

Agenda

**Notice is hereby given of
a District Infrastructure Committee Meeting**

Tuesday 30 April 2019

To follow Environmental Services and Finance
Committee meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the District Infrastructure Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 30 April 2019, to follow the Environmental Services and Finance Committee meeting.

Committee Membership

Miriam Morton	Chairperson
Tom O'Connor	Deputy Chairperson
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Peter Collins	Councillor
Jakki Guilford	Councillor
David Owen	Council Rep
Sheila Paul	Councillor

Quorum – no less than five members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

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OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

Apologies have been received from Cr David Anderson, Cr Peter Collins and Cr Sheila Paul.

3 VISITORS

4 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

- a. **Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
 - ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

- b. **Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
 - ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

MINUTES**6 CONFIRMATION OF MINUTES****6.1 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 12 MARCH 2019**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Dan Mitchell, Asset Group Manager

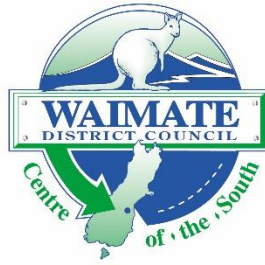
Attachments: 1. Minutes of the District Infrastructure Committee Meeting held on 12 March 2019

PURPOSE

The unconfirmed Minutes of the District Infrastructure Committee Meeting held on 12 March 2019 be presented for confirmation.

RECOMMENDATION

That the Minutes of the District Infrastructure Committee Meeting held on 12 March 2019 be accepted and the recommendations therein be adopted.



MINUTES

District Infrastructure Committee Meeting

12 March 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
DISTRICT INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 12 MARCH 2019, COMMENCING AT 10.18AM**

PRESENT: Chair Miriam Morton, Cr Tom O'Connor, Mayor Craig Rowley, Cr Sharyn Cain, Cr Peter Collins, Cr David Owen, Cr Sheila Paul

APOLOGIES: Cr David Anderson, Cr Jakki Guilford

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Partial: Rob Moffat (Roading Manager), Partial: Paul Roberts (Water and Waste Manager), Tina Stevenson (Corporate Services Group Manager), Partial: Graeme Watts (Parks and Reserves Manager), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

COMMITTEE RESOLUTION 2019/2

Moved: Cr Peter Collins

Seconded: Cr Sharyn Cain

That apologies from Cr David Anderson and Cr Jakki Guilford be received and accepted.

CARRIED

3 VISITORS

Nil

4 CONFLICTS OF INTEREST

Nil

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Nil

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 29 JANUARY 2019

COMMITTEE RESOLUTION 2019/3

Moved: Cr Sheila Paul

Seconded: Mayor Craig Rowley

That the Minutes of the District Infrastructure Committee Meeting held on 29 January 2019 be received and the recommendations therein be adopted.

CARRIED

REPORTS

7 ASSET GROUP REPORT

7.1 MANAGEMENT REPORT - 3 WATERS AND SOLID WASTE

COMMITTEE RESOLUTION 2019/4

Moved: Cr Sharyn Cain

Seconded: Cr Peter Collins

That the Management Report – 3 Waters and Solid Waste is accepted.

CARRIED

Note:

A discussion was held on alleged Waitaki residents bringing over recycling to the Glenavy Recycle Centre and rubbish being left at recycling centres and other areas, and staff were asked to look at undertaking district-wide education on recycling and rubbish, and to look at the option of purchasing more static cameras.

7.2 MANAGEMENT REPORT - ROADING

COMMITTEE RESOLUTION 2019/5

Moved: Cr Sharyn Cain

Seconded: Cr Tom O'Connor

That the Management Report – Roading is accepted.

CARRIED

Note:

Staff were asked to update the progress of the Operational Requests.

7.3 MANAGEMENT REPORT - PARKS & RESERVES**COMMITTEE RESOLUTION 2019/6**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Management Report – Parks and Reserves is accepted.

CARRIED

Note:

A discussion was held and staff asked to look at promoting our district's facilities to neighbouring schools for their camps.

8 GENERAL REPORTS**8.1 RECEIPT OF MINUTES - RURAL WATER SCHEME****COMMITTEE RESOLUTION 2019/7**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

That the District Infrastructure Committee receives minutes from the following:

- a. Waikakahi Rural Water Scheme Committee – 27 March 2018
- b. Cannington-Motukaika Rural Water Scheme Committee – 11 July 2018
- c. Hook Waituna Rural Water Scheme Committee – 15 August 2018

CARRIED

PUBLIC EXCLUDED**9 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2019/8**

Moved: Cr Sheila Paul

Seconded: Cr Sharyn Cain

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

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Public Excluded Minutes of the District Infrastructure Committee Meeting held on 29 January 2019	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Waimate Courthouse - Proposed Roof Repairs	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

10 RE-ADMITTANCE OF THE PUBLIC REPORT**COMMITTEE RESOLUTION 2019/9**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.23am.

The minutes of this meeting were confirmed at the District Infrastructure Committee Meeting held on 30 April 2019.

.....
CHAIRPERSON

REPORTS

7 ASSET GROUP REPORT

7.1 MANAGEMENT REPORT - 3 WATERS AND SOLID WASTE

Author: Paul Roberts, Water and Waste Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: Nil

PURPOSE

1. To update the District Infrastructure Committee on 3 Waters and Solid Waste activities.

NEW THREE WATERS ENGINEER

2. The new Three Waters Engineer, Dave McIntyre, started on the 21 March 2019.
3. Dave has been making himself familiar with the Asset Group Asset Management Plans, Water Safety Plans, consent requirements and visiting the infrastructure around the district.
4. As mentioned in the last report, this position of Three Waters Engineer within the Asset Group will help deliver solutions for the district's three water networks. This will include responsibility for achieving compliance requirements, projects and capital works outcomes that sustain and improve the three water infrastructure networks.

STORMWATER

Manse Street Kerb and Stormwater Upgrade Contract 17/1

5. Practical completion for this project was awarded on 15 April 2019 and marks the successful completion of the project. Whilst the project has taken longer than anticipated due to the inclusion of additional works, the outcome has generally been successful.
6. The uppermost stormwater sumps may need some minor modification in the near future however. As with all stormwater infrastructure modelling some assumptions are required, relating to the upstream catchments (size, runoff coefficients etc) and this may require a minor revision in order to prevent any surface flooding in the future.
7. Staff now wait for a significant event to test the new infrastructure.

URBAN WATER

8. The installation and commissioning of the dedicated rising main and the recent main renewals appear to have reduced water loss considerably within the network from 55% to 40%.
9. Whilst this result is promising, staff will continue to monitor this on a quarterly basis to ensure that it is a trend. Additional works including pressure management and further renewals will certainly assist in further reduction.
10. At some point in the future, Council will need to consider whether universal water metering should be re-investigated, as ultimately this is the one tool that can have significant impacts on water demand (and losses). Furthermore, a change in charging structure can also dramatically reduce consumption.
11. Remaining budgets are being reassessed to establish whether remaining funds can be redirected towards the renewal of 100mm water mains near Exeter Street. A number of water main breaks have occurred in this location and are attributed to asbestos cement mains that are in poor condition.

12. It is proposed that these works will be completed as a variation to the existing contract, which was tendered as per the provisions of the Procurement Policy. The reasoning for taking this approach is that the magnitude of the additional work does not necessarily justify a second procurement process as the market has already been approached.

SOLID WASTE

Metallic Sweeping Ltd

13. The transition between the old Metallic Sweeping Manager and the new Manager, Jay Mason, has been smooth. Jay has been making a positive impact at the Resource Recovery Park.

