



TO THE MAYOR AND COUNCILLORS OF THE MACKENZIE DISTRICT COUNCIL

MEMBERSHIP OF THE PROJECTS AND STRATEGIES COMMITTEE

Graeme Page (Chairman)

Claire Barlow (Mayor)

John Bishop

Peter Maxwell

Annette Money

Graham Smith

Evan Williams

*Notice is given of a meeting of the Projects and Strategies Committee
to be held on Tuesday 8 November 2011
following the Finance Committee meeting*

VENUE: Council Chambers, Fairlie

BUSINESS: As per Agenda attached

**NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER**

3 November 2011



PROJECTS AND STRATEGIES COMMITTEE

Agenda for Tuesday 8 November 2011

I APOLOGIES

II DECLARATIONS OF INTEREST

III MINUTES

Confirm and adopt as the correct record the Minutes of the meeting of the Projects and Strategies Committee held on 27 September 2011 including such parts as were taken with the Public Excluded.

ACTION POINTS

IV REPORTS:

1. Asset Manager's Monthly Report
2. 2012/2015 NZTA Budget Submissions
3. Asset Management Core Policy
4. Asset Management Policies

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PROJECTS AND STRATEGIES COMMITTEE HELD IN THE SERVICE CENTRE, TWIZEL, ON TUESDAY 27 SEPTEMBER 2011 AT 10.50 AM

PRESENT:

Graeme Page (Chairman)
Claire Barlow (Mayor)
Crs John Bishop
Peter Maxwell
Annette Money
Graham Smith
Evan Williams

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Bernie Haar (Asset Manager)
Suzy Ratahi (Manager – Roothing)
John O'Connor (Assets Supervisor) for part of the meeting.

I APOLOGIES:

There were no apologies.

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the Minutes of the meeting of the Projects and Strategies Committee held on 23 August 2011 be confirmed and adopted as the correct record of the meeting.

Annette Money/Evan Williams

IV REPORTS:

1. ASSET MANAGER'S MONTHLY REPORT:

This report from the Asset Manager referred Project Progress - Council Priority – List (Roothing, Sewerage, Water Supplies, Stormwater and Solid Waste), Roothing, Essential Services and Solid Waste.

Resolved that the report be received.

Claire Barlow/Annette Money

Resolved that 450 m of Cricklewood Road be sealed as part of the minor improvement programme subject to the receipt of an acceptable tender price.

Evan Williams/John Bishop

Resolved that the work of the Solid Waste Subcommittee be endorsed and that the 10 year contract for Solid Waste Services with Envirowaste Services Ltd in the amount of \$4,755.743.60 be executed.

John Bishop Evan Williams

Cr Money requested that a **hazardous waste collection service** be instituted as soon as possible.

It was agreed that a workshop be held to consider the **repayment of the debt in the Solid Waste cost centre**. It was noted that the issues of an on-going **solid waste education programme** and the **disposal of organic waste** also needed to be resolved.

The maintenance of **Lilybank Road** was discussed. It was agreed that opportunities of gaining subsidy funding from users be investigated with other local authorities.

The meeting was adjourned at 12.35 pm for lunch and reconvened at 1.10 pm.

2. CONTRACT 1188 – SEALING 2010/11

This report from the Asset Manager advised Council of an over-payment for works completed by Blacktop Construction Ltd last sealing season, what had been done to recover the funds and the changed systems put in place to eliminate the possibility of the error recurring.

Resolved that the report be received.

Annette Money/Claire Barlow

Resolved:

1. That the Council notes that an invoice has been sent to Blacktop Construction Ltd requiring the overpayment to be repaid.
2. That the Council be notified when the repayment has been received.

Graham Smith /John Bishop

Resolved that the Council requires management to take all steps needed to institute a robust regime for contract payments with immediate effect.

Annette Money/Claire Barlow

V PUBLIC EXCLUDED

Resolved that the public be excluded from the following part of the proceedings of this meeting namely:

1. Minor Improvements 2011/2012 – Clayton Road Seal Widening Stage 2

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
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Minor Improvements 2011/2012
Clayton Road Seal Widening
Stage 2

Commercial Sensitivity

48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) 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, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Minor Improvements 2011/2012 – Clayton Road Seal Widening Stage 2* section 7(2)(b)(ii).

Graeme Page Graham Smith

MINOR IMPROVEMENTS 2011/12, CLAYTON ROAD SEAL WIDENING STAGE 2

Resolved that the following resolution taken with the Public Excluded be confirmed:

That the tender of SICON Ltd for the sum of \$110,068 for minor improvements 2011/12, Clayton Road Seal Widening Stage 2 be accepted.

Evan Williams/Graham Smith

GENERAL BUSINESS:

FUNDING OF WATER SUPPLIES – LONG TERM PLAN:

Cr Money referred to the workshop on funding of water supplies and some further options which she suggested could be considered when developing policy for the Long Term Plan.

She said that a fair and equitable system was needed which didn't necessarily include contributions from the three communities' ratepayers.

Cr Bishop suggested a project account could be created to ensure that sufficient funding was available to communities which needed to undertake significant capital expenditure on infrastructure such as water supplies. He suggested 50% of the interest on Council's investments be contributed to such a fund – the contribution to be phased in over several years. This could soften the impact on rates subsidised by the interest. He suggested the Forestry Board's dividend payments to Council could also be directed to the fund.

It was agreed that the concept was similar to what had been discussed at the workshop, ie that Council was prepared to subsidise some activities that would otherwise present a heavy burden on certain groups of ratepayers, from a general source rather than having all the community water supplies funded from one account.

Cr Maxwell suggested that a levy based on the total deprecation of assets over the townships, divided by the number of ratepayers, could also contribute to the fund.

ALLANDALE ROAD – SPEED LIMIT

The Chairman referred to representations which had been made to NZTA to reduce the speed limit from 100 kph to 60 kph or 70 kph through the commercial area on Allandale Road.

The Asset Manager said he had raised the matter three years previously on behalf of Council and the Fairlie Community Board. NZTA had asked for evidence that there was a safety issue on the road. This evidence relating to ‘near misses’ had been collected by Whitestone Roding Ltd and passed on to the NZTA; however no action had been forthcoming.

The Asset Manager said the Fairlie Community Board was seriously considering upgrading the Allandale Road entrance to Fairlie and the speed limit was one of the concerns which had been raised as part of that process. He undertook to resubmit the request to NZTA in writing in an effort to expedite the matter.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2.15 PM**

CHAIRMAN

DATE

MATTERS UNDER ACTION – PROJECTS AND STRATEGIES COMMITTEE

12 April 2011

Bridge Replacements:

- 1 The Chairman and the Asset Manager undertook to consult with the owners of the Morris Road Bridge. *Yet to be actioned*
- 2 Cass River Bridge to be replaced, subject to a substantial contribution from the landowner to the funding of the local share of the cost of replacement. *Yet to be actioned*
- 3 Investigate the legal implications of closing the top end of the Godley Road before the Cass River Bridge. *Yet to be actioned*

Twizel Water Supply

Preliminary investigations to be undertaken to confirm the viability of proposed new sources for the water supply for Twizel. *Ongoing.*

27 September 2011

Solid Waste Issues

Organise a workshop to consider the repayment of the debt in the Solid Waste cost centre.

Lilybank Road Maintenance

Investigate with other local authorities opportunities of gaining subsidy funding from users.

MACKENZIE DISTRICT COUNCIL

REPORT TO: PROJECTS AND STRATEGY COMMITTEE

FROM: ASSET MANAGER

SUBJECT: ASSET MANAGER'S MONTHLY REPORT

DATE: 8 NOVEMBER 2011

REF: WAS 1/1

ASSET MANAGEMENT

We have received plans for the access off Ostler Rd and also the development for Mt Cook Salmon to approve.

Project Progress - Council Priority List

Roading

Minor Improvements

Clayton Road Seal widening Stage 2 , the contractor is due to start any day.
The Minor improvement on Cricklewood Road and the "Sealing Past Houses" on Clayton Road tender has been accepted and the contractor is due to start on the 7th November.

Fairlie Streetscape improvements

Fairlie CB have discussed project scope and want a report from staff on various options for their next meeting.

Activity Management Plan

We have received the draft AMP from Opus and are currently reviewing the document. We used the AMP to develop our bid for NLTP funding and will have to reinforce parts of it to reflect the increases sought.

Sewerage

Twizel Land Purchase

The ongoing mediation with the land owner over his Land Use consent has reached a conclusion.

Activity Management Plan

Asset register has been updated. This is essential to ensure the most up to date is available. All maps for inclusion in the revised document have been completed and the revision is about to be started shortly.

Water Supply

Projects Water Supply Programme

We are working with Opus International Consultants Ltd on a Water Supply Strategy to meet the requirements of the Health (Drinking Water) Amendment Act 2007.

An initial programme was prepared and we are currently ahead of programme on some projects and behind on others.

The programme will be updated.

Opus staff with expertise in various fields in Dunedin, Nelson, Christchurch and Wellington are carrying out various tasks.

Fairlie Waterman Replacements

The water model was run to verify that the proposed pipe sizes are correct. The conclusions are as follows:

“The renewal mains sizes selected are adequate and appropriate for the demand and to cope with fire flows.

The existing water main along Mt Cook Road (200mm diameter) is also adequate for the fire flows tested. The proposed renewal of this water main can be the same size as the existing water main.

The water mains along Talbot Road and School Road are undersized for the appropriate fire water classification of these areas. Upgrades could be considered in these areas.”

The model used FW3 fire flows for the industrial area in Talbot Road. The reticulation was not designed for FW3 in that area. It used FW2 fire flows for residential area at the end of School Road. The required flow was able to be obtained but the residual pressure was only 5m and the Code of Practice requires 10m residual pressure.

Opus have been asked for an Offer of Service to prepare plans and contract documents and act as Engineer to the Contract.

Public Health Risk Management Plans

We are currently ahead of the initial programme for preparation of PHRMP's. They were programmed scheme by scheme throughout the year. We have been able to obtain a good price from Opus to prepare them all in one package. We have included Burkes Pass in the package, although the 2011-12 budget does not provide for it, in order to take advantage of the package.

The task is being approached in two steps:

1. Catchment Risk Assessments. To determine the protozoa log removal level as required by the Drinking Water Standards for New Zealand (DWSNZ) and obtain agreement with the Drinking Water Assessor of the Ministry of Health. The assessments have been prepared and sent to the DWA. Unfortunately he has been away for 2 weeks and we have not heard back from him yet. As expected, the assessments have concluded that log 4 protozoal removal is required for Fairlie and the existing Twizel source, and Log 3 removal for Tekapo.

For Allandale and Burkes Pass, the supplies can be assessed as either small supplies against Section 10 of the DWSNZ or against Section 5 (the same as larger schemes). Section 5 indicates a protozoal removal requirements of Log 4. This could potentially be reduced to Log 3 if the supplies are designated small supplies and assessed against Section 10. However, before this can be done, the supplies must have approved PHRMP's and appropriate bacterial and protozoal treatment processes must be in place.

As the majority of the water supplied to the Allandale Scheme is used for agricultural uses, the supply could be assessed as a Rural Agricultural Supply against Section 12 of the DWSNZ. However, no criteria have yet been developed for Section 12 and there remains some uncertainty as to what will ultimately be required.

UV disinfection is an economical protozoa treatment option but will only attract a maximum of 3 Log credits. To obtain more than 3 Log credits some form of filtration is required which becomes very expensive to build and operate. This is where the economies of using treated water for irrigation will have to be considered.

The DWSNZ allows water suppliers to undertake cryptosporidium sampling to determine a supply's protozoa removal level, if they believe that the catchment risk assessment method has incorrectly determined the protozoa risk of a catchment. A cryptosporidium sampling programme may identify that a lower protozoa removal level is appropriate.

The protozoal monitoring programme must comprise of at least 26 samples collected over a 12 month period. Each test costs \$650 plus the cost of sampling and freight etc ie the cost could be over \$20,000 per scheme. On top of the initial monitoring the protozoa monitoring programme must be repeated at least five-yearly intervals. Therefore in five years time it may be found that the treatment system installed no longer meets the DWSNZ.

2. Public Health Risk Management Plans.

Now that the Catchment Risk Assessments have been completed, although not yet approved by the DWA, work has begun on the PHRMP's for Fairlie, Tekapo, Allandale and Burkes Pass. Preparation of the Twizel PHRMP has been delayed until a decision has been made on the future source.

Twizel Water Supply Temporary Chlorination

The chlorine dosing pump chosen to cope with the wide fluctuation in demand between winter and summer is a Wallace & Tiernan Premia 75 which has to be imported from the United States. We are expecting delivery on the week of 31 October. Other equipment such as the chlorine tank and bund are on site.

Flushing of the water mains is almost completed and was successful in flushing out biofilm especially in the Irishman Drive, Rhoboro Road and Omahau Crescent areas.

Twizel Water Supply New Source

Unfortunately the Twizel new source investigations have not progressed as quickly as we would have liked due to other work commitments of Opus. We have been promised that it will be given higher priority.

The programme is:

1. Evaluate the Hocken Well proposal to determine if investigations should concentrate first on that proposal or the Ben Ohau proposal.
2. Evaluate the likelihood of obtaining 1 Log credit for bank filtration at the existing source. Staff's interpretation of the DWSNZ was that bank filtration would not qualify for 1 Log credit at this site. However, Opus included 'option 3 (ii)' in the "Twizel Water Supply options Update" report which relies on 1 Log credit for bank filtration. If 1 Log credit is realistically achievable, option 3(ii) becomes the cheapest source option although not the best option engineering wise.
3. Carry out site investigations for either the Hocken Well proposal or the Ben Ohau proposal.
4. Investigate the bank filter's performance at the existing source if obtaining 1 Log credit looks achievable.
5. When all the information is available Council will be required to make a decision on the future source.
6. Prepare a Public Health Risk Management Plan and obtain DWA approval.
7. Plans and Contract Documents for construction.

Manuka Tce Water Supply New Source

The aquifer at the Lake Ohau end of Manuka Terrace looks like it will provide the required quantity and bacterial and chemical quality. However, during the previous short duration test pumping, the turbidity was higher than what is required for economical treatment with UV.

The next step is to test pump for a longer period. It is expected that as the well is developed, the turbidity will improve. It is planned to carry out this tests pumping in conjunction with Twizel source investigations to save on establishment costs.

Once a suitable source is confirmed, a re-design of the reticulation, reservoir etc will be required.

Activity Management Plan

Asset register has been updated. This is essential to ensure the most up to date is available. All maps for inclusion in the revised document have been completed and the revision is about to be started shortly.

Stormwater

Activity Management Plan

Asset register has been updated. This is essential to ensure the most up to date is available. All maps for inclusion in the revised document have been completed. The revision of the document is well underway. Risk assessments still have to be completed.

Solid Waste **Activity Management Plan**

No work to date.

Transition New Solid Waste Proposal

The first collection of the new service started on the 3rd October 2011 with back up trucks. The new truck has since been delivered and is in service.

The whole process has gone really well and Carl has some further comments in his section of the report.

Voluntary Residential Customers

We continue to add more customers in voluntary area with 39 out of a possible 150.

Commercial Customers

ESL continue to add commercial customers into the service.

Wheelie Bin Contract With Envirowaste Services Ltd

Final changes to the contract documents have been worked through are the documents should have been signed by the meeting date.

Lease agreements for the three RRP's have been completed and agreed. These will be signed shortly

Issues still to be Resolved

Once the contract documents have been signed it leaves one issue still to be resolved

1. Variation to the resource consents to reflect the new regime.

ROADING

Roading

Minor Improvements

Clayton Road Seal Widening Stage 2 Contract was successfully tendered and awarded to SICON, they were planning to be onsite 31/10/11 and are scheduled for completion prior to Christmas.

The 2011/2012 Minor Improvements Contract was successfully tendered by Ashburton Contracting Limited. The 455m Deceleration Seal on Cricklewood Road has been approved by Council and we have had verbal confirmation, awaiting written, from P & A Johnson on Clayton Road, that they are prepared to pay their portion of Sealing Clayton Road past their house.

Fairlie Streetscape improvements

The Roding Manager met with the Community Board, and they have requested a number of priced options to complete these works, so she is currently working on these options.

Activity Management Plan

Our AMP has been updated and we are currently making minor modifications to further support our submission for funding from NZTA. We are completing a 10 reseal programme for inclusion in the AMP, this has been completed initially as a desktop exercise, and is yet to be field verified. There is further information included in the MDC 2012/2015 NZTA Budget Submission Report to the Projects and Strategies Committee.

The end of September saw the Roding Manager busy entering the Mackenzie District Council Funding submission, which was developed by the Asset Manager and the Roding Manager, into NZTA's new system "Transport Investment Online".

The draft budget has been submitted, after the closing date of 30th September had been and gone MDC were informed that the deadline had been extended to the 30th of November. The submission will not be confirmed until February 2012 and Council will have a chance to review and change this as part of its LTP process. NZTA have advised that the 2012/15 NLTP will not be confirmed until August 2012. This is way after Councils have to have their LTP process confirmed and we have advised NZTA of that fact.

Maintenance

Pre reseal repairs are currently being carried out. Any damage caused by frost heave in these areas is being repaired with more suitable material replacing the soft structure of failed pavement areas.

Our re-seal list has been developed to the draft stage and we are programmed to go out and confirm these areas require a seal coat. The tender documents will then be written and released to tender.

Environmental Maintenance

October was a mixed bag weather-wise this month with extensive rain in both Pukaki and Opuha wards and even some snow over the Meikleburn and in Tekapo township, there was also a very large wind event, luckily the only effect it had on Roding was 3 large trees down on Lovelock Track

Heavy Rain in Twizel at the end of the month caused the Twizel River to break out of the stop banks in 3 places, the river effectively left the river bed and ran across Rhoboro Downs Road in a number of places between the Bridge and State Highway 8. Road Metals were crushing in the area so we used two big loaders to re-instate the stop banks and divert the water back into the river bed and under the bridge. The road has suffered some minor damage and hopefully just a few loads of metal and a good grading will sort these issues out



River Breaching Stop bank



Looking from State Highway 8 towards bridge

Flooding of the Fairlie/Opuha area in October has resulted in some minor flood bank damage, these areas are programmed to be repaired once appropriate Resource Consents are in place.

It should also be noted that the works carried out at the North Opuha Bridge has held the banks in good stead, unfortunately a small amount of gravel was washed down stream up to where the willows have been tied back so will require further pushing up when we have a dozer in the area.

There was significant rain fall in the Sherwood area resulting in a section of Clayton Rd being washed out. This required surface water channels and culverts to be cleaned out along with a section of seal to be reinstated.

Reseals Over Payment

Further to the email sent to all Elected Members on the 6th of October, we have now received a bank deposit of \$63778.99 including GST, from our Reseal contractor; this effectively recovers the double payment figure.

At this stage the General Manager of Blacktop is looking into the remaining \$31,195.29. This figure is predominantly made up of Retentions and GST

We are currently holding retentions on Blacktop (physically in our accounts) of \$7184.31 +GST so technically after receiving the payment of \$63778.99 we are back in the black.

Obviously we are still chasing the remaining \$31,195.25 (Including GST) as they have outstanding re work to complete for us, I have received confirmation from the Contracts Manager, Cary Bustard that the re-works are scheduled to be carried out in January 2012.

Unsealed Road Metalling

Whitestone have continued crushing and placing metal that is on the approved maintenance metalling list, The Pukaki Ward Metalling is nearing completion with just Lilybank to have the planned stabilisation and drainage improvements completed. A large section of Braemar Road has been stabilised and this has come up well, drainage improvements were carried out here also.

Opuha Ward metalling is scheduled to be carried out in the autumn.

Unsealed Road Grading

A total of 331.78km of roads were graded in October which is on target with the average of 333.2km per month

Hayman Road (State Highway 8 – Canal Road)

Genesis Energy and Meridian have now paid their agreed contribution to the back log of maintenance of that section of Hayman Road from Tekapo B to State Highway 8. Therefore will now add the maintenance of this to our Roding Contract. The only pressing issue is the reinstatement of and cleaning out behind the debris catch fences at the base of the cuttings.

NZTA funded Budget Roll over from 2010/2011

As notified last month, there is a budget roll over of at least \$90,000 which we are looking to Council for guidance on where the money would be best spent.

