	\$ 3,000,000	YES	\$0		\$ 3,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -
Brought Forward										
Broadlands Drive Stage 3 Extension -Conceptual Design	\$ -		\$100,000		\$ 100,000	\$ 100,000				
Broadlands & Branthwaite Drive Roundabout - Conceptual Design	\$ -		\$100,000		\$ 100,000	\$ 100,000				

Broadlands & Branthwaite Drive Roundabout and Broadlands Drive Extension are currently scheduled for 2033/34 in the LTP. These are expected to be brought forward to 2026/27 to align with proposed Outline Development Plan and Emergency Management Hub requirements in the area. This will be subject to a separate approval process once further details have been identified. For now, \$200k has been allocated in the Updated Improvement Programme for investigation and design processes to inform future decisions and planning work.

LTP budgets for Ellesmere Road Seal Widening and Ellesmere Intersection Safety Upgrades (in Section 9.1) are for the first stage of this project. It is expected that further stages of this project will be reintroduced for the 2027-37 Long Term Plan. For projects listed above that Option 1 recommends delivery in 2024-27 (i.e. not deferred), the combined updated budget of \$36,778,650 represents a 5% decrease over the combined LTP budget of \$38,579,000.

REPORT

TO: Council

FOR: Council Meeting – 13 November 2024

FROM: Tim Harris- Executive Director Enabling Services and Sharon Mason – Chief Executive Officer

DATE: 6 November 2024

SUBJECT: **Annual Plan 2025/26 Variances and Consultation Options**

RECOMMENDATIONS

‘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.’*

1. PURPOSE

The purpose of this report is to present Council with two viable options in respect of the 2025/26 Annual Plan. The paper will set out the options, benefits and risks of the options and will ultimately enable Council to decide:

- 1) The scale of variances to Year 2 of the Long-term Plan (**LTP**) and if Council wishes to make significant changes to the LTP for FY 25/26.
- 2) The nature of the consultation required to meet the Local Government Act requirements.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

Significance, as determined under Council's Significance and Engagement Policy, is discussed in detail in this report within the assessment of the two options.

Depending upon the option chosen, Council may be required to undertake a Special Consultative Procedure.

3. HISTORY/BACKGROUND

Once every three years, Council is required to adopt a Long-term Plan (LTP) and in the two intervening years Annual Plans to set out the service levels and budgets for the coming year and provide the basis for Council striking the rates.

Our 2024-2034 LTP consultation attracted a record number of submissions from our community, with over 1500 people responding with written feedback, compared to just over 600 for the 2021-2031 plan.

The financial year 2025/26 is year 2 of the LTP 2024-2034, requiring an Annual Plan to be prepared, by Council before 30 June 2025.

Where there are no significant or material differences from the content of Year 2 of the LTP 2024-2034, the Council is not legally required to consult during the development of the Annual Plan but must present the plan for adoption.

4. DISCUSSION OF OPTIONS

DECISION ONE: CHANGES TO YEAR TWO OF THE LONG-TERM PLAN

As noted above, Council has adopted its 2024/34 LTP in early July. Within this consultation, Council communicated the issue with the timing of the announcement from NZTA / Waka Kotahi regarding the National Land Transport Programme funding. On 3 September 2024, Council was informed that only a small portion of transport improvement projects that were requested for NLTP inclusion would be co-funded, while 88% of the requested Continuous Programmes (Maintenance, Operations, and Renewals and Road Safety Promotion) would be co-funded. The funding impact is provided in detail within the reports 'Adjusted Council 2024-27 Transport Improvement Programme' and '2024-2027 National Land Transport Fund Allocation – Continuous Programmes' both presented at today's Council meeting.

Options for approach to change to Year Two of the Long-Term Plan

Option One: Deliver full LTP Programme

Deliver the full programme of capital works, levying the 10.9 million shortfall in funding from NZTA Waka Kotahi via increases to the general rate.

The Council when adopting its 2024/2034 LTP set an average rate increase to ratepayers of 14.2% in year 2 of its LTP and set a ceiling of 16% for the average rate increase per year for the next ten years. If this option is pursued, then the 14.2% would need to increase (unless there were significant cuts in other areas) and the ceiling of 16% could well be challenged. The rates in this year's LTP are high when compared to previous LTP cycles and a further rate increase would place a significant financial burden on some households, especially those with fixed or low incomes, such as pensioners and low-income families. Furthermore, a rate increase could trigger an

amendment to our Long-term Plan requiring a consultation process. For these reasons this option is not favored.

Option Two: Minor changes to Year 2 of LTP (Preferred Option)

Execute Year 2 of the LTP utilising the 2024 LTP funding envelope provided in line with the consulted LTP, and the actual level of funding provided by Waka Kotahi while also avoiding significant variances to Year 2 of the LTP.

Effectively this option allows the Council to continue to fund the local share portion of both the continuous and improvement programmes and phase projects to match the revise budget allocations. This option provides a balance of what is achievable and needed to meet commitments whilst providing value for money and better coordinated outcomes expected by the community.

Council staff have reviewed programmes of work and budgets included in Year 2 of the LTP which are set out in Attachment A to this document for Council.

Proposed variances are summarised in the table below:

Activity Group	Variance/Works	Operating Expenditure	Capital Expenditure
Transport	Roading projects		Down \$11.5m
Water	Water/Wastewater	Up \$0.6m	
Reserve	Various projects	Up \$0.1m	Up \$0.5m

- Water and Wastewater, updated to Opex budgets (Scheduled, Reactive and Cost Recoverable cost centres for both waters)
- Reserves - minor amendments are proposed to the capital program including: Castle Hill Carparking, Courtenay Domain Water Supply, Memorial refurbishment, cricket facilities upgrade and the opex program including maintenance of artificial and natural turf and pitches, and public toilet maintenance.
- Transportation - these changes are aligned to the NLTP Funding Allocation papers that Council also receiving today. Changes largely reflecting budgets having been adjusted to reflect prior year actuals, and the adjustment of the transportation programme indicated in the LTP 2024-2034 following the confirmation of NZTA funding allocations.

Changes to programmes have been identified following the reprioritisation and adjusted scheduling of works to ensure that the intended programme for the first three years LTP 2024-2034 can be delivered, while operating within the confirmed funding and not having a impact on the level of rates . It is

acknowledged that there may be the need to for future cost and budget adjustments through future LTP's.

Levels of Service

In relation to the capital improvement programme, the current level of service will be maintained with improvements to the level of service needing to be phased over a number of years to ensure budgets are balanced.

Recommendation Decision One: Option Two

It is considered that Option Two is the most pragmatic solution to progress with for year 2 of the Long-term Plan. Overall, this option will not result in changes to levels of service and the proposed Annual Plan budgets, under this option, will be within the Council's overall rates and debt caps as outlined in its Financial Strategy.

DECISION TWO: CONSULTATION

Determining Legal Requirement to Consult

Officers have considered each recommended change or variance from the LTP 2024-2034 against the statutory tests including materiality, significance and engagement, to provide guidance to Council on its decision on whether, legally, an LTP Amendment or consultation on the 2025/26 Annual Plan is required.

The conclusion to both assessments is that there is no legal requirement for LTP amendment or consultation. The rationale is expanded below.

Long Term Plan – Triggers for compulsory LTP Amendment and Special Consultative Procedure

An LTP amendment is only required to be made and consulted on using a Special Consultative Procedure if any decisions are made which differ from the position consulted on in the LTP which:

- Significantly alter the intended level of service provisions for any significant activity (including to commence or cease); OR
- Transfer the ownership or control of a strategic asset (buy or sell)

The minimum scale of changes recommended by management to be contained in the Annual Plan, do not trigger an LTP amendment and therefore no requirement to use a Special Consultative Procedure.

Annual Plan – Material or Significant Variances

Consultation is not legally required for an Annual Plan unless the changes are significantly or materially different from the LTP OR changes trigger any specific provisions in the LGA which otherwise require consultation.

Significance and Materiality

There is a legal test of significance contained in the Local Government Act which sets out criteria and directs consideration of Council's Significance and Engagement Policy.

Management have systematically assessed each of the proposed changes against each of the elements of significance and engagement policy to determine an overall level of significance of each of the changes. Refer to Attachment A for the detailed assessment.

This assessment concluded that none of the changes proposed have a high level of significance or materiality for the community. Specifically, the changes have either been previously consulted on or (cumulatively or individually) do not have high:

importance to the Selwyn District

- community interest
- mana whenua involvement
- Inconsistency with existing policy and strategy
- Impact on Council finances, capacity and capability (including impact on delivery of service)

It was also assessed that the changes are not material in terms of its influence on the decision making of the Selwyn District community (in accordance with s 95). This is on the basis the changes are not having a significant impact and there are no other additional factors which we otherwise would expect to increase materiality.

Other trigger for mandatory consultation

Finally, no changes proposed affect policies which automatically trigger consultation (irrespective of significance or materiality) under the Local Government Act.

The reasonably practicable options available to Council, noting the intended work plan for Council over the next six months, are as follows.

Option 1: No consultation – engage and inform (preferred)

Council resolves to not undertake any formal consultation, and that the community will be engaged and informed about this process using other means.

While formal consultation would not be undertaken, Council can undertake other forms of communication and engagement with the community to describe the Annual Plan to them.

This would include transparency of the process steps for adoption, the explanation for deciding not to consult, and the reason as to why we do not need to consult. Attention would be given to widely communicating Council meetings on the matter, and once adopted reconfirming with our communities the direction of travel, as previously agreed within the 2024-2034 LTP process.

The benefit of this approach is being able to confirm to our community that through the substantive consultation process we undertook within the 2024-2034 Long Term Plan, we have appropriately planned and managed the work programme to ensure no changes, despite challenges from central government.

This should provide our community with assurances and increase trust around decision making processes.

It is important to note that within this option, the community will be appropriately communicated with regarding the Annual Plan but will not be specifically asked for feedback. The LTNZ/ Waka Kotahi funding challenges were planned for within the LTP, and were consulted on as part of this process, as such the community has already been made aware of the potential impacts. The specific outcomes from the funding shortfall will be communicated within this option.

Option 2: Undertake a Consultative Process

While not legally required, Council may exercise its discretion to undertake consultation, and historically SDC has consulted on the Annual Plan immediately preceding an LTP.

As well as the communications efforts described in Option 1, there would need to be a period of consultation that complies with the requirements of section 82 of the Local Government Act. Key questions regarding the already agreed LTP Year 2 work programme would need to be put to the community and their feedback sought, considered and responded to by Council Staff. Council would then need to make decisions on the feedback before finalising its Annual Plan for adoption, through a full hearings and deliberations process.

The main impact of this approach would be on redirecting staff productivity into this workstream at the expense of other work programmes and business as usual activity. There would also be expected feedback from the community regarding the cost and necessity of consultation, considering decisions were made in the LTP less than a year ago.

With the most recent LTP attracting over 1500 submissions, and our Representation Review receiving over 600 submissions we could expect similar volumes of submissions and associated impact on resources.

The following is an indicative timeframe for the continuation of the Annual Plan should consultation be included:

e.g.:

Consultation Items agreed	11 December 24
Draft Consultation Document	26 March 25
Extraordinary Council meeting to adopt Consultation Document	2 April 25
Consultation Period	7 April -2 May 25
Hearings (if required)	19-23 May 25
Deliberations	2-6 June 25
Changes to draft Annual Plan (if required)	9-18 June25
Adopt Annual Plan	25 June 25
Rates Strike	1 July 25

It should be noted that if the above timeframes are not met then we would not be able to allow for rates to be struck in time for the first quarter.

Management Recommendation: Option One

If there were no legal requirements to undertake a special consultative process determined in the Annual Plan, then the recommendation would be to engage and inform the community of this Annual Plan without formal consultation. This would serve to give our community confidence in our processes, decision making ability and the deliverability of what we'd already agreed with them in the LTP.

4. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

The Council adopted the 2024-2034 LTP following extensive public consultation and a public process of submissions and hearings. As part of this consultation, the Council received a record 1,509 submissions, and held hundreds of hearings before the LTP was finalised to reflect Council's deliberations on submissions.

Consultation included the conversation around central government funding uncertainty, and decisions were made around planning accordingly within the 2024-2034 LTP. As such the community is believed to already be aware of the challenges of central government funding and likely anticipating changes as required, particularly in the roading space where decisions around what to pause or reprioritise have already been allowed for within the 2024-2034 LTP.

Our community has been vocal around wanting Council to do the basics well. We have received community feedback around volume of consultation activity and perception around revisiting decision making. There are also national conversations around confidence in local government planning and decision-making processes. Given this community voice, the risk associated with community sentiment around consultation without clear reasoning or legislative need is considered to be negative.

(a) Māori and Treaty implications

Mana whenua were engaged with, as guided by the principles of the Māori Contribution to Council Decision-Making Processes Policy, as part of the development of the Long-term Plan 2024-2034.

As no significant variances have been identified, further formalised engagement is not intended. This does not preclude Council from engaging with mana whenua partners to discuss the development of the Annual Plan.

(b) Climate Change considerations

Council actively considered the potential effects of climate change on its assets and activities during the LTP process. The variances to the Year 2 programme being included in the Annual Plan for 2025/26 are considered to have low climate change implications.

5. FUNDING IMPLICATIONS

When drafted, the Annual Plan document will set out the financial implications, including details for the rates to be set for that year.



Tim Harris
EXECUTIVE DIRECTOR ENABLING SERVICES

Endorsed For Agenda



Sharon Mason
CHIEF EXECUTIVE

[Link to SAC Policy for Intolerance](#)

REPORT

TO: Chief Executive Officer
FOR: Council Meeting – 13 November 2024
FROM: Executive Director Infrastructure and Property – Tim Mason
DATE: 8 November 2024
SUBJECT: **CCO IMPLEMENTATION**

RECOMMENDATION

'That Council:

- (a) 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.*
- (b) 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*
- (c) 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;*
- (d) agrees to delegate oversight of the activities referred to in (a) and (b) to the Local Water Done Well subcommittee; and*
- (e) agrees that Council can hire a CCO establishment Board chair.*

1. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The decision before the Council is whether to establish a water services CCO in accordance with section 58(a)(i)(A) of the Local Government (Water Services Preliminary Arrangements) Act 2024 (WSPAA) and section 56 of the Local Government Act 2002 (LGA).

The issue and decision that is the subject of this report has been assessed against the 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 higher 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 higher 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 higher 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).

In summary, the overall significance of the issue and decision that is the subject of this report is considered to be of **high significance**. For the purposes of decision making and consultation on this issue and decision:

- the Council will be able to rely on the alternative requirements specified in sections 61 to 64 of the WSPAA; and
- for the avoidance of doubt, pursuant to section 60(2) of the WSPAA, all other relevant requirements in the LGA will continue to apply (including the requirements in sections 77(1)(c), 81 and 82).

2. PURPOSE

This paper seeks Council approval to progress with the establishment of a Council Controlled Organisation (CCO) to enhance the delivery and financial sustainability of water services in the Selwyn District. This approach is aligned with the "Local Water Done Well" (LWDW) legislation.

The Water Services Delivery Plan (WSDP) is a legislative requirement under LWDW that requires Councils to submit a WSDP by September 2025.

To support establishment of a CCO and submission of the WSDP, this paper is seeking from Council:

- **Approval to progress with the development of a CCO model:** As outlined in this paper, we seek approval to move forward with the development of a water services CCO.
- **Approval of funding:** Secure Council approval for up to \$2M in funding to support the proposed establishment of the CCO and development of WSDP. This funding will cover initial setup costs, including legal, financial, and operational preparations. It also includes the additional resources to develop the WSDP on behalf of Selwyn District Council.
- **Delegation of approval of key items to a Water Services subcommittee:** Per legislation, a CCO will require a constitution, a statement of expectations from the Selwyn District Council and a water services strategy from the CCO. There will be a range of other approvals needed during the establishment, which will require an agile delegation approach. We seek approval for the Water Services subcommittee to provide guidance and oversight in line with this paper regarding preliminary steps towards establishment of CCO, and WSDP development and consultation. A final decision regarding adoption of WSDP and

establishment of the CCO will be referred to Council following consultation, subject to endorsement via this subcommittee.

- **Consultation of the CCO model:** Engage in a public consultation process (early 2025) on establishment of a water services CCO via the alternative streamlined consultation requirements specified in sections 61 to 64 of the WSPAA. This will ensure community input and support for the proposed changes.

3. HISTORY/BACKGROUND

Historically, water services in New Zealand have faced significant challenges, including aging infrastructure, underinvestment, and varying levels of service quality across different regions. These challenges led the Crown to initiate comprehensive reforms aimed at improving the management and delivery of water services nationwide.

The Local Water Done Well (LWDW) legislation drives an increased focus on the investment in and delivery of water services and their long-term water financial sustainability

LWDW is being implemented in three stages, each with its own piece of legislation. The first Bill (enacted February 2024) repealed the previous water services legislation.

The second Bill (enacted September 2024) outlines the LWDW framework including requirements for councils to develop WSDPs. As per the second Bill, councils must develop WSDPs by September 2024. The act requires that:

- WSDPs outline future water services delivery arrangements, and that councils commit to an implementation plan.
- WSDPs include baseline information from councils about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements, as a first step towards future economic regulation.

The Bill also streamlines consultation and decision-making processes for establishing CCOs.

The third Bill (to be introduced December 2024) will provide the enduring settings for water services.

While not yet finalised, the guidance released by the Department of Internal Affairs (DIA) outlines new delivery models for water service delivery that councils can choose to adopt and outlines the minimum requirements that will apply for water services. Requirements are likely to state that water service providers:

- Will be subject to economic, environmental and water quality regulation
- Will be subject to a new planning and accountability framework for water services, including the need to produce stand-alone financial statements for water supply, wastewater, and stormwater
- Must be financially sustainable
- Must act consistently with statutory objectives
- Will be subject to restrictions against privatisation.

The reform will also include the new economic regulatory regime administered by the Commerce Commission, as well as new financing options available through the New Zealand Local Government Funding Agency (LGFA) to support water services.

The Government is developing models to enable increased investment which should support councils to deliver more for our communities

To support councils in meeting these new requirements, DIA has outlined a range of illustrative water service delivery models designed to ensure that communities receive enhanced water services without placing undue financial pressure on ratepayers. They are intended to have the flexibility to be financially independent from Council's credit rating.