Waste Compactor Installation

14. Staff have met with Scarlett Engineering to discuss the installation of the second-hand compactor at the Waimate Resource Recovery Park.
15. Site drawings are now being drafted which will allow the pre-installation of the concrete base, electrical connection and some minor modifications to the tip face. This raises an opportunity to increase health and safety measures at the tip face which primarily relate to falls from heights.
16. The current gates will be reconfigured and revised practices at the tip face will mean that the risks associated with falls can be mitigated, almost entirely for the public.

Waste Management and Minimisation Plan

17. Drafting of the Waste Management and Minimisation Plan is all but complete and we anticipate that the plan will be workshopped with Council on 30 April 2019.
18. The final draft plan will be presented to Council on 14 May 2019 with the public consultation commencing 17 May 2019 for a period of one month.

REQUESTS FOR ACTION

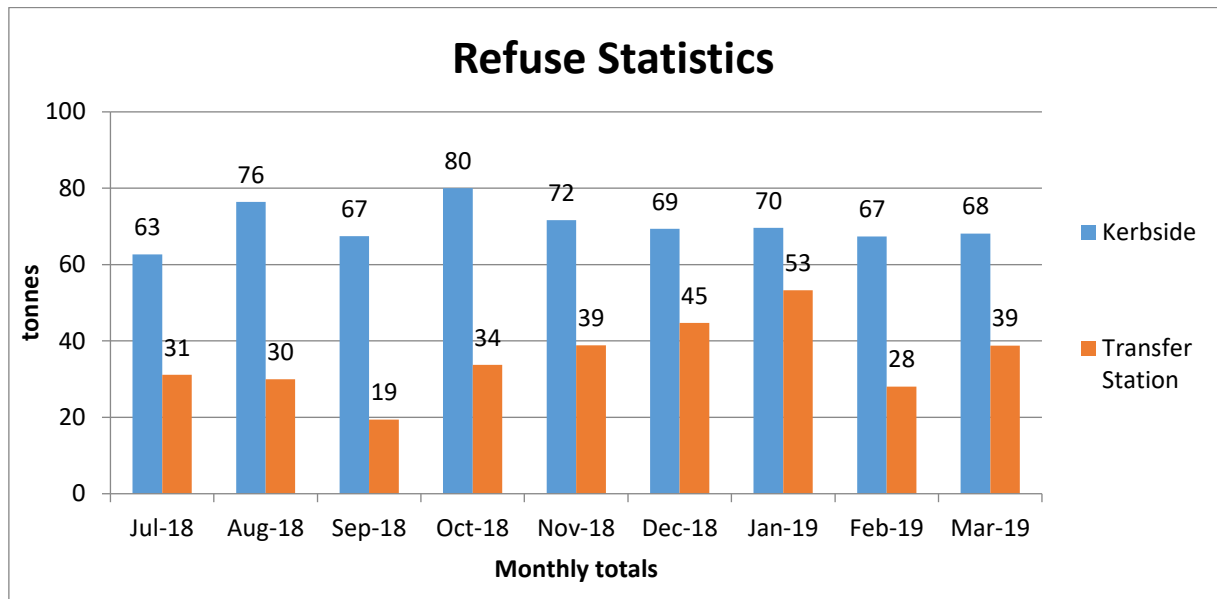
On Hold Requests

Meeting	Date	Officer	Title	Target
District Infrastructure Committee	26/01/2016	Paul Roberts	Workshop discussion on recycling and the reintroduction of a container deposit system On hold	Early 2018/19
Notes Subject to changes in the National Framework. Date placed on hold by the District Infrastructure Committee: 1 May 2018				

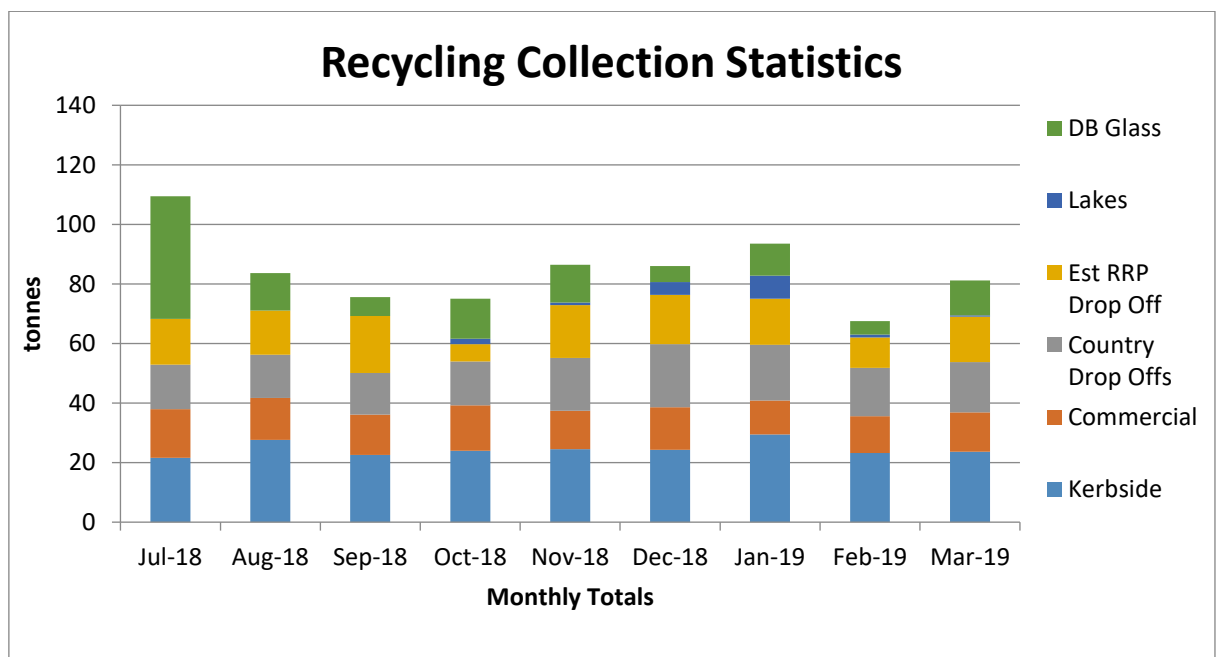
Meeting	Date	Officer	Title	Target
District Infrastructure Committee	08/03/2018	Paul Roberts	Hakataramea recycling depot On hold	Early 2018/19
Notes Subject to consultation. Date placed on hold by the District Infrastructure Committee: 1 May 2018				

