

Waimakariri District Council

Utilities and Roading Committee

Agenda

Tuesday 20 February 2024

9am

Council Chambers
215 High Street
Rangiora

Members:

Cr Paul Williams (Chairperson)

Cr Robbie Brine

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Mayor Dan Gordon (ex officio)



WAIMAKARIRI
DISTRICT COUNCIL

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The Chairperson and Members
UTILITIES AND ROADING COMMITTEE

A MEETING OF THE UTILITIES AND ROADING COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 20 FEBRUARY 2024 AT 9AM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1 **APOLOGIES**

2 **CONFLICTS OF INTEREST**

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

3 **CONFIRMATION OF MINUTES**

3.1 **Minutes of the meeting of the Utilities and Roding Committee held on Tuesday 21 November 2023.**

9-26

RECOMMENDATION

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 21 November 2023, as a true and accurate record.

3.2 **Matters arising (From Minutes)**

4 **DEPUTATION/PRESENTATIONS**

Nil.

5 REPORTS

5.1 July 2023 Flood Recovery Progress Update – Kalley Simpson (3 Waters Manager), Joanne McBride, (Roding and Transport Manager) and Pat Towse (Flood Team Lead)

27-38

RECOMMENDATION

THAT the Utilities and Roding Committee:

- (a) **Receives** Report No. 240208017995.
- (b) **Notes** that all 86 investigations have been triaged, 16 are currently being scoped, 13 are under investigation, 29 have works being reviewed for approval and 28 are complete.
- (c) **Notes** that all 127 maintenance actions have been triaged, three are work in progress, 21 have works programmed, and 103 are complete.
- (d) **Notes** that the total cost estimate for the flood recovery work is \$4.055 million.
- (e) **Notes** that the expenditure to date is \$1,796,932 and the final forecast expenditure remains at \$4.055 million.
- (f) **Circulates** this report to all Community Boards for information.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 Roding – Councillor Philip Redmond

7.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

7.3 Solid Waste– Councillor Robbie Brine

7.4 Transport – Mayor Dan Gordon

8 MATTERS REFERRED FROM COMMUNITY BOARD

8.1 Request approval of No-Stopping Restrictions in Heywards Road – Shane Binder (Senior Transportation Engineer) and Joanne McBride (Roading and Transport Manager)

The Kaiapoi-Tuahivi Community Board considered report 231011161371 at its meeting of 20 November 2023. The members are advised that the Boards recommendations differs from the staff recommendations in the report and their approved recommendations are provided below.

The staff recommendations can be found in the report (Item 8.1 in this agenda) and an extract from the Minutes of the Board meeting of 20 November 2023 have also been included as an attachment to Item 8.1.

39-56

RECOMMENDATION

THAT the Utilities and Roading Committee:

- (a) **Approves** the design as per section 4.2.1 of the report, and attachment i of this report.
- (b) **Approves** the implementation of no stopping signage outside No. 227 Williams Street (south of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (c) **Approves** the implementation of no stopping signage outside No. 231 Williams Street to Sims Road (north of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (d) **Approves** the installation of 13m no-stopping lines on Williams Street, outside No. 274 Williams Street.
- (e) **Approves** the extension of existing no-stopping lines outside No. 239 Williams Street by five metres.
- (f) **Approves** the extension of existing no-stopping lines outside No. 229 Williams Street by three metres.
- (g) **Notes** that the installation of no-stopping lines as per recommendation (e) was due to the road shoulder camber being unacceptable for roadside parking that resulted in motor vehicles unable to access the road shoulder, and therefore parking within the adjacent cycle lane.
- (h) **Notes** that the extension of the existing no-stopping lines as per recommendations (f) and (g) was to adjust the parking bay length to ensure it accommodated full car lengths. This avoided excess space that may encourage vehicles to squeeze into left over space which may result in encroachment into the no-parking area and obstruct visibility to the crossing.
- (i) **Notes** that there was budget allocated for minor safety improvements in the current financial year for this project, as this was a carryover project from 2022/23.
- (j) **Notes** that the Utilities and Roading Committee approved this project as part of an overall programme of minor safety improvements on 19 July 2022.
- (k) **Notes** that following the works, the steps to the pedestrian crossing would remain and that this would be added to the future minor improvement programme for 2024/25.
- (l) **Requests** that neighbouring residents are consulted prior to the “speed cushions” being installed.

9 MATTERS FOR INFORMATION

9.1 Lions Club of Rangiora – Proposal to Sponsor a Speed Indicating Device – Peter Daly (Road Safety Coordinator Journey Planner)

(Report No. 231012162595 to the Management Team meeting of 13 November 2023).

9.2 Supplier Selection for Septage Receiving Facility Electrical Components – Belen Rada (Project Engineer) and Caroline Fahey (Water & Wastewater Asset Manager)

(Report No. 230911141336 to the Management Team meeting of 5 February 2024).

9.3 Southbrook RRP: Scrap Steel Recycling Options Assessment – Kitty Waghorn (Solid Waste Asset Manager)

(Report No. 231122187397 to the General Manager Utilities and Roading).

9.4 Solid Waste and Sustainability Education Programme Review – Janet Fraser (Utilities Planner) and Kitty Waghorn (Solid Waste Asset Manager)

(Report No. 230918145758 to the Management Team meeting of 18 December 2023).

57-88

RECOMMENDATION

THAT the Utilities and Roading Committee

(a) **Receives** the information in Item 9.1 to 9.4.

10 QUESTIONS UNDER STANDING ORDERS

11 URGENT GENERAL BUSINESS

12 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

In accordance with section 48(1) 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 sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

That the public be excluded from the following parts of the proceedings of this meeting:

- 12.1 Confirmation of Minutes from 21 November 2023.
- 12.2 Report from Management Team Operations 11 December 2023.
- 12.3 Report from Management Team Operations 11 December 2023.
- 12.4 Report from Management Team Operations 11 December 2023.
- 12.5 Report from Management Team Operations 18 December 2023.
- 12.6 Report from Management Team Operations 18 December 2023.
- 12.7 Report from Management Team Operations 15 January 2024.
- 12.8 Report from Management Team Operations 5 February 2024.
- 12.9 Report from Management Team Operations 12 February 2024.

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
12.1	Confirmation of Minutes from 21 November 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).

12.2	Report from Management Team Operations 11 December 2023	Good reason to withhold exists under Section 7	As per Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)”, and that both this report and the recommendations remain Public Excluded owing to the commercial sensitivity of the proposed negotiations.
12.3	Report from Management Team Operations 11 December 2023	Good reason to withhold exists under Section 7	As per Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)”, and that this report remains Public Excluded owing to the commercial sensitivity of the proposed negotiations, but the recommendations be made publicly available.
12.4	Report from Management Team Operations 11 December 2023	Good reason to withhold exists under Section 7	As per Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, “The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”, and that the recommendations in this report be made publicly available but that the contents remain public excluded.
12.5	Report from Management Team Operations 18 December 2023	Good reason to withhold exists under Section 7	As per Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)”, and that this report remains Public Excluded owing to the commercial sensitivity of the proposed negotiations, but the recommendations be made publicly available.
12.6	Report from Management Team Operations 18 December 2023	Good reason to withhold exists under Section 7	As per Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)”, and that this report remains Public Excluded owing to the commercial sensitivity of the proposed negotiations, but the recommendations be made publicly available.
12.7	Report from Management Team Operations 15 January 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, including to “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”, and that the recommendations in this report be made publicly available but that the contents remain public excluded as it contains commercially sensitive information.
12.8	Report from Management Team Operations 5 February 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(a),(g) and (i) of the Local Government Official Information and Meetings Act 1987, that the report, attachments, discussion and minutes remain Public Excluded for reasons of protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege but the recommendations be made publicly available.

12.9	Report from Management Team Operations 12 February 2024	Good reason to withhold exists under Section 7	As per Section 7(2)(h) of the Local Government Official Information and Meetings Act 1987, including to “enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities”, and that the recommendations in this report be made publicly available but that the contents remain public excluded as it contains commercially sensitive information.
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CLOSED MEETING

See Public Excluded Agenda (separate document)

OPEN MEETING

NEXT MEETING

The next meeting of the Utilities and Roading Committee will be held on Tuesday 19 March 2024 at 9am.

WORKSHOP

An update will be provided on several matters including:

- Backflow Policy
- Update on the UV project implementation
- Townsend Road Culvert
- 3 Waters Overview recent government announcement on Local Water Done well.
- Oxford Wastewater Treatment Plant
- Rangiora Eastern Link Road
- Kier Street – Blackett Street
- Road Designation.

Gerard Cleary (General Manager Utilities and Roading) -30mins

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 21 NOVEMBER 2023 AT 9AM.

PRESENT

Councillors P Williams (Chairperson), R Brine, N Mealings P Redmond, J Ward and Mayor D Gordon.

IN ATTENDANCE

Councillors N Atkinson, B Cairns and T Fulton.

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager), K Simpson (3 Waters Manager), S Allen (Water Environment Advisor), C Fahey (Water and Wastewater Asset Manager), J Recker (Stormwater and Wastewater Manager), K Straw (Civil Project Team Leader), and E Stubbs (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Williams Seconded: Councillor Mealings

That an apology for lateness be received and sustained from Councillor Brine who arrived at 9.45am.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday 17 October 2023.

Moved: Councillor Redmond Seconded: Councillor Mealings

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 17 October 2023, as a true and accurate record.

CARRIED

3.2 Notes of the meeting of the Utilities and Roding Committee held on Tuesday 17 October 2023.

Moved: Councillor Redmond Seconded: Councillor Mealings

THAT the Utilities and Roding Committee:

- (a) **Receives** the circulated workshop notes of the Utilities and Roding Committee held on 17 October 2023.

CARRIED

3.3 Matters arising (From Minutes)

There were no matters arising from the minutes.

4 DEPUTATION/PRESENTATIONS

4.1 Clarkville Hall Committee

Colleen O'Connell and Ian MacDonald from the Clarkville Hall Committee were in attendance to discuss the no-stopping restrictions on Heywards Road adjacent to Clarkville School and Clarkville Hall. I MacDonald presented photographs taken during school drop-off / pickup times which he described as a 'schemozzle' and advised that the Committee supported the staff recommendations that had been presented to the Kaiapoi-Tuahiwi Community Board (KTCB).

I MacDonald was concerned that the Ministry of Education (MoE) policy of allowing out of zone enrolments resulted in many cars dropping children to school as they were not eligible for the bus. He believed that the no-stopping restrictions proposed by the Council made the situation safer and expressed concern that the KTCB had rejected the staff recommendations following a presentation by the school principal. I MacDonald tabled a letter he had written to the MoE regarding the impact of out of school enrolments. He also tabled an October School newsletter with a parking update from the Principal which advised that the KTCB had rejected the no-stopping recommendation. He noted that the restrictions put forward by KTCB as an alternative to the staff recommendation would save four carparks, however the problem was bigger than that as there were over 100 cars involved.

I MacDonald advised that he had discussed his concerns with the Principal and there were some solutions that they believed could alleviate the issues including a one-way system and reducing the two bus parking space to one.

Mayor Gordon asked for clarification on which recommendation the Hall Committee supported, and I MacDonald advised it was the recommendation originally presented by staff to the KTCB and not the Board's resolution. It was clarified that the recommendation in the Committee Agenda was the KTCB resolution, and the original recommendation from staff could be found in the staff report.

Councillor Redmond asked what the Hall Committee were doing to assist the difficulties with carparking, and I MacDonald advised that the school were the biggest users of the hall facilities which included the carpark, hall, courts, and park. These were community owned facilities administered by the Committee. The school was charged \$800 per annum to use the facilities. Wear and tear were considerable, and the school did not contribute to upkeep or working bees.

Councillor Ward asked if it would be preferable to have a dedicated carpark such as at Fernside School and I MacDonald agreed it would be preferable, but that would be a MoE decision.

Councillor Mealings commented on the evolution of parking facilities at Ohoka School which had eventuated in acquiring land adjacent to the school for parking. She asked if the school had a drop-off lane.

Councillor Ward and Mealings requested that staff work with the school on options to improve the parking situation.

4.2 Clarkville School Principal

Kris Barrow (Clarkville School Principal) spoke to the Committee regarding the proposed no stopping restrictions on Heywards Road. He advised that he had attended the KTCB meeting and presented his concerns regarding the no stopping restrictions to members.

K Barrow provided some background information regarding the school and parking. After school he managed students and parents crossing the rural road and most motorists were generally supportive and safe. The school was grateful for the use of the hall facilities and noted that around three times a month there was a request for the facilities not to be used for a specific time which he passed onto parents. There had been concerns raised by the Hall Committee around the safety of parents driving, but no specific incidents reported. There was no delineation of parking in the hall carpark and no indication of in/out direction.

K Barrow agreed the parking situation outside the school was not ideal due to the limited space, however he had never observed a parent deliberately driving unsafely. As the carpark was not large, parents were forced to park on the grass berm. Currently parents generally parked within the 40km/h area directly outside of the school or within 50 metres of the sign. If yellow lines were painted on the road across from the school parents would be forced to park further along Heywards Road in the 70km/h area. Other motorists would not expect children to be walking this far from the school with no footpath present. He believed the recommendation from staff would result in unsafe outcomes for the youngest residents of the Waimakariri.

K Barrow expressed concern with information in the staff report including its statement that the school had an increasing roll. This was incorrect, as the school was built for 203 children and currently had a roll of 197 children and there was no intention of growing the roll to over 200 students.

K Barrow advised that he had been working with Peter Daly (Journey Planner/Road Safety Coordinator) around options for the school and that was progressing well. He encouraged members to consider the children first and suggested that the views of the school in the matter should be priority.

It was clarified that the school supported the resolution that came from the KTCB as presented in the Agenda.

Councillor Redmond asked if K Barrow was opposed to the no-stopping restrictions on the east side of Heywards Road from the intersection of Tram Road to the Clarkville Hall. K Barrow explained that the hedge and berm were overgrown in this location and parking would be better if these were maintained. Initially he had opposed the no-stopping restrictions, however he now agreed with the KTCB recommendation of restrictions from the intersection of Tram Road to the 40km/h school zone signage.

Councillor Redmond asked for clarification on the existence of no stopping restrictions outside the Hall. K Barrow explained there was confusion as there was very little delineation and it was not clear when the carpark became the roadside.

Councillor Redmond asked if the Principal agreed that the pickup/dropoff was a 'schemozzle' as described. K Barrow disagreed stating that it was not ideal and could be improved, and the school was working with P Daly on options to improve the current situation.

Councillor Redmond asked who initiated concerns around safety and K Barrow noted it was the Hall Committee.

Councillor Ward asked if it were possible to open the courts for parking and was advised that was not an option.

Councillor Ward asked if the school could work with the MoE on purchasing adjacent land for carparking and K Barrow agreed that would be useful, however in his conversations with the ministry he had been advised that carparking was the lowest priority for funding.

Councillor Fulton asked what improvements could be made to increase utilisation of buses. K Barrow advised that when the bus was at full capacity there were only 5-6 spaces available, however many parents found it more convenient to drop children to school on their way to work.

Councillor Fulton asked if there was an alternative that could be considered such as a 'bus shuffle' and K Barrow advised that they were looking at initiatives with staff including the removal of a bus bay.

Councillor Mealings asked about parking during events such as prizegiving and K Barrow agreed parking was challenging during events especially if the hall carpark was not available. Parking extended into the 70km/hr zone.

Item 8.1 was taken at this time; the minutes have been recorded as per the agenda.

5 **REPORTS**

5.1 **Cam River Enhancement Fund proposed projects and update – S Allen (Water Environment Advisor)**

S Allen spoke to the report noting that it requested that the Committee approve funding for the Cam River Enhancement projects as outlined in the report and note the information on the projects that had been completed. In previous years these reports been presented to the Land and Water Committee, however that delegation was now with the Utilities and Roding Committee. S Allen assured members that the projects would ensure access was maintained for necessary drainage work.

Councillor Fulton asked about other funding available, and S Allen advised that the Waimakariri Water Zone Committee (WWZC) ZIPA had some limited funds and that there was also some of the drainage budget available.

Councillor Fulton asked about engagement with Ngai Tūāhuriri and S Allen explained that in the past the strategy had been developed under a subcommittee and there was also engagement with Ngai Tūāhuriri through the WWZC.

Councillor Williams asked if staff were working in conjunction with Environment Canterbury (ECan) on planting as ECan were spending several million dollars on flood protection. S Allen confirmed that staff were working closely with ECan land and drainage engineers. Many of the projects to be approved for funding were on tributaries to the Cam River.

Councillor Atkinson asked if new stopbanks were being taken into consideration and K Simpson advised in the affirmative.

Councillor Mealings asked if the Cam River Enhancement Fund was specifically for the Cam as there was a special obligation to it, and S Allen agreed that was the case.

Moved: Mayor Gordon

Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 220526085582.
- (b) **Approves** the funding (\$15,000) of riparian native planting, instream habitat restoration, and fencing of Critical Source Areas located on Tuahiwi Road properties as scoped in the report.
- (c) **Approves** the funding (\$3,000) for the emptying of the sediment trap created by the University of Canterbury on the Middle Brook.
- (d) **Approves** the bank improvements and native planting works (\$11,000) proposed on the South Brook and Cam River, in conjunction with tree removal works under the Central Rural Drainage budget.
- (e) **Approves** the partial funding (\$5,000) to setback an existing fence on the North Brook to fence of Critical Source Areas as part of the North Brook Trail project.
- (f) **Notes** the results of the Cam River Enhancement Fund projects of emptying existing sediment traps, bank reshaping, and road drainage/dust control improvements carried out in autumn 2022.
- (g) **Notes** the Cam River Enhancement Fund fencing policy, attached to this report.
- (h) **Circulates** this report to North Canterbury Fish and Game, Department of Conservation – Rangiora Office, the Waimakariri Water Zone Committee, the Te Ngāi Tūāhuriri Rūnanga – WDC meeting, the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards, and the Central Rural Drainage Advisory Group, for information.

CARRIED

Mayor Gordon supported the work being undertaken and noted the clarification that the works would not interfere with ECan flood protection works. The works had been considered for some time and he acknowledged the work of staff and former Councillor Stewart regarding the Cam River Enhancement Fund.

Councillor Mealings noted that this was a long running project, and it was good to see the improvements. She was very supportive of the work continuing.

Councillor Williams was supportive of the motion; however he had some concerns regarding any planting compromising the ability to get machinery where required to carry out waterway maintenance. He was reassured by staff that this would not happen.

5.2 Rangiora Stormwater Management Plan 2025-40 Work Programme – S Allen (Water Environment Advisor)

S Allen introduced the report noting that it was for information. The Rangiora Stormwater Management Plan was required by 1 January 2025 and the proposed duration was until 2040 which was when the Council intended to meet Land and Water Regional Plan limits. The objective of the plan was to prevent downstream flooding and several projects were anticipated. In the current LTP \$9.4 million was earmarked for stormwater quality improvements.

S Allen advised that workshops had been carried out with the Te Ngāi Tūāhuriri hapū via Mahaanui Kurataiao Ltd, the Rangiora Ashley Community Board and the Waimakariri Water Zone Committee around the timeframe for plan development. An interim plan had been developed and over the next few months projects would be prioritised. A first draft would be presented to the

Runanga in June 2024. Any changes to the budget would require Council approval.

Councillor Williams noted the upcoming work on flood modelling for Rangiora and the Cam River and asked if there was enough time to incorporate information from those investigations. K Simpson provided some clarification regarding the timing of survey work and update of river model and hydrology.

Moved: Councillor Brine

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231005158021.
- (b) **Notes** the timeline, work programme, and consultation proposed for the production of a Rangiora Stormwater Management Plan 2025-2040 as required by consent CRC184601 by 1 January 2025.
- (c) **Circulates** this report to the Te Ngāi Tūāhuriri Runanga - WDC meeting, Waimakariri Water Zone Committee and Rangiora Ashley Community Board, for information.

CARRIED

Councillor Brine complimented staff on a good report.

5.3 Water Quality and Compliance Annual Report 2022-23 – C Fahey (Water and Wastewater Asset Manager)

C Fahey spoke to the report advising that the purpose was to provide an update on the annual water quality and compliance review for the 2022-23 year. There had been significant changes with the new Drinking Water Assurance Rules (DWQAR) coming into effect in November 2022 and for this reason the assessment had been carried out in two parts. The first covered the old standards and the second was carried out under the new standards.

The new standards required more stringent compliance and the report under the new standards was not good. The main reason for the non-compliance was lack of chlorination. There was also technical non-compliance due to missed samples (the new rules required a huge increase in sampling) and loss of and / or erratic data.

Councillor Redmond referred to recommendation (e) noting that Council's water supplies would not be fully compliant with the new DWQAR until June 2025 and asked if C Fahey agreed that the non-compliance results would not stop the exemption process in the meantime. C Fahey advised that discussions with the regulator had not raised any issues with that approach.