Table 1: Overview of illustrative service delivery models¹:

Service delivery model	
Internal business unit or division	<ul style="list-style-type: none"> • Status quo for many councils • Minimum requirements for water service providers will apply • New financial sustainability, ringfencing rules, and economic regulation will apply
Single council-owned water organisation	<ul style="list-style-type: none"> • New company established, 100% owned by the council • Financial sustainability rules will apply, but retains a financial link to the council • Councils with existing water council-controlled organisations will be required to meet minimum requirements
Multi-council owned water organisation	<ul style="list-style-type: none"> • New company established with multi-council ownership • Appointment of a Board through shareholder council (or similar body) is advisable but not a statutory requirement • Option to access LGFA finance with the provision of parent support or to create a more financially independent organisation
Mixed council/consumer trust owned	<ul style="list-style-type: none"> • Consumer trust established to own majority of shares • Mixed ownership, with one or more councils owning minority of shares • Structure enables financially independent organisation to be established while retaining minority council ownership
Consumer Trust owned	<ul style="list-style-type: none"> • Council transfers assets to consumer trust owned organisation • Consumers elect trustees to represent their interests in the organisation • Most financially independent of the available models

DIA have also released requirements for establishing a CCO, including:

- Current council staff and elected members cannot be appointed to boards
- Water organisations must be companies
- Activities of water organisations will be limited to the provision of water services and directly-related activities
- Only councils or consumer trusts can be shareholders
- Board appointments must be competency-based and have the appropriate mix of skills, knowledge, and experience
- There will be a range of protections against privatisation

¹ DIA, [Water service delivery models: Guidance for local authorities](#), August 2024

The policy landscape is continuing to evolve, including in regards to economic regulation, and there may be significant changes to the LWDW landscape that arise in the upcoming months. However, in order to meet the proposed legislative timelines we are progressing with a 'no regrets' proposal.

4. PROPOSAL

The LWDW legislation acknowledges the historical underfunding of water infrastructure within councils and aims to address this by enabling greater levels of direct borrowing for necessary infrastructure improvements. While Selwyn has invested heavily in its water assets, we believe that the incoming regulation will mean we will still need to consider new delivery models to ensure that water services are managed effectively and sustainably.

Under our current delivery model, we continue to be limited by budget constraints and competing priorities under our current borrowing limits. By providing better access to funding tools and financing mechanisms, we believe these models will allow us to invest more in our water infrastructure, supporting both current and future long term needs. Our models show a short term debt limitation for the CCO model.

Partnering with other councils is not mandatory under the new legislation, however, we believe it is an inevitable step in the long-term

Collaborating with other councils can lead to greater efficiency, standardisation, knowledge sharing and ultimately lower costs for consumers. We have worked with other South Island councils to explore opportunities to partner. Given the differing levels of investment by councils to date, the varying water prices for consumers, and various growth and level of service requirements, we do not anticipate such partnerships will happen quickly, particularly given the proposed reform timelines. However, we believe that any water delivery model we adopt must be flexible and ready to adapt to future partnerships and regional collaboration to support future strategic planning and to optimise water delivery costs over time.

A new water services delivery model is underpinned by Selwyn's new fit-for-future strategic approach, ensuring the region grows in a way that benefits everyone for generations to come

Selwyn is the fastest-growing district in the country, with a 29% increase in population between 2018 and 2023, and projections indicate that the population could reach 140,000 by 2050². Our long-term strategic initiative, Future Selwyn aims to improve the social, environmental, economic, and cultural well-being of Selwyn, aiding in strategic planning and coordination of public and private investment.

While we have invested in water and invested more than many other councils, we need to deliver more investment to support this continued growth and changing regulation. Continuing to ring-fence water and being able to access additional investment through a new model enables us to invest with greater certainty in Selwyn's future communities.

We believe that change in our water delivery model is inevitable. We are proud to be a Council that considers the best long term options for our communities. Being proactive

² Stats NZ, 2023 Census

in considering our water services delivery model is in line with our Future Selwyn strategy. It will help set a clear direction for water services delivery, enable us to consider investment beyond that in our 30 Year Infrastructure Strategy, provide a sustainable intergenerational price path for water and provide certainty for our staff and communities who have experienced significant disruption following nearly 5-years of central government water reform policy development.

To meet our immediate needs, new regulation and our long-term strategy, we are proposing establishment of a Selwyn water CCO

We have considered the range of options available to Selwyn to deliver water. Our assessment is that a Selwyn water CCO would provide greater financial flexibility in the medium to long term, more effective management of economic and water quality regulations, and enhanced resilience in the face of rapid growth. This model enables us to be able to respond to the legislative change immediately, while simultaneously positioning us to maximise partnering and efficiency opportunities as they arise.

Establishing a CCO ensures that water services are managed separately from other council operations, providing a focused and sustainable approach to managing water infrastructure. Given the complexities of our stormwater delivery and the interface of these with other core council assets, we propose that initially the CCO will be established to provide services for drinking water and wastewater, with stormwater responsibility continuing to sit with the core Council in the short to medium term. This includes land drainage and water races.

The CCO model is one of the core options of the LWDW policy and is designed to be enduring and adaptable over time. This model offers numerous benefits for the Selwyn community, including:

- **Enhanced Funding and Investment:** Improved access to funding and financing tools ensures we can upgrade our water and wastewater systems to meet increasing demand without placing undue pressure on rates.
- **Improved Water Quality and Services:** Increased investment will directly translate into improved water quality and service reliability for our residents.
- **Enhanced Resilience:** A CCO will enhance our resilience in the face of rapid population growth, ensuring our water infrastructure can handle increased demand.
- **Certainty and Stability:** Establishing a CCO provides immediate certainty for our Council staff and Selwyn residents, allowing us to move past the period of uncertainty that has surrounded water services.
- **Futureproofing:** The CCO model is designed to be adaptable, future-proofing our water services for regional collaboration and increased efficiency in the future.

Next steps to progress with establishing a CCO

There is no prescribed timeline for Selwyn to establish a CCO for water services delivery. However, there are several factors that mean we would like to progress this option in the current financial year with a target establishment date for 'minimal viable product' structure of 1 July 2025 (subject to consultation):

- Under the legislation, Selwyn will need to deliver a Water Services Delivery Plan by September 2025. It is important that the CCO, who will ultimately deliver this

WSDP is able to input into and endorse the approach that is proposed in this plan.

- A new Water Services CCO can access the different borrowing levels via LGFA. We would like to ensure we have this option available to us as soon as possible, so we can look to smooth our funding costs over time with this finance. This may also provide borrowing headroom for Selwyn to invest further in other services.
- Our staff have faced significant disruption and uncertainty. Providing a clear pathway forward is important.

As there are several areas of detail needed in the WSDP's that will determine how the CCO needs to operate in the medium-long term, we propose to set the CCO up to mirror the current service and operational structures. This means that initially the CCO may have agreements in place with Council to provide services and systems. This approach minimises the level of risk, effort and cost to establish the CCO and means the CCO can make operating decisions in a timely manner.

Our focus over the period to entity establishment will be to ensure the right service agreements are in place and that there is no disruption to service levels. We will also focus on the governance arrangements for the entity to ensure the structure is fit for the future and delivers to the needs of our Selwyn community.

Development of the WSDP: The WSDP documents are substantive and require us to consider not only how we deliver water services now, but how we will look to deliver, fund and finance these in the future. To complete these plans, we will need to allocate resources which will require additional contractor/consultant support to ensure we have no loss of service during this process.

In the event there is a policy shift before consultation early next year, we will incorporate implications and any revised analysis into the consultation material. We are progressing with the CCO establishment on a 'no regrets' basis with the expectation that work will underpin future water services delivery and submission of the WSDP.

5. OPTIONS

Determining the best option for Selwyn is not straightforward, particularly given uncertainty around economic regulation, water financing prudential requirements, and where partnering arrangements between councils will ultimately land.

The analysis of options that was completed in advance of this paper, was based on LWDW legislation and policy guidance available as of 1 September 2024. Recent policy announcements that have been factored into the analysis include:

- Water Services Preliminary Arrangements Bill
- Guidance on Water Service Delivery Plans and financial sustainability metrics
- Policy announcement for water organisation financing mechanisms, including potential for LGFA lending to water organisations.

In addition, Selwyn explored the potential for joint water services delivery arrangements with other South Island councils. At the time of preparing this paper information has been received from Buller, Clutha, Central Otago, and Waitaki district councils, in addition to Selwyn's own Long-term Plan forecasts.

Longlist options

Five long list options were identified for Selwyn water services delivery under the LWDW legislation. These are outlined in the table below.

Table 2: Longlist options overview

Longlist options	
Option 1 - Council delivered services (baseline)	Water service delivery remains integrated into SDC operations, but water revenue and expenditure will be ring-fenced internally to comply with financial sustainability requirements and economic regulation.
Option 2 - Selwyn CCO	A Selwyn-only (100% owned) CCO is established, with ownership of two water assets transferred with stormwater being delivered internally by Council.
Option 3 - Joint CCO	Selwyn establishes / joins a joint CCO arrangement with multiple councils, and owns a portion of the CCOs on an agreed basis (e.g. value of assets or revenues contributed).
Option 4 - Consumer trust	Establish a trust to deliver water services. This includes both a 100% consumer trust owned entity or majority owned consumer trust (minority Council ownership).
Option 5 - Shared delivery model	Regional shared delivery model established.

Longlist options assessment

An initial analysis was completed on the longlist options and two options were discounted and not progressed for additional analysis:

Consumer Trust: this was discounted because, while operationally similar to establishing a new CCO (from a governance perspective), the financial structure would differ significantly. A trust would have to borrow independently from the Council(s), unlike a CCO where the Council provides financial support or guarantees. Consequently:

- A trust would not have access to the LWDW financing tools, including the ability to borrow from the LGFA at higher gearing than other council assets, which is crucial for funding the entity's required investment pathway.
- A trust would need to secure financing from alternative sources, such as banks and capital markets, which is typically more expensive and would likely necessitate an investment-grade credit rating.
- A trust model is more complex and costly to administer.

Shared Service Delivery Model: Akin to Wellington Water, this model assumes a shared services delivery model with assets retained by the Council. Given the lack of partnering opportunities in the region and the uncertainty of how this could achieve efficiencies, this model was discounted, noting it does not preclude shared services being part of an operating model within a CCO.

Shortlist options

Following the initial analysis, the shortlist options were further defined to allow for a more granular analysis.

Table 3: Shortlist option descriptions


Shortlist options	Description
Option 1 - Council delivered services (baseline)	<p>Selwyn continues to deliver all water services for the district.</p> <p>Water service delivery remains integrated into council operations, but water revenue and expenditure will be ring-fenced internally to comply with financial sustainability requirements and economic regulation.</p> <p>Borrowing will be undertaken by the council (e.g. via LGFA in most cases) and allocated specifically to the relevant water service.</p>
Option 2 - Selwyn CCO	<p>A Selwyn-only (100% owned) CCO is established, with ownership of two water assets transferred with stormwater being delivered internally by Council.</p> <p>The entity's governance framework will set the parameters under which the CCO will operate, with direction from Council coming via the Statement of Expectations.</p> <p>The CCO would borrow directly from the LGFA, up to an indicative 500% debt-revenue limit. Selwyn would provide a financial guarantee to enable the CCO to borrow.</p>
Option 3 - Joint CCO	<p>Selwyn establishes / joins a joint CCO arrangement with multiple councils, and owns a portion of the CCOs on an agreed basis (e.g. value of assets or revenues contributed).</p> <p>The option progressed for analysis involves councils that have collaborated with Selwyn on a joint scenario so far, including Central Otago, Buller, Waitaki and Clutha.</p>

Shortlist options assessment

The shortlist options were assessed based on governance, shareholding and financial sustainability objectives. Key evaluation criteria are included in the table below.







Table 4: Evaluation approach and criteria

Element	Key criteria	How to evaluate
Governance arrangements	<ul style="list-style-type: none"> Selwyn can continue to influence water outcomes for the district (but not necessarily have full control). Enable effective community and iwi participation and be highly responsive to local needs. Enable Selwyn to have influence on any future changes to arrangements. 	✓ or ✗
Shareholding structure	<ul style="list-style-type: none"> Ensure Selwyn's historical and planned investment in water infrastructure & services is fairly reflected in shareholding arrangements (economic shareholding). 	

	<ul style="list-style-type: none"> Model provides structural longevity and adaptability. 	
Risk	<ul style="list-style-type: none"> Understand and minimise implementation risk as part of any change in water service delivery arrangements. 	<ul style="list-style-type: none"> Implementation risk and long-term risk. 
	<ul style="list-style-type: none"> Understand and minimise long-term risk associated with water delivery arrangements (e.g. disparity in pricing / service levels between districts, asset data quality of partner districts). 	
Financial sustainability and affordability	<ul style="list-style-type: none"> To deliver water services that are as financially affordable as possible for the Selwyn community. Meets all financial sustainability requirements under LWDW legislation: <ul style="list-style-type: none"> Revenue sufficiency - is there sufficient revenue to cover costs (including servicing debt) of water services delivery? Investment sufficiency - is the projected level of investment sufficient to meet regulatory requirements and provide for growth? Financing sufficiency - are funding and financing arrangements sufficient to meet investment requirements? 	<ul style="list-style-type: none"> Commentary on likely water pricing impact. Assessment of ability to meet financial sustainability requirements.

A summary of the shortlist options assessment is included in Table 5 below. Detailed option scoring and rationale is included in Appendix 2.

Table 5: Shortlist options assessment summary

		Option 1 - Council delivered services	Option 2 - Selwyn CCO	Option 3 - Joint CCO
Meets governance objectives		✓	✓	✓ Yes, but reduced influence
Meets shareholding requirements		May not provide longevity and adaptability.	✓	✓
Implementation risk profile				
Long-term risk profile				
Financial sustainability requirements	Revenue sufficiency	✓	✓	? Marginal at baseline price path, may require more revenue or efficiencies.
	Investment sufficiency	✓	✓	? Some uncertainty around partner council investment sufficiency.
	Financing sufficiency	? Will depend on the economic regulatory approach. Initial financial sustainability metrics show the model may require more revenue to be sustainable.	? Will depend on the economic regulatory approach. Initial financial sustainability metrics show it may have a price benefit in the medium term from financing and assuming operating model efficiency.	✗ Insufficient revenue at baseline price path, likely to require more revenue.
Pricing impact (vs current proposed price path)		Unlikely to lower the cost of water services over the long-term.	May provide lower pricing over the medium-long term with commercial focus on water services and long term financing.	The high level analysis showed financial sustainability was challenging in the absence of significant efficiencies or operating model changes. Other partnering combinations could result in a different outcome. Detailed operating model work would be required to validate this.
Credit rating considerations		Water services continue to be 'on balance sheet' for Selwyn.	Water services continue to be 'on balance sheet' for Selwyn.	Water services are likely to be a contingent liability for Selwyn. Potentially improves Council's credit position / headroom for other investments over time.

Recommended option: Selwyn CCO

We recommend a Selwyn owned CCO as the preferred water services delivery option. While there is the option of services remaining within core council as currently delivered, we feel the CCO offers the following benefits that cannot be obtained via the status quo delivery model:

- *Better access to funding tools and financing to support growth without undue rate hikes*
- *Improved water quality and services (in line with dedicated water CCO Board)*
- *Resilience in the face of growth (in line with dedicated water CCO Board)*
- *Greater certainty for our people and our community*
- *Futureproofing for regional collaboration*
- *Water assets and services are retained within the council family*

6. VIEWS OF THOSE AFFECTED / CONSULTATION

Views of those affected

Consultation on the proposed model expected early 2025 at which point the views of those affected / consulted will be understood. Alternative streamlined consultation requirements are specified in sections 61 to 64 of the WSPAA.

Māori implications

Te Taumutu Rūnanga representative McKay has actively participated in Council workshops to determine an appropriate response to the Government's Local Water Done Well legislation. She has also been appointed as a member of the newly established Local Water Done Well committee, which has the authority to oversee the establishment of the Council-Controlled Organisation (CCO). However, that does not negate the need to engage with mana whenua directly. We intend to engage with Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga to determine levels of engagement on this kaupapa moving forward.

7. FUNDING IMPLICATIONS

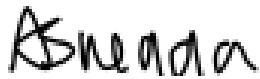
Estimated costs to establish the CCO, and submit the WSDP per legislation, up to \$2M. Level of costs in the following indicative estimate are variable depending on the level of activities that can be completed by the CCO, at their own costs, after establishment.

Cost breakdown	Estimate
Costs for to develop the WSDP, CCO principles and preliminary operating model, establishment programme management (including temporary programme director)	\$900k - \$1.3M
Direct legal, tax and compliance costs for establishment	\$200k - \$500k
New CCO costs including the CCO Board and Chief Executive costs, any legal or wider advice	\$100k - \$200k

These costs would be treated as a long-term internal loan between SDC and the CCO.

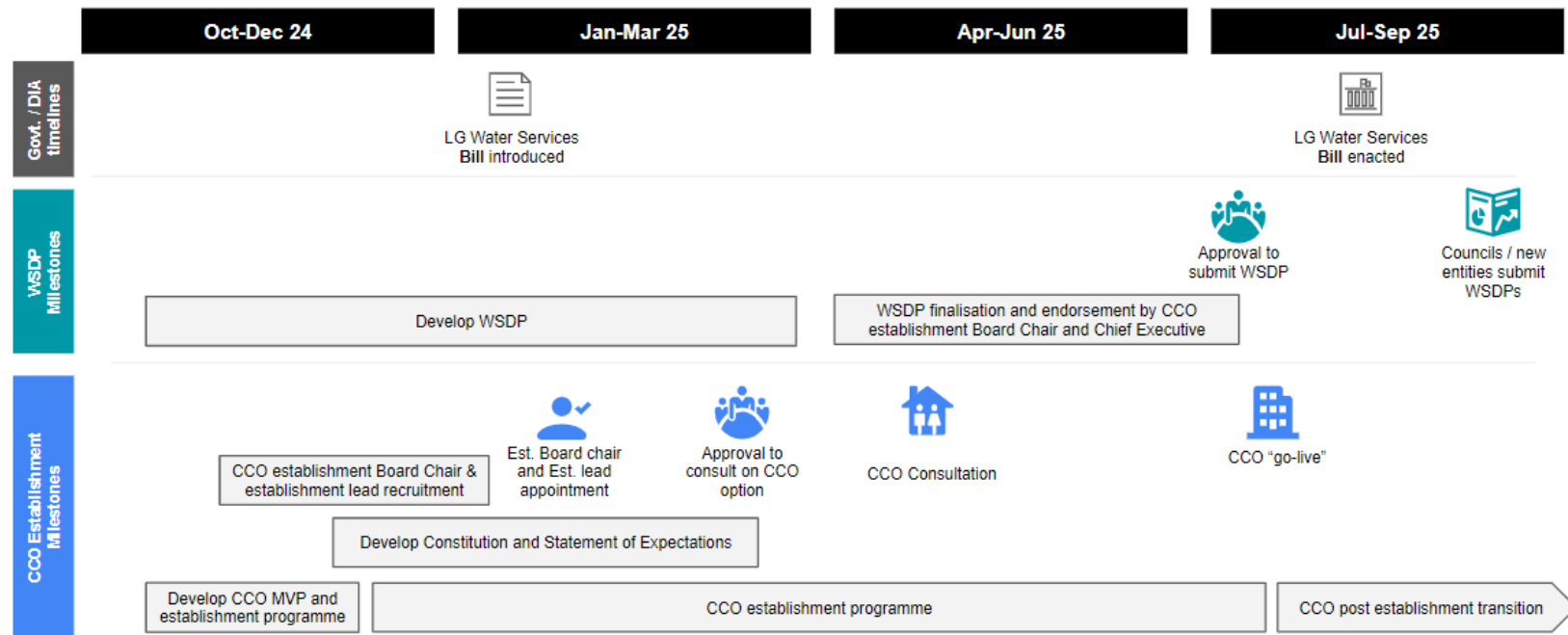
A handwritten signature in dark ink, appearing to be 'Tim Mason', with a large, sweeping initial 'T' and a horizontal line extending to the right.

