

Notice is given that an ordinary meeting of the Tasman District Council will be held on:

Date: Thursday 2 May 2024
Time: 9:30 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street, Richmond
Zoom conference link: <https://us02web.zoom.us/j/87217371766?>
Meeting ID: 872 1737 1766
Meeting Passcode: 367898

Tasman District Council

Kaunihera Katoa

AGENDA

MEMBERSHIP

Mayor	Mayor T King	
Deputy Mayor	Deputy Mayor S Bryant	
Councillors	Councillor C Butler	Councillor M Kininmonth
	Councillor G Daikee	Councillor C Mackenzie
	Councillor B Dowler	Councillor K Maling
	Councillor J Ellis	Councillor B Maru
	Councillor M Greening	Councillor D Shallcrass
	Councillor C Hill	Councillor T Walker

(Quorum 7 members)

Contact Telephone: 03 543 8400
Email: Robyn.Scherer@tasman.govt.nz
Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME, KARAKIA

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

Nil

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF [MINUTES](#)

That the minutes of the Tasman District Council meeting held on Thursday, 28 March 2024, be confirmed as a true and correct record of the meeting.

That the confidential minutes of the Tasman District Council meeting held on Thursday, 28 March 2024, be confirmed as a true and correct record of the meeting.

7 REPORTS

- | | | |
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| 7.1 | Referral from the Golden Bay and Motueka Community Boards - Tasman District Council Policy on the Special Projects Funds and adoption of the amended Tasman District Council Policy on Community Board Discretionary Funds 2023 | 5 |
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7 REPORTS

7.1 REFERRAL FROM THE GOLDEN BAY AND MOTUEKA COMMUNITY BOARDS - TASMAN DISTRICT COUNCIL POLICY ON THE SPECIAL PROJECTS FUNDS AND ADOPTION OF THE AMENDED TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARD DISCRETIONARY FUNDS 2023

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Leith Townshend, Team Leader - Legal
Report Authorisers:	Steve Manners, Group Manager - Information, Science and Technology
Report Number:	RCN24-05-1

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To present the recommendations of the Golden Bay and Motueka Community Boards regarding the adoption of the Tasman District Council Policy on the Special Projects Funds to the Council.
- 1.2 To amend one of the criteria in the Tasman District Council Policy on Community Board Discretionary Funds 2023.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 At their meetings in April 2024, both the Golden Bay and Motueka Community Boards considered a draft Council Policy on the Community Board Special Project Funds which provide criteria to be able to make decisions on the allocation of their funds.
- 2.2 At its 8 April 2024 meeting, the Golden Bay Community Board made no further changes to the draft policy and resolved as follows:
That the Golden Bay Community Board recommends the draft Tasman District Council Policy for Community Boards Special Project Funds to Council for adoption.
At its 16 April 2024 meeting, the Motueka Community Board resolved as follows:
That the Motueka Community Board recommends the draft Tasman District Council Policy for Community Boards Special Project Funds to Council for adoption.
- 2.3 The reports to the Golden Bay Community Board and the Motueka Community Board are attached as **Attachments 1 and 2**.
- 2.4 The draft Tasman District Council Policy on the Special Projects Funds is attached as **Attachment 3**.
- 2.5 The Council adopted the Tasman District Council Policy on Community Board Discretionary Funds 2023 on 27 April 2023. Since then, it has been identified that one of the generic criteria for the allocation of discretionary funding by the Community Boards (clause 4.9 in the Policy) was not as intended by the Community Boards.





- 2.6 Clause 4.9 in Part 4 of the Policy is part of the generic criteria for both the Community Boards and states: *‘Applicants should provide appropriate financial statements e.g. a statement of financial position (balance sheet) and a statement of financial performance (profit and loss).’*
- 2.7 Council staff have since been advised that the intention of the Community Boards was for clause 4.9 to state: *‘Applicants are to provide appropriate financial information including a project budget and a summary of overall financial position’*. It is felt that this is more appropriate and less onerous for applicants. This was not reflected in the final draft of the Policy which the Council adopted on 27 April 2023. This change can now be made.
- 2.8 It is proposed that the wording in clause 4.9 in Part 4 of the Policy be replaced to reflect the wording that both the Community Boards want to use. The Policy has been updated to the intended criteria and the Council is being asked to adopt an amended policy to reflect this.
- 2.9 The amended policy is attached as **Attachment 4**.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. **receives the Referral from the Golden Bay and Motueka Community Boards - Tasman District Council Policy on the Special Projects Funds and adoption of the amended Tasman District Council Policy on Community Board Discretionary Funds 2023 report RCN24-05-1; and**
2. **adopts the Tasman District Council Policy on the Community Board Special Projects Funds in Attachment 3 to the agenda report; and**
3. **adopts the amended Tasman District Council Policy on Community Board Discretionary Funds 2023 in Attachment 4, with the proposed change to clause 4.9.**

4. Attachments / Tuhinga tāpiri

- | | | |
|--|--|----|
| 1.  | Report to 8 April 2024 Golden Bay Community Board meeting | 7 |
| 2.  | Report to 16 April 2024 Motueka Community Board meeting | 13 |
| 3.  | Draft Tasman District Council Policy on the Special Projects Funds | 19 |
| 4.  | Updated Council Policy on Community Board Discretionary Funds | 27 |

8.3 TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

Decision Required

Report To:	Golden Bay Community Board
Meeting Date:	8 April 2024
Report Author:	Jennie McFarlane, Legal & Democracy Services Manager
Report Authorisers:	Joanna Cranness, People, Safety & Wellbeing Manager
Report Number:	RGBCB24-04-7

1. Purpose of the Report / Te Take mō te Pūrongo

Refer to the [Report Content Guidelines](#) on the Intranet before you start writing your report

- 1.1 To consider a draft Council Policy on the Community Board Special Project Funds which provide criteria for each community board to be able to make decisions on allocation of their funds and recommend the Policy for adoption by Council.

2. Summary / Te Tuhinga Whakarāpotō

This is an important section. The summary should meet the needs of a time-pressured decision-maker and a member of the public. Assume they will read only this part of the report.

- 1.1 Both the Motueka and the Golden Bay Community Boards receive funding, primarily from a targeted rate. Part of this funding is allocated to the Boards' Special Project Funds which they use to support projects and community initiatives.
- 1.2 The Community Boards developed criteria for the allocation of their Special Project Funds at a joint workshop in 2023, as well as reviewed the Motueka Community Board Special Project Fund Criteria.
- 1.3 As both community boards have Special Project Funds it is considered appropriate to have a combined Council policy. As the funding is derived from rates, any policy is required to be in accordance with the Council's Revenue and Financing Policy and to be approved by the Council.
- 1.4 A draft Tasman District Council Policy on the Community Boards Special Project Funds policy (incorporating the criteria and changes requested by the Boards) has been prepared (**Attachment 1**), which covers the purpose of the policy and the criteria which apply for the allocation of the funds.

3. Recommendation/s / Ngā Tūtohunga

Recommendations should be stand-alone and say what action is needed, by whom and when. They should be clearly supported by statements in the body of the report. Include any legislative

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

authority e.g., Pursuant to section x, Y Act. Confidential reports require a restatement clause – refer to the [Guidelines for writing a confidential report](#).

That the Golden Bay Community Board

1. receives the Tasman District Council Policy on the Community Boards Special Project Funds RGBCB24-04-7; and
1. recommends the draft Tasman District Council Policy for Community Boards Special Project Funds, in Attachment 1 to the agenda report, to Council for adoption.

4. Background / Horopaki

History and current situation. Focus on the background required for this decision, not the whole history

- 4.1 The Motueka Community Board has had a special project fund for longer than the Golden Bay Community Board and Council approved the Motueka Community Board Special Project Fund Criteria in July 2015. No criteria for the Golden Bay Community Board have been formally approved until now.
- 4.2 The Golden Bay Community Board funding primarily from a targeted rate and a small amount from the local market and bank interest is (GBCB total annual revenue for the 2022/2023 year was \$78,570). The GBCB has been administering a Special Project Fund since the 2018/19 year. For the financial year 2023/2024, the annual budget for the fund is \$10,811. The Board's reserves balance is \$101,996, with a current balance of \$37,747 for the Special Project Fund.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

What is the issue? What action are you suggesting to address it and why? This section speaks to the purpose, it is the 'meat' of the report and should be clear, concise, and rational. Order your information and group your ideas together. Use subheadings.

- 5.1 The purpose of the draft Tasman District Council Policy on Community Board Discretionary Funds is to enable the boards to allocate funding to support Council infrastructure related projects of a high priority for the Golden Bay Ward, but not high enough in relation to district-wide priorities to gain direct Council funding, and for community projects and initiatives in their respective ward areas.
- 5.2 The draft Policy includes generic criteria applicable to both Community Boards for the allocation of the funds and the specific criteria requested by each Community Board.

6. Options / Kōwhiringa

Include consideration for each option, including the likely impact on the social, economic, environmental, and cultural well-being of Tasman District.

- 6.1 The options are outlined in the following table:

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

Option		Advantage	Disadvantage
1.	Recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council)	Ensures there is one Council policy covering the needs of both the community boards and addresses the lack of current formalised policy and criteria for the Golden Bay Community Board. Reflects the same process as for the community Boards' Discretionary Funds process.	None identified.
2.	Does not recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council)	None identified.	Does not ensure there is one Council policy covering the needs of both the community boards and does not address the lack of current formalised policy and criteria for the Golden Bay Community Board. Does not follow the same process as for the community Boards' Discretionary Funds process.

6.2 Option One is recommended.

7. Legal / Ngā ture

Identify the legislative requirements relating to this decision, including existing bylaws.

1.5 There is no legal requirement to have a Council Policy for the Community Board Special Project Funds however it is good practice to have some consistent and transparent policy on the purpose and allocation of the funding. This also ensures there is oversight by the Council of the funds, given they derive from rates and alignment with the Revenue and Funding Policy.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

*The LGA 2002 requires local authorities to establish processes to give Māori an opportunity to contribute to decision-making and to consider ways to foster Māori capacity to do so; to consult Māori where their interests may be affected by a decision and to take into account the relationship tangata whenua has with ancestral lands and waters. Explain engagement to-date or proposed engagement. If no engagement has taken place or is proposed - **explain why**.*

8.1 There is requirement for engagement with iwi in relation to the Policy.

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS**9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui**

Significance may be low/moderate or high to {a group of people} for {a particular reason}. This informs the type of consultation that is advised. Refer to Council's Significance and Engagement Policy. Work your way through the table provided. For well being assessment view the guide .

9.1 The proposed Policy is not considered to be significant or require public consultation.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Yes	Funds support community projects and initiatives
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

	Issue	Level of Significance	Explanation of Assessment
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

Identify what communication has taken place and what is proposed.

10.1 If the Policy is adopted by the Council, a copy will be made available on the Council website.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

Is this overall Low / Medium / High? You may need to consult with the Finance Team.

11.1 There are no financial or budgetary implications to consider.

12. Risks / Ngā Tūraru

Identify any possible risks with this proposal, or of not doing what is proposed (including reputational risk) Is this overall Low / Medium / High? What are you proposing to mitigate risk?

12.1 The adoption of a Policy by Council will reduce risk relating to lack of clarity about Council and the community boards' policy and criteria for the Special Project Funds.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

Refer to Council's ['Climate Change Consideration Guide'](#) for guidance on how to undertake an assessment of climate change considerations. Include the assurance statement set out in paragraph 13.1 and provide the information required in paragraphs 13.2 to 13.4. If relevant, please consider: Mitigation, Adaptation and the Climate Response Framework.

13.1 There are no considerations to address in relation to Climate Change although the community boards may choose to support projects that are related.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

Consideration of other policies / TRMP / LTP. Identify which forum (committee or Council) has authority to make recommendations and/or decisions in relation to this matter, include any delegations relevant to this matter. Information about committees is provided [here](#).

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

- 14.1 As mentioned, the draft Policy requires to align with the Council's Revenue and Financing Policy, as rate funding is involved. It will also align with Council's Policy on Community Board Discretionary Funds.

15. Conclusion / Kupu Whakatepe

- 15.1 The adoption of a Policy by Council which covers the needs of both the community boards and the criteria to apply for allocation of their funds is in line with the approach used for their Discretionary Funds and provides certainty for the community as to how the special project funds are administered and allocated.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 Once both community boards have considered the draft Policy and recommended it to the Council for adoption, a referral report will be prepared for Council.

17. Attachments / Tuhinga tāpiri

1. Draft Policy on Community Boards Special Project Fund

8.3 TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

Decision Required

Report To:	Motueka Community Board
Meeting Date:	16 April 2024
Report Author:	Jennie McFarlane, Legal & Democracy Services Manager
Report Authorisers:	Joanna Cranness, People, Safety & Wellbeing Manager
Report Number:	

1. Purpose of the Report / Te Take mō te Pūrongo

Refer to the [Report Content Guidelines](#) on the Intranet before you start writing your report

- 1.1 To consider a draft Council Policy on the Community Board Special Project Funds which provide criteria for each community board to be able to make decisions on allocation of their funds and recommend the Policy for adoption by Council.

2. Summary / Te Tuhinga Whakarāpototo

This is an important section. The summary should meet the needs of a time-pressured decision-maker and a member of the public. Assume they will read only this part of the report.

- 2.1 Both the Motueka and the Golden Bay Community Boards receive funding, primarily from a targeted rate. Part of this funding is allocated to the Boards' Special Project Funds which they use to support projects and community initiatives.
- 2.2 As both community boards have Special Project Funds it is considered appropriate to have a joint policy which will apply to both the boards rather than separate policies. The funding is derived from rates which means that any policy is required to be in accordance with the Council's Revenue and Financing Policy and to be approved by the Council. This was the same approach taken with the Council Policy on Community Board Discretionary Funds.
- 2.3 The Community Boards held a joint workshop in 2023 where they reviewed the Motueka Community Board Special Project Fund Criteria and developed their own criteria for the allocation of their Special Project Funds to be included in a joint draft policy.
- 2.4 A draft Tasman District Council Policy on the Community Boards Special Project Funds policy (incorporating the criteria and changes requested by the Boards) has been prepared (Attachment 1), which covers the purpose of the policy and the criteria which apply for the allocation of the funds.

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS
3. Recommendation/s / Ngā Tūtohunga

Recommendations should be stand-alone and say what action is needed, by whom and when. They should be clearly supported by statements in the body of the report. Include any legislative authority e.g., Pursuant to section x, Y Act. Confidential reports require a restatement clause – refer to the [Guidelines for writing a confidential report](#).

That the Motueka Community Board

- 1. receives the Tasman District Council Policy on the Community Boards Special Project Funds; and**
- 2. recommends the draft Tasman District Council Policy for Community Board Special Project Funds, in Attachment 1 to the agenda report, to Council for adoption.**

4. Background / Horopaki

History and current situation. Focus on the background required for this decision, not the whole history

- 4.1 The Motueka Community Board has had a special project fund for longer than the Golden Bay Community Board and Council approved the Motueka Community Board Special Project Fund Criteria in July 2015. No criteria for the Golden Bay Community Board have been formally approved until now.
- 4.2 The Motueka Community Board funding is primarily from a targeted rate. The annual revenue for the financial year 2023/2024 year is \$139,132 and the annual budget for the special projects fund is \$57,139. The Board's balance for the Special Projects Fund in February 2024 is \$158,139.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

What is the issue? What action are you suggesting to address it and why? This section speaks to the purpose, it is the 'meat' of the report and should be clear, concise, and rational. Order your information and group your ideas together. Use subheadings.

- 5.1 The purpose of the draft Tasman District Council Policy on Community Board Discretionary Funds is to enable the boards to allocate funding to support Council infrastructure related projects of a high priority for the Motueka Ward, but not high enough in relation to district-wide priorities to gain direct Council funding, and for community projects and initiatives in their respective ward areas.
- 5.2 The draft Policy includes generic criteria applicable to both Community Boards for the allocation of the funds and then specific criteria requested by each Community Board.

6. Options / Kōwhiringa

Include consideration for each option, including the likely impact on the social, economic, environmental, and cultural well-being of Tasman District.

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council)	Ensures there is one Council policy covering the needs of both the community boards and addresses the lack of current formalised policy and criteria for the Golden Bay Community Board. Reflects the same process as for the community Boards' Discretionary Funds process.	None identified.
2.	Does not recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council)	None identified.	Does not ensure there is one Council policy covering the needs of both the community boards and does not address the lack of current formalised policy and criteria for the Golden Bay Community Board. Does not follow the same process as for the community Boards' Discretionary Funds process.