Councillor Mealings commented that reading of the non-compliance issues did not sound good and asked for further clarification. K Simpson noted that under previous standards the water supply was compliant. The results under the new standards were not different to those of any other water supply in New Zealand. Even Taumata Arowai (TA) were reflecting on what could be improved to make the compliance results more meaningful and tiered to risk, as for example, technical non-compliance did not mean that the water was unsafe. As the water unit was now required to collect three times more samples, and continuous monitoring (tests every 15 seconds), data sampling and capture issues could occur, for example if the wifi dropped out.

Councillor Mealings asked when it was thought changes may be made and K Simpson advised that TA were signalling amendments for 2024 and that other changes would be introduced with a lead-in time, as TA now acknowledged that it had not been helpful to require implementation and compliance from day one.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231107178842.
- (b) **Notes** that due to the new Drinking Water Assurance Rules (DWQAR) coming into effect in November 2022 and Taumata Arowai's requirement for water suppliers to start reporting on the new DWQAR from 1 January 2023, the assessment was completed in two parts. The first covering the old Drinking Water Standards New Zealand (DWSNZ) for the period 1 July 2022 – 31 December 2022 and the second covering the new Drinking Water Quality Assurance Rules (DWQAR) for the period 1 January 2023 - 30 June 2023.
- (c) **Notes** that the new DWQAR were much more stringent than the old Drinking Water Standards New Zealand (DWSNZ) 2005 (Revised 2018). The way in which treatment plant and distribution zone compliance could be gained under the new DWQAR was more challenging than under the now redundant 2018 DWSNZ.
- (d) **Notes** that for the compliance period assessed under the new DWQAR, there were a number of non-compliances across all supplies and staff had identified a number of improvement actions that would address the number of non-compliances received. The main non-compliances were being addressed with chlorination now implemented on all urban water supplies, and ongoing UV treatment projects to provide protozoa compliance (to completed by June 2024 for six supplies and by June 2025 for remaining two supplies). The other non-compliances are technical non-compliances (due to sampling and data capture issues which would require ongoing process improvement and equipment/system upgrades to address).
- (e) **Notes** that Council's water supplies would not be fully compliant with the new DWQAR until June 2025 when the last two water supplies had UV treatment installed. Even then there was still a risk of technical non-compliances due to data capture issues.
- (f) **Notes** that despite the number of non-compliances received across all supplies for the compliance period assessed under the new DWQAR, in terms of a water safety and risk point of view, the risk profile of the water supplies had not changed from the previous compliance periods. The new DWQAR required a much higher level of reporting (with very low threshold for data error) to be completed by the water supplier to demonstrate compliance. There was a risk that this would present a negative public perception and result in reputational damage to the Council as a water supplier.
- (g) **Notes** that the new DWQAR were imposed with no lead-in time to allow Waimakariri District Council to implement the UV treatment upgrades and the Council had implemented this programme as soon as practicable.
- (h) **Notes** that the water regulator Taumata Arowai had the authority to prosecute the Council for non-compliances with the DWQAR under the Water Services Act 2021. However, Council had an agreed timeframe in place with Taumata Arowai for implementation of both chlorination and UV treatment to meet bacteria and protozoa compliance and residual disinfection requirement for drinking water.
- (i) **Circulates** this report to the Community Boards for their information.
- (j) **Circulates** a copy of this report to Te Ngāi Tūāhuriri Rūnanga, the Te Kōhaka o Tūhaitara Trust and the Waimakariri Water Zone Committee for information.

CARRIED

Councillor Williams thanked staff for the report, commenting it was not a battle that could be won. Waimakariri had the safest water in New Zealand and he wanted to give confidence to every water user in the district that they were drinking safe water.

Councillor Redmond wished it would be made clear to residents that it was changes to regulation not safety issues that now made Waimakariri water supplies non-compliant. Water supplies had not deteriorated – rather the bar had risen. He was pleased to hear that technical non-compliance would not hold up Chlorine exemption applications. He assured residents that Waimakariri water supplies were some of the safest and best in the country.

5.4 July 2023 Flood Recovery Progress Update – K Simpson (Three Waters Manager), J McBride (Roading and Transport Manager) and D Pinfold (Flood Team Leader)

K Simpson introduced the report noting there were now 81 investigations (an increase of one due to splitting an investigation into two). Twenty percent of investigations had been completed, and of the maintenance actions 32% had been completed. From a financial perspective approximately \$1.26 million of \$4.055 million had been spent or 31%. More work was required in order to project an update on where the program would get to at the end of the current financial year.

Councillor Mealings asked if the Youtube link for preparedness for adverse events could be shared and K Simpson advised he could circulate the link.

Moved: Councillor Willimas Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231109180290.
- (b) **Notes** that the three key areas of Cam River / Ruataniwha, Tuahiwi and Waikuku Beach would require more detailed assessment, investigation and community and stakeholder consultation.
- (c) **Notes** that all 81 investigations had been triaged, 38 were currently being scoped, 17 were under investigation, nine had works being reviewed for approval and 17 were completed.
- (d) **Notes** that of the 126 maintenance actions, 68 were work in progress, 11 had works programmed, and 47 were completed.
- (e) **Notes** that the total cost estimate for the flood recovery work was \$4.055 million.
- (f) **Notes** that the expenditure to date was \$1,258,045 and the final forecast expenditure remained at \$4.055 million.
- (g) **Endorses** the Draft Communication Action Plan for flood recovery communications (Trim 231109180211).
- (h) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Williams wondered if staff were spending too much effort on updating the Committee and if a more basic update would be sufficient considering workloads.

5.5 Roading and Transport Activity Update – G Cleary (General Manager Utilities and Roading) and J McBride (Roading and Transport Manager)

J McBride advised the update provided a summary of work undertaken over the last 12 months. The report provided an overview of several areas including response to service requests and processing traffic management plans. There had been a focus on proactive maintenance, for example pothole repair, as well as auditing of the maintenance contract.

Councillor Willimas asked about traffic management cones and signage being set up while repairs were not being carried out and asked why there were instances of that. J McBride advised that she was not aware of sites where that had occurred recently, it was something the roading team investigated. A big site which would have a large impact on traffic may have signage setup earlier, Code of Practice for Temporary Traffic Management (CoPTTM) guidelines were followed.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231005158573.
- (b) **Notes** the information provided was an outline of activities in the transportation area, over the year from September 2022 to September 2023.
- (c) **Circulates** this report to the Community Boards for information.

CARRIED

Councillor Redmond thanked staff for the report noting that it was pleasing to see a decrease on service requests from the previous year and the proactive work occurring on potholes. He hoped the roading network would continue to be fully resourced under the Long Term Plan. He also noted that anecdotal evidence showed the number of service requests were reducing.

Councillor Ward congratulated the team and noted that despite a decrease in Central Government funding staff had listened to the concerns of rural residents.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 Roading – Councillor Philip Redmond

Issues/ focus for staff

- A continuing focus on budgets in advance of the Long Term Plan. Further workshop with the Council on 28 November 2023 on maintenance budgets.
- Staff were working with WSP and Corde on the Lees Valley Road slip repairs. Works were planned to start on 21 November 2023 and be completed before Christmas 2023. Portfolio holder visit organised for this week. A trip was being organised for all elected members next year.
- Island Road / Mounseys Stream – a repair method to address scour downstream of the bridge had been agreed. Repairs to be completed before Christmas 2023.
- Speed Management Plan consultation was currently underway. Four drop-in sessions held with low turn out to all.

- Staff were working with Selwyn District Council on Waimakariri Gorge Bridge re-decking project. The design allowed for a new plywood panel deck. It was planned to tender before Christmas 2023 with construction likely to be around March 2024. A report was to be brought to the Council in December 2023 on this subject.

Funding applications to Waka Kotahi

- An application was to be submitted for the wind event mid-October. Report to the Council in December 2023.
- An application had previously been submitted to Waka Kotahi for the July 2023 Flood Event. A decision had not yet been received on this request.

Capital

- Detailed design for River Road Upgrade and Island Road / Ohoka Road Intersection was nearly complete and contracts prepared to go out to tender.
- Transport Choices detailed design was continuing, however funding for construction was on hold. Memo sent to all Community Boards.
- Townsend Road culvert investigation / preliminary design consideration was continuing.
- Kerb and channel renewals designs were nearing completion.

Operational

- Grass and weed growth had continued to be rampant. Spraying and mowing were continuing.
- A busy time ahead with repairs and resurfacing on some busy roads. Comms would go out ahead of the works.
- Pavement rehabilitation work had been completed on Lower Sefton Road and the road was opened just prior to Canterbury Show weekend.
- Easterbrook Road was currently closed as areas of granular overlay were being carried out. Work was to be completed before Christmas 2023.
- A pavement rehabilitation was planned on the western end of Tram Road after Christmas 2023. Design and details were being confirmed and would be shared with the Council and the Oxford-Ohoka Community Board before Christmas 2023.
- Chip-sealing continued this month with Woodend Road planned for a one day closure (weather permitting).
- Installation of new sewer mains were about to begin in Rangiora with closures on Johns Road between now and Christmas. Detours would be in place while the work was carried out. There was also a new main to be installed along King Street with an application for a south bound closure between Blakett Street and High Street currently being reviewed.

Road Safety

- Liaising with schools about the Speed Management Plan consultation and providing information where required.
- Safety messaging about being aware of cyclists shared.
- During November 2023 Police had a focus on RIDS (Restraints, Impairment, Distraction, Speed).

Community

- The Oxman triathlon was planned for Sunday 26 November 2023. Harewood Road would be closed between Poyntz Road and South Eyre Road. There would be stop/go operations and a temporary speed limit in place along the cycle leg of the race. The following was a link to the map: <https://ridewithggs.com/routes/31724662>.
- It was coming into that busy time of year with various events around the district including.
 - Rangiora Christmas Market in the Park -24 November 2023

- Kaiapoi Christmas Carnival and Santa Parade – 2 December 2023
- Rangiora Santa Parade and Christmas in the Park – 10 December 2023.

7.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

- The chlorination of the Oxford Urban water supplies had gone well.
- Ohoka and Cust had water outages over the weekend. Measures were being put in place to stop similar outages in the future.
- A trial to control midge flies at the Woodend wastewater treatment plant had been undertaken using a bio-larvicide. There was an upcoming workshop on options.

Mayor Gordon congratulated staff on the excellent communications that had accompanied the chlorination rollout, there had been very few complaints.

7.3 Solid Waste– Councillor Robbie Brine

- Eco Educate had attended the Canterbury A&P Show to share information.
- Kerbside recycling audits would soon be complete for the year. The auditors had moved into Ravenswood and Woodend and found contamination. There would be ongoing education.
- A security camera had been installed at the Cust recycling station and that was going well.

7.4 Transport – Mayor Dan Gordon

- Awaiting direction from the new Government around strategic issues including walking and cycling links and mass rapid transit.
- A lot of effort going on behind the scenes with Regional Land Transport Committee.
- Eastern link and Skewbridge remain important projects and the Council was being ambitious in that space.

8 MATTERS REFERRED FROM COMMUNITY BOARD

8.1 Request approval of No-Stopping Restrictions in Heywards Road – S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)

J McBride advised that the report had been presented to the Kaiapoi-Tuahivi Community Board in October 2023, prior to that staff had met with Clarkville Hall and School representatives to look at options for safety improvements. A holistic plan was required to look at the wider issues and several actions were being worked through to mitigate safety issues. These included working with the Clarkville Hall on parking markings and a dedicated in/out egress to try and improve discipline and maximise the number of users. Other options were a 'kiss and go' lane and the school splitting the pick-up times which was an option other schools had used successfully. A small budget was available for minor improvements.

Safety concerns had been raised by Hall representatives as cars were parking in the live lane when dropping off or picking up children. Parking behaviour that caused safety concerns had also been witnessed by staff on site visits.

Councillor Mealings requested clarification on how proposed no-stopping restrictions aligned with the lowering speed limits and the Speed Management Plan (SMP). J McBride noted that the SMP was an involved process with hearings in February 2024, Council consideration and approval by the Director of Land Transport. The SMP would not be in place until March-June 2024.

Councillor Redmond asked if it were staff preference to have the no stopping restrictions from the corner of Tram Road to the Hall carpark and J McBride agreed that was the case, but also in conjunction with other improvements to maximise the full carparking area to ensure the situation was not made worse.

Councillor Redmond asked if staff believed having the no-stopping lines to the 40km/hr would be an improvement and J McBride agreed it was, however cars from the 40km/hr sign to the hall were still parking in the live lane.

Mayor Gordon asked if recommendation (d) which referred to working on a holistic road safety plan in conjunction with the school also included working with the Hall Committee and J McBride agreed that the Hall Committee were part of discussions and keen to be involved.

Councillor Williams asked if improvements could be made to the berm to improve parking. J McBride commented the berm area was very wet and the groundwater table was high, there was clear evidence of cars getting stuck. Significant work would be required to dig out and improve the berm for parking.

Moved: Councillor Redmond Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Approves** installation of the following no-stopping restriction:
 - i. On the east side of Heywards Road from the intersection of Tram Road to the 40km/h school zone signage as an interim measure subject to recommendation (d).
- (b) **Notes** that staff had met with Clarkville School and Hall representatives and discussed a series of actions to help mitigate safety concerns outside the school.
- (c) **Notes** Clarkville School did not support the installation of no stopping lines until after a lower speed limit was implement on Heywards Road, however due to safety concerns, it was being recommended that installation of the no stopping proceed earlier (after communications on use of the carpark had been sent out via the School Newsletter).
- (d) **Requests** staff develop a holistic road safety plan for Heywards Road in conjunction with the Clarkville School and Clarkville Hall Committee which should include speed options, possible parking options using the Clarkville Community Hall parking area and berm edges and any other mechanisms to ensure children's safety when crossing the road. This plan to be brought back to the Utilities and Roading Committee for ratification.
- (e) **Ensures** that the maintenance of the hedge opposite the school on Heywards Road was maintained appropriately to ensure improved visibility for motorists of the 40km/h school warning sign.

Councillor Redmond was conflicted as he supported the staff report however also considered the views of the school. The only substantial change to the staff recommendation was the restriction of the no stopping area to the 40km/hr sign. He saw this measure as an interim step and the no-stopping lines may need to be extended following development of an overall safety plan. He believed there needed to be a three-way constructive discussion and agreement between the School, Hall and the Council to ensure all were in agreement and there was benefit to children's safety. He noted that concerns around safety had been raised by the Hall Committee not the school and he

agreed that it was a 'schemozzle' and an area to be avoided. Councillor Redmond commented that he believed the staff report had been very well written.

Councillor Ward supported the restrictions as an interim solution. She encouraged the parties going forward to work with the Minister of Education for a dedicated parking space.

Amendment

Moved: Mayor Gordon Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Approves** installation of the following no-stopping restriction:
 - ii. On the east side of Heywards Road from the intersection of Tram Road to the 40km/h school zone signage.
- (b) **Notes** that staff had met with Clarkville School and Hall representatives and discussed a series of actions to help mitigate safety concerns outside the school.
- (c) **Notes** Clarkville School did not support the installation of no stopping lines until after a lower speed limit was implemented on Heywards Road, however due to safety concerns, it was being recommended that installation of the no stopping proceed earlier (after communications on use of the carpark had been sent out via the School Newsletter).
- (d) **Requests** staff develop a holistic road safety plan for Heywards Road in conjunction with the Clarkville School and Clarkville Hall Committee which should include speed options, possible parking options using the Clarkville Community Hall parking area and berm edges and any other mechanisms to ensure children's safety when crossing the road. This plan to be brought back to the Kaiapoi-Tuahiwi Community Board for ratification.
- (e) **Ensures** that the maintenance of the hedge opposite the school on Heywards Road is maintained appropriately to ensure improved visibility for motorists of the 40km/h school warning sign.

CARRIED

A division was called:

For 4: Mayor Gordon, Councillors Brine, Mealings and Williams

Against 2: Councillors Redmond and Ward.

Mayor Gordon appreciated it was a difficult issue and acknowledged all roading staff as superb and committed to road safety. Regarding parking improvements at Swannanoa School, the school, community, and Council had worked together for some time to consider options. He noted that due to the parking constraints Clarkville School relied on the goodwill of the Hall Committee and so it was important that they were included as part of the discussions. He believed it was appropriate that the matter was brought back to the Kaiapoi-Tuahiwi Community Board. Discussions with all parties would ensure a plan was brought together that had broad agreement.

Councillor Mealings supported the amendment that brought the matter back to the Community Board. She agreed that the hall committee and school needed to work together for the best outcome and they, like the Community Board, were the grassroots.

Councillor Atkinson commented it was a well thought out, unanimous recommendation that had come from the Kaiapoi-Tuahiwi Community Board to the Committee. He was encouraged that the Road Safety Coordinator was already working alongside the community and the school on a holistic plan and he agreed that the plan should go back to the Community Board for approval.

8.2 Marshall Street Changes associated with Southbrook School Travel Plan – K Straw (Civil Project Team Leader) and D Young (Senior Engineering Advisor)

K Straw advised that the report had been presented to the Rangiora-Ashley Community Board November 2023 meeting.

Councillor Redmond asked if the residents adjacent to the two on-street carparks that were to be removed had been consulted. K Straw advised that the house at No 33 was to be demolished however staff were happy to consult with the landowners. As the road reserve was narrow the only alternative would be to purchase property.

Councillor Williams noted that Southbrook School had a travel plan and asked if something similar would be possible for Clarkville School. K Straw explained that the school travel plan had arisen from an independent road safety audit and was not something routinely completed. J McBride agreed the travel plan was to address a specific need however there was potential to look at a plan for Clarkville School in the future.

Moved: Councillor Ward Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Approves** the scheme design (Trim: 220817141870).
- (b) **Approves** the removal of two on-street car parks on the eastern side of Marshall Street (opposite No. 33) to accommodate the proposed footpath connection.
- (c) **Notes** that the scheme design had been developed in conjunction with Southbrook School, as part of the development of the School Travel Plan, and that the proposed layout had been subject to an independent Road Safety Audit.
- (d) **Notes** that this project was funded through the “Transport Choices” funding stream, which required that all works were complete by June 2024.

CARRIED

Councillor Ward noted the continuing liaison with the school and thanked the team for their work, it would be good to see the project completed.

Councillor Redmond commented that as the Roading Portfolio holder he was a member of the Working Group and had observed the good collaboration between the Council, Community Board and the school which had led to a good process and outcome, he was supportive of the motion.

Councillor Williams noted that while it was disappointing that more carparks required removal it was necessary in this case.

8.3 Oxford Stormwater Upgrade – Church Street Reserve – M Henwood (Project Engineer) and J Recker (Stormwater and Waterways Manager)

J Recker advised that the report had been presented to the Oxford-Ohoka Community Board (OOCB) at its November 2023 meeting. The purpose was to approve formalising a secondary flow path to direct water away from residential properties and into Church Street Reserve. In the past, 30 service requests had been lodged regarding the flooding issue.

Investigations for a separate project at the A&P Showgrounds was also underway with construction programmed for 2025/26.

Councillor Fulton asked if staff had consulted with the sporting clubs who used the showgrounds. J Recker advised that there had been an initial site visit and following the OOCB meeting staff had reached out to the A&P Committee who had concerns regarding the swale bund.

Councillor Fulton asked if staff believed that the flood control work would be of detriment to the growth of the clubs and J Recker advised that staff would work with the clubs and would not move forward with work if it was to the detriment of the clubs.

Mayor Gordon asked for clarity on the position of the A&P Committee. J Recker advised they were not concerned with stage 1 (formalising the secondary flow path to Church Street Reserve) however were not supportive of stage 2 (programmed for 2025/26).

Mayor Gordon asked what the concern was and J Recker explained that it was the construction of a swale and bund in the A&P Showgrounds and the amount land that would use.

With the permission of the Chair, Steve Macaulay of the A&P Committee came to the table.

S Macaulay clarified that stage 1 would not affect the A&P grounds however the Committee was concerned with stage 2. The Committee had several costs maintaining the land and they were concerned that using the land for the swale could limit future income stream options. He acknowledged the concerns of residents regarding Burnett Street flooding and provided some background on drainage and potential solutions.

Mayor Gordon asked if staff were looking to have further engagement with the A&P Committee and G Cleary replied that they would for stage 2, and the design would also go back to the Board. It was his understanding that the Committee were not concerned with the work outlined in the report. S Macaulay confirmed that the Committee did not have concerns with stage 1.

Councillor Fulton asked about the reference to the lack of sumps and asked why that would be the case. G Cleary provided some background commenting that Oxford had challenges for example the wastewater system was retrofit and there was a lack of kerb and channel which would make sumps difficult to retrofit. Flooding in Oxford was generated by rural runoff and was not generated in town.

Councillor Mealings asked if there had been a piecemeal catchup in Oxford infrastructure following the handover from the Oxford County Council and G Cleary agreed. Oxford had unique challenges including being in a floodplain and having developed as semiurban with large lot sizes. Oxford had also not experienced the same level of growth which had been beneficial to other towns to gain infrastructure improvements.