Tim Mason
EXECUTIVE DIRECTOR INFRASTRUCTURE AND PROPERTY

A handwritten signature in dark ink, appearing to be 'Allison Sneddon', with a large, stylized initial 'A' and the name 'Sneddon' written in a cursive-like script.





Allison Sneddon
CHIEF FINANCIAL OFFICER

APPENDIX 1: LWDW AND SELWYN CCO ESTABLISHMENT INDICATIVE TIMELINE





APPENDIX 2: SHORTLIST OPTIONS ASSESSMENT AND RATIONALE






Option 1 - Council delivered services (baseline)

Objective		Rationale
Governance		<ul style="list-style-type: none"> Water services are delivered by an internal business unit / division which is directly accountable to elected members, and subject to Council's governance oversight and monitoring processes. Selwyn prepares the district's water services strategy, and continues to have control of water decision making within regulatory parameters and economic regulation requirements (reduced flexibility relative to the status quo). Selwyn has autonomy around future changes to the district's water services arrangements such as forming or joining a CCO.
Shareholding	-	<ul style="list-style-type: none"> Selwyn continues to directly own the district's water assets, reflecting the communities historical investment in infrastructure. Structure provides limited adaptability and does not easily enable Selwyn to enter a joint water services arrangements in the future, or have full control of shareholding terms if joining a CCO in the future.
Implementation risk profile		<ul style="list-style-type: none"> Low risk associated with implementation as there is no requirement to integrate with other districts or make organisational changes. However, this option may require changes to internal operations and processes to support economic regulation, and demonstrate that water related costs and revenues are ring-fenced.
Long term risk profile		<ul style="list-style-type: none"> Water services would not specifically be set up to enable integration with other districts in the future. Low flexibility to provide for future investment and less opportunity to deliver more efficient water services in the future (relative to a CCO). Selwyn would need to implement any future changes to regulatory standards rather than sharing compliance requirements across a wider service area, and respond to potential events using its balance sheet (e.g. severe weather / climate change related).
Financial sustainability requirements	Revenue sufficiency	<ul style="list-style-type: none"> Council has sufficient operating cash relative to operating costs; therefore, we expect it is likely to meet the revenue sufficiency test.
	Investment sufficiency 	<ul style="list-style-type: none"> Over the 10-year LTP period Selwyn is planning significantly more investment than the current rate of asset depreciation, reflecting the significant growth and improvements to level of service planned over the period. This results in an asset investment ratio of well over 100%.

	Financing sufficiency ?	<ul style="list-style-type: none"> • The Council (including water services) meets the financing sufficiency test under the current and new LGFA covenant threshold, indicating Selwyn is generating sufficient revenue from its assets to cover debt obligations during the LTP. • The preliminary cash flow / leverage assessment indicates that water services are operating at a "highly leveraged" risk profile until it stabilises in FY34. We are uncertain whether this will meet financial sufficiency requirements; despite the Council's overall financial position being sufficient, there may be an immediate need to increase revenue to reduce leverage and achieve a lower-risk position by 2028 when financial sustainability must be met.
Pricing impact		<ul style="list-style-type: none"> • Unlikely to lower the cost of water services over the long-term.
Credit rating considerations		<ul style="list-style-type: none"> • Given water services will be delivered within Council, the debt will be treated as part of council's tax-supported debt by S&P ("on balance sheet"). • We expect S&P will continue to assess water services using the Local Government Methodology.





Option 2 - Selwyn CCO

Objective	Rationale
Governance 	<ul style="list-style-type: none"> • Board appointments will be competency-based. Current council staff and elected members cannot be appointed to boards. • The board and management has autonomy for operational and financial decision-making, including setting the price path. • The development of a governance framework will support Board approval of key documents (SoE, Asset Management Plan, Funding Plan). • CCO will act consistently with local authority land use, growth and development plans and strategies. • The CCO will have a direct relationship with customers. Provisions will be in place to ensure that consumer voice is heard through consumer panel and/or advocacy council, disputes resolution process, consultation requirements.
Shareholding 	<ul style="list-style-type: none"> • The Council will own 100% of shares in CCO, with the CCO owning the water assets. Stormwater will continue to be delivered by Selwyn, with the option to transfer to the CCO at a future date. • Local authorities will hold shares in the CCO, but these shares will have limited voting rights, primarily restricted to decisions on privatisation and merger proposals. • Council's influence in the governance of the CCO is via the Statement of Expectations and the LTP requirements.

Implementation risk profile 		<ul style="list-style-type: none"> • We estimate the initial legal and establishment costs of this option to be between \$500k and \$1m. • The CCO can utilise and build upon existing Council processes. However, forming a new company will require additional resourcing, time, and costs to determine staffing changes, establish new resourcing models, and execute setup tasks (e.g. SLAs for the initial period).
Long term risk profile 		<ul style="list-style-type: none"> • Flexibility to provide for future investment and / or commercial opportunities. • Ringfenced and separate operations from a regulatory and risk perspective. • The structure and governance enables more districts to join the CCO in the future (subject to council approvals).
Financial sustainability requirements	Revenue sufficiency 	<ul style="list-style-type: none"> • Similar to the baseline Council delivered services scenario, both the Council and the CCO present a positive operating cash ratio, which grows over the LTP period. • The CCO has forecast sufficient cash generated from operations to cover its operating cash expenses.
	Investment sufficiency 	<ul style="list-style-type: none"> • Over the 10-year LTP period Selwyn is planning significantly more investment than the current rate of asset depreciation, reflecting the significant growth and improvements to level of service planned over the period. This results in an asset investment ratio of well over 100%.
	Financing sufficiency 	<ul style="list-style-type: none"> • The impact of forming a separate CCO is that water and wastewater services need to borrow within the LGFA covenant threshold for water organisations and be financially sustainable. These two waters are the most highly geared of the water services. As a result of this higher leverage, our analysis suggests this option will likely require a price increase for the CCO to be covenant compliant and continue to borrow from the LGFA.
Pricing impact		<ul style="list-style-type: none"> • May provide lower pricing over the medium-long term with commercial focus on water services and long term financing.
Credit rating considerations		<ul style="list-style-type: none"> • Selwyn will be 100% shareholder of the CCO, therefore credit rating agencies will view the Council as having a high level of control over the CCO as well as a moral obligation to intervene should the CCO need financial support. • The Selwyn CCO will be treated as part of council's tax-supported debt or "on balance sheet" by credit rating agencies.

Option 3 - Joint CCO

Objective	Rationale
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Governance 		<ul style="list-style-type: none"> Selwyn appoints one position on the CCO board, and has [20%] of voting rights. Selwyn is able to continue to plan and consult publicly through the LTP process, noting that an iterative planning approach is likely to be needed between councils and the CCO to ensure LTPs reflect the balance of strategic / investment priorities. The Council continues to set strategic priorities for the district. Selwyn can influence pricing through its planning processes; however, pricing would ultimately be driven by investment requirements for the district as well as measures set out by the economic regulator. Levels of service could potentially be influenced by the Council; however, there may be benefits or requirements for the CCO to standardise levels of service between districts over time.
Shareholding (if optimised) 		<ul style="list-style-type: none"> Council's water assets would be transferred to, and owned by, the CCO, with each council holding economic shares. Each Council's shareholding would be based on an agreed shareholding basis, such as net assets contributed, population, or equal shareholding.. The shareholding structure will enable additional districts to join the CCO in the future (subject to council approvals). Stormwater continues to be delivered by Selwyn, with the option to transfer to the CCO at a future date.
Implementation risk profile 		<ul style="list-style-type: none"> We estimate the initial legal and establishment costs of this option to be between \$500k and \$1m. The CCO can utilise and build upon existing processes. However, forming a new company will require additional resourcing, time, and costs to determine staffing changes, establish new resourcing models, and execute setup tasks (e.g. SLAs for the initial period). Additionally, a joint company will bring higher risks in aligning resourcing and processes across multiple districts.
Long term risk profile 		<ul style="list-style-type: none"> The structure and governance of the CCO can be set up to enable more districts to join the CCO in the future, subject to council approvals. Geographic expansion of the service area has the potential to enhance future investment and commercial opportunities. However, the benefits of partnering depend heavily on the assets and performance of the shareholding councils. Non-contiguous arrangements carry higher risks due to the added complexity of cost-sharing between communities. This can influence the extent to which economic efficiencies can be realised and affect the ability to achieve price harmonisation and cross-subsidisation.
Financial sustainability requirements	Revenue sufficiency ?	<ul style="list-style-type: none"> The outcome for the Council is the same as the Selwyn CCO, with a small deterioration in the operating cash ratio when excluding two waters from Council. The joint CCO's operating balance deteriorates over the forecast period compared to the Selwyn CCO. However the entity's forecast operating cash ratio position remains positive and steadily improves to FY34.
	Investment sufficiency ?	<ul style="list-style-type: none"> There is uncertainty around partner council investment sufficiency.
	Financing X	<ul style="list-style-type: none"> Based on a grouping of councils that have provided data so far (Selwyn, Central Otago, Buller, Waitaki and

	sufficiency	Clutha), excluding Selwyn stormwater, the joint CCO will not meet financial sustainability requirements under baseline assumptions.
Pricing impact		<ul style="list-style-type: none"> The high level analysis showed financial sustainability was challenging in the absence of significant efficiencies or operating model changes. Other partnering combinations could result in a different outcome. Detailed operating model work would be required to validate this.
Credit rating considerations		<ul style="list-style-type: none"> CCO debt would likely be treated as a contingent liability of councils by S&P, but not impinge on councils' credit quality until it becomes significant. Policy, commercial and financial structuring decisions will be considered holistically, as collectively they will affect how control is viewed and balance sheet impacts recognised.

REPORT

TO: Chief Executive

FOR: Council Meeting – 13 November 2024

FROM: Kamal Narang - Head of Capital Works
Andrew Mazey - Strategic Transport Lead

DATE: 7 November 2024

SUBJECT: **Waikirikiri Alpine to Sea Trail and Te Waihora Lakeside Trail Feasibility Study**

RECOMMENDATIONS

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*

1. PURPOSE

The purpose of this report is to:

- 1) Present to Council on the results of the Waikirikiri Alpine to Sea Trail and Te Waihora Lakeside Trail Feasibility Study (Feasibility Study) that includes both the summary and full versions; and
- 2) Discuss with Council plans to advance the trails following the completion of the Feasibility Study and in relation to what is currently accommodated in the 2024-34 Long Term Plan (LTP).

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The decision and matters of this Report have been assessed against the Council's Significance and Engagement Policy 2024. The level of significance attached to the subject of this Report is **medium to high**, in consideration of the following:

- **Importance to the Selwyn District:** The extent to which matters impact on the people of Selwyn now and in the future. It is viewed that these trails will provide the district new opportunities for transport, recreation, tourism, business and community development centred around this new west – east ‘spine’ for walking and cycling across the district.
- **Community interest:** The extent to which individuals, organisations, businesses, groups, communities, and sectors within the community are particularly affected by, or are interested in, the matter. As experienced already there is a high level of community interest as became evident through the LTP, previous LGOIMA requests, and articles appearing in the media.
- **Mana whenua:** The extent to which decisions related 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. As identified in the Feasibility Study the development and implementation of these trails will benefit greatly from the input and guidance of Mana whenua which involves a number of related groups with an interest. Further engagement and communications will be required to be conducted through the correct channels as planning proceeds.
- **Consistency with existing policy and strategy:** The extent to which the matter is consistent with the Council's community outcomes, existing strategies, and policies. The proposed trials align with Councils aspirations for Waikirikiri Future Selwyn over a wide range of its Outcomes and Directions. In addition, key elements are already referenced in Councils Walking and Cycling Strategy relating to township interconnectivity.
- **Impact on the Council's finances, capacity, and capability:** The impact of the decision on the ability to achieve the objectives set out in the Council's LTP and Financial Strategy. The construction cost of the trails is significant, but in most part, this is offset by the economic return. Council will need to consider other governance, delivery and funding models to reduce the impact on its finances, resources and ratepayers.
- **Climate change:** The extent to which a decision, proposal, matter, impacts on climate mitigation and adaptation initiatives. The trails, in particular the Plains Section that links Malvern townships with a cycleway to Councils existing eastern cycleway network starting at West Melton, will provide Malvern residents an alternative active transport option other than private vehicles which will help in the reduction of emissions.

3. HISTORY/BACKGROUND

A long-held and well supported idea locally to establish a cycleway connecting “mountains to sea” starting at Arthurs Pass and ending on the east coast near Christchurch started to gain momentum around mid-2000s in Selwyn. In 2009 Environment Canterbury, along with Selwyn Council input, submitted a proposal to the Ministry of Tourism to fund a feasibility study to investigate this further. The concept was that people and tourists could catch the TranzAlpine train service to Arthurs Pass and then bike or hike down through the High Country, across the Plains to then follow the Waimakariri River out to the east coast. That funding application was not successful.

Post earthquakes, Selwyn Council resurrected the idea for a “mountains to sea” cycleway and in 2018 submitted to the Ministry of Business, Innovation and Employment for funding from Tourism Infrastructure Fund to undertake a feasibility study. Disappointingly this was also declined.

Around this time Councils latest Walking and Cycling Strategy identified a proposed network of cycleways linking its key townships together. This followed on from the Christchurch to Little River Rail Trail that has eventually seen a wider network provided linking Prebbleton, Lincoln, Rolleston and West Melton to together. Plans included connecting Springfield, Sheffield, Waddington, Darfield, Kirwee to West Melton. This intention started to appear in recent LTPs, but well into the future.

Compared to the 2009 idea to follow the Waimakariri River out of the district to the coast, Council saw enormous potential to link the new trail through these Malvern townships to its existing cycling network, and to the Rail Trail which could be extended locally to alongside Lake Ellesmere and the coast. The Waihora Ellesmere Trust (WET) has already started to investigate pathways around the Te Waihora – Lake Ellesmere.

Through the then Governments Better Off Funding Scheme associated with the Three Waters Reforms, funding was granted to Council for a feasibility study. This report presents the eventuating feasibility study that has been undertaken by a specialist consultant, Frame Group Ltd, that has considerable experience across the country in investigating and implementing cycleways of this nature. They have also been supported by other specialists associated with economics and planning.

A Project Management Group was formed to assist and guide the development the Feasibility Study with Council staff including Puamiria Parata – Goodall Executive Cultural Advisor, the Mayor and selected Councillors, and WET representatives. This group reviewed the key information being identified such possible cycleway routes and other parameters that would benefit from Council and local input and knowledge. Workshops were held on the 31 October 2023, 25 January 2024 and 17 May 2024 where information was presented and was discussed to inform the development of the Feasibility Study.

Up to 4 drafts of the Feasibility Study were reviewed by Council staff, until the final version was issued in October 2024 that now forms part of this report. This includes a “Short Report” (summary) and a “Long Report” (full) versions.

The Feasibility Study had four key Objectives:

- Access and determine the both the technical and economic viability of the proposed cycle trails
- Optimise the intended outcomes and benefits (including route, experiences, infrastructure, marketing, and governance)
- Assess and optimise the environmental, cultural, historical, and social impacts
- Enable the development of funding business case for the design and construction of the cycle trails

The overall purpose and scope of the Feasibility Study was:

“Council is committed to enhancing cycling opportunities within the District, including recreation and cycle tourism. Recognising the landscape, historic, and cultural value of Selwyn, Council intends to undertake a feasibility study of two cycle trails – from Arthur’s Pass to Te Waihora (Mountains to the Sea), and around Te Waihora (Around the Lake). The feasibility study will consider the options and practicalities of the cycle trails, and identify the necessary supporting infrastructure and services aligned with potential cycle trails. The feasibility study, and subsequent implementation (if viable) will be undertaken through co-design with rūnanga. There will be a requirement of collaboration with NZTA Waka Kotahi, Waimakariri District Council, Department of Conservation / Forest & Bird, ECan, and local communities and their boards.”

4. MAIN FEASIBILITY STUDY FINDINGS

The Feasibility Study covers two proposed main cycle trails in Selwyn and is divided into sections due to their distinct features:

- Waikirikiri Alpine to Sea Trail:
 - High-Country section (108km Arthurs Pass to Springfield)
 - Plains section (80km Springfield to West Melton, existing network from West Melton to Lincoln/Rail Trail)
- Te Waihora Lakeside Trail:
 - East Side section (52km circuit Lincoln/Rail Trail to Selwyn Huts/lakeside and return to Lincoln)
 - West Side section (31km Selwyn Huts/East Side Trail to Taumutu/lakeside)

The Rail Trail from Motukarara provides a connection to the seacoast via Birdlings Flat, and then beyond to Little River and Cooptown. The Rail Trail can also provide links north from Lincoln and Prebbleton to the city cycling network and from Rolleston and Templeton to the planned Southern Express Cycleway to the City.

Figure 1: Waikirikiri Alpine to Sea Trail.

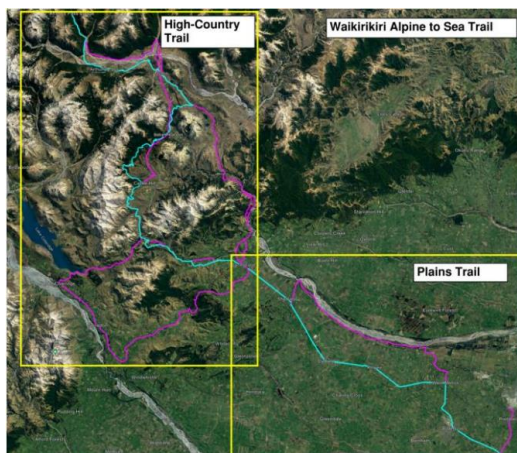


Figure 2: Te Waihora Lakeside Trail.



Indicative Costs and Economics

From the Feasibility Study, the indicative cost estimates for the proposed preferred routes for the two main trails are identified in Table 1.

Table 1: Cost Estimates for Waikirikiri Alpine to Sea Trail, and Te Waihora Lakeside Trail (as per Feasibility Study).

Trail sections:	Construction Cost	Annual Maintenance Cost
Waikirikiri Alpine to Sea Trail		
High-Country Trail	\$30,843,000	\$323,238
Plains Trail – sealed option (preferred)* - 2.0m wide asphalt/concrete trail	\$16,344,840	\$158,730
Plains Trail – unsealed option - 3.0m wide gravel trail	\$7,961,000	> \$158,730
Waikirikiri Alpine to Sea Trail (with preferred sealed Plains Trail)	\$47,187,840	\$481,968

*a sealed surface is the preferred level of service as this is consistent with Councils other cycleways between its townships used for walking and cycling for transportation rather than just recreation

Te Waihora Lakeside Trail		
East Side Trail	\$7,461,100	\$95,649
West Side Trail	\$4,314,600	\$94,665
Te Waihora Lakeside Trails	\$11,755,700	\$190,314

Total Cost (for both Trails)	\$58,963,540	\$672,282
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Table 2 displays the summary of Economic Data for each of the cycle trails. Refer to the full Feasibility Study Report for more information on both aspects.

Table 2: Economics Data for the Cycle Trails.