6.2 Option One is recommended.

7. Legal / Ngā ture

Identify the legislative requirements relating to this decision, including existing bylaws.

1.1 There is no legal requirement to have a Council Policy for the Community Board Special Project Funds however it is good practice to have some consistent and transparent policy on the purpose and allocation of the funding. This also ensures there is oversight by the Council of the funds, given they derive from rates and alignment with the Revenue and Funding Policy.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

*The LGA 2002 requires local authorities to establish processes to give Māori an opportunity to contribute to decision-making and to consider ways to foster Māori capacity to do so; to consult Māori where their interests may be affected by a decision and to take into account the relationship tangata whenua has with ancestral lands and waters. Explain engagement to-date or proposed engagement. If no engagement has taken place or is proposed - **explain why**.*

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

8.1 There is requirement for engagement with iwi in relation to the Policy.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

Significance may be low/moderate or high to {a group of people} for {a particular reason}. This informs the type of consultation that is advised. Refer to Council's Significance and Engagement Policy. Work your way through the table provided. For well being assessment view the guide .

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1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Yes	Funds support community projects and initiatives
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

	Issue	Level of Significance	Explanation of Assessment
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

Identify what communication has taken place and what is proposed.

10.1 If the Policy is adopted by the Council, a copy will be made available on the Council website.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

Is this overall Low / Medium / High? You may need to consult with the Finance Team.

11.1 There are no financial or budgetary implications to consider.

12. Risks / Ngā Tūraru

Identify any possible risks with this proposal, or of not doing what is proposed (including reputational risk) Is this overall Low / Medium / High? What are you proposing to mitigate risk?

12.1 The adoption of a Policy by Council will reduce risk relating to lack of clarity about Council and the community boards' policy and criteria for the Special Project Funds.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

Refer to Council's ['Climate Change Consideration Guide'](#) for guidance on how to undertake an assessment of climate change considerations. Include the assurance statement set out in paragraph 13.1 and provide the information required in paragraphs 13.2 to 13.4. If relevant, please consider: Mitigation, Adaptation and the Climate Response Framework.

13.1 There are no considerations to address in relation to Climate Change although the community boards may choose to support projects that are related.

TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS
14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

Consideration of other policies / TRMP / LTP. Identify which forum (committee or Council) has authority to make recommendations and/or decisions in relation to this matter, include any delegations relevant to this matter. Information about committees is provided [here](#).

- 14.1 As mentioned, the draft Policy requires to align with the Council's Revenue and Financing Policy, as rate funding is involved. It will also align with Council's Policy on Community Board Discretionary Funds.

15. Conclusion / Kupu Whakatepe

- 15.1 The adoption of a Policy by Council which covers the needs of both the Community Boards and the criteria to apply for allocation of their funds is in line with the approach used for their Discretionary Funds and provides certainty for the community as to how the special project funds are administered and allocated.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 Once both Community Boards have considered the draft Policy and recommended it to the Council for adoption, a referral report will be prepared for Council.

17. Attachments / Tuhinga tāpiri

1. Draft Policy on Community Boards Special Project Fund

DRAFT**TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARDS SPECIAL PROJECT FUND****POLICY REFERENCES**

- Sponsor: Group Manager - Finance
- Effective date:
- Review due: Five yearly
- Legal compliance: Council approval of the Policy, which is required to comply with the Council's Revenue and Financing Policy
- Associated Documents/References
 - Tasman District Council Revenue and Financing Policy
 - Tasman District Council Policy on Community Boards Discretionary Fund
- Policy Number
- Approved by Council (If Applicable)

1 Purpose

- 1.1 This policy sets out the criteria and process for the disbursement of funds for the Golden Bay Community Board and Motueka Community Board Special Projects Funds.

2 Objective

- 2.1 The Community Board Special Projects Funds are in place to support:
- 2.1.1 Council infrastructure related projects; and
 - 2.1.2 Community projects and initiatives that the board considers will benefit the well-being of the community.
- 2.2 Special Project funding is for projects that fit within the scope, and meet the general principles, criteria and specific requirements for the respective Community Board as per this policy.

3 Definitions

Council infrastructure related projects are Council-led infrastructure projects on Council property that are business as usual but do not meet the threshold for district-wide priorities for direct Council funding, but are considered by the respective boards to be of high priority for the respective ward and specific to the ward's needs.

Community projects and initiatives are projects for physical assets outside of 'bricks and mortar' Council infrastructure projects which may benefit the social, economic, environmental, and cultural well-being of the community and have the support of the ward community.

Board is the Motueka Community Board and the Golden Bay Community Board comprising of elected Community Board members and Ward Councillors.

4 Scope

- 4.1 Special Project Funding may be used for projects meeting the objective of the fund to:
 - 4.1.1 Fund a project in full;
 - 4.1.2 'Seed' a project (where funding from other sources will also be sought but for which funding has not yet been secured);
 - 4.1.3 Contribute to a project that has already been started; or
 - 4.1.4 Allow a project to be completed.
- 4.2 Special Project funding will not be provided for:
 - 4.2.1 Ongoing operational costs;
 - 4.2.2 Costs that are not project specific;
 - 4.2.3 Costs that cannot be verified with appropriate quotes;
 - 4.2.4 Projects that have already been completed;
 - 4.2.5 Events or services.

5 Policy

General principles

- 5.1 All approved projects must fit within the purpose of local government contained in section 10 of the Local Government Act 2002, that is, to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- 5.2 Funding is not for projects that are for the personal benefit of individuals or for projects or activities intended for personal or commercial gain.
- 5.3 Funding is not for projects that are the responsibility of central government or other agencies.
- 5.4 Projects supported may be those of low priority to the Council in the context of district-wide priorities, but a high priority for the local community as determined by community feedback or consultation through other Council or Community Board processes such as Long-Term plan submissions.
- 5.5 A project or initiative may only receive special project funding once per financial year 1 July – 30 June).

6 Criteria

- 6.1 Criteria for projects for Community Board Special Project funding is as follows:
 - 6.1.1 Projects need to demonstrate their contribution to Council's Community Outcomes as set out in the Council's current Long Term Plan;
 - 6.1.2 Projects need to demonstrate local community support;
 - 6.1.3 Projects need to meet the definition of either Council Infrastructure Related Projects or Community Projects or Initiatives and be for the benefit of the whole community;
 - 6.1.4 Project funding may not exceed the maximum for Special Projects funding as set under each Community Board's specific criteria unless extraordinary circumstances apply;
 - 6.1.5 Council-led projects must be achievable within Council resource and planning constraints, as advised by Council staff, and have Council support;
 - 6.1.6 Projects not on or in Council property must have evidence of the written agreement of the private landowner prior to being agreed upon; and

- 6.1.7 Quotes or cost estimates for completion of projects must be obtainable to be able to complete the Special Project within the funding timeframes set by the board.
- 6.1.8 Where Special Projects Funding is allocated to a project as seed funding, evidence of likely additional funding sources must be provided.

7 Selection process

- 7.1 The Board, as part of the annual budget process, and with the assistance of Council officers, will prepare a list of projects to be considered for the upcoming financial year. Projects put forward for consideration may be identified through:
 - 7.1.1 Feedback from the community received through other submission processes or following specific notification on the Special Projects fund;
 - 7.1.2 Discussion with Council staff on which Council projects in the ward may not be prioritised in the upcoming financial year;
 - 7.1.3 Projects or initiatives put forward by board members which have community support.
- 7.2 In preparing the list of projects to be considered, weight may be given to projects which require Council or Community Board funding to secure further funding to complete the project.
- 7.3 Council officers will assist the Board or nominated board member/s to review the list of projects using the assessment form provided in Appendix A, ensuring:
 - 7.3.1 Compliance with the Special Projects Fund Policy scope, principles and criteria and any other Council policies that may apply;
 - 7.3.2 Feasibility for completion of any Council-led projects with consideration for resource constraints;
 - 7.3.3 Any ongoing maintenance that may be required once the project is completed can be managed within Council resource constraints or by another party who has agreed to be responsible for ongoing maintenance;
 - 7.3.4 Feasibility within the specific criteria for the respective Community Board funding limit; and
 - 7.3.5 Appropriate quotes or cost estimates, timeframes, and resources are obtainable for the projects or initiatives.
- 7.4 Remaining projects will be reviewed and prioritised by the Board with a decision made on:
 - 7.4.1 which projects will be shortlisted
 - 7.4.2 what community consultation will take place
 - 7.4.3 the method for community feedback and/or the method for determining community support, and
 - 7.4.4 how the final decision on projects to be funded will be made.

8 Community consultation, decision and notification of projects funded

- 8.1 The Community Board with assistance from Council officers may provide the opportunity for community feedback on the projects short-listed. If community feedback is not sought, the Board must be satisfied that there is evidence of community support for the project.
- 8.2 Decisions on projects receiving Special Projects funding will be made by resolution of the Board and include the name of the project, and if the project is not Council-led, the name of the organisation that will receive funds from the Special Projects fund, and the amount of the Special Project funding it is to receive.
- 8.3 The Board will make a decision on the number of projects to fund, based on funding available in the Special Projects fund, once funds already committed to projects have been factored in.

- 8.4 Details and decisions on projects considered for Special Projects funding will be made public via agendas and minutes. Supporting information will be subject to the requirements of the Local Government Official Information and Meetings Act 1987 (which may require certain information to not be disclosed as part of a public agenda but distributed separately to Board members – for example financial or commercially sensitive information, personal information).
- 8.5 Each year, more projects may be put forward than funds available and not all projects will be successful in obtaining funding. Each Community Board's decision on which projects are funded is final and no correspondence will be entered into.

9 Requirements for successful projects or initiatives

- 9.1 All projects on/in Council property will be managed by Council staff and only utilise Council-approved contractors to ensure compliance with Council's legislative and procurement obligations.
- 9.2 Any projects not on Council property:
 - 9.2.1 can only be funded where there is an explicit understanding that there is no obligation on the Council or the Community Board to fund maintenance, ongoing operational costs or any other costs beyond the Special Project funding allocated;
 - 9.2.2 must have obtained written agreement from the property owner; and
 - 9.2.3 must have a project-specific Health and Safety Plan in place that is suitable to support the safe delivery of the project.

10 Accountability and Reporting

- 10.1 Project funding will be released on receipt of an invoice for work completed.
- 10.2 Funding is to be used only for the purpose approved. Unused funding must be returned to the Board at the termination or completion of the project.
- 10.3 Funding allocated to 'seed' a project will not be provided until confirmation of other funding sources is received.
- 10.4 Projects are to be completed within the year for which the funding was disbursed, unless prior agreement by the Board (1 July to 30 June in the following year).
- 10.5 A Community Board member will be assigned to oversee any projects receiving Special Project funding, with assistance from Council staff.
- 10.6 At least quarterly, and at the Chair's request, a report back to the Board on the Special Projects Fund project progress and expenditure will be provided through the Committee Administrator with the support of the Finance Team. This will include:
 - 10.6.1 Accounting of funds expended for each project from the Special Projects fund
 - 10.6.2 Summary of each project's progress or completion
 - 10.6.3 Amount remaining in Special Projects fund when current funded projects are taken into account.

11 Golden Bay Community Board Special Projects funding

Specific criteria

- 11.1 The funding contribution to any project will not normally exceed \$5,000.
- 11.2 Projects must take place within the Golden Bay Ward and demonstrate a clear benefit to the local community, including addressing an identified community need.
- 11.3 The Golden Bay Community Board acknowledges that there could be extraordinary circumstances whereby a project falls within the scope and principles of the special project fund but does not fully meet the requirements described in this policy. The Community Board

reserves the right to consider and approve projects outside the maximum contribution, prescribed selection process and/or timeframe if:

- 11.3.1 Funding for the financial year is still available after all funding is disbursed to projects selected through the annual Special Projects fund process;
- 11.3.2 The project is a high priority as determined through community consultation; and
- 11.3.3 A resolution is passed by the board making the decision to grant funding to the project including the reason for the extraordinary circumstance.

12 Motueka Community Board Special Projects funding

Specific criteria

- 12.1 The funding contribution to any project will not normally exceed \$12,000.
- 12.2 Projects must take place within the Motueka Ward and demonstrate a clear benefit to the local community, including addressing an identified community need.
- 12.3 The Motueka Community Board acknowledges that there could be extraordinary circumstances whereby a project falls within the scope and principles of the special project fund but does not fully meet the requirements described in this policy. The Community Board reserves the right to consider and approve projects outside the maximum contribution, prescribed selection process and/or timeframe if:
 - 12.3.1 Funding for the financial year is still available after all funding is disbursed to projects selected through the annual Special Projects fund process;
 - 12.3.2 The project is a high priority which may be determined through community consultation; and
 - 12.3.3 A resolution is passed by the board making the decision to grant funding to the project including the reason for the extraordinary situation.

13 Timeframes for the Special Project fund process

Stage	Action	Date
Review of projects/initiatives completed.	Full list of projects/initiatives reviewed for feasibility. Board confirmation/prioritisation of list for public consultation.	No later than the end of April
Community feedback	Shortlist provided to the public for feedback. Feedback compiled and reported back to the Board.	Feedback is to be received by no later than the end of May
Decision	Board decisions on projects or initiatives are to be funded at full meeting of the board.	No later than the end of June

14 Review of this Policy

- 14.1 The rules, guidelines and monetary amounts set out in this policy are subject to change as a result of Council or Community Board review.
- 14.2 This policy may be amended either as part of a five yearly review or where one or both community boards have requested a review and proposed changes to the Policy.

Authorised by

Date of approval:

DRAFT

APPENDIX A: Special Projects Fund Project Assessment Form Template

PROJECT	#1	#2	#3	#4
PROJECT NAME				
ORGANISATION				
Objective and Scope				
What type of project is it? <i>Council Infrastructure or Community Project.</i>				
Is it within Scope? Cannot be funded if for: <ul style="list-style-type: none"> - Ongoing operational costs - Costs that are not project specific - Costs that cannot be verified - Completed projects - Events or services 				
Principles				
Does the project meet the general principles of for Special Project Funding? Note that projects cannot be funded if: <ul style="list-style-type: none"> - for personal benefit/commercial gain of an individual or organisation - they are the responsibility of central government - has already received SPF in the financial year 				
Criteria				
Contribution to Council's Community Outcomes/the LTP?				
Project demonstrates local community support?				
Does it meet the definition of <i>Council Infrastructure Related Project or Community Project or Initiative, and benefit the whole community?</i>				
Is it within the funding maximum amount?				
If a council project, does it have the support of Council staff and is achievable with regard to resources/planning/time-frames and ongoing maintenance?				
If a non-council project is there agreement from the property owner?				
Are quotes for the project obtainable within selection timeframes?				
Extraordinary Circumstances				
If it does not fully meet the criteria, why not, and why should it be considered under extraordinary circumstances?				

APPENDIX B: Special Projects Action List Template						
Financial Year	Project	Decision and Funds	Status	Funding to date	Progress since last report	Board member and Council contacts
<i>Financial year project funded for.</i>	<i>Name of the project and a brief description.</i>	<i>Enter date of resolution and funding allocated.</i>	<i>Choose an item.</i>	<i>Indicate funding spent to date or enter NIL</i>	<i>Indicate any progress on the project since the last Special Actions List report.</i>	<i>List Board member assigned to oversee and the key Council contact if a Council project.</i>

DRAFT v3 – February 2024



TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARD DISCRETIONARY FUNDS

POLICY REFERENCES

- | | |
|---------------------------------------|--|
| • Sponsor: | Group Manager Finance - Mike Drummond |
| • Effective date: | 2 May 2024 |
| • Review due: | Five yearly |
| • Legal compliance: | Council approval of the Policy, which requires to comply with Council's Revenue and Financing Policy |
| • Associated Documents/References | Tasman District Council Revenue and Financing Policy |
| • Policy Number | P100 |
| • Approved by Council (If Applicable) | |

1. Purpose of the Community Boards' Discretionary Funding

Each of the two community boards in Tasman District receive funding from Council through targeted rates. The Boards may use part of the funding as a discretionary fund to allocate funding:

- a) for community projects and initiatives in their Ward that their Community Board considers will benefit their community; and
- b) to support their Community Board functions, including:
 - I. Board members attendance at conferences or training workshops;
 - II. Board advertising and communication;
 - III. Board community surveys;
 - IV. and for Board functions; and
- c) to support youth related activities in their Ward.