Councillor Mealings sought clarification that the report was to just approve stage 1 and consultation would be undertaken before stage 2 and J Recker agreed.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Utilities and Roading Committee:

- (a) **Approves** the proposed solution to formalise the secondary flow path in 58 Burnett Street away from residential properties and onto Church Street from Church Street Reserve.
- (b) **Notes** that the secondary flow path would be altered to convey stormflows into the Church Street Reserve where it would drain to ground in moderate storm events. In large storm events the stormflow would spill over into Church Street which outlets into the road reserve.
- (c) **Notes** that there was a separate project at the A&P Showgrounds, with construction programmed in the 2024/25 financial year. This project would mitigate the flooding issues experience at 189 High Street
- (d) **Notes** that this work was funded by budget PJ 101964.000.5123, which had a total budget of \$200,000 for the 2023/24 year. Total expected project expenditure including construction and design fees was \$157,000.
- (e) **Notes** that a portion of the above costs were allocated to the design of the A&P Showground improvements (\$35,000) and would include a thorough consultation process with all the A&P Showground stakeholders.

CARRIED

Mayor Gordon thanked S Macaulay for his clarification. Stage 2 would need to adequately consider a range of opinions through an engagement process. It was important the clubs did not feel threatened by the works. In terms of the recommendation, it was important for moving the project forward.

Councillor Redmond acknowledged it was unusual for S Macaulay to speak, however he appreciated his comments. He was supportive of the motion.

Councillor Fulton asked for consideration of the opportunity for engagement with the community. There were considerations around the use of the space and perhaps the need to formalise user agreements.

9 MATTERS FOR INFORMATION

9.1 Approval to Install Stop Controls at Various Intersections along Seddon Street, Rangiora – A Mace-Cochrane (Transport Engineer) and S Binder (Senior Traffic Engineer)

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Utilities and Roading Committee

- (a) **Receives** the information in Item 9.1.

CARRIED

10 QUESTIONS UNDER STANDING ORDERS

There were no questions understanding orders.

11 URGENT GENERAL BUSINESS

There was no urgent general business.

The meeting adjourned for a break from 11.40 to 11.45am.

12 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) 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 sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: Councillor Ward

Seconded: Councillor Redmond

That the public be excluded from the following parts of the proceedings of this meeting:

- 12.1 Drainage maintenance performance.
- 12.2- Reports referred from the Management Team for information.
- 12.8

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
12.1	Drainage Maintenance Performance	Good reason to withhold exists under section 7	this report remains Public Excluded as it would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, and to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations, as per LGOIMA Section 7 (2)(b)(i) and 2(i).
12.2	Report from Management Team Operations 28 August 2023	Good reason to withhold exists under Section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).
12.3	Report from Management Team Operations 28 August 2023	Good reason to withhold exists under Section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).
12.4	Report from Management Team Operations 16 October 2023	Good reason to withhold exists under Section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).
12.5	Report from Management Team Operations 16 October 2023	Good reason to withhold exists under Section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).

12.6	Report from Management Team Operations 16 October 2023	Good reason to withhold exists under Section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).
12.7	Report from Kaiapoi-Tuahiwi Community Board Meeting 16 October 2023	Good reason to withhold exists under Section 7	contains intellectual property relating to the mural design and would disclose a "trade secret" and would be likely unreasonably to prejudice the commercial position of the artist, as per LGOIMA Section 7 (2)(b)(i) and (ii).
12.8	Report from Management Team Operations 16 October 2023	Good reason to withhold exists under Section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) LGOIMA Section 7(2)(i).

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting commenced at 11.45am and concluded at 12.10pm.

OPEN MEETING**Recommendation to resume Open Meeting**

Moved Councillor Ward

Seconded Councillor Mealings

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

CARRIED**NEXT MEETING**

The next meeting of the Utilities and Roading Committee will be held on Tuesday 20 February 2024 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 12.10PM.

CONFIRMED

 Chairperson

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** RDG-22-04, DRA-16-05 / 240208017995**REPORT TO:** UTILITIES AND ROADING COMMITTEE**DATE OF MEETING:** 20 February 2024**AUTHOR(S):**
Kalley Simpson, 3 Waters Manager
Joanne McBride, Roading and Transport Manager
Pat Towse, Flood Team Lead**SUBJECT:** July 2023 Flood Recovery Progress Update**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


 General Manager



 Chief Executive
1. SUMMARY

- 1.1 This report provides a progress update on the July 2023 Flood Recovery work programme, including investigation work and maintenance actions, and provides an overview of the physical works programme recommended by the investigations.
- 1.2 A total of 351 service requests have been received related to the July 2023 storm event, which have been triaged and classified into a total of 86 investigations, 127 maintenance actions and 31 customer advice actions. The total number of investigations has increased by 5 to 86 following the previous report to the Utilities & Roading Committee, as several investigations in Kaiapoi and Tuahiwi have been split into separate flooding issues and a maintenance check on Mairaki Road has changed to an investigation.
- 1.3 As at 8 February 2024, all investigations have been triaged, 16 are in the scoping phase and 13 are under investigation, 29 are in the approval stage and 28 have been completed. There are now five resources from the Flood Team allocated to undertaking the investigations and implementing any immediate works this financial year. It is estimated that the Flood Team has completed 72% of the investigation work.
- 1.4 A further 127 maintenance actions were also identified from the service requests following the July 2023 event. As at 8 February 2024, all have been started and 3 are work in progress, 21 have been programmed, and 103 have been completed. There is one resource from the Flood Team allocated to completing the maintenance inspections and assigning actions to our maintenance contractors. It is estimated that the Flood Team has completed 98% of the maintenance work.
- 1.5 Work on the following three key focus areas that experience extensive flooding has commenced:
- **Cam River / Ruataniwha** – Immediate maintenance works were completed in October. Remaining maintenance works, which are being undertaken by Environment Canterbury, commenced in November, with the section below Bramleys Road expected to be completed by the end of February and the section above Bramleys Road programmed for March. Localised stopbank improvement works to improve the upper Cam River / Ruataniwha system upstream of Bramleys Road are currently being programmed for construction.

- **Tuahiwi** – A detailed site investigation is underway to establish the extent of maintenance works required on the main channel of the Tuahiwi Stream / Waituere and upgrading work on the diversion channel from Greens Road to the Cam River / Ruataniwha. Initial meetings with impacted property owners have been held and the immediate maintenance work has been completed.
 - **Waikuku Beach** – Detailed assessment is underway to determine the cause of flooding from the Taranaki Stream which was higher than expected. This work will look at factors such as the operation of the flood gate, upstream development, and the catchment hydrology, including any recharge from the Ashley River. A meeting with Environment Canterbury has been held as part of scoping the modelling work required.
- 1.6 The total cost of the flood recovery work is \$4.055 million (refer TRIM 230921147926). To date \$1,796,932 (or approximately 44%) of the work has been completed and the final forecast expenditure remains at \$4.055 million. It is anticipated that some of this spend with carryover into the 2024/25 financial year.
- 1.7 A communications strategy document has been prepared, which covers the update of the website for the July 2023 event and regular fortnightly updates, phone call or email contact with the service request submitters to provide updates, residents meetings where appropriate, and close out correspondence when each investigation is complete.

Attachments:

- i. Flood Recovery Detailed Tracking July 2023 Event – As at 8th February 2024 (Trim 240208018500).
- ii. Flood Recovery Dashboard July 2023 Event – As at 8th February 2024 (Trim 240208018229).

2. RECOMMENDATION

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 240208017995.
- (b) **Notes** that all 86 investigations have been triaged, 16 are currently being scoped, 13 are under investigation, 29 have works being reviewed for approval and 28 are complete.
- (c) **Notes** that all 127 maintenance actions have been triaged, 3 are work in progress, 21 have works programmed, and 103 are complete.
- (d) **Notes** that the total cost estimate for the flood recovery work is \$4.055 million.
- (e) **Notes** that the expenditure to date is \$1,796,932 and the final forecast expenditure remains at \$4.055 million.
- (f) **Circulates** this report to all Community Boards for information.

3. BACKGROUND

- 3.1 The district experienced a significant rainfall event over the weekend of 22-24 July 2023, with the coastal area around Woodend receiving approximately 150mm of the rainfall over a 48 hour period.
- 3.2 A total of 351 service requests related to the July 2023 storm event were received. All service requests have been acknowledged and have been collated, triaged and categorised. This work has identified that there is a total of 86 investigations and 127 maintenance tasks that need to be undertaken to address the issues raised in the service requests (refer Table 1 below). There are also 31 service requests predominantly related to private drainage issues where advise is required to be provided to the customer.

Table 1 – Classification of Service Requests

Classification		No. SR	Investigations	Maintenance Tasks
Investigations	Recent (July 2022)	82	36	-
	Historical (pre 2022)	54	30	-
	New (July 2023)	25	20	-
Maintenance		159	-	127
Customer Advised		31	-	-
TOTAL¹		351	86	127

¹ Note that the total number of service requests is greater than the number of investigations and maintenance tasks as an investigation or maintenance task can have multiple service requests associated with the work.

- 3.3 It is noted that the total number of investigations may still change as additional areas related to the flooding in July 2023 are raised.
- 3.4 A Flood Team has been established, predominantly comprising of external resources but with support from internal resources where there is existing project work underway related to the issue. The tracking system, used for the previous Flood Team investigation work, will again be used to ensure that each investigation is tracked through until completion.
- 3.5 The Flood Team will be overseen by a Flood Recovery Project Control Group (PCG), comprised of relevant managers from the Utilities & Roading department. The PCG will be updating the tracking spreadsheet weekly, providing an update memo via email to Councillors and Community Board members fortnightly, and reporting formally to the Utilities and Roading Committee monthly.

4. ISSUES AND OPTIONS

Key Focus Areas

- 4.1. The three key focus areas that experience extensive flooding that will require more detailed assessment, investigation and community and stakeholder are:
- Cam River / Ruataniwha
 - Tuahiwi
 - Waikuku Beach
- 4.2. A report Cam River / Ruataniwha was presented to the previous Utilities & Roading Committee meeting in October (refer Trim 231005158212). Immediate maintenance works to remove fallen trees was completed in October. The remaining maintenance works is currently being undertaken by Environment Canterbury with the section below Bramleys Road expected to be completed by the end of February and the upper section above Bramleys Road programme for March. Localised stopbank improvement works to improve the upper Cam River / Ruataniwha system upstream of Bramleys Road are currently being programmed for construction. Environment Canterbury have recently completed the re-surveying of the bed and banks of river. This information will feed into the proposed update of the Scheme Plan for the Cam River/ Ruataniwha.
- 4.3. Detailed site investigation is underway in the Tuahiwi area to establish the extent of maintenance works required on the main channel of the Tuahiwi Stream / Waituere and the on the diversion channel from Greens Road to the Cam River / Ruataniwha. Initial meetings with impacted property owners have been held.
- 4.4. Modelling works of the Taranaki Stream has commenced as part of the detailed assessment to determine the cause of higher than expected flooding in Waikuku Beach. This work will assess factors such as the operation of the flood gate, upstream development, flood storage within the Tutaepatu Lagoon area and the catchment hydrology, including any recharge from the Ashley River. A meeting with Environment Canterbury has been held as part of scoping the modelling work required.

Progress of Investigations

- 4.5. All of the 86 investigations have been triaged, 16 are in the scoping phase, 13 are under investigation, 29 are being reviewed and 28 are complete. The total number of investigations has increased by 5 to 86 following the previous Utilities & Roading Committee meeting. This was because the flooding issues experienced in Fairweather Crescent in Kaiapoi and Greens Road, Tuahiwi road and Te Pouapatuki Road in Tuahiwi, have been split into separate individual investigations and the maintenance check in Mairaki Road has warranted further investigation. The current status of these are summarised in the following table.

Table 2 – Progress of Investigations

Phase	Previous Report	Current Status ⁴	Change
Triaging	0	0	-
Scoping	38	16	-22
Under investigation (Flood Team)	17	13	-4
Review and approval (Asset Manager)	9	29	+20
Maintenance / immediate works programmed ¹	0	0	-
Improvement works proposed ²	0	0	-
Completed ³	17	28	+11
Total	81	86	

¹ For the current financial year.

² Subject to future year budget process.

³ Investigation complete, actions agreed. works programmed or budgeted, customer/s called back.

⁴ As at 8 February 2024.

- 4.6. The 16 investigations that are still in the scoping phase have been assigned to a Flood Team member and the initial scope has been developed as part of the triaging phase. Further work is required to confirm the scope and commence the investigation work. The remaining investigations are low priority yet still expected to be completed by the end of April 2024.
- 4.7. While progress is being made on the 86 investigations, addressing the issues through physical works or changes to maintenance practice (if it is WDC's responsibility) is the outcome that is most sought by the affected residents. The following table provides a summary of the solutions identified by the investigations, which will be updated as the investigations are progressed to completion.

Table 3 – Outcome of Investigations

Implementation Solutions	Previous Report	Current Status	Change
Not yet determined	75	58	-17
Physical Works FY23/24	6	21	+15
Future year capex	0	2	+2
O&M changes	0	0	-
No action/Customer Advice	0	5	+5
Total	81	86	+5

- 4.8. The current expenditure for investigations is \$350,823. The budget for the investigation costs is up to \$450,000 drawing from the allocated fund of \$600,000 for the Flood Team investigation work.

- 4.9. There are 35 investigations that have been previously investigated due to past flooding events. The budgets assigned to these investigations (FT04 to NS5) are to cover the costs associated with investigating the cause of flooding and confirm if the previous programmed works would address the flooding issues observed in the recent July 2023 event.

Progress with Maintenance Actions

- 4.10. Of the 126 maintenance actions all 126 have now been inspected. The current status of these is summarised in the following table.

Table 4 – Progress with Maintenance Actions

Phase	Previous Report	Current Status²	Change
To be started	0	0	-
Work in progress	79	24	-55
Completed ¹	47	103	+56
Total	126	127	+1

¹ Inspection complete, maintenance required programmed, customer/s called back.

² As at 8 February 2024.

- 4.11. The current expenditure for maintenance actions is \$119,052. The budget for the maintenance action costs is up to \$150,000 drawing from the allocated fund of \$600,000 for the Flood Team investigation work.

Communications

- 4.12. The communications strategy document has been prepared and endorsed by the Utilities & Roading Committee.
- 4.13. The website has been updated to deliver the flood response progress to the public based on the progress as at 8th February 2024.
- 4.14. A programme of regular communications has been implemented to support the recovery programme. In particular, the following key activities will be undertaken, similar to the previous approach:

- A fortnightly dashboard and detailed tracking sheet published on the website.
- Personal phone calls or emails to submitters when investigations begin to understand the issue, with follow up communications to confirm the outcomes.
- Residents meetings, either street meetings or at community halls, will be held where appropriate. A residents' meeting has already been held in the West Eyreton Hall for the Washington Place flooding issue. Additionally, several street meetings have already been held for the Bramleys Road / Cam River flooding issue, the Threlkelds Road flooding issue and the Tram Road flooding issue.
- Close out emails or communications with submitters as appropriate when each investigation is complete.

Implications for Community Wellbeing

- 4.15. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.16. Safe and reliable Roading and 3 Waters infrastructure is critical for wellbeing. 3 Waters infrastructure includes adequate drinking water, wastewater drainage and stormwater drainage for health and Roading infrastructure is required to provide safe egress and enable residents to access goods and services within the community.

- 4.17. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

Mana whenua

- 5.1. Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report as it relates to impacts on waterways and rivers. Staff will update the Runanga at the executive meetings and where relevant on specific projects or consents engage with Mahaanui Kurataio Limited.

Groups and Organisations

- 5.2. A number of the issues in this report cross over with Environment Canterbury (Ecan) in terms of consenting, or in relation to rivers and natural waterways assets and services they maintain. Staff from Ecan and WDC are working to proactively coordinate where necessary.
- 5.3. There are some drainage related issues that also relate to water races and irrigation races. Where this is the case staff are coordinating with Waimakariri Irrigation Limited.

Wider Community

- 5.4. The wider community is likely to be affected by, or to have an interest in the subject matter of this report, as the wider community has been impacted by the recent flood event.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

Financial Implications

- 6.1. The Council has approved unbudgeted expenditure of up to \$4.055 million in the current (2023 / 2024) financial year for emergency and immediate works responding to and recovering from the flooding. A further report, covering the funding and rating implications, was provided to Council in October to seek approval of budgets for this expenditure. Subsequent reports to the Utilities & Roading Committee will provide an update on forecast expenditure versus the approved budget.
- 6.2. The updated cost estimate and spend to date for the works associated with recovery from the flood is summarised below with the assessment of the funding source.

Table 5 – Financial Spend Summary

Area	Estimate	Spent to date	Forecast final expenditure
Roading	\$1,950,000	\$1,078,742	\$1,950,000
Stormwater	\$230,000	\$116,320	\$230,000
Land Drainage	\$815,000	\$16,240	\$815,000
Rivers	\$300,000	\$10,000	\$300,000
Wastewater	\$160,000	\$116,320	\$160,000
Flood Response Investigations	\$600,000	\$469,875	\$600,000
TOTAL	\$4,055,000	\$1,796,932	\$4,055,000

- 6.3. At this stage it is expected that the final expenditure will be within the budget estimate approved by Council in October 2023. Subsequent reports to the Utilities & Roading

Committee will provide a detailed update of the expenditure to date and the expected spend profile both this financial year and next financial year.

Sustainability and Climate Change Impacts

- 6.4. The frequency and severity of flood events is likely to increase due to the impacts of climate change.

Risk Management

- 6.5. There are risks arising from the adoption/implementation of the recommendations in this report.
- 6.6. A risk-based approach has needed to be adopted around the management of any improvements works. Whole of life cost will be considered when agreeing the extent of works and the residual risk due to further rainfall events.

Health and Safety

- 6.7. There are health and safety risks arising from the adoption/implementation of the recommendations in this report.
- 6.8. Physical works will be undertaken to repair flood damage and as per standard process for any physical works, the contractor will be required to provide a Site Specific Health & Safety Plan for approval prior to work commencing on site.

7. CONTEXT

Consistency with Policy

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

Authorising Legislation

- 7.2. The Land Transport Management Act is the relevant legislation in relation to Roading activities.

Consistency with Community Outcomes

- 7.3. The Council's community outcomes are relevant to the actions arising from recommendations in this report.
- 7.4. This report considers the following outcomes:

There is a safe environment for all

- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

Transport is accessible, convenient, reliable and sustainable

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes.

Core utility services are sustainable, resilient, affordable; and provided in a timely manner

- Harm to the environment from sewage and stormwater discharges is minimised.
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard.
- Waste recycling and re-use of solid waste is encouraged, and residues are managed so that they minimise harm to the environment.

Authorising Delegations

- 7.5. Relevant staff have delegation to authorise unbudgeted emergency works where needed.