	Waikirikiri Alpine to Sea Trail			Te Waihora Lakeside Trail	
	High-Country	Plains		East	West
		Gravel Option (3m wide)	Sealed Option (2m wide)		
Benefit:Cost Ratio	3.9	2.0	1.1	2.1	0.5
Build Cost	\$30.8m	\$8.0m	\$16.3m	\$7.5m	\$4.3m
Maintenance Cost	\$323k/yr	> \$158k/yr	\$158k/yr	\$95.6k/yr	\$94.6k/yr
New Jobs (for Construction)	200	105		48	28
Ongoing Jobs	366	34		11	6
Net Regional Economic Benefits	\$42.1m	\$9.4m	\$1.4m	\$5.1m	(\$0.9m)

It has been assumed for the High Country and Lakes Sections 50% of funding would be locally derived, with remainder funded from regional, national or other sources. For the Plains section the intention is that this would be co-funded by the NZTA if possible,

relating to the more inherent transport benefits this section has. This however would depend on the funding priorities and allocations as maybe available in the National Land Transport Programme (NLTP) at the time based on Government transport priorities.

The following Figures 3 - 6 are from the Feasibility Study that summarises the main details of each trail section onto one page each for reference.

Figure 3: Waikirikiri Alpine to Sea Trail - High-Country Trail Summary.

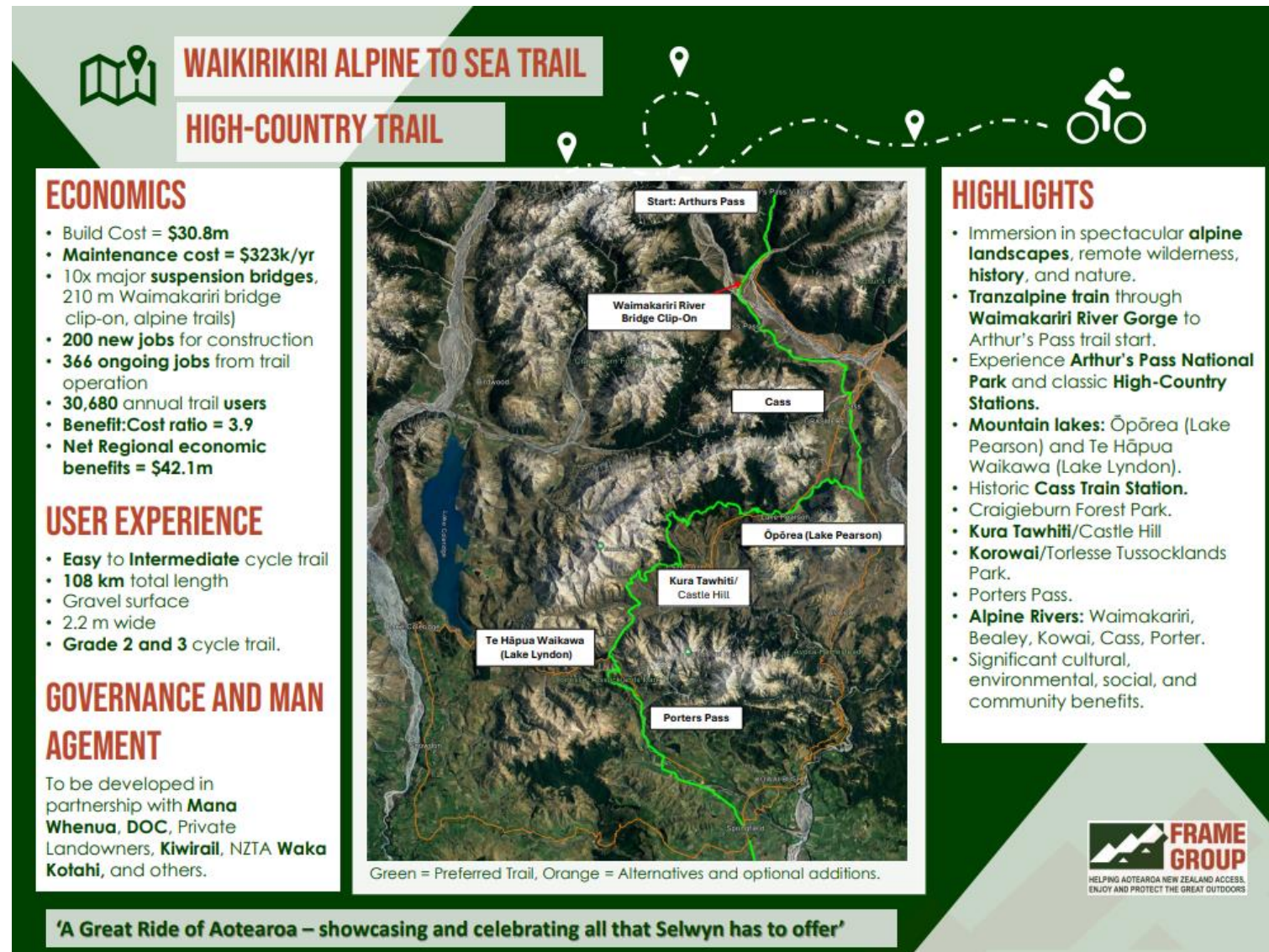


Figure 4: Waikirikiri Alpine to Sea Trail - Plains Trail Summary.

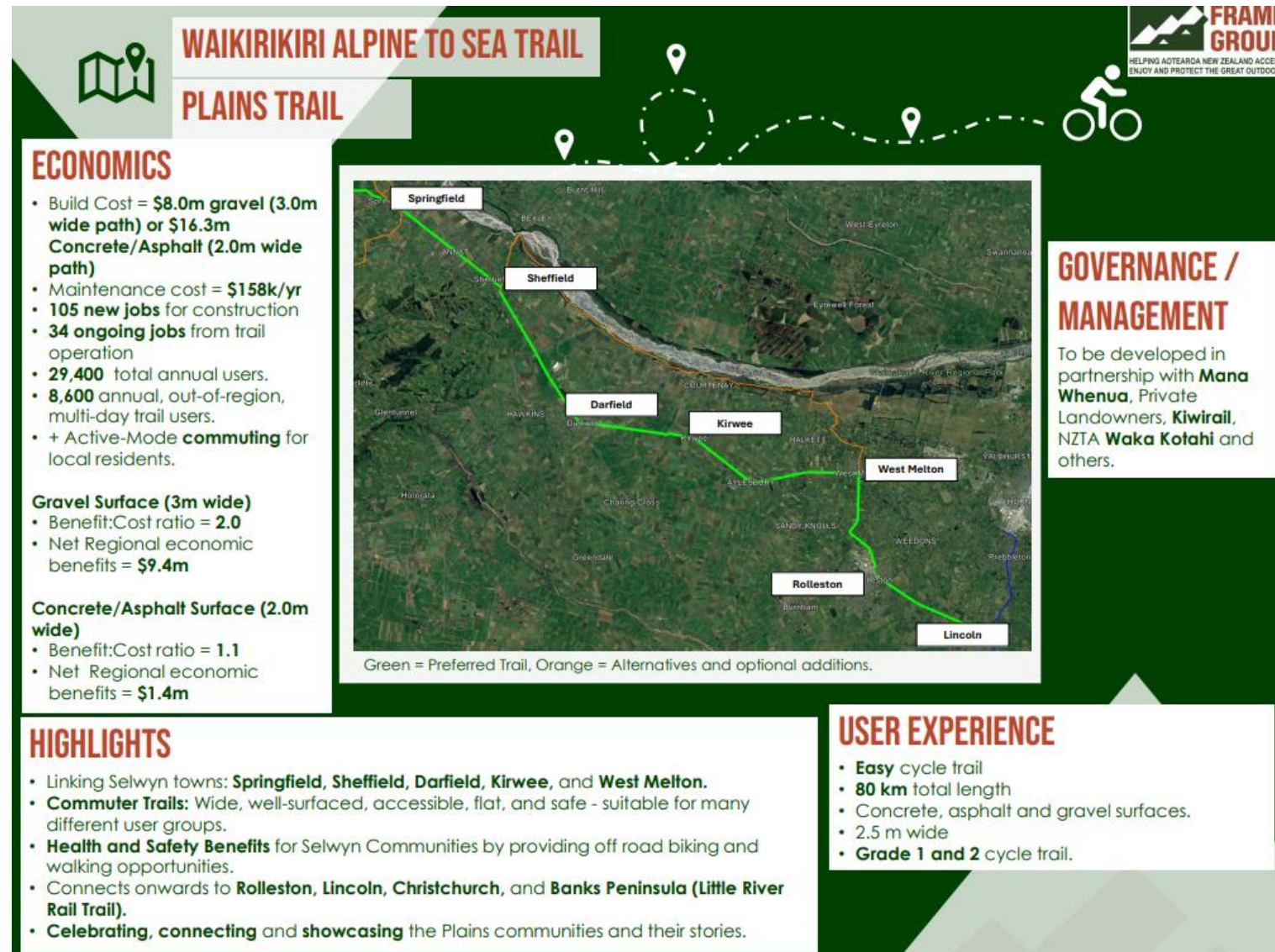


Figure 5: Te Waihora Lakeside Trail - East Side Trail Summary.

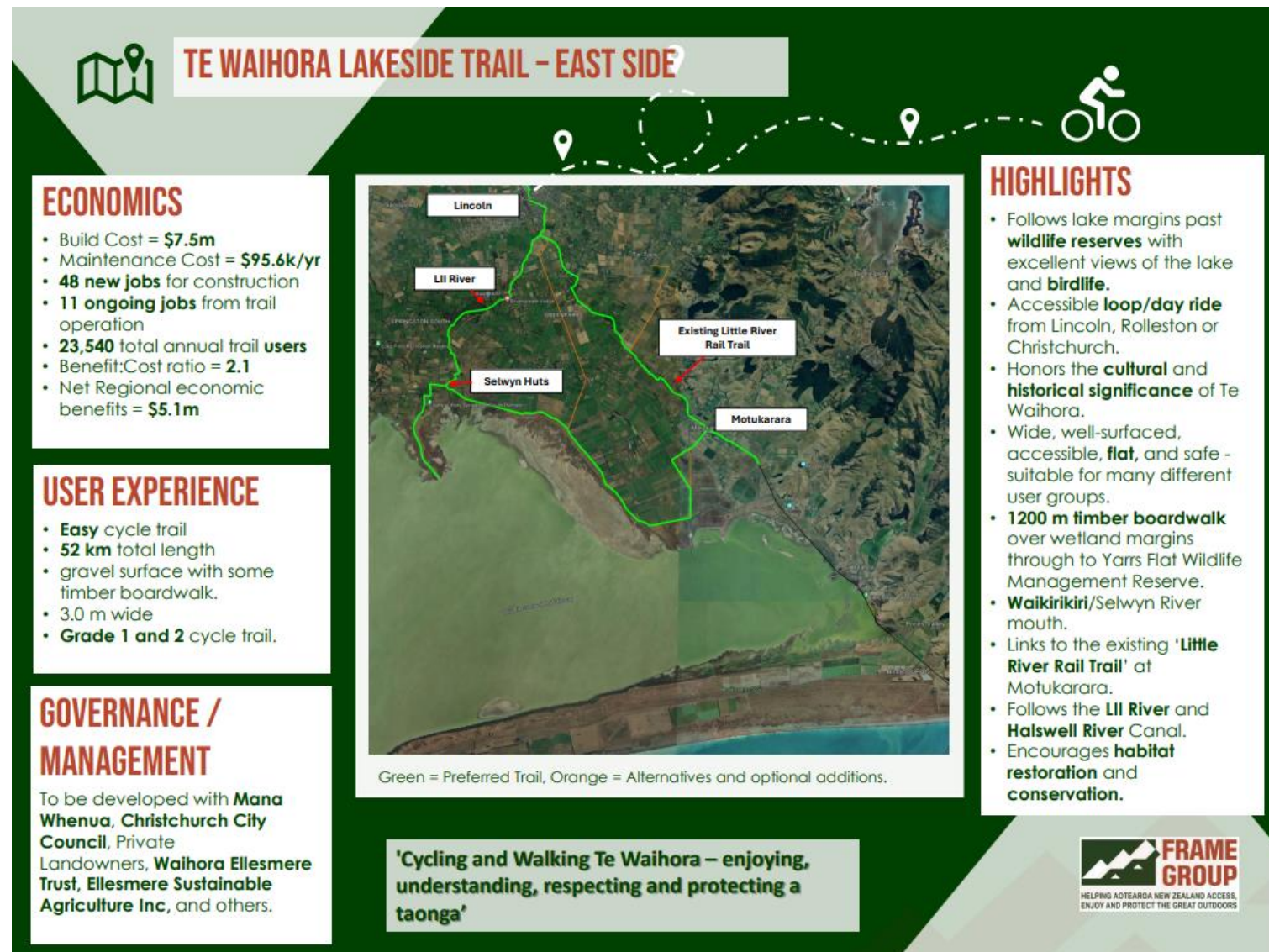
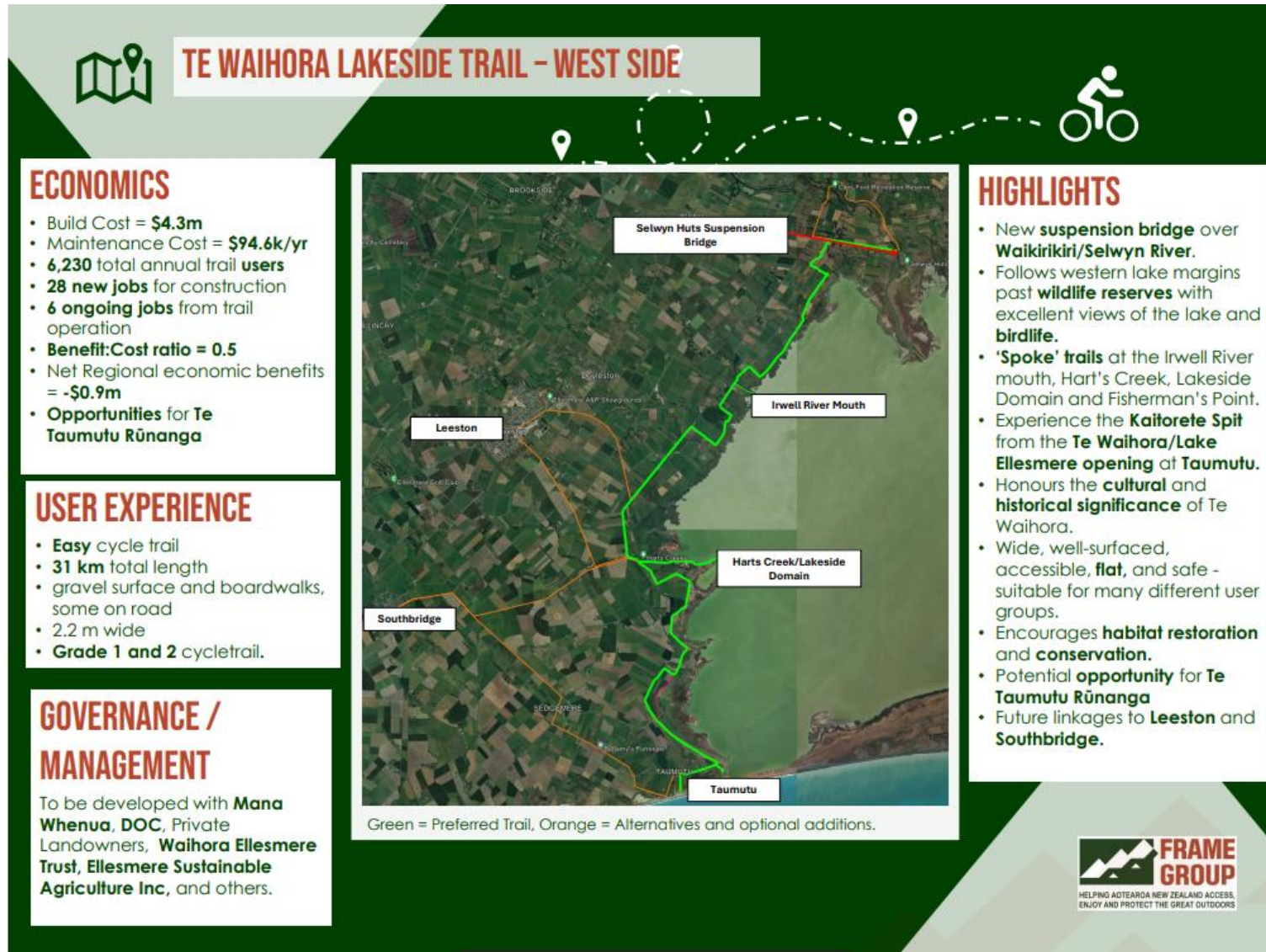


Figure 6: Te Waihora Lakeside Trail - West Side Trail Summary.



5. IMPLEMENTATION NEXT STEPS

There is several ways Council could move forward with the progressing the trails, but this needs to be achievable and affordable. This will be a long-term project that will be particularly intricate in places and will depend on the cooperation of many stakeholders, landowners and others to achieve it. Before any planning or construction can be contemplated three main aspects need to be considered and put in place as follows;

- Governance Model – how to structure responsibilities and delivery
- Development Priorities – what actions and trail sections need to be prioritised
- Dedicated Project Manager – establish a project manager to advance the trails

A Governance Model is needed to establish how to best manage and deliver the various trail sections. Each section has its own challenges, and a tailored approach needs to be provided. It is envisaged that Council is best placed to deliver the Plains section as this is a similar situation to other inter-township cycleways it has successfully provided in the eastern and other parts of the district. WET are already working in the area around the Lake that has a high cultural element and are enthusiastic to make progress. The High-Country section is technically challenging with expensive infrastructure needed such as bridges, and pathways – that literally need to be carved out of the landscape. There is also a high level of engagement needed with the Department of Conservation, High-Country Station and other landowners and agencies like KiwiRail and the NZTA in this area.

Development Priorities – there will be both issues and opportunities that inform how each section of the trail is prioritised going forward. In the LTP Council has already provided \$10m of funding towards the Plains section of the trail however this is dependent on obtaining NZTA co-funding which may never eventuate. However Council could progress the planning and design of this section to have “plans in the draw” for when construction funding may become available through further LTP and/or from the NLTP. As WET has currently started investigations around the lake then funding to support the continuation of these endeavours could be considered by Council. While the High-Country section is considered the most iconic section of the trail, its complexities will mean that it will take longer to work through all the aspects of its planning so should be started and funded as early as possible. \$5m had been provided in the LTP for possible co-funding opportunities and potentially to advance further investigation, and related planning work.

Dedicated Project Manager – out of all the initial actions Council should be considering, facilitating a Project Manager is seen as critical to coordinate the planning and delivery of all the sections of the trail through the various parties involved. This would utilise a resource that has had experience and skills with the implementation of similar trails elsewhere in the country.

From the Feasibility Study, [Figure 7](#) below identifies the recommended development next steps. [Table 3](#) and [Table 4](#) provides a high-level detail of the actions associated with the next steps, and further details can be found in the full Feasibility Study Report.

This does not suggest at this point a commitment to these timelines by Council but indicates the type of steps and more detailed actions that will be needed over time, subject to resourcing and funding availability at the direction of Council. The proposed Project Manager would have the role to develop and refine these types of steps further.