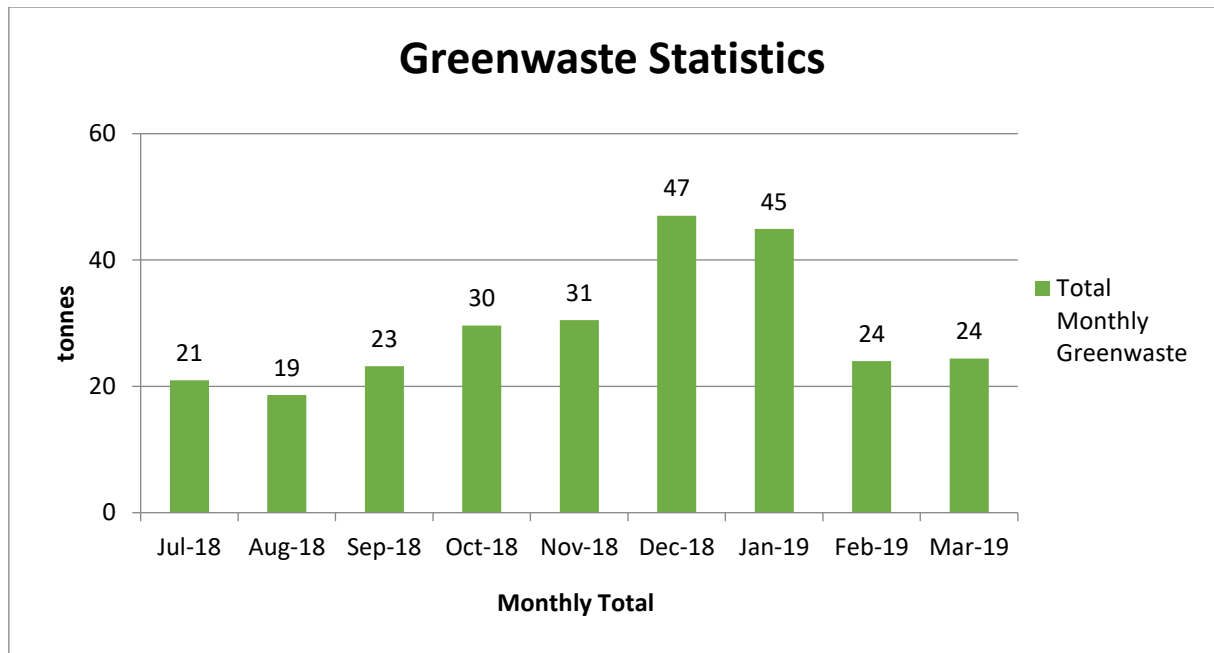
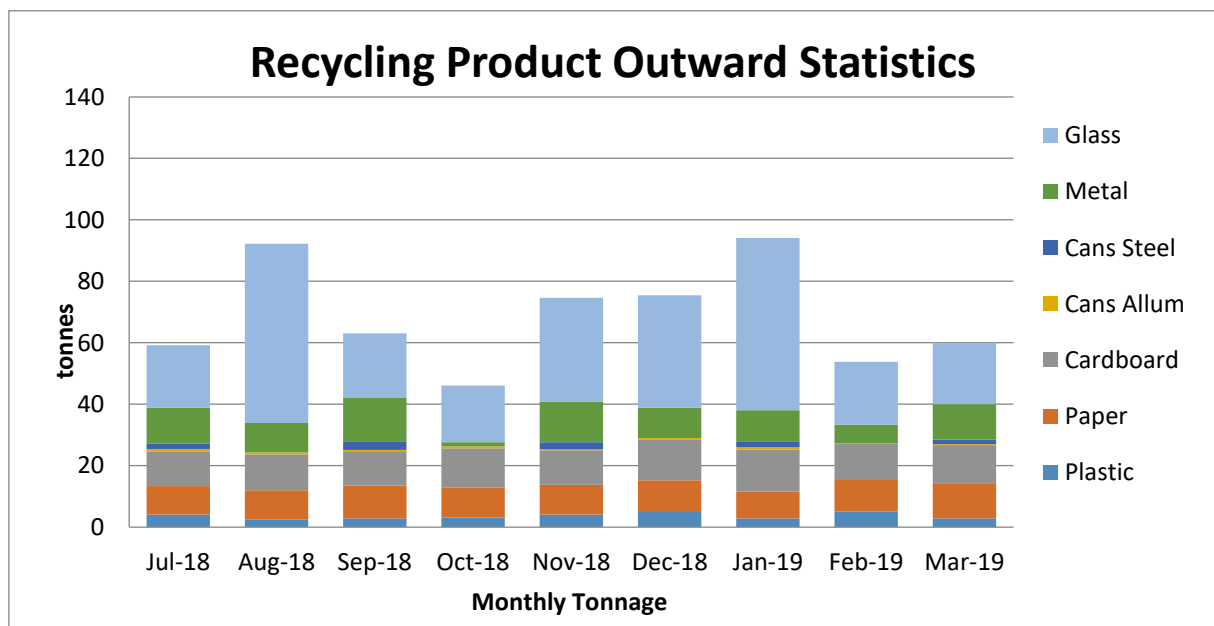
MONTHLY REFUSE AND RECYCLING STATISTICS

Graph 1: Refuse statistics



Graph 2: Recycling collection statistics



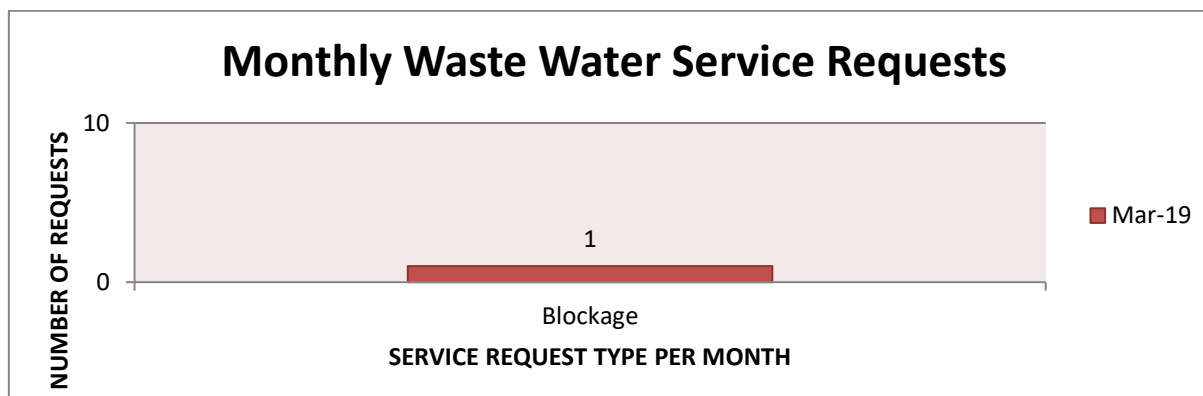
Graph 3: Greenwaste statistics**Graph 4: Recycling product outward statistics**

SERVICE REQUESTS

Wastewater Service Requests

19. Wastewater Service Requests reported over 56.6km (including estimate of laterals) of sewer pipe network infrastructure and 1748 active connections.

Graph 5: Comparison with previous Wastewater Service Request monthly reporting periods



Stormwater Service Requests

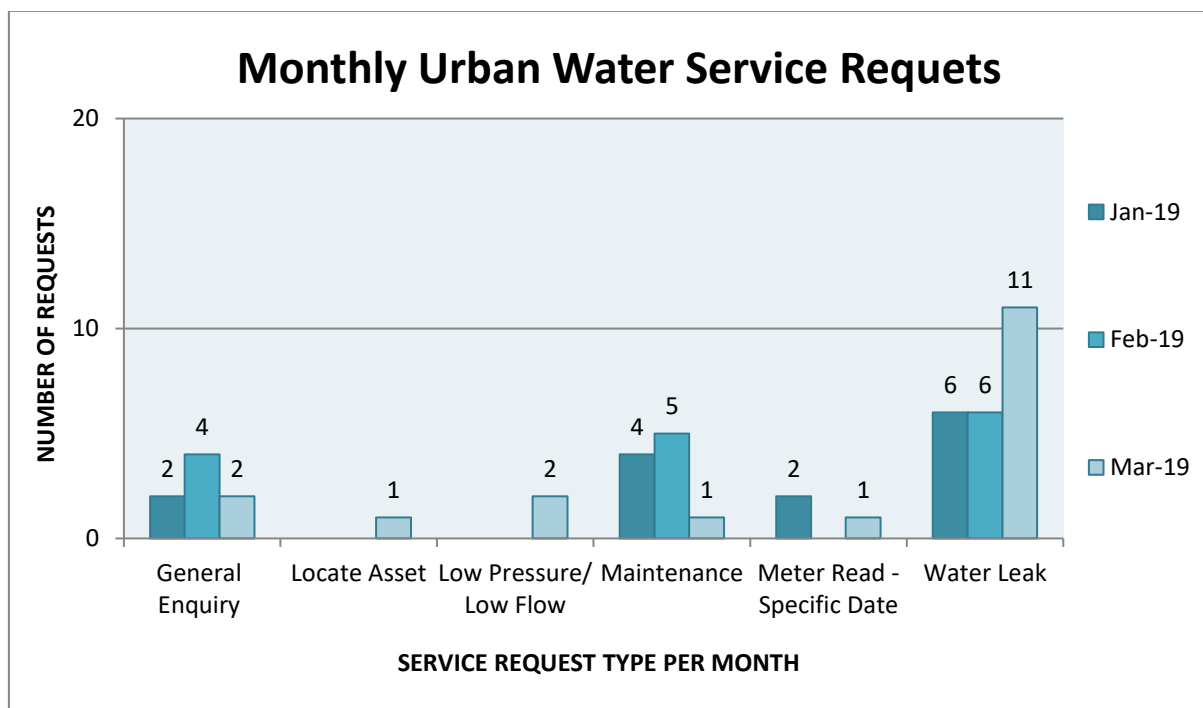
20. Stormwater Service Requests reported over 13.3km of stormwater network infrastructure and 1748 connections.