Flood Recovery Tracking February 2024

As at 8 February 2024

Work package	Location	Report status (100% when approved)	% Completed
23I-01	South Brook / Marsh Road, RANGIORA	Submitted for Review	75
23I-02	Pascoe Drive, WOODEND	Submitted for Review	75
23I-03	Poyntzs Road, CUST		50
23I-04	Edmunds Road, CLARKVILLE		50
23I-05	Newnham Street, RANGIORA		50
23I-06	Raddens Road, OHOKA	Submitted for Review	75
23I-07	North Eyre Road, EYRETON	N/A	100
23I-08	Jeffs Drain Road, CLARKVILLE		25
23I-09	Tram Road / Whites Road, MANDEVILLE	Submitted for Review	75
23I-10	Woodfields Road (Site 2), SWANNANOA	Submitted for Review	75
23I-11	Threlkelds Road, OHOKA	Submitted for Review	75
23I-12	Loburn Terrace Road (Site 1), LOBURN NORTH	Submitted for Review	75
23I-13	Terrace Road, CUST		25
23I-14	Waikuku Beach Road / Leggits Road, WAIKUKU BEACH	Submitted for Review	75
23I-15	Swannanoa Road, FERNSIDE		25
23I-16	Loburn Terrace Road (Site 2), LOBURN	Submitted for Review	75
23I-17	Siena Place, MANDEVILLE		25
23I-18	Collins Drive, WAIKUKU BEACH	Submitted for Review	75
23I-19	Park Terrace, WAIKUKU BEACH		25
23I-20	Taranaki Stream, WAIKUKU BEACH	Submitted for Review	75
23I-21	Island Road, KAIAPOI		25
23I-22	Greigs Road, CLARKVILLE	Submitted for Review	75
23I-23	Woodfields Road (Site 3), CUST		25
23I-24	Cam River, TUAHIWI	Submitted for Review	75

23I-25	Reserve Road, WAIKUKU BEACH	Submitted for Review	75
23I-26	Queens Avenue / Collins Drive, WAIKUKU BEACH	Submitted for Review	75
23I-27	Charles Street, RANGIORA		50
23I-28	Browns Road, SWANNANOA		25
23I-29	Ohoka Road, KAIAPOI		100
23I-30	Rowse Street, RANGIORA	Submitted for Review	75
23I-31	Eders Road / Parsonage Road, WOODEND		25
23I-32	Upper Sefton Road, SEFTON	Submitted for Review	75
23I-33	Old North Road (Site 1), KAIAPOI	N/A	50
23I-34	Sladdens Farm Road, COOPERS CREEK	N/A	100
23I-35	Old North Road (Site 2), KAIAPOI	N/A	100
23I-36	Evans Place, KAIAPOI	N/A	100
23I-37	Otaki Street, KAIAPOI	N/A	100
23I-38	Alpine Lane, KAIAPOI		25
23I-39	Cam Road, KAIAPOI	N/A	100
23I-40	Kings PS, WAIKUKU BEACH	N/A	100
23I-41	Pankhurst PS, WOODEND		25
23I-42	Revells Road, TUAHIWI		50
23I-43	South Eyre Road, EYREWELL	N/A	100
23I-43	South Eyre Road, EYREWELL	Submitted for Review	75
23I-44	Lower Sefton Road, ASHLEY	Submitted for Review	75
23I-45	Railway Street, SEFTON		50
23I-46	Fairweather Crescent, KAIAPOI		25
23I-47	Greens Road, TUAHIWI	Submitted for Review	75
23I-48	Tuahiwi Road, TUAHIWI	N/A	100
23I-49	Te Pouapatuki Road, WOODEND	Submitted for Review	75
23M-066	Mairaki Road, Waimakariri District	Submitted for Review	75
FT04	Beach Road, KAIAPOI	N/A	100
FT10	Main North Road, KAIAPOI	N/A	100
FT17	Cridland Street West, KAIAPOI		100
FT24	Broadway Avenue, WAIKUKU BEACH	N/A	100
FT25	Kiwi Avenue, WAIKUKU BEACH	Submitted for Review	75
FT27	Swindells Road	N/A	100

FT31	Pegasus Main Street, PEGASUS		50
FT37	High Street, OXFORD	Approved	100
FT42	Wilson Drive, OHOKA		100
FT44	Main North Road SH1, WAIKUKU	N/A	100
FT45	Macdonalds Lane, WAIKUKU	Submitted for Review	75
FT46	Stalkers Road, WOODEND BEACH	N/A	100
FT49	Cust Road, CUST		25
FT50	Earlys Road & Cust Road, CUST	N/A	100
FT56	Depot Road, OXFORD		25
FT62	Featherstone Avenue, KAIRAKI	N/A	100
H08	Belcher Street, KAIAPOI	N/A	50
H14	Woodfields Road (Site 1), CUST		100
H16	Cones Road / Fawcetts Road, ASHLEY		100
H18	Greens Road, TUAHIWI	Submitted for Review	75
H21	Belmont Aveune, RANGIORA		25
H24	Wetherfield Lane, MANDEVILLE	N/A	100
H27	Island Road / Silverstream, KAIAPOI		50
H30	Resurgence Flow, MANDEVILLE		50
H32	Washington Place, WEST EYRETON		50
H41	Burgesses Road and Tram Road, WAIMAKARIRI DISTRICT	Approved	100
N08	Holland Drive, KAIAPOI	Submitted for Review	75
N13	Beach Crescent, WAIKUKU BEACH	Submitted for Review	75
N18	Northside Drive, WAIKUKU BEACH	Submitted for Review	100
N19	Church Bush Road, TUAHIWI	Submitted for Review	75
N30	Bramleys Road, TUAHIWI	N/A	100
N32	Queens Avenue, WAIKUKU BEACH	Submitted for Review	75
NS1	Percival Street, RANGIORA		50
NS4	Mandeville Sewer, MANDEVILLE		25
NS5	Tuahiwi Sewer, FERNSIDE	N/A	100

FLOOD RECOVERY FORTNIGHTLY STATUS REPORT

As at Thursday, 8 February 2024



Fortnightly Report

Introduction

The district experienced a significant rainfall event over the weekend of 22-24 July 2023, with the coastal area around Woodend receiving approximately 150mm of the rainfall over a 48 hour period.

The purpose of this report is to update the Utilities and Roading Committee and Community Boards on the status of the drainage and sewer service requests and further investigations:

Report Format

This report will be prepared fortnightly and will include the following information

- This Dashboard showing:

- General commentary
- Dashboard metrics
- Specific commentary on Key Focus Areas

- An attached traffic light report on all the investigations

General Update

We have made great progress with the Maintenance Investigations, with 137 investigations completed with a further 27 to have the work programmed and only 3 investigations that are open. We have also made good progress in the Investigations as well even with the holiday period during this time. There has been an increase in the total number of investigations due to the several investigations being split up due to multiple addresses being grouped into one investigation. With splitting these up we will have better out comes for each Service Request.

306 Beach Road

The tender for 306 Beach Road has been let, so we expect this to start late February.

Physical Works

With investigations now being completed and out comes found, we are now transitioning to start to deliver the physical works as we have done with 306 Beach Road, and the number of project will continue to increase.

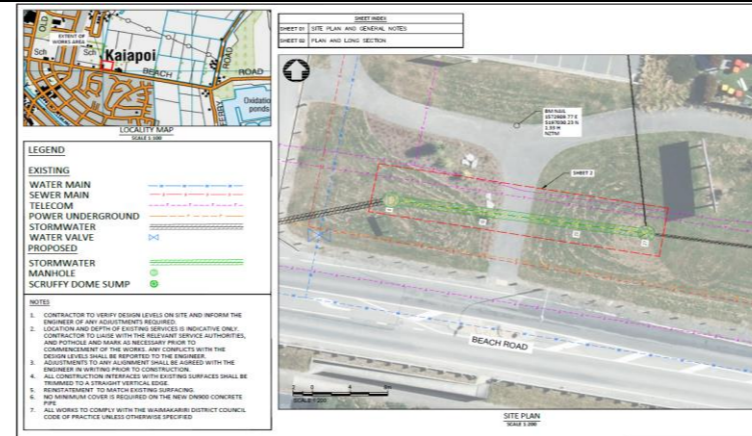


Image of Beach Road Drainage Improvements

Key Metrics

Investigation Phase	As at 9 November	This report
Triaging	81	0
Scoping	38	15
Under investigation	17	14
Submitted for approval	9	29
Investigations completed	17	28
% of work Investigation completed		72%
Total	81	86

Implementation Solutions	As at 9 November	This report
Not yet determined	75	58
Physical Works FY23/24	6	21
Future year capex	0	2
No action/Customer Advice	0	5
Total	81	86

Maintenance Actions Phase	As at 9 November	This report
To be started	0	0
Work in progress	68	3
Works programmed	11	21
Completed	47	102
Total	126	126

Key Focus Areas

Cam River	ECan maintenance work has started. Localised stop bank improvement works are underway upstream from Bramleys Road bridge. Further immediate works under investigation.	Works Programmed
Tuahiwi	A detailed site investigation is required to establish the extent of maintenance works required on the main channel of the Tuahiwi Stream/Waituere and the on the diversion channel from Greens Road to the Cam River/Ruataniwha.	Under Investigation
Waikuku Beach	Detailed assessment is required to determine the cause of flooding which was higher than expected. This work will look at factors such as the operation of the flood gate, upstream development, and the catchment hydrology, including any recharge from the Ashley River.	Under Investigation
Swindells Road, Waikuku Beach	Temporary pump tender closed. Design of pipework improvements being finalised.	Works Programmed
Stalkers Road, Woodend Beach	The Tender for this work has been let, with work expected to start in early March.	Tender Let
Cust Road, Cust	New larger soakpits have been installed, but were overloaded in the July 2023 event. Design for overflow pipe to the lower terrace has commenced.	Future year capex
Washington Place, West Eyreton	An update was provided at the Ohoka/Oxford Community Board Meeting on the 8 February to outline the proposed design. Immediate works planned for construction in April 2024.	Works Programmed
Featherstone Ave, Kairaki	Issue with inflow and infiltration overloading the sewer. Urgent works to address main issues in campground completed. Additional remedial work on manholes and laterals in Featherstone Ave to be progressed.	Works Programmed
Cones Road, Ashley	Currently in the tendering stage. Anticipated construction commencement in March, with completion targeted for June.	Works Programmed
Resurgence Flow, Mandeville	Public consultation completed in September for Stage 1 and 2 options. Report for decision on recommended options to be presented at January LTP meetings. July 2023 service requests are being reviewed against the project. Council has approved Stage 1 and 2 recommendations and is out for public consultation as part of the LTP.	Future year capex
Beach Crescent, Waikuku Beach	Install sumps and pipework to connect existing low points to a new pump chamber in the campground and install a discharge main through to the sand dunes for the discharge from a portable pump. Design is under review.	Works Programmed
Tram Road, Clarkville	Upsize 375mm on north side of Tram Road to a 750mm culvert. Design approved and tender documents are being prepared. Landowner discussions underway to confirm construction access.	Under Investigation
Upper Sefton Road, Sefton	Investigation report under review. Site meeting to be organised after review of options are complete.	Under Investigation

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-32-16-07 / 231011161371


REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD


DATE OF MEETING: 20 November 2023

AUTHOR(S): Kieran Straw – Civil Project Team Leader
Shane Binder – Senior Transportation Engineer
Joanne McBride – Roading and Transportation Manager

SUBJECT: Kaiapoi North School – Proposed Pedestrian Crossing Improvements

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to seek Community Board approval for proposed changes to the existing pedestrian crossing and line marking on Williams Street outside Kaiapoi North School.
- 1.2. This project is included within the Minor Safety Improvement Programme and was approved by the Utilities & Roading Committee on 19 July 2022. The project was not able to be completed during the 2022/23 year, and as such is a carry-over project into the 2023/24 financial year.
- 1.3. Concerns have been raised by the school, and the community regarding the safety of the existing crossing, as well as the accessibility of the crossing for those in wheelchairs.
- 1.4. There is a \$30,000 budget within the Minor Improvement Budget to carry out works to improve the safety, and conspicuity of the pedestrian crossing on Williams Street. The budget did not extend to making amendment to the steps leading to the pedestrian crossing, and as such there is insufficient funding to complete the works to address the accessibility aspects the school has raised, and as such it is recommended that this be added to the Minor Safety projects for 2024/25.
- 1.5. The proposed first stage of changes include:
 - 1.5.1. Installation of “Speed Cushions” on approach to the pedestrian crossing to help slow traffic.
 - 1.5.2. Installation of kerb build-outs on Williams Street to improve conspicuity of the pedestrian crossing.
 - 1.5.3. Changes to the line marking, including reduction of the traffic lane width to 3.0m within the extents of the school zone (between No.213 Williams Street and Sims) Road, and the installation of coloured slurry in key locations.
 - 1.5.4. Installation of approximately 20m of no-stopping lines at three separate locations adjacent to the crossing on Williams Street.
 - 1.5.5. Formalising existing parking restrictions imposed on the western side of Williams Street to ensure adequate intervisibility between motorists, and pedestrian crossing users.

Attachments:

- i. Proposed Road Layout (Trim No. 231016164401)
- ii. Letter from Kaiapoi North School (Trim No. 231016164353)
- iii. Photos of Road Cross-fall outside No. 274 Williams Street (Trim No. 231016164398)
- iv. Follow up letter from Kaiapoi North School (Trim No. 231109180514)

2. RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 231011161371.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** the design as per section 4.2.1 of the report, and attachment i of this report.
- (c) **Approves** the implementation of no stopping signage outside No. 227 Williams Street (south of the pedestrian crossing) during the hours of 8:00 am – 9:00am and 2:30pm – 3:30pm School Days.
- (d) **Approves** the implementation of no stopping signage outside No. 231 Williams Street to Sims Road (north of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (e) **Approves** the installation of 13m of no-stopping lines on Williams Street, outside No. 274 Williams Street.
- (f) **Approves** the extension of existing no-stopping lines outside No. 239 Williams Street by five metres.
- (g) **Approves** the extension of existing no-stopping lines outside No. 229 Williams Street by three metres.
- (h) **Notes** that the installation of no-stopping lines as per recommendation (e) is due to the road shoulder camber being unacceptable for roadside parking that results in motor vehicles unable to access the road shoulder, and therefore parking within the adjacent cycle lane.
- (i) **Notes** that the extension of the existing no-stopping lines as per recommendations (f) and (g) is to adjust the parking bay length to ensure it accommodates full car lengths. This avoids excess space that may encourage vehicles to squeeze into left over space which may result in encroachment into the no-parking area and obstruct visibility to the crossing.
- (j) **Notes** that there is budget allocated for minor safety improvements in the current financial year for this project, as this is a carryover project from 2022/23.
- (k) **Notes** that the Utilities and Roothing Committee approved this project as part of an overall programme of minor safety improvements on 19 July 2022.
- (l) **Notes** that following the works, the steps to the pedestrian crossing will remain and that this will be added to the future minor improvement programme for 2024/25.

3. BACKGROUND

- 3.1. The Utilities and Roothing Committee approved the 2022 / 2023 Minor Improvement Programme in July 2022 that included budget of \$30,000 for School Safety Improvements outside Kaiapoi North School. This project was not completed during the 2022/23 financial year and as such has been carried over into the 2023/24 year.

- 3.1. The pedestrian crossing is located on a bend, which has been designed with super-elevation. While superelevation is not required in urban areas with a speed limit of 50 km/hr, the presence of the super elevation has resulted in the road carriageway being located significantly higher than the adjacent footpath on the eastern side of Williams Street. This height difference requires that pedestrians access the crossing via concrete steps. This is not accessible to those in wheelchairs, mobility scooters, or parents pushing prams. The pedestrian crossing also does not include Tactile Ground Surface Indicators as required for vision impaired pedestrians.
- 3.2. Furthermore, the geometry on the outside of the bend results in a road shoulder with excessive camber, unsuitable for roadside parking. Photos included within attachment iii. detail the road shoulder and associated problems that include motorists parking within the adjacent cycleway, and cars becoming stuck on the road after bellying out by driving too close to the kerb.
- 3.3. The Council's parking enforcement team are currently unable to enforce the existing no-stopping that is sign posted on the western side of Williams Street as the signage is not gazetted, and parking restrictions are not documented in the Council's schedule of parking restrictions. It is not known when these signs were installed, however street view goes back as far as 2008, and the signs are visible at that time.
- 3.4. Speed data from the most recent traffic counts (completed in September 2023), show that the 85th percentile speed is 50.2km/hr. This is well above the 30km/hr desirable speed for a pedestrian crossing, and the current 40km/hr speed limit during school hours.
- 3.5. Kaiapoi North School has raised concerns relating to the crossing as follows:
 - 3.5.1. Speed – motorists continue to travel faster than the 40km/hr limit (school times) putting students at risk.
 - 3.5.2. Conspicuity – motorists often fail to stop for users of the pedestrian crossing.
 - 3.2.3 Mobility – Due to the geometry of Williams Street, the pedestrian crossing is not accessible to users in wheelchairs, prams, mobility scooters or less mobile residents.
- 3.6. Relocating the crossing clear of the bend was previously discussed with the school, however the current location provides the best sight lines in each direction, is clear of vehicle entrances, and works well with the school. It is therefore not considered that relocating the pedestrian crossing is suggested as a solution to addressing the accessibility concerns associated with the existing pedestrian crossing.
- 3.7. The local community have also raised concerns about the pedestrian crossing, and traffic failing to stop for pedestrians waiting to use the crossing.

4. ISSUES AND OPTIONS

- 4.1. A scheme design has been developed following discussion with North Kaiapoi School.
- 4.2. The total cost estimate to complete all works, including the construction of a ramp to make the pedestrian crossing accessible, comes to approximately \$80,000. This is in excess of the available budget.
- 4.3. The original budget had been set following concerns being raised about the pedestrian crossing, and at the time did not include the steps / access considerations.

4.4. Staff have considered the following options:

4.4.1. Option One – Improve conspicuity and reduce vehicle speeds.

This option addresses the primary concerns of the school, and the community by improving the conspicuity of the crossing, and reducing vehicle speeds by completing the following:

- Construction of kerb build-outs
- Relocation of pedestrian belisha discs into the buildouts
- Relocation of advanced warning signage to back of kerb
- Installation of red slurry in advance of the pedestrian crossing (including the advanced warning diamonds)
- Installing “speed cushions” in advance (approximately 15m) of the pedestrian crossing
- Reducing the lane width on approach to the pedestrian crossing and school to encourage slower speeds along the length of the site.

This option includes the formalising of the existing parking restrictions on the western side of Williams Street; however it does not improve the accessibility of the pedestrian crossing.

This option would allow the works to be undertaken within the current approved budget.

This is the recommended option. A further project could then be added to the 2024/25 Minor Safety Improvements Programme to address the footpath / access issues at the crossing.

Carrying all works out at one time is not considered necessary as the works being undertaken are quite different and as such there is not considered to be any real benefits in carrying out all the works at one time.

4.4.2. Option Two – Carry out both the pedestrian crossing works and address the footpath accessibility issues at one time.

This option would progress the works as outlined in Option One and in addition to this would address the access issues at the crossing by including the following works:

- Installation of kerb blocks over the existing kerb and channel
- Construction of a new footpath ramped at a grade of 1:8 (maximum) to meet the height of the road carriageway.
- Reconstruction of the School fence to match new footpath height.
- Re-grade road carriageway to ensure a level platform is present adjacent to the pedestrian crossing
- Installation of Tactile Ground Surface Indicators for the visibility impaired.

Carrying all works out at one time is not considered necessary as the works being undertaken are quite different and as such there is not considered to be any real benefits in carrying out all the works at one time.

It is the staff's recommendation that we proceed making immediate safety improvements to the pedestrian crossing that will benefit the school and its students and include to the accessibility improvements in the Minor Safety Programme in 2024/25 to address remaining deficiencies.

4.4.3. Option Three – Do Nothing

Do nothing remains an option, however it is not recommended given the concerns raised within the community, and there is sufficient budget available to address the primary concerns within the budget available.

4.5. Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

4.6. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

The project does not impact on water quality, and impact on Wahi Tapu, Wahi Taonga, Nga Wai, Nga Reporepo, or Nga Turanga Tupuna.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Staff have discussed school safety and the options available with the staff at Kaiapoi North School who are supportive of the project, however they remain motivated to ensure the crossing is upgraded to be accessible to all users.

Staff have not specifically discussed the project with the Waimakariri Access Group; however the existing pedestrian crossing is known to be deficient and therefore a further project is required to address the remaining concerns.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

There is a substantial residential zone to the north of Smtih Street, resulting in traffic volumes of 9,200 vehicles per day passing over the crossing. It is expected that the proposed “speed cushions” will help reduce speeds outside of the school at the pedestrian crossing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is included in the Annual Plan and the programme of works has been approved by the Utilities & Roading Committee.

There is \$30,000 available for this project, and the recommended option has a cost estimate of \$30,000. There is sufficient budget available for the approval of the recommendations within this report.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts.

Improving the safety outside schools helps to support sustainable, active modes of transport.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

The inclusion of “speed cushions” directly outside residential dwellings may result in noise complaints, particularly due to the high traffic volumes of 9,214 vehicles per day.

Speed cushions are quieter than build speed humps, such as the watts profile hump, however they do still produce noise. If noise becomes an issue, it is possible to remove, and the speed cushions, and repurpose these elsewhere.

6.4 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Providing safe pedestrian facilities and lower vehicle speeds outside of our schools helps to improve safety outcomes for the students of Kaiapoi North School.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Act 2002

7.3. Consistency with Community Outcomes

The Council’s community outcomes are relevant to the actions arising from recommendations in this report.

Core utility services are sustainable, resilient, affordable, and provided in a timely manner.

- Climate change considerations are incorporated into all infrastructure decision-making processes.