2. Application

This policy applies to the disbursement of funds from the Motueka and Golden Bay Community Board Discretionary Funds.



3. Review of this Policy

This policy may be amended either as part of a five yearly review or where one or both community boards have requested a review and proposed changes to the Policy.

4. Generic criteria for the allocation of Discretionary Funds by either the Motueka or the Golden Bay Community Board:

- 4.1 All approved projects and initiatives must contribute to Tasman District Council's Community Outcomes as set out in Council's 10 Year Plan;
- 4.2 Projects need to demonstrate local community support.
- 4.3 Projects must take place within the ward of the Community Board which has allocated funding for the project and demonstrate a clear benefit to that community, including addressing an identified community need.
- 4.4 Discretionary funding will not be provided for:
 - Ongoing operational costs that are not project specific;
 - Costs that cannot be verified with appropriate quotes;
 - Projects that have already been completed.
- 4.5 Funding is for not for individuals, and not to be for a project that is the responsibility of Central Government or other agencies.
- 4.6 Applications must be for a specific project and disclose any other Council funding applied for, e.g., Community Grants.
- 4.7 An organisation may receive only one Discretionary Fund grant a year.
- 4.8 Applications should be made three weeks before the Community Board receiving the application meets to consider funding allocations.
- 4.9 Applicants are to provide appropriate financial information including a project budget and a summary of overall financial position.
- 4.10 Where appropriate (for example a public event), funding applications should be supported by an appropriate Health and Safety Plan. Funds will be allocated through monthly funding rounds. Applicants may be given less funding than they apply for.
- 4.11 Applicants are strongly encouraged to attend the meeting at which applications are considered, in order to speak to their request and answer any questions on the information supplied.
- 4.12 All decisions made by a community board to award funding to an applicant for a project will become public information following the meeting and be included in the minutes of the Board meeting. Applications and supporting information submitted to one of the community boards for funding will be included in an agenda for a meeting of that community board but be subject to the requirements of the Local Government Official Information and Meetings Act 1987 (which may require certain information to not be disclosed as part of a public agenda but distributed separately to Board members - for example financial or commercially sensitive information, personal information).
- 4.13 Funding is to be used only for the purpose approved. Unused funding must be returned to the Board at the termination or completion of the project.



- 4.14 Each year more project funding requests will be received than funds available and not all requests will be successful. The Board's decision on project funding is final and no correspondence will be entered into.
- 4.15 The Motueka and Golden Bay Community Boards acknowledge that there could be extraordinary situations with applications which do not fully meet the criteria described in this policy. The Community Boards reserve the right to consider and approve such applications where there are exceptional and unique circumstances, with the reasons for the approval to be recorded in the resolution.

5. Specific criteria for the allocation of Discretionary Funding by Motueka Community Board

- 5.1 Applications are to follow the Motueka Community Board Discretionary Fund application form template, available from the Council's website, the Motueka Council Office or Motueka Library
- 5.2 Written applications can be delivered to the Motueka Council office or sent to the Motueka Community Board, C/- Tasman District Council, 7 Hickmott Place, Motueka.
- 5.3 There is a \$700 maximum for applications for projects.
- 5.4 Projects must be completed within 12 months of receiving funding.
- 5.5 Successful applicants will report back to the Motueka Community Board on the project and how the funding was used, within 12 months of receiving funding. Community Board support staff will follow up with each organisation that has been provided funding.

6. Specific criteria for the allocation of Discretionary Funding by the Golden Bay Community Board

- 6.1 Application forms are available from the Council website, or the Takaka Service Centre.
- 6.2 Written applications can be dropped off at the council office or sent to the Golden Bay Community Board, C/- Tasman District Council.
- 6.3 There is a \$500 maximum for applications for projects.
- 6.4 Projects must be completed within 6 months of receiving funding.
- 6.5 Successful applicants will report back to the Golden Bay Community Board on the project and how the funding was used, within 6 months of receiving funding. Community Board support staff will follow up with each organisation that has been provided funding.

Adopted by Tasman District Council

Date of approval:

7.2 REFERRAL FROM JOINT NELSON TASMAN REGIONAL TRANSPORT COMMITTEE - PUBLIC TRANSPORT EXPENDITURE

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Jamie McPherson, Transportation Manager
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RCN24-05-2

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To consider the recommendation from the 17 April 2024 Joint Nelson Tasman Regional Transport Committee meeting regarding retrospective approval of unbudgeted public transport expenditure.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 At its meeting on 17 April 2024, the Joint Nelson Tasman Regional Transport Committee considered a report on public transport expenditure (**Attachment 1**).

- 2.2 The meeting resolved as follows:

That the Joint Nelson Tasman Regional Transport Committee

- receives the Public Transport Expenditure report; and*
- supports the increased Public Transport revised forecast for 2023/24 for the reasons as detailed in Report (R28356); and*
- approves for submission to the Nelson City Council and Tasman District Council, for their local shares respectively, for the increased expenditure following forecasts for 2023/24 on the public transport roll-out.*
- requests a workshop on 3 May 2024 and a future report from officers regarding public transport budget projections and potential areas for savings for the next three years in anticipation of each Council's Long Term Plan deliberations.*

Recommendation to Nelson City Council and Tasman District Council

That the Nelson City Council

- approves retrospectively additional unbudgeted funding of \$582,000 (being local share) to cover the public transport financial shortfall for the 2023/24 financial year following revised forecast and final costs to give effect to the successful roll-out to the new ebus public transport service.*

That the Tasman District Council

- approves retrospectively additional unbudgeted funding of \$180,000 (being local share) to cover the public transport financial shortfall for the 2023/24 financial year*

following revised forecast and final costs to give effect to the successful roll-out to the new ebus public transport service.

- 2.3 This recommendation is now presented to the Council for consideration.
- 2.4 Note that the Nelson City Council is considering the recommendation regarding their share of the costs at their Council meeting on 2 May 2024.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

- 1. receives the Referral from Joint Nelson Tasman Regional Transport Committee - Public Transport Expenditure report RCN24-05-2; and**
- 2. notes the Joint Nelson Tasman Regional Transport Committee workshop scheduled for 3 May 2024 regarding forecast public transport expenditure in advance of Long Term Plan deliberations; and**
- 3. approves retrospectively additional unbudgeted funding of \$180,000 (being local share) to cover the public transport financial shortfall for the 2023/24 financial year following revised forecast and final costs to give effect to the successful roll-out to the new eBus public transport service.**

4. Attachments / Tuhinga tāpiri

- 1.   NTRTC Public Transport Expenditure 17 April 2024

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17 April 2024

7.1 PUBLIC TRANSPORT EXPENDITURE

Report To:	Joint Nelson Tasman Regional Transport Committee
Meeting Date:	17 April 2024
Report Author:	Margaret Parfitt, Manager Transport and Solid Waste, Nelson City Council; Jamie McPherson, Transportation Manager
Report Authorisers:	Alec Louverdis, Group Manager, Infrastructure, Nelson City Council; John Ridd, Group Manager - Service and Strategy
Report Number:	RNTRTC24-04-1

1. Purpose of Report

- 1.1 To advise the Joint Nelson Tasman Regional Transport Committee (JNTRTC) of forecast over expenditure in Public Transport, and to approve a recommendation to each council to approve unbudgeted expenditure to cover this increased forecast in the current financial year 2023/24.

2. Report Summary

- 2.1 The JNTRTC delegations include responsibility for the operational oversight of the joint Nelson Tasman Public Transport Operations Contract (PT Contract) and associated public transport activity, including the authority to make decisions and approve policies that support operations. The Committee does not have financial delegations but does provide the relevant councils with any advice and assistance requested in relation to their transport responsibilities.
- 2.2 Officers signalled at the 20 February 2024 JNTRTC meeting that an over expenditure forecast was expected for 2023/24 and that a report would be tabled at a later JNTRTC meeting detailing the forecast. A request for a cost scope adjustment (at the 51% Funding Assistance rate) has been submitted by each council to the New Zealand Transport Agency Waka Kotahi (NZTA) for consideration on most aspects of the over expenditure.
- 2.3 A large number of infrastructural changes were required before the bus roll out, including an interim central city bus exchange. These were anticipated and budget was allowed for, however construction costs were higher than budget. In addition, it became evident that more changes to kerb lines and speed tables were required after trialling the new Foton buses on the proposed routes. The cost scope adjustment submitted to NZTA includes extra cost of capital works of approximately \$585,000 for Nelson City Council and \$550,000 for Tasman District Council. Councils can largely absorb the local share of this cost scope adjustment for capital works due to savings in other areas or deferral of other projects.
- 2.4 Aside from capital items, the overall public transport activity operational budget is forecasting an overspend for the current 2023/24 financial year of \$1,050,000 and local share is required which is currently unbudgeted. This local share will be split between Nelson City Council and Tasman District Council at the appropriate percentages for each Council. Much



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of the overspend is tied to the new PT service roll out and cost splits between the councils vary depending on different aspects of the contract. Other aspects of the PT budget overspend are not directly tied to the roll out of the new service but are included for completeness.

3. Recommendation

That the Joint Nelson Tasman Regional Transport Committee

- 1. receives the Public Transport Expenditure report; and**
- 2. supports the increased Public Transport revised forecast for 2023/24 for the reasons as detailed in Report (R28356); and**
- 3. approves for submission to the Nelson City Council and Tasman District Council, for their local shares respectively, for the increased expenditure following forecasts for 2023/24 on the public transport roll-out.**

Recommendation to Nelson City Council and Tasman District Council

That the Nelson City Council

- 1. approves retrospectively additional unbudgeted funding of \$582,000 (being local share) to cover the public transport financial shortfall for the 2023/24 financial year following revised forecast and final costs to give effect to the successful roll-out to the new ebus public transport service.**

That the Tasman District Council

- 1. approves retrospectively additional unbudgeted funding of \$180,000 (being local share) to cover the public transport financial shortfall for the 2023/24 financial year following revised forecast and final costs to give effect to the successful roll-out to the new ebus public transport service.**

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4. Background and Discussion

- 4.1 A major (and successful) step change in public transport provision has taken place in the region. The PT contract was tendered and subsequently awarded to SBL Group Ltd (SBL) in November 2022 and commenced operation in August 2023. Public transport management traditionally falls to the Regional Council, but as Unitary Authorities in Te Taihu this rests with Nelson City Council (NCC) and Tasman District Council (TDC).
- 4.2 The massive step change in PT services for the region required an increased oversight in management and a dedicated PT resource was only able to be secured in June 2023 after several attempts. That placed pressure on existing resources and the extent of the roll-out was under-estimated. This has been a learning experience for everyone.
- 4.3 The dedicated PT position is currently vacant since the resignation of the incumbent and the new appointee is due to commence shortly. In addition, resignation of the NCC PT lead also came at an unfortunate time just as the roll-out was to go live and that placed further stress on the team.
- 4.4 What is clear is that the roll-out has been very successful notwithstanding the challenges in meeting the 1 August start date. It is also clear that managing PT requires experienced oversight as PT is a dynamic challenging environment.
- 4.5 A contract of this nature is fundamentally different in every aspect to conventional infrastructure contract (both traditional physical works and traditional operations and maintenance contracts) where deliverables are very well defined. PT services contracts require specialist planning and delivery. In recent years PT management has been made even more complex with Covid response and changes in government policy that have introduced challenges to predicting PT uptake and usage. This is even more pronounced when rolling out a new contract for the first time.
- 4.6 Fare revenue on the service is currently \$25,000 under budget because the expanded service started one month later than planned. However patronage is continuing to grow and this gap between forecast and actual is decreasing each month.
- 4.7 Even before the service commenced on 1 August 2023 the tender contract price was subject to a number of variations. These were mainly route variations and a variation for driver wages and these are expanded on below.
 - 4.7.1 In September 2023 the JNTRTC was informed that both councils had entered a joint Memorandum of Understanding with the operator, SBL Group Ltd, and NZTA, regarding driver terms and conditions. The agreement was required to meet the conditions necessary to access funding from the Climate Emergency Response Fund (CERF), for both recruiting and retaining drivers. The funding allowed the operator to uplift wages (of bus drivers) to an hourly base rate of \$29.66, effective from 1 August 2023. An uplift in drivers' wages was made to mitigate the nationwide driver shortage and SBL were able recruit and retain overseas drivers to fully staff the service in advance of central governments initiatives – essentially getting ahead of the game and securing overseas drivers. The initial variation cost to Councils was \$30,000.

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However, drivers' wages have continued to increase, and this is reflected in the cost indices.

4.7.2 Route variations incur costs for additional kilometres travelled. During the roll out the tendered routes required adjustment for a variety of unanticipated reasons. These were in part due to late decisions about exact bus routes into and out of the city centre pertaining to the location of the central city bus hub. Other decisions that affected proposed routes were made between contract letting and the go live date. Examples include the proposed Nelson Stoke interchange which affected the Route 2 bus route and added kilometres to the route. In addition, any road work that requires a detour for the bus that adds kilometres to the route is subject to cost variations. The planned and tendered route through Berryfields is a case in point as this has been detoured through Coman Drive. Although small distances, when multiplied by 24 services a day in both directions the cumulative effect is large. Overall route variations have nett cost of approximately \$54,000.

4.8 In addition the PT cost indices, which are applied quarterly, differ from the general inflation that is applied to budgets and cost escalations have turned out to be larger than anticipated, (largely due to drivers' wages and diesel costs for the 20% of the fleet that are not electric). Cost indices adjustments are anticipated to be in excess of \$147,500 across the joint funders.

4.9 Operational budgets for the 2023-24 year were set in the 2021-24 Long Term Plans (LTP). The new service was anticipated to be launched in year three of the LTP but higher than anticipated costs have been incurred as part of the start-up phase for the service and do not match the current budgets set aside for this work. These include but are not limited to:

4.9.1 Traffic congestion and subsequent delay has increased since the contract was drafted in 2021-22 and since the timetables were set. This is evidenced in reliability data received from the real time information reports received from Radiola, the councils' contracted real time information provider. Delays result in customer dissatisfaction and a loss of faith in the reliability of the service, so a timetable review was commissioned which proposes changes to timetables and driver scheduling. The delays currently experienced have not only affected timetable reliability but it has also put at risk compliance with required drivers rest and meal breaks (set in legislation). SBL have worked to maintain legal compliance, but this has resulted in increased costs as drivers transfer across services enabling breaks to be taken without service interruption. A revised timetable is being drafted and scheduling tested. This specialist work was placed with consultants at a cost of \$35,000. The timetable changes are anticipated to take effect in July, ahead of the PT review scheduled to commence in August, due to the need to comply with drivers' breaks requirements as soon as is practicable.

4.9.2 Patronage since late January, through April has exceeded expectation and buses have been full to capacity at peak times. The operator has been able to provide additional overflow buses to meet demand and ensure a reliable service to ensure uptake, but this is at an unbudgeted cost of approximately \$10,000 a month. Patronage remains high so a forecast of \$50,000 is made.

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- 4.9.3 Promotion and ebus branding costs exceeded forecast budget. Placing ebus livery on the new fleet of buses cost \$55,000. The PT contract was unclear on whose responsibility this was so the cost fell to the two councils as principals to the contract. In addition installing wifi on all new buses cost \$27,000 and this had not been included in the budget setting.
- 4.9.4 A large amount of promotion of the new service was undertaken and has been ongoing as the service has been bedded in. This has been more than anticipated. Changes to the service including route changes, policy changes to allow dogs etc require ongoing communications and the forecast overspend is \$56,000.
- 4.9.5 Electronic timetable readers and live tracking of buses were implemented and have been well received. E-readers were purchased using Transport Choices funding (separate from PT budgets and 90% subsidised), but the supporting website and license invoices have exceeded forecast budget by \$50,000.
- 4.9.6 Advertising revenue for bus backs is \$33,000 lower than anticipated and is \$24,750 between both councils.
- 4.9.7 All infrastructure work at the Nelson Regional Airport is covered by Capex but there is an ongoing commercial lease for the bus stop required by the Airport. This cost was not anticipated and has been negotiated to be \$13,000 per annum.
- 4.9.8 There were legal costs to preparing lease agreements and reviewing advertising guidelines totalling \$6,000.
- 4.9.9 Whilst not specifically linked to the PT contract councils' forecast contribution to the development of the National Ticketing Solution (NTS) is \$30,000 higher in the current year than budgeted. Nelson/Tasman is scheduled for roll out of the NTS in 2026.
- 4.10 The above costs will be shared between the councils, however there are some extra costs that are specific to NCC's part of the service, and these include:
 - 4.10.1 License agreements and equipment required for the Stoke On Demand App service provider are \$63,000 and were unbudgeted. The ongoing cost after year one would be \$25,000 pa but this service, subject to approval by NCC, and negotiation with the operator will be terminated this year.
 - 4.10.2 Costs to clean and undertake security for the new bus shelters and the interim Bridge Street bus hub have been incurred. Security (including additional cameras) was put in place following incidents of disorder and problems with after-hours access to the waiting area. Transport Choices funded 13 new bus shelters unexpectedly and these require regular cleaning. Costs exceed budget by \$18,000.
 - 4.10.3 Staff time on Public Transport has been \$117,000 higher than what was budgeted. Some reallocations of staff time have occurred but in general the escalation has been driven by temporary staff costs within the transport business unit.