How is this made up?

Parent Category	2011/2012 Council Budget	Available NZTA Budget 2011/2012	Difference
Sealed Pavement Maintenance	\$ 128,810	\$ 147,071	\$ 18,261
Unsealed Pavement Maintenance	\$ 409,512	\$ 396,595	-\$ 12,917
Routine Drainage Maintenance	\$ 178,147	\$ 144,389	-\$ 33,758
Structures Maintenance	\$ 109,282	\$ 126,222	\$ 16,940
Environmental Maintenance	\$ 186,582	\$ 144,141	-\$ 42,441
Traffic Services Maintenance	\$ 215,858	\$ 78,062	-\$ 137,796
Network and asset management	\$ 244,449	\$ 184,060	-\$ 60,389
Unsealed Road Metalling	\$ 348,576	\$ 443,870	\$ 95,294
Sealed Road Resurfacing	\$ 537,256	\$ 363,611	-\$ 173,645
Drainage Renewals	\$ 52,136	\$ 51,765	-\$ 371
Pavement rehabilitation	\$ 139,144	\$ 200,878	\$ 61,734
Structures Components replacements	\$ 14,896	\$ 26,352	\$ 11,456
Traffic Services Renewals	\$ 90,960	\$ 169,705	\$ 78,745
Associated improvements	\$ 4,256	\$ 8,780	\$ 4,524
Minor Improvements	\$ 283,000	\$ 264,902	-\$ 18,098
Total	\$ 2,659,864	\$ 2,750,403	\$ 90,539

Business Unit Suggestions;

Category	Ward	Road Name	Spend	Ref	Comment
Unsealed Road Metalling	Opuha	School Road	\$ 30,000	Full	Priority 3
Unsealed Road Metalling	Opuha	Camp Valley Road	\$ 15,000	Full	Priority 2
Unsealed Road Metalling	Pukaki	Mount Cook Station Road	\$ 40,000	6300-11820	Priority 2
Sealed Road Resurfacing	Opuha	Cannington Memorial Hill	\$ 40,000	0-1132	This is part of a cost share arrangement 50:50 with TDC Will require confirmation that TDC can fund their share
Sealed Road Resurfacing	Opuha	Prohibition Road	\$ 15,000	Full 380m	Seal area starting to fail
Sealed Road Resurfacing	Opuha	PAREORA GORGE ROAD	\$ 5,000	160-280	31 years old
Sealed Road Resurfacing	Opuha	Mt Michael Road	\$ 60,000	1500m	

ESSENTIAL SERVICES

The contractors claim for October 2011 has not been received at the time of writing the report.

FAIRLIE

Fairlie Water Supply

At the end of September expenditure was \$4,000 over YTD budget. The over expenditure in September was caused by failures in the old pipes, valve and water meter for the Grey Street connection to the Golf Course having to be replaced.

The Regent St pipe failed again close to a previous failure. This was programmed for replacement last year and will be replaced this year.

We are experiencing more problems with the signals to control the pump on the Nixons Rd line and are having to start and stop the pump manually until Bellfarm Electronics can get it repaired.

The un modified flow in the Opihi River at SH1 bridge is well above the trigger flow of 8.1 l/sec. On the 2nd November it was 23.2 l/sec.

Fairlie Waste Water

At the end of September expenditure was \$1,700 under YTD budget. However in October there was a blockage in the sewer main near Moreh Home caused by shingle which could not be completely cleared by hand. A water blaster and camera had to be deployed to clear the shingle and locate the source of the problem, which was a failure at a junction to the manhole on 15 Main Street.

There have been instances where clumps of roots have also come down the sewer mains and caused partial blockages. The problem is believed to be caused by clearing the roots from private sewers an allowing them to be flushed into the mains.

TEKAPO

Tekapo Water Supply

At the end of September expenditure was \$1,400 over YTD budget. In October the Contractor has been tasked to tidy up the intake area prior to submission of the Public Health Risk Management Plan to the Ministry of Health.

Tekapo Waste Water

At the end of September expenditure was \$1,900 over YTD budget. The over expenditure was caused by two blockages and a motor fault in the aerator on No 2 pond. The motor and gear box had to be replaced on the aerator and much of this cost has yet to come to charge. The rain in October again caused large infiltration of stormwater into the ponds. Nick Froude is working on a simple smoke generator which will force smoke down the sewer lines and we will be able to easily identify the sources of infiltration.

TWIZEL

Twizel Water Supply

At the end of September expenditure was \$3,200 under YTD budget. A water meter has been installed on the connection to Downer's yard.

Twizel Waste Water

At the end of September expenditure was \$3,000 under YTD budget. No serious faults occurred during October.

Allandale Water Supply

At the end of September expenditure was \$700 over YTD budget. No serious faults occurred during October.

Burkes Pass Water Supply

At the end of September expenditure was \$200 over YTD budget. The settling tank and filter seems to be working well.

SOLID WASTE

There has been a reasonably seamless introduction of the wheelie bin service to the district. Some of the missed collections that have been reported are due to driver error but the majority of these are due to the bin not being out by 8am on day of collection. Others have not read the instructions regarding collection days but this will correct itself once they realize they are getting it wrong. ESL's drivers have had some contamination issues which they are dealing with by leaving the rubbish in the recycling bins behind. This has worked well with contamination rates dropping off already.

A few holiday home owners have phoned or emailed me regarding how the wheelie bin service affects them. These have all been answered with their concerns regarding who puts the bin out or in being addressed. A Tekapo collection day was missed due to a reasonable dump of snow. A notification system has been put in place for Tekapo via Margaret Munro to notify the majority of residents of any delays due to snow.

Communication to residents is an issue as not all receive the Update or Accessible or other local papers based in Timaru. It may be that the best way to communicate Solid Waste information is via the Messenger. However even this is limited to ratepayers. A combination of every available avenue will be pursued.

Work on the bunkers at Twizel is yet to be completed with a few finishing touches to be done. Of concern to me is that both bunkers have yet to have gates installed to stop waste blowing around in a nor wester. The promised press from Pacific Roy has also not been installed but another modern press has been sourced and is in place until this is resolved.

The sortline has been installed and is working well. ESL's telehandler makes light work of loading trucks with rubbish or loading bales of cardboard and paper. The new truck has been delivered and is working well. ESL will not say exactly how much they have spent on infrastructure and plant in the initial setup, but I have been told it is in the vicinity of a million dollars.

Tasks yet to be completed are as follows:

Waste Minimisation Assessment and Plan. This is being done in conjunction with Timaru District Council and Waimate District Council.

Updating website.

Rewriting waste collection and litter bylaws to reflect change to a wheelie bin service.

My component of the Activity Management Plan.

My component of the LTP.

Continue cleanup of RRP's.

Advertise and sell surplus plant.

Assess how best to turn Greenwaste into something of value to MDC.
Resolve issue of squatters on Fairlie old Landfill.

OTHER DUTIES

Managing the Twizel Event Centre this month has consumed about fifteen percent of my time.

RECOMMENDATIONS:

- (a) The report be received.
- (b) That the committee provide a list of projects to utilise the available budget from NZTA.

BERNIE HAAR
ASSET MANAGER

Endorsed by:
NATHAN HOLE

ACTING CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL

REPORT TO: PROJECTS AND STRATEGIES COMMITTEE

SUBJECT: 2012/2015 NZTA BUDGET SUBMISSION

MEETING DATE: 8th NOVEMBER 2011

REF: 2012/2015 NZTA BUDGET SUBMISSION

FROM: MANAGER – ROADING

ENDORSED BY: ACTING CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To present to the Projects and Strategies Committee the staff application to NZTA for the 2012/2015 roading programme. Also to discuss the drivers in developing this submission and obtain approval in principal for this submission.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. Council approves the draft 3 year roading budget as submitted to NZTA for the 30th September cutoff date in principal subject to confirmation on adoption of the 2012/2015 LTP

SUZY RATAHI
MANAGER – ROADING

NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

Graphs

Analysis of Roothing Budgets

Breakdown to Township Budgets of Submission

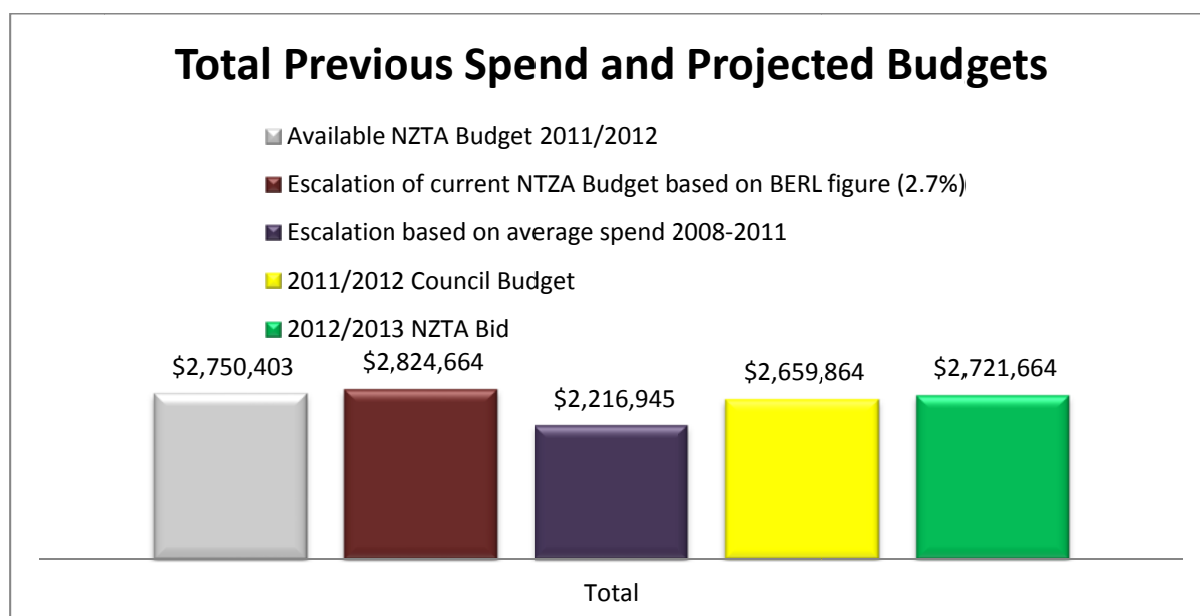
Breakdown of Submission into NZTA Parent Codes

BACKGROUND:

Every three years, to co-inside with the LTP process, NZTA requires all approved RCA's to develop and submit an affordable bid for roading funds for the following three year period. The bid covers maintenance expenditure and capital projects such as bridge replacements, reseals etc.

Environment Canterbury reduced the normal timeline for the development of the bid this year, from lodgment by 30th November to 30th September. With the resources available to us we had to work right up to the deadline to complete and lodge the bid and unfortunately this did not allow time to get signed off by Council prior to submission as would have been the desired procedure. We have since been informed that this timeline has been relaxed until 30/11/11

The last NZTA approved National Land Transport Programme did not allow for escalations over the previous 3 years, this was a decision made by NZTA and was applied nationally. Our bid is based on our previous spend over the last two years and this year's budget, with an escalation figure applied (using approved BERL escalation factors)
This effectively regains the position we were in in 2009.



DEVELOPMENT OF BID:

The previous 3 years spend in all subsidised roading activities were evaluated and compared with the current year's budget, this was then assessed against current network and asset condition, pavement ages, seal life was assessed as a desk top exercise and a provisional 10 year reseal programme was developed. This 10 year reseal programme had some years with a lower than average budget requirement and others years were at the other extreme. The programme was then modified to smooth peaks and troughs with various seal sections being brought forward or extended out, based on local knowledge. This smoothed reseal programme has yet to be field tested/proven. After this process escalation figures were then applied to the future 3 years.

The above model was applied to the following work categories';

Sealed Pavement Maintenance
 Routine Drainage Maintenance
 Structures Maintenance
 Environmental Maintenance
 Traffic Services Maintenance
 Unsealed Pavement Maintenance
 Drainage Renewals
 Pavement rehabilitation
 Traffic Services Renewals
 Associated improvements

The exceptions to the above calculations were the following;

Sealed Road Resurfacing

We currently have first coat seals that are exceptional old 20+ years, which are included in a significant back log in all sealed areas, Industry standard accepted seal lives are as follows

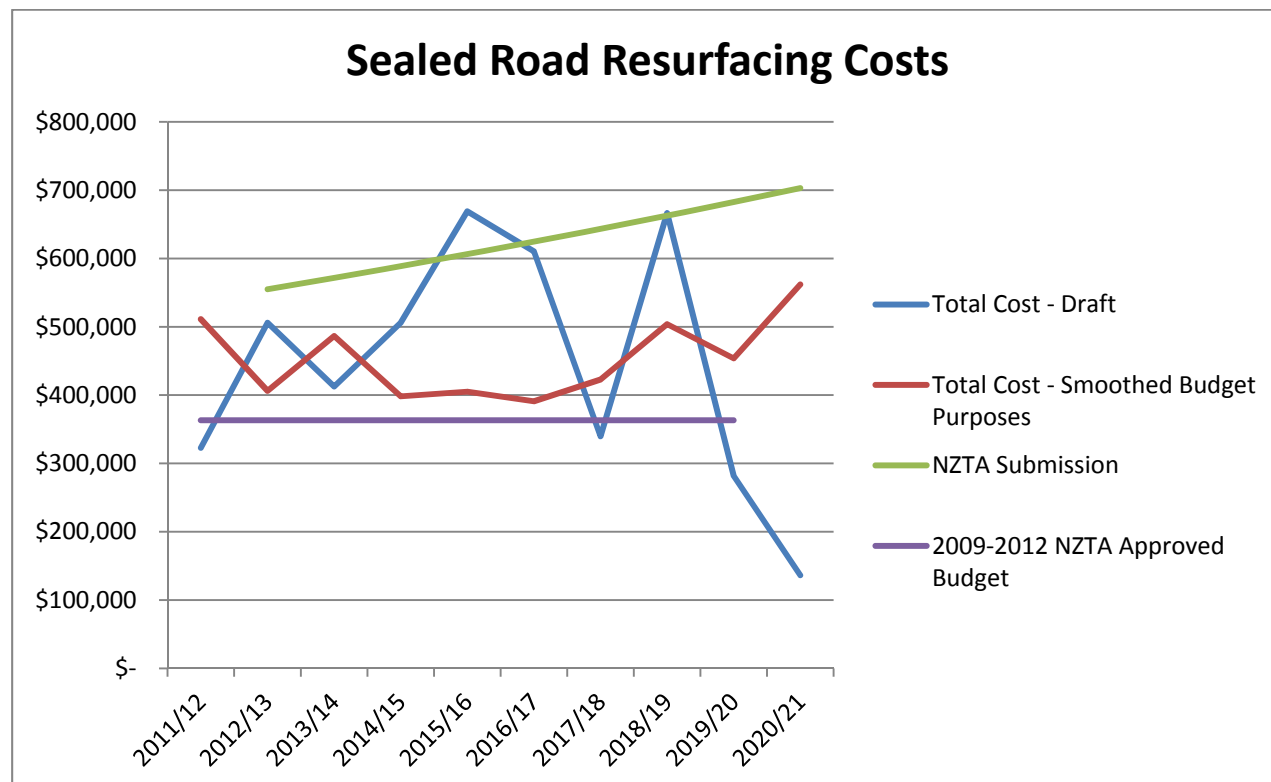
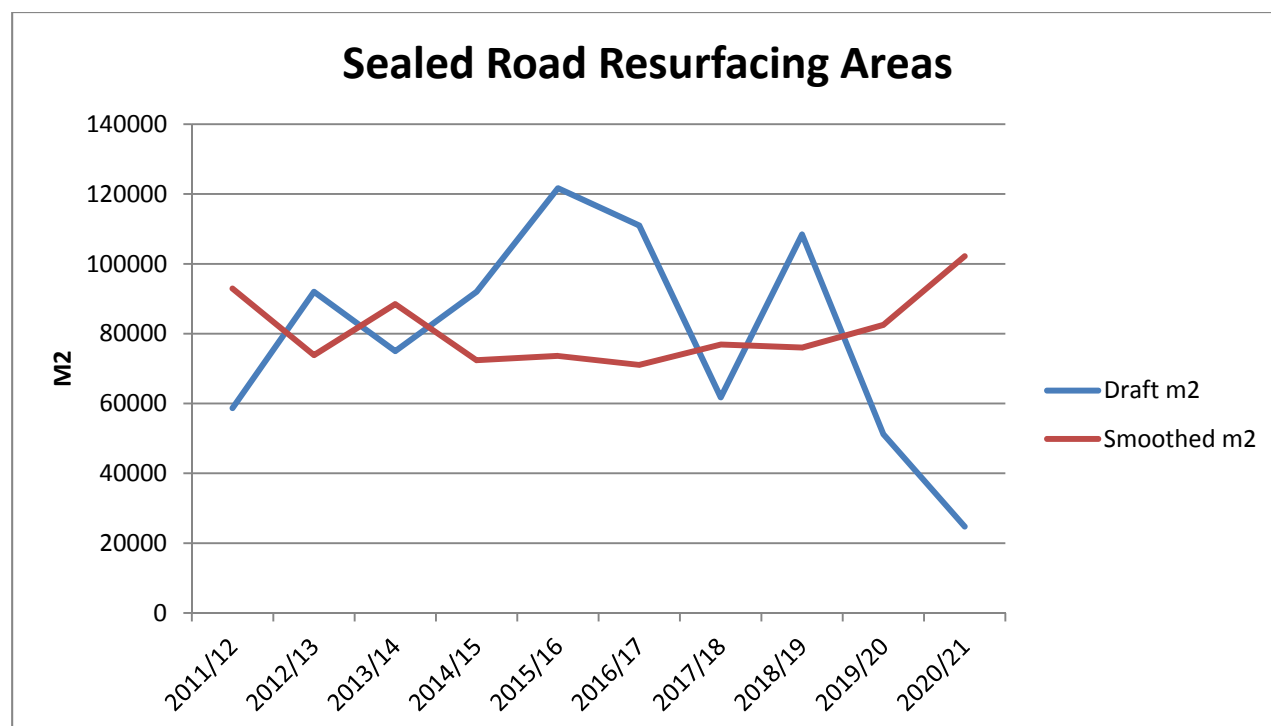
AADT <100	Gr2	Gr3	Gr4	Gr5	Gr6	Gr3/5	Gr4/6
1 st Coat	6	6	5	3	N/A	8	7
2 nd Coat	21	20	19	17	15	22	20
Reseal	21	20	19	17	15	22	20

AADT 100-400	Gr2	Gr3	Gr4	Gr5	Gr6	Gr3/5	Gr4/6
1 st Coat	5	5	4	3	N/A	7	6
2 nd Coat	19	18	17	13	13	19	18
Reseal	19	18	17	15	13	19	18