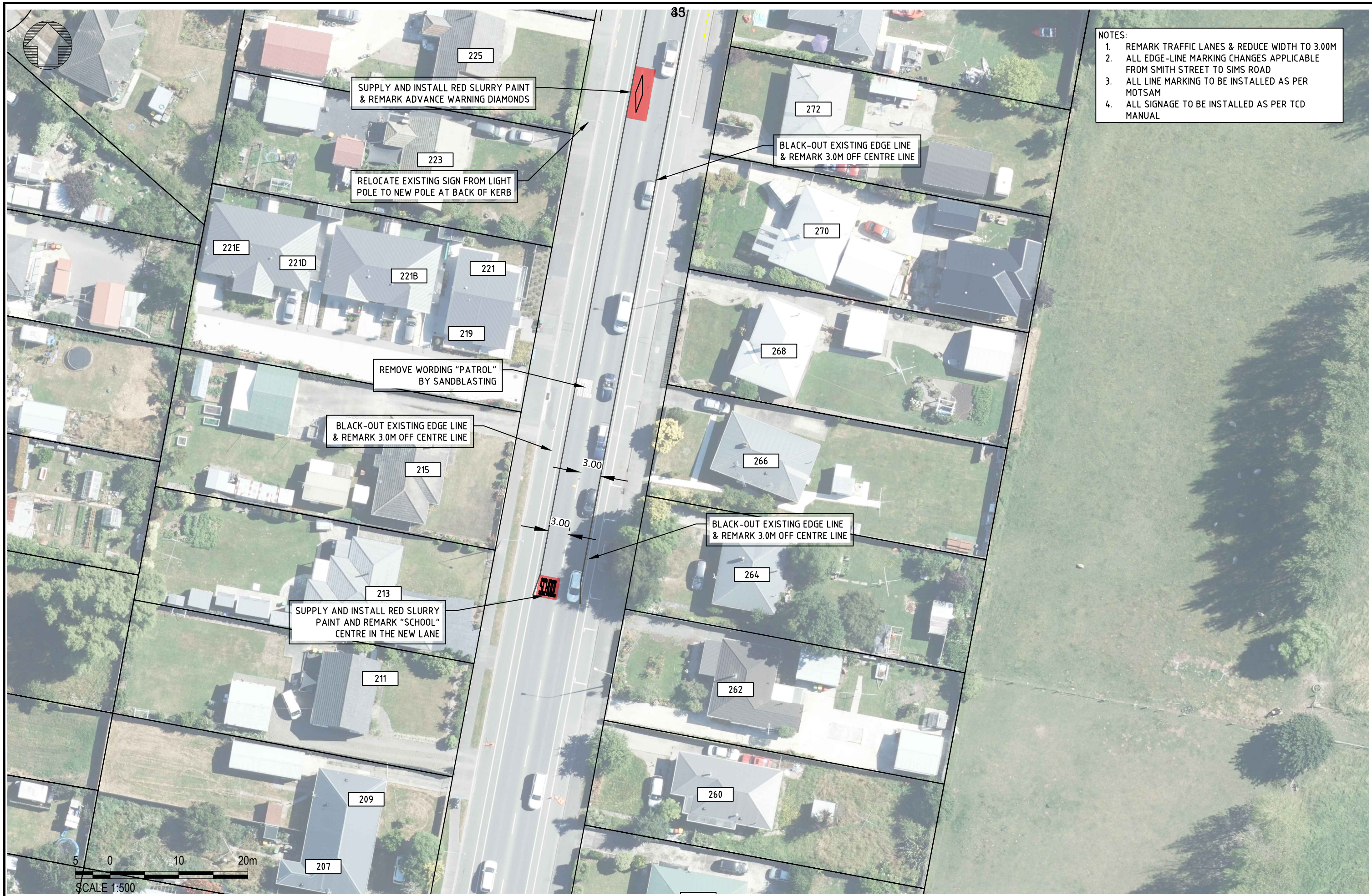
Transport is accessible, convenient, reliable, and sustainable.

- The standard of our District’s transportation system is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. Authorising Delegations

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.

The Utilities and Roding Committee have the Delegations to accept this report and approve the no stopping and parking restrictions recommended within this report.



- NOTES:
1. REMARK TRAFFIC LANES & REDUCE WIDTH TO 3.00M
 2. ALL EDGE-LINE MARKING CHANGES APPLICABLE FROM SMITH STREET TO SIMS ROAD
 3. ALL LINE MARKING TO BE INSTALLED AS PER MOTSAM
 4. ALL SIGNAGE TO BE INSTALLED AS PER TCD MANUAL

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY DESIGN	SS	KS	---	08/11/2023

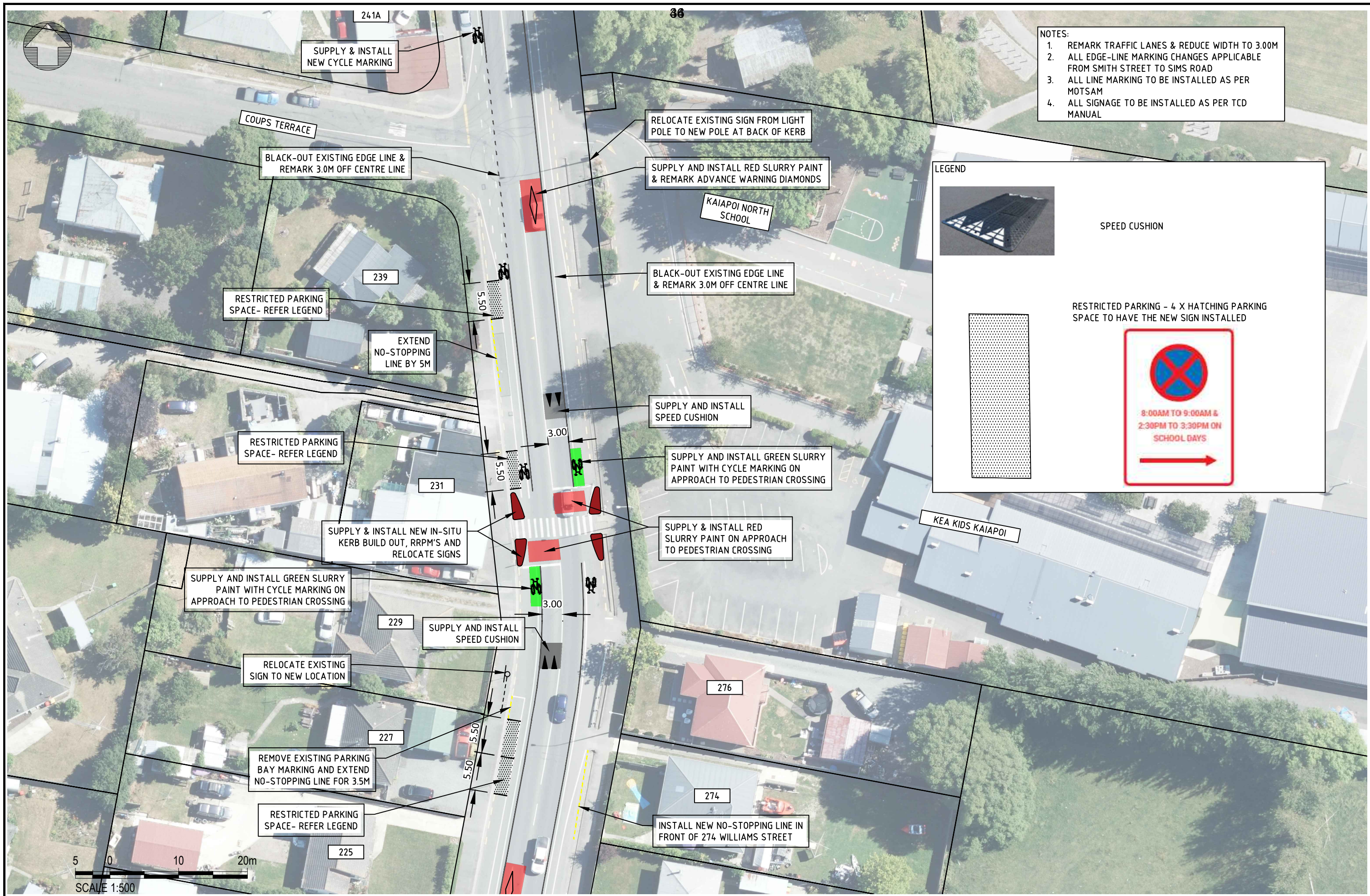
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DRAWN	SS	12/10/2023	CON No	CON2020---
DRAWING CHKD	KS	08/11/2023	SCALE (A3)	1:500
DESIGNED	SS	12/10/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	08/11/2023	HORIZONTAL	NZTM GD2000
APPROVED	---	---/---/2020	VERTICAL	



PROJECT	WILLIAMS STREET KAIAPOI NEW LINE MARKING
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SHEET TITLE	207 - 225 WILLIAMS STREET
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PRELIMINARY NOT FOR CONSTRUCTION	
DRAWING	4414
SHEET	REVISION
A	01



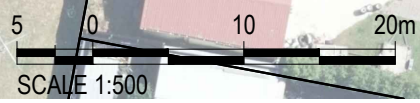
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LEGEND

SPEED CUSHION

RESTRICTED PARKING - 4 X HATCHING PARKING SPACE TO HAVE THE NEW SIGN INSTALLED

8:00AM TO 9:00AM & 2:30PM TO 3:30PM ON SCHOOL DAYS



REV	REVISION DETAILS	DRN	CHK	APP	DATE
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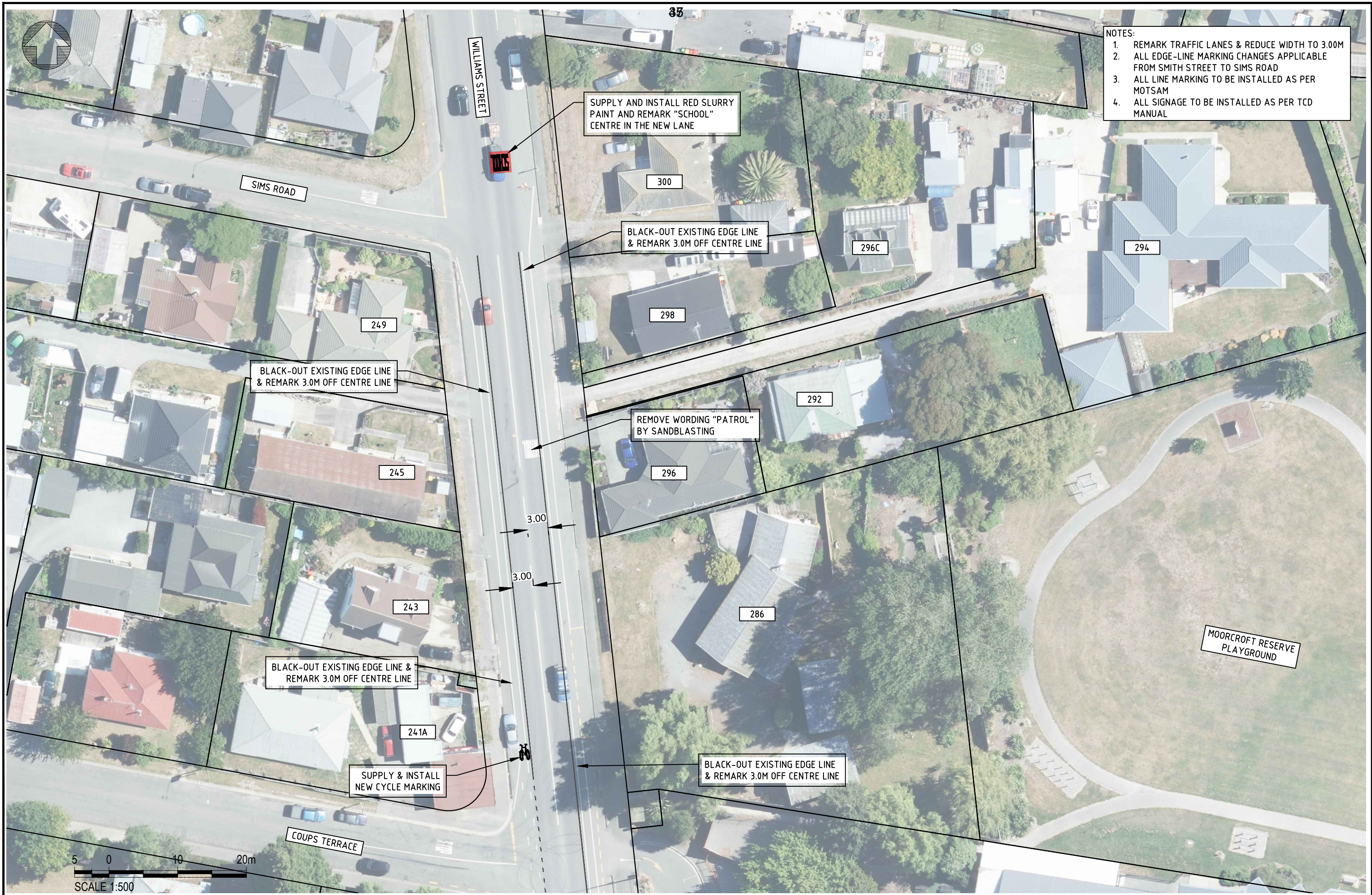
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DRAWN	SS	12/10/2023	CON No	CON2020-	
DRAWING CHKD	KS	08/11/2023	SCALE (A3)	1:500	
DESIGNED	SS	12/10/2023	DATUM ORIGIN		
DESIGNED CHKD	KS	08/11/2023	HORIZONTAL	NZTM GD2000	
APPROVED	---	---	VERTICAL		



PROJECT
 WILLIAMS STREET
 KAIAPOI
 NEW LINE MARKING

SHEET TITLE
 WILLIAMS STREET - COUPS TERRACE
 INTERSECTION

PRELIMINARY NOT FOR CONSTRUCTION	
DRAWING	4414
SHEET	REVISION
A	02



- NOTES:
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A	PRELIMINARY DESIGN	SS	KS	---	08/11/2023

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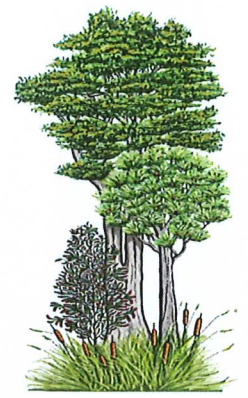
PROJECT
**WILLIAMS STREET
 KAIAPOI
 NEW LINE MARKING**

SHEET TITLE
**WILLIAMS STREET - SIMS ROAD
 INTERSECTION**

PRELIMINARY NOT FOR CONSTRUCTION	
DRAWING	4414
SHEET	REVISION
A	03



Te Kura o Ruataniwha³⁸
Kaiapoi North School
Striving for Personal Excellence



Striving for Personal Excellence

21 August, 2023

Shane Binder
Senior Transportation Engineer
Roading
Waimakariri District Council

Dear Shane

We are writing to you to express our concern at the lack of progress so far in making the pedestrian crossing on Williams Street outside our school safe for all users, particularly our children and the mobility impaired. We have had regular reports from our principal Jason Miles regarding your correspondence with him about improving the safety of this crossing. Your most recent reply about the funds not being accessible for a number of years has prompted this letter from the Board of Trustees.

We believe that you, the Council are neglecting your duty of care to the public in allowing this situation to drag on with no resolution creating unnecessary risk for all people using the crossing. Currently the east end of the crossing is noncompliant, it is just too steep to be usable for anyone using a mobility aid of any kind, or who have young children in prams, pushchairs or strollers, to use. It is hazardous just to walk down, especially in damp & frosty conditions. As our principal has shared with you, **our preferred course of action is to install a new compliant ramp on the east side which will reduce the gradient allowing all users to safely access the pedestrian crossing.**

We do not see the WDC's alternative solution of relocating the pedestrian crossing further north on Williams Street as viable for the following reasons;

- the current location of the crossing is on a bend in the street which gives good visibility/sight lines from both directions for both pedestrians and motorists. Moving it could impact safe stopping distances for drivers as they come around the bend when there are people using the crossing.
- Locating the crossing to the north of Williams Street would place the crossing opposite Coups Terrace, a street which exits onto Williams Street towards the east which is always a busy intersection at school drop off & pick up times.
- There is a commercial business that operates on the intersection of Coups Terrace and Williams Street which will be negatively impacted by the increased pedestrian activity during drop off & pick up times.
- Relocation of the bus stop further north will need to be carried out and this will impact the proximity to the school, meaning students will have to walk further to and from the bus stop. This bus stop is used frequently during drop off and pick up times to service the community.

The safety of our whole school community is paramount and hence we urge the importance of resolving this issue in a timely manner. In the event of an accident on the crossing in either location, who would be held liable while the school crossing patrols are out?

We will not rule out getting public support to call for action from the WDC, including directly to the mayor and local MP. We trust that you will treat our concerns with the utmost urgency, and look forward to a timely reply in the near future.

Yours sincerely



Gregory Thompson,
Chairperson of the KNS Board of Trustees.

Attachment iii

Williams Street Pedestrian Crossing Improvements – Issues created by Williams Street geometry.

Photo 1: No. 274 Williams Street

Image below shows the cross-fall on the road shoulder, outside No. 274 Williams Street



Photo 2: No. 274 Williams Street

Image below shows the cross-fall on the road shoulder, outside No. 274 Williams Street and rubber deposits left following a vehicle that became stuck on the road due to the excessive cross-fall



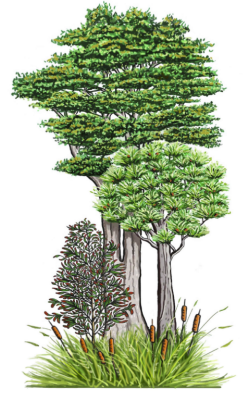
Photo 3: (Street-view)

Image below shows motor vehicles parked within the cycle lane to avoid the steep cross-fall outside No. 274 Williams Street





Te Kura o Ruataniwha
Kaiapoi North School
Striving for Personal Excellence



Striving for Personal Excellence

7th November, 2023

Shane Binder
Senior Transportation Engineer
Roading
Waimakariri District Council

Dear Shane

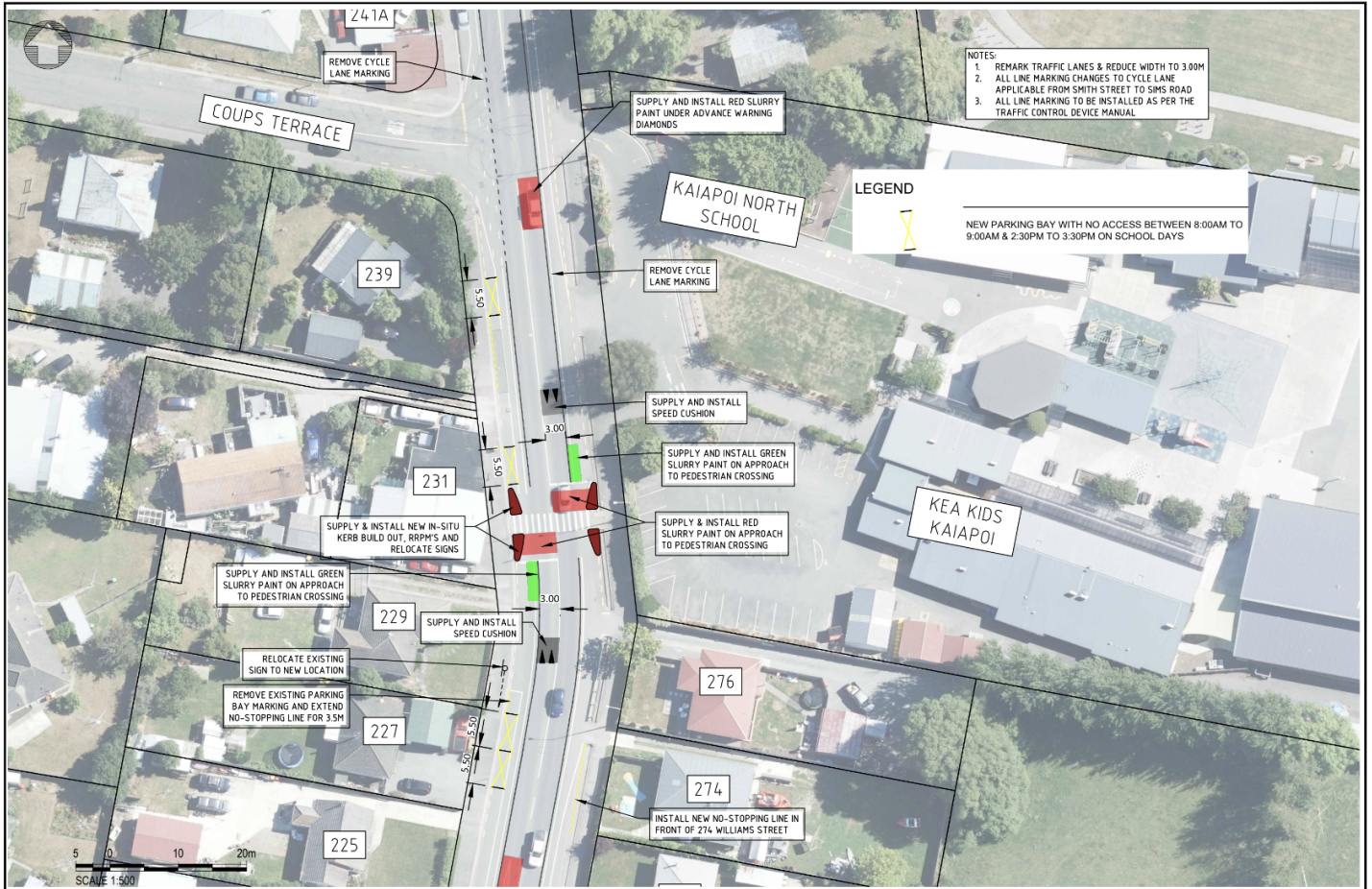
Thank you for meeting with us regarding our concerns laid out in [our letter to you on August 23, 2023](#) about the safety of the pedestrian crossing on Williams Street outside our school. Our concerns are for all users, particularly our children and the mobility impaired. Currently the east end of the crossing is non-compliant, the “ramp” is just too steep to be usable for anyone using a mobility aid of any kind, or those who have young children in prams, pushchairs or strollers. It is hazardous just to walk down, especially in damp & frosty conditions. As our principal has shared with you, **our preferred course of action is to install a new compliant ramp on the east side which will reduce the gradient allowing all users to safely access the pedestrian crossing.** Your preliminary plans to rectify this look good, however we are very concerned that you have outlined you have no funding allocated to this project as yet. Our Board of Trustees look forward to discussing this urgent safety matter with you in the near future.