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4.10.4 Interest and depreciation costs are tracking \$54,000 over budget.

- 4.11 Total Mobility, which is included in the PT cost centre, has been oversubscribed this year. When central government introduced additional subsidy for this service during Covid, and the subsidy was subsequently made permanent using CERF, the usage of the service increased and is above what was forecast in 2021 when budgets were set. It is anticipated that additional CERF allocation will be secured however the remaining forecast budget shortfall is \$10,000.
- 4.12 Supergold card expenditure is forecast to be \$25,000 over. Supergold is bulk funded from the Crown and is not part of the National Land Transport Fund (NLTF). As such it cannot be considered under any cost scope adjustment and there is no avenue for an increase in the current financial year. NZTA advise that, given the unprecedented growth of patronage in Nelson Tasman region in the last year, new higher capped allocations will be made for the next three-year period.
- 4.13 Summary Table:

Description	Report reference	Amount (\$)	Duration
Fare revenue	4.6	25,000	One off due to late start of new service
Driver wage uplift	4.7.1	30,000	One off – included in Cost indexation going forward
PT Cost index	4.8	147,500	Ongoing – catered for in the LTP
Route variations	4.7.2	54,000	One off – future long term road works detours will be added to capital project cost
Timetable review	4.9.1	35,000	One off
Overflow buses	4.9.2	50,000	Reactive
Bus branding	4.9.3	55,000	One off
Wifi install	4.9.3	27,000	One off
Launch promotion	4.9.4	56,000	One off
Real time info	4.9.5	50,000	On going – catered for in the LTP
Advertising revenue	4.9.6	33,000	Revenue below budget, only \$24,750 now anticipated.

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Leases	4.9.7	15,000	On going – catered for in the LTP
Legal costs	4.9.8	6,000	One off - Preparing lease agreements and reviewing advertising guidelines
National Ticketing system	4.9.9	30,000	Higher than budgeted
On Demand App	4.10.1	63,000	One off and terminated
Security and cleaning	4.10.2	18,000	On going – catered for in the LTP
Staff time – Transport BU	4.10.3	117,000	One off
Staff time – Customer service BU	n/a	150,000	No additional cost to Council just an allocation between activities
NCC Interest and depreciation	4.10.4	54,000	Revaluation Jun 23 and additional capex have raised actuals above budget
Total mobility	4.11	10,000	Increased catered for in LTP
Super Gold	4.12	25,000	One off – cap will be reset
TOTAL		1,050,500	

- 4.14 A cost scope adjustment has been lodged with NZTA for both councils for subsidised aspects of the overspent public transport activity. Local share from each council is required and is currently unbudgeted.

5. Options

- 5.1 These costs are costs that have already been incurred and have been necessary to ensure a successful roll-out of the PT contract. At this stage in the financial year only minor operational savings can be made to offset the additional costs and the JNTRTC is asked to support the recommendation to each council for this over expenditure in 2023/24.

Option 1: Recommend to each council that retrospective approval of additional unbudgeted funding to support public transport in 2023/24.	
Advantages	<ul style="list-style-type: none"> Supports public transport provision to date and going forward

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Risks and Disadvantages	<ul style="list-style-type: none"> Will require additional unbudgeted funding from each council
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Considerations for Decision Making

1. Fit with Purpose of Local Government

Providing and giving effect to Regional Land Transport Plan and Regional Public Transport Plan is a requirement of the Land Transport Management Act 2003

2. Consistency with Community Outcomes and Council Policy/Legal requirements

Councils have adopted a joint Regional Land Transport Plan and joint Regional Public Transport Plan as a requirement of the Land Transport Management Act 2003. The development and operation of a Public Transport service contributes to the community outcome “our infrastructure is efficient, cost effective and meets current and future needs”.

3. Strategy and Risks

The matter of recommending to each council additional budget to support public transport is of low risk as the service is up and running with start-up work completed.

The matter of additional budget for adjusting timetables of bus services is to attend to risk of noncompliance with legislation regarding drivers rest and meal breaks.

If funding is not approved the service will require cutting back and community needs not met.

4. Financial impact/Budgetary implications

Financial impact for each council is outlined in the report and is a decision for each.

5. Degree of significance and level of engagement

Full consultation on the public transport services has been carried out through the Regional Public Transport Plan in the past. The matters in this operational report are of low significance and further consultation is not required.

6. Climate Impact

Support for growing public transport use will contribute to reducing transport emissions.

7. Inclusion of Māori in the decision making process

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No engagement with Māori has been undertaken in preparing this report

8. Delegations

The Joint Nelson Tasman Regional Transport Committee has the following delegations to consider:

Areas of Responsibilities:

- prepare the joint regional land transport plan in accordance with sections 14 and 16 of the Act;
- consult in accordance with sections 18 and 18A of the Act;
- lodge the joint regional land transport plan with the Joint Committee of Tasman District and Nelson City, representing the joint regional councils in accordance with section 18B of the Act;
- prepare any variation to a joint regional land transport plan for the approval of the Joint Committee of Tasman District and Nelson City, representing the joint councils;
- provide the relevant councils with any advice and assistance requested in relation to their transport responsibilities;
- adopt a policy that determines significance in respect of—
 - variations made to regional land transport plans under section 18D of the Act;
 - the activities that are included in the regional land transport plan under section 16 of the Act; and
- carry out any functions conferred on a regional transport committee under any other provision of the Act (including functions conferred by regulations made under section 109(c)).

Powers and Limitations:

To adopt a significance policy as outlined in Section 106(2) of the Act.

The preparation of the following, for adoption by the partner councils:

- a Joint Regional Land Transport Plan, including undertaking all required consultation processes relating to the preparation of this plan and any variations.
- a Joint Regional Passenger Transport Plan, including undertaking all required consultation processes related to the preparation of this Plan.

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- a Joint Speed Management Plan, including undertaking all required consultation processes related to the preparation of this Plan.

To approve submissions to external bodies on policy documents likely to influence the content of the Joint Regional Land Transport Plan.

The Joint Regional Transport Committee is responsible for the operational oversight of the joint Nelson Tasman Public Transport Operations Contract and associated public transport activity, including the authority to make decisions and approve policies that support operations.

The Joint Regional Transport Committee may approve changes to the Public Transport Operations unless the change requires:

- A permanent change of route; or
- A permanent change to fares; or
- A permanent change to timetable.

Other than the powers outlined at clauses 3.1, 3.3, 3.4 and 3.5 (in the Terms of Reference) the Joint Regional Transport Committee may only make recommendations to:

- the partner councils, or
- to the Joint Committee of Tasman District and Nelson City for the joint plans outlined in clause 3.2 (of the Terms of Reference) and in relation to public transport decisions not covered by clause 3.4 or 3.7 (of the Terms of Reference).

The Joint Regional Transport Committee has no financial responsibilities or budgets. If a change to public transport operations requires additional un-budgeted funding, the Joint Nelson Tasman Regional Transport Committee has the power to recommend budgets for approval by each Council that is affected.

6. Conclusion and Next Steps

- 6.1 If approved the recommendations will be taken to each council requesting unbudgeted funding in 2023/24 to support the provision of public transport in the region.



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7. Attachments

Nil

7.3 CHANGE TO DELEGATIONS FOR THE NELSON TASMAN JOINT REGIONAL TRANSPORT COMMITTEE AND JOINT COMMITTEE OF NELSON CITY AND TASMAN DISTRICT COUNCILS

Decision Required

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Dwayne Fletcher, Strategic Policy Manager
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RCN24-05-3

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To seek changes to the delegations in the Terms of Reference for the Joint Committee of Nelson City and Tasman District Councils (Joint Committee) and Joint Nelson Tasman Regional Transport Committee (JNTRTC) (**Attachment 1**). The changes recommended will result in the JNTRTC being required to recommend the adoption of two statutory plans to the Councils independently rather than to the Joint Committee of Nelson City and Tasman District Councils.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 The JNTRTC is responsible for developing and consulting on the Joint Regional Public Transport Plan and Joint Regional Land Transport Plan. In Nelson-Tasman, the Joint Regional Public Transport Plan is embedded in the Joint Regional Transport Plan. In effect, they are one document.
- 2.2 At present, the delegations for the Joint Committee include approving the Joint Regional Public Transport Plan and Joint Regional Land Transport Plan on the recommendation of the JNTRTC. However, during preparation for the hearing and deliberations report on these plans, it was identified that there was a conflict between the current delegations and the requirements of section 119 (4) of the Land Transport Management Act 2003. This section requires each council to adopt the Regional Public Transport Plan as this cannot be delegated to the Joint Committee, or to any other subordinate body.
- 2.3 This report proposes to address this conflict by removing the Joint Committee's delegation to approve the Joint Public Transport and Joint Regional Land Transport Plans. An associated change is proposed to the delegations for the JNTRTC. Instead, the plans will go to each council for adoption independently, subject to the other council also approving it.
- 2.4 A similar report is being considered by Nelson City Council at its 2 May 2024 meeting.

3. Recommendation/s / Ngā Tūtohungahe

That the Tasman District Council

1. receives the Change to delegations for the Nelson Tasman Joint Regional Transport Committee and Joint Committee of Nelson City and Tasman District Councils report RCN24-05-3; and
2. approves, subject to the same approval by Nelson City Council:
 - a. the revised terms of reference for the Joint Committee of Nelson City and Tasman District Councils contained in Attachment 1 to the agenda report; and
 - b. the revised terms of reference for the Joint Nelson Tasman Regional Transport Committee contained in Attachment 1 to the agenda report.

4. Background / Horopaki

- 4.1 The JNTRTC is responsible for developing and consulting on the Joint Regional Public Transport Plan and Joint Regional Land Transport Plan. In Nelson-Tasman, the Joint Regional Public Transport Plan is embedded in the Joint Regional Transport Plan. In effect, they are one document.
- 4.2 The Joint Regional Public Transport Plan outlines the public transport goals and services for the combined region. The Joint Regional Transport Plan outlines the goals the combined region has for the transport network, strategic priorities, and each agency's (New Zealand Transport Agency Waka Kotahi (NZTA), Nelson City Council and Tasman District Council) proposed transport programme for funding from the New Zealand Land Transport Fund – or from any other Crown source. These plans must be approved and then submitted to the NZTA before the agencies' programmes can be considered for funding.
- 4.3 At present, the delegations for the Joint Committee include approving the Joint Regional Public Transport Plan and Joint Regional Land Transport Plan, on the recommendation of the JNTRTC. However, during preparation of the hearing and deliberations report on these plans, it was identified there was a conflict between the delegations and the requirements of section 119 (4) of the Land Transport Management Act 2003.
- 4.4 This section states:

A regional council (or a territorial authority to which the responsibility is transferred under the Local Government Act 2002) may not delegate the responsibility for adopting, varying, or renewing a regional public transport plan to a committee or other subordinate decision-making body, or a member or an officer of the council (or territorial authority, as the case may be), or any other person.
- 4.5 For the purposes of this section, regional council includes Nelson City Council and Tasman District Council (as unitary authorities). This section requires each council to adopt the Regional Public Transport Plan. This cannot be delegated to the Joint Committee as it is presently, or to any other subordinate decision-making body.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 The current delegations in relation to the Joint Regional Public Transport Plan need to change to reflect the decision-making process outlined in the Land Transport Management Act 2003. Staff are also recommending the delegations for the Joint Regional Land Transport Plan mirror these, so that the two plans can remain together and to ensure an efficient approval process.

6. Options / Kōwhiringa

- 6.1 The Council must approve the changes to delegations in relation to the Joint Regional Public Transport Plan. There are two options in relation to the associated Joint Regional Land Transport Plan, as outlined in the following table:

Option		Advantage	Disadvantage
1.	Use same process for approving the Joint Regional Public Transport Plan and Joint Regional Land Transport Plan.	Retains both plans in a single document. Ensures coherence between the two joint plans. More efficient, with single process for each council.	There is some risk of the two councils seeking changes to the Joint Regional Land Transport Plan.
2.	Separate plans and use a different adoption process for each plan – Joint Regional Public Transport Plan being approved individually by each council and the Joint Regional Land Transport Plan being approved by the Joint Committee.	Minimises risk of the two councils independently seeking changes to the Joint Regional Land Transport Plan.	Separates plans, risking coherence. Duplicates approval process.

- 6.2 Option one is recommended.

7. Legal / Ngā ture

- 7.1 The reasons for the proposed changes relate to a conflict between the delegations for the Joint Committee and the requirements of the Land Transport Management Act 2003 in relation to the Joint Regional Public Transport Plan. This conflict is outlined above.
- 7.2 In relation to the adoption of the Joint Regional Land Transport Plan, the councils can only approve the plans or send the plan back to the Joint Regional Transport Committee with comments. The Joint Regional Transport Committee must consider these comments and either amend the plan or provide additional information. It is not obliged to change the plan. The councils must then either approve the plan and submit it to New Zealand Transport Agency, or simply submit it. Either way, the New Zealand Transport Agency must treat it as if it had been approved.
- 7.3 Both plans must be submitted to the New Zealand Transport Agency by August 2024.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 No consultation with iwi or Māori has been undertaken when preparing this report. Staff do not consider any consultation necessary on this matter given it is about exercising statutorily determined decision making authority.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 Staff do not consider this decision is of public interest. Nor do staff consider that consultation is required given it is about how statutorily determined decision making authority is exercised.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	No	This decision is about how statutorily determined decision making authority is exercised.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	No	
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

10.1 No communication with the public is required following this decision.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 There are no financial or budgetary implications flowing from the decision sought in the report.

12. Risks / Ngā Tūraru

12.1 The risks are outlined in the options analysis. The key risk associated with the proposal to also include referral of the Joint Regional Land Transport Plan separately to each council is that they may seek changes independently, slowing the process for final adoption. This risk was present in previous years but did not materialise. As noted above, the councils can only reject and send back the draft Regional Land Transport Plan to the Joint Regional Transport Committee once. After it is re-submitted by the Joint Regional Transport Committee, each Council must approve and/or submit it to the New Zealand Transport Agency.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 No climate change considerations stem from the decisions sought in this report.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 Each council submits its individual programme into the Joint Plans. The final plans will incorporate the programmes agreed to by each council through their Long Term Plan processes.



15. Conclusion / Kupu Whakatepe

15.1 The Council must change the delegations for approving the Joint Regional Public Transport Plan. Staff recommend keeping the same process for both the Joint Regional Public Transport Plan and the Joint Regional Land Transport Plan. As a result, proposed changes to the delegations for the Joint Committee and JNTRTC cover both plans.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 The Joint Regional Public Transport Plan and the Joint Regional Land Transport Plan will be referred to each Council for approval in July 2024. After that, they are formally included for consideration in the National Land Transport Programme and NZTA funding. This funding is confirmed later in 2024.