AADT 400-1000	Gr2	Gr3	Gr4	Gr5	Gr6	Gr3/5	Gr4/6
1 st Coat	4	4	3	2	N/A	6	5

2nd Coat	18	17	16	14	13	18	17
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Reseal	18	17	16	14	13	18	17
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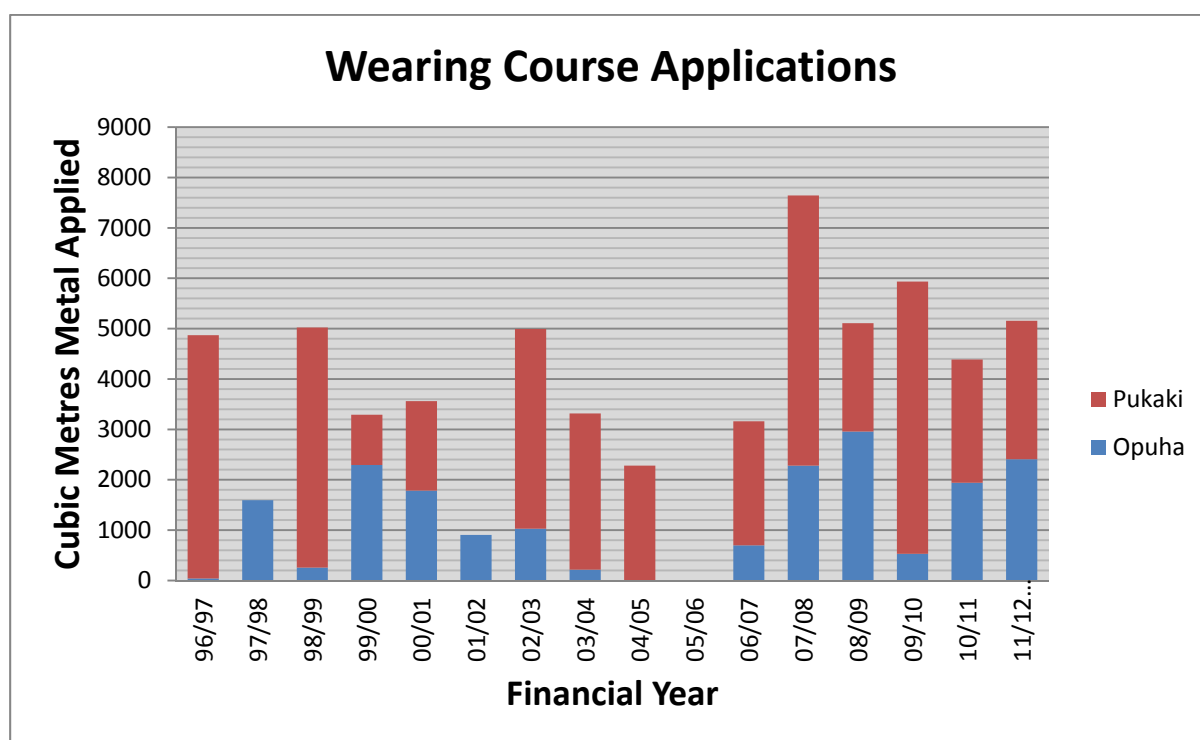
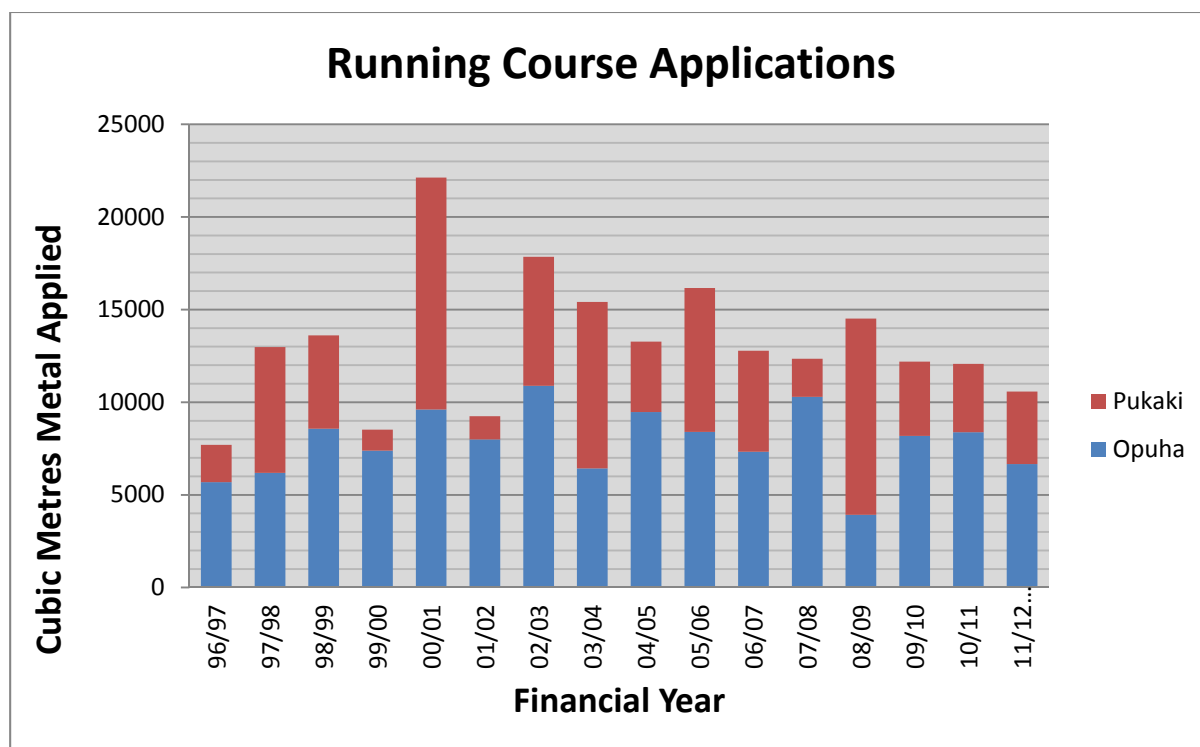


So as a consequence we have allowed an extra \$190,000 per year for the next three years to catch up on this back log. This relates to approximately 30,000m² or approximately 5km.

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Unsealed Road Metalling

As discussed previously we have been steadily reducing the amount of metal we have been placing on our roads in the Mackenzie District to fit with available budgets, which ultimately results in higher maintenance costs.



As a consequence we have applied for \$450,000 per year which results in approximately 20,000m³ of metal to apply on our roads, this is an average increase of 3000m³ of metal applied per year.

Network and Asset Management

This effectively funds the Roothing Business Unit over the three years and is broken down as follows, consultancy is still kept to a minimum.

Mackenzie District Council - Professional Services Roothing Business Unit			
	2012/13	2013/14	2014/15
RAMM Hosting Fees	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Roughness and Rating	\$ -	\$ 30,000.00	\$ -
Bridge Inspections	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Internal Charge out*	\$ 222,000.00	\$ 228,000.00	\$ 235,000.00
General Consultancy	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00
Valuation Fees		\$ 30,000.00	
Total	\$ 260,000.00	\$ 326,600.00	\$ 274,218.00
Escalations 3%	\$ 260,000.00	\$ 336,398.00	\$ 282,444.54

* Based on;

Total Staff Salary (as set out below) minus 6 weeks - which allows for annual, statutory and sick leave

Then the following formula is applied

Bernie Haar - Asset Management 40%

Suzy Ratahi - Roothing Manager 80%

Nick Froude - Technical Assistant 75%

The resultant labour cost is then multiplied by a factor of 2

This is a charge out rate and the formula used to derive the rate is accepted by NZTA for calculating Business Unit Costs

In the past the Asset Manager's time has not been included in the Network and Asset Management as we were of the understanding that the business unit had to be stand alone. With a small organisation like ours, the Asset Manager does a significant amount of design and asset management for council. This is work, that if done by the Roothing Manager would be subsidised. So we have included 40% of the Asset Managers time in the submission to attempt to address this. We are unsure if this is allowed but we are currently making a case to NZTA for this extra support

Therefore our average bid is above over the three years is \$292,947.51 p.a

Minor Improvements

Minor Improvements – See attached List

Please also note that bridge replacements will be included in minor improvements for 2012/2015 as per NZTA requirements see below

Long Gully	Bridge Replacement	2012	\$131,625.00
Oldfields Road	Bridge Replacement	2013	\$112,125.00
Single Hill	Bridge Replacement	2014	\$182,000.00

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Fox Peak	Bridge Replacement	2014	\$49,140.00
Mowbray Road	Bridge Replacement	2016	\$94,250.00
Fraser Road #2	Bridge Replacement	2016	\$110,550.00
Coal Pit Road #2	Bridge Replacement	2012	\$186,875.00
Otama Road	Bridge Replacement	2020	\$95,875.00

Structures Components replacements

We have also requested a larger Structures component replacements budget as significant replacement of the bridge components will extend the life of the structure and may avoid total replacement. Unfortunately the work category does not allow for full replacement.

Our submission for Structures Component Replacements is \$103,000.00 which is \$90,000.00 higher than our current approved budget.

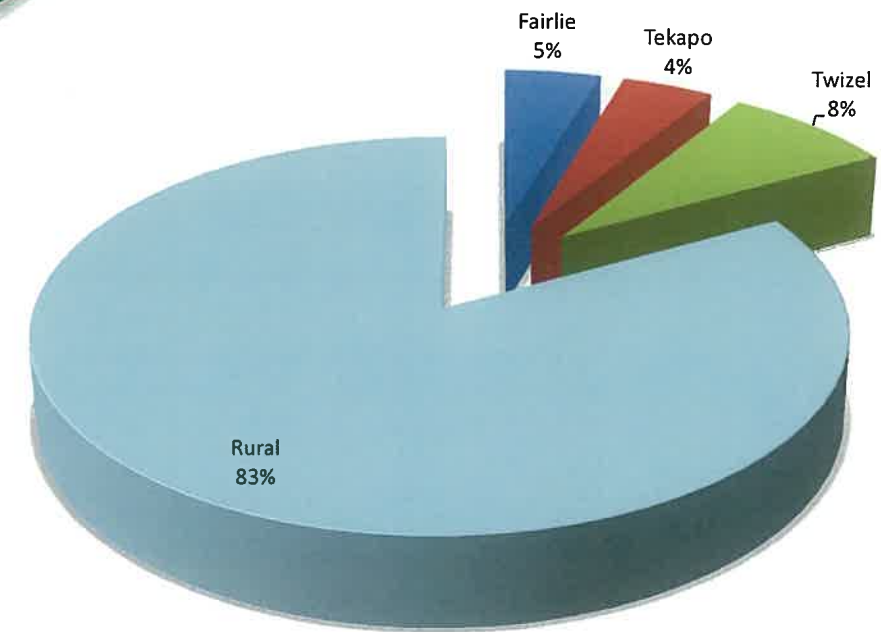
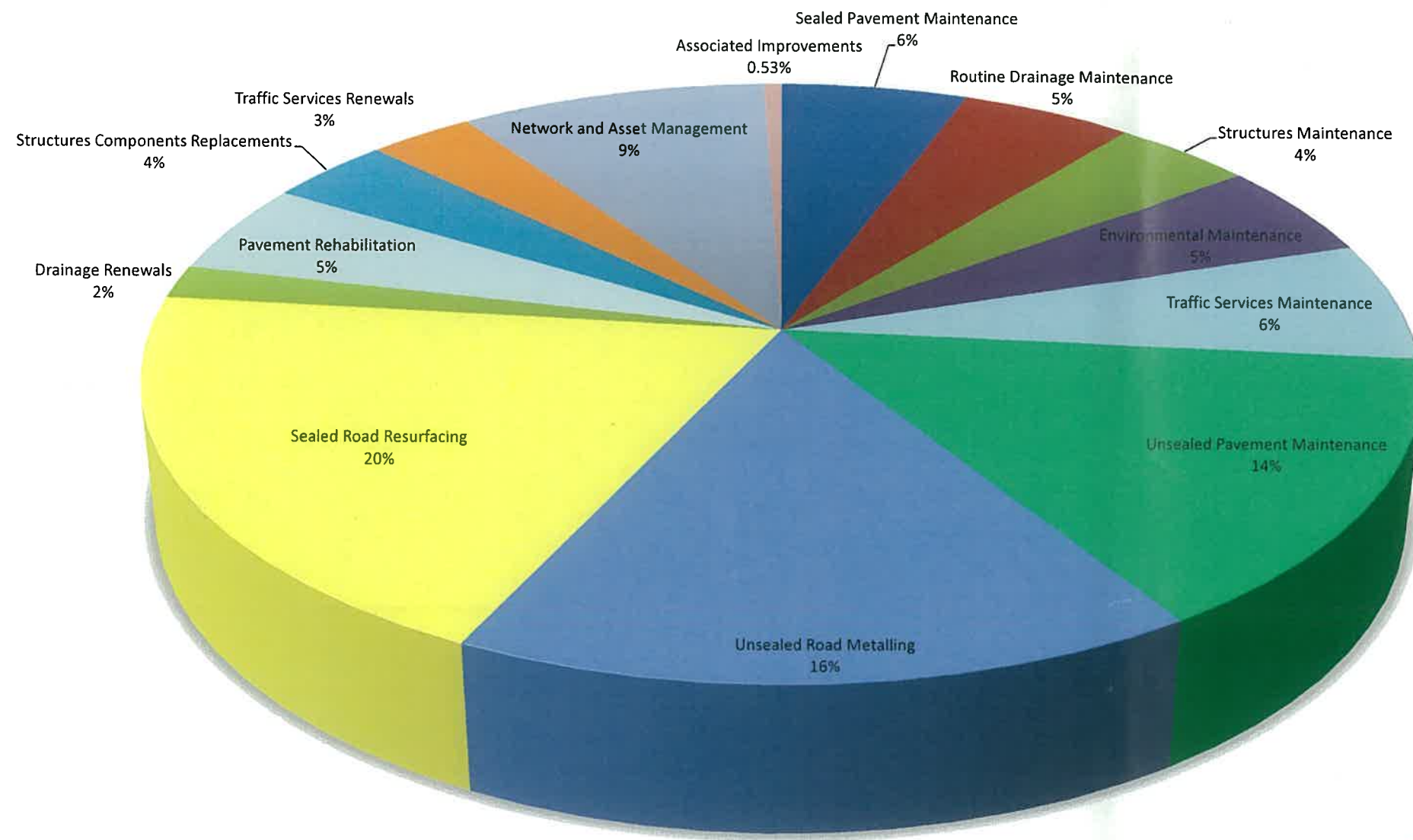
CONCLUSION:

The overall request for funding is an increase of \$62,000 above our current budget. We believe that it is affordable for Council and will see an improvement in our roading network. We also understand that Council may not want to commit to this level of funding until Council complete their Financial Strategy, required as part of the preparation of the 2012-15 LTP when the overall position is known.

Our recommendation is that Council approve in principal the level of funding requested from NZTA for the next three years subject to confirmation on adoption of the 2012/2015 LTP.

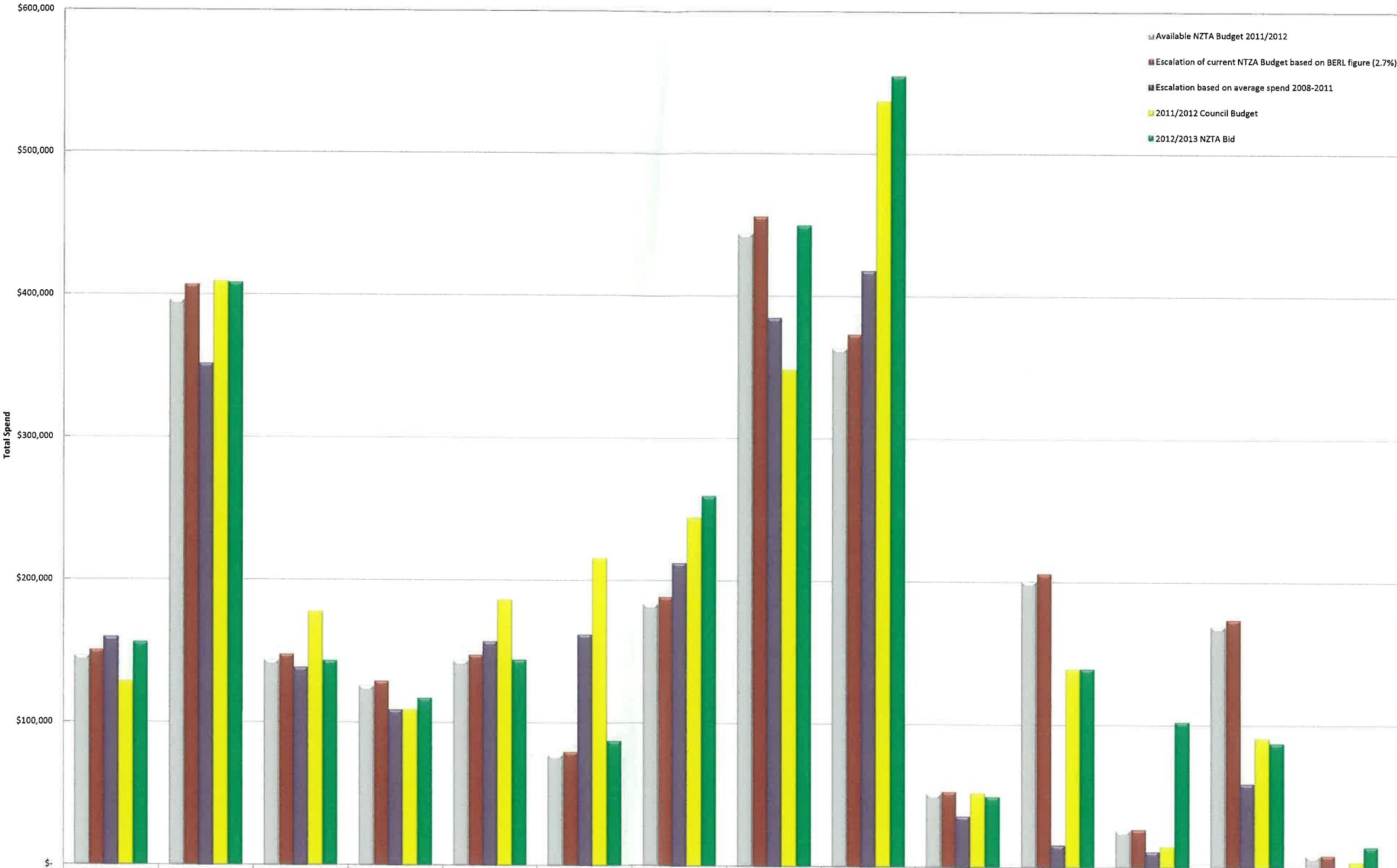
Mackenzie District Council Submission to NZTA for 2012-2015 Funding

Breakdown of Submission into NZTA Parent Codes



Breakdown to Township Budgets of Submission

Analysis of Roding Budget



	Sealed Pavement Maintenance	Unsealed Pavement Maintenance	Routine Drainage Maintenance	Structures Maintenance	Environmental Maintenance	Traffic Services Maintenance	Network and asset management	Unsealed Road Metalling	Sealed Road Resurfacing	Drainage Renewals	Pavement Rehabilitation	Structures Components Replacements	Traffic Services Renewals	Associated Improvements	Minor Improvements
Available NZTA Budget 2011/2012	\$147,071	\$396,595	\$144,389	\$126,222	\$144,141	\$78,062	\$184,060	\$443,870	\$363,611	\$51,765	\$200,878	\$26,352	\$169,705	\$8,780	\$264,902
Escalation of current NTZA Budget based on BERL figure (2.7%)	\$151,042	\$407,303	\$148,288	\$129,630	\$148,033	\$80,170	\$189,030	\$455,854	\$373,428	\$53,163	\$206,302	\$27,064	\$174,287	\$9,017	\$272,054
Escalation based on average spend 2008-2011	\$159,961	\$351,768	\$138,853	\$109,219	\$157,188	\$162,210	\$212,657	\$384,753	\$418,039	\$35,877	\$15,771	\$11,455	\$59,195		\$143,035
2011/2012 Council Budget	\$128,810	\$409,512	\$178,147	\$109,282	\$186,582	\$215,858	\$244,449	\$348,576	\$537,256	\$52,136	\$139,144	\$14,896	\$90,960	\$4,256	\$283,000
2012/2013 NZTA Bid	\$156,800	\$409,000	\$144,000	\$118,000	\$144,864	\$88,000	\$260,000	\$450,000	\$555,000	\$50,000	\$140,000	\$103,000	\$88,000	\$15,000	\$250,000

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: ASSET MANAGEMENT POLICY

DATE: 8 NOVEMBER 2011

REF: WAS 1/2

REASON FOR REPORT

To determine the level of Asset Management Planning criteria for the preparation of the Councils various Activity Management Plans.

RECOMMENDATIONS:

1. That the report be received.
2. That level of Asset Management Planning criteria be set at the Core level for all infrastructural assets.

BERNIE HAAR
ASSET MANAGER

NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER

BACKGROUND

(Extract from International Infrastructure Management Manual – Version 3.0)

Core and Advanced Asset Management Practices

The degree of complexity of AM will differ according to an organisation's corporate needs. Typically organisations will start at a core level (focusing on current practices) and develop to a more advanced level identifying strategies to reduce lifecycle costs through improved practices and new technology.

Deciding on the level at which the organisation is aiming is a key strategic decision to be made.