We do however support your proposal scheme that you are proposing for the road on the Williams St crossing in front of Kaiapoi School. Your focus on improving the conspicuity of the crossing and bringing it up to standard with proper kerb extensions, signage, speed humps, and markings will improve the safety for all pedestrians. We support your wish for approval from the Kaiapoi Tuahiwi Community Board and would appreciate a deputation from our school being able to attend the Community Board meeting to support improvements to visibility and reducing driver speed at the crossing to support students walking and cycling to/from school.

The safety of our whole school community is paramount and hence we urge the importance of improving the visibility of the crossing and resolving the issue of a non-compliant and unsafe ramp in a timely manner. In the event of an accident on the crossing or exit, who would be held liable while the school crossing patrols are out?

We trust that you will treat our concerns with the utmost urgency, and look forward to a timely reply in the near future.

Yours sincerely
Gregory Thompson,
Chairperson of the KNS Board of Trustees.



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Kaiapoi North School – Proposed Pedestrian Crossing Improvements – K Straw (Civil Project Team Leader), S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)

K Straw highlighted staff were seeking approval of part one of the design for improving visibility and speed reduction around the pedestrian crossing outside the Kaiapoi North School. The current stage of works was included in existing budgets. Staff were looking at seeking additional budget in the 2024/25 financial year to address deficiencies in the raised crossing. This report was seeking reduction of the lane size, installation of new curb buildouts which would allow for signs to be relocated and the installation of a speed cushion. In addition to those works staff were also looking to formalise the unrestricted parking on the northern side of the crossing and would amend the length of the parking bays to be more suited to standard vehicle lengths. A short length of no stopping lines would also be installed where the shoulder was too steep for vehicles to park. A detailed design of the second stage was yet to be developed however survey had been done and the height of the ramp was around 700mm which would result in the ramp needing to extend eight metres.

N Atkinson sought clarification on if the ramp would extend eight metres in both directions. K Straw clarified it would need to extend in both directions.

J Watson asked if the works were done in part two would affect the work that had already been completed in part one. K Straw answered the two stages would not affect each other as they addressed different issues and would complement each other.

N Atkinson questioned if the speed cushions had been consulted on with the immediate residents. K Straw responded they had not consulted with residents however they could prior to installation. J Watson sought information on when part two would occur and K Straw replied the budget would be received in July 2024 and subject to staff resourcing would likely happen by November 2024.

T Bartle wondered how long the ramp had been this way and if anything happened to result in it being noncompliant. K Straw noted it had always been noncompliant.

N Atkinson questioned if the budget for part two was already allocated. K Straw stated he did not control the minor works budget however it was J McBride's intention to put \$50,000 towards the project which would come to the Board and the Utilities and Roading Committee for approval.

R Keetley asked if all improvements were costed against relocating the crossing. K Straw stated staff met with the school and discussed that option however it was not the best option for the school. Due to the number of side streets the main safety concern was for road patrollers to be able to see a certain distance down the road and ensure it was safety of students when crossing the road.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 231011161371.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the design as per section 4.2.1 of the report, and attachment i of this report.

(c) **Approves** the implementation of no stopping signage outside No. 227 Williams Street (south of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.

- (d) **Approves** the implementation of no stopping signage outside No. 231 Williams Street to Sims Road (north of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (e) **Approves** the installation of 13m no-stopping lines on Williams Street, outside No. 274 Williams Street.
- (f) **Approves** the extension of existing no-stopping lines outside No. 239 Williams Street by five metres.
- (g) **Approves** the extension of existing no-stopping lines outside No. 229 Williams Street by three metres.
- (h) **Notes** that the installation of no-stopping lines as per recommendation (e) was due to the road shoulder camber being unacceptable for roadside parking that resulted in motor vehicles unable to access the road shoulder, and therefore parking within the adjacent cycle lane.
- (i) **Notes** that the extension of the existing no-stopping lines as per recommendations (f) and (g) was to adjust the parking bay length to ensure it accommodated full car lengths. This avoided excess space that may encourage vehicles to squeeze into left over space which may result in encroachment into the no-parking area and obstruct visibility to the crossing.
- (j) **Notes** that there was budget allocated for minor safety improvements in the current financial year for this project, as this was a carryover project from 2022/23.
- (k) **Notes** that the Utilities and Roading Committee approved this project as part of an overall programme of minor safety improvements on 19 July 2022.
- (l) **Notes** that following the works, the steps to the pedestrian crossing would remain and that this would be added to the future minor improvement programme for 2024/25.
- (M) **Requests** that neighbouring residents are consulted prior to the “speed cushions” being installed.

CARRIED

N Atkinson stated this had been an ongoing issue for many years and needed safety improvements. There were many more people coming from the north than before, and the location of the pedestrian crossing gave the best view of oncoming vehicles. He hoped funding for part two would come through quickly as it was needed.

J Watson concurred and was glad the project was in progress and would not have to wait for many more years for all the works to be complete.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CMS 06-03 / 231012162595

REPORT TO: MANAGEMENT TEAM

DATE OF MEETING: 6 November 2023

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner

SUBJECT: Lions Club of Rangiora – Proposal To Sponsor a Speed Indicating Device

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



General Manager



Chief Executive

1. **SUMMARY**

- 1.1. This report seeks approval to enter into an agreement with the Lions Club of Rangiora for the donation of a Speed Indication Device for use in Ashley Street, Rangiora.
- 1.2. This report also outlines how the proposal would align with the existing Speed Indicating Device programme.
- 1.3. It is noted that a funding agreement will be put in place with the Lions Club of Rangiora. It is anticipated that Council will purchase, install, and operate the sign going forward.

Attachments

- I. Description of a Speed Indicating Device, and the use of those devices.

2. **RECOMMENDATION**

THAT the Management Team

- (a) **Receives** Report No. 231012162595:
- (b) **Accepts** the offer of sponsorship of a Speed Indicating Device from the Lions Club of Rangiora:
- (c) **Approves** staff entering into an agreement with the Lions Club of Rangiora for the Council to receive the sponsorship of one Speed Indicating Device, with the delegation of the signing of the agreement to the General Manager, Utilities and Roothing.
- (d) **Notes** that the Roothing Manager has no safety concerns with this sign, and that there is no conflict with Road Safety Policy.
- (e) **Circulates** this report to the Rangiora-Ashley Community Board and the Utilities & roading Committee, for information.

3. **BACKGROUND**

- 3.1. A Speed Indicating Device is an electronic sign fitted with a traffic radar which provides real time feedback to drivers as to their speed as they approach the sign. The intention of the deployment of a Speed Indicating Device is to encourage compliance with the speed limit in force at that site.

- 3.2. Speed Indicating Devices can also be used to gather data as to the speed and volume of traffic through the site they are located in. No identifying detail is gathered as to the vehicles pass the sign i.e., they are not speed cameras, and do not gather information which can be used to identify individuals.
- 3.3. Council presently has five operational Speed Indication Devices. These were purchased a number of years ago and are aging, with the technology and mobile networks they operate from becoming outdated.
- 3.4. As part of the Minor Safety Programme the purchase of two Speed Indication Devices has been approved and is being progressed.
- 3.5. In February 2023, a representative of the Lions Club of Rangiora, Mr. Vern McAllister, approached staff to discuss a proposal for the Lions Club to sponsor a Speed Indicating Device at one of the primary road entries to Rangiora. The Lions Club had identified that contributing toward community road safety aligns well with their values.
- 3.6. Discussions at the time advised the club that the cost of a Speed Indication Device is approximately \$10,000. This was significantly more than the club had anticipated, and the matter was left at that point.
- 3.7. In September 2023 Mr. McAllister again approached staff to advise that the club had considered its financial position and was potentially able to support the purchase of a Speed Indication Device as discussed in February.
- 3.8. If approved, the proposal from the Lions Club of Rangiora would see the purchase of a third new Speed Indication Device, that being donated by the Lions Club.

4. ISSUES AND OPTIONS

- 4.1. The following options are available to the Management Team:
 - 4.1.1. **Option One - Accept** the offer of sponsorship of a Speed Indicating Device from the Lions Club of Rangiora.
 This is the recommended option as it would allow a speed indicator device to be permanently located on Ashley Street at the entrance to Rangiora. This is an area where the speed of vehicles entering the town is higher than desirable and as such will provide safety benefits for the community.
 - 4.1.2. **Option two - Decline** the offer of sponsorship of a Speed Indicating Device from the Lions Club of Rangiora.
 This is not the recommended options as it is considered that the installation of a sign in this location would have safety benefits for road users, cyclists and pedestrians using this area. It would also be beneficial when events are being held at the A&P Showgrounds.
- 4.2. Should it be decided to enter into an agreement with the Lions Club of Rangiora regarding their sponsorship of a Speed Indicating Device, it will be necessary to enter into an agreement with the Club.
- 4.3. That agreement would need to cover matters including.
 - 4.3.1. Ownership of the sign
 - 4.3.2. Responsibility for ongoing maintenance and costs
 - 4.3.3. Deployment of the sign to Ashley Street, Rangiora.

- 4.4. Conditions on their sponsorship sought by the Lions Club include.
- 4.4.1. A small Lions crest be displayed on the pole holding the sign, advising that the sign is a donation from the Lions Club of Rangiora. It is noted that this signage has been approved by Waka Kotahi for use on State Highways.
- 4.4.2. That the sign be used at one of the primary routes into Rangiora.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

Steps to enhance road safety contribute to increased public satisfaction with Council. Staff frequently receive requests for Council to take steps to reduce traffic speeds in urban areas. Speed Indicating Devices contribute to that goal.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There is a group likely to be affected by the subject matter of this report.

The Lions Club of Rangiora is seeking an opportunity to contribute to road safety in their area in a manner that can be identified to them. This is designed to enhance their standing in the community as a contributor to road safety.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

The data gathered by a Speed Indicating Device is unable to provide the identification of any vehicle passing the sign.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications for Council of the decisions sought by this report.

The proposal is for the Lions Club of Rangiora to sponsor the cost of the additional sign, which is then integrated into the Councils existing Speed Indicating Device programme.

The additional cost to Council will be the installation cost which include the cost of a pole and installation of a ground socket. This is anticipated to be around \$4,000 and can be accommodated from the Roothing Minor Safety budget. There will also be ongoing maintenance costs associated with the operation of the sign and any repairs which may be required.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. A clear agreement around the donation and ongoing maintenance and operation of the sign will need to be put in place so both Lions Club and Council are clear of future responsibilities.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Ensuring compliance with posted speed limits improves safety for not only drivers, but also for other users, such as pedestrians and cyclists who may be using the area. The wider River Rd / Ashley St / Millton Avenue / Cones Rd area is popular for recreational use.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Speed Indicating Devices are approved electronic signage under the Land Transport Rule: Traffic Control Devices 2004.

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

There is a safe environment for all:

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

7.4. Authorising Delegations

The Management Team has the authority to makes the recommendations contained within this report.

Attachment 1.

Typical Speed Indicating Device (SID).

The device is powered by batteries, charged via the attached solar panel. This allows the SID to be used in locations lacking a fixed power supply.

The speed of an approaching vehicle is detected by a integrated traffic radar, and can be displayed.

Best practise indicates that in the event of someone significantly exceeding a speed limit, the speed is not displayed, but that the driver is told to slow down.



In addition, a short message such as THANK YOU can be displayed to drivers complying with the speed limit. The new-technology signs can be programmed with the message at the discretion on the Council.

Signs are rotated around various established sites at 3-to-4-month intervals, as international best practise indicates that they lose their effectiveness over time. A sign donated under this proposal can be used at sites in Rangiora.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CON202320-01 / 230911141336


REPORT TO: MANAGEMENT TEAM

DATE OF MEETING: 5 February 2024

AUTHOR(S): Belen Rada – Project Engineer
Caroline Fahey – Water & Wastewater Asset Manager

SUBJECT: Supplier Selection for Septage Receiving Facility Electrical Components

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is to request Management Team approval as required by the Procurement and Contract Management Policy (section 7.3.2, Table 2, note 3) to engage a component of the Septage Receiving Facility project by sole source (rather than the required three prices). This is for the design, wiring, equipment, installation, and as-built documentation of the electrical component at the Rangiora Septage Receiving Facility.
- 1.2. The recommended supplier to be engaged for the electrical component of the project is Nairn Electrical, as they are familiar with the site, have conducted numerous similar works for Council, and their price is considered to represent good value.
- 1.3. Early contractor engagement is required to confirm all electrical requirements prior to finalising the civil design and tendering the main construction works.
- 1.4. The value of the work is \$50,063.19 (excluding GST). This includes the installation of electrical connection of the Honey Monster unit, 3-phase weatherproof distribution switchboard, telecom cables, and two light poles.
- 1.5. It is noted that a tender document is currently being prepared for the open tendering of electrical maintenance works in the district, however this engagement is required to take place prior to the new electrical maintenance contract coming into effect from approximately 1 July 2024

Attachments:

- i. Report to Council to request additional budget (TRIM 231205195789)

2. RECOMMENDATION

THAT the Management Team:

- (a) **Receives** Report No. 230911141336.
- (b) **Approves** engagement of Nairn Electrical for the design, wiring, equipment, installation, demonstration, and as-built of the electrical component of the Rangiora Septage Receiving Facility, at the value of \$50,063.19 (excluding GST).
- (c) **Notes** that according to Council's Procurement Policy, works of this value require three quotations unless approval is granted from the Management Team.

- (d) **Notes** that the reason for only obtaining one price is due to the specialised nature of the works, Nairn's track record with Council, and the need to confirm requirements from the septage equipment supplier prior to tendering of the construction works for the septage facility.
- (e) **Notes** that the additional budget required of \$400,000 has been approved via the draft Long Term Plan for 2024/25, with the existing 2023/24 budget currently available being considered to be sufficient for the works that will be completed this financial year.
- (f) **Notes** that the intention is to tender the physical works in 2023/24 as the current market has low and competitive rates. Approval to award tender will be sought by a report to Council, which will provide an opportunity for Council to make a decision based on accurate budget considerations. It is intended to present the Tender Award Report for the main physical works to the March 2024 Council meeting.
- (g) **Circulates** this report to the Utilities & Roading Committee for their information.

3. **BACKGROUND**

- 3.1. The scope of this project includes the design, tendering and construction of the septage receiving facility which involves a sewer and water main, stormwater upgrades, security gates and CCTV, telecoms, power connection, unit selection, purchase and installation and an electrical component.
- 3.2. A price for the electrical supply and installation of the unit, appropriate switchboard, light pole, ducts and cables was requested from Nairn Electrical. Nairn Electrical is the 3 Waters Team's electrical maintenance contractor, and traditionally they have provided design and installation prices for capital upgrades in addition to their core service of undertaking reactive maintenance works.
- 3.3. Separate to the septage facility project, the Water Unit had requested and approved a quote from Nairn to upgrade the power network to a 3-phase system. Within that quote, Nairn has allowed to complete both packages of work together (Septage Receiving Facility works and upgrading Water Unit's power supply). Consequently, there are efficiencies in combining these two packages of work.
- 3.4. The scope of work required for the electrical component has increased from the original concept. This includes SCADA module and cabinet, new circuits for AC Power Fail, gate opening/close, flow meter pulse and power failure, automatic gate power supply connection, lighting, and new ethernet connection to the unit.

4. **ISSUES AND OPTIONS**

- 4.1. The project is currently at the detailed design and consenting stage. There are important details and specifications required to the electrical connection of the unit and upgrades to the current network on site that must be addressed during the detail design stage and prior to tender. This would avoid variations and delays during the main construction phase.
- 4.2. Moreover, the proposed work for the Septage Receiving Facility could be specified as part of the construction contract. However, as there is a design component that is specialised work typically outside of the level of service offered by many civil contractors, it is considered prudent to engage with an electrical contractor directly.
- 4.3. Nairn Electrical was the only electrical contractor approached for the electrical component. This has been the standard practice for 3 Waters projects in recent years due to the savings made on design, the value offered by their pricing, the cost of tendering, other overhead and project management savings, and the quality of service offered.
- 4.4. The Management Team have the following options available for their consideration:

- 4.5. Option One: Decline this report and direct staff to seek a price from a minimum of three invited suppliers as per the Procurement Policy. This is not recommended due to the potential delay to the project timeframe and also consideration that there is unlikely to be any significant cost savings that would be achieved, and potential for issues with the work of another electrical supplier not aligning with existing features at the Water Unit and other 3 Waters sites.
- 4.6. Option Two: Approve engaging Nairn under a sole price to complete the works. **This is the recommended option.**

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report.

The estimated engagement amount of \$50,063.19 (excluding GST) is considered an appropriate amount for the scope of the works required which will be funded from the existing available budget of \$1,420,000 for the project.

Estimated costs for the project are as per the table below:

Table 1 - Project Expenditure Overview

Item	Estimated Cost
Available Budget	\$1,420,000¹
Spent to Date	\$489,285 ²
Civil Works estimate	\$503,112
Septage Receiving Facility unit (Honey Monster SRS-XE Premium)	\$122,071 ³
Electrical component design, supply and installation by Nairn Electrical	\$50,063
Resource Consents (estimate)	\$20,000
Remaining Professional fees	\$72,713
Construction contingency (15% of civil works and electrical component)	\$90,891

Total	\$1,348,135
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¹This includes the current budget (\$1,020,000) and the draft LTP budget (\$400,000).

²This includes the unit's deposit payment (\$109,018), unit delivery payment (\$184,632), professional fees that were spent up to 2021/2022 (\$106,343) and contaminated land studies.

³The unit's total cost is \$412,703. This value is only for the remaining payments.

The project's original budget was \$1,020,000. However, current estimates indicate an expected project additional cost of \$348,135 of the original budget, with a final forecast cost of approximately \$1,348,135.

Note that an additional budget (\$400k) has been requested and approved for the 24/25 financial year through the Long Term Plan (refer to attachment I). This brings the total available budget for the project to \$1,420,000.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts. There are no alternative options that would significantly alter the carbon footprint of this project.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

Contaminated land studies indicated that there are heavy metals and asbestos present in the area. Therefore, consents to Waimakariri District Council and Environment Canterbury are required.

The applications were lodged on October 24th 2023. However, there is a 20 working days delay until the application is assigned to an officer and a 60 working day processing time. This pushes the construction start date to April 1st at the earliest. A construction time of 60 working days have been estimated for this project. Therefore, the construction will carry over to 24/25 financial year, which is later than originally forecast.

6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The Local Government Act is relevant in this manner.

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

- There is a safe environment for all.
- Core utilities are sustainable, resilient, and affordable and provided in a timely manner.

7.4. Authorising Delegations

The Management Team have delegated authority to approve this proposal.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** SHW-04-05-08 / 231122187397**REPORT TO:** GENERAL MANAGER: UTILITIES & ROADING**DATE OF MEETING:** N/A**AUTHOR(S):** Kitty Waghorn, Solid Waste Asset Manager**SUBJECT:** Southbrook RRP: Scrap Steel Recycling Options Assessment**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report is to seek approval from the General Manager: Utilities & Roading for staff to accept a proposal from Waste Management to implement changes to how scrap steel is accepted, then stored pending removal from the Southbrook RRP site. We propose that this be for a trial period while site remediation is carried out, with Council and Waste Management (WM) monitoring to determine the safety and effectiveness of this method before a decision is made whether to continue with this mode of operations or return to current procedures.
- 1.2. Current operations and management of scrap metal are causing some issues and have some high and extreme risks that are managed through WM work instructions. Customers with larger steel items, large loads, materials that are difficult for the loader to remove from the bunker, or fridges/freezers are sent into an operational area to off-load these, which has some identified H&S risks. The equipment that is used for the load-out process has damaged the hardstand area and steel rails, which has resulted in a new site hazard that Waste Management (WM) have assessed as having an extreme risk.
- 1.3. BECA were engaged to assess the integrity of the retaining walls and structure in relation to this damage, and although they report that while there is not an immediate risk to the integrity of the retaining structure, the site will have to be repaired, the Terramesh reinstated and the site resealed. This would mean the contractor will have to change how they manage scrap steel in the interim until the repairs are completed, or potentially on a more permanent basis.
- 1.4. Waste Management's operations and HSE team have undertaken an assessment of the current operations and alternative options. WM have provided Council staff with a proposal that would see a significant decrease to some of the risks associated with the deposit, movement, storage, and removal of scrap steel in the current steel bulk-store area.
- 1.5. WM have discussed the hazards, issues, and options with staff from the Solid Waste team. This was also raised with the General Manager: Utilities & Roading (GM:U&R) at a Management Meeting. The GMUR requested further information before any decisions are made about changes to the procedures around disposal of loads of scrap steel, and how it is managed on-site and removed from site. Staff have further been asked to review the outcomes from a fall-from-height injury accident that occurred at the 'sawtooth' area in August 2009, to ensure all the hazards/risks identified during the investigations are being addressed.
- 1.6. Information has been provided by WM. This information and the report and additional documentation from the 2009 incident are appended to this report. We note that the steps itemised in the proposal to remove customers from the fall hazard address the concerns

raised in the 2009 incident report. Moving the lockable gate away from the edge of the drop will be a significant safety improvement to the original operations in the “sawtooth”, area as customers will be depositing steel onto the ground and not directly into a skip over the top of a retaining wall.