17. Attachments / Tuhinga tāpiri

- | | | |
|--|--|----|
| 1.   | Revised terms of reference for the Joint Committee of Nelson City and Tasman District Councils and the revised terms of reference for the Joint Nelson Tasman Regional Transport Committee | 49 |
|--|--|----|

Joint Committee of Tasman District and Nelson City (Joint Councils Committee)

Approved by Council resolution CN20-02-13, CN20-10-23, CN22-12-08, CN23-02-08

This is a joint Committee of Tasman District Council and Nelson City Council and as such must be established under of the Local Government Act 2002, Schedule 7, Clause 30(A):

30A Joint committees

- (1) A local authority may not appoint a joint committee under [clause 30\(1\)\(b\)](#) unless it has first reached agreement with every other local authority or public body that is to appoint members of the committee.
- (2) An agreement under subclause (1) must specify—
 - (a) the number of members each local authority or public body may appoint to the committee; and
 - (b) how the chairperson and deputy chairperson of the committee are to be appointed; and
 - (c) the terms of reference of the committee; and
 - (d) what responsibilities (if any) are to be delegated to the committee by each local authority or public body; and
 - (e) how the agreement may be varied.

1. Membership:

The Mayor, Deputy Mayor and 12 Councillors of Tasman District Council and the Mayor, Deputy Mayor and 11 Councillors of Nelson City Council (Total of 27 Members)

2. Quorum:

- a. The quorum at a meeting of the Joint Committee is set at 14, being a majority of members as the membership is an odd number.
- b. Of that quorum of 14 members, at least five must be from each local authority.

3. Areas of Responsibility:

- a. Matters relating to Statements of Expectation for all jointly owned Council Controlled Organisations and Council Controlled Trading Organisations.
- b. Receipt of six monthly presentations from Infrastructure Holdings Ltd, Port Nelson Limited, Nelson Airport Limited and Tasman Bays Heritage Trust.
- c. Discussion of policies, initiatives or directives stemming from central Government or external agencies that involve cross-boundary issues.
- d. Implementation of the Nelson Tasman Future Development Strategy.
- e. Joint transport planning matters referred to the Committee by the Joint Nelson Tasman Regional Transport Committee.

- f. Changes to the Saxton Field Management Plan in respect of alcohol advertising referred to the Committee by the Saxton Field Committee.

4. Powers to Decide:

- a. To determine the strategic direction to be given to jointly owned CCOs and CCTOs through Statements of Expectation.
- b. To adopt, approve, review and amend the Nelson Tasman Future Development Strategy and Implementation Plan.
- c. In matters relating to the Nelson Tasman Future Development Strategy, to undertake community engagement, including all steps relating to Special Consultative Procedures or other formal consultation processes
- d. To decide on any public transport matters referred to the Committee by the joint Nelson Tasman Regional Land Transport Committee, excluding budget changes or decisions that would exceed approved budgets within each Council.
- e. To consider and make decisions on recommendations from the Saxton Field Committee regarding changes to the Saxton Field Management Plan in respect of alcohol advertising.

5. Powers to Recommend:

- a. All other matters requiring decision will be recommended to Nelson City and Tasman District Council subject to an equivalent resolution being adopted by the other Council.

6. Procedure:

- a. The Standing Orders of the Council providing administration to the committee will be applied at each meeting.
- b. The Chairperson will alternate each meeting between the Mayor of Nelson City Council and the Mayor of Tasman District Council. In the absence of either Mayor, the committee will elect a chair as its first item of business for that meeting. No deputy chairperson will be appointed.
- c. The Chairperson will not have a casting vote.
- d. These delegations/terms of reference may be varied by resolution of both Councils and any such resolution will carry the rider that it will be subject to adoption by the other Council.
- e. Copies of minutes of meetings of the Joint Committee will be retained by each Council for record keeping purposes.

Joint Nelson Tasman Regional Transport Committee (NTRTC)

Approved by Council resolution CN23-02-18

1. Overview

- 1.1 The Joint Nelson Tasman Regional Transport Committee ('the Committee') is a joint committee of the Nelson City and Tasman District Councils, established in accordance with section 105(9) Land Transport Management Act 2003 ('the Act') and Schedule 7 clauses 30(1)(b) and 30A Local Government Act 2002.
- 1.2 Following a triennial local election, a Regional Transport Committee must be established as soon as practicable. Section 105(9) allows for a Joint Regional Transport Committee to be established.
- 1.3 These Terms of Reference form the written agreement required of the partner Councils (Nelson City Council and Tasman District Council) to appoint a Joint Regional Transport Committee under section 105(9) of the Act.
- 1.4 Appointment of joint committees
- 1.5 A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body.
- 1.6 The agreement must specify:
 - the number of members each party may appoint; and
 - how the Chairperson and deputy Chairperson are to be appointed; and
 - the terms of reference of the committee; and
 - what responsibilities, if any, are to be delegated to the committee by each party; and
 - how the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties. (cl. 30A (1) & (2), Schedule 7, LGA 2002).

2. Statutory Functions

- 2.1 Under section 106 Land Transport Management Act 2003, a Joint Regional Transport Committee must:
 - 2.1.1 prepare the joint regional land transport plan in accordance with sections 14 and 16 of the Act; and
 - 2.1.2 consult in accordance with sections 18 and 18A of the Act; and
 - 2.1.3 lodge the joint regional land transport plan with the Joint Committee of Tasman District and Nelson City, representing the joint regional councils, in accordance with section 18B of the Act.
- 2.2 Further, Regional Transport Committees have a responsibility to:

- 2.2.1
- 2.2.2 provide the relevant councils with any advice and assistance requested in relation to their transport responsibilities.
- 2.2.3 adopt a policy that determines significance in respect of —
 - 2.2.3.1 variations made to regional land transport plans under section 18D of the Act; and
 - 2.2.3.2 the activities that are included in the regional land transport plan under section 16 of the Act.
- 2.2.4 carry out any functions conferred on a regional transport committee under any other provision of the Act (including functions conferred by regulations made under section 109(1)(c)).

3. Powers and Limitations

- 3.1 The Joint Regional Transport Committee is responsible to adopt its own significance policy as outlined in section 106(2) of the Act.
- 3.2 The Joint Regional Transport Committee is responsible for the preparation of the following:
 - 3.2.1 a Joint Regional Land Transport Plan including undertaking all required consultation processes related to the preparation of this Plan and any variations, for adoption by Tasman District and Nelson City Councils;
 - 3.2.2 a joint Regional Public Transport Plan, including undertaking all required consultation processes related to the preparation of this Plan, for adoption by Tasman District and Nelson City Councils;
 - 3.2.3 a joint Speed Management Plan, including undertaking all required consultation processes related to the preparation of this Plan, for adoption by Joint Committee of Tasman District and Nelson City Councils
- 3.3 The Joint Regional Transport Committee may approve submissions to external bodies on policy documents likely to influence the content of the Joint Regional Land Transport Plan.
- 3.4 The Joint Regional Transport Committee is responsible for the operational oversight of the joint Nelson Tasman Public Transport Operations Contract and associated public transport activity, including the authority to make decisions and approve policies that support operations.
- 3.5 The Joint Regional Transport Committee may approve changes to public transport operations unless the change requires:
 - a permanent change of route; or
 - a permanent change to fares; or
 - a permanent change to timetable.
- 3.6 Other than the powers outlined at clauses 3.1, 3.3, 3.4, and 3.5 the Joint Regional Transport Committee may only make recommendations to the:

- 3.6.1 partner councils; or
- 3.6.2 The Joint Committee of Tasman District and Nelson City Councils for:
 - the joint Speed Management Plan, as outlined in clause 3.2.3;
 - decisions in relation to public transport, excluding budget changes or decisions that would exceed approved budgets within each Council.
- 3.7 The Joint Regional Transport Committee has no financial responsibilities or budgets. If a change to public transport operations requires additional un-budgeted funding, the Joint Nelson Tasman Regional Transport Committee has the power to recommend budgets for approval by each Council that is affected.

4. Membership

- 4.1 The Committee will consist of the following representatives:
 - 4.1.1 Two members of the Nelson City Council
 - 4.1.2 Two members of the Tasman District Council
 - 4.1.3 One representative from Waka Kotahi
 - 4.1.4 One non-voting iwi representative
- 4.2 Each Council may nominate further two members to act as alternates in the event that an appointee is unable to attend a meeting. These alternates may attend meetings to ensure they remain across the work of Committee but do not have voting rights unless acting in their capacity as alternate.
- 4.3 The power to discharge any individual member and appoint another member in their place must be exercised by the local authority that made the appointment.
- 4.4 Representatives from, partner organisations or relevant community groups may be invited to attend Committee meetings as key stakeholders when required.
- 4.5 Attendees may have speaking rights with the agreement of the Committee Chair. Attendees will not have voting rights.

5. Quorum and meeting procedures

- 5.1 The quorum is set at three members, of which the partner councils must have at least one representative in attendance.
- 5.2 Meetings will be held quarterly, most often on a Friday, with additional meetings called as required.
- 5.3 The Standing Orders of the Council providing administration to the Committee will be applied at each meeting – noting clause 6.8 below which takes precedence where it departs from the Standing Orders in use.
- 5.4 Agendas will be prepared in accordance with the Local Government Official Information and Meetings Act 1987, and the relevant Standing Orders.

6. Chair

- 6.1 Section 105(9B) requires that the agreement to establish a joint regional transport committee must specify the procedure for appointing the chair and deputy chair of the committee.
- 6.2 The Chairperson will alternate triennially between Nelson City and Tasman District Councils.
- 6.3 The appointment of a Chair will be made by resolution of the relevant Council.
 - 6.3.1 In the 2022 triennium, the Chairperson will be a member representative of Tasman District Council.
- 6.4 The Deputy Chairperson will alternate triennially between Nelson City and Tasman District Councils.
- 6.5 The appointment of a Deputy Chair will be made by resolution of the relevant Council.
 - 6.5.1 In the 2022 triennium, the Deputy Chairperson will be a member representative of Nelson District Council.
- 6.6 In the absence of the Chairperson, the Deputy Chairperson will be the presiding member for meetings.
- 6.7 In the absence of both Chairperson and Deputy Chairperson, where quorum can still be met, the requirements of the Local Government Act 2002 for appointing a presiding member will be followed.
- 6.8 The Chairperson (or any other person presiding at the meeting):
 - 6.8.1 has the deliberative vote; and
 - 6.8.2 in the case of an equality of votes does not have a casting vote (and therefore the motion is not passed and the status quo is preserved).

7. Administration and Media

- 7.1 At the start of each triennium, the partner Councils will reach an agreement appointing one of the unitary authorities as the administering authority for formal meetings of the Committee. Meetings will be held at the administering Council's venue.
- 7.2 Administration will include ensuring appropriate records management for meetings of the Committee to meet the requirements of the Public Records Act.
- 7.3 Copies of minutes will be retained by each Council for record keeping purposes.
- 7.4 Other administrative duties will be undertaken as deemed appropriate.
- 7.5 Media contact and announcements will be made by the Committee Chair unless another spokesperson for a matter is approved by the Committee.
- 7.6 These Terms of Reference may be varied by resolution of both Councils.

7.4 QUARTERLY FINANCIAL REPORT

Information Only - No Decision Required

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Paul Egan, Senior Management Accountant
Report Authorisers:	Mike Drummond, Group Manager - Finance
Report Number:	RCN24-05-4

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This nine-monthly financial report provides an update on key financial information as at the end of March 2024. The Council's borrowing position, compliance with covenants and projected debt levels are provided in the separate Treasury report to this meeting.
- 1.2 This report updates actual revenues, expenditures, and the financial position for year to date, 31 March 2024.
- 1.3 In the nine months to March 2024, there have been events with several impacts on the headline financial performance. These arose from changes to operating revenue and expenditure items, sources of funding for capital expenditure and market valuations. Combined, these have a large impact on the reported Accounting Surplus result, even though some are unrealised non-cash items or are capital related.
- 1.4 As indicated in the reforecast report presented at the Council meeting on 28 March 2024 (RCN23-03-9), market driven lower fees and charges revenue and higher maintenance expenditure are driving an operational budget deficit.
- 1.5 The reforecast indicated a likely slight breach of the current net debt cap of \$250 million, this may end higher due to additional expenditure requests in progress and timing of cashflows related to capital projects. Additional funding requests and timing changes are contained in other reports to this meeting. Increases in the forecast debt and operational deficit levels will change the forecast opening position for the Long-Term Plan 2024-34, putting more upward pressure on the rates and debt levels.
- 1.6 The year to date (excluding Joint Ventures) Accounting Surplus is \$4.2 million versus budget of \$19.4 million, a variance of \$15.2 million. The controllable portion of this variance is \$1.9 million, and the non-controllable portion is \$13.3 million.
- 1.7 Capital expenditure is tracking higher than the average of the last three years but is also tracking less than original Annual Plan and revised budgets. It should be noted that the Annual Plan debt levels did not anticipate all capital expenditure eventuating within the budget year.
- 1.8 Additional unbudgeted capital expenditure approved during the year is now \$18.1 million, compared to \$15.9 million in the reforecast.
- 1.9 **Table 1** below provides a reconciliation of the accounting result compared to the operational position. The operational position strips out non-cash items and items that can only be used

to fund capital expenditure e.g. swap revaluations, vested assets, and capital subsidies. This is then a proxy for running a balanced budget where operational expenditure is covered by operational income.

Table 1

Accounting Surplus v Operating Surplus, \$000's					
	YTD Actual Mar 2024	YTD Budget Mar 2024	Variance YTD \$000	Forecast 2023/24	Budget 2023/24
Accounting Surplus/(Deficit)	4,183	19,442	(15,260)	14,316	31,588
Less Non Controllable					
Development and financial contributions	13,885	10,307	3,578	12,970	13,742
Revaluation of Swaps (non cash)	(862)	0	(862)	282	1,555
Vested Assets (non cash)	0	5,969	(5,969)	7,959	7,959
Capital subsidies	13,760	23,839	(10,079)	22,453	31,786
Share of Associates	0	0	0	3,176	3,176
Total	26,783	40,115	(13,332)	46,840	58,218
Controllable Operational Surplus/(Deficit)	(22,600)	(20,673)	(1,928)	(32,524)	(26,630)
Explained by					
Income	124,984	117,995	6,989	158,062	157,053
Expenditure	147,584	138,668	(8,917)	190,586	183,683
Total	(22,600)	(20,673)	(1,928)	(32,524)	(26,630)

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Quarterly Financial Report for the nine months to 31 March 2024, RCN23-04-4; and
2. notes the likely breach of the \$250 million net debt limit prior to 30 June 2024; and
3. retrospectively authorises \$100,000 of underspending in the 2022/23 year within the Information Services activity for file scanning to be brought forward into the 2023/24 financial year.

3. Purpose of the Report

- 3.1 The purpose of this report is to update the Council on the financial performance for the nine months to 31 March 2024.

4. Background and Discussion

- 4.1 This is the third financial report for the 2023/2024 financial year and covers financial performance for the nine months to 31 March 2024.
- 4.2 Controllable operating income for March 2024 YTD is \$125 million. This is a YTD favourable variance of \$7 million against a March 2024 YTD budget of \$118 million, higher Operating Subsidies and lower Fees and Charges being the key drivers.
- 4.3 Controllable operating expenditure for March 2024 YTD is \$147.6 million. This is an unfavourable variance of \$8.9 million on the March 2024 YTD budget of \$139.7 million.