There were no Stormwater Service Requests in the last three months.

Urban Water Service Requests

21. Urban Water Service Requests reported over 82.7km of pipe network infrastructure and 1935 connections.

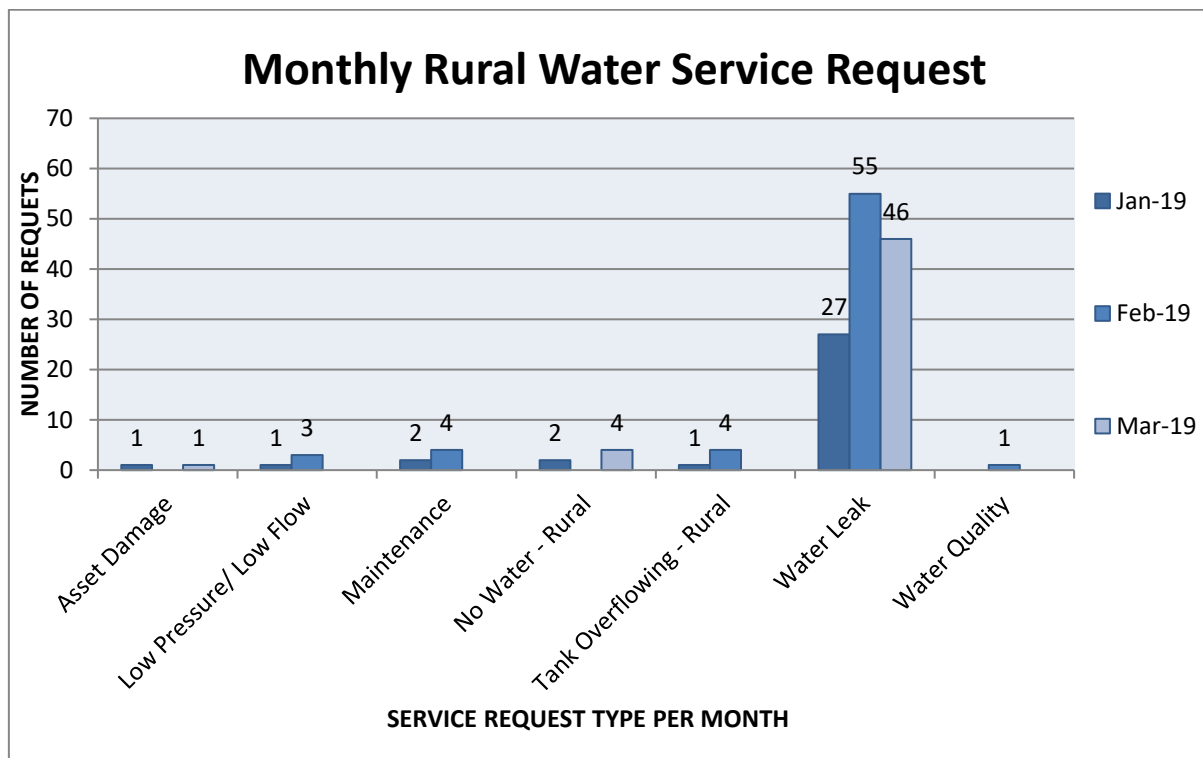
Graph 6: Comparison with previous Urban Water Service Request monthly reporting periods



Rural Water Service Requests

22. Rural Water Service Requests reported over 826.5km of pipe network infrastructure and 1254 connections.

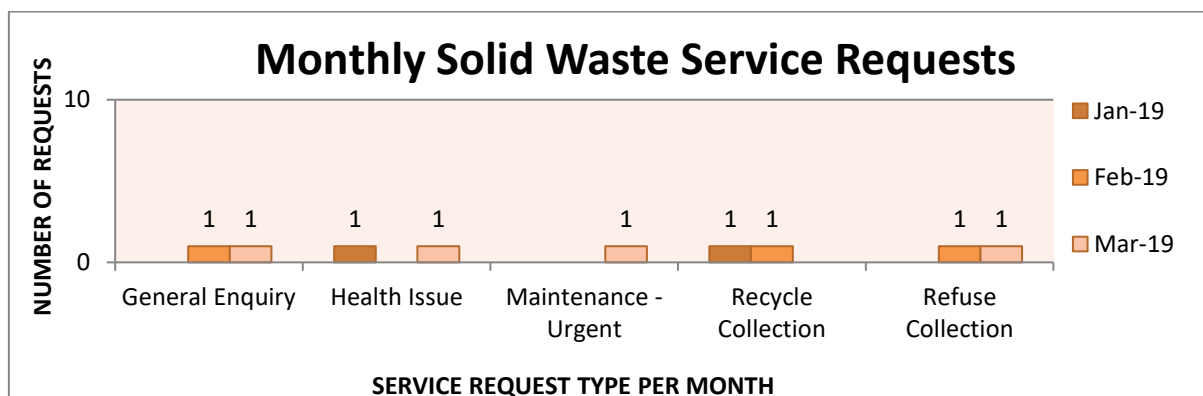
Graph 7: Comparison with previous Rural Water Service Request monthly reporting periods



Solid Waste Service Requests

23. Solid Waste Service Requests reported over 3186 households and eight recycling drop-off depots.

Graph 8: Comparison with previous Solid Waste Service Request monthly reporting periods



RECOMMENDATION

That the Management Report – 3 Waters and Solid Waste is accepted.

7.2 MANAGEMENT REPORT - PARKS & RESERVES

Author: Graeme Watts, Parks and Reserves Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: Nil

PURPOSE

1. To provide the District Infrastructure Committee with an update on Parks and Reserves activities.

VICTORIA PARK

2. Some of the summer annual garden display has been removed, some areas will stay 'on display' until after the Easter and ANZAC holiday period. The plants, which were planted in trays in March for the spring display, are now ready to be planted out. These are pansies, poppies and polyanthus.
3. Staff have added compost to some of the gardens to add nutrients to the soil.
4. The trimming of the Hawthorn hedge is completed.
5. Mowing has started to slow down with the cooler temperatures occurring.
6. Wooden gates have been installed at the entrance of the woodland area off Naylor Street. This also gives better access for the public and staff rather than going through the Motor Camp area.