- 1.7. Members from the Health & Safety team from WDC attended a site meeting with WM and solid waste staff to consider the WM proposal. They concurred with the concerns raised by Waste Management in relation to the current scrap steel operations and commented that with additional measures the suggested area is suitable for use if it is operated in accordance with the proposed work instructions. They have also noted that this change would result in an overall reduction to site hazards and risks, and that the current hazards and risks need to be addressed as a matter of importance.
- 1.8. Staff therefore recommend that the proposal from WM be accepted and that the changes be implemented as a matter of urgency.

Attachments:

- i. BECA report (TRIM Ref 231124188890)
- ii. Email from Waste Management re. Hazard ID and Risk Assessments (TRIM Ref 231124189116)
- iii. Waste Management Hazard ID Form (TRIM Ref 231124189117)
- iv. Risk Assessment & Work Instructions Recycling Area (TRIM Ref 231124189119)
- v. Risk Assessment & Work Instructions Scrap Steel Load-Out (TRIM Ref 231124189120)
- vi. Scrap Steel Proposal (Option 1) (TRIM Ref 231121187214)
- vii. H&S Team Feedback from Site Meeting (TRIM Ref 231124189122)
- viii. Documentation: Injury Accident from Fall into Greenwaste Skip August 2009 (TRIM Ref 231128190539)

2. RECOMMENDATION

THAT the General Manager: Utilities & Roading:

- (a) **Receives** Report No. 231122187397.
- (b) **Approves** as an initial trial Option 1, the proposal from Waste Management (TRIM Ref 231121187214), to modify the Sawtooth disposal area to the west of the kerbside consolidation shed at the Southbrook RRP site for use as the disposal area for larger loads of scrap steel. They propose the following modifications and to implement work procedures that would effectively isolate customers from the fall-to-height hazard. The Fall-hazard at the Sawtooth area will be isolated by steel barriers and a locked gate to ensure public cannot access the Sawtooth area. Signage will be installed to warn of the hazards and pavement marking will delineate a “no go” area beyond the gate. Steel will be dropped off at ground level by the public on the flat area that is isolated from the Sawtooth.
- (c) **Notes** that the proposed modifications will result in the western portion of the flat area, adjacent to but isolated from the “sawtooth” area, being made a public and non-operational area, and that operational activities will be relocated to the area east of the recycling consolidation shed.
- (d) **Notes** that this change will only impact those customers bringing in large loads of scrap steel, items that cannot readily fit into the bunker, fencing wire, and fridges or freezers, most of who are already being directed to an operational area for disposal of these items.
- (e) **Notes** that most customers, i.e., those who bring in smaller loads of scrap steel, such as a trailer of mixed reuse and recycling items, car boot, box, or bucket-load, would continue drop the items into the bunker at the recycling area; that a skip will be placed in the bunker to eliminate the need for the loader to move the bunker contents into the large hook bin; and that the hook bin will be removed from the recycling area.
- (f) **Notes** that Option 1 will reduce several existing H&S risks for the public and employees from hazards associated with the current methodology for managing scrap steel, and that

if the trial proves to be successful this would be an interim solution for management of scrap steel until the site upgrades have been completed.

- (g) **Notes** that WDC and WM staff will monitor the Health and Safety, customer experience and customer delays during this trial and report these back to the Manager U&R on a monthly basis.
- (h) **Circulates** Report No. 231122187397 to the Management Team and to the Utilities & Roading Committee for their information.

3. **BACKGROUND**

- 3.1. Most scrap steel is dropped off at the bunker at the end of the recycling area. This presents some challenges around traffic conflicts, including those between pedestrians and vehicles; customers wanting to access the bunker to retrieve items that have been dropped in there (figure 3.1); and customers lifting heavy items over the barricade which is in place to reduce the risk of people being harmed if they enter the bunker.



Figure 3.1: traffic conflict adjacent to steel bunker (vehicle queuing)

- 3.2. Those customers with particularly large loads, large steel items, and loads with materials that are difficult for the loader to manage (e.g., corrugated iron or lengths of fencing wire) are directed to the scrap metal bulk storage area west of the recycling consolidation shed to drop these loads off. Customers with fridges or freezers are sent to the area to the east of the recycling consolidation shed, where the appliances are degassed before being added to the scrap steel pile. These operational areas are shown in Figure 3.2 below.



Figure 3.2: Scrap Steel and Fridge/Freezer storage area beside shed

- 3.3. This has been done for several years, and means those customers enter operational areas to offload their scrap steel, which is not ideal because it comes with its own set of hazards. Anecdotally, several customers are directed into this operational area each day.
- 3.4. WM move the whiteware and scrap steel from the bunkers to the bulk storage area when the site is closed. However, the site receives a significant amount of scrap steel, particularly over weekends, and the steel bunker is frequently filled up before the end of the day.
- 3.5. When this happens, the access road past the white-ware drop-off is closed while the loader is used to push the steel up further in the bunker. Staff manage customer traffic flows during this procedure as per their job instruction form (*Attachment 4*); however, it is not unknown for customers to drive past staff and through the area where the loader is operating.



Figure 3.3 Scrap Steel bunker and hook-bin

- 3.6. The bunker is emptied at the end of the day, with steel transferred by the loader into a large hook bin which is stored at the recycling area as shown in Figure 3.3 above. The hook-bin is moved to the bulk-storage area and emptied, and the loader is used to push the scrap steel up into a pile so that it has a smaller footprint.

- 3.7. A transport company uses a 160-tonne excavator with a 'jaw' bucket to pick up the steel and drop it over the side of the 'sawtooth' into a bulk-bin to cart the materials to Sims Pacific. The load-out is undertaken during operating hours, primarily so the load can be deposited at Sims Metals on the same day, and WM manage the risks of this process by restricting access to the impacted areas, as per their work instruction form (*Attachment 5*). There is minimal impact on operations, however customer access must be restricted during this process.

4. **ISSUES AND OPTIONS**

- 4.1. The following hazards and the levels of risk for each hazard in relation to how scrap steel is currently managed have been identified by Waste Management, as per *Attachment ii*. Most of these risks are managed effectively by WM staff through work instructions, which are appended to this report (*Attachments iv and v*).
- 4.1.1. In the scrap steel drop-off areas by Bull Pen (NB these risks are generic to the entire recycling drop-off area, and work instructions are used to reduce the risks as much as is practicable).
- Collisions: (Vehicle and Pedestrian interaction, Forklift and Pedestrian, Vehicle and vehicle, Forklift and vehicle, Loader and Vehicle/pedestrian). This has been assessed as an Extreme Risk.
 - Congestion: collisions, hold up of operations. This has been assessed as a High Risk. Note that this risk has likely increased over time as site use has grown.
- 4.1.2. At the bulk scrap steel storage area
- Collisions: (Vehicle and Pedestrian interaction, Vehicle and vehicle, Loader and Vehicle/pedestrian, Excavator and vehicle/Pedestrian). This has been assessed as an Extreme Risk.
 - Foundations - Unstable Working Surface – relating to the stability of the retaining wall beside the bulk scrap steel storage and loading-out area. This new hazard has been assessed as an Extreme Risk. (Discussed in Section 4.2 to 4.5 below).
 - Barriers/handrails - Unstable Working Surface – there is damage to the steel rails at the top of the retaining wall. This new hazard has been assessed as a High Risk.
 - Lifting equipment – Dropping items from a height. This has been assessed as a Medium Risk.
 - Third Party Load out / Congestion – Collisions, Hold up of operations. This has been assessed as a Medium Risk.
 - Trip Hazards – Uneven surface area. This has been assessed as a Medium Risk.
- 4.2. It has been identified that damage has occurred to the asphalt beneath the scrap steel and to the fall-arrestor railing at the top of the retaining wall, and more recently that the concrete apron adjacent to the retaining structure has also been damaged. WM have advised that they have assessed that continuing with the current load-out process with the 160-tonne excavator sitting at the top of the retaining wall to drop scrap steel into the truck is an extreme risk.
- 4.3. The damage has occurred gradually over several years, but the rate of damage appears to have increased in the last year. The cause and remediation of this area will be further discussed with Waste Management. Remediation options are discussed in Sections 4.27 and 4.28.
- 4.4. This damage has been assessed by BECA (*Attachment i*) who advise that while there is not an immediate risk to the integrity of the retaining structure, a 6m section has moved outwards approximately 30mm, and that the site will have to be repaired, the Terramesh reinstated and the site resealed.

- 4.5. Staff consider that this work must be undertaken as soon as is practicable. This will mean that we will have change how scrap steel is managed and stored at the least while the repairs are being undertaken. We also need to consider how to manage scrap steel disposal in the interim period until the planned upgrades are completed in 3 or 4 years.

Operations Options

- 4.6. Waste Management have discussed the hazards, issues and options with staff from the Solid Waste and Health & Safety Teams, and with the General Manager: Utilities & Roading (GM:U&R) at a Management Meeting. The GMUR has requested further information to inform any decisions to be made about changes to the procedures around disposal of loads of scrap steel.
- 4.7. A number of options have been considered, but only the two shown in Figure 4.1 below were considered practical. The only other concreted flat area available for use is the CWS container park, which is utilised for operational activities including loading and unloading the containers to and from trucks and trailers, and has a higher level of operational activity than the Option 1 proposal.



Figure 4.1: Options considered as interim alternatives for scrap steel drop-off.

- 4.8. Option 1: Use "Saw-Tooth". This is the recommended option.
- 4.9. Waste Management suggested that a portion of the "sawtooth" area west of the recycling consolidation shed be adapted for use as a scrap steel drop off. This has the advantage that it can be used either temporarily while repairs are being carried out, or on a more permanent but still interim basis while the upgrades are being undertaken.
- 4.10. WM subsequently provided a proposal (*Attachment iii*) for this option after staff and the GM:U&R raised concerns about use of this site owing to the extreme risks from the fall-to-height if customers are having to drop their loads into a skip over the top of the retaining wall, and particularly if there is a barrier in the way (as at the rubbish pit). This was the site of a serious injury accident in August 2009, after a customer fell into the greenwaste skip.
- 4.11. It has been noted that this is currently an operational area, but WM have recommended moving the 'operations' to the east side of the recycling consolidation building once the pavement has been reinstated. This will allow the public to access a non-operational area for dropping off scrap steel and will also tidy up this portion of the site by moving the kerbside recycling bins into a covered area where they can be kept clean and stacked higher.

- 4.12. Under the proposed work instructions, a staff member will be alerted to attend the area when a customer is advised to go there, and the staff will supervise the scrap steel drop-off. WM have advised attendance will be a priority for staff to reduce delays for customers. Customers will unload their scrap steel onto the concrete apron in front of the locked gate (Figure 4.2) and leave the area. Site staff would then unlock the gate and push the scrap steel over the edge with an excavator or loader into a large “bin trailer” parked below (Figure 4.3). Note that full skips removed from the bunkers will also be unloaded into this area, and the steel pushed over the edge, as above.
- 4.13. WM propose to upgrade and modify the gate and fall-arrestor rails at their cost. As shown in Figure 4.2 the gate will be moved away from the top of the retaining wall. This will further reduce the risks of a fall from height if a customer slips, falls, and rolls under the gate when unloading. The will gate be kept locked to restrict customer access to the “No Go” area at the top of the retaining wall, and staff will be actively supervising this site when customers are present. This will further improve the safety barrier configuration which was installed after the accident in 2009, and effectively removes the public from the fall risk.



Figure 4.2: Scrap Steel drop-off at “saw-tooth” with fall protection and ‘no-go’ demarcation.



Figure 4.3: Use of Excavator to push steel over edge into container-trailer below.

- 4.14. Appropriate signage will be installed e.g., “Hazard Area (list of hazards and controls)”, “No public access past the gates”, “Fall hazard over 2m” and “Children to remain in vehicles”. The rails and gates will be painted to improve visibility, as per Worksafe requirements from 2009 and the HSW team’s advice. There will be no wheel stop, which removes a tripping hazard.
- 4.15. This method may result in some additional customers coming past the kiosk into the new steel drop-off site, but WM have confirmed that most loads would continue to be accepted at the existing bunker area and only customers with larger loads (those with a ute and trailer, for example), would be asked to go to the new site in addition to those who are already being directed to the bulk and fridge/freezer drop-off points.
- 4.16. The large bin trailer would be exchanged on a frequent basis, to ensure there is capacity in the bin for high-use times, such as weekends. This method would address the current risk of customers accessing the bunker or bulk storage area to retrieve something and putting themselves at risk of injury. The exchange of bin trailers will be a relatively quick and simple process.
- 4.17. Waste Management have undertaken a risk assessment of this option as below:
- Collisions: (Vehicle movements). This has been assessed as a Low Risk, as attending staff would be a spotter to manage traffic flows if more than one customer wants to use the site at the same time.
 - Load out / Congestion. This has been assessed as a Low Risk. There is no hold-up to other operations or customer access to the site, and no third party is required to load materials into the below bin. A work instruction will be in place to ensure the operator does not drive plant too close to the edge. The swap-out of bins will be relatively quickly managed. The area can be quickly cleared without delaying customers.

- Foundations – Damage to surface area. This has been assessed as a Low Risk. Scrap steel will be dropped onto a concrete apron, and an excavator or the loader bucket used to push steel across concrete and over the edge into the bin.
- 4.18. Members from the Health & Safety team from WDC attended a site meeting with WM and solid waste staff to consider this option. They have concurred with the concerns raised by Waste Management in relation to the current operations and commented that with additional measures (demarcated yellow painting on the gate and rails, a lockable gate, signage and a “no go” zone painted on the apron) the suggested area is suitable for use if it is operated in accordance with the proposed work instructions. They have also noted that this change would result in an overall reduction to site hazards and risks.
- 4.19. Option 2: Use portion of greenwaste pad.
- 4.20. WDC staff raised concerns when initially informed about WM’s suggestion to begin using the old saw tooth area for scrap steel, given the fall-from-height-risk and previous accident history there (*Attachment 8*).
- 4.21. WDC staff suggested that a portion of the greenwaste drop-off area could be delineated so customers could drop-off their scrap steel onto a flat surface, and which would provide a larger bunker volume than the current bunkers. Load-out of the steel could be carried out from this location, to prevent the current level of double-handling, and as the surface is concrete it would be less prone to being damaged by the load-out methodology currently in use.
- 4.22. Waste Management have identified the following hazards for this option:
- Collisions: (Vehicle and Pedestrian interaction, Vehicle and vehicle, Loader and Vehicle/pedestrian, Load-Out Excavator and vehicle/pedestrian). This has been assessed as an Extreme Risk in the recycling area risk assessment. This adds an additional waste stream, customer vehicles and more plant to an already busy site, therefore increases existing risks.
 - Congestion: collisions, hold up of operations. This is likely to be a High Risk, as more vehicles would be accessing this area for disposal than currently.
 - Third Party Load out / Congestion – Collisions, Hold up of operations, impact on customer access. This is likely to be a High Risk given that this would be undertaken in a public area during site operating hours, and that loading takes a reasonable time to complete. It is unlikely that the transport company would be able to load-out after operating hours, given that they deliver the steel to Sims Metals before that site closes.
 - Lifting equipment (excavator with grab) dropping items from a height. This is likely to be a High Risk, as there is a potential that a member of public using the greenwaste could be hit by falling materials during the load-out despite all care taken by the operators, unless that portion of the greenwaste area were to be blocked off during load-out.
 - Scrap Steel falling into greenwaste and not being identified when loading green into bins – potential damage to equipment at the compost plant. This is likely to be a Low Risk but is very likely to happen and could cause issues for the compost facility.
- 4.23. Green waste and scrap steel drop-offs would be occurring at a ‘pinch point’ where vehicles also drive past to access the rubbish pit and cleanfill drop-off. There is already conflict between vehicles using the pit and greenwaste area, and an additional waste stream would increase this level of conflict.
- 4.24. There has been a significant increase in greenwaste and organics volumes in the past few years. With the removal of the education-contract container from the green waste pad, this

area is being used to its full capacity, and allows WM to better manage the loading of greenwaste into hook bins while keeping a good-sized disposal open for customers to use. This would be compromised if the scrap drop-off were to be located in this vicinity, particularly when scrap steel is being loaded out.

- 4.25. Option 2 is therefore not recommended, given the above concerns raised by WM.
- 4.26. We note that while the recommended option will see an improvement to the efficiency of handling scrap steel, WM will still need to move the skip of steel from the bunker to this new area and push the materials over the edge of the drop. Additionally, staff will be called on to attend the site to oversee customers unloading their vehicles. This is therefore not likely to result in a cost-saving to the Council but should free up staff and plant resources to undertake other activities around the site which would be beneficial to overall operations.

Remediation options

- 4.27. A concrete 'bunker' could be installed at the current bulk storage location to hold the scrap steel until it is loaded out, and we could return to the current method of operations. This would come at a higher cost than reinstating the area back to "original". WM also report that the current methodology has some high risks for both customers and staff, and they have further advised that this is an inefficient use of resources with steel being double or triple handled from where it is disposed of to the bulk area and loaded out. This is not recommended.
- 4.28. WM have suggested that their proposal would be a more permanent solution for use until the upgrades have been completed, which would mean the repaired area would only require asphaltting beyond the repairs to the concrete apron. This would be at a lower cost than installation of a concrete pad and bunker system. This repair option is recommended, particularly if the Option 1 operations solution were to be approved.

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. This is an operational matter that does not impact on discharges to surface water or to land.

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Moving the scrap steel drop-off will mean a change to how some customers use the Southbrook RRP site, however it will reduce risks for those currently being directed to enter an operational portion of the site. Once embedded, customers who regularly bring in larger loads will self-direct to the new drop-off location past the kiosk, where staff will manage the work instructions to contact an overseeing staff-member.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are not financial implications of the decisions sought by this report.

Waste Management will fund the changes to the proposed scrap steel drop-off area. There will not be any changes to operational charges. Reinstatement of the area currently used

for the storage of bulk scrap steel will have to be discussed with WM and would be the subject of a separate report; however the proposed option would require a lower-cost remediation method than if Council determined to continue using the current method of handling and loading-out scrap steel.

This operational budget is included in the Annual Plan/Long Term Plan.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts. The proposed change to the customer journey and site operations will not materially impact on current climate change impacts arising from how Southbrook RRP is managed.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

The risks of the current and proposed operations are clearly set out by Waste Management in their Hazard ID form (*Attachment 3*), and the two risk assessments and site instructions (*Attachments 4 & 5*). These have been described above in Section 4.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Members from the Health & Safety team from WDC attended a site meeting with WM and solid waste staff to consider this option. They have concurred with the concerns raised by Waste Management in relation to the current operations, with the alternative suggestion of using the greenwaste area for scrap steel, and commented that with additional measures (demarcated yellow painting on the gate and rails, a lockable gate, signage and a “no go” zone painted on the concrete apron) the suggested area is suitable for use if it is operated in accordance with the proposed work instructions.

They have also noted that this change would result in an overall reduction to site hazards and risks at Southbrook RRP.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

The Local Government Act 2015

The Health and Safety at Work Act 2015 requires the Council as a PCBU to ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work.

7.3. Consistency with Community Outcomes

The Council’s community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. Authorising Delegations

Both the Solid Waste Asset Manager and General Manager: Utilities & Roading have delegated authority to approve changes to operational procedures, but only within their separate financial delegations where these changes would increase expenditure.