5. Statement of Comprehensive Financial Performance

Table 2

Statement of Comprehensive Revenue and Expense, \$000's For the year to March 2024					
	YTD Actual Mar 2024	YTD Budget Mar 2024	Variance YTD	Forecast 2023/24	Budget 2023/24
REVENUE					
General rates	40,196	39,535	661	53,406	52,713
Targeted rates	34,711	33,572	1,139	45,056	45,117
Development and financial contributions	13,885	10,307	3,578	12,970	13,742
Operating subsidies and grants	10,146	9,541	605	14,259	12,825
Capital subsidies and grants	13,760	23,839	(10,079)	22,453	31,786
Fees and charges	14,356	16,348	(1,992)	18,033	21,863
Other revenue	20,796	24,352	(3,556)	30,090	32,365
Fair value gain on revaluation	(862)	0	(862)	282	1,555
Other gains	613	46	567	1,083	62
Finance income	4,166	570	3,596	4,094	67
Revenue of joint operations	0	0	0	11,982	11,982
Total revenue	151,767	158,110	(6,343)	213,708	224,077
EXPENSE					
Finance expense	10,620	8,494	(2,126)	14,000	11,325
Employee related expense	28,365	29,071	706	37,657	38,966
Other expenses	52,911	52,143	(768)	64,678	67,045
Maintenance	25,865	19,757	(6,109)	33,676	27,410
Depreciation and amortisation	29,823	29,203	(620)	40,575	38,937
Expenditure of joint operations	0	0	0	8,806	8,806
Total expense	147,584	138,668	(8,917)	199,392	192,489
Surplus/(deficit) before taxation	4,183	19,442	(15,260)	14,316	31,588
Income tax expense	0	0	0		
Surplus/(deficit) after tax	4,183	19,442	(15,260)	14,316	31,588
Total other comprehensive revenue and expense	0	0	0	0	0
Total comprehensive revenue and expense	4,183	19,442	(15,260)	14,316	31,588
TOTAL OPERATING SURPLUS (as above)	4,183	19,442	(15,260)	14,316	31,588
Less Non-Controllable Activities					
Development and financial contributions	13,885	10,307	3,578	12,970	13,742
Capital subsidies	13,760	23,839	(10,079)	22,453	31,786
Vested assets	0	5,969	(5,969)	7,959	7,959
Fair value movement on revaluation	(862)	0	(862)	282	1,555
Share of JV & associates surplus/deficit	0	0	0	3,176	3,176
Total Non-Controllable Activities	26,783	40,115	(13,332)	46,840	58,218
Total controllable surplus/deficit	(22,600)	(20,673)	(1,928)	(32,524)	(26,630)
Explained by					
Income	124,984	117,995	6,989	158,062	157,053
Expenditure	147,584	138,668	(8,917)	190,586	183,683
Total	(22,600)	(20,673)	(1,928)	(32,524)	(26,630)

5.1 Commentary on the above is included in the Operating Surplus/Deficit Commentary in section 9.

6. Income Analysis

Table 3

Income by Department March YTD, \$'000's			
	Actual	Budget	Var
Environmental Assurance	11,696	13,518	(1,822)
Community Infrastructure	71,578	65,915	5,663
Service and Strategy	9,289	8,975	313
Information, Science & Technology	7,813	7,946	(133)
Enterprise Portfolio	17,413	16,759	654
Council Operations	2,660	2,668	(8)
Departmental Overheads	4,534	2,214	2,320
Total Controllable Income	124,984	117,995	6,987
Non-Controllable Income			
Fair value movement on revaluation swaps	(862)	(0)	(862)
Capital subsidies and grants	13,760	23,839	(10,079)
Development Contributions	13,885	10,307	3,578
Vested assets	(0)	5,969	(5,969)
Total Income	151,767	158,110	(6,345)

6.1 Commentary on key income variances is in section 9 Operating Surplus/Deficit Commentary.

7. Operating Expenditure Analysis

Table 4

Operating expenditure by Department March 2024, \$000's			
	YTD Actual	YTD Budget	Var
Environmental Assurance	14,301	13,823	(478)
Community Infrastructure	55,270	50,567	(4,705)
Service and Strategy	9,371	10,513	1,143
Information, Science & Technology	7,244	8,067	823
Enterprise Portfolio	15,951	11,857	(4,094)
Council Operations	3,253	3,448	195
Departmental Overheads	1,751	2,696	945
Total Departmental Expenditure	107,141	100,971	(6,171)
Finance expense	10,620	8,494	(2,126)
Depreciation and amortisation	29,823	29,203	(620)
	40,443	37,697	(2,746)
Total (including dep, amort & recoveries)	147,584	138,668	(8,917)
Non-Controllable Expenditure			
Expenditure of joint ventures	0	0	0
Total Expense	(147,584)	(138,668)	8,917

7.1 Commentary on key income variances is in section 9 Operating Surplus/Deficit Commentary.

8. Statement of Financial Position (Balance Sheet)

Table 5

Statement of Financial Position For the year to March 2024, \$'000's			
	YTD Actual Mar 2024	Forecast 2023/24	Budget 2023/24
CURRENT ASSETS			
Cash and cash equivalents	14,030	31,107	17,218
Trade and other receivables	13,685	19,370	14,697
Other financial assets	27,313	15,313	602
Non current assets held for resale	0	0	0
Total current assets	55,028	65,790	32,517
CURRENT LIABILITIES			
Trade and other payables	27,427	32,323	27,560
Employee benefit liabilities	4,177	4,352	3,342
Current portion of borrowings	79,203	88,303	34,003
Current portion of derivative financial instruments	(573)	0	540
Total current liabilities	110,234	124,978	65,445
Working capital	(55,206)	(59,188)	(32,928)
NON CURRENT ASSETS			
Investments in associates	205,576	205,575	203,157
Other financial assets	60,719	106,846	45,456
Intangible assets	5,132	2,551	4,384
Forestry assets	30,086	31,290	47,579
Investment property	6,666	6,687	5,862
Property, plant and equipment	2,180,322	2,261,246	2,203,377
Total non current assets	2,488,501	2,614,195	2,509,815
NON CURRENT LIABILITIES			
Term borrowings	244,924	261,379	231,036
Derivative financial instruments	160	0	778
Employee benefit liabilities	0	0	391
Provisions	2,012	3,692	3,692
Total non current liabilities	247,096	265,071	235,897
Total net assets	2,186,199	2,289,936	2,240,990
EQUITY			
Accumulated equity	837,648	854,373	1,176,283
Restricted reserves	36,269	25,291	29,659
Revaluation reserves	1,312,282	1,410,272	1,035,048
Total equity	2,186,199	2,289,936	2,240,990

8.1 Commentary related to the above is included in section 10 Net Debt, and section 11 Capital Expenditure Analysis.

9. Operating Surplus/Deficit Commentary

9.1 In this quarter's report, the commentary focuses on key activity areas that have budget variances, relevant in providing an overall understanding of the financial performance of the Council.

Building Assurance

- 9.2 Building Assurance has been impacted by the downturn in the residential construction market, with building consents for new dwellings tracking approximately 47% of the 2022/23 year, leading to a \$1.6 million reduction in fees and charges income.

Transport

- 9.3 Maintenance is the major cause of the overspend in transport at \$1,050,000 above full year budget as at the end of March and forecasting to be \$3,650,000 over budget by year end. This is due to ongoing road maintenance costs to repair ongoing damage caused by weather related events in previous years, including items such as landslips where damage was done by a past weather event, and a small trigger event later released the landslip. Higher costs in both materials and labour due to inflationary pressures are also contributing.
- 9.4 The public transport local share portion of additional costs is approximately \$180,000 arising from revised forecast and final costs to give effect to the successful roll-out to the new e-Bus public transport service.

Water Supply

- 9.5 Maintenance is also the major cause of overspend in Water Supply at 88% of full year budget as at the end of March and forecasting to be \$1,264,000 over budget by year end. This is primarily due to a significantly larger amount of reactive maintenance forecast to be more than \$1 million over budget. There is also a mix of routine maintenance cost increases, greater routine maintenance requirements stemming from water reforms.
- 9.6 Water by meter revenue is higher than budgeted by \$887,000. This is partially made up of actual charges and partially an estimate as water usage is read, and charges are billed on a six-monthly basis. There is a reasonable degree of uncertainty in these figures due to the yet unquantified impact on usage of water restrictions over the summer period on some of the water supply schemes. The largest water supply scheme, the Urban Scheme, which encompasses most urban areas within the District is invoiced in April and has five months of estimated usage in the current figures.

Wastewater

- 9.7 Operations is the largest forecast overspend in Wastewater, driven by Nelson Regional Sewerage Business Unit (NRSBU) User Charges and Quota. These are tracking at \$420,000 above full year budget as at the end of March and forecast to be \$691,000 over budget at year end. A portion of this will hopefully be offset as NRSBU is a joint venture.
- 9.8 Maintenance is a major cause of overspend in Wastewater at 87% of full year budget. This is forecast to be over budget by \$386,000.

Stormwater

- 9.9 Maintenance is a major cause of overspend in Stormwater at \$143,000 above full year budget as at the end of March and forecasting to be \$276,000 over budget by year end.

Rivers & Coastal

- 9.10 Rivers Fees and Recoveries revenue is significantly below budget to date and forecast to be \$616,000 below budget at year end, as both gravel revenue and berm rental income are expected to be substantially below budget.

- 9.11 Coastal operating costs are below budget by \$93,000 year to date due to the Māpua Boat Ramp progress being slower than expected, resulting in grants being paid out on a slower basis.

Reserves & Facilities

- 9.12 Maintenance is a major cause of overspend in Reserves & Facilities at 84% of full year budget as at the end of March and forecasting to be \$724,000 over budget by year end.

Forestry

- 9.13 Accelerated harvesting due to clearance of storm felled trees last financial year, has brought forward re-establishment, and reinstatement activity and related costs within forestry. Harvesting trees earlier, and a decline in log prices, has reduced forecast revenues. A balance has been sought by maintaining forestry operations on reduced volumes to maintain work to forestry crews and the economic contribution that makes and not putting higher volumes through in a period of lower log prices. Year to date forestry's contribution to the Council's financial performance is behind budget by approximately \$3.6 million and is forecast to end the year \$4.4 million behind budget.

Information Services

- 9.14 As was noted in a previous report, file scanning activities - digitising physical records did not obtain a carry forward of operational expenditure underspent last financial year due to an oversight. This activity is forecast to go over budget by approximately \$100,000. It is recommended that additional operational expenditure of this amount be approved to offset some of the amount not carried forward.
- 9.15 The Digital Innovation Programme is forecast to be underspent this year. A new baseline budget has been set in the draft Long-Term Plan 2024-34. A carry forward is expected, this being largely due to the mix of work undertaken this financial year.

10. Net Debt

- 10.1 Net Debt is \$228.3 million as at 31 March 2024, compared to a full-year budget of \$249.9 million. The increase from an opening Net Debt of \$201.4 million is due to the funding of capital expenditure during the first three months of the year. The quarterly rates' take impacts on cash flow movements and, therefore, Net Debt. (Net Debt is gross debt less cash on hand and other liquid financial assets). Updated figures as at March 2024 are available in the Quarterly Treasury Report.

- Opening Net Debt July 2023 \$201.4 million
- Net Debt 30 September 2023 \$207.4 million
- Net Debt 31 December 2023 \$225.4 million
- Net Debt 31 March 2024 \$228.3 million
- Net Debt June 2023 per 2023/24 Annual Plan \$249.9 million

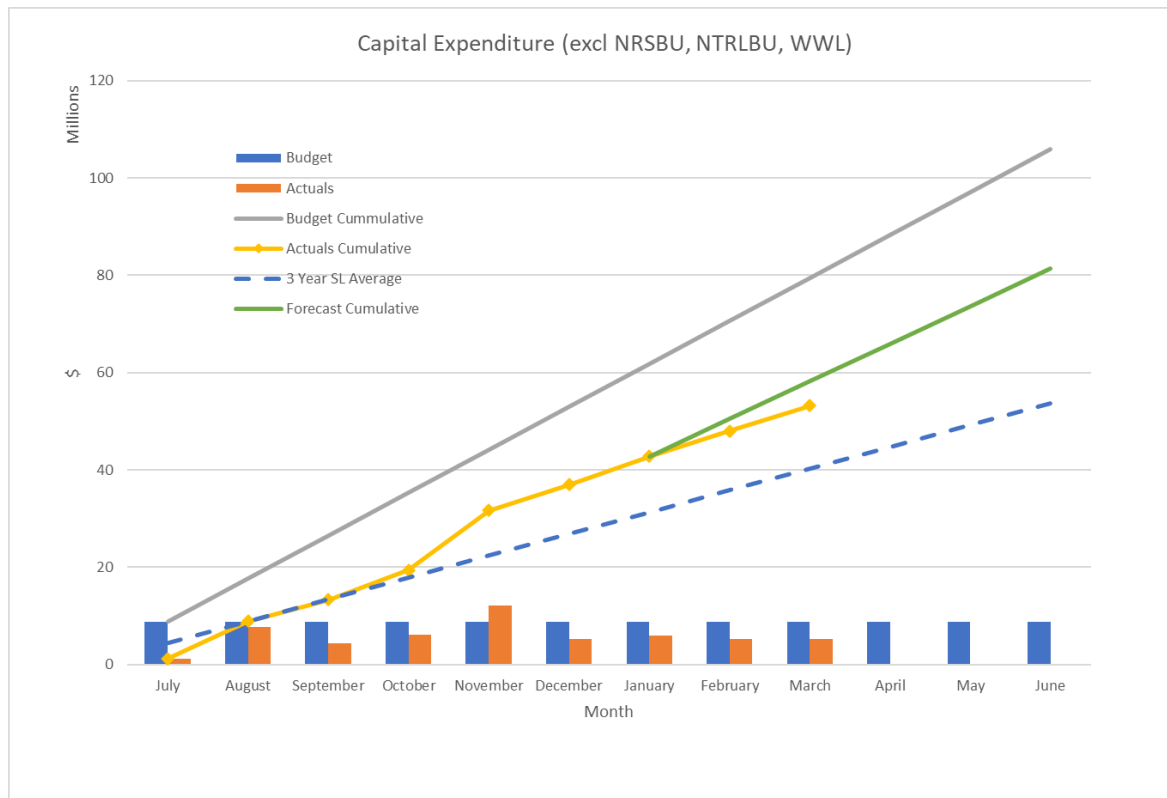
- 10.2 The reforecast indicated a likely modest breach of the current net debt cap of \$250 million; this may end higher due to additional expenditure requests in progress and timing of cashflows related to capital projects. Additional funding requests and timing changes are contained in other reports to this meeting. Increases in the forecast year end debt and operational deficit levels will change the forecast opening position for the Long Term Plan 2024-34 putting additional upward pressure on both the rates and debt levels.

11. Capital Expenditure Analysis

Table 6

Department	YTD Actuals	Total Forecast	Carry Forward	Total AP 2023/24	Total Budget 2023/24
Environmental Assurance	15,686	25,020	0	16,362	16,362
Community Infrastructure	47,478,713	76,259,352	13,341,427	80,141,310	92,693,351
Service and Strategy	277,789	464,809	0	554,406	554,407
Information, Science & Technology	240,791	550,630	72,500	321,338	740,338
Enterprise Portfolio	10,975,791	13,907,154	4,961,383	1,859,293	19,959,594
Departmental Overheads	2,489,994	4,469,794	345,876	3,142,537	3,864,951
Grand Total	61,478,764	95,676,759	18,721,186	86,035,246	117,829,003
Joint Ventures	8,251,900	14,324,211	0	11,896,811	11,896,811
Total Excluding Joint Ventures	53,226,864	81,352,548	18,721,186	74,138,435	105,932,192

- 11.1 The Council's approval of additional capital expenditure over and above what has been budgeted has resulted in a significant increase in total budget for the year compared to the Annual Plan 2023-2024. This total budget is far greater than what has been delivered in previous years.
- 11.2 Overall, capital expenditure (including approved unbudgeted expenditure) is tracking at 53% of full year budget including Joint Ventures and, on a straight-line basis this is \$25.3 million below the nine-month YTD revised capital budget. Excluding Joint Ventures on a similar straight-line basis, the programme is tracking at 52% and \$24.6 million behind for nine months.
- 11.3 Capital expenditure YTD exceeds the three-year average (see Figure 1). This has been influenced by \$18.1 million of additional expenditure approved during the year, however, it is still well below what is required to achieve what has been budgeted.
- 11.4 After considering what is forecast to be carried forward to future years or to no longer occur (e.g. a portion of the Transport Choices programme) the total forecast would still require more than \$9 million in currently budgeted capital expenditure every month for the next three months to be achieved. The average for the past nine months has been \$5.9 million.



- 11.5 During the year to date, additional capital expenditure has been authorised by resolution and this has been added to capital budgets and is shown in the summary below:

Material Additional Capital Expenditure	Amount Authorised
Property / Land Purchases	8,560,000
Enterprise Projects	8,343,726
Other	1,176,031
TOTAL ADDITIONAL CAPITAL EXPENDITURE AUTHORISED*	18,079,757

- 11.6 The total capital budget is now summarised as follows.