Core Asset Management

The recommended approach for core AM is to:

- take a lifecycle approach
- develop core AM plans based on:
 - best available current information and random condition/performance sampling
 - simple risk assessment to identify critical assets
 - existing levels of service (service level reviews come later)
 - contrasting existing management strategies with opportunities for improvement.
- prioritise capital works using simple ranking criteria (subjective points scoring or simple cost benefit analysis to evaluate options)
- calculate long-term (10-20 year) cashflow predictions for asset maintenance, rehabilitation and replacement, based on local knowledge of assets and options for meeting current levels of service
- provide financial and critical service performance measures against which trends and AM plan implementation and improvement can be monitored.

There is merit in quickly developing an AM plan which initially meets only the minimum legislative and accounting requirements, rather than waiting until more information becomes available or improved systems and processes are in place. Although the level of confidence in the outputs (valuations, quantification of deferred maintenance and long-term works budgets) may be restricted, there are subsequent advantages to this approach such as:

- cost-effectiveness
- weaknesses in AM data, systems and processes will be highlighted
- these weaknesses can be addressed in an improvement programme which progressively lifts the initial AM plan to an appropriate level of sophistication, giving a clear direction to AM planning and identifying the resources required
- all existing AM policies and processes are recorded in a single document
- an immediate focus for AM planning will be created.

Therefore the first version of an AM plan may be brief and simple, addressing each section of the plan only to the extent possible, given the data, systems and processes immediately available to the organisation. Important inclusions in such plans should be statements on:

- assumptions made in preparing the plan and consequent level of certainty

- the intended programme for progressively improving the AM plan
- how the AM plan meets any minimum criteria for the industry.

Advanced Asset Management

After the development of the initial AM plan, AM will evolve in a continuous cycle of review and improvement so the quality of outputs matches the changing business needs of an organisation.

For some organisations or asset types the sophistication of AM planning may not need to progress beyond a core approach. Enhancements may seek to optimise activities and programmes to meet agreed service standards. Advanced AM will be system focused, utilising enhanced computerised systems and AM processes, and more detailed data on asset condition, performance and cost. The AM outputs will show the following features:

- the AM strategy is clearly derived from corporate strategic plan
- long-term, whole life plans and cost/risk/ performance optimisation
- objectives and performance measures are aligned and complementary
- IT systems are integrated, used and understood
- competencies and training is aligned to roles, responsibilities and collaborative requirements
- strategies are risk based, with appropriate use of predictive methods, optimised decision-making (ODM) techniques to identify the optimum long term AM plan to deliver a particular level of service
- iterative continuous improvement.

The sophistication of the resulting AM plan will need to be supported by:

- well-defined and agreed levels of service
- accurate and detailed asset data, with minimal assumptions and high confidence levels
- impacts of other tactical plans on the AM plan
- reviews confirming both technical logic and appropriate implementation (i.e. meeting community needs and strategic objectives).

Selecting the Appropriate AM Level

Selecting the appropriate asset management level for an organisation, which for some organisations or asset types may not need to progress beyond a core approach, will depend on a number of factors, including:

- the costs and benefits to the organisation
- legislative requirements
- the size, condition and complexity of the assets
- the risk associated with failures
- the skills and resources available to the organisation
- customer expectations.

Office of the Auditor General's Criteria for Assessing Conformity to "Core" and "Advanced" Levels of Asset Management

The 'core' AM planning criteria was prepared by the NZ Auditor General in 2005 and is recognised as a standard for minimum compliance for activity management provisions in the NZ Local Government Act 2002. The 'advanced' criteria describe Audit expectations for the management of complex and high value infrastructure with high associated risks.

AM Attribute	'Core' Asset Management Planning Criteria'	Criteria for achieving consistency to 'Advanced' Asset Management Planning ²
1. Description of assets	<ul style="list-style-type: none"> • An adequate description of the asset, both physically and in financial terms, with the ability to aggregate and disaggregate information. • State the remaining useful lives of assets. • A financial description of the assets that is linked to the physical description and meets the requirements of: <ul style="list-style-type: none"> - Financial Reporting Standards - Valuation Standards, augmented by the NZ Depreciation and Valuation Guidelines. 	<p>As for 'Core', plus</p> <ul style="list-style-type: none"> • A reliable physical inventory of assets at both an individual asset level and at a network level. This would include: <ul style="list-style-type: none"> - physical attributes such as location, material, age etc - systematic monitoring & analysis of physical condition - systematic measurement of asset performance (including utilisation/capacity).
2. Levels of Service	<ul style="list-style-type: none"> • AM planning should define the level of service or performance required of the asset, linked to the strategic/community outcomes of the organisation. • The significant services (for which service levels should be subject to consultation and agreement) should be stated. • Define the length of time for which the asset network must deliver the required service. 	<p>As for 'Core', plus</p> <ul style="list-style-type: none"> • For each significant service; <ul style="list-style-type: none"> - evaluating level of service options. - undertaking consultation on level of service options with the community and other relevant stakeholders (using consultation processes which meet industry recognised standards). - adoption by the Council or governing body, of the service level & standards after consultation. - public communication of the service level & standards in a 'Customer Charter' or equivalent public document. - regular monitoring & public reporting of the organisation's adherence to agreed service level and standards. • Ensuring the AM plans of each significant service reflect and are based on the agreed levels of services, including technical performance measures which underpin the customer agreed levels of service and standards.
3. Managing Growth	<ul style="list-style-type: none"> • Demand forecasts for each network or facility for a 10 year period are based on latest growth forecasts. • Demand management strategies and demand drivers are understood and documented. 	<ul style="list-style-type: none"> • Demand forecasts include analysis of the different factors that comprise demand. • The sensitivity of asset development (capital works) programmes to demand changes is understood.
4. Risk Management	<ul style="list-style-type: none"> • Risk management to identify critical assets and associated risks 	<ul style="list-style-type: none"> • Management of assets must include recognition and application of the

	and risk management strategies.	<p>principles of integrated risk management, specifically</p> <ul style="list-style-type: none"> • Risk management should be consistent with AU/ NZ54360, and industry good practice such as the NZ Local Government Handbook for risk management. • Asset risk management should be integrated with other corporate risk management processes • Asset risk management should encompass: <ul style="list-style-type: none"> - identification and risk management strategies for critical assets - engineering lifelines based risk assessments and mitigation plans, including reference to the organisation's disaster recovery and business continuity plans - the link to maintenance and replacement strategies
5. Lifecycle (Optimised) Decision-making	<ul style="list-style-type: none"> • Identify gaps between current service capability and the required service capability to meet future demand and target service levels and reflect these gaps in an asset development programme. • Evaluation and ranking, based on suitable criteria, of options for significant capital investment decisions 	<ul style="list-style-type: none"> • The ability to predict robust and defensible options for asset treatments that can assist in achieving optimal costs over the life cycle of the asset or asset network, including: <ul style="list-style-type: none"> - applying appropriate economic evaluation tools (or other Council endorsed prioritisation systems) in developing short-term project lists, and - using predictive modelling techniques to provide defensible long-term financial forecasts.

AM Attribute	Core Asset Management Planning Criteria	Advanced Asset Management Planning Criteria
6. Financial Forecasts	<ul style="list-style-type: none"> • AM Planning should translate the physical aspects of planned maintenance, renewal and new work into financial terms for at least the ensuing 10 years and in a manner that is fair, consistent and transparent. • The forecasts should include sufficient information to enable decline in service potential (depreciation) of an asset to be measured. Guidance on depreciation is included in the NZ Valuation and Depreciation Guidelines. 	<ul style="list-style-type: none"> • AM Planning should translate the physical aspects of planned operational, maintenance, renewal and new works into financial terms; <ul style="list-style-type: none"> - generally over the timeframe in which the asset network must deliver services - in more specific terms over the period for which the organisation has a strategic plan - The compilation of financial forecasts should be consistent, reliable and provable. - The sensitivity of the forecasts to potential significant changes in assumptions should be analysed and discussed in the AM plan.
7. Planning Assumptions and Confidence Levels	<p>AM Planning should</p> <ul style="list-style-type: none"> • List all assumptions & provisos under which the plan and financial forecasts are prepared; • Indicate the degree of confidence of data reliability underpinning the AM plan; particularly 	<p>As for 'Core', plus</p> <ul style="list-style-type: none"> • AM Planning should <ul style="list-style-type: none"> - List all the assumptions and provisos in the AM plans, and note key assumptions regarding AM planning in the organisations strategic plans. - Have degrees of confidence on the data as follows:

	<ul style="list-style-type: none"> - data on asset condition; - data on asset performance; - accuracy of asset inventory; and - demand/growth forecasts • On the basis of the preceding assumptions and confidence of underlying data, provide a level of precision, or confidence, on the expenditure forecasts for the asset network. 	<table> <tr> <td></td><td>Critical</td><td>Non Critical Assets</td></tr> <tr> <td>Inventory data</td><td>Grade 1</td><td>Grade 2</td></tr> <tr> <td>Condition</td><td>Grades 1 or 2</td><td>Grades 1,2,or 3</td></tr> <tr> <td>data</td><td>Grades 1 or 2</td><td>Grades 1,2,or 3</td></tr> <tr> <td colspan="3">(Grades are contained in Appendix B of the Manual)</td></tr> </table>		Critical	Non Critical Assets	Inventory data	Grade 1	Grade 2	Condition	Grades 1 or 2	Grades 1,2,or 3	data	Grades 1 or 2	Grades 1,2,or 3	(Grades are contained in Appendix B of the Manual)		
	Critical	Non Critical Assets															
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Condition	Grades 1 or 2	Grades 1,2,or 3															
data	Grades 1 or 2	Grades 1,2,or 3															
(Grades are contained in Appendix B of the Manual)																	
8. Outline improvement programmes	<ul style="list-style-type: none"> • AM planning should state what needs to be done to improve AM processes and techniques. • Improvement programmes should outline: - the weak areas; - how weak areas will be addressed - the timeframe over which the improvements will occur; and - the resources (human and financial) needed. 	<p>As for 'Core', plus</p> <ul style="list-style-type: none"> • Improvement programmes should outline key performance indicators (KPIs) for monitoring AM improvement. • The improvement plan should comment generally on achievements against the previous plan, and formally reports against KPIs. 															
9. Planning by qualified persons	<ul style="list-style-type: none"> • AM planning must be undertaken by a suitably qualified person, for example an engineer specialising in the relevant activity, or a Level 6 (Tactical) or Level 7 (Strategic) National Diploma in AM or equivalent skill level). • If plans are prepared by persons not suitably qualified, the plans should be independently assessed by a qualified person. • The planning process should be peer reviewed. 	<p>As for 'Core AM Plan Criteria'.</p>															
10. Commitment	<ul style="list-style-type: none"> • The Asset AM Plan must be approved and adopted by the governing body, Board or Council. This includes approval of the improvement element of the plan. • AM plans must be seen as the key planning tool for infrastructure assets and/ or significant physical assets which provide the inputs for Council's strategic plans (LTCCP). • AM Plans must be regularly updated to reflect the most current future plans for the assets (it is expected that "Core" AM planning will be significantly revised in the light of action under improvement programme. 	<p>As for 'Core', plus</p> <ul style="list-style-type: none"> • The organisation must demonstrate that AM plan requirements are being implemented through operational plans, and formally report discrepancies. • AM planning is seen as a constantly evolving process, with underpinning AM systems constantly providing better information. • It is expected that formal AM plans, and overarching AM strategies will be formally revised every three years, with the timing of revisions linked to the organisation's strategic planning cycles. 															

	In the first few years annual revisions of AM Plans are likely).	
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MACKENZIE DISTRICT INFRASTRUCTURE ACTIVITY MANAGEMENT PLANS

During the preparation of the infrastructure AMPs in 2006 and the subsequent review in 2009 it was decided that the required level of sophistication in the short to medium term need not progress beyond a “**Core**” planning level as:

- the cost at this time to move to an advanced plan would provide little significant benefit to Council or its’ customers
- the size, complexity and use of the assets is consistent with a rural sparsely populated district
- the risks associated with failure are low

I don’t believe that anything has changed to require a more advanced level of sophistication for asset management planning and in the case of solid waste the activity is less intensive and more controlled with the ten year contract in place.

SOLID WASTE

Ten year contract is in place to allow for the collection of waste and the recycling within the district. The contract also manages the RRP’s including maintenance of the buildings. This is now a very low risk activity with known costs and outcomes for the next 10 years.

STORMWATER

There are stormwater networks in the three towns of Fairlie, Tekapo and Twizel.

Fairlie	4783m
Tekapo	4607m
Twizel	6526m

The networks are well understood with all networks recorded to component level with pipe size, material age and condition along with expected life noted.

With the exception of Fairlie the towns are well able to cope with a significant rain events and Fairlie is being managed through regular waterway maintenance of Fairlie Creek.

The consented treatment systems in Tekapo and Twizel are at the low end of sophistication and require very little operational input.

SEWER

There are sewage networks in the four towns of Fairlie, Burkes Pass, Tekapo and Twizel.

Burkes Pass	1137m
Fairlie	10325m
Tekapo	16511m
Twizel	43452m

The networks are well understood with all networks recorded to component level with pipe size, material age and condition along with expected life noted.

All the systems are relatively modern and are able to cope with the expected demand over the life of the plan. All discharges are also consented for the same life.

They are very low risk to the environment with Fairlie, Burkes Pass and most of Twizel operating totally on gravity and where there are pump stations, there is overflow storage for at least 8 hours at peak load.

The treatment systems in Fairlie, Burkes Pass, Tekapo and Twizel are all oxidation pond systems and require regular monitoring but little other operational involvement.

WATER SUPPLY

There are water supply networks in the four towns of Fairlie, Burkes Pass, Tekapo and Twizel. Plus the Allandale rural water supply.

Allandale	108945m
Burkes Pass	2984m
Fairlie	38939m
Spur Road	2435m
Tekapo	20238m
Twizel	59279m

The networks are well understood with all networks recorded to component level with pipe size, material age and condition along with expected life noted.

At the moment the treatment systems are unsophisticated with either no treatment or disinfection by Chlorine.

They are very low risk to the supply interruption with Fairlie, Burkes Pass and Tekapo operating totally on Gravity and Twizel has standby pumping from the reservoir to maintain pressure during power interruptions. Longer outages require standby generation to be provided for the well pumps.

Considerable work is being completed at the moment to identify the Catchment risk for all supplies and therefore also the level of treatment required to meet the DWSNZ. Work has also begun on the draft Public Health Risk Management Plans that are also required.

These important documents, once agreed to by the Medical Officer of Health and approved by Council will set the framework (both time frame and treatment) to meet the DWSNZ

ROADING

Asset Description	Sub-Asset Description	Quantity
Land		1,395Ha
Roads	All roads	710.6km
	Urban - Sealed	46.2km
	Urban - Unsealed	5.2km
	Rural - Sealed	147.3km
	Rural - Unsealed	512.2km
Footpaths		62km
Drainage	Culverts	17.4km
	Catch Pits	304
	Side Drains	16.2km
	Soak Pits	40
	Earth Surface Water Channel	776km
	Kerb and Channel	61.8km
Bridges	Bridges	93
	Cattlestops	59
	Concrete Fords	38
Signage	Signs	5,638
	Posts	2,317
Lighting	Lanterns (include brackets)	791
	Columns	346

The network is unsophisticated with low traffic volumes and in good order. A higher level of deterioration modelling, than that currently undertaken, would not add value to the Council or its road users.

As most of Councils rural roads are long farm accesses, there are very few critical bridges that if lost through earthquake or flood would inconvenience many land owners and financial hardship to many. The Council has an approved replacement programme that looks to replace or remove the current at risk structures.

GENERAL

As noted earlier other considerations need to be taken into account also when determining the level of Asset Management planning for an organisation. Those being:

- the costs and benefits to the organisation
- legislative requirements
- the size, condition and complexity of the assets
- the risk associated with failures
- the skills and resources available to the organisation
- customer expectations.

We have had to engage extra resources to complete the Rooding AMP to Core level only and are completing the other four Amps “in house” to Core level as well. If we are to move them to Advanced Level then a considerable amount of extra work would be required with significant external support. It is doubtful that we would be able to complete the plans to an Advanced level in time for this LTP preparation.

RECOMMENDATION

I recommend that the infrastructure AMPs are completed to Core level only, noting however that the knowledge of the existing assets is being continually added to and incorporated into future reviews of the AMPs.

MACKENZIE DISTRICT COUNCIL

REPORT TO: PROJECTS AND STRATEGY COMMITTEE

SUBJECT: ASSET MANAGEMENT POLICIES

DATE: 8 NOVEMBER 2011

REF: WAS 18/6

REASON FOR REPORT

To review and confirm the current Asset Management Policies that have been adopted by Council over time.

RECOMMENDATIONS:

1. That the report be received.
2. That the policy document entitled Asset Management Department -Schedule of Policies be confirmed as the policy register for Asset Management within Council.

BERNIE HAAR
ASSET MANAGER

NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER

BACKGROUND

Council had asked that the current policies in place, developed over time be reviewed and placed before Council for re-adoption as Council policy.

ATTACHEMENTS

The Asset Management Department -Schedule of Policies document.

CONSIDERATIONS

The document brings together in one place all the Asset Management policies that have been adopted by Council in previous years.

Staff have reviewed them to ensure they still are current and required.

CONCLUSIONS

As noted already, the policies contained in the document are current and still required and I would recommend that it be adopted in its entirety as Council policy.

Asset Management Department

Schedule of Policies

November 2011

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MAINTENANCE OF CATTLESTOPS

On 11 October 2005 Council adopted the following policy on charging for the maintenance of Cattlestops for inclusion in its long term plan from 1 July 2006.

RATIONALE:

To develop a funding policy for the maintenance and replacement of cattle stops.

GUIDELINES:

1. That cattlestops on the District's roading network be retained in Council ownership.
2. That maintenance of cattlestops will be carried out by the Council for a uniform annual fee to provide for the maintenance of sealed approaches and the construction of new sealed approaches where considered necessary for traffic safety.
- 3 That any capital costs will be charged directly to the landowner benefiting from the cattlestop.

The proposed policy was adopted as part of the Long Term Council Community Plan from 1 July 2006.

On 1st April 2008 the Operations Committee further resolved that:

The current Cattlestop Maintenance Funding policy, with the amendment that annual charge be capped for a three year period, be confirmed.

ROADSIDE BEAUTIFICATION

Operations Committee - 17 August 1994

Residents and organisations who wish to carry out roadside beautification on legal roads are encouraged to do so subject to:

1. Any beautification is at the pleasure of the Mackenzie District Council whose permission may be withdrawn at any stage.
2. Written permission must be received by the District Asset Manager whose permission shall be given provided there is due consideration of:
 - Safety of road and footpath users.
 - Current or future development plans.
 - Protection of infrastructural assets of the District Council and other utility companies.
 - Maintenance of any beautification.
3. Upon request any beautification shall be removed by the adjacent landowner within a specified time or responsibility and ownership of any beautification will become that of the Mackenzie District Council.

Informal note added: Roadside beautification of State highways must be approved by the appropriate road controlling authority (New Zealand Transport Agency)

SNOW CLEARING GUIDELINES

June 2010

General

Introduction

During most winters light falls of snow will occur over the Mackenzie and lowland basins.

Occasionally, heavier snow falls of 300mm to 800mm will occur, generally over the higher altitude areas of the District but occasionally over the whole District.

It must be accepted that travel on roads will be disrupted to some degree during snow fall events.

As a Road Control Authority the Council is responsible for the administration of snow clearing operations but works in close liaison with the Road Maintenance Contractors. The Council endeavours to re-establish mobility to as many residents as possible in the shortest time possible, accepting the limitations imposed by snow clearing plant availability and operator safety etc.

The Council will modify snow clearing priorities to accommodate requests from residents with health or safety concerns or acute stock welfare problems etc..

General Snow Clearing - NZTA Requirements

Snow clearing shall be carried out as necessary to maintain the roading network in a condition that can be negotiated by motorists using care. All snow removal shall be done with the most cost-effective equipment.

Contractors Resources

The Contractor shall monitor weather forecasts and have response plans in place (i.e. rostering of staff, equipment in readiness etc.) when snow is predicted.

Snow is most easily dealt with when it is still fresh and in an uncompacted state. The Contractor shall have sufficient staff and plant available, at all times, to commence snow clearing operations as soon as snow starts to settle on the ground.

Graders are suitable for light snow falls but snow ploughs mounted on trucks, tractors, graders or loaders are necessary to efficiently clear heavy falls.