KNOTTINGLEY PARK

7. Friends of Knottingley Park have been working alongside the Parks staff at the monthly working-bees.
8. Trees in the maple and formal tree areas were trimmed around the base, sprayed for weeds, and some of the lower branches removed.
9. Mulching will be ongoing around the younger trees.
10. The project in the large area near the cricket grounds has been completed. This involved the ground being worked up, soak holes put in to improve drainage, then everything levelled and grass seed sown. Temporary fencing is in place to keep vehicles and stock off the area to allow the grass to grow. This will remain in place for approximately 12 months. Trees are to be planted in the west end of the area in August or September as a project with Friends of Knottingley Park and some schools.

URBAN RESERVES

11. Not as much mowing is required with the grass growth slowing due to the cooler weather.
12. Gardens in Queen Street have been tidied up with weeding and shrubs trimmed back.
13. In Seddon Square, the power line trench was topped up with soil and grass seed sown.
14. Flowering Cherry trees in Lower Queen Street and Mortimer Street have been pruned.

RURAL RESERVES

15. Monthly mowing and weed spraying has been completed at all the rural reserves.

WAITAKI LAKES AND SHORELINE AUTHORITIES COMMITTEE MEETING

16. A Waitaki Lakes and Shoreline Authorities Committee meeting was held at Waimate on Thursday 18 April 2019 at 10.30am.

WAITAKI LAKES

17. The 2018/19 camping season on the Waimate Camping Reserves will close on Sunday 5 May 2019; campers are required to remove their caravans and all other items by Sunday 12 May 2019.
18. This season's income is the highest ever collected, with Easter still to be included. Expenses are on a par with last season, with some invoices still to be processed.
19. During the busy period of Christmas and New Year, we once again employed four staff to collect fees and carry out cleaning of facilities and other general duties. We received good reports on how our staff performed over this period.
20. Recycling was performed to local contractors and the refuse collected by Council staff. By the end of March we had recycled 16,280 Kg (19,134 Kg 2017/18) and there was 36,190 Kg (33,510 Kg 2017/18) of refuse removed.
21. The new ruling on campsite size and fenced off areas implemented last year worked well, and is now accepted. Unfortunately, there was a problem with campers arriving before the opening date, and we received some complaints. This is hard to manage and we will be reviewing our processes. Generally, camper behaviour was good; any minor incidents the camp supervisors were able to sort out very quickly.
22. Season ticket fees for 2019/20 will rise by \$10 to \$350 per season ticket with the overnight site fee to remain at \$20 per site.

UPCOMING PROJECTS

23. At the end of May we will be resuming some unfinished work from last year, mainly a number of poplar trees to be removed from Waitangi as well as some tree topping work.
24. Another project is to undertake water treatment in Waitangi and Te Akataramea camps; this will also include pipe renewal and chlorine dosing.
25. The upgrade to the Norman Kirk Swimming Pool is due to commence after Easter. The later start is due to the contractor scheduling and resourcing of capital works.

OPERATIONAL REQUESTS FOR ACTION

Meeting	Date	Officer	Title	Target
Council	19/12/2017	Dan Mitchell	Dog Park proposal: Develop a Knottingley Park Reserve Management Plan and User Groups Memorandum of Understanding.	30 April 2019
Notes Staff are currently reviewing the draft Reserve Management Plan, draft General Reserve Policies, and are aiming to have final drafts ready for 30 April 2019.				

RECOMMENDATION

That the Management Report – Parks and Reserves is accepted.

7.3 MANAGEMENT REPORT - ROADING

Author: Rob Moffat, Roading Manager
Authoriser: Dan Mitchell, Asset Group Manager
Attachments: Nil

PURPOSE

- To update the District Infrastructure Committee on roading activities.

DRAINAGE MAINTENANCE

- Drainage maintenance has been undertaken on the following roads:

Drainage March		
Road	Surface Water Channel Cleaning m	Surface Water Channel Construction m
BLUE CLIFFS ROAD		360
HORSESHOE BEND ROAD	6709	595

SEALED PAVEMENT MAINTENANCE

- The following seal road repairs have been completed:

Seal Repairs March				
Road	Digouts m ²	Stabilisation m ²	Edge Break m	Chipseal m ²
BAKERS ROAD			14	30
BLUE CLIFFS ROAD	37			
GUM TREE FLAT ROAD		184		
HAKATARAMEA VALLEY ROAD			3	
HODGES ROAD			5	
HORSESHOE BEND ROAD			30	
HORSNELLS ROAD		30	8	
LOWER HOOK ROAD		29	47	
MACLEAN STREET		24		
MILL ROAD			9	
MOLLOYS ROAD			4	
MORVEN BEACH ROAD				
MORVEN GLENAVY ROAD		44		103
NORTON RESERVE ROAD			44	
OLD FERRY ROAD			213	
ONEILLS ROAD			4	
PAREORA RIVER ROAD		315		71
STOKES ROAD		31		
WAIMATE HUNTER ROAD			79	
WAITUNA BACK ROAD		30	29	
	37	686	474	174

METALLING

4. Metalling has been undertaken on the Horseshoe Bend Road.

SEALED ROAD PAVEMENT REHABILITATION

5. Lower Hook Road, 385m long overlay completed between d'Auvergues Road and Wilsons Road.
6. Bluecliffs Road, 150m long overlay completed between Greys Crossing Road and Lyalldale Road.
7. Hornells Road, in progress 405m long overlay in progress between SH1 and Morven Road.



Photograph 1: Hornells Road Overlay under construction



Photograph 2: Lower Hook Road Overlay Completed

STOKES ROAD BRIDGE REPAIRS

8. The bed of the flood channel under Stokes Bridge has degraded over time resulting in no support for the concrete piers. One pier had settled due to being undermined and has been repaired by underpinning with concrete. The second pier will also be underpinned with concrete. The Bridge will be closed until repairs are completed.