Figure 7: Recommended Development Next Steps.

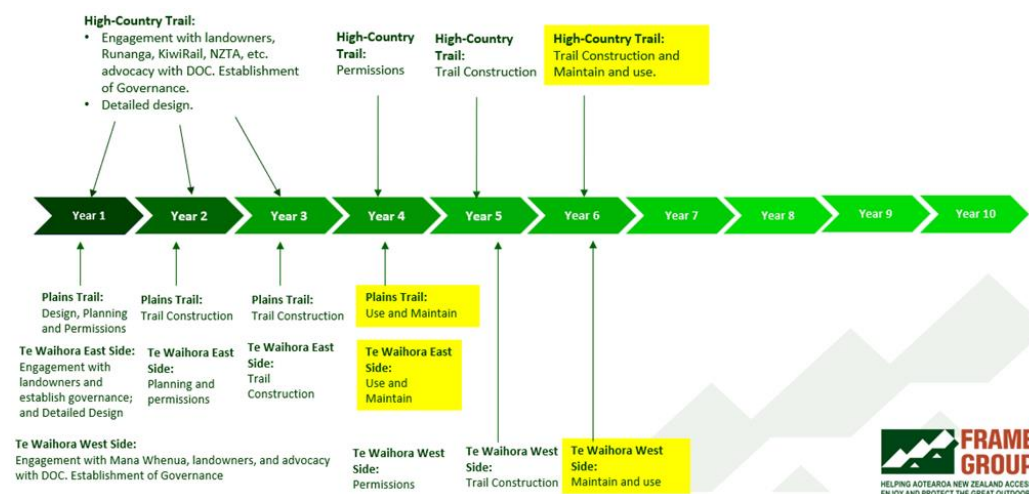


Table 3: High-level Breakdown of a Possible 10-year Development Programme for the Waikiriki Alpine to Sea Trail.

Year	High-Country Trail	Plains Trail
0	Appoint a Project Manager and Trail Sponsor to oversee development. Establish trail governance.	Appoint a Project Manager and Trail Sponsor. Establish trail governance.
1	Engage mana whenua, landowners, and community. Coordinate with DOC for required approvals. Begin design and studies.	Engage mana whenua, landowners, and community. Coordinate with DOC and KiwiRail. Begin detailed design and specialist studies.
2	Concept designs for difficult sections and major structures. Continue studies and engagement.	Coordinate with KiwiRail for rail crossings. Continue design and engagement.
3	Secure corridor access permissions (except Conservation Land). Begin detailed trail design.	Secure corridor access permissions. Apply for necessary consents.
4	Coordinate with KiwiRail. Continue detailed design, including trails and structures.	Begin trail construction. Develop promotional materials and branding.
5	Finalise Conservation Land access and design, including major structures. Begin Bealey Bridge design.	Continue trail construction. Finalise promotion and marketing.
6	Apply for consents. Start construction in stages. Establish a Trail Operations Manager.	Continue construction in stages. Establish a Trail Operations Manager.
7-10	Continue construction in stages, with ongoing operation and maintenance.	Continue construction in stages, with ongoing operation and maintenance.

Table 4: High-level Breakdown of a Possible 10-year Development Programme for the Te Waihora Lakeside Trail.

Year	East Side Trail	West Side Trail
0	Appoint Project Manager and Trail Sponsor. Establish trail governance.	Appoint Project Manager and Trail Sponsor. Establish trail governance.

Year	East Side Trail	West Side Trail
1	Conduct flood risk assessments. Begin engagement with mana whenua, landowners, and community. Start concept designs.	Continue engagement with mana whenua, landowners, and community.
2	Confirm DRMP compliance. Finalise corridor access and detailed design, including Yarrs Flat Boardwalk.	Continue engagement. Confirm corridor access and start detailed trail and engineering design.
3	Finalise Te Waihora Joint Management Plan. Apply for consents.	Confirm corridor access, finalise detailed design, and complete specialist studies.
4	Begin trail construction and promotion	Apply for consents. Finalise Te Waihora Joint Management Plan.
5	Continue trail construction and promotion.	Continue trail construction, including Waikirikiri River Suspension Bridge. Continue promotion.
6	Operate trail, establish Trail Operations Manager.	Continue trail construction. Operate trail and establish Trail Operations Manager.
7-10	Ongoing operation and maintenance.	Operate and maintain trail, continue promoting and overseeing development.

6. OPTIONS

The Feasibly Study refers to numerous possible options and requirements to progress the trials. These will be investigated further by Council and others in advancing the trails.

The following sets out the high-level options for Council in terms of taking the all or part of the trails forward at this point on the premise the Feasibility Study is accepted and forms the basis of more detailed decision making.

Option 1

Council does not proceed with implementing or facilitating any or all of the sections of the trails.

This option is not recommended as there is already a high community expectation around the trails, while the components of the Plains section have already been identified in Councils own Walking and Cycling Strategy and funded in LTPs. \$15M has already been included in the current LTP. WET has also started to explore the lake sections which has been supported by Council to date. In most instances the economics are beneficial to the region and provide a nationally recognised cycleway for transport, recreation and tourism.

Option 2

Council agrees to fund and implement all sections of the trail

This option is not recommended as Council does not have the necessary resources and skills to undertake some of the more difficult and intricate sections such as the High Country and the Lakeside sections. It is also considered it is too much of a

financial burden on Council and its ratepayers at an estimated total capital cost of \$60m plus annual maintenance of \$.7m per annum. Instead, the development of a Governance Model that can utilise Trusts (such as WET for the Lakeside sections) is a better option as such entities have access to resources and funding sources that are not available to Council.

Option 3

Council takes a pragmatic approach to determine how it and others can collaborate to fund and implement the sections of the trail along the basis outlined in the Feasibility Study that involves both Council and Trusts to tackle the trail sections.

This is the recommended option that builds on the existing funding provided in the LTP and starts off with the establishing the following as explained previously:

- Governance Model – how to structure responsibilities and delivery
- Development Priorities – what actions and trail sections need to be prioritised
- Dedicated Project Manager – establish a project manager to advance the trails

This approach will utilise and channel the right skills, resources and available funding utilising local, regional and national funding sources as maybe able to be collectively provided by Council, Trusts and/or from other regional and national funding sources.

7. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected and Consultation

As part of the Feasibility Study development, some initial engagement with various key stakeholders and landowners on the proposed preferred routes has occurred for both trails. This included the Department of Conservation, Environment Canterbury, KiwiRail, and NZTA.

KiwiRail has also been involved relating to the intended collaboration on how their TranzApline Rail service can coordinate with the Alps to Sea Trail to provide a joined-up experience and for tourists and others connecting at Arthurs Pass and elsewhere along the Midland rail line through the district. This reflects the type of outcomes established in the recent MOU between Council and KiwiRail to work together on key projects and initiatives like this one.

Frame Group utilised a local person on the Councils recommendation that had considerable knowledge and contacts throughout the Craigieburn Range and High-Country to help liaise with High-Country Station and other major landowners in this area to help establish possible routes and other issues and opportunities.

The Project Management Group was also keenly aware of the sensitives around these aspects and sought to ensure this engagement was undertaken wherever practicable. In addition, the Feasibility Study noted that *“further efforts are needed to advance the trail. This includes engaging with mana whenua and key communities ...”*

Council has sent a copy of the Feasibility Study Short Report to those key stakeholders and landowners etc that it had been dealing with in advance to this Council report, so they had some warning of its content beforehand.

(b) Māori and Treaty implications

Both trails hold significant cultural and historical importance for mana whenua, as they encompass key places and landscapes of interest to local rūnanga, hapū, and iwi. In some instances, mana whenua has statutory rights over parts of the proposed routes.

The development of these trails will be guided by a strong partnership with mana whenua, aiming to uphold and protect cultural narratives, values, and guardianship, while also creating opportunities for mana whenua involvement.

While mana whenua was contacted during the Feasibility Study, constraints related to time and availability limited the depth of this engagement. It is anticipated that formal and comprehensive involvement of mana whenua will be a key aspect of future discussions concerning these trails. For more information, refer to Section 1.4: *Mana Whenua Considerations* in the Full Feasibility Study Report.

(c) Climate Change considerations

The decisions and matters of this report are assessed to have low climate change implications.

As part of the Feasibility Study, considerations were made around climate change:

- Trail design considers climate change impacts and resilience
- The trails have distinct local benefits including providing active modes of transport and commuting opportunities between townships on the Plains section. This reduces reliance on cars, fosters independence and choice, and helps to reduce emissions to address climate change.
- Flood hazards are the primary risk affecting structures on the Te Waihora Lakeside Trail. These risks are due to the fluctuating lake levels, the large catchment area, the region's history of flooding (including both the lake and its tributary rivers), the impact of nearby land use and lack of vegetation, and the anticipated future effects of climate change. Proper trail positioning and design can mitigate damage to the trail.

8. FUNDING IMPLICATIONS

In the LTP the following funding has been provided, based on the information available at that time relating to possible costs for the trails and through the LTP Submission Deliberation processes held between the 22-24 May 2024

\$10m (2030/31) for Plains Section (subject to NZTA co-funding at 51%)

\$5m (2029/30) for the High-Country section for co-funding opportunities and advancing further.

The Council's Chief Financial Officer has advised she is comfortable that the \$5m could be brought forward in portions as needed to fund activities to advance securing

resources, investigation and planning if this was carefully managed within the bounds of Councils financial envelopes.

The total of \$15m obviously does not represent the full cost of the trails as presented in this report, as the final confirmed information from the Feasibility Study was not available at that time nor did Council had the confidence to commit further funds until further information from the Feasibility Study could inform funding conversations expected for future Long Term Plans.

Trail sections:	Construction Cost	Annual Maintenance Cost
Waikirikiri Alpine to Sea Trail		
High-Country Trail	\$30,843,000	\$323,238
Plains Trail – sealed option (preferred)	\$16,344,840	\$158,730
Waikirikiri Alpine to Sea Trail	\$47,187,840	\$481,968

Te Waihora Lakeside Trail		
East Side Trail	\$7,461,100	\$95,649
West Side Trail	\$4,314,600	\$94,665
Te Waihora Lakeside Trails	\$11,755,700	\$190,314

Total Cost (for both Trails)	\$58,963,540	\$672,282
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For both trails at a total cost of nearly \$60M this is very large cost of which only \$15M has currently been budgeted for in support of the Plains and High-Country sections respectively.

The proposed funding model in the Feasibility Study assumes that 50% could be locally funded and the remainder by other sources such as through regional and national funding sources (including from the NLTP). Even at a minimum total local share level of \$30m this will create a significant impact on Council rating and borrowing, if Council agreed it wished to fund all sections to the minimum contribution level, while relying somehow on the other 50% being obtained from other sources that avoided ratepayer funding.

This funding could be from regional development funds, or other government avenues that assisted regional development and tourism etc. To assist in such discussions and advocacy, the Feasibility Study has assessed the regional benefits and benefit cost ratios of the respective sections as follows:

Trail Section	Cost	Benefit to Cost Ratio	Net Regional Economic Benefit
High- Country	\$30.8m	3.9	\$42.1m
Plains	\$16.3m (sealed)	1.1	\$1.4m
Lakeside - East	\$7.5m	2.1	\$5.1m
Lakeside – West	\$4.3m	0.5	-0.9m

While the High-Country section has the highest cost, it attracts the most use and therefore benefits. However the Lakeside West section while the least expensive has the lowest level of use. Benefits have been assessed and monetarised over a 15-year period.

One of the advantages of a Governance Model that utilises Trusts to plan and deliver parts of the trail like the High Country and Lakeside sections, is that it can raise funds

itself and use other funding sources e.g. Lotto grants, NZ Great Rides funding, that are not available directly to Council.

Whilst there is a significant hurdle to overcome to raise the capital funds to construct the trails, there is then the ongoing commitment to annual maintenance costs. At a total of around \$.7m annually this would also be a significant commitment for Council to take on. In addition, with the propensity for more extreme weather events, Council would also be faced with significant costs to reinstate sections of the trail particularly in the High-Country and around the lake as well. Should there be a significant Southern Alps earthquake event in the region, this could significantly damage pathways and bridges in the High-Country at some considerable cost to reinstate.



Kamal Narang
HEAD OF CAPITAL WORKS



Andrew Mazey
STRATEGIC TRANSPORT LEAD

Endorsed For Agenda



Tim Mason
EXECUTIVE DIRECTOR INFRASTRUCTURE AND PROPERTY

REPORT TO COUNCIL

TO: Council

FOR: Council Meeting, 13 November 2024

FROM: James Richmond, Head of Sport and Recreation
Denise Kidd, Executive Director of Community Facilities and Services

DATE: 4 November 2024

SUBJECT: SHEFFIELD MEMORIAL POOL CONSULTATION WITH COMMUNITY

RECOMMENDATIONS

'It is recommended that the Council:

1. **adopt** the Statement of Proposal¹ 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** the elected members to a Hearings Panel for oral submissions to be heard between the 26-27 February 2025¹.

1. PURPOSE

The purpose of this report is to seek the adoption of the Statement of Proposal to be

¹ The Statement of Proposal is covered in Section 3 of this report.

consulted on with the community for the transfer of the Sheffield Memorial Pool to a community entity.

The Statement of Proposal is a requirement of the Special Consultative Procedure detailed in the section 83 of the Local Government Act 2002 and the Council's Significance and Engagement Policy (pg.352 of the Long-Term Plan 2024-2034)

The report also asks Council to endorse the proposed process for public consultation and to appoint elected members to a hearing panel for oral submissions on the proposal.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The decisions and matters of this report are assessed as of **high** significance in accordance with the Council's Significance and Engagement Policy.

Pools (which includes Sheffield Memorial Pool) are listed as strategic assets in the Council's Long-Term Plan 2024-2034 (pg. 352) and as such require the use of a Special Consultative Procedure detailed in section 83 of the Local Government Act 2002 and in the Council's Significance and Engagement Policy.

There is also a high level of interest in this matter from the community, and in particular the residents of Sheffield and the neighbouring township of Springfield. This matter was the subject of consultation as part of the Council's Long-Term Plan 2024-2034.

3. HISTORY/BACKGROUND

Sheffield Memorial Pool was opened on 7 November 1953. The pool was a commemorative project run by the Sheffield War Memorial Committee following World War 2 (WW2). The site is not listed as a heritage site, nor is it protected under the District Plan. Commemorations of the names of fallen soldiers in WW2 are on the Sheffield War Memorial on State Highway 73.

Over the last few years, the Selwyn District Council have discussed the long-term future of the Sheffield Memorial Pool. The pool is an aging asset, requires significant renewal, and has a low user rate compared to other pools. The proximity to the renewed Darfield Pool has also been a key consideration. During this time, a variety of alternative options were explored, with community and government agencies.

COUNCIL SOUGHT COMMUNITY GUIDANCE IN THE LONG-TERM PLAN 2024-2034 CONSULTATION

The Council sought community guidance on the closure of Sheffield Memorial Pool as part of the 2024-2034 Long-Term Plan consultation. The following proposal and rationale² was put to the community to inform their feedback.

² Selwyn District Council Long Term Plan 2024-2034 Consultation Document, page 41.

Sheffield Memorial Pool

We are proposing to close the Sheffield Memorial Pool. The facility is at the end of its serviceable life, and fewer people are using it compared to other staffed community pools. Significant upgrades would be needed to keep the pool running.

To support good access we are working to create hubs of Council facilities in areas, grouping facilities together to ensure we are providing sufficient facilities in areas without doubling up by having multiple similar facilities close to each other.

We completed major refurbishments on the nearby Darfield Pool in late 2023, which has greatly improved what it can be used for: the pool can have longer opening hours and more aquatic programmes. Darfield Pool is a 10-minute drive from Sheffield.

Through our Infrastructure Strategy, we are also proposing to build a new aquatics facility in Malvern in 2034-35 (year 11 of the Long-Term Plan).

Closing the Sheffield Memorial Pool would cost \$290,000, while refurbishing the facility and resolving land stability and ownership issues would cost at least \$1 million.

Submitters to the draft Long-Term Plan 2024-2034 were asked, *Do you support the closure of the Sheffield Pool? Yes / No.*

Almost 1,000 people responded to this question with 61% of those supporting the pool closure.

These key themes, from the 327 submissions with comments on the proposal to close the pool, were presented to Council as part of the deliberations pack:

In support of pool closure:

- Costly to continue to run for a small amount of people.
- Proximity to other council run pools, other communities have to drive to pools.
- Facility just down the road has been upgraded.
- Large cost for a facility with such low usage. Makes financial sense / anything to decrease rates.
- Commentary about Council needing to start saying no to things especially when there are other options in the area.

Opposing pool closure:

- Transition the pool to a community-led legal entity of some sort to operate the facility.
- Council and community should work together to get the work done cheaply and run the pool.
- Memorial status of the pool should see it continue and be retained.

- Lack of maintenance by council has led to proposed closure.
- Existing pool is the hub of the community.

Neutral comments:

- More targeted, local consultation.
- Some commentary that this facility should be funded through user fees.

Other comments:

- Some comments around rates would be better towards a pool that could be used year-round somewhere in the area.
- The dangerous access into and out of the facility site is a concern.
- Support closure with public transport provision for locals to travel to Darfield.

COUNCIL'S DECISION

During the submission deliberations on 22-24 May 2024, the Council agreed to³:

1. Begin targeted consultation with the community around potential divestment of the facility to a community-run legal entity.
2. Keep the Sheffield Pool open and operational for the 2024/25 season to allow time for consultation and necessary arrangements to be put in place.
3. Proceed with demolition if no arrangement is able to be satisfactorily negotiated before 30 June 2025.
4. Hold the demolition costs budget⁴ so that it can be utilised should operation by the community not commence or continue.

The decision published in the Council's Long-Term Plan 2024-2034 document (pg.31) says: "We agreed to keep the pool open for the 2024-2025 swim season, and during that time, begin targeted consultation with the community about the potential divestment of the facility to a community-run legal entity. If no arrangement can be agreed with the community by 30 June 2025, Council will proceed with permanent closure/demolition of the pool."

DISCUSSIONS WITH KEY STAKEHOLDERS

During October 2024, the Council were involved in discussions with key stakeholders on the likelihood that a community group could take over the Sheffield Memorial Pool. Council staff engaged with representatives from the following groups: Malvern Community Board, Sheffield Sports Society, Sheffield School Board of Trustees, The Locals Club and Returned Services Association.

The Sheffield Sports Society expressed interest in taking over the Sheffield Memorial Pool from the Council to run as a community pool. Other groups have shown interest in assisting with facility operations.

³ [Minutes](#) of the Selwyn District Council Draft Long-Term Plan 2024-2034 Submission Deliberations held in the Council Chamber, Rolleston on Wednesday 22-24 May 2024.

⁴ During the deliberations Council were informed by staff that "The budget in the LTP for closing the Sheffield Memorial Pool is for asset write-off, legal fees, and demolition costs. This money would not be available for transfer to the community as proposed by some submitters because all these costs would be incurred in a transfer or decommissioning."