Snow ploughs shall be available at short notice (taking into account the plant set-up time) as the severity of the snow fall becomes apparent.

Snow clearing operations shall continue for as many hours per day as possible without compromising driver safety and driver logbook requirements etc.

Contractors Response Time

There are too many variables to prescribe response times, however the Contractor is expected to display an urgent and concerted effort to get staff and plant to affected areas as soon as possible.

Where the Contractor has other snow clearing obligations in the Mackenzie District or neighbouring Districts, unreasonable delays or diversion of resources to these other obligations will not be permitted. The Council does not accept that other snow clearing activities have priority over its own.

Liaison Roles

The Council has the over all responsibility for administering snow clearing operations. However, the Contractor shall activate and administer the first response to snow clearing. For light or localised snow falls the Contractor shall continue to administer the event until it has ended.

The Council will assume the dominant role of managing a snow fall event when it becomes apparent that significant community disruption is likely to eventuate. An Event Headquarters, manned by Council staff, will be set up at the District Council Building, Fairlie and/or at other locations in the District. In extreme situations a Civil Defence Emergency may be declared.

Council staff and the Contractor shall maintain close liaison to share information and determine priorities etc.

FAIRLIE TOWNSHIP

Roads

Urban streets shall be cleared to provide basic single lane access (with occasional passing areas where required) before the clearing of rural roads is commenced. Further widening of cleared access lanes shall be carried out as a second priority activity.

Snow is to be windrowed off the traffic lanes and onto the shoulders, but not onto footpaths. Room should be left on the shoulders to permit the placement of snow cleared from footpaths.

Snow clearance to provide access to emergency and important services shall have priority, such facilities include:

Fire, Police, Ambulance

District Council Building when required as a Event Headquarters

Doctor's residence and surgery, chemist, schools, service stations and shops

Moray Home and Pensioner housing

Suitable areas for staff / public parking shall also be provided at these locations.

Snow clearing shall start at the town centre and radiate outward, having regard for the emergency and important services mentioned above.

Windrows across intersections shall be cleared immediately.

Snow shall not be heaped where it will cause a roading visibility hazard.

Clearing of the urban State Highway is the responsibility of Transit's road maintenance contractors. Clearance of streets shall proceed even if the adjoining State Highway is closed.

Fire Hydrants shall be located, cleared of snow and suitably marked.

The Council may request the Contractor to clear snow windrowed in front of accessways as a second priority activity.

Footpaths

Residents shall be primarily responsible for clearing the snow that has fallen on the footpath in front of their own driveways and gateways. They are not permitted to dump snow from their properties onto the footpath. They are not permitted to dump snow from their properties onto the footpath.

Residents who are incapable of clearing their own driveways and gateways across the footpath can contact the Mackenzie District Council which shall liaise with the Contractor or other groups to arrange the clearing.

If the Council requests footpath clearance, it shall be done to provide basic access, starting at the town centre and radiating outward, but having regard for the emergency and important services mentioned above. Footpath access need only be established on one side of each road.

LAKE TEKAPO TOWNSHIP

Roads

Snow is to be windrowed onto the footpaths, on both sides of the roads. The roads shall be cleared to a width sufficient to permit pedestrians to walk along the cleared road edge in reasonable safety (say, a 5m wide cleared strip). Further widening of cleared traffic lanes shall be carried out as a second priority activity. Where the roads are wide enough, the snow may be windrowed off the traffic lanes and left on the road shoulders.

Snow clearance to provide access to emergency and important services shall have priority, such facilities include:

- Fire, Police, Ambulance

- Any building used as an Event Headquarters

- Schools, service stations and shops

Suitable areas for staff / public parking shall also be provided at these locations.

Snow on Commercial Road shall be windrowed to the south side of the road to permit clearing of commercial shop frontages on the north side of the road. The windrowed snow shall then be trucked away as soon as possible as a second priority activity.

Windrows across intersections shall be cleared immediately.

Snow shall not be heaped where it will cause a roading visibility hazard.

There are several minor access lanes in Lake Tekapo that must also be cleared.

Snow in cul-de-sacs may have to be heaped and trucked away if there are no suitable stockpile locations. Care to be taken to ensure occupied houses in the cul-de-sac head do not have their accessways unduly blocked more than anyone else.

Clearance of streets shall proceed even if the adjoining State Highway is closed. Clearing of the urban State Highway is the responsibility of NZTA's road maintenance contractors.

Fire Hydrants shall be located, cleared of snow and suitably marked.

The Council may request the Contractor to clear snow windrowed in front of accessways as a second priority activity.

Footpaths and Parking Areas

Only the shop frontage footpath on Commercial Road footpath is to be cleared.

Parking areas near the commercial area shall be cleared only to the extent necessary to provide parking for the volume of traffic in the town.

Footpaths on the Outlet Control Gates are to be cleared so that the depth of snow does not reduce the effectiveness of the safety handrails. The section of footpath from the Outlet Control Gates to the Challenge Service Station is also to be cleared.

Residents shall be primarily responsible for clearing the snow that has fallen on the footpath in front of their own driveways and gateways. They are not permitted to dump snow from their properties onto the footpath. Residents who are incapable of clearing their own driveways and gateways across the footpath can contact the Mackenzie District Council which shall liaise with the Contractor or other groups to arrange the clearing.

TWIZEL TOWNSHIP

Roads

Mackenzie Drive and Ruataniwha Road are to be cleared to two full lanes. All other roads shall be cleared to a width sufficient to permit pedestrians to walk along the cleared road edge in reasonable safety (say, a 5m wide cleared strip). Further widening of cleared traffic lanes shall be carried out as a second priority activity. Where the roads are wide enough, the snow may be windrowed off the traffic lanes and left on the road shoulders otherwise it is to be windrowed onto the footpaths, on both sides of the roads.

Care must be taken to avoid blocking swale drains with snow as ponded melt-water can subsequently freeze.

Snow clearance to provide access to emergency and important services shall have priority, such facilities include:

- Fire, Police, Ambulance

- Any building used as a Event Headquarters

- Doctor's residence and surgery, chemist, schools, service stations and shops

Suitable areas for staff / public parking shall also be provided at these locations.

Windrows across intersections shall be cleared immediately.

Snow shall not be heaped where it will cause a roading visibility hazard.

Clearance of streets shall proceed even if the adjoining State Highway is closed. Clearing of the urban State Highway is the responsibility of NZTA's road maintenance contractors.

Fire Hydrants shall be located, cleared of snow and suitably marked.

The Council may request the Contractor to clear snow windrowed in front of accessways as a second priority activity.

Footpaths and Parking Areas

Parking areas near the commercial area shall be cleared only to the extent necessary to provide parking for the volume of traffic in the town.

Residents shall be primarily responsible for clearing the snow that has fallen on the footpath in front of their own driveways and gateways. They are not permitted to dump snow from their properties onto the footpath. Residents who are incapable of clearing their own driveways and gateways across

the footpath can contact the Twizel Service Centre which shall liaise with the Contractor or other groups to arrange the clearing.

If the Council requests footpath clearance, it shall be done to provide basic access, starting at the town centre and radiating outward, but having regard for the emergency and important services mentioned above. Footpath access need only be established on one side of each road.

RURAL

Clearance of roads shall generally be prioritised to provide access to the greatest number of rural properties in the shortest amount of time possible. Actual priorities shall be determined between the Contractor and Council staff depending on local conditions and requests received for priority clearances.

Roads between the Mayor's residence and the Council Chambers are to be cleared as a priority to enable a State of Emergency to be declared at the Council Chambers if required.

For stock management purposes farmers require an accurate indication of when roads will be cleared. The Contractor shall maintain a forward programme of road clearance intentions which is to be provided to Council staff. When the clearing of a road will not occur within 48 hours of the commencement of snow fall, the Council will endeavour to contact all affected farmers.

Property owners may wish to clear sections of road to provide access to stock etc. or as a community service. Such requests received by the Contractor shall be directed to Council staff for consideration and approval if appropriate. The Council shall be responsible for these snow clearing activities.

The Contractor may sub-contract local residents and contractors to carry out snow clearing. Responsibility for safety and performance of the sub-contractors rests with the Contractor.

The level of snow clearing necessary on rural road varies considerably depending on the road hierarchy and the depth of snow accumulating. The following comments are intended to provide general guidance to be followed at the Contractor's discretion.

For initial snow clearing operations when snow depth is not greater than about 150mm, the snow clearing of rural roads shall consist of one pass of a snow plough or grader except on no-exit roads where a second pass may be done on the return trip. One lane access should be adequate while vehicles can still put their outer wheels on the uncleared road shoulders while passing. Additional widening may be carried out at brows, major gateways and intersections to provide additional opportunities for safe passing if required. Godley Peaks Rd (sealed section), Lillybank Rd (first 2km through to the cattlestop) and Haldon Rd (sealed section) shall have snow cleared completely from the seal and the shoulder to prevent melting snow soaking into the pavement. The same treatment shall apply to any other sealed areas on Lillybank Rd that are susceptible to melting snow seeping under the seal and weakening the pavement.

If the depth of snow increases so that passing width is not available then the additional widening mentioned above shall definitely be carried out on local roads. Principal roads shall be cleared to two full lanes width.

MAINTENANCE OF ROADS PAST THE LAST HOUSE WITH MORE THAN ONE LANDOWNER

Operations Committee - 17 May 1995

Policy relating to maintenance of roads beyond the last house where there is more than one landowner:

1. That roads will be maintained at their existing standard, except when an event causes significant damage in which case the standard of access will be reviewed.
2. That the structures on the road will be maintained and upgraded if necessary for safety reasons, at the expense of the Council.
3. That if upgrading of the standard of access is required, then the local share will be paid for by the local landowners, with the sharing of costs to be determined by them.

Roads are maintained to a two wheel drive vehicle standard to the last permanently inhabited dwelling and there-after at an appropriate standard to the front boundary of the last property served by that road.

UNSEALED ROADS WIDTH

Operations Committee – October 2000

POLICY:

The opportunity shall be taken, when any major metalling or drainage rehabilitation works are being carried out on unsealed roads, to consider whether the existing carriageway width is optimum considering traffic volumes and topographical constraints, and that the attached road geometric standard (or its current equivalent) be used to determine an appropriate standard width.

IRRIGATION CULVERTS

Operations Committee - January 1999

This policy applies to any culvert, used for irrigation purposes, which passes under a public road.

General

1. The applicant shall apply to the District Council for approval for the dual use of an existing culvert, or to construct a new culvert, under a public road, for irrigation purposes.
2. In the event that the culvert causes flooding or scouring of the road or surrounding land, or other damaging effects, the use of the culvert may be terminated by the Council.
3. All physical works shall be done by a contractor with roading and drainage experience acceptable to the Council.
4. The applicant (which may be a person, company or 'water user group') shall provide the name and address of a contact person for service. The contact person shall be responsible for arranging payment of all costs imposed by the Council. The contact person may be changed from time to time when the Council is notified. When costs can not be recovered from the contact person they will be recovered from the present beneficiaries of the culvert.

New Culvert

1. The applicant shall provide the following information:
 - a) A plan and description of the whole irrigation scheme.
 - b) The proposed location of the new culvert.
 - c) A dimensioned sketch plan of the proposed culvert.
2. The applicant shall pay all costs of culvert construction and shall retain ownership of the culvert.
3. Culverts shall be sized so that the headwater depth at maximum design flow does not exceed the culvert diameter.
4. The culvert shall extend a minimum of 3 m from the edge of the carriageway. It may be necessary to extend the culvert further from the edge of the carriageway to clear roadside drainage channels etc..
5. Where head and tail work structures are required, they shall generally be constructed of concreted cobbles.
6. Any underground services shall be re-routed in consultation with the relevant service providers.
7. After the installation of a new culvert all excess spoil shall be removed from the site, roadside drainage channels shall be re-established and the site left in a clean and tidy condition. The Council shall be advised of the culvert completion so that the culvert and site can be inspected and approved.

8. The applicant shall pay all costs of ongoing culvert repairs and maintenance. In the event that repairs and maintenance are not done in a timely or professional manner they will be done by the Council at the applicant's expense. Repairs to the culvert which affect the structure of the road, or vehicular access, shall be carried in consultation with the Council.
9. If the applicant wishes to abandon the culvert the Council may take it over, or order its removal, at no cost to the Council.
10. Other site specific conditions may be applied.

Dual Use of an Existing Culvert (Irrigation and Stormwater)

1. The applicant shall provide the following information:
 - a) A plan and description of the whole irrigation scheme.
 - b) The location of the proposed dual use culvert.
 - c) A dimensioned sketch plan of the dual use culvert, if culvert modifications are required.
 - d) A description of the method by which:
 - i) water discharging from the culvert is diverted between the irrigation and stormwater channels (if applicable).
 - ii) the in-flow of irrigation water into the stormwater channel is stopped.
2. The Council will retain ownership of the culvert and repair and maintenance cost will be shared in an equitable manner determined by agreement.
3. If the applicant wishes to cease using the culvert the Council may take over, or order the removal of all works associated with the irrigation function of the culvert, at no cost to the Council.
4. The maximum design flow shall be limited so that the headwater depth at maximum design flow does not exceed the culvert diameter.
5. In the event of heavy rainfall or flooding the applicant shall shut off the irrigation scheme intake so that the only water flow through the dual use culvert is stormwater runoff. If this is not done by the applicant it may be done by the Council without notice. The applicant shall be liable for the costs of any damage resulting from irrigation flow not being shut off.
6. Other site specific conditions may be applied.

Private Reticulated Services Under Roads

All work carried on or under a public road for the purposes of installing or maintaining privately operated reticulated services shall be approved by the Council and carried out by a contractor approved by the Council. All costs will be borne by the service owner.

PRIVATE RETICULATED SERVICES

All work carried on or under a public road for the purposes of installing or maintaining privately operated reticulated services shall be approved by the Council and carried out by a contractor approved by the Council. All costs will be borne by the service owner.

SHARED COSTS ROADING PROJECTS

Rationale

To address the issues of road improvement works where there is an external beneficiary who is prepared to contribute to the cost of the work and to establish priorities of shared cost sealing projects.

Guidelines

For shared cost roading projects the external beneficiary shall contribute the current NZTA Maintenance Subsidy Rate.

For sealing projects the following listed funding priorities shall be used:

Sealing projects that can achieve NZTA project subsidy shall be automatically carried out as a first priority.

Sealing projects that attract the external local funding shall automatically be carried out as a second priority.

Sealing projects that do not attract any subsidy shall be carried out as a third priority.

ROAD VERGE IMPROVEMENT BOUNDARY FENCE REMOVAL

1 Introduction

- 1.1 The Council is occasionally requested to tidy up road verges when the adjoining land owner is replacing a road boundary fence. The removal of the existing fences provides the working room for graders and other machinery to efficiently carry out verge tidying and improvement works.
- 1.2 The Council will carry out improvements to a road verge while the adjoining boundary fence is being replaced if:
 - 1 Road safety is improved (sight distances etc).
 - 2 Drainage of the road is improved.
 - 3 Drainage from the road onto adjoining land is improved.
 - 4 Smoothing of the verge will assist maintenance (mowing etc).
 - 5 Unsightly deposits from past road maintenance works are removed.

PERMANENT FENCES ON ROAD RESERVE

1 Introduction

- 1.1 The purpose of this Policy is regulate the erection of permanent fences on the road reserve and the occupation of the enclosed land.
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply to all new and existing permanent fences on road reserve and the occupation of the enclosed land from the date of its adoption by Council.

2 Law

- 2.1 The occupation of road reserve can only be granted in the form of an informal licence which has no legal status.
- 2.2 Note:
Local Government Act 1974. Section 357 - Damage to Roads
Every person commits an offence who, not being authorised by the Council, or by or under any Act, -
*(a) Encroaches on a road by making or erecting any building, **fence**, ditch or other obstacle or work of any kind upon, over, or under the road, or by planting any tree or shrub thereon; or*
*(b) Causes or negligently allows any retaining wall, foundation wall; or **fence** erected on any land; or any batter or slope of earth, or any building, erection, material or thing, to give way or fall so as to hamper or obstruct a road.*

3 Council Approval

- 3.1 In most cases the actual position of the road's legal boundary is difficult to locate. For the purposes of this Policy the position of the road reserve boundary shall be informally located using any of the following methods:
 - 1 Survey Pegs (unlikely)
 - 2 Cadastral map and aerial photograph computer systems
 - 3 Measuring 20m from the opposite fence line
 - 4 Measuring 10m from the carriageway centreline
 - 5 Sighting along adjacent fence lines
 - 6 The crest or toe of road embankments
- 3.2 Persons wishing to erect a fence and occupy land on road reserve shall apply to the Council in writing for permission to do so. Approval may be provided when any road safety issues can be mitigated, no undue public inconvenience is caused and when there are no disadvantages to the Council. Approval will generally be considered only for low traffic volume roads. Appropriate conditions will be applied to each approval.
- 3.3 The approval will be granted in the name of the adjoining land owner (the occupier) and successors in title, who shall be personally responsible for ensuring all conditions of the approval are complied with.

- 3.4 Approval shall be in the form of a letter of approval from the Council. The approval may be amended or revoked by the Council at any time. If revoked the occupier shall immediately remove the fence and cease occupation of the road reserve without compensation.
- 3.5 Council approval must be granted before any physical works commence.
- 3.6 The occupier shall at all times indemnify the Council in respect of any loss, damage or expense suffered or incurred by the Council as a direct or indirect consequence of any act, error or omission by the occupier and for which the occupier is legally liable.
- 3.7 The occupier shall take out and maintain at his own cost, for the duration of the approval, Public Liability insurance for an amount of not less than \$2,000,000. All such insurance shall be for such terms and with such insurers as the Council may reasonably require. The occupier shall, if reasonably requested by the Council, provide evidence that the insurance required is in force and current premiums are paid.
- 3.8 Any costs incurred by the Council arising from this Policy shall be recoverable from the occupier by the Council as a debt.

4 Location

- 4.1 Occupation of the road reserve will only be permitted where the applicant also owns the adjoining land.
- 4.2 Occupation of road reserve will not normally be permitted on both sides of the road.

5 Fence Setting Out and Construction

- 5.1 The applicant shall contact all utility providers to determine the presence and location of underground services, (for example; power, telephone, water) and also land survey marks. The applicant shall be responsible for any damage done to underground services and survey marks.
- 5.2 Fences must generally be a minimum of 5.0 m from the carriageway edge, however a lesser setback distance may be permitted in some instances, for example:
 - 1 Presence of embankments at the 5m offset.
 - 2 Presence of underground utilities at the 5m offset
 - 3 Remote location / very low traffic volumes
- 5.3 The proposed alignment of the fence shall be pegged for inspection by a Council officer as part of the approval process. The Council shall take account of issues including, but not limited to, vehicle sight distance, distance from existing accessways, drainage, location of underground utilities, traffic and pedestrian safety, and possible future upgrading of the road.
- 5.4 Fences shall be of a post and wire (or netting) type, as generally described for rural boundary fence purposes in Schedule 2 of the Fencing Act 1978. Barbed wire and electrified wire shall not be used where they may cause a nuisance to other the road verge users, for example pedestrians and horse riders. No stays or tie-backs shall project outside the pegged fence line approved by the Council.

- 5.5 Gates and fencing shall be erected and maintained by the occupier in a workmanlike manner using durable materials. The occupier shall carry out any maintenance requested by the Council. If not carried out in a timely manner the Council may carry out the work at the occupiers expense.
- 5.6 No shade cloth or other screening material shall be placed on the fence so as to limit vehicle sight distance.
- 5.7 Gates shall be located on the true road boundary line with the fence returned to them. The installation of new gates will require a separate approval of the Council.
- 5.8 The Council may require reflectorised hazard markers to be attached to posts near corners etc.

6 Use and Care of Fenced Off Land

- 6.1 The land shall be used for pastoral purposes only and shall not be disturbed to a depth greater than 200mm.
- 6.2 The land shall be kept clear of noxious and brush weeds.
- 6.3 No structure, farm implement or fodder etc. shall be placed or stored on the land so as to limit vehicle sight distance.
- 6.4 The fence owner shall take all practical precautions to prevent erosion, scour, inundation etc. and if this does occur the Council must be immediately notified.