Summary of Capital Expenditure Budget □	Amount□
Annual Plan 2023/24 Annual Plan□	90,406,189
Net of Carry Forwards per Carry Overs Report □	13,714,000
Additional Capital Expenditure authorised during the year □	18,079,757
Less Budgeted Scope Adjustments for timing □	- 4,370,943
CAPITAL BUDGET INCLUDING JOINT VENTURES	117,829,003
Less Joint Venture Component□	- 11,896,811
TOTAL ADDITIONAL CAPITAL EXPENDITURE AUTHORISED* □	105,932,192

12. Attachments / Tuhinga tāpiri

Nil

7.5 TREASURY QUARTERLY REPORT

Information Only - No Decision Required

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	James Bagnall, Financial Analyst
Report Authorisers:	Mike Drummond, Group Manager - Finance
Report Number:	RCN24-05-5

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This report provides an update on the Council's Treasury operations, reporting on compliance with the Treasury Policy, along with a finance market update.
At 31 March 2024, Council's total debt had increased to \$332.6 million and its Net debt stood at \$228.3m against a policy limit of \$250m.
- 1.2 The Council is compliant with most limits in the Treasury Risk Management Policy: §4.2 Borrowing Capacity; §6.2.2 Liquidity Funding/Risk Position; and §6.3 Counterparty Risk.
- 1.3 The current interest rate risk position is temporarily non-compliant with §6.1.2 Interest Rate Risk limit in future years. The debt forecast includes fixed-rate loans for pass-through lending to Waimea Water Limited (WWL), including re-financing existing advances. However, those WWL loans had not been re-financed at this report's date, so didn't bring the Council back into compliance until April 2024.
- 1.4 The interest rate differential between the amount the Council has pre-funded from the Local Government Funding Agency (LGFA), and the amount re-invested in term deposits is a current side benefit and not the driver of the pre-funding strategy. Currently, the average term deposit rates for all maturities six months or greater is higher than the LGFA borrowing cost, but term deposit rate quotes are solicited from banks as there can still be variation between them.
- 1.5 The Council's cost of borrowing (loan interest, swaps interest differential, facility fees) is 4.785% on Total Debt, compared to a budget of 4.40% (2021-22 budget was 3.63%). The Treasury (internal bank) cost centre now has an operating deficit, despite lower than forecasted monthly debt levels. Since most of our fixed-rate borrowing is pass-through funding, the increased cost is mostly due to our average interest rate after swaps being above budget. Without the use of these swaps to fix interest rates the average cost of borrowing would be higher at 4.987%. The additional financing costs will be passed on to the activities with loans, so the treasury operation does not run a deficit for the year.
- 1.6 Inflationary pressures have caused the Reserve Bank (RBNZ) to make larger increases to the OCR (Overnight/Official Cash Rate), which has been at 5.50% per annum since May 2023. The OCR influences the price of borrowing money in New Zealand and allows the RBNZ to influence the level of economic activity and, therefore, inflation. Although previously predicted OCR rises haven't happened, further rises are now more likely as inflation (4.66% y/y) is still too high for the RBNZ's only goal: 1-3% inflation per annum. Interest rates

being offered indicate an expectation of a steady decline in the OCR starting in a couple of months; this does not match the RBNZ's own forecast.

- 1.7 The Council has now pre-funded most of the next 12 months of scheduled LGFA loan repayments (excluding pass-through shareholder advance lending to WWL) being \$16.6 million due in April 2024 and \$9.0 million due in July 2024. Pre-funding improves the Council's liquidity position and is seen as positive from a credit-rating perspective as it helps reduce refinancing risk. Staff continue to monitor cash flows closely. This monitoring will inform the timing of any drawdown of additional borrowing.
- 1.8 Crown Irrigation Investments Limited (CIIL) interest-free facilities total \$25.5 million following repayment of the first \$2.5 million tranche. They were provided to assist with funding and cost over-runs for the Waimea Community Dam. Additional advances for this project are now all sourced from the LGFA.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council receives the Treasury Quarterly Report, RCN24-05-5.

3. Treasury Activity

At 31 January 2024, the Council's total debt was \$327.0 million. The key activities since the last report were:

- February 2024
 - \$2.6 million borrowing to fund shareholder advances to WWL
- March 2024
 - \$15 million to fund 2023-24 summer CapEx
 - \$2 million borrowing to fund \$1 million loan to NRSBU and \$1 million loan to NTRLBU

Since the date of this report, there has been significant WWL re-financing activity:

- April 2024
 - Re-finance \$31.4 million of shareholder advances to WWL (irrigator capacity)
 - Re-finance \$18.8 million of shareholder advances to WWL (TDC capacity)
 - \$2 million borrowing to fund March 2024 new shareholder advances to WWL (irrigator capacity)

4. Treasury March 2024

Borrowing

- 4.1 The Council is compliant with the 2023 Treasury Risk Management Policy, §4.2.

§4.2: Borrowing	Mar 2024	Within Limits	Possible Limit	
Net external debt ≤20% of equity*	10.5%	✓	\$436m	Net Debt
Net external debt ≤225% of total operating revenue*	141.0%	✓	\$365m	Net Debt
Net interest* ≤15% of total revenue*	5.4%	✓	\$24m	Net Interest

Net interest* ≤25% of total rates*	9.7%	✓	\$22m	Net Interest
Liquidity ≥110% of total external debt	121.2%	✓	\$652m	External Debt
* Latest audited results: Annual Report 2023, published 31-Oct-23				

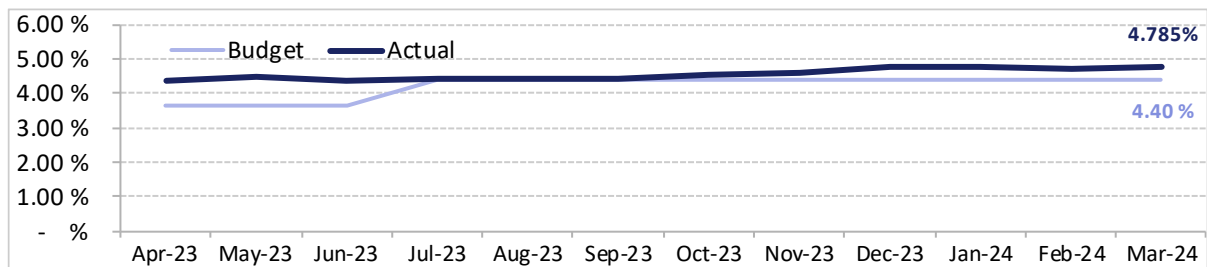
- 4.2 Available Financial Accommodation – the "liquidity ratio" – is back above threshold following repayment of bank facility drawdowns.
- 4.3 The actual result closest to the limit sets the indicative maximum borrowing amount. The debt-to-revenue limit would be the first one reached if external debt (total debt minus pre-funded loans) rose to \$365 million.
- 4.4 The interest-to-revenue and interest-to-rates limits are sensitive to movements in borrowing costs. The current high limit on potential borrowings is due to the historically low interest rates (perpetuated using interest rate swaps).
- 4.5 LGFA financial covenants continue to be the same or less onerous than 2023 Treasury Policy limits.

Debt Levels

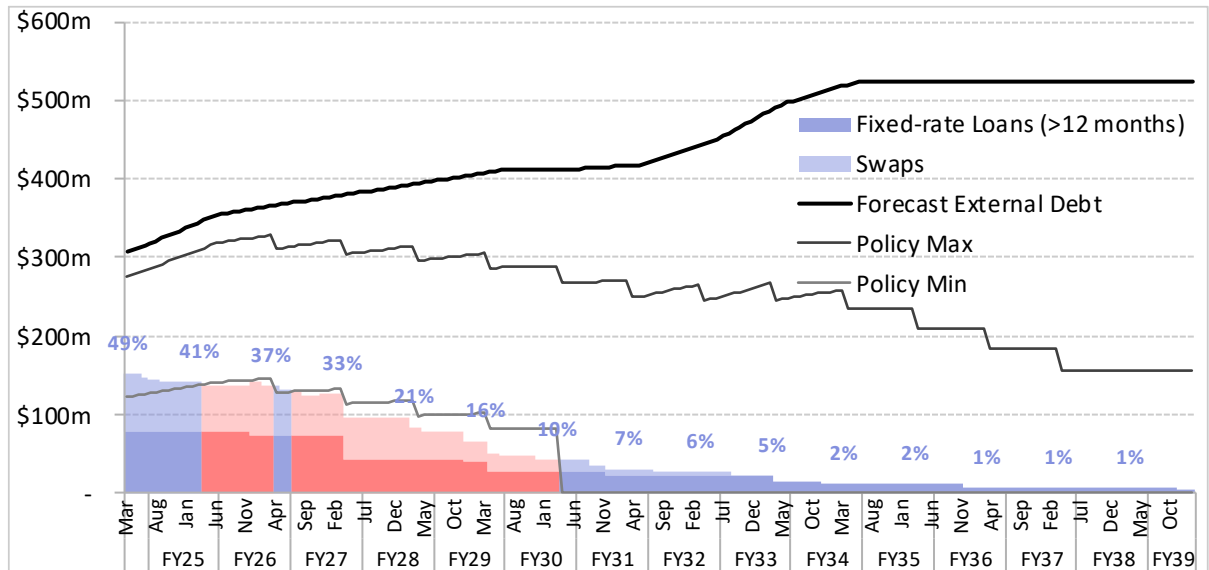
\$332.6m	Total Debt	All borrowing
\$236.8m	Gross Debt	Total Debt, minus pre-funded and pass-through loans
\$228.3m	Net Debt	Gross Debt, minus all other deposits

Cost of Borrowing and Cost of Funds

4.987%	Cost of Loans	Interest, as % of Total Debt
-1.116%	Benefit of Swaps	Interest differential (w.a. -0.248%), as % of Total Debt
0.387%	Cost of Facilities	Line fees (w.a. 0.047%), as % of Total Debt
4.785%	Cost of Borrowing	Total interest and fees, as % of Total Debt



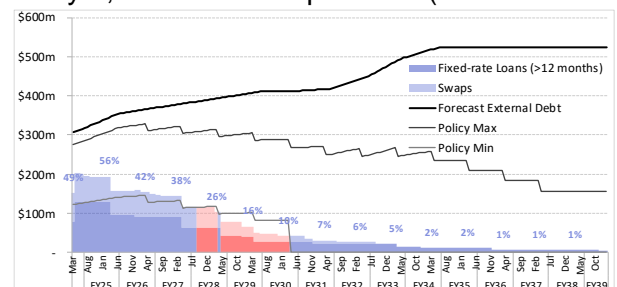
Interest Rate Risk Position



4.6 This shows a snapshot of the current fixed-rate debt – fixed-rate loans and floating-to-fixed swaps – with a maturity greater than 12 months, charting its maturity over time against a corridor of the policy maximum and minimum levels (as a % of forecast Gross Debt). "Fixed-rate" is defined as having an interest rate resetting maturity/expiry date greater than 12 months away.

4.7 The current debt forecast includes fixed-rate loans for pass-through lending to WWL. However, those loans have not all been borrowed yet, or mature in April 2024 (therefore dropping out of the metric entirely) even though forecast to be re-financed, making the current position non-compliant in some future years.

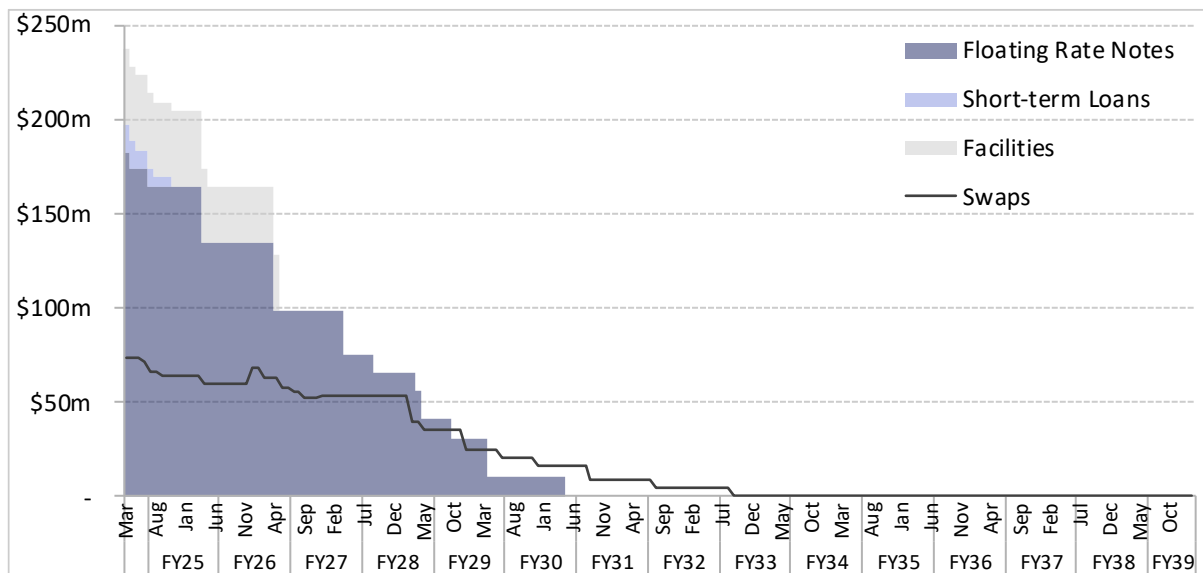
For context, this is the same chart, but including the re-financing of the shareholder advances to WWL that happened in April 2024.



\$6.1.2: Interest Rate Risk	Minimum	Maximum	Fixed*	Within Limits
Current	40%	90%	49%	✓
Until Mar 2025	40%	90%	41%	✓
Until Mar 2026	35%	85%	37%	✓
* Fixed-rate loans and swaps still available at future date ÷ forecast debt at future date				

Interest Rate Swaps

4.8 The Group Manager Finance has delegated authority to enter into interest rate swaps on behalf of the Council, on the proviso that such transactions are reported back to the Council. The Council's approval is required before entering into long-dated swaps with a maturity over 12 years.

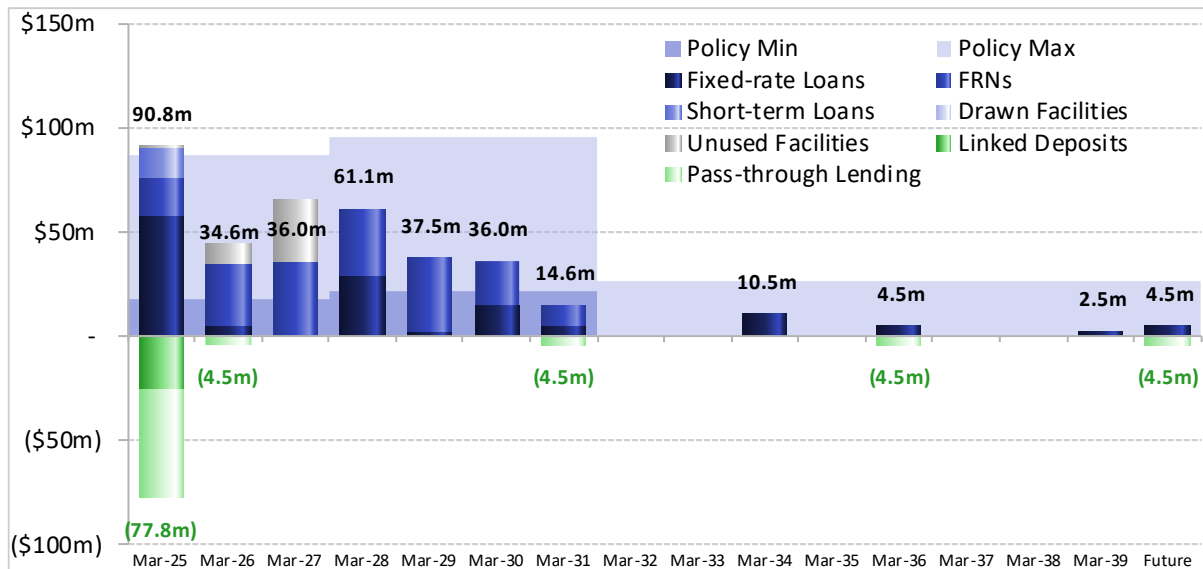


- 4.9 The Council's swap coverage will not currently exceed potential floating-rate debt (FRNs, short-term commercial paper, facilities) for several years.

Liquidity

- 4.10 The liquidity ratio calculation represents the total committed bank facilities and term debt amounts, together with liquid investments – the Available Financial Accommodation – over the external debt amount (total debt minus pre-funded loans). The liquidity ratio is 121.2% (target: >110%) and represents the debt headroom available within the Council's facilities, along with cash available over and above its existing external debt.