MINIMUM CRITERIA FOR TRANSFERING THE SHEFFIELD MEMORIAL POOL TO A COMMUNITY-RUN LEGAL ENTITY

If the public consultation leads to clear support from the community for the transfer of the Sheffield Memorial Pool to a community-run legal entity, and such an entity is identified, the Council needs to be assured that the entity is well-prepared and capable of operating the asset. The entity also needs to be fully aware of the risk they are taking on; risk which is currently held by Council as the owner/occupier.

Therefore, it is essential that due diligence is completed by the Council and the proposed entity includes consideration of minimum criteria before transfer of the asset is finalised. These minimum criteria are set as:

- A registered legal entity such as an incorporated society or charitable trust.
- A well-structured financial plan demonstrating the organisation's ability to manage the asset, including operational costs.

THE STATEMENT OF PROPOSAL

Sheffield Memorial Pool was opened on 7 November 1953. The pool was a commemorative project run by the Sheffield War Memorial Committee following World War 2 (WW2). The site is not listed as a heritage site, nor is it protected under the District Plan. Commemorations of the names of fallen soldiers in WW2 are on the Sheffield War Memorial on State Highway 73.

Over the last few years, the Selwyn District Council have discussed the long-term future of the Sheffield Memorial Pool. The pool is an aging asset, requires significant renewal, and has a low user rate compared to other pools. The proximity to the renewed Darfield Pool has also been a key consideration. During this time, a variety of alternative options were explored, with community and government agencies.

The 2024-2034 Long-Term Plan requested feedback on a proposal to close the pool. 61% of respondents supported the closure. The Council agreed to keep the pool open for the 2024-2025 swim season and during that time, begin targeted consultation with the community about the potential divestment of the facility to a community-run legal entity. If no arrangement can be agreed upon with the community by 30 June 2025, the Council will proceed with the permanent closure/demolition of the pool.

During October 2024, the Council were involved in discussions with key stakeholders on the likelihood that a community group could take over the Sheffield Memorial Pool.

Transferring to a community-run legal entity

What we're consulting on

If the public consultation leads to clear support from the community for the transfer of the Sheffield Memorial Pool to a community-run legal entity, and such an entity is identified, the Council needs to be assured that the entity is well-prepared and capable of operating the asset. The entity also needs to be fully aware of the risk they are taking on; risk which is currently held by Council as the owner/occupier.

Therefore, it is essential that due diligence is completed by the Council and the proposed entity includes consideration of minimum criteria before transfer of the asset is finalised. These minimum criteria are set as:

- A registered legal entity such as an incorporated society or charitable trust.
- A well-structured financial plan demonstrating the organisation's ability to manage the asset, including operational costs.

We want to know:

- If you support the transition of the Sheffield Memorial Pool asset from Council ownership and operation to a community-run legal entity.
- If you are aware of a community-run legal entity that you consider suitable to own and operate the Sheffield Memorial Pool.
- If you are interested in helping this group with the ongoing operation of this facility.
- If you have any other comments about the Sheffield Memorial Pool.

Questions

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

Timeline

- **1 October 2024:** Pre consultation period with key stakeholders
- **16 November:** Pool opens for the season
- **22 November:** Consultation opens
- **14 February 2025:** Consultation closes
- **26 and 27 February:** Council hearing of submissions
- **16 March:** Pool closes for the season
- **19 March:** Council deliberations on submissions
- **16 April:** Council meeting
- **30 June:** Council makes final decision

COMMUNICATION ACTIVITIES DURING CONSULTATION

Community can have their say by completing the online submission form at selwyn.govt.nz/sheffieldpool or printed submission form available at Sheffield and Darfield Pools, Sheffield and Springfield Schools, Darfield Library, and SDC service centres.

The consultation will be advertised in the Selwyn Times, Malvern News, Sheffield and Springfield school newsletters and through social media.

Councillors and stall will also visit Sheffield during the consultation period to talk with people and answer questions. Details of these drop-in sessions will be advertised on social media and the Council website.

Table of communication activities

19 November 2024	- Media release sent to internal front facing staff with FAQs.
22 November	<ul style="list-style-type: none"> - Printed submission forms available at Sheffield and Darfield Pools, Sheffield and Springfield Schools, Darfield Library, and SDC service centres. - Activation station at Sheffield Memorial Pool - Posters in Sheffield and Springfield township - Media release sent out - Article on Te Pātaka (internal staff) - yoursay.selwyn.govt.nz is live - selwyn.govt.nz website updated - Facebook post
26 November	- Mailbox drop in Sheffield (including Waddington), Springfield, and Darfield.
27 November	- Advert in Selwyn Times (quarter page)
29 November	<ul style="list-style-type: none"> - Advert in Malvern News (full page) - Advert in the Sheffield School newsletter - Advert in the Springfield School newsletter
End of January (TBC)	<ul style="list-style-type: none"> - Advert in the Sheffield School newsletter - Advert in the Springfield School newsletter
5 February 2025	<ul style="list-style-type: none"> - Advert in Selwyn Times (quarter page) - Facebook post
7 February	- Advert in Malvern News (full page)

4. PROPOSAL

That Council receives this report and adopts the proposed Statement of Proposal for the Sheffield Memorial Pool and the associated public consultation process which is set out in Appendix 1.

5. OPTIONS

Council has three options:

Option 1: Adopt the proposed Statement of Proposal for public consultation on the Sheffield Memorial Pool, using the special consultative procedure in section 83 of the Local Government Act 2002.

Option 2: Adopt the proposed Statement of Proposal for public consultation on the Sheffield Memorial Pool, using the special consultative procedure in section 83 of the Local Government Act 2002 with changes to the content of the proposed Statement of Proposal.

Option 3: Do not adopt the Statement of Proposal for public consultation on the Sheffield Memorial Pool.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected and consultation

The views of the community were sought in the consultation on the 2024-2034 Long-Term Plan. The consultation proposed in this report will further the opportunity for community input.

(b) Māori and Treaty implications

The views of Māori were not sought as this matter does not specifically affect Māori and the land and asset are not identified as sites or areas of cultural significance.

(c) Climate Change considerations

One of the minimum criteria that a group taking on the ownership and operation of the pool is that they commit to maintaining environmental standards and sustainability.

7. FUNDING IMPLICATIONS

There are no additional funding implications further to those approved by Council in the 2024-2034 Long Term Plan deliberations.



James Richmond
HEAD OF SPORT AND RECREATION



Denise Kidd
EXECUTIVE DIRECTOR, COMMUNITY SERVICES AND FACILITIES

Appendix 1: Public Consultation Process and Plan

Sheffield Memorial Pool

CONSULTATION

DRAFT

Consultation Document

November 2024 - February 2025



Contents

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Your submission	7



Setting the scene

Sheffield Memorial Pool was opened on 7 November 1953. The pool was a commemorative project run by the Sheffield War Memorial Committee following World War 2 (WW2). The site is not listed as a heritage site, nor is it protected under the District Plan. Commemorations of the names of fallen soldiers in WW2 are on the Sheffield War Memorial on State Highway 73.

Over the last few years, the Selwyn District Council have discussed the long term future of the Sheffield Memorial Pool. The pool is an aging asset, requires significant renewal, and has a low user rate compared to other pools. The proximity to the renewed Darfield Pool has also been a key consideration. During this time, a variety of alternative options were explored, with community and government agencies.

The 2024-2034 Long-Term Plan requested feedback on a proposal to close the pool. 61% of respondents supported the closure. The Council agreed to keep the pool open for the 2024-2025 swim season and during that time, begin targeted consultation with the community about the potential divestment of the facility to a community-run legal entity. If no arrangement can be agreed upon with the community by 30 June 2025, the Council will proceed with the permanent closure/demolition of the pool.

During October 2024, the Council were involved in discussions with key stakeholders on the likelihood that a community group could take over the Sheffield Memorial Pool.

Transferring to a community-run legal entity

If the public consultation leads to clear support from the community for the transfer of the Sheffield Memorial Pool to a community-run legal entity, and such an entity is identified, the Council needs to be assured that the entity is well-prepared and capable of operating the asset. The entity also needs to be fully aware of the risk they are taking on; risk which is currently held by Council as the owner/occupier.

Therefore, it is essential that due diligence is completed by the Council and the proposed entity includes consideration of minimum criteria before transfer of the asset is finalised. These minimum criteria are set as:

- A registered legal entity such as an incorporated society or charitable trust.
- A well-structured financial plan demonstrating the organisation's ability to manage the asset, including operational costs.

What we're consulting on

We want to know:

- If you support the transition of the Sheffield Memorial Pool asset from Council ownership and operation to a community-run legal entity.
- If you are aware of a community-run legal entity that you consider suitable to own and operate the Sheffield Memorial Pool.
- If you are interested in helping this group with the ongoing operation of this facility.
- If you have any other comments about the Sheffield Memorial Pool.

Timeline

1 October 2024

Pre consultation period with
key stakeholders

16 November 2024

Pool opens for the season

22 November 2024

Consultation opens

14 February 2025

Consultation closes

26 & 27 February 2025

Council hearing of submissions

16 March 2025

Pool closes for the season

19 March 2025

Council deliberations on
submissions

16 April 2024

Council meeting

30 June 2025

The Council makes a
final decision

Have your say

You can provide feedback on this consultation by:

- Visiting **selwyn.govt.nz/sheffieldpool** on your computer or mobile device and answering the questions on the Sheffield Memorial Pool submission form.
- Completing the submission form on the back of this document and dropping it off at Sheffield Memorial Pool, Darfield Pool, or with our Customer Service Teams at:
 - **Council Rolleston Offices** 2 Norman Kirk Drive, Rolleston
 - **Te Ara Ātea** 56 Tennyson Street, Rolleston
 - **Darfield Library** 1 South Terrace, Darfield
 - **Leeston Library** 19 Messines Street, Leeston
 - **Lincoln Library** 22 Gerald Street, Lincoln
- Posting it to:
 - Freepost 104 653
PO Box 90
Rolleston 764

All posted submissions must be received by Council by 5pm, 14 February 2025. Please allow time for your submission to be delivered by this deadline.

- Scanning and emailing it to **sheffieldpool@selwyn.govt.nz**

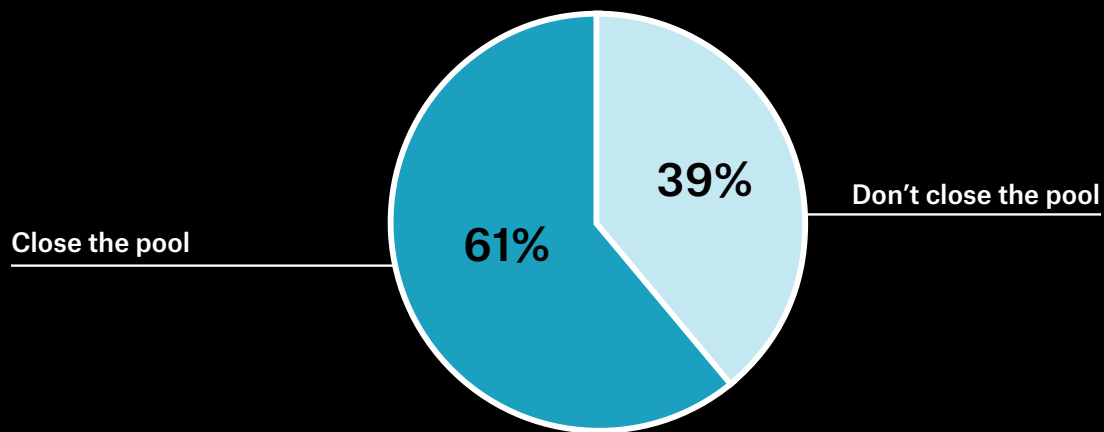
For more information, visit **selwyn.govt.nz/sheffieldpool**

Councillors and staff will be visiting Sheffield during the consultation period, where you can speak to them and ask questions. These drop-in sessions will be advertised on our Facebook page and on **selwyn.govt.nz/sheffieldpool**

Scan the QR code below to go direct to our Events listing on Facebook.

[insert QR Code]





The 2024-2034 Long-Term Plan requested feedback on a proposal to close the pool. 61% of respondents supported the closure.

Your submission

Selwyn District Council is conducting a public consultation on the future of the Sheffield Memorial Pool.

Selwyn District Council is conducting a public consultation on the divestment of Sheffield Memorial Pool to a community-run legal entity.

Please read the consultation document and information available online at **selwyn.govt.nz/sheffieldpool** before completing and dropping off this form at a Council Library or Service Centre by 5pm, 14 February 2025.

You can make a submission using this form, or by completing the online submission form at **selwyn.govt.nz/sheffieldpool**

Submitter details

Please note: all fields marked with an asterisk () are compulsory. These details will be used for the purpose of contacting you about this consultation.*

First name*

Last name*

Address*

Town*

Postcode*

Contact number*

Email address*

Are you submitting on behalf of an organisation?*

☐ Yes ☐ No

If yes, please state the name of the organisation*

Do you wish to attend a hearing to present your submission in person?*

☐ Yes ☐ No

If yes, someone will be in contact with you to arrange the date and time.

If you need extra space for your submission, use additional paper and attach it to this form. Please include your first and last name on the additional paper.

Anyone can make a submission. Submissions will only be used for the purpose of this consultation process. All submissions will be considered by Council before making a decision.

Privacy statement

Submissions are part of the public consultation process and are a public record. Submissions will be made publicly available on the Council website and in official documents. We will remove any contact details.

Questions

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

☐ Yes ☐ No

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?

☐ Yes ☐ No

Please add your comments



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

☐ Yes ☐ No

Please add your comments

4. Do you have any other comments about the Sheffield Memorial Pool?

Return this submission form by:

- Dropping it off at Sheffield Memorial Pool, Darfield Pool, or with our Customer Service Teams at:
 - **Council Rolleston Offices** 2 Norman Kirk Drive, Rolleston
 - **Te Ara Ātea** 56 Tennyson Street, Rolleston
 - **Darfield Library** 1 South Terrace, Darfield
 - **Leeston Library** 19 Messines Street, Leeston
 - **Lincoln Library** 22 Gerald Street, Lincoln
- Posting it to:
 - Freepost 104 653
PO Box 90
Rolleston 7643

All posted submissions must be received by Council by 5pm, 14 February 2025. Please allow time for your submission to be delivered by this deadline.

- Scanning and emailing it to **sheffieldpool@selwyn.govt.nz**



REPORT

TO: Chief Executive

FOR: Council – 13 November 2024

FROM: Susan Atherton - Head of Regulatory

DATE: 5 November 2024

SUBJECT: **REVIEW OF THE DOG CONTROL BYLAW AND POLICY 2012**

RECOMMENDATION

‘That Council resolves to retain the existing Dog Control Bylaw 2012 without amendment’

1. PURPOSE

The purpose of this report is to seek Councils approval to retain the existing Dog Control Bylaw 2012 without amendment and in doing so ensure that Council meets its obligations under the Dog Control Act 1996.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

As this report proposes to retain the existing Dog Control Bylaw 2012 without amendment, it is not considered to be significant in the context of Council's Significance Policy.

3. HISTORY/BACKGROUND

It is the duty of every Territorial Authority to adopt a policy in respect of dogs which shall specify the nature and application of any bylaw made in accordance with Section 20 of the Dog Control Act 1996.

Selwyn District Council adopted the Dog Control Bylaw in 1997, followed by the Dog Control Bylaw 2006, and then the Dog Control Bylaw 2012 which was affixed the common seal with resolution made by the Council on 1 December 2012.

In accordance with S160A of the Local Government Act 2002 if a bylaw is not reviewed within 2 years of the date on which the bylaw should have been reviewed it is revoked. If not retained, this bylaw will be considered revoked on 1 December 2024.

The Dog Control Bylaw 2012 has been reviewed and it is considered to be suitable and fit for purpose.

There have been recent changes to the operational staff who administer and apply this bylaw and it is planned that a further review with consultation will occur by 2026.

Attached is a copy of the Dog Control Bylaw and Policy 2012.

4. PROPOSAL

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

5. OPTIONS

The options available to Council are to:

- (a) To approve the recommendation of this report, or
- (b) To decline the recommendation of this report

Please note that declining the recommendation would mean that Council would be without a Dog Control Bylaw and in breach of S10 of the Dog Control Act 1996.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

Not applicable

(b) Consultation

Not applicable

(c) Māori implications

No material implications for Maori have been identified.

(d) Climate Change considerations

There are no known climate change implications.

7. FUNDING IMPLICATIONS

There are no budget considerations associated with the recommendations of this report.



Susan Atherton
HEAD OF REGULATORY

Endorsed For Agenda



Robert Love

EXECUTIVE DIRECTOR GROWTH AND DEVELOPMENT

The title of this Bylaw shall be the Selwyn District Council Dog Control Bylaw 2012.

DOG CONTROL BYLAW 2012

1. PRELIMINARY MATTERS

- i. SHORT TITLE
- ii. COMMENCEMENT

This Bylaw shall come into force on the 1st December 2012

- iii. REPEAL

- a) As from the date this Bylaw comes into force, any previous Bylaws and their amendments, purporting to control dogs within the Selwyn District shall be repealed.
- b) All approvals, permits and other acts of authority which originated under the Dog Control Bylaw 1997 or the Dog Control Bylaw 2006, and all applications, shall for the purpose of this Bylaw continue as if they had originated under this Bylaw.
- c) The revocation of the Dog Control Bylaw 2006 shall not prevent any legal proceedings, criminal or civil, being taken to enforce those bylaws and such proceedings shall continue to be dealt with and completed as if the bylaws had not been revoked.

- iv. APPLICATION OF BYLAW

- a) This Bylaw shall apply to the Selwyn District Council.
- b) This Bylaw does not apply to land administered by the Department of Conservation. The Reserves Act 1977. The Reserves Act 1977, the National Parks Act 1980 and the Conservation Act 1987 have their own Dog Control provisions.
- c) In the event of any inconsistency between this Bylaw and the Dog Control Act 1996, the provisions of the Act shall prevail.

v. PURPOSE

The purpose of the Bylaw is to give effect to the Selwyn District Council's Dog Control Policy and to provide for matters set out in the Dog Control Act 1996.

2. INTERPRETATION

- i. **"ABSENTEE CONTROL"** means a dog kept securely tied up or otherwise effectively confined (in the absence of the owner) so as to prevent it being a nuisance or annoyance.
- ii. **"APPROVED"** means approved by the Council or by any Officer thereof appointed for that purpose.
- iii. **"COUNCIL"** means the Selwyn District Council or Delegated Authority.
- iv. **"DANGEROUS DOG"** means a dog classified as dangerous under section 31 of the Dog Control Act 1996.
- v. **"DISABILITY ASSIST DOG"** has the meaning set out in Section 2 of the Dog Control Act 1996.
- vi. **"DISTRICT"** means the Selwyn District as defined in the Local Government Reorganisation (Canterbury Region) Order 1989 and delineated on Survey Office Plan No. 18064 deposited with the Chief Surveyors of the Canterbury Land District.
- vii. **"DOG CONTROL OFFICER"** is as defined in section 2 of the Dog Control Act 1996.
- viii. **"DOG RANGER"** is as defined in section 2 of the Dog Control Act 1996.
- ix. **"LEASH"** means a lead of durable material or chain which may be extendable but is capable of retracting and locking at a maximum length of 1 metre.
- x. **"LICENCE"** means a written confirmation from the Council, approving the keeping of more than the permitted number of dogs on the applicant's property and setting out the required conditions to be met.
- xi. **"NEUTERED DOG"** is as defined in section 2 of the Dog Control Act 1996.
- xii. **"OWNER"** is as defined in section 2 of the Dog Control Act 1996.