TEMPORARY FENCES ON ROAD RESERVE

Introduction

- 1.1 The purpose of this Policy is to regulate the erection of temporary fences on the road reserve and the occupation of the enclosed land.
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply to all new and existing temporary fences on the road reserve and the occupation of the enclosed land from the date of its adoption by Council.

2 Law

- 2.1 The occupation of road reserve is granted in the form of an informal licence which has no legal status.
- 2.2 Note:
Local Government Act 1974. Section 357 - Damage to Roads
Every person commits an offence who, not being authorised by the Council, or by or under any Act, -
(a) Encroaches on a road by making or erecting any building, fence, ditch or other obstacle or work of any kind upon, over, or under the road, or by planting any tree or shrub thereon; or
(b) Causes or negligently allows any retaining wall, foundation wall; or fence erected on any land; or any batter or slope of earth, or any building, erection, material or thing, to give way or fall so as to hamper or obstruct a road.

3 Council Approval

- 3.1 Any person wishing to graze the road verge by erecting a temporary fence and occupy land on road reserve, ("the occupier") need not apply to the Council for permission provided all of the requirements of this Policy are complied with.
- 3.2 The animals that may be grazed on road reserve, behind a temporary fence, are cattle (excluding bulls) horses and sheep. Permission must be obtained from Council for any other type of livestock.
- 3.3 The Council may revoke the occupation at any time. If revoked the occupier shall immediately remove the fence and cease occupation of the road reserve, without compensation.
- 3.4 The occupier shall at all times indemnify the Council in respect of any loss, damage or expense suffered or incurred by the Council as a direct or indirect consequence of any act, error or omission by the occupier and for which the fence owner is legally liable.
- 3.5 The occupier shall take out and maintain at his own cost, for the duration of the approval, Public Liability insurance for an amount of not less than \$2,000,000. All such insurance shall be for such terms and with such insurers as the Council may reasonably require. The occupier shall, if reasonably requested by the Council, provide evidence that the insurance required is in force and current premiums are paid.

- 3.6 Any costs incurred by the Council arising from this Policy shall be recoverable from the occupier by the Council as a debt.

4 Location

- 4.1 Temporary grazing of the road verge is permitted only in rural areas.
- 4.2 Temporary grazing of the road reserve will only be permitted where the occupier also owns the adjoining land.
- 4.3 Temporary fences are not permitted on both sides of the road at the same time.
- 4.4 Steep embankments shall not be fenced.

5 Fence Setting Out and Construction

- 5.1 Temporary fences shall be installed a minimum of one metre from the carriageway or further if traffic or pedestrian safety considerations require it.
- 5.2 The maximum of any length of temporary fence is 200m.
- 5.3 Waterways shall be fenced 2m back from the top of the bank to prevent stock intrusion.
- 5.4 Temporary fences shall be stock proof for the type of stock to be retained and electric fencing shall be a minimum of one wire for cattle and horses, and three wires for sheep. The fence shall be continuously electrified.
- 5.5 Temporary fences shall be constructed of electrified wires and plastic stakes only. Steel waratahs are not permitted. Wooden posts may be used at corners for tensioning purposes provided they are no larger than 100mm diameter.
- 5.6 Temporary fences shall remain in place for no longer than three months and the Council shall retain the right to have temporary fences removed at any time.
- 5.7 Cattle and horses shall be removed from the road reserve area during the hours of darkness.

6 Use and Care of Fenced Off Land

- 6.1 The land shall be used for grazing purposes only and shall not be cultivated.
- 6.2 The land shall be kept clear of noxious and brush weeds.
- 6.3 No structure, farm implement or fodder etc. shall be placed or stored on the land.

Vehicle Accessway and Crossings

Operations Committee - 25 August 1999

A DEFINITIONS

Accessway

The part of a vehicle access which crosses the road verge between the road reserve boundary and the edge of the carriageway. The edge of carriageway is defined as:

- a) inside edge of vehicle crossing on urban roads with kerb and channel
- b) edge of seal on sealed roads without kerb and channel
- c) edge of gravel shoulder on unsealed roads.

Vehicle Crossing

A structure to aid vehicular access across a road side drainage facility.

For example: dish channel crossing
bridge crossing
pipe culvert crossing

B URBAN ACCESSWAYS

a New Accessways

- Ba1. One accessway is permitted per property. Additional accessways may be permitted at the discretion of the Council.
- Ba2. The property owner shall apply to the Council for approval to install a new accessway (where no accessway has previously existed). The Council will ensure that the proposed accessway does not adversely affect:
 - the road structure
 - pedestrian access
 - roadside drainage
 - safety requirements (sight distances etc.)
- Ba3. When excavations are required the property owner shall ascertain the location of any underground services and shall ensure these are not disturbed and that required cover depths are maintained.
- Ba4. Where the new accessway will be used for a non-residential use which will involve the use of heavy vehicles the Council may require the footpath to paved in a heavy duty finish (eg. heavy duty paving cobbles)
- Ba5. New accessways shall be constructed by a person or contractor approved by the Council, at the property owner's expense.

b Proximity to Intersections

Bb1 Vehicle accessways shall be located as far as practical from any road intersection and, where possible, shall not be closer than the distance given in table below.

Frontage Road	Intersecting Road Type (Distance in Metres)					
	Urban			Rural		
	Arterial	Collector	Local	Arterial	Collector	Local
Arterial	30	25	20	200	200	200
Collector	20	20	15	60	55	55
<u>Local</u>	15	15	10	60	55	55

(see PDP Table 4 Section 14)

c Proximity to Other Accessways

Bc1 The minimum distance between two accessways serving the same property shall be 7.5 m.

Bc2 The minimum distance between two accessways serving adjoining properties shall be 10 m.

d Sight Distances

Bd1 Minimum sight distances shall be as described in the table below.

Speed Limit	Minimum Sight Distance
(kph)	(m)
50	85
60	115
70	140
80	170
100	250

(see PDP Section 14q)

The required sight distance shall be checked using the following procedure:

The entranceway centre line shall be projected across the road to intersect the centre lines of both traffic lanes. The appropriate distance from the table above shall be measured from these intersection points, along the lane centre lines, in the vehicle approach directions. There must be a clear line of sight, 1.15 m above finished ground levels, from these points to a point on the entranceway centre line 5.0 m from the centre of the traffic lane nearest the entranceway.

(see also Road & Traffic Standards "Guidelines to Visibility at Driveways")

Lines of sight shall remain completely in the road reserve where there is the possibility that future landscaping or development of adjoining properties may obstruct visibility across them.

e Plan Dimensions of Accessways

Be1 The widths of accessways shall be as described in the table below.

Zone	Potential No of Lots	Length	Legal Width (m)	Carriage- way Width (m)	Turning Area	Passing Bay	Footpaths
Residential	0-2	Over 50	3.5	3.0	Required	Optional	Optional
Residential	3-6	0-50	4	3.5	Required	Required	Optional
Residential	3-6	Over 50	4.5	4.0	Required	Required	Required
Rural	Any No.	All Lengths	5.0	4.0	Optional	Optional	Optional
All Other Zones	Any No.	All Lengths	6.0	4.0	Required	Optional	Optional

(see PDP Section 14q)

f Vertical Dimensions of Accessways

- Bf1 Accessways across footpaths and verges shall follow the existing contours so pedestrian access and drainage patterns etc are not disturbed.
- Bf2 Where the gradient of the accessway, adjacent to a footpath is greater than 1 in 8, no reverse manoeuvres onto or from the accessway will be permitted.
- Bf3 Accessways shall be constructed so that a laden 90 percentile vehicle (car) can negotiate the accessway without bottoming.
- Bf4 The minimum height clearance for accessways is 3.5 m

g Metalling and Sealing

- Bg1 Construction shall be as per Plan 1.
- Bg2 Granular Fill Material (bulk fill) shall consist of AP50 or similar well graded granular material containing no clay or organic matter.
- Bg3 The top 100 mm of fill (basecourse layer) shall consist of Transit NZ Specification M4 material.
- Bg4 All fill shall be compacted to a uniformly dense stable condition.
- Bg5 Accessways on sealed roads shall be sealed with a 2 coat grade 4 chip seal for 5.5 m from the edge of the carriageway or to the property boundary, which ever is the lesser. Where the

road verge is wider than 5.5m the remainder of the accessway to the boundary shall be metalled to an all-weather standard or chip sealed if desired.

Bg6 Accessways on unsealed roads shall be metalled to an all-weather standard.

h Maintenance of Accessways

Bh1. Maintenance of accessways shall be the responsibility of the property owner except in the following instances:

- When road improvements have necessitated alterations to the accessway, the maintenance of the alterations will be the responsibility of the Council until they have become stabilised.
- Where an accessway crosses a formed footpath, the Council will maintain the footpath, to a standard suitable for the pedestrians. Any damage to the footpath caused by vehicles will be repaired at the property owners expense.

Bh2. The property owner shall maintain the accessway in a safe and tidy condition, this shall include:

- maintaining pedestrian access
- maintaining road side drainage
- ensuring gravel is not brought onto the road or footpath

C URBAN VEHICLE CROSSINGS

a New Crossings

Ca1. All new vehicle crossings (where no crossing has previously existed) shall be paid for by the property owner, except when alterations to road side drainage necessitate the installation of a vehicle crossing.

Ca2. The lengths of crossings shall be 3.0 m (min.) to 6.0 m (max.).

(see PDP Table 4 Section 14)

Ca3. The type of crossing shall be approved by Council staff prior to construction.

Ca4. Construction of new crossings shall be carried out by a contractor approved by the Council.

b Replacement Crossings - Condition

Cb1. Where an existing crossing has deteriorated to a condition where repairs or replacement is necessary, Council staff shall assess the cause of the deterioration.

- Where the deterioration is due to reasonable wear and tear, the Council will repair or replace the crossing at its own expense.
- Where the deterioration is due to unreasonable use by the property owner (eg. damaged by heavy or construction vehicles) the property owner shall pay for any repairs or replacement.

- If there is a combination of causes a cost sharing arrangement may be determined by the Council.

- Cb2. Existing crossings would have been constructed to a strength compatible with the property use at the time of construction. Crossings constructed for light residential vehicles may not be suitable for heavy vehicles. If a change in property use causes accelerated deterioration of a crossing then its repair or replacement will be paid for by the property owner.
- Cb3. When a property owner requests a replacement crossing to be 'heavy duty' then the additional costs shall be at the property owners expense.

c Replacement Crossings - Performance

- Cc1. When an urban property owner complains about the change of grades of a crossing, (causing 'bottoming' of a vehicle) then a cross section of the crossing shall be surveyed. The cross section shall be matched with the clearance characteristics of a laden 90 percentile vehicle (car) to determine whether the crossing has the correct grade requirements. If the crossing does not comply with the requirements the Council will modify or replace the crossing to meet the correct grade requirements on an equal cost sharing basis with the property owner.
- Cc2. Crossing replacement may not necessarily be done immediately but may be programmed for when funds become available, this may not be until the next financial year. Alternatively the work may be delayed to coincide with a programmed general street upgrade. Should the property owner have an urgent need for the work to be completed it may be done at the property owners expenses at the Council's discretion.
- Cc3. Where a property has more than one vehicle crossing The above provisions shall apply only to the principal crossing, ie. the one which serves a garage or driveway to a garage.
- Cc4. If the match with laden 90 percentile vehicle indicates that there is not a problem but the property owner still wishes to proceed with modification or replacement of the crossing, then the property owner will be liable for the full cost, including any footpath and carriageway alterations required.
- Cc5. Modification or replacement of the crossing will normally be done by installing a slot crossing, either by pouring a raised lip on the existing crossing, or by installing a new crossing with a slot profile. The effect of the reduction in flow capacity of the channel shall be taken into account before agreeing to a slot type channel. If a slot crossing is not suitable, then the Council may seek alternative options at its discretion.

d Maintenance of Crossings

- Cd1. The maintenance of all existing crossings and new crossings approved by the Council shall be the responsibility of the Council.
- Cd2. Prior to accepting the maintenance responsibilities, Council staff shall be given the opportunity to inspect the crossing

D RURAL ACCESSWAYS

a New Accessways - General

- Da1. The number of accessways serving a property shall be kept to the practicable minimum for the particular residential, agricultural or commercial use of the property.
- Da2. The property owner shall apply to the Council for approval to install a new accessway (where no accessway has previously existed). The Council will ensure that the proposed accessway does not adversely affect:
- the road structure
 - pedestrian access
 - roadside drainage
 - safety requirements (sight distances etc.)
- Da3. When excavations are required the land owner shall ascertain the location of any underground services and shall ensure these are not disturbed and that required cover depths are maintained
- Da4. New accessways shall be constructed by a person or contractor approved by the Council, at the property owner's expense.

b Proximity to Intersections

- Db1 Vehicle accessways shall be located as far as practical from any road intersection and shall not be closer than the distance given in table below.

Frontage Road	Intersecting Road Type (Distance in Metres)					
	Urban			Rural		
	Arterial	Collector	Local	Arterial	Collector	Local
Arterial	30	25	20	200	200	200
Collector	20	20	15	60	55	55
<u>L o c a l</u>	15	15	10	60	55	55

(see PDP Table 4 Section 14)

c Proximity to Other Accessways

- Dc1 The minimum distance between two accessways, on the same side of the road, and excluding paddock gateways, shall be not less than distance given in the table below for the relevant posted speed limit.

Speed Limit (km/h)	Minimum Distance to Existing Access on Same side of Road (m)
50	10
60	15
70	40
80	100
100	200

d Plan Dimensions of Accessways

Dd1 The widths of accessways shall be as described in the table below.

Zone	Potential No. of Lots	Length (m)	Legal Width of Accessway (m)	Carriageway Width (m)
Rural	Any No.	All Lengths	5.0	4.0

(see PDP Section 14q)

Dd2 Rural residential accessways and accessways to paddocks which do not contain any buildings and which are exclusively used for grazing or cropping shall be constructed in accordance with Plan 2 attached.

Dd3 Rural accessways used regularly by heavy vehicles shall be constructed in accordance with the appropriate diagram on Plan 3

e Vertical Dimensions of Accessways

De1 For rural residential properties the first 6 m from the edge of the carriageway shall have a maximum gradient of 1 in 5. For other activities a distance equivalent to the maximum length of vehicle likely to use the accessway (or the length of vehicle used with Plan 3) shall have a maximum gradient of 1 in 8. Suitable transition curves shall be formed between changes in grade. Where the topography does not permit the required gradient to be achieved a steeper gradient may be permitted at the Councils discretion, specific conditions may be applied.

De2 Accessways serving rural residential properties shall be constructed so that a laden 90 percentile vehicle (car) can negotiate the accessway without bottoming.

De3 The minimum height clearance for accessways is 3.5 m

f Metalling and Sealing

Df1 Construction shall be as per Plan 1.

Df2 Granular Fill Material (bulk fill) shall consist of AP50 or similar well graded granular material containing no clay or organic matter.

Df3 The top 100 mm of fill (basecourse layer) shall consist of Transit NZ Specification M4 material.

Df4 All fill shall be compacted to a uniformly dense stable condition.

Df5 Accessways on sealed roads shall be sealed with a 2 coat grade 4 chip seal for 5.5 m from the edge of the carriageway. Where the road verge is wider than 5.5m the remainder of the accessway to the boundary shall be metalled to an all-weather standard or chip sealed if desired.

Df6 Accessways on unsealed roads shall be metalled to an all-weather standard.

g Maintenance of Accessways

Dg1. Maintenance of accessways shall be the responsibility of the property owner except in the following instances:

- Where road improvements have necessitated alterations to the accessway, maintenance of the alterations will be the responsibility of the Council until they have become stabilised.

Dg2. The property owner shall maintain the accessway in a safe and tidy condition, this shall include:

- maintaining pedestrian access
- maintaining road side drainage
- ensuring gravel is not brought onto the road.

h Sight Distances

Dh1 Minimum sight distances shall be as described in the table below.

Speed Limit (kph)	Minimum Sight Distance (m)
50	85
60	115
70	140
80	170
100	250

(see PDP Section 14p)

The required sight distance shall be checked using the following procedure:

The entranceway centre line shall be projected across the road to intersect the centre lines of both traffic lanes. The appropriate distance from the table above shall be measured from these intersection points, along the lane centre lines, in the vehicle approach directions. There must be a clear line of sight, 1.15 m above finished ground levels, from these points to a point on the entranceway centre line 5.0 m from the centre of the traffic lane nearest the entranceway.

(see also Road & Traffic Standards "Guidelines to Visibility at Driveways")

i Sight Distances - Vegetation Control

Di1 The initial clearing and ongoing control of vegetation on adjacent private property and the road reserve necessary to maintain the required sight distances shall be the responsibility of the property owner using the accessway. Should the property owner not control vegetation it shall be done by the Council at the property owners expense.

j Site Clearing and Excavation

Dj1 All trees, vegetation, grass and top soil shall be removed from the construction site of the entranceway. Clearing of the Surface Water Channels shall be carried out beyond the construction site to clear blockages and to make improvements to the course of the channel.

k Gates

- Dk1 Gates shall be positioned sufficiently far off the carriageway edge so that, according to the type of vehicle which will use the entranceway, the entire length of the vehicle can be parked off the road carriageway.

E RURAL VEHICLE CROSSINGS

a New Crossings

- Ea1. All new vehicle crossings (where no crossing has previously existed) shall be paid for by the property owner, except when alterations to road side drainage necessitate the installation of a vehicle crossing
- Ea2. Vehicle crossings serving rural residential properties shall be constructed so that a laden 90 percentile vehicle (car) can negotiate the accessway without bottoming.

b Replacement Crossings - Condition or Performance

- Eb1. Where an existing crossing has deteriorated so that the flow of storm water is adversely affected the Council shall replace the crossing. Where the crossing requires replacement for any other reason the property owner shall pay the cost of replacement.

c Maintenance of Crossings

- Ec1. The Council shall maintain the flow of storm water by periodic cleaning of water channels and culverts pipes. All other maintenance shall be the responsibility of the property owner.

d Culverts

- Ed1 Specific culverts specifications shall be provided by Council but shall generally consist of a 225 mm diameter concrete or corrugated steel pipe
- Ed2 Culverts shall extend at least 1.5 m from the entranceway carriageway edge.
- Ed3 Where the foundation material under the proposed position of the culvert is not suitable a further 300 mm of material shall be removed and replaced with selected granular material, well compacted.
- Ed4 Culverts shall be laid true to line and level and bedded in selected granular material with a minimum compacted cover of 300 mm
- Ed5 Where the Council requires head walls to be constructed they shall consist of concreted cobbles.
- Ed6 Culverts may be omitted from entranceways where an unlined or chip sealed dished channel is sufficient.

FAIRLIE FOOTPATH UPGRADES

RATIONALE

To establish standards for upgrading footpaths in Fairlie.

GUIDELINES

Hotmix shall be the preferred surfacing for future footpath upgrades.

The preferred footpath layout shall be a sealed strip adjacent to the kerb with the remainder of the footpath being laid in grass.

The existing chip seal footpath shall be overlaid with hotmix as budgets permit.

Future footpath upgrades shall be a mix of establishing new footpath (on one side of the street) and upgrading existing footpath to a hot mix surface.

Adopted: 28 February 2003

SEALING PAST HOUSES

Mackenzie District Council – Sept 2005

POLICY:

The Council shall carry out sealing past residential dwellings under the following conditions:

- 1 From 1 July 2006 the Council shall budget \$10,000 per year and carry out one dust seal per year. If more than one application is received they should be prioritised for future years.
- 2 Applications for sealing will be received up to 30 June of each year, to be considered for the following financial year.
- 3 Applications shall be assessed to determine the severity of the nuisance by using indicators like those listed below:
 eye irritations
 respiratory problems
 stress
 appliances breaking down
 inability to have windows open
 extra housework required
 washing soiled on cloths line
 roof water supply contaminated
- 4 The Policy shall apply only to dwellings built or relocated before 2002. The dust nuisance warning placed on LIM reports since that date is considered due diligence by the Council to warn of possible dust problems.
- 5 Preference shall be given to cases where the use of the road has rapidly changed, for example by changed land use.
- 6 In each instance the Council shall contribute to a maximum length of 200m of new seal. Any length required beyond this will be fully funded by the applicant.
- 7 All work that can be justifiably carried out under the subsidised roading programme will be funded this way using already budgeted maintenance funds. The Council will pay the full local share of this work.
- 8 The Council and the applicant will share the cost of all work that is over and above that which can attract a subsidy contribution, on a 50/50 basis. Council contribution to be capped at \$10,000 for any one request.
- 9 The chip seal shall be laid to the Council's sealed road specifications.
- 10 Some flexibility shall be given to repayment options for the private share in cases of genuine financial hardship.
- 11 The Council will take over all ongoing maintenance of the sealed road once it is complete, but reserves the right to seek contributions for any damage from any party where it can be proven, as it does on all roads now.