Photograph 3: Stokes Road Bridge Pier Repair

CENTENNIAL BRIDGE LIGHTS REPAIR

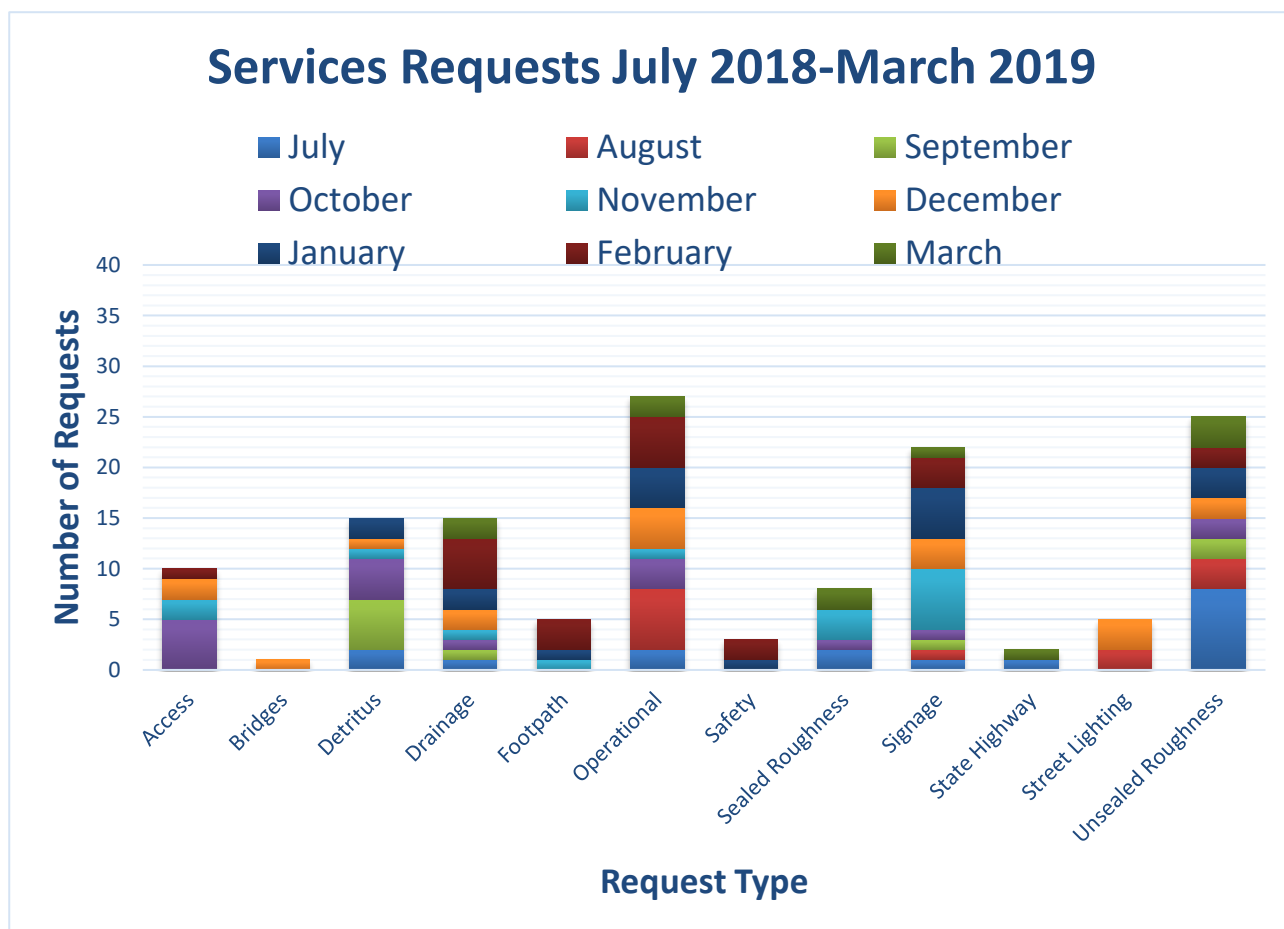
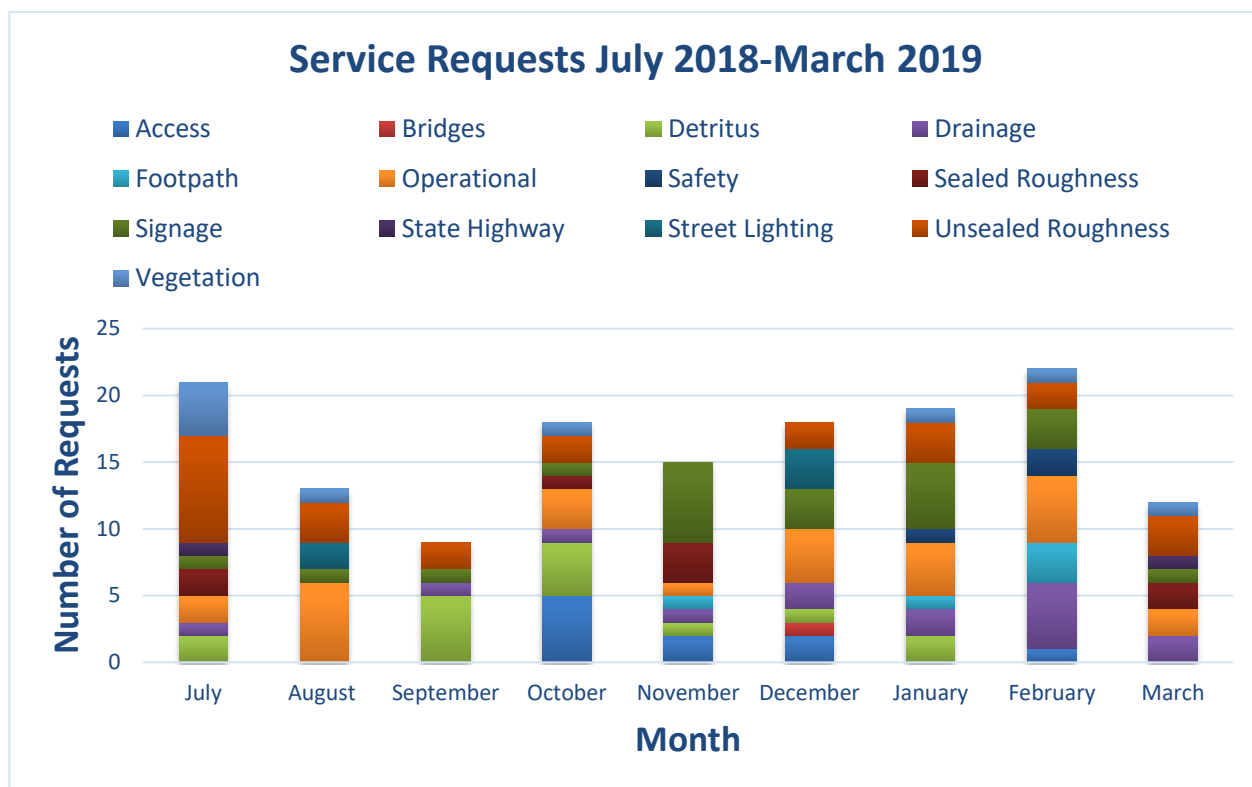
9. Waimate electrical contractor's staff carried out repairs to the faulty commemorative lights, which had been inoperative for several months. The decorative bridge handrails were also cleaned while traffic management was in place.



Photograph 3: Centennial Bridge Lights Repair

SERVICES REQUESTS

10. Services Requests July 2018 to March 2019.



OPERATIONAL REQUESTS FOR ACTION

Meeting	Date	Officer	Title	Target
District Infrastructure Committee	13/03/2018	Rob Moffat	Street Lighting Extension: Staff to provide a report on costings of street lighting in the new urban areas of Waimate and Glenavy. In progress	Early 2019
Notes Significant workload (and budget) to complete LED swap-out prior to investigating costs for new infrastructure.				

ROADING SUBSIDISED EXPENDITURE TO 31 MARCH 2019

WC	Activities/Programmes	FAR	Total cost	NLTA share	Expenditure to date for claim
Emergency works and Preventive Maintenance					
141	Flood November 2018	60	\$473,950	\$284,370	\$397,005
141	Flood damage 21 July 2017	60	\$19,000	\$11,400	\$18,237
Local road maintenance - Local Roads					
111	Sealed pavement maintenance	60	\$493,000	\$295,800	\$418,799
112	Unsealed pavement maintenance	60	\$310,000	\$186,000	\$179,397
113	Routine drainage maintenance	60	\$350,000	\$210,000	\$239,659
114	Structures maintenance	60	\$150,000	\$90,000	\$44,814
121	Environmental maintenance	60	\$200,000	\$120,000	\$106,970
122	Traffic services maintenance	60	\$145,000	\$87,000	\$38,577
125	Footpath Maintenance	60	\$201,000	\$120,600	\$141,869
131	Level crossing warning devices	60	\$10,000	\$6,000	\$5,704
151	Network and asset management	60	\$460,000	\$276,000	\$321,527
211	Unsealed road metalling	60	\$350,000	\$210,000	\$226,891
212	Sealed road resurfacing	60	\$1,278,000	\$766,800	\$1,252,226
213	Drainage renewals	60	\$503,000	\$301,800	\$503,504
214	Sealed road pavement rehabilitation	60	\$308,000	\$184,800	\$165,539
215	Structures component replacements	60	\$155,000	\$93,000	\$26,049
222	Traffic services renewals	60	\$60,000	\$36,000	\$38,872
Total Maintenance Local Roads			\$4,973,000	\$2,983,800	\$3,710,398
324	Accelerated LED Street Light Renewal-Implementation	85	\$250,750	\$213,138	\$0
341	Minor improvements Local Roads	60	\$330,000	\$198,000	\$155,773
Total Local Roads improvement			\$580,750	\$411,138	\$155,773
Total Programme			\$6,046,700	\$3,690,708	\$4,281,413

RECOMMENDATION

That the Management Report – Roading is accepted.