MANAGEMENT TEAM OPERATIONS**REPORT FOR DECISION**

FILE NO and TRIM NO: SHW-12/230918145758


REPORT TO: MANAGEMENT TEAM OPERATIONS

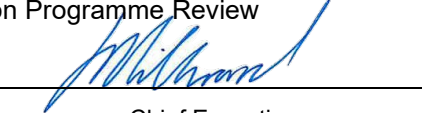
DATE OF MEETING: 18 December 2023

AUTHOR(S): Janet Fraser, Utilities Planner
Kitty Waghorn, Solid Waste Asset Manager

SUBJECT: Solid Waste and Sustainability Education Programme Review

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report is seeking Management Team approval to extend the existing Sustainability Education Contract term from 1 July 2024 to 30 June 2025, at an estimated maximum cost of \$203,535, as outlined in Section 6.1. The budget for this contract is funded out of Solid Waste and 3-Waters accounts: the current total budget in 2023/24 is \$194,113. The budget allowance for this contract in the draft 2024/25 LTP is \$203,535.
- 1.2. This report summarises results of a S17A review under the *Local Government Act 2002* of the Council's Sustainability Education Programme. This programme provides waste minimisation and water management & quality education services into schools and to the community and business, and services to audit kerbside recycling bins to educate the public on what can and cannot be recycled through the kerbside collection bins.
- 1.3. The review firstly considers whether to retain or discontinue this education service. If the service is to be retained, the review then secondly considers options to change or retain the current service delivery methods. It includes considering an option to either extend the current external educator contract or undertake a wider and open procurement process if it is determined that the service will continue to be provided via external contract. Alternative options of providing the service via an in-house role or shared service/s are also considered.
- 1.4. The review found that the current programme, comprising an externally contracted educator working in combination with Enviroschools, continues to be the most cost-effective and practical service delivery approach for waste minimisation, recycling, and water management/quality at the present time.
- 1.5. This report has been delayed owing to uncertainty about the outcomes of the national elections, and the time taken for the new Government to be formed and announce a decision on the future of the 3 Waters reforms (which affects the water management aspect of the service). Recent announcements have made this situation a little clearer, and it seems that 3 Waters will remain with Councils although there is likely to be a reconsideration of the Council body that provides services.
- 1.6. There continues to be uncertainty about the new Government's focus on how it will implement the new Waste Minimisation Act and associated Ministry for the Environment workplans, and the direction for allocation of future levy funding. This is anticipated to be made clear by mid-2024.

- 1.7. There is now limited time available to complete a thorough procurement process that would potentially see an education contractor engaged under a new contract and leaving them sufficient time to get established prior to 30 June 2024.
- 1.8. Given these delays this report recommends extending the existing external contract from 1 July 2024 to 30 June 2025.
- 1.9. This 1-year extension will allow for more clarity from central government so that we can take their direction and implement any new changes in the new contract. A further S17A review will undertaken after July 2024 once there is more certainty around the Government's future direction for 3-Waters and waste minimisation, and our own Council's direction for waste minimisation education which will be set through the review and consultation of the Waste Management & Minimisation Plan.
- 1.10. The Procurement PCG supports this approach as per *Attachment ii*.

Attachments:

- i. Section 17A Light Review Solid Waste Service Delivery Education Programme August 2023 (TRIM 230808120948[v3]).
- ii. Procurement Panel Approval of Procurement Plan for Sustainability Education Contract (TRIM 231214201765[v2])

2. **RECOMMENDATION**

THAT the Management Team Operations:

- (a) **Receives** Report No. 230918145758.
- (b) **Resolves** to endorse the continuation of the sustainability education programmes through the district at the current level of service, and budget.
- (c) **Approves** the attached S17A review of the Council's Sustainability Education Programmes (TRIM 230808120948[v3]), which recommends that this programme be delivered externally.
- (d) **Approves** staff extending the term of Contract 21/03 for Sustainability Education Services for 12 months until 30 June 2025 at an estimated maximum value of \$203,535.
- (e) **Notes** that the Procurement PCG supports the recommended 12-month extension to Contract 21/03 for Sustainability Education Services (TRIM 231214201765[v2]).
- (f) **Notes** that there is sufficient budget in the Solid Waste, Drainage, Active Transport and Biodiversity budgets to fund these activities.
- (g) **Notes** that a further S17A review of the Council's Sustainability Education Programme and kerbside recycling bin auditing services will be undertaken after July 2024, so that the approved delivery mechanisms can be finalised and in place by 1 July 2025.
- (h) **Instructs** staff to undertake a competitive tender process for the delivery of sustainability education services if the further S17A review concludes that external delivery remains the most appropriate delivery method.
- (i) **Circulates** this report to the Utilities & Roading Committee for their information.

3. **BACKGROUND**

- 3.1. The Enviroschools Canterbury and Sustainability Education Programmes include education components that are funded and informed by several different Council departments.
- 3.2. The Solid Waste department sponsors waste minimisation education and recycling bin audit services whilst other aspects of sustainability are sponsored by other Council

departments including 3 Waters topics (water conservation, caring for drains and waterways, and wastewater plant operation “what not to flush”). There are also topics such as biodiversity and active transport which are sponsored by the Greenspace and Roading and Transport departments, respectively.

- 3.3. The programmes are provided to District schools and early education centres through a combination of in-school education currently delivered through an external contractor and Enviroschools Canterbury (ECan). The external contractor also provides additional education services to the wider adult community and businesses, and a kerbside recycling bin audit programme and follow-up education for serviced households.
- 3.4. A comprehensive previous S17A review of all the Council education programmes (including the Sustainable Living programme) was undertaken in 2021 (refer TRIM 200916122952). That review resulted in a recommendation to retain the current methods of service delivery for the programmes, but with an increase in funding for Enviroschools. This enabled Enviroschools, from 2021 onwards, to provide additional hours of facilitator time and offer the programme to additional district schools. Enviroschools has its own governance structure and reporting obligations. Environment Canterbury oversees programme delivery by facilitators working in the district’s schools and early education centres and is coordinated at a regional level.
- 3.5. The Sustainability Education programme for in-school education, wider community and business programmes, and recycling bin audit services, are currently provided by an external contractor through a two-year contract under Contract 21/03. This commenced on 1 July 2022 and expires on 30 June 2024. This contract term was selected to coincide with the 3 Waters services being handed over to the new water entity as 3 Waters education items are a large component of the overall education programme.
- 3.6. This programme raises awareness in children and adults of the impacts of purchasing and waste disposal decisions on the environment and encourages appropriate waste minimisation and recycling actions. The 3 Waters aspects of the programme guides participants about how to care for and avoid pollutants from entering waterways and wastewater infrastructure and helps them understand the importance of water conservation on maintaining groundwater levels in the Canterbury aquifers.
- 3.7. The recycling audit programme is intended to make households aware of any improvements they can make in the way recyclable materials are sorted and disposed of. It provides advice to households on addressing common mistakes which have resulted in contamination of recyclable truck loads. The audits increase the overall effectiveness of the district recycling programme.
- 3.8. The Management Team have approved a variation to increase funding for the Sustainability Education contract (Contract 21/03) in the current (2023/24) year in line with increased budget allowances in the 23/24 AP budgets.

4. ISSUES AND OPTIONS

- 4.1. As the Sustainability Education Contract (contract 21/03) is nearing the end of its term, a Section 17A review of the existing programme was required under the *Local Government Act 2002*.
- 4.2. This review considered whether the current external contract should be continued and extended, or whether a wider procurement process is required which would involve retendering this work potentially to an alternative contractor(s). Further, this review considered whether some other form of programme delivery is warranted such as bringing the service in-house or combining delivery with other Councils through a shared service structure.
- 4.3. At the time the last review was undertaken, the then-proposed formation of the new 3 Waters Entity for Canterbury and the West Coast potentially impacted on the funding sources for both education programmes. If the entity were to proceed, its establishment would have determined the future of the 3 Waters funding contribution and preferred future delivery for the 3 Waters aspects of the programme. The two-year contract term selected

for Contract 21/03 reflected the change in delivery of 3-Waters services by another entity as from 1 July 2024. The Labour Government subsequently delayed establishment of the 3 Waters entity until July 2025.

- 4.4. The most recent S17A review was undertaken in August 2023, and has been approved by the General Manager Utilities & Roading (*Attachment i*).
- 4.5. After completing the review, staff were directed to wait until after the general elections before bringing a report to the Management Team owing to the uncertainties surrounding the formation of a new Government and any decision that they would make about the 3-Waters Reforms.
- 4.6. The new National-led Government has now stated that they will be repealing the 3 Waters Reforms, which provides some degree of clarity about Councils continuing to deliver 3-Waters services in the short term.
- 4.7. There remains uncertainty about the future Government direction for waste minimisation and focus on waste minimisation expenditure. Until the outcome of the review of the Waste Minimisation Act and associated status of kerbside collections is known, it is unclear where the direction of future expenditure on the services mandated by this legislation will be allocated.

Decision to retain or discontinue community and school education service?

- 4.8. The Management Team is asked to resolve to either continue with the delivery of education services, or decrease/discontinue it, and to either adopt or reject the S17A review including its recommendations.
- 4.9. If it chooses to continue with the services, this would effectively be continuing the status quo in terms of Council budget and intent, and so therefore does not require any further mandate from the Council.
- 4.10. If it resolves to not endorse continuing with the education services, (either because it considers that an increase, decrease or discontinuation of the service was appropriate) then this would need to be reported to the Council for a decision.
- 4.11. All 'users' are positive about the programmes. The continuation of environmental education through whichever form is agreed and provided following this review is supported as there is ongoing community interest in progressing toward sustainability outcomes.
- 4.12. This report recommends the continuation of the sustainability education programmes through the district at the current level of service, and budget.

Decision to retain or change current service delivery method(s)?

- 4.13. Assuming the Management Team endorse continuing with the service, it will need to decide whether to retain the current form of service delivery for the education programmes delivered via the existing external contract, or seek an alternative service delivery approach. This would in practice be done by either adopting the S17a review's recommendations (if it supported external contractors) or not adopting the review recommendations, but instead choosing a different delivery model.
- 4.14. Three alternative options have been considered for the Sustainability Education Programme currently delivered under Contract 21/03 (noting that the delivery of the Enviroschools portion remains delivered by that provider in all three options).
- 4.15. Option 1: In-house delivery. This would bring the education service delivery in-house, with in-school, community and the recycling kerbside audit provided by several full time or part time internal staff role/s rather than by external contractor who employs their own staff. Limitations of this option are that it increases the call on existing Council staff resources

and time as preparation of new school resource books and other education tools would be required.

- 4.16. Conversely there would be a benefit in having an educator available for other Council units education programme. This option could achieve environmental education synergies across other Council activities.
- 4.17. It is noted that the Greenspace team are seeking approval for an education staff role in their department in the 2024-34 LTP. This has been discussed with the Greenspace Manager, who has confirmed that this position would be a ranger/biodiversity role aimed at managing the plants in the ground with educational aspects to their position, and not totally an education deliverer. This is therefore not considered as a suitable position through which to deliver the current educational services for Solid Waste and 3-Waters teams.
- 4.18. The role(s) would have to be approved through the LTP before recruitment can commence, and it would take time to recruit and establish new staff in the role/s and prepare learning resources. This option could not be implemented before 1 July 2024, which would leave a gap in delivery of the education and auditing programmes in the 2024/25 year.
- 4.19. It is also not certain that it would deliver any benefits in terms of cost or quality of output.
- 4.20. Option 1 is therefore not recommended.
- 4.21. Option 2: Shared Services with one or more Councils.
- 4.22. Option 2 is not recommended at the current time as no efficiencies in providing a shared service have been identified, as outlined below.
- 4.23. Hurunui District Council (HDC) and Selwyn District Council (SDC) have their own in-house educators in place. These resources are considered fully utilised by each Council therefore there is currently no capacity to incorporate our Council's education programme within their programmes.
- 4.24. Christchurch City Council (CCC) staff oversee the recycling bin audits and the delivery of an Education Outside the Classroom (EOTC) programme through their Learning Through Action Programme. The latter comprises class visits to various solid waste and Waters facilities in the city and does not provide for in-school delivery of an education programme.
- 4.25. CCC and SDC engage an external provider to deliver "Waste Free" workshops to the community, and CCC support waste-free events through their events team.
- 4.26. A shared services contract has been discussed with the Ashburton District Council as they currently contract this service out to an external service provider. Their existing contract is due for renewal on 30 June 2026, and so they are not in a position to co-share before then. However, we could seek a shared services contract with Ashburton when their contract is renewed.
- 4.27. Staff consider that there would be benefit in seeking to develop shared services for the delivery of the education programme with HDC, as we have had conversations with HDC regarding shared delivery of other services. Staff will consider the option of shared delivery of solid waste and sustainability education (Waste Minimisation and 3-Waters Management) services in the upcoming detailed S17A review.
- 4.28. Option 3: Engagement of External Contractor(s). This is the recommended option.
- 4.29. This Council has partnered with ECan who deliver their programme into Enviroschools throughout the district for many years, however, facilitation time is only available to those schools that have subscribed to the Enviroschools Canterbury programme.
- 4.30. The Sustainability Education programme is currently delivered by an external contractor under Contract 21/03 and is available for all schools and preschools, community groups

and businesses who wish to engage with the education provider. It is compatible with the Enviroschools programme, and is delivered directly into classrooms, at businesses and to community groups at a number of settings including at events run on Council properties.

- 4.31. The external contractor has the option of increasing staff resources to deliver education and auditing programmes within available Solid Waste and 3-Waters budgets. The external contractor would have staff available whom can cover attendance at “clashing” events, and to provide a 2-person team to undertake the kerbside recycling audits. Staff currently have necessary police clearances and TMP qualifications.

Extend current contract or undertake open procurement for an alternative contractor(s).

- 4.32. Staff do not suggest making any changes to the Enviroschools Programme including its funding arrangements in this report. It is therefore recommended that the Management Team approve continuation of the Enviroschools Programme at current levels of funding.
- 4.33. The retention of the current Education Programmes for solid waste, 3-Waters, biodiversity, and active transport are supported by staff, who recommend retaining the external contract service delivery option for the Sustainability Education Programme in combination with continuing funding for Enviroschools.
- 4.34. If the Management team support retaining external delivery, then it would approve the attached S17A review of the Council’s Sustainability Education Programmes (TRIM 230808120948), which recommends that this programme be delivered externally.

Extend current contract or undertake open procurement for an alternative contractor(s).

- 4.35. No change to Enviroschools is proposed through this report.
- 4.36. The Management Team is asked to determine whether to:
- i) Option A: Direct staff to undertake a wider procurement process to obtain future education services via an alternative contract (this is not recommended); or
 - ii) Option B: Extend the current external education contract (Contract 21/03) for a further year (the recommended option, which is supported by the Procurement Panel).
- 4.37. Option A: Undertake an open procurement. Staff do not recommend this option.
- 4.37.1. This would require a new contract and procurement documentation to be prepared prior to undertaking a tendering process. However, there are a number of key issues that need careful consideration before a long-term contract is awarded, and it will take some time to work through these.
- 4.37.2. Firstly, the current contract only received one proposal during the previous tender, which suggests that it may not be attractive to the market. This is at least partly due to the contract conditions, and framework, as feedback suggested these were confusing and cumbersome. A complete refresh of the current contract is recommended to attract proposals from a wide group of service providers.
- 4.37.3. Secondly, a decision will need to be made whether to include kerbside bin audits in this contract, or to provide these services through a separate contract, or seek a variation to the collection contract – as was done in 2020 – for that contractor to provide staff to undertake these audits, or engage staff directly to undertake the audits.
- 4.37.4. There is insufficient time to undertake this review and prepare the documentation, complete the procurement process, and establish a new contractor in the role such that they can start work on 1 July 2024. As the successful contractor would need

to recruit staff, seek police clearance for those staff who will be delivering the programme to school pupils, and obtain the necessary road inspection certification for their staff to undertake bin audits on road reserves, a tender would ideally be awarded about 3 months before this start date.

- 4.38. Option B: Continuation of the current service delivery contract for an additional year, during which time the staff would consider the appropriate longer term delivery method.
- 4.38.1. This option is supported because the current contract is progressing satisfactorily, and the schools involved in the programme and Council staff are all satisfied with the services provided by the contractor. The number of classroom sessions possible with the in-school programme via the external contract are currently optimised between Enviroschools and the Contractor.
- 4.38.2. A contract extension will enable staff to undertake a more detailed service delivery review to finalise service and procurement options, prepare the necessary documents and undertake an open procurement which will allow a new contractor to establish their staff resources prior to commencement of a new contract.
- 4.38.3. The proposed 1-year extension will allow for more clarity from central government so that we can take their direction and implement any new changes in the new contract.
- 4.39. It is therefore recommended that Contract 21/03 for Sustainability Education Services is extended until 1 July 2025.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. There is understood to be public interest in the ongoing delivery of environmental sustainability programmes in the district.

- 4.40. The General Manager: Utilities & Roading has reviewed this report and supports the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. There is an opportunity for them to raise items pertaining to the subject matter of the programme during the mahi tahi committee meetings. Any recommendations affecting the education programmes will be passed on to relevant staff for future inclusion.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report as the programme can be delivered to groups and organisations as well as to individuals, schools, and businesses.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As the programme is delivered at an individual household, school, business, and community level the uptake of messaging from the programmes is likely to be widespread throughout the community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report.

This budget for the programmes, funded from a combination of the Solid Waste department budgets (via the Waste Disposal Levy) and Green Space, Drainage and Active Transport budgets are already included in the Annual Plan/Long Term Plan.

Staff recommend that the funding for EnviroSchools Canterbury continue at current levels.

Table 6.1 shows current 2023/24 budgets and contract values for Contract 21/03 Sustainability Education Services, and the draft budget for 2024/25.

Funded By:	Budget 23/24	Contract Value 23/24	Draft Budget 24/25
Solid Waste: Waste Min Account	\$89,556	\$86,605.00	\$95,378
Solid Waste: Collections Account	\$81,557	\$76,984.00	\$84,084
Solid Waste: Disposal Account (PS)	\$6,500	\$6,487.10	\$6,500
3-Waters	\$16,500	\$16,492.50	\$17,573
Total for year	\$194,113	\$186,568.50	\$203,535

Table 6.1: Solid Waste and Sustainability Education Programme Budgets

Note that the contract is subject to CPI increases, which is allowed for within current and draft budget levels. Staff estimate that a 1-year extension could have up to a total value of around \$203,535 in 24/25, including a provisional sum of \$6,500: this allows for a 6.5% p.a. adjustment which is consistent with expected inflation increases.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report have sustainability and/or climate change impacts. If school children, their families and the wider community implement the various messaging within the education programmes this will have benefits for sustainable use of resources and may assist to mitigate climate change through uptake of active transport initiatives.

The continuation of the school and community education programmes for waste minimisation will also support sustainable use of resources by assisting to reduce the annual per capita quantity of waste to landfill and increase the annual per capita quantity of materials diverted from landfill. Providing education to residents from the auditing of bins will also reduce the amount of recycling that is rejected at the recycling sorting plant and minimise landfill waste.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

There is a risk that the current education provider may be reluctant to take up the opportunity to renew the contract. Staff recommend that Council enters into early negotiations with the contractor to minimise this risk.

If the decision is made to undertake a procurement for these services, there are risks relating to the short timeframe for staff to prepare a new contract and procurement documents and undertake a procurement process with sufficient lead-time for a new contractor to prepare for the new service; the complex nature of the current contract may be a barrier in attracting tenders from alternative consultants; and uncertainty whether other service providers have the capability and capacity to provide the required services by 1 July 2024, as discussed in Section 4.33.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

The current contractor currently has a Gold Site Wise rating, and has developed specific site safety plans for working in schools, and for taking school and community groups on

tours of solid waste, water supply, and wastewater treatment facilities of and stormwater treatment areas.

The kerbside recycling bin audit is subject to health and safety procedures which workers undertaking the audits must adhere to. A minimum of 2 people per team is required to undertake the audits, to minimise risks from adverse interactions with the public. At least one of the auditors must hold a current Road Inspectors License to comply with NZTA requirements.

Staff engaged to deliver the programme into schools and early education centres are all required to pass a Police Check.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

This matter is consistent with the Purchasing and Contracts Management Policy.

7.2. **Authorising Legislation**

The review of the solid waste and sustainability education programmes and contracts is a requirement under the *Local Government Act 2002* (s17A).

7.3. **Consistency with Community Outcomes**

The Council's following community outcomes are relevant to the actions arising from recommendations in this report:

- Core utility services are sustainable, low emissions, resilient, affordable; and provided in a timely manner.
- People have wide ranging opportunities for learning and being informed.

7.4. **Authorising Delegations**

The Management Team has the delegation to extend this contract or initiate a new procurement process. However, any decision to increase, decrease or discontinue the service must be made by the Council.

Table 1 in the Procurement and Contract Management Policy specifies procurements over \$250,000 can be approved by Delegated Authority plus the Procurement PCG; and comply with Table 2. Table 2 specifies that sole source procurements above \$100,000 must also be approved by the Management Team via a report, and this is to be reported to the relevant Standing Committee.

The General Manager: Utilities & Roading has Delegated Authority to approve expenditure provided for and approved in the Annual Plan and Budget of up to \$250,000 per item.

Management Team has the delegated authority to enter into contracts with a duration of up to 5 years, provided that:

- The expenditure has been approved in the LTP;
- The annual value of the contract does not exceed the level specified as Contractual Authority No 1 in S-DM 1046 Contractual Authorities - Staff Schedule (i.e., \$250,000 for a GM); and
- The total value of the contract does not exceed twice the level specified above (i.e., \$500,000).

A Section 17A review is required when the Council proposes to make a significant change in levels of service, and where a contract or other binding agreement is within two years of expiration. Both apply in this instance.