Note: The Council has approved the trialling of clay-rich wearing course aggregate to ascertain whether it can provide an intermediate type of dust suppressing treatment. If successful this form of treatment will be considered as a lower cost option to sealing.

DEER CROSSINGS

Operations Committee – 4 February 2000

Council Approval

The applicant shall apply to the Council for approval to install a deer crossing prior to any construction commencing.

Approval to install and operate a deer crossing shall be in the form of a letter of approval to occupy Council road reserve. The approval may be amended or revoked by the Council at any time. If revoked the crossing operator shall be responsible for the immediate removal all structures at his own expense.

The crossing operator shall remain responsible for the safety and operation of the deer crossing.

Indemnity

The crossing operator shall at all times indemnify the Council in respect of any loss, damage or expense suffered or incurred by the Council as a direct or indirect consequence of any act, error or omission by the crossing operator and for which the crossing operator is legally liable.

Insurance

The crossing operator shall take out and maintain at his own cost, for the duration of the approval, Public Liability insurance for an amount of not less than \$2,000,000. All such insurance shall be for such terms and with such insurers as the Council may reasonably require.

The crossing operator shall, if reasonably requested by the Council, provide evidence that the insurance required is in force and current premiums are paid.

Vehicle Sight Distance

Deer crossings shall be erected at a location where the following sight distance can be achieved in both approach directions:

Unsealed Roads (environmental speed approx. 80 kph)	170 m
Sealed Roads	250 m

Structures

All permanent structures shall be erected in a workmanlike manner of durable materials and at no cost the Council.

All permanent structures shall be setback a minimum distance of 5.0 metres from the edge of the carriageway. A lesser setback distance may be permitted when the following conditions exist:

- ‘Remoteness’ of location (i.e. no-exit road, low traffic volumes).
- Low environmental speed of road.
- Roadside drainage facilities will not be affected.
- Transportation of Wide Loads on road is unlikely.

If a reduced setback distance is approved the following additional conditions may apply:

- Posts nearest the road edge shall be painted white.
- Posts nearest the road edge shall have bridge end markers installed.
- Pre-warning "Road Narrows" signs shall be installed.
- The passage of Wide Loads will be accommodated by the crossing operator and may necessitate the temporary dismantling of a portion of the crossing at the crossing operator's expense.

No permanent structure shall impede visibility of existing road signs.

No permanent structure shall impede the function or maintenance of roadside drainage facilities. The installation of culverts across raceways may be required.

Any permanent gates, which can be swung across the road to form a race, shall be padlocked in the stored position when not in use.

The Council's Policy for Vehicle Accessways and Crossings shall apply to deer crossing gates that are also used for general paddock access.

Operation of Deer Crossing

Transit TW-20A "ROAD CLOSED AHEAD" signs shall be placed at the Sight Distance mentioned above from the deer crossing in each vehicle approach direction just prior to the gates being closed. These signs shall be manned by a warning persons and the signs and persons shall be visible for a further 120m.

No motorist shall be delayed for more than 5 minutes. Holding pens may need to be provided on each side of the deer crossing to reduce the deer crossing time to a practicable minimum. The road shall be closed only while the deer are actually crossing.

The deer crossing shall only be used during the hours of daylight and when there is good visibility.

The frequency of use of the deer crossing shall be no more than 10 times per year.

The crossing operator shall consider whether it is necessary to notify Emergency Services that the road is to be closed.

PERMISSION TO ERECT GATES AND CATTLESTOPS ACROSS ROADS

Permission to erect and maintain gates and/or cattlestops across the road is granted in accordance with Section 344 of the Local Government Act 1974, subject to the following conditions:

1. That they shall only be erected adjacent to the property (legal description required).
2. That they remain in position at the pleasure of Council, and must be removed without the payment of compensation of any kind, at any time that the Council may so direct.
3. That the applicant accepts full responsibility for any claims or damages which may arise as a result of the erection of gates and/or cattlestops.
4. That this permit shall not be operative until after the applicant has signed and returned the enclosed duplicate copy acknowledging the acceptance of the conditions contained herein.
5. Prior to the commencement of any work the applicant shall submit to the Roding Manager and have approved by him a plan of works.
6. No vested right shall be hereby created and this licence shall not be transferred.
7. The work of erecting the gates/cattlestops shall be carried out to the satisfaction of the Roding Manager or his representative.
8. That the licensee shall in erecting, repairing, or removing the gates/cattlestops ensure that no interference is caused to the use of the road by the public.
9. On the breach of any of the conditions of this licence the Council may withdraw the licence by giving notice to the licensee who shall immediately remove the gates/cattlestops and leave the road in good order and condition to the satisfaction of the Roding Manager.
10. Any gate erected under this licence shall have fixed to each side a sign with the words "Public Road" legibly painted thereon, in letters not less than 75 millimetres high. The signs to be maintained in a legible condition at all times.
11. The cost of any work required by the Council to remedy any failure by the licensee to comply with these provisions may be recovered by the Council as a debt.
12. The licensee will not be entitled to any compensation on the withdrawal or termination of this licence.
13. Nothing in this licence shall be constructed to derogate from the rights of the Crown, the Council or any Service Authority to enter upon the land for the purpose of installing, maintaining, repairing or removing any new or existing service over, under or on the land or for any other lawful purpose.
14. That the licensee will during the continuance of this keep the gates/cattlestops in the order and condition specified by the Roding Manager.

15. That the licensee will not disturb the surface of the land near the cattlestops beyond a depth of 200mm nor do anything to cause change in the surface shape of the land.
16. That the licensee will be responsible for contacting the service authorities and ascertain the exact location of any services in the area before carrying out work in their vicinity.
17. The Council shall install and maintain permanent warning signs at the site of any cattlestop. The full cost of providing and maintaining the signs shall be the licensee's responsibility.
18. No gate shall be locked or in any way discourage or prohibit public use of the road.

Approved By:

ROADING MANAGER

Date:

I hereby accept the conditions set out above and in consideration of it granting me permission to erect the said temporary gates/cattlestops. I agree to indemnify the Council against any claims whatsoever which may arise as a result of the erection of the gates/cattlestops.

(Signature)

(Printed Name)

(Date)

FENCES ACROSS WATERWAYS NEAR BRIDGES

1 Introduction

- 1.1 Many of the District's roads cross small creeks and streams. Farmers need to continue their road boundary fences across these creeks and streams. Such fences are generally erected, adjacent to but separate from bridge structures, but in some instances they are attached to bridges.

The Council recognised the difficulty of effectively fencing these sites, but is also aware that improperly designed and maintained fences can cause debris to accumulate during times of flooding which, in turn, can dam the water flow causing scour and structural damage to bridges.

The purpose of this Policy is to ensure that adjoining land owners are aware of their responsibilities and that fences erected adjacent to roads are constructed to an acceptable design and are adequately maintained.

- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply to all new and existing fences across waterways on, or adjacent to, road reserve from the date of its adoption by Council.

2 Law

- 2.1 The law pertaining to boundary fences adjoining road reserve is contained in Section 353 (c) of the Local Government Act 1974 which should read in conjunction with this Policy. (Repeated below)

353. General safety provisions as to roads— The Council shall take all sufficient precautions for the general safety of the public and traffic and workmen employed on or near any road and, in particular, shall ---

(c) Whenever the public safety or convenience renders it expedient, require the owner or occupier of any land not separated from a road by a sufficient fence to enclose the same by a fence to the satisfaction of the council.

Note also:

Local Government Act 1974. Section 357 - Damage to Roads

Every person commits an offence who, not being authorised by the Council, or by or under any Act, -

*(a) Encroaches on a road by making or erecting any building, **fence**, ditch or other obstacle or work of any kind upon, over, or under the road, or by planting any tree or shrub thereon; or*

*(b) Causes or negligently allows any retaining wall, foundation wall; or **fence** erected on any land; or any batter or slope of earth, or any building, erection, material or thing, to give way or fall so as to hamper or obstruct a road.*

3 Council Approval

- 3.1 Persons wishing to erect a fence across a creek or stream adjacent to the road reserve need not apply to Council for permission provided all of the requirements of this Policy are complied with.

- 3.2 Persons wishing to erect a fence across a creek or stream attached to a bridge, or other road structure, shall apply to the Council in writing for permission to do so. Appropriate conditions will be applied to each approval.
- 3.3 Council approval will be granted in the name of the applicant ("the owner") and successors in title, who shall be personally responsible for ensuring all conditions of the approval are complied with.
- 3.4 Council approval shall be in the form of a letter of approval. The approval may be amended or revoked by the Council at any time. If revoked the fence will be immediately removed by the owner without compensation.
- 3.5 Council approval must be granted before any physical works commence.
- 3.6 The owners of fences erected under Clauses 3.1 and 3.2 of this Policy shall be responsible for any loss, damage or expense incurred by the Council as a direct or indirect consequence of a fence inhibiting the passage of flood waters and flood debris.
- 3.7 Fences that are not maintained in a tidy and stock proof condition shall be removed by the Council.
- 3.8 Any costs incurred by the Council arising from this Policy shall be recoverable from the owner by the Council as a debt.

3 Structures

- 3.1 All fencing shall be erected and maintained by the owner in a workmanlike manner using durable materials. The owner shall carry out any maintenance or improvement works requested by the Council. If not carried out in a timely manner the Council may carry out the work at the owner's expense.
- 3.2 The following general principles will apply to fences across waterways:
 - 1 Fences shall preferably be situated downstream of bridges.
 - 2 Fences shall preferably be constructed separate from bridges.
 - 3 Fences shall permit the passage of flood waters and flood debris by:
 - a Pivoting upwards on an overhead supporting wire
 - b Breaking at a deliberate weak point and pivoting out of the way
 - c Being of such light construction (for example; electrified tapes) such that the fence will fail under the load of flood water.

OPERATION OF GATES ACROSS ROADS

1 Introduction

- 1.1 The purpose of this policy is regulate the erection and operation of gates across public roads.
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply to all new and existing gates across public roads from the date of its adoption by Council

2 Law

- 2.1 The law pertaining to gates across public roads in contained in Section 344 of the Local Government Act 1974 and which should read in conjunction with this Policy.

3 Council Approval

- 3.1 Persons wishing to erect and operate a gate across a road shall apply to the Council in writing for permission to do so. Approval may be provided when:
 - 1 All road safety issues can be mitigated,
 - 2 No undue public inconvenience is caused
 - 3 There are no other reasonable alternatives.

Approval will generally be considered only for remote, unsealed, low traffic volume roads. Appropriate conditions will be applied to each approval.

- 3.2 Where the gate is on a boundary between neighbouring properties, the applicant shall obtain the written consent of the neighbouring property owner. If the proposed gate is likely to have an effect on the wider community the Council may advertise the application (at the applicants cost) and consider submissions received.
- 3.3 The approval will be granted in the name of the applicant ("the owner"), and the successors in title, who shall be personally responsible for ensuring all conditions of the approval are complied with.
- 3.4 Approval shall be in the form of a letter of approval from the Council. The approval may be amended or revoked by the Council at any time. If revoked the gate will be immediately removed by the Council without compensation to the owner.
- 3.5 Council approval must be granted before any physical works commence.
- 3.6 Neither the Crown, the Minister of Transport nor the Council shall be liable for damages in respect of any accident arising out of the existence of a gate across any road erected under a permit granted pursuant to this section. (refer to Section 344 of the Local Government Act 1974)
- 3.7 Any costs incurred by the Council arising from this Policy shall be recoverable from the owner by the Council as a debt.

4 Vehicle Sight Distance

- 4.1 Gates shall be erected at a location where the following sight distance can be achieved in both approach directions:

Unsealed Roads (environmental speed approx. 80 kph)	170 m
Sealed Roads	250 m

5 Structures

- 5.1 The gate and associated fencing shall be erected and maintained by the owner in a workmanlike manner using durable materials. The gate owner shall carry out any maintenance or improvement works requested by the Council. If not carried out in a timely manner the Council may carry out the work at the owner's expense.

- 5.2 Gate posts and associated fencing shall be positioned not less than 3m outside the edge of the carriageway. A lesser setback distance may be permitted when the following conditions exist:

Remoteness of location (i.e. no-exit road, low traffic volumes).
 Low environmental speed of road.
 Roadside drainage facilities will not be affected.
 Use by over width vehicles is unlikely.
 Good vehicle approach visibility

- 5.3 The passage of over-width vehicles shall be accommodated by the gate owner and may, in the worst instance, necessitate the temporary dismantling of a portion of the gate and associated fencing at the gate owners expense.

6 Signage and Delineation

- 6.1 The gate shall have PUBLIC ROAD signs attached facing both vehicle approach directions. The sign lettering shall be not less than 75mm high.

- 6.2 The gate shall be made highly visible by the following means, as appropriate:

Being painted white
 Having white painted sight boards attached

- 6.3 Gate pre-warning signs may be required.

- 6.4 Depending on the gate post setback distance approved, the following additional requirements may apply:

Posts nearest the road edge shall be painted white.
 Posts nearest the road edge shall have Bridge End Markers attached.

- 6.5 No temporary or permanent structures shall impede the visibility of road signs.

7 Operation of a Gate

- 7.1 These requirements apply to gates that are normally open and also those that are normally closed.
- 7.2 The gate shall never be padlocked and the public shall have freely available access at all times. The gate shall be maintained to swing open and closed without undue effort.
- 7.3 The gate shall be left open when not required for stock control purposes. It is recommended that gates are padlocked in the open position to prevent unauthorised closure.
- 7.4 When the gate cannot be opened due to stock movement operations, no motorist shall be delayed for more than 5 minutes. Motorists arriving at the gate shall be immediately informed of the stock movement operations being carried out and duration of the delay. The stock movement operations shall only be carried out during the hours of daylight and when there is good visibility. Additional temporary pre-warning signs may also be required.

PRIVATE SERVICES

1 Introduction

- 1.1 The purpose of this Policy is to regulate the installation of privately owned services upon, over or under roads.
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply from the date of its adoption by Council.
- 1.4 A separate policy applies to private irrigation scheme culverts

2 Law

- 2.1 Local Government Act 1974. Section 357 - Damage to Roads
Every person commits an offence who, not being authorised by the Council, or by or under any Act, -
(a) Encroaches on a road by making or erecting any building, fence, ditch or other obstacle or
work of any kind upon, over, or under the road, or by planting any tree or shrub thereon.

3 Council Approval

- 3.1 Persons wishing to install a service upon, over, or under a road shall apply to the Council in writing for permission to do so. Applications shall include well drawn and scaled location and site plans. Appropriate conditions will be applied to each approval.
- 3.2 Approval shall be in the form of a letter of approval from the Council. The approval may be amended or revoked by the Council at any time. If revoked the service owner shall immediately remove the reticulated service from the road reserve without compensation.
- 3.3 The approval will be granted in the name of the applicant who shall be personally responsible for ensuring all conditions of the approval are complied with.
- 3.5 Council approval must be granted before any physical works commence.

4 Installation Requirements

- 1 No new pipes or cables shall be installed in drainage culverts. Existing pipes and cables shall be removed when the opportunity arises. The Council accepts no responsibility for damage to existing pipes or cables installed in drainage culverts resulting from road maintenance activities.
- 2 Trenching across roads shall be carried out by a competent contractor approved by the Council. On sealed roads the Council's trench reinstatement policy shall apply. The applicant will be responsible for the repair of any subsequent subsidence of the trench.
- 3 Specific conditions will apply to over-head wires and pipes.

STOCK DROVING

1 Introduction

- 1.1 The purpose of this Policy is to set minimum safety standards for the driving of stock on local roads
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply to all stock driving carried out on local roads from the date of its adoption by Council

2 Law

- 2.1 *Local Government Act 1974. Section 353 - General safety provisions as to roads -
The council shall take all sufficient precautions for the general safety of the public and traffic and workmen employed on or near any road - - -*

3 Council Approval

- 3.1 Any person wishing to drive stock on a local road need not apply to the Council for permission provided all of the requirements of this Policy are complied with.

3.2 General Driving Requirements

a Indemnity

The livestock owner shall at all times indemnify the Council in respect of any loss, damage or expense suffered or incurred by the Council as a direct or indirect consequence of any act, error or omission by the livestock owner and for which the livestock owner is legally liable. Any costs incurred by the Council shall be recoverable by the Council as a debt.

b Insurance

The livestock owner shall take out and maintain at his own cost, Public Liability insurance for an amount of not less than \$2,000,000. All such insurance shall be for such terms and with such insurers as the Council may reasonably require. The livestock owner shall, if reasonably requested by the Council, provide evidence that the insurance required is in force and current premiums are paid.

c Livestock to be Under Control

- (i) The drover in charge shall determine the number of drovers and dogs necessary to maintain complete and continuous control of the livestock, taking into account unforeseen events that may occur on route.
- (ii) Driving along the road verge shall be done in preference to using the carriageway.
- (iv) The livestock shall be kept moving continuously.
- (v) Driving along the road shall not be done for the purpose of grazing the road verges.
- (v) No tired, injured or dead animal shall be left on the carriageway.

- d **Motorists shall have Sufficient Warning**
- (i) Stock shall not be droved during the hours of darkness or when visibility is less than 250m (except for the purposes of returning any livestock that have escaped to the nearest secure area, or in an emergency e.g. flooding)
 - (ii) Stock must be clearly visible to motorists for a distance of 250m in each approach direction
 - (iii) Where the above visibility is not achievable "Stock Ahead" warning signs shall be used. Signs shall be conspicuous and clearly legible to passing motorists. For droves of 1km or less fixed signs shall be placed 120m beyond the start and finish gateways of the drove. For droves of greater than 1 km the signs shall be fixed to vehicles, which shall lead and trail the driven livestock by a distance of 120m.
- e **Drover shall Take Care**
- (i) All necessary measures shall be taken to prevent livestock from leaving the road reserve and / or causing damage to public or private property.
 - (ii) Livestock shall not be driven in urban areas without the prior written permission of the Council.
 - (iii) As far as is practicable the roadway shall be kept clear of debris and other matter that may cause danger, inconvenience or nuisance to other road users.
 - (iv) Motorists shall not be unreasonably inconvenienced by the droving of livestock and shall be permitted to move through the herd when practical to do so. Time delays should not exceed 5 minutes.

3.3 Additional Requirements for Regular Dairy Herd Movements

The following requirements are in addition to, or modify, the General Droving Requirements.

- f **Miscellaneous Requirements**
- (i) Regular droving routes shall be established on private property wherever possible
 - (ii) Permission to drove regularly on or across the road reserve will be granted by way of a licence and shall be subject to conditions set by the Council
- g **Droving in Limited Visibility**
- (i) Dairy herds requiring milking may be driven in limited visibility conditions provided drovers (wearing high visibility vests) are positioned in each vehicle approach direction to wave down approaching vehicles using hand held torches. At permanent road crossing points permanently mounted amber flashing lights may be attached to the warning signs required in item h (g) below.

h

Dairy Herd Crossing Design

(i) The following are standard requirements for dairy herd crossing construction, they may be modified for specific sites requirements.

- a) The crossing shall be aligned perpendicular to the road centreline.
- b) The crossing shall be sited so that there is 250m sight distance in each vehicle approach direction. This distance may be reduced at the Council's discretion in low environmental speed locations.
- c) The road surface shall be cleansed of debris and matter that may cause inconvenience to road users immediately after the movement of stock. All debris must be removed from the road reserve.
- d) The use of wires or tapes across the road is not permitted.
- e) All permanent structures shall be kept at least 5m back from the edge of the carriageway.
- f) SWC culverts may be required under approach races.
- g) (TW-32 "Cattle") 750mm x 750mm signs with a "Crossing" supplementary sign shall be erected 160m from the crossing in each vehicle approach direction. The signs must be visible from a further distance of 120m. The signs shall be displayed only when the crossing is in use and shall be folded closed or covered when not required.
- h) An underpass may be required on any Principal road with a traffic volume greater than 300 VPD.