7.4 MANAGEMENT REPORT - PROPERTY

Author: Dan Mitchell, Asset Group Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: Nil

PURPOSE

1. To update the District Infrastructure Committee on property activities.

LOCAL GOVERNMENT BUILDING

2. The engineering assessment is still underway and has been informed by a recent site visit. Staff are currently sourcing geotechnical information that will further assist the seismic assessment being undertaken.
3. Further to assessing the building, a seismic analysis of the clock tower structure is underway due to its proximity to the Local Government Centre.

FORMER COURTHOUSE

4. The contract has now been awarded for the modification of both lower roof areas at the former Waimate Courthouse.
5. The work is expected to commence late April / early May 2019.

OPERATIONAL REQUESTS FOR ACTION**Active Requests**

Meeting	Date	Officer	Title	Target
Environmental Services and Finance Committee	01/08/2017	Dan Mitchell	Public Toilets: Review of Waimate District's public toilets, incorporating Economic Development Strategy.	
Notes				

On Hold Requests

Meeting	Date	Officer	Title	Target
Environmental Services and Finance Committee	02/05/2017	Dan Mitchell	Develop Waimate Event Centre Facility Management Plan. On hold	
Notes				
To be commenced following the development of the Knottingley Park Reserve Management Plan.				

RECOMMENDATION

That the Management Report – Property is accepted.

7.5 UNMANNED AIRCRAFT POLICY 317

Author: Leonardo Milani, Policy Analyst

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: 1. Unmanned Aircraft Policy 317  

PURPOSE

1. To provide an improved policy framework to outline the conditions of operating/using unmanned aircrafts - including unmanned aerial vehicles, unmanned aerial systems, and remotely piloted aircrafts, and drones over areas controlled by Waimate District Council.

BACKGROUND

2. The policy, itself a reflection of the Civil Aviation Authority (CAA) regulations on the use of unmanned aircrafts by civilian users/operators, was formulated and subsequently adopted by Council on 22 March 2016. As the policy is subject to a review period of 3 years, it was analysed as to identify areas for improvement, or replacement.
3. Post-internal consultation, and upon further research, it is determined that the existing policy is to be amended with minor modifications to:
 - a. Ensure full compatibility with Waimate District Consolidated Bylaws; specifically CHAPTER VII; and
 - b. Enhance the text's formality and accuracy.

PROPOSAL

4. The District Infrastructure Committee is asked to approve adoption of the Unmanned Aircraft Policy 317.

Options

5. The District Infrastructure Committee may:
 - a. Adopt the Unmanned Aircraft Policy 317; or
 - b. Adopt the Unmanned Aircraft Policy 317 with amendments; or
 - c. Not adopt the Unmanned Aircraft Policy 317 at this time.

ASSESSMENT OF SIGNIFICANCE

6. The proposed policy is not considered significant under Council's Significance and Engagement Policy.

Territorial or Regional Council Regulations, Plans or Bylaws

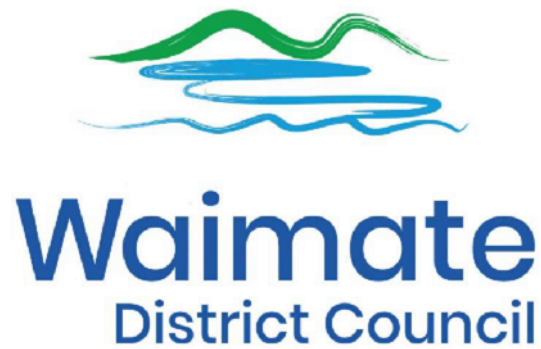
7. Waimate District Consolidated Bylaws, CHAPTER VII

FINANCIAL

8. There are no financial implications to this policy.

RECOMMENDATION

1. That the Unmanned Aircraft Policy 317 report is accepted; and
2. The District Infrastructure Committee adopt the Unmanned Aircraft Policy 317, as presented.



Unmanned Aircraft Policy 317

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1. Purpose

To provide guidance on where, and under what conditions the public are allowed to fly unmanned aircraft over land controlled by Waimate District Council.

2. ~~Definitions~~Scope

Unmanned Aircraft – includes Unmanned Aerial Vehicles (UAV), Unmanned Aerial Systems (UAS), Remotely Piloted Aircraft (RPA), and drones.

3. Background

The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand, and sets the rules around the use of unmanned aircraft. CAA Rules Part 101 and 102 came into effect on 1 August 2015 and relate specifically to unmanned aircraft and places restrictions around the use of unmanned aircraft. All unmanned aircraft operations, regardless of size, weight, or performance of the aircraft are required to operate in compliance with these rules.

CAA Rule Part 101 permits operators of unmanned aircraft to fly without needing to obtain the consent of the CAA provided they operated strictly within the prescribed limits of the CAA Rule Part 101. The rule requires a person operating an unmanned aircraft to gain consent from the property owner or occupier of the area(s) over which they intend to operate.

CAA Rule Part 102 is designed for higher-risk operations. If an operator cannot comply with Part 101 this is a good signal that the operation may be higher risk and require certification from the CAA under Part 102. Operators will need to contact the CAA directly for this certification.

4. Policy Statement

Waimate District Council will grant consent for the flying of unmanned aircraft above land controlled by Council subject to the Waimate District Council's conditions, and provided the unmanned aircraft operator ~~strictly~~ adheres ~~strictly~~ to the CAA operating rules.

CAA Rule Part 101 requires operators to get consent from any person they may fly over. Such consent can be obtained/granted verbally. ~~(this can be given verbally).~~

The CAA rules have an overriding requirement not to operate in a manner that is hazardous to people or property.

Failure to comply with CAA rules could result in a warning, fine, or prosecution from the CAA.

Waimate District Council will consider applications for approval where the operation does not meet these conditions.

Waimate District Council is not responsible for setting, monitoring, or enforcing the CAA rules. If you have concerns that these rules are being breached please contact the CAA on isi@caa.govt.nz or phone 0508 4SAFETY (0508 4723389). If there is an imminent threat to people or property, please contact the Police.

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5. Conditions of Unmanned Aircraft Operations

Waimate District Council grants consent for the flying of unmanned aircraft above land controlled by Council provided unmanned aircraft operators:

- are ~~courteous and~~ considerate of other users of the property; and
- do not fly over other people or adjoining private property without their consent (complying with the Office of the Privacy Commissioner guidance on preserving peoples' personal privacy); and
- do not film anybody with an on-board camera without their express permission; and
- do not operate within 50 metres of any playground, paddling pool, or swimming pool; and
- do not operate over Council cemeteries; and
- do not operate directly over occupied camp sites; and
- do not operate over a sports field if it is in use by others; and
- do not operate within 100 metres of any event where there is a road closure for that event; and
- do not fly closer than ~~ten~~ 10 metres to the boundary of ~~Council~~ Council-controlled land and private property without the permission of that land owner/occupier.