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- xiii. **“POUND”** means a facility designated for the custody of dogs as required under Section 67 of the Dog Control Act 1996.
- xiv. **“PUBLIC EVENT”** means an organised recreation, sporting or social activity occurring within a defined area and a defined timeframe.
- xv. **“PUBLIC PLACE”** is as defined in section 2 of the Dog Control Act 1996.
- xvi. **“RESTRICTED SPEED ZONES”** means public places within and adjoining Township Zones where speed limit restrictions apply using the speed limit sign to define these areas.
- xvii. **“TOWNSHIP ZONE”** means the Township Zones as described in the Selwyn District Plan and includes Roads and Footpaths within the Township Zones.
- xviii. **“UNDER CONTROL”** means that the dog is not causing a nuisance or danger and that the person in charge of the dog is able to obtain an immediate and desired response from the dog by use of a leash, voice commands, hand signals, whistles or other effective means.
- xix. **“WORKING DOG”** is as defined in section 2 of the Dog Control Act 1996

3. OBLIGATIONS OF DOG OWNER

3.1. Every owner shall ensure that:

- a) The dog is kept from prohibited areas as specified in clause 4.
- b) The dog is kept under control at all times.
- c) The dog receives proper care and attention and is supplied with proper and sufficient food, water and shelter.
- d) The dog receives adequate exercise.
- e) The dog does not create a nuisance or health hazard.
- f) No more than the maximum number of dogs permitted under this Bylaw are kept on the owner's property.
- g) Access to the owner's dwelling house is unhindered by dogs.
- h) The dog is adequately controlled when in or on a vehicle.
- i) Faeces deposited by the dog are removed immediately.
- j) All dogs are registered in accordance with the Dog Control Act 1996.

4. PROHIBITED AREAS FOR DOGS – PUBLIC PLACES

4.1 Except for dogs listed in clause 4.2 below, dogs are prohibited from the following areas:

- a) All children's playgrounds in public places (including a five (5) metre perimeter of those areas and any playground equipment);
- b) All schools specified in Appendix 2 to this Bylaw;
- c) All hard-court recreation areas in public places such as netball or tennis courts (including a five (5) metre perimeter of those areas);
- d) All golf courses on Council Reserves as specified in Appendix 2 to this Bylaw;
- e) All marked playing or sports fields in Council Reserves (including a five (5) metre perimeter); at times when the marked playing or sports field is in use for an organised public event;
- f) Council Reserves at times when the Reserve is in use for an organised Public Event; (except when the use is only of a marked playing or sports field, in which case paragraph (e) above applies);
- g) All Council skate parks as specified in Appendix 2 to this Bylaw.
- h) The Arthurs Pass National Park under the National Park Act 1980

4.2 The following working dogs are not prohibited from the areas listed in clause 4.1 as long as the dogs are carrying out their function as working dogs:

- a) Disability assist dogs as defined in section 2 of the Dog Control Act 1996;
- b) Specialist rescue dogs; and
- c) Any dog kept by the Police or any Constable, the Customs Department or the Ministry of Defence, any Security Officer or any Officer or Employee of any such Department of State solely for the purposes of carrying out the functions, powers, and duties of the Police or the Department of State or that Constable, Officer or Employee.

5. DOG EXERCISE AREAS

5.1 The areas specified in Appendix 3 to this Bylaw are designated as dog exercise areas where dogs may be exercised at large. Dogs in those areas must be kept under control at all times.

6. DOG ON-LEASH AREAS

6.1. The following public places are areas where dogs are permitted, but must be controlled on a leash fixed to the collar of the dog at all times:

- a) "Restricted Speed Zones" or "Township Zones" including roads and footpaths; and
- b) Public parks and Council reserves or other public places not otherwise designated as dog prohibited areas under clause 4 of this Bylaw or dog exercise areas under clause 5 of this Bylaw.

7. CONTROL OF DOGS

7.1. Every owner shall –

- a) Ensure that in all public places the dog is kept under control at all times.
- b) Ensure that the dog, if not under control, is tied up or otherwise confined to the owner's property.
- c) Ensure adequate absentee control of the dog.

7.2. Every owner shall in accordance with section 52 of the Dog Control Act 1996 –

Ensure that any dog under their control is not permitted to roam or be at large on any land or premises without the consent (express or implied) of the occupier or person in charge of that land or premises.

7.3. Where in the opinion of –

- i. The occupier of any land or premises, or of any other person acting with the authority of such occupier (whether express or implied) or
- ii. Any person in any public place,

a dog is likely to cause annoyance or distress to any person or animal or damage to any property on the land or premises or in any public place, the occupier or person may seize the dog and cause the dog to be returned to its owner, or to be delivered into the custody of a Dog Control Officer or Dog Ranger.

7.4. Where a dog is delivered into the custody of a Dog Control Officer or Dog Ranger under this section, the dog control officer or dog ranger may cause the dog to be returned to its owner or impounded.

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- 7.5. The occupier of any premises whereon any kennel or enclosures in which dogs are kept or housed shall maintain and keep them in a clean condition.
- 7.6. The owner or occupier of any premises whereon any dog or dogs are customarily kept shall take adequate precautions to prevent the keeping of such dogs from becoming a nuisance or injurious to health.
- 7.7. If the Dog Control Officer is of the opinion that the keeping of dogs on any premises is or likely to become a nuisance or injurious to health, he or she may by way of notice to the occupier of those premises prohibit the keeping of dogs on those premises.
- 7.8. Dogs shall not be tethered in any public place within five (5) metres of any commercial premises (except for dogs confined by leash or chain on open trays of vehicles), unless the circumstances are such that the dog does not create a nuisance or health hazard as defined in clauses 9.2 and 9.3 below.

8. DOGS AT NIGHT

- 8.1. During the period from half an hour after sunset to half an hour before sunrise, all dogs must be kept:
 - On a leash held by such owner and securely attached to the collar or harness on such dog, or similarly secured so that the dog is under control;
 - Tied up fast by a leash or chain which is securely attached to the collar on such dog;
 - Confined on the owner's property by fencing or in a fully enclosed yard so that such dog cannot escape; or
 - Confined in a kennel, shed or other building so that such dog cannot escape.

This sub-clause shall not apply to dogs in any dog exercise area or any dog registered as a working dog that is under control and working.

- 8.2. During the period specified in clause 8.1 the owner of a dog, while it is kept under proper control, shall ensure that such dog is provided with adequate shelter and that no unnecessary suffering is caused to such dog by the manner in which such proper control is exercised.
- 8.3. Any dog found at large in any public place or private way in contravention of clause 8.1, may be impounded under the provisions of Section 52 of the Dog Control Act 1996.

9. NUISANCES AND HEALTH HAZARDS

- 9.1. The owner of every dog shall ensure that the dog does not create a nuisance or health hazard.
- 9.2. For the purposes of clause 9.1 a dog creates a nuisance when:
- a) The dog obstructs the lawful passage of a person in public places; or
 - b) The dog rushes at or frightens any person in a public place, or any person who is lawfully present on private property; or
 - c) The dog destroys, tears or otherwise interferes with any refuse receptacle container or bag whether the container is on private property or in a public place.
 - d) The dog disrupts the recreational enjoyment of persons in public places and/or urinates/defecates on a person's belongings in these areas.
 - e) The dog emits persistent and loud barking or howling.
- 9.3. For the purpose of clause 9.1 a health hazard means where a dog is kept in circumstances which are offensive, or likely to be injurious to the public health.
- 9.4. The owner of every bitch in season shall keep it continuously confined on their property whilst the bitch is in that condition. Where the bitch in season must be taken from the owner's property, the bitch shall be confined at all times.

10. LIMITATION ON NUMBER OF DOGS

- 10.1. No person
- a) shall keep more than two (2) dogs on any property of less than four hectares in size, regardless of the zoning, without holding a licence issued from the Council for that purpose.
 - b) shall keep more than four (4) dogs on any property of a greater size than four hectares regardless of the zoning, without holding a licence issued from the Council for that purpose (except where such dogs are working dogs used by farmers, shepherds or musterers for bona fide farming practices).

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- 10.2. Persons who wish to obtain a licence to keep more than the specified number of dogs in clause 10.1 above may apply to the Council, in writing, and such application shall be accompanied by an appropriate application fee as set by the Council resolution.
- 10.3. A licence issued by Council may be subject to such terms, conditions and restrictions as the Council considers appropriate.
- 10.4. An application made in accordance with clause 10.2 above shall state the number of dogs to be kept, the breed of dogs, and acknowledgement that all conditions of any licence issued by the Council will be complied with and include the signed written views of all adjoining neighbours.
- 10.5. The granting of a licence will be in the Council's absolute discretion. In considering whether consent should be granted, the Council shall have regard to:
 - a) The adequacy of the housing, exercising and fencing control that will be provided.
 - b) The likelihood of noise, waste or other nuisance being created by keeping of the additional animals.
 - c) The views of other persons affected.
 - d) The past history of adequacy of the owner or person in charge of the dogs to prevent nuisances occurring. This shall include any history of complaint or noise, faecal deposit, wandering or threatening behaviour of dogs previously kept by the owner, including any impounding records.
 - e) The need or otherwise of additional dogs to be kept.
 - f) Whether the property subject to the application is in the Council's view of sufficient size to keep the breed of dogs and/or the number being applied for.
 - g) Whether the granting of the licence may compromise neighbourhood amenity.
- 10.6. A license may be reviewed and/or cancelled by Council for breach of its terms, conditions or restrictions or following receipt by the Council of two substantiated complaints.
- 10.7. Any owner holding a licence who wishes to increase the number of dogs permitted on the property under the licence must make a fresh application to the Council for the total number of dogs to be kept on the property.
- 11. **MENACING DOGS Section 33A Dog Control Act 1996 menacing by deed and section 33C Dog Control Act 1996 menacing by Breed**
 - 11.1. Dogs classified as menacing under Section 33A of the Dog Control Act 1996 may be required to be neutered. In exercising

this discretion the Council will take into account the likely effectiveness of neutering in reducing the dogs aggressive behaviour. Every owner of a dog which is required to be neutered under this section must within one (1) month after the receipt of a notice confirming the requirement, produce to the Council a certificate issued by a veterinarian certifying that the dog has been neutered.

- 11.2. Every owner of a dog classified as menacing under section 33C must, if required by the Council (or an Animal Control Officer on behalf of the Council), within one (1) month after the receipt of notice of the classification, produce to the Council a certificate issued by a veterinarian certifying that the dog has been neutered.

12. DOGS IN VEHICLES

- 12.1. No person shall keep or leave any dog in a motor vehicle unless the dog is securely confined within that vehicle so as not to constitute a nuisance or endanger any person.
- 12.2. A dog kept or left in a motor vehicle shall be provided with adequate ventilation.
- 12.3. No person shall allow any dog to ride or remain on the open tray of a vehicle unless it is under tight control by a chain, rope, or other device, to prevent the dog from falling from the vehicle. The dog shall be adequately secured to prevent it from being a nuisance or endangering any person.
- 12.4. Clauses 12.2 and 12.3 shall not apply where any dog is adequately confined on the rear of a vehicle by means of a wire cage or similar device.

13. APPLICATION FOR REGISTRATION / DOG CONTROL FEES

- 13.1. Dog owners must register their dogs annually not later than the first day of August of each year.
- 13.2. Where a dog is less than three months of age, an application to register the dog shall be made before the dog attains the age of three months.
- 13.3. Subject to clause 13.2, where an unregistered dog is purchased or otherwise acquired, the new owner must make an application to register the dog forthwith.

- 13.4. Dog control fees shall be fixed annually by resolution of the Council, in accordance with the Dog Control Act 1996.
- 13.5. No registration fee will be payable for Disability Assist Dogs.

14. REMOVAL OF FAECES

- 14.1. The owner of any dog that defecates in a public place or on land or premises other than that occupied by the owner shall immediately remove the faeces from that place and dispose of it in a sanitary manner into a suitable receptacle.
- 14.2. The owner or person in charge of a dog in any public place must carry a suitable receptacle for the removal of any faeces defecated by that dog.
- 14.3. Failure of the dog owner to comply with clauses 14.1 or 14.2 is an offence and may result in enforcement action being taken by a dog control officer or dog ranger.

15. HOSPITAL OR BOARDING FACILITIES

- 15.1. No person shall establish or maintain, without a licence, any hospital home or boarding facility for dogs within the district, except to the extent that these activities are provided for under the District Plan or have been granted a Resource Consent under the Resource Management Act 1991 or have existing use rights under that Act. Any Resource Consent may be subject to conditions of approval.

16. OFFENCES AND BREACHES

- 16.1. Every person who breaches this Bylaw commits an offence and is liable on summary conviction to the penalty provisions outlined in Section 242(4) of the Local Government Act 2002.

Section 242(4) states *“a person who is convicted of an offence against a bylaw is liable to a fine not exceeding \$20,000.”*

- 16.2. Any breach of this bylaw also amounts to an infringement offence under Section 65(1) of the Dog Control Act 1996 which may result in the issuing of an infringement notice requiring payment of an infringement fee of up to \$750, refer Appendix 1.

The **COMMON SEAL** of the _____)
SELWYN DISTRICT COUNCIL) was
hereunto affixed, in accordance) with the
Resolution made by the) Council on XX
XXXX 2012) in the presence of:)

_____ **Mayor**

_____ **Chief Executive**

APPENDIX 1 OF DOG CONTROL BYLAW 2012

EXTRACT FROM THE DOG CONTROL ACT 1996

FIRST SCHEDULE

Section 65 (1)

Infringement Offences and Fees

Section	Brief Description of Offence	Infringement Fee
18	Wilful obstruction of Dog Control Officer or Dog Ranger	\$750
19(2)	Failure or refusal to supply information or wilfully providing false particulars	\$750
19A(2)	Failure to supply information or wilfully providing false particulars about dog	\$750
20(5)	Failure to comply with any bylaw authorised by the section 20 of this Act	\$300
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	\$300
24	Failure to comply with obligations of probationary owner	\$750
28(5)	Failure to comply with effects of disqualification	\$750
32(2)	Failure to comply with effects of classification of dog as dangerous dog	\$300
32(4)	Fraudulent sale or transfer of dangerous dog	\$500
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	\$300

33F(3)	Failure to advise person of muzzle and leashing requirements	\$100
36A(6)	Failure to implant microchip transponder in Dog	\$300
41	False statement relating to dog registration	\$750
41A	Falsely notifying death of dog	\$750
42	Failure to register dog	\$300
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc	\$500
48(3)	Failure to advise change of dog ownership	\$100
49(4)	Failure to advise change of address	\$100
51(1)	Removal, swapping, or counterfeiting of registration label or disc	\$500
52A	Failure to keep dog controlled or confined	\$200
53(1)	Failure to keep dog under control	\$200
54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, water and shelter and to provide adequate exercise	\$300
54A	Failure to carry leash in public	\$100
55(7)	Failure to comply with barking dog abatement notice.	\$200
62 (4)	Allowing dog known to be dangerous to be at large unmuzzled or unleashed	\$300
62(5)	Failure to advise of muzzle and leashing requirements	\$100

72(2) Releasing dog from custody \$750

APPENDIX 2 OF DOG CONTROL BYLAW 2012

Prohibited Areas – Schools

Except for days such as pet days or similar or specific days for events such as dog obedience training or trials designated by the School Principal, the following schools are prohibited to dogs:

Secondary Schools

Ellesmere College, Darfield High, Lincoln High, Rolleston College

Primary Schools

Ararira Springs, Broadfield, Burnham, Clearview, Darfield, Dunsandel, Glentunnel, Greendale, Hororata, Kirwee, Ladbrooks, Leeston, Lemonwood Grove, Lincoln, Prebbleton, Rolleston, Rolleston Christian School, Sheffield, Southbridge, Springfield, Springston, Tai Tapu, Te Rōhutu Whio, Weedons, West Rolleston, West Melton, Windwhistle.

Prohibited Areas – Golf Course on Council Reserves

The Ellesmere, Greendale, Hororata, Tai Tapu and Weedons Golf courses.

Prohibited Areas – Skate parks

The Darfield, Leeston, Prebbleton and Rolleston Skate Parks.

Prohibited Areas – Council Reserves

Springston South Domain (R3048 and R4349)

APPENDIX 3 OF DOG CONTROL BYLAW 2012

Subject to the dog prohibited areas listed in Clause 4 and Appendix 2 of this Bylaw, the following areas are designated as dog exercise areas where dogs may be exercised off leash but must be kept under control at all times.

Council parks and reserves

- Brookside Park (Rolleston)
- Castle Hill Recreation Reserve
- Chamberlains Ford Recreation Reserve
- Coalgate Recreation Reserve – walking track through the pine plantation and the sports oval when stock are not grazing.
- Coes Ford Recreation Reserve
- Darfield Domain
- Dunsandel Domain
- Dryden Reserve (Rolleston)
- Edendale Reserve
- Foster Park (Rolleston) (not including grazed area and hockey turf)
- Glentunnel Domain
- Greendale Recreation Reserve
- Greenpark Memorial Park
- Hororata Reserve (not including picnic area, main gate to and including playground, tennis court **and** lake area)
- Kakaha Park (Prebbleton)
- Kirwee Recreation Reserve
- Kowai Pass Domain
- Leeston Dog Exercise Area
- Leeston Park
- Lincoln Domain
- Mead Reserve
- Osborne Park (Doyleston)
- Prebbleton Domain
- Rakaia Huts Recreation Reserve
- Rhodes Park (Tai Tapu)
- Foster Park Dog Exercise Area
- Rolleston Recreation Reserve
- Sheffield Domain
- Southbridge Park
- Springston Recreation Reserve
- Waihora Domain (Motukarara)
- Weedons Reserve
- Westview Park (Darfield)
- West Melton Domain
- Whitecliffs Domain

REPORT

TO: Chief Executive
FOR: Council Meeting – 13 November 2024
FROM: Animal Control Team Leader – Matt Van Keulen
DATE: 21 October 2024
SUBJECT: DOG CONTROL POLICY AND PRACTICES REPORT 1 JULY 2023 to 30 JUNE 2024

RECOMMENDATION (BOLD AND CAPITALS)

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.*

1. PURPOSE

The report is being presented for the Council's consideration to meet the reporting requirements on dog control activities contained in the Dog Control Act 1996.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

This has been assessed against the Significance Policy and the following is noted:

The matter does not:

- Affect all or a large portion of the community in a way that is not inconsequential,
- Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial,
- Have financial implications on the Council's resources that would be substantial, and
- Is likely to generate a high degree of controversy.

Accordingly, the matter is of low significance in terms of the Council's Significance Policy.

3. HISTORY/BACKGROUND

The Dog Control Act 1996 requires Territorial Authorities to publicly report each financial year on:

- The administration of its Dog Control Policy and Dog Control Practices Section 10 A(1); and
- A variety of dog control related statistics Section 10A(2).