STREET ASSET PROTECTION DEPOSIT

1 Introduction

- 1.1 The purpose of this Policy is to ensure that damage to Council infrastructure during property maintenance and development is identified, quantified and repaired at the property owner's cost.

2 Law

- 2.1 *Local Government Act 2002 Section 8 Clause 150 - Fees may be prescribed by bylaw—
A local authority may prescribe fees or charges payable for a certificate, authority, approval, permit, or consent from, or inspection by, the local authority in respect of a matter provided for—*

- 2.2 *Local Government Act 1974 Clause 357. Penalties for damage to roads—*

Every person commits an offence who, not being authorised by the council or by or under any Act,—

- (j) Does or causes or permits to be done any act whatsoever by which any damage is caused to a road or any work or thing in, on, or under the same.*

3 Council Approval

- 3.1 Notwithstanding any other provisions in this Policy, property owners are responsible for all damage done to all Council infrastructure assets as a result of accessing their property.
- 3.2 The property owner's responsibility for damage applies to his/her own actions and also those of contractors engaged by the property owner.
- 3.3 It must be noted that vehicle accessways servicing residential properties are constructed for light duty use only (family cars) and are not suitable for use by heavy construction vehicles without additional protection.
- 3.4 The Mackenzie District Council requires a cash bond to be paid at the time of uplifting a Building Consent for any new building, replacement building, additions or alterations to any existing building, including demolition, valued at over \$5,000 and located anywhere in the District.

The amount of the cash bond required is stated in the Council's Annual Plan and shall change from time to time. For the 2005/2006 financial year the bond is \$1,500 of which \$1,350 is refundable if not damage is done.

The purpose of the cash bond is to cover the cost of any damage to the street or road frontage, including road surface, kerb and channel, footpath, and grass berm, and all street furniture, such as street trees, lighting standards, signs, etc. as a result of development activity on the site. The term 'street' also applies to roads in this policy.

The Building Consent holder will be required to certify the extent of any existing frontage damage at the time of the application for Building Consent. Any existing damage notified by the applicant will be inspected and photographed during consent processing. If no damage is notified, no inspections of the site will take place prior to consent approval and it will be deemed that no pre-existing damage is present.

The Building Consent holder will be held liable for the cost of repairing any damage on any street frontage where it can be reasonably determined by the Roading Manager that the damage is due to the construction activity on the Consent site.

The street frontage of the property and neighbouring properties will be inspected at the time of the final Building Consent inspection, and any street frontage damage recorded. If no street frontage damage is reported, the bond will be refunded to the Building Consent holder, within 14 days of the street inspection.

If street frontage damage is reported, the damage will be:

- a) repaired by the Council and the actual cost of the repair work deducted from the bond held, or
- b) repaired by a contractor nominated by the Consent holder and approved by the Council, with the cost of the repair work being met fully by the Consent holder.

At the completion of the repair work, the balance of the bond left after meeting any repair costs will be refunded to the Building Consent holder within 14 days of final approval of the repairs. If the cost of the repair works exceeds the value of the bond, the Consent holder will be invoiced for any additional costs incurred by the Council

ROAD VERGE FOR STORAGE

1 Introduction

- 1.1 The purpose of this Policy is to regulate the use of road verge for storage purposes
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply from the date of its adoption by Council.

2 Law

- 2.2 Local Government Act 1974. Section 357 - Damage to roads
Every person commits an offence who, not being authorised by the Council, or by or under any Act, -
(a) Encroaches on a road by making or erecting any building, fence, ditch or other obstacle or work of any kind upon, over, or under the road, or by planting any tree or shrub thereon or
(b) Places or leaves on a road, any timber, earth, stones or other thing.
- 2.3 Local Government Act 1974. Section 356 Removal of abandoned vehicles from roads. This section permits the Council to remove vehicles from roads if they appear to be abandoned.

3 Council Approval

- 3.1 Persons wishing to store hay bales on the road verge, need not apply to Council for permission provided all of the requirements of this Policy are complied with.
- 3.2 Persons wishing to store any other item or material on the road verge shall apply to the Council in writing for permission to do so. Appropriate conditions will be applied to each approval.
- 3.2 Approval shall be in the form of a letter of approval from the Council. The approval may be amended or revoked by the Council at any time. If revoked the applicant shall immediately remove the item or material and return the road verge to its prior condition without compensation.
- 3.3 The approval will be granted in the name of the applicant who shall be personally responsible for ensuring all conditions of the approval are complied with.
- 3.5 Council approval must be granted before any physical works commence.
- 3.6 The applicant shall at all times indemnify the Council in respect of any loss, damage or expense suffered or incurred by the Council as a direct or indirect consequence of any act, error or omission by the occupier and for which the occupier is legally liable.
- 3.7 The applicant shall take out and maintain at his own cost, for the duration of the approval, Public Liability insurance for an amount of not less than \$2,000,000. All such insurance shall be for such terms and with such insurers as the Council may reasonably require. The applicant shall, if reasonably requested by the Council, provide evidence that the insurance required is in force and current premiums are paid.

- 3.8 Any costs incurred by the Council arising from this Policy shall be recoverable from the applicant by the Council as a debt.

4 Storage of Hay Bales

- 4.1 There must be clear visibility along the roadway of 210 metres from each end of the storage area of hay bales,
- 4.2 The hay bales must be removed by the end of the winter following their initial placement.
- 4.3 At no time shall hay bales be placed closer than three metres from the carriageway.
- 4.4 Any baling wrap, string etc that becomes separated from the bale contents must be immediately removed from the site.
- 4.5 All mud and debris that is tracked on to the road by machinery must be immediately removed. The cost of removal of mud and debris required to be carried out by the Council shall be recoverable from the hay bale owner as a debt.
- 4.6 Any damage to the road or drainage system required to be carried out by the Council shall be recoverable from the hay bale owner as a debt.

VEGETATION ON ROAD RESERVES

1 Introduction

- 1.1 The purpose of this Policy is to regulate vegetation on road reserves and includes wilding trees, ornamental and utility plantings, and cultivated crops
- 1.2 This Policy does not apply to State Highways.
- 1.3 This Policy shall apply from the date of its adoption by Council.

2 Law

- 2.1 Local Government Act 1974. 316. - Property in Roads
(1) Subject to section 318 of this Act, all roads and the soil thereof, and all materials of which they are composed, shall by force of this section vest in fee simple in the council of the district in which they are situated. There shall also vest in the council all materials placed or laid on any road in order to be used for the purposes thereof.
- 2.2 Local Government Act 1974. Section 357 - Damage to Roads
*Every person commits an offence who, not being authorised by the Council, or by or under any Act, -
(a) Encroaches on a road by making or erecting any building, fence, ditch or other obstacle or work of any kind upon, over, or under the road, **or by planting any tree or shrub thereon.***
- 2.3 The Council has significant powers under the Local Government Act 1974 and Public Works Act 1981 to order the cutting down, lowering or trimming of trees on, overhanging or adjacent to road reserve.

3 Council Approval

- 3.1 Persons wishing to mow the road verge, for aesthetic or baling purposes, need not apply to Council for permission provided all of the requirements of this Policy are complied with.
- 3.2 Persons wishing to cultivate the road verge, or plant or remove any vegetation shall apply to the Council in writing for permission to do so. Appropriate conditions will be applied to each approval.
- 3.2 Approval shall be in the form of a letter of approval from the Council. The approval may be amended or revoked by the Council at any time. If revoked the applicant shall cease the activity being carried out and shall return the road reserve to its prior condition without compensation.
- 3.3 The approval will be granted in the name of the applicant who shall be personally responsible for ensuring all conditions of the approval are complied with.
- 3.5 Council approval must be granted before any physical works commence.

4 Mowing the Road Verge

- 4.1 Where the person wishing to mow of the road reserve is not the adjoining land owner he/she shall consult with the adjoining land owner.
- 4.2 The period of occupation for mowing purposes shall be one summer season.
- 4.3 The person carrying out the mowing shall be responsible for any damage done to reticulated services, survey marks, roading assets and other private property located on the road verge.
- 4.4 At the end of the occupation period the site shall be left in a tidy condition.

5 Cultivation of the Road Verge

- 5.1 'Cultivation' means the ploughing or drilling of the road verge to establish and harvest a crop.
- 5.2 Cultivation of the road reserve will only be permitted where the applicant also owns the adjoining land.
- 5.3 The period of occupation shall generally be limited to the period of one crop rotation.
- 5.4 The applicant shall contact all utility providers to determine the presence and location of underground services, (for example; power, telephone, water) and also land survey marks. The applicant shall be responsible for any damage done to underground services and survey marks.
- 5.5 At the end of the occupation period the site shall be smoothed, replanted in grass and left in a tidy condition..
- 5.6 The applicant shall be responsible for the control of scrub and noxious weeds during the period of occupation and for 12 months there-after.
- 5.7 All cultivation shall be carried out in such a manner so as to not interfere with surface water channels and drains or cause damage to culverts, the roadway, or any other roading assets.
- 5.8 No cultivation shall extend within 3 metres of the edge of the carriageway.

6 Existing Trees on Road Reserve

- 6.1 All trees on road reserve are the property of the Council. Trees that have been planted by adjoining landowners with the approval of the Council shall be maintained and trimmed by the adjoining landowner in accordance with the conditions of approval or as otherwise directed by the Council.
- 6.2 Self propagating trees (wilding trees), for example, wild fruit trees, pines, willows, and sycamores are a nuisance and will generally be controlled or removed by the Council.

Good specimens of others species can make a worthwhile contribution to the landscape of the District and will be retained unless there is good reason for their removal, as listed below.

7 Removal of Trees from Road Reserve

7.1 The Council will remove trees from the road verge for the following reasons:

- 1 The trees are self-propagating species
- 2 The trees are causing an actual or potential traffic hazard
- 3 The trees are dead, dying, diseased, or have lost their aesthetic value.
- 4 The trees promote icing of the road which is deemed to be a traffic hazard.
- 5 The trees have become a danger to the public
- 6 The trees interfere with reticulated services etc.
- 7 The trees interfere with drainage channels, watercourse, streams or rivers.
- 8 The trees are causing damage to public or private property.
- 9 The trees interfere with the quality of life of adjoining land owners to an unreasonable extent.

7.2 No other person shall remove trees from the road reserve without the prior approval of the Council.

8 Planting of Trees on Road Verge

8.1 Only plantings that offer some aesthetic value will be considered. Self propagating species will not be permitted.

8.2 To avoid winter shading of the road, plantings will generally only be permitted on the southern side of sections of roads aligned within 45 degrees of an east-west line.

8.3 The applicant shall contact all utility providers to determine the presence and location of underground and overhead services, (for example; power, telephone, water) and also land survey marks. The applicant shall be responsible for any damage done to underground and overhead services and survey marks.

Note: Netcon Ltd. advises that trees must be trimmed when they come within a 4m vertical separation distance from power wires. If they become too close to the wires they must be trimmed by the network operator, at the applicants cost.

8.4 All plantings shall be a minimum of 5.0m from the road edge.

8.5 Plantings shall be of species with a mature height not exceeding 5.0m, and shall be spaced not closer than 5.0m apart.

8.6 Issues including, but not limited to, sight distance, distance from existing accessways, drainage, known safety concerns, and possible road upgrade plans shall be considered by the Council when considering applications.

9 Vegetation on Neighbouring Property that Causes a Nuisance

- 9.1 Trees and shrubs etc. situated on adjacent private property may be ordered by the Council to be cut down, lowered, or trimmed when they overhang or overshadow a road to such an extent that they cause damage to the road or obstruct use of the road or obstruct the maintenance of the road.

10 Noxious Weeds and Scrubs

- 10.1 The eradication of noxious weeds and scrub on road reserve, out to the centreline of the road, is the responsibility of the adjoining land owner. Should this not be carried out Environment Canterbury will instigate enforcement proceedings.
- 10.2 The Council may carry out weeds and scrub control on road reserves for road safety and maintenance purposes.

Misc Roding

Vehicle Access

- 1 Only one single-lane vehicular accessway is permitted, as of right, to each property. Double-width accessways and circular in/out accessways are subject to specific approval.
- 2 Where no formed footpath exists new accessways shall slope upwards from the rear of the drop kerb crossing at a grade of 2 percent.
- 3 When existing accessways become redundant due to property redevelopment they shall be removed and normal footpath / drainage facilities reinstated at the property owners expense.
- 4 When heavy duty accessways are being repaired or upgraded the cost of the 'heavy duty' component of the cost involved shall be charged to the property owner.
- 5 The maintenance of vehicles accessways across footpaths (between the property boundary and the surface water channel) shall be the responsibility of the Council.
- 6 In urban areas, the maintenance of vehicles accessways between the surface water channel and the edge of the sealed carriageway is the responsibility of the property owner

Drainage

- 1 The discharge of storm water from properties into road side drainage facilities is not permitted except where not practical alternative is available 4/07

Misc

- 1 The planting strips on Twizel footpaths shall be removed as footpaths are upgraded/resealed 4/07

New Seals and Reseals

- 1 No sealing or resealing of surfaces belonging to, or will belong to, the MDC shall take place between the 15 May and 15 of September. 6/05

BUILDING IN CLOSE PROXIMITY TO PUBLIC SERVICES

MDC 5



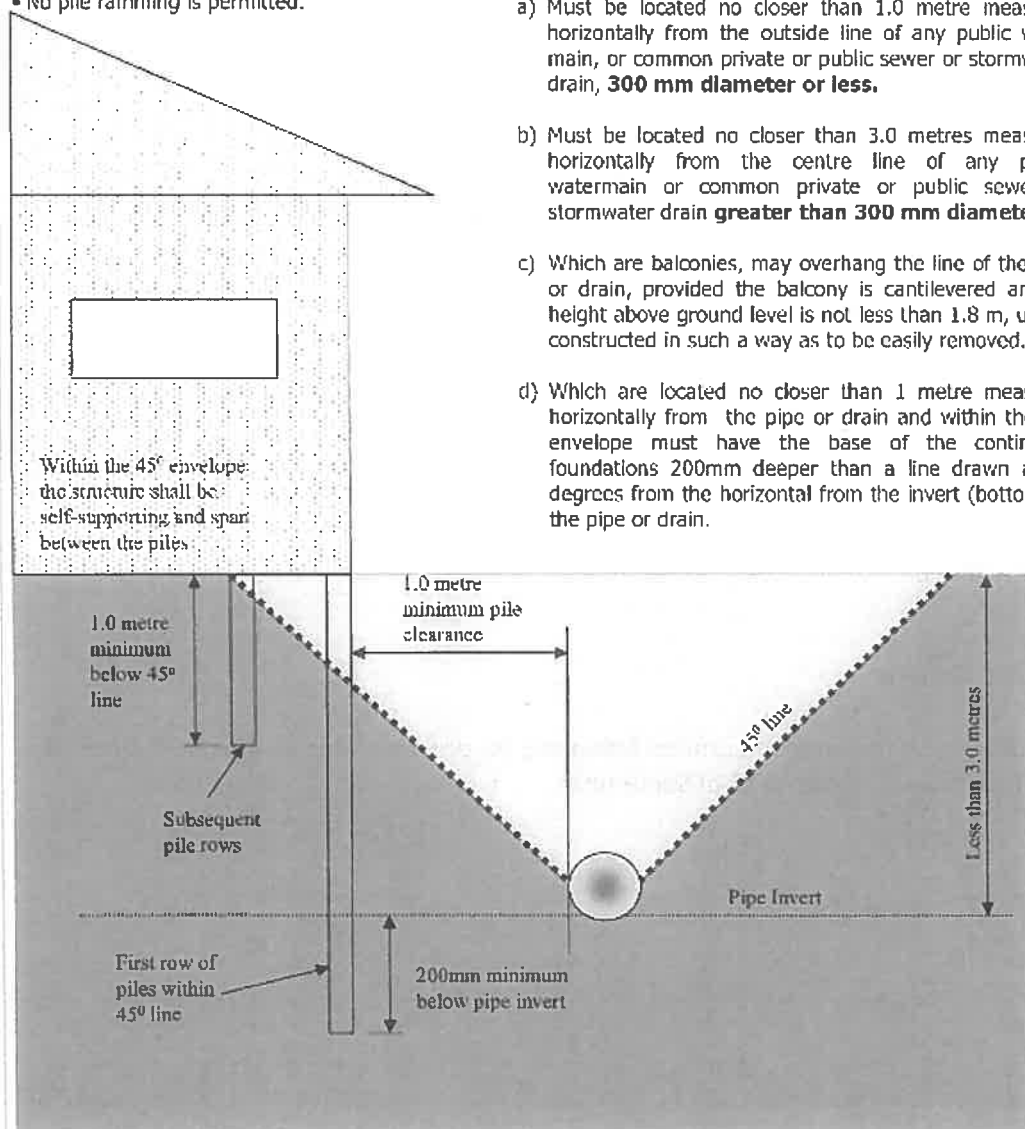
BUILDING IN CLOSE PROXIMITY TO PUBLIC SERVICES

- No structural loads are to be placed on public services.
- All structural loads on piles shall be absorbed outside the 45° envelope and below the pipe invert level for the first row of piles.
- No pile ramming is permitted.

Building alongside any common, private or public stormwater or sewer drain is only a "permitted activity" if it complies with the following engineering requirements.

1. STRUCTURES

- Must be located no closer than 1.0 metre measured horizontally from the outside line of any public water main, or common private or public sewer or stormwater drain, **300 mm diameter or less**.
- Must be located no closer than 3.0 metres measured horizontally from the centre line of any public watermain or common private or public sewer or stormwater drain **greater than 300 mm diameter**.
- Which are balconies, may overhang the line of the pipe or drain, provided the balcony is cantilevered and its height above ground level is not less than 1.8 m, unless constructed in such a way as to be easily removed.
- Which are located no closer than 1 metre measured horizontally from the pipe or drain and within the 45° envelope must have the base of the continuous foundations 200mm deeper than a line drawn at 45 degrees from the invert (bottom) of the pipe or drain.



Date: September 2005

Asset Management/Policies

MDC 5 cont



BUILDING IN CLOSE PROXIMITY TO PUBLIC SERVICES

2) As an alternative to 1), residential structures may be located over common private or public sewer or stormwater drains, if they comply with the following table.

The pipe diameter shall not be greater than 150mm and the depth not greater than 2.0m.

If approved, drains installed under buildings shall:

- Be replaced with uPVC.
- If the depth of the pipe is 600mm or greater, the stiffness class shall be SN8 for 150mm diameter and SN6 for 100mm diameter. If the depth of pipe is less than 600mm, the stiffness class shall be SN16 for all sizes.
- Be straight and of even gradient, laid to the requirements of NZS 7643 and NZS/AS 2033.
- Have no connection closer than 1m to the building.
- Be separated from the building foundation by at least 25mm.
- Have access points within 2.0 m outside the building designed for appropriate loading where a service enters or exits from under the building.
- Corner foundations must be a minimum of 800mm off the pipeline centre line.
- The foundations of any structures built over such services will be subject to specific design.

Industrial or commercial structures over a public or common service;

The requirements will be subject to specific design.

NOTE:- Approval will only be considered by Council subject to an application in writing, complete with a scale drawing of the section and the house in the desired position, giving sound reasons why the building can not be located clear of the service.

Where main drains must be aligned through private property, easements in favour of the Council may be required.

Date: September 2005

Y/Asset Management/Policies

UPSIZING OF STRATEGIC PIPE NETWORKS

Rationale

To allow for the upsizing of strategic networks with Council paying the marginal cost.

Guidelines

1. That the upsizing of strategic new pipe networks in new subdivisions be considered by Council.
2. That the marginal cost be met from the financial contributions paid for these subdivisions.
3. That the proposed upsizing and marginal cost of any proposal suggested by the Asset manager be confirmed by the Council.

ASSET MANAGEMENT

Rationale

To ensure that Council's assets are maintained appropriately.

Guidelines

Work on Council's assets, ie roads, water and sewer networks, will only be carried out by Council contractors or those directly authorised by Council.