Specific to the use of unmanned aircrafts in Waimate District Council Reserves- in compliance with Chapter 7 of Waimate District Consolidated Bylaws 2018, Clause 723.1- no person shall fly any unmanned aircraft within a Reserve except with the prior permission of Council and then only in compliance with every condition under which such permission is granted. For the purpose of this policy, Reserve includes any open space, plantation, park, beach, garden, or ground set apart for public recreation or enjoyment, which is now or hereafter may be under the management or control of Council.

6. Applying for Consent

Any person seeking to operate unmanned aircraft outside these conditions must seek consent from the Waimate District Council Asset Group Manager.

7. CAA Rule Part 101

Operation of unmanned aircraft in accordance with the CAA Rule Part 101 is subject to the following restrictions. There are 12 key ~~things requirements that are required~~ under Part 101, as outlined below:-

You Unmanned aircraft operators/users must –

1. not operate an aircraft that is more than 25kg and always ensure that it is safe to operate; and

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2. at all times, take all practicable steps to minimise hazards to persons, property, and other aircraft ~~(i.e. don't do anything hazardous)~~; and
3. fly only in daylight; and
4. give way to all crewed aircraft; and
5. be able to see the aircraft with ~~your-their~~ own eyes (e.g. not through binoculars, a monitor, or smartphone), to ensure separation from other aircraft (or use an observer to do this in certain cases); and
6. not fly ~~your-their~~ aircraft higher than 120 metres (400 feet) above ground level (unless certain conditions are met); and
7. have knowledge of airspace restrictions that apply in the area ~~you-they want-wish~~ to operate ~~in~~; and
8. not fly closer than ~~four-4~~ kilometres of any aerodrome (unless certain conditions are met); and
9. when flying in controlled airspace, obtain an air traffic control clearance issued by Airways Corporation of New Zealand; and
10. not fly in special-use airspace without permission of the administering authority of the area (e.g. restricted or military operating areas); and
11. ~~have-obtain~~ consent from anyone ~~you-they want-wish~~ to fly above, and
12. ~~have-obtain~~ consent of the property owner or person in charge of the area ~~you-they want-wish~~ to fly above.

This list should not substitute a full reading of CAA Rule Part 101. ~~You-Unmanned aircraft operators/users~~ should conduct a thorough assessment of ~~your-their~~ operation and ensure ~~that they you~~-understand the Civil Aviation Rules that apply to ~~your-their~~ operation, before deciding whether to operate under Part 101 and 102.

Some exceptions may apply, but generally if ~~you-unmanned aircraft operators/users~~ cannot meet any of these requirements, ~~then~~ this is a good ~~signal-indicator~~ that ~~your-their~~ operation will need to be certified under CAA Rule Part 102.

8. Further Information

Any operators of unmanned aircraft wishing to fly beyond the conditions of CAA Rule Part 101 within the Waimate District are requested ~~to~~ contact the Waimate Aero Club.

Unmanned aircrafts are not permitted to fly within a 4 km radius of the Waimate Aerodrome. See Map 1.

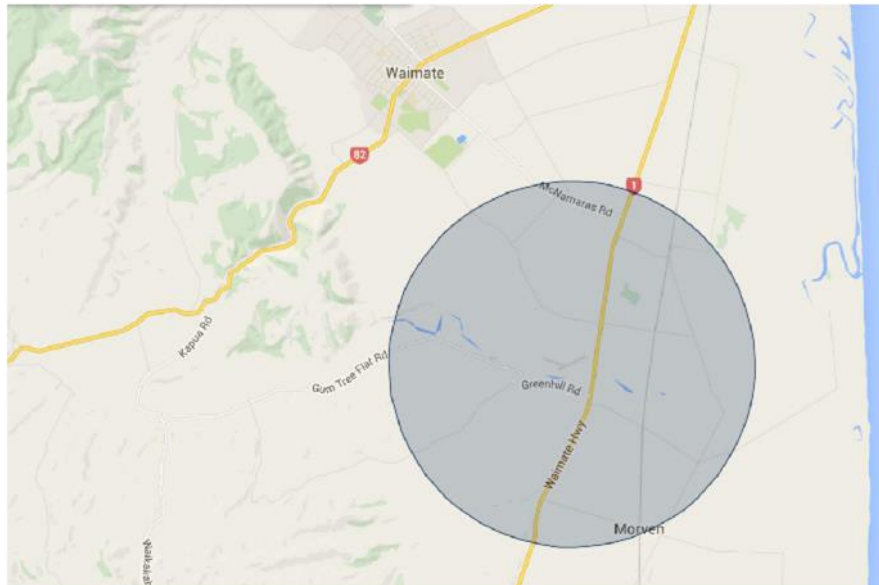
Unmanned aircrafts are not permitted to fly in Low Fly Zones. There is a Low Fly Zone which covers the area between the Waitaki River and the Glenavy Tawai and Tawai Ikawai Roads. See Map 2.

The Civil Aviation Authority's website provides full details of Rules Part 101 and 102 and further advice for operators of unmanned aircraft.

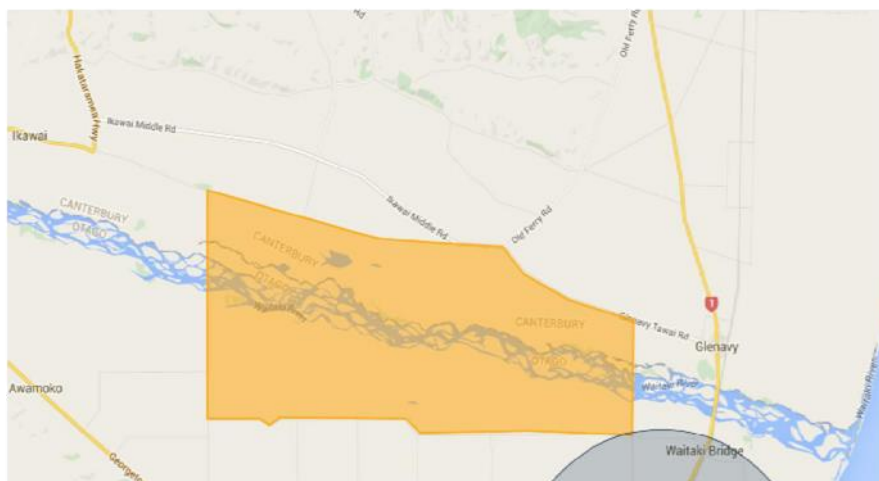
Visit the website at: <https://www.caa.govt.nz/rpas/index.html>

Also see the Airshare website for further information on the safe operation of unmanned aircraft. <https://www.airshare.co.nz/>

9. Maps



Map 1: Map showing 4km radius around Waimate Aerodrome.



Map 2: Showing the Low Fly Zone at the Waitaki River.

10. Publication Details

All inquiries or suggestions regarding this Document should be referred to:	Asset Group Manager
Revision Dates:	<u>30 April 2019</u> <u>22 March 2016</u>
Effective Date:	<u>30 April 2019</u> <u>22 March 2016</u>
Minimum Review by:	<u>April 2022</u>
Document Owner – Release Signature: Asset Group Manager	Dan Mitchell
Chief Executive Officer – Release Signature:	<u>Stuart Duncan</u>
Policy can only be amended by:	Resolution of Council
Policy filed at:	<u>L:\POLICIES, MOU's & STRATEGIES\Policies\300 policy - General Council</u>
Policy Writer:	Fabia Fox Policy Analyst

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PUBLIC EXCLUDED**8 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Public Excluded Minutes of the District Infrastructure Committee Meeting held on 12 March 2019	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

9 RE-ADMITTANCE OF THE PUBLIC REPORT
MEETING CLOSURE