In accordance with:

- Section 10A(3) the Territorial Authority must give public notice of the report in:
 - One or more daily newspapers circulating in the Territorial Authority District.
 - One or more other newspapers that have at least an equivalent circulation in that district to the daily newspapers circulating in that district and
 - By any means that the Territorial Authority thinks desirable in the circumstances.
- Section 10A(4) the Council must send a copy of the report to the Secretary for Local Government within one month of adoption.

The report which follows contains information and statistics on the Council's dog control activities for the year 1 July 2023 to 30 June 2024.

4. PROPOSAL

Annual Report on Dog Control Policy and Practices for the year ending - 30 June 2024

Dog Control activities in the Selwyn District are undertaken by the Animal Control Team. During the reporting period of 1 July 2023 to 30 June 2024, the Animal Control Team consisted of four Animal Control Officers and two Animal Control Administrators.

The Animal Control Team operates a 7-day, 24-hour service and reports to the Head of Regulatory.

The Animal Control Team also works closely with Dog Watch and other animal welfare agencies to rehome dogs.

Dog awareness presentations have been delivered to Council staff and three schools throughout the district to improve safety and awareness of dogs.

Dog Pound

The Animal Control Team operates a Council owned dog pound facility.

During the reporting period 69 dogs were impounded. The number of dogs impounded is low when compared to the number of dogs microchipped which was 14,285 by the end of the reporting period.



Dog Control Enforcement Practices

During the reporting period the Council has dealt with 1,782 complaints and issued 1,119 Infringement Notices for a variety of offences under the Dog Control Act. A breakdown of the Infringement Notices issued and complaints dealt with can be found in Figure 1, and Tables 1 and 2 below.

Table 1. List of Infringement offence issued during 2023-2024

Serial	Offence	Section of The Act	Number	Fine
1	Failure to register a dog	Section 42	1090	\$300
2	Failure to advise change of address	Section 49(4)	0	\$100
3	Failure to keep a dog controlled or confined	Section 52A & 53(1)	24	\$200
4	Failure to implant a microchip transponder in a dog	Section 36(A)(6)	0	\$300
5	Failure to advise change of dog ownership	Section 48(3)	0	\$100
6	Failure or refusal to supply information or wilfully providing false particulars	Section 19(2)	0	\$750
7	Failure to comply with menacing classification	Section 33EC(1)	0	\$300
8	Failure to comply with dangerous classification	Section 32(2)	2	\$300
9	False statement relating to registration	Section 41	0	\$750
10	Falsely notifying the death of dog	Section 41(A)	0	\$750
11	Wilful obstruction of a Dog Control Officer	Section 18	0	\$750
12	Failure to comply with any authorised bylaw	Section 20(5)	3	\$300
13	Failure to comply with barking dog abatement notice	Section 55(7)	0	\$200
14	Releasing dog from custody	Section 72(2)	0	\$750

Dog exercise facilities

McHugh's Forest Park, Darfield, Rolleston, Prebbleton and Leeston Dog Park are extremely popular with dog owners. The Council Reserves and Domains are also a popular option for those not wishing to use the Dog Parks. Environmental Canterbury (ECan) also has a dog park at 'The Willows'.

Dog registration and other fees

The Council's dog registration and other associated fees are published on the Council's website. All revenue received is allocated to the Dog Control account.

Dog registration fees for 2023-2024 were \$60 for the first dog and \$45 for each subsequent dog with a discounted fee during July of \$45 for the first dog and \$35 for each subsequent dog.

Dog education and dog obedience courses

The Selwyn District Council has not required any owners to undergo dog education or obedience courses.

Disqualified and probationary dog owners

There have been no disqualified or probationary dog owners during this reporting period.

Menacing and dangerous dogs

Selwyn District Council has 80 dogs classified as menacing and 12 dogs classified as dangerous at the end of the reporting period.

Other information

17,043 dog were registered within the district, we had 169 that were not compliant, this equates to 99% registration achieved.

The Council provides a monthly microchipping service which is free for dogs that are legally required to be microchipped.

A total of 14,976 dogs are recorded as being microchipped. The remaining dogs are either working dogs or new records awaiting microchipping.

Table 2 – Statistical Information

Category	For Period 01 July 2023 – 30 June 2024
Total no. Registered Dogs	17,043
Total no. Dog Owners	11,743
Total no. Probationary Owners	0
Total no. Disqualified Owners	1
Dangerous dogs <ul style="list-style-type: none"> By owner convictions under s31(1)(a) By sworn evidence s31(1)(b) By owner admittance in writing s31(1)(c) Total number 	12
Menacing dogs <ul style="list-style-type: none"> Under s33A(1)(b)(i) i.e. by deed Under s33A(1)(b)(ii) by breed characteristics Under s33C(1) by Schedule 4 breed Total number 	80
Total no. Infringement Notices	1,119
Total no. Complaints Received	1,782
* Wandering/Pick up	327
* Barking	237
* Attack	91
* Rushing/aggressive	74
* Found	233
Prosecutions	0

5. OPTIONS

This report contains the information required by Section 10A of the Dog Control Act 1996. Therefore, it is recommended that Council adopt this report.

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

No consultation was required.

A handwritten signature in blue ink, appearing to be 'M. Van Keulen'.

Matt Van Keulen
ANIMAL CONTROL TEAM LEADER

A handwritten signature in blue ink, appearing to be 'R. Love'.

Robert Love
EXECUTIVE DIRECTOR DEVELOPMENT AND GROWTH

REPORT

TO: Chief Executive Officer

FOR: Council Meeting – 13 November 2024

FROM: Michelle Flay – Senior Policy Planner

DATE: 21 October 2024

SUBJECT: **COUNCIL SUBMISSION ON THE EXPOSURE DRAFT OF REGULATIONS FOR NATURAL HAZARD INFORMATION IN LAND INFORMATION MEMORANDA (LIMs)**

RECOMMENDATION

‘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).’*

1. PURPOSE:

The purpose of this report is to seek Council approval of the attached Council submission on the exposure draft of regulations for natural hazard information in land information memoranda (LIMs).

2. SIGNIFICANCE ASSESSMENT / COMPLIANCE STATEMENT

The submission 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 the regulations proposed by the Department of Internal Affairs (DIA).

3. HISTORY / BACKGROUND

The Local Government and Official Information and Meetings Act (LGOIMA) was amended in 2023 to improve natural hazard information disclosure in LIMs and will come into effect on 1 July 2025.

The amendments aimed to address three key issues:

- a. National inconsistencies in the natural hazard information provided in LIMS or omission of known information,
- b. LIM information is not presented in a way that is easily located or understood by purchasers; and
- c. Councils have concerns about legal liability which may inhibit full disclosure of natural hazards information.

The 2023 LGOIMA amendments have provided the basis for developing the proposed regulations the DIA are now consulting on.

4. PROPOSAL

That the Council receives and endorses the Council's submission as attached.

The proposed regulations aim to:

- Ensure that LIMs share information about natural hazards in a way that's clear, concise, easy to understand, and more consistent across the country and;
- Give councils greater certainty about the changes and reduce their legal risk.

The key points raised by Councils submission on the proposed regulations include:

- Council supports the overall intent and approach to developing the regulations
- Council will need time to implement the changes posed by the regulations, rather than have them apply from the date they come into force
- Council supports clarifying the obligations of territorial authorities and regional councils with respect to LIMs
- Council requests changes to the proposed 'Content of Natural Hazards' section of a LIM
- Council discretion needs to be balanced against the desire for improved national consistency
- Council have identified a contradiction between the LGOIMA and the proposed regulation to include district plan content in a LIM
- Plain language summaries as proposed by the regulations introduce new risks.

5. OPTIONS

The Council has two options:

Option One (Recommended) – receive and endorse the submission.

Option Two – not support the submission and seek that it be withdrawn.

Councils' submission provides useful content and information that may improve the ability for Council to implement the final regulations. Councils' submission was lodged with the DIA ahead of the consultation closing date of 28th October 2024. If Council

decides not to endorse the submission, staff will need to approach the DIA to withdraw it. If the submission is withdrawn, the consultation will not benefit from the opinions of the Council and may elevate the risk of poorly crafted regulations that are difficult to implement. Therefore, Option One has been recommended.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected.

Feedback on the proposed regulations was sought from relevant Council staff including the Resource Consents, Building and Information Services teams and has been incorporated in the final submission. The Geospatial team were also informed of the proposed regulations and submission preparation.

An overview of the proposed regulations and a preliminary draft submission was circulated to Councillors and the Executive Leadership Team on 02 October 2024 with feedback due on Friday 18 October 2024. No feedback was received.

(b) Consultation

No external consultation was undertaken in preparing this submission.

Council staff have worked with the Canterbury Mayoral Forum in the preparation of that submission. Councils' submission is well aligned, however proposes a different approach to the "Content of natural hazard section" regulation. Council staff are of the view that it makes sense to align the natural hazard headings within the LIM with the definition for natural hazard provided for within the Resource Management Act.

(c) Māori and Treaty implications

No liaison with mana whenua was undertaken in preparing this submission. Due to the procedural nature of the consultation, there have been no identified implications to Māori, or the treaty, arising from this submission.

(d) Climate Change Considerations

As this submission is a procedural matter, there is no direct climate change considerations. The proposed regulations will standardise the way LIMs provide natural hazard information, including information on hazards arising from the impacts of climate change.

7. FUNDING IMPLICATIONS

There are no funding impacts that arise from responding to the proposed regulations.

Once the regulations come into effect, internal systems and processes for preparing LIMs will need to be updated. It is likely that there will be costs associated with making these changes, however these costs have not been quantified. It is not possible to be able to quantify these costs without certainty of the detail of the proposed regulations.

A handwritten signature in black ink, appearing to read 'Flay'.

Michelle Flay
SENIOR POLICY PLANNER

Endorsed For Agenda

A handwritten signature in blue ink, appearing to read 'R Love'.

Robert Love
EXECUTIVE DIRECTOR DEVELOPMENT AND GROWTH

REPORT

TO: Chief Executive Officer

FOR: Council Meeting – 13 November 2024

FROM: Head of Acquisitions Disposals & Leasing and Acquisitions Disposals and Leasing Officer

DATE: 21 October 2024

SUBJECT: **AUTHORITY TO GRANT LEASES OVER RECREATION RESERVES PURSUANT TO SECTION 54(1) OF THE RESERVES ACT 1977**

RECOMMENDATION

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:

Reserve	Lessee	Legal Description	Area (m ²)	Held in record of Title	Purpose	Term	Plan shown in Appendix
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

1. PURPOSE

The purpose of this Report is to seek the Council's approval to grant leases over land classified as recreation reserve in accordance with Section 54(1) of the Reserves Act 1977.

2. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The issue and decision that is the subject of this Report has been assessed against the Significance and Engagement Policy. The decision itself is based upon the requirements of the Reserves Act 1977 and the subsequent delegation to territorial authorities from the Minister of Conservation in relation to the administering of that Act. The significance level of the issue and decision in relation to granting these leases is considered to be low.

The reason for this assessment is due to the fact that the leases will only be covering a relatively small portion of the reserve.

3. HISTORY/BACKGROUND

Legislative background

Council may grant a lease due to the requirements of the Reserves Act 1977, which provides the legislative framework for leases over recreation reserves. As these reserves are not presently governed by a Reserve Management Plan under Section 41 of the Reserves Act 1977, then requirements of public notification and Ministerial approval are required (refer section 54(1A) (c) and 54(2A)(a) and 73 of the same Act).

Public notification has been conducted and is detailed in Section 6 of this Report. There were no objections received.

We note that Section 54 of the Reserves Act 1977 govern leasing powers in respect of recreation reserves. It allows the administering body of a reserve to exercise its function to grant a lease of part of the reserve for the erection of buildings and structures associated with the use of the reserve for outdoor sports.

However, by Instrument of Delegation dated 27 June 2013 (enclosed as Appendix C), power is conferred on Council by the Minister of Conservation to make the decision under Sections 54 of the Reserves Act 1977 as to whether to grant the leases that are the subject of this Report. That delegation does not, however, extend to Officer level, thus necessitating a decision from full Council in lieu of a decision from the Minister.

4. PROPOSAL

It is proposed that the Council resolve to grant the leases pursuant to the Reserves Act 1977.

5. OPTIONS

Option 1 – approve the Recommendation tabled in this Report and grant the leases.

- This is the recommended option because it will ensure that the leasing relationship between Council and the Lessees are relevant, and will allow staff the opportunity to ensure the leasing documentation is up-to-date and

valid.

Option 2 – do nothing.

- This option is not recommended as it is best practice to enter into a lease to provide both the Lessor and Lessee with a framework under which to manage any occupation. Council can withhold consent for the lessee's proposed improvements but there doesn't seem any rationale for this given that there have been no objections received during public consultation notice period.

6. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected

The terms of the proposed lease have been sent to the lessees by the Acquisitions Disposals & Leasing Team. Negotiations over terms have commenced. Pending a response from the Council to this Report, staff will continue to discuss terms of the lease and come up with a suitable final document for execution.

(b) Consultation

Public notification across a one (1) month period is required under the Reserves Act 1977 before the proposed lease can be granted. Notices were published in the Selwyn Times and on the Public Notices section of the Selwyn District Council Website. No submissions were received.

(c) Māori implications

Māori implications are not specifically applicable in the set of circumstances involved in this Report, as it refers to a contractual relationship between Council and the Lessees.

(d) Climate change considerations

Recreation reserves provide the community with a greenspace for years to come. There are few direct climate change considerations with regard to the granting of these leases, as it is largely an administrative process.

7. FUNDING IMPLICATIONS

The ongoing management of any building and its improvements will be the responsibility of the Lessee, the details of which will be stipulated in the lease documentation.

Any annual licence fee and/or rental will be charged in accordance with Council's Reserve Charging Policy.



Kelly Bisset
ACQUISITIONS DISPOSALS & LEASING OFFICER



Rob Allen
HEAD OF ACQUISITIONS DISPOSALS & LEASING

Endorsed For Agenda



Tim Harris
EXECUTIVE DIRECTOR – ENABLING SERVICES

APPENDIX A

LEASE PLAN- WEEDONS CRICKET CLUB - CHAIRS

Lease area shown shaded in red on the plan below.



APPENDIX B

LEASE PLAN – KIRWEE PLAYERS – EXSISTING

Lease area shown edged red on the plan below



APPENDIX C

Covering Letter of Minister's Delegation

Our Ref:
Your Ref:

27 June 2013

Chief Executives
Territorial Local Authorities

Dear Sir/Madam

Revised Delegation of Powers under the Reserves Act 1977

The Hon Dr Nick Smith, the Minister of Conservation has recently approved new delegations to local authorities, including regional councils, under the Reserves Act 1977 to enable them to better perform their role as the administering body of reserves.

A copy of the instrument of delegation, signed by the Minister of Conservation on 12 June 2013, is attached and updates the one currently incorporated in the *Reserves Act Guide*.

These delegations extend the scope of the existing powers, by removing the previous limitations and conditions and they include some additional delegations. It is envisaged they will better enable local authorities to make decisions affecting reserves and are in accordance with the spirit of the changes taking place within the Department of Conservation with an emphasis on conservation with communities.

Local authorities will now be able to make certain decisions that previously had to be referred to the Department of Conservation for the approval of the Minister or the Minister's delegate.

One of the most significant changes now means that councils can process their own MOC consents for the granting of leases, licences or easements over council vested reserves.

An appropriate record of any decision made under the delegations must be retained and it is suggested this should be in the form of a separate submission or component of a submission to the decision maker with clear recommendations and provision for the formal approval to be recorded.

As a guide to assist local authorities with preparing their own submissions, a suggested template is attached, which could be used as the base format for such submissions. Also attached for your information is an example of one of the more common submissions for an easement that previously required MOC consent from the Department. This example is intended to provide guidance for the information that local authorities should be providing to their decision maker.

Dunedin Service Centre
PO Box 5244, Moray Place, Dunedin 9058, New Zealand
Telephone 03-477 0677, Fax 03-477 8626

In exercising the new delegations local authorities must, of course, still act in accordance with the requirements of the Reserves Act. The processes set out in the Act, such as those dealing with public consultation, must still be complied with.

There will be an expectation to maintain a distinction between council's role as the administering body of a reserve and their role as a delegate of the Minister.

Councils should note however, the delegations do not provide the power to sub delegate and any decisions made under these delegations should be exercised by the Council itself and not by council staff.

It should also be noted that the power to revoke a reservation has not been delegated to ensure that such a significant step would remain subject to consideration by the Minister or the Ministers departmental delegate.

There are some actions that the Department will still need to be notified of to enable the maintenance of national reserve records. Such actions would include changes to classification or any action that requires a gazette notice. Please ensure that a system is put in place whereby such notification is undertaken.

The Minister is confident that the delegations will be exercised responsibly and the department will be able to provide any necessary guidance to help make sure that would be the case.

Your staff can contact the following Department of Conservation staff should they have any queries or need to seek advice and guidance regarding these delegation changes.

Department of Conservation Contacts:

Service Centre	Name	Phone	Email
Hamilton	Anna Ginnaw	(07) 858 1000	aginnaw@doc.govt.nz
Christchurch	SLM Christchurch	(03) 371 3700	slmchristchurch@doc.govt.nz
Hokitika	Ron Hazeldine	(03) 756 9168	rhazeldine@doc.govt.nz
Dunedin	David Griffin	(03) 474 6921	dgriffin@doc.govt.nz

Please do not hesitate to contact the above staff for advice.

Yours faithfully

Dave Johnstone
Manager Permissions/SLM

Dunedin Service Centre
PO Box 5244, Moray Place, Dunedin 9058, New Zealand
Telephone 03-477 0677, Fax 03-477 8626

Instrument of Delegation

RESERVES ACT 1977

INSTRUMENT OF DELEGATION FOR TERRITORIAL AUTHORITIES

1. PURSUANT to section 10 of the Reserves Act 1977 I, NICK SMITH Minister of Conservation, DELEGATE to all territorial authorities (as defined in this Instrument of Delegation) such of my powers, functions and duties under the Reserves Act 1977 as are set out in the following Schedule subject to the Limitation of Powers in the Schedule and to the conditions in paragraph 2 of this Instrument.
2. The delegations in this Instrument apply only where the territorial authority is the administering body of the relevant reserve (i.e. affected by the decision to be made) by virtue of a vesting or an appointment to control and manage.
3. This Instrument replaces the previous Instrument of Delegation dated 10 March 2004, which is hereby revoked.

Definitions:

"Administering body" - means an administering body under the Reserves Act 1977.

"Territorial authority" - means a local authority and a unitary authority as defined in section 5 Local Government Act 2002.

"Vested reserve" - means a reserve vested in a territorial authority (not in the Crown).

Relevant Provisions of Delegation

- 54(1) Give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c) and to grant a lease or licence for any of the purposes specified in paragraph (d) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.54(1)(a), (b), (c) and (d).

Give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation.

Consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.

73(1) Consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in s.73(1), where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease in the circumstances specified in section 73(1) in all other cases.

Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(1).

RESOLUTION TO EXCLUDE THE PUBLIC

'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	Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	

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

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

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