Funding Maturity Risk Position



- 4.11 This chart groups loan maturities in 12-month blocks. Also shown are available facilities, deposits linked to pre-funding loans, and pass-through loans. The shaded background shows the maximum and minimum liquidity maturity bands (including facilities) in the 2023 Treasury Risk Management Policy:

\$6.2.2: Liquidity*/Funding Risk	Minimum	Maximum	Mar 2024	Within Limits
0 – 3 Years	15%	60%	51%	✓

§6.2.2: Liquidity*/Funding Risk	Minimum	Maximum	Mar 2024	Within Limits
3 – 7 Years	25%	80%	43%	✓
7+ Years	0%	60%	6%	✓
* Including facilities, and net of linked deposits				

- 4.12 Ensuring a spread of maturities reduces the risk of having to find large amounts of capital, or refinance loans, at a time in the future in which market conditions may be unfavourable.

Counterparty Credit Risk

- 4.13 The 2023 Treasury Risk Management Policy, §6.3 requires that New Zealand registered banks (as counterparties) must have a minimum S&P (or equivalent) short-term rating of A-1+ or long-term rating of AA-. All the Council's counterparty banks are S&P AA- rated.

§6.3: Counterparty Risk – \$30m	Deposits*	Swaps**	Mar 2024	Within Limits
ANZ	-	\$2.2m	\$2.2m	✓
ASB	\$8.5m	\$1.6m	\$10.0m	✓
BNZ	\$9.0m	-	\$9.0m	✓
Westpac	\$16.6m	\$6.8m	\$23.4m	✓
* 100% of principal				
** 3% of notional value x remaining years				

Current Borrowings

Counterparty	Fixed*	Floating	Mar 2024
LGFA	\$96.2m	\$181.8m	\$278.0m
LGFA (short-term Commercial Paper)	-	\$29.1m	\$29.1m
Crown Irrigation Investments Ltd (interest-free loans)	\$25.5m	-	\$25.5m
ASB Facility/Overdraft	-	-	-
Westpac Facility	-	-	-
Total	\$121.7m	\$210.9m	\$332.6m
* Having an interest rate resetting maturity/expiry date greater than 12 months.			

Local Water Done Well

- 4.14 Future debt forecasts include the affordable waters activities remaining with the Council and are based on the draft 2024-34 Long Term Plan projections.

5. Investments

- 5.1 The Council's cash investments total \$34.1 million with an average interest rate of 5.996%. In line with the Treasury Policy, specific reserves are not kept as cash. The Council continues to maintain adequate cash reserves and committed bank facilities to support any drawdown against specified reserves.

- 5.2 The individual investment balances are as follows:

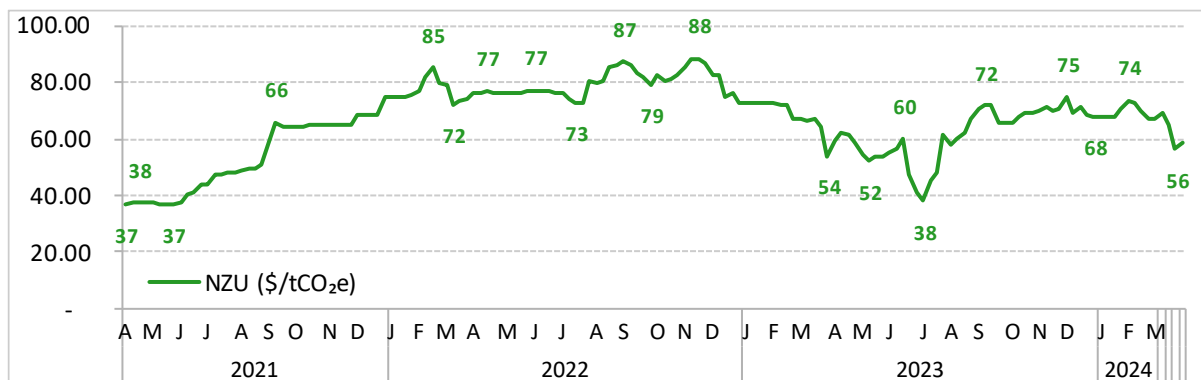
Counterparty		Mar 2024	Interest
ASB	Call Account	\$8,469,519	5.50%

Counterparty		Mar 2024	Interest
BNZ	Call Account	\$99	-
Westpac	Call Account	\$2,243	2.30%
ASB	On-call Money-market	\$3,155	5.35%
Westpac	Term Deposit (238 Days)	\$16,600,000	6.03%
BNZ	Term Deposit (254 Days)	\$9,000,000	6.40%
Total		\$34,075,016	5.996%

- 5.3 Since October 2021, ASB has included the Council in the all-of-government arrangement which pays interest on call account balances at the previous day's OCR. This is currently better than the ASB on-call money-market account rate that other customers receive. This account was previously used for daily surplus cash.

6. Emissions Trading Scheme

- 6.1 The objective of the Emissions Trading Scheme (ETS) carbon credit policy is to minimise the impact of the movements in the carbon credit prices on the Council.



- 6.2 ETS risk is managed under the limits in the 2023 Treasury Risk Management Policy, §6.4.

§6.4: Forward Cover Risk	Minimum	Maximum	Oct 2021	Within Limits
Committed*	80%	100%	100%	✓
Forecast Period				
0 – 1 Years	0%	80%	80%	✓
1 – 2 Years	0%	50%	50%	✓
2 – 3 Years	0%	30%	0%	✓
* Exposure becomes committed in Jan-Mar (quarter following emission period as the Council must report emissions from the previous year)				

- 6.3 Consultation has started on proposed amendments to the ETS. There are two sets of proposed amendments to strengthen the ETS framework and to reduce the complexity around the forestry scheme. The Council has no direct exposure to landfills' ETS liabilities as these are managed through the Nelson Tasman Regional Landfill Business Unit.

7. Market Update

- 7.1 The LGFA's latest bond syndication was their largest ever, reflecting the expected large-scale escalation of council borrowing across New Zealand in the coming years. The syndication was also over-subscribed, with nearly twice as many offers as there were bonds being offered. A possible interpretation of this is that investors are expecting interest rates to go down, so want to lock in good returns now.
- 7.2 Interest and swap rates currently on offer indicate a market expectation of gradually decreasing interest rates in the short to mid-term, followed by a gradual increase in later years. This does not match the RBNZ's forecast of slight increases in the OCR (5.5% since May-23) followed by slow easing. The RBNZ now only has one target –1-3% y/y inflation – and inflation is still relatively high at 4.66% y/y. ANZ Chief Economist, Sharon Zollner, explained the disconnect as the market psychology of "if it's not going up, it must be going down".

8. Treasury Cost Centre

- 8.1 The Treasury cost centre operates as the Council's internal bank. It manages the external costs of borrowing and allocates them across internal loans within individual activities. It also pays/charges interest on reserves and activity balances. In accordance with the Treasury Risk Management Policy, these interest rates are set quarterly. For the quarter starting January 2024, interest is charged on loans and overdrawn closed account balances at c5.0% and paid at c4.0% on credit balances for the next quarter. With the unbudgeted increase in borrowing costs these internal rates are still being finalised to ensure that the annual increased cost of borrowing is reflected in activities with loans and the Treasury Cost centre is forecast to end the year without a deficit.

9. LGFA ESG Borrowing

- 9.1 The LGFA is looking to borrowing councils to support its Environmental, Social, and Governance (ESG) reporting and funding initiatives. Investors are increasingly applying these non-financial factors as part of their analysis to identify material risks and growth opportunities. Councils who can align their new borrowing to these factors get a slightly reduced interest rate from the LGFA. Council staff will be reviewing how we can assist with reporting tracking ESG factors and borrowing over the next 12 months.

10. Attachments / Tuhinga tāpiri

Nil

7.6 FUNDING THE PORT MOTUEKA STRUCTURE PLAN**Decision Required**

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Jeremy Butler, Team Leader - Urban and Rural Policy
Report Authorisers:	Barry Johnson, Environmental Policy Manager; John Ridd, Group Manager - Service and Strategy
Report Number:	RCN24-05-6

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To seek approval from the Council to utilise \$100,000 from the Motueka Harbour and Coastal Works Reserve Fund for the purpose of completing the Port Motueka Structure Plan.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Port Motueka needs an overall structure plan to guide its operations and further development into the future. There are a wide range of pressures on the use and operation of the Port as well as community and stakeholder aspirations for its future. Work on a structure plan had commenced but is currently paused due to lack of funds to progress it to completion.
- 2.2 A completed structure plan will also guide possible changes to the Tasman Resource Management Plan to provide bespoke rules and a more streamlined and cost-effective planning framework. Also, several long-term leases are coming up for renewal so completing the structure plan now can ensure the outcomes of the plan are reflected in any renewed leases.
- 2.3 The Mayor and Councillors have indicated informally that they consider that the work is a priority, and that it could be funded out of the Motueka Harbour and Coastal Works Reserve Fund (the fund).
- 2.4 Use of the fund is guided by the Motueka Harbour and Coastal Works Reserve Fund policy and using the fund for this purpose is consistent with the policy.

3. Recommendation/s / Ngā Tūtohunga**That the Tasman District Council**

- receives the Funding the Port Motueka Structure Plan report, RCN24-05-6; and**
- approves the use of up to \$100,000 from the Motueka Harbour and Coastal Works Reserve Fund for the purpose of completing the Port Motueka Structure Plan.**

4. Background / Horopaki

- 4.1 The Council holds or manages on behalf of the Crown a sizable area of land in and around Port Motueka. The Council leases a significant portion of that land to recreational and commercial organisations. There are also private land holdings within the port area. The use and land ownership of the port is complex:
 - 4.1.1 the boat clubs (Motueka Power Boat Club, Motueka Peninsula Marina Society, Motueka Yacht and Cruising Club) have developed marine facilities on leased land;
 - 4.1.2 the Harbourmaster's office and storage shed are located within the port;
 - 4.1.3 the residents of Jakkett Island lease garages from the Council near the Harbourmaster's office;
 - 4.1.4 Talleys own a significant area of land within the port, including the main wharf. They operate a factory, carparking, distribution centre and administration block; and
 - 4.1.5 the saltwater baths, coastal track and recreation areas are owned or managed by the Council and are highly valued by the Motueka community.
- 4.2 Several landowners and port users have indicated they wish to increase their use of the port:
 - 4.2.1 Talleys have indicated they wish to grow their presence at the port;
 - 4.2.2 a report has identified the port as the best location to develop a regional boat ramp;
 - 4.2.3 the boat clubs have continued to express a desire to reclaim part of the estuary;
 - 4.2.4 the boat maintenance operation at the port has become restricted by the recent marina development. For biosecurity and environmental reasons, there is a need for appropriate boat maintenance services;
 - 4.2.5 recreational and non-powered boat users, including waka ama are not well catered for; and
 - 4.2.6 upgrades are required to meet the requirements of the New Zealand Coastal Policy Statement and the Tasman Resource Management Plan (TRMP).
- 4.3 In short, there is a complex tapestry of users, uses and ambitions within an increasingly constricted area.
- 4.4 A 10-year development plan for the port was completed in 1997 and no further strategic planning appears to have been done since then. The key elements of the 1997 plan have been completed.
- 4.5 In early 2023 the Council commenced work on a structure planning project for Port Motueka. The Council agreed to undertake the work because of:
 - feedback from the community;
 - the opportunities presented by the TRMP plan review;
 - renewal of the community leases; and
 - the need to finalise the location of the regional boat ramp at Port Motueka.
- 4.6 The first round of community consultation has been completed (**Attachment 1**). However, due to a reset of the Environmental Policy work programme, no funding is available to enable the structure plan work to continue.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 The scale of the structure planning task is considerable but presents the opportunity to create a sound strategic vision and actions to unlock more potential from the port, and to guide the Council spending and TRMP planning into the future.
- 5.2 Funding of \$100,000 is necessary to enable this planning work to be completed within a reasonable and useful timeframe. The timing is important to enable structure planning work to be undertaken before leases are re-signed, thereby locking in land uses before there is an opportunity for change.
- 5.3 The Council has indicated informally that:
 - 5.3.1 the work could be funded out of the Motueka Harbour and Coastal Works Reserve Fund;
 - 5.3.2 the structure planning work is a priority; and
 - 5.3.3 a report should be brought to the Council seeking a resolution to allocate funding.
- 5.4 This report is being presented to get a formal Council decision on the use of funds for this purpose.

Motueka Harbour and Coastal Works Reserve Fund (the fund)

- 5.5 The Motueka Harbour and Coastal Works Reserve Fund (formerly the Port Motueka Endowment Fund) can be utilised to fund the structure plan.
- 5.6 The question regarding the use of the fund was clarified through a report to the Council on 23 November 2023.
- 5.7 The fund policy (1 February 2023) currently applies (**Attachment 2**). A revised version has been referred to the Motueka Community Board for consideration. However, the revision has little relevance to the funding that is sought here.
- 5.8 According to the policy, any unbudgeted expenditure above \$50,000 requires the Council's approval.
- 5.9 The policy identifies three key uses for the fund:
 - 5.9.1 the maintenance and improvements of any of the assets held as part of the fund;
 - 5.9.2 any maintenance and development of the Motueka Harbour; and
 - 5.9.3 the Council approved works in the Motueka Harbour and Coastal Works Reserve area.
- 5.10 Feedback from the Council was that a comprehensive and future-focussed planning process is within the scope of 5.9.1 and 5.9.2 above. Planning is relevant and necessary for embarking on future "improvements" and "development" for the port.

What would a structure plan achieve?

- 5.11 A structure plan would achieve the following outcomes:
 - 5.11.1 provide an agreed future plan with port users, iwi, the community and environmental and recreational groups;
 - 5.11.2 provide a framework for a new port zone and other planning tools;
 - 5.11.3 provide a robust and defensible framework for the future development of the port;

- 5.11.4 identify a location for the proposed regional boat ramp;
 - 5.11.5 identify locations for needed recreation and marine facilities, including boat maintenance;
 - 5.11.6 inform the content of the community and commercial leases and any land sales;
 - 5.11.7 inform funding decisions regarding the provision of services at the port;
 - 5.11.8 provide a path towards achieving compliance with the TRMP and regulations;
 - 5.11.9 support climate adaptation; and
 - 5.11.10 potentially identify new commercial opportunities.
- 5.12 The structure plan would guide the development and redevelopment of the port by defining future development and land use patterns, areas of open space, the layout and the nature of the infrastructure (including transportation links), required facilities and other key features and constraints that influence how the port is to be managed and developed.
- 5.13 Issues that will be considered through this structure plan include:
- 5.13.1 protecting and enhancing cultural values;
 - 5.13.2 provision for use and growth of commercial port activities;
 - 5.13.3 provision for recreational and community facilities and uses;
 - 5.13.4 provision for natural values (conservation, ecological protection and enhancement);
 - 5.13.5 recognising and providing for historic heritage;
 - 5.13.6 providing safe and efficient access to and through the port;
 - 5.13.7 ensuring infrastructural capacity;
 - 5.13.8 protection of amenity values; and
 - 5.13.9 any other matters arising through consultation.
- 5.14 Considering these issues through the structure plan process and plan change will help to reduce the time and cost of resource consent processes by having an already agreed plan and planning provisions that support that plan. The structure plan will also enable funding to be aligned to provide the services when needed.

Why do the structure plan now?

- 5.15 A unique opportunity has arisen with the convergence of Council activities (Policy, Property and Strategic Policy). Several Council leases are coming up for review and renewal. If the structure plan is completed within the next two years, the leases and any new planning provisions can be aligned to give effect to the plan.
- 5.16 If the plan is delayed, or not completed until a later date, then the Council will need to wait another 20 years for the leases to come up for review. A new location may also need to be found for the regional boat ramp, as there currently is development pressure on both proposed locations.
- 5.17 There are significant costs that have been, and will continue to be, incurred because of the status quo. The port's users and the community have argued consistently since 2014 that there is a need to strategically plan for the port. The Council is aware that the port operations are not currently meeting the requirements of the TRMP or regulations.

6. Options / Kōwhiringa

6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Fund Port Motueka Structure Plan work from the fund.	<p>Structure plan work can proceed and be completed at a critical time.</p> <p>Fulfilment of expectations of port stakeholders.</p> <p>Structure plan will be available to inform plan change.</p> <p>Development of the port can be better planned and more effective and efficient.</p>	Use of funds for planning work, rather than physical works.
2.	Decline to fund work from the fund	Motueka Harbour and Coastal Works Reserve Fund available for physical works.	<p>Structure plan development will remain on hold until other funding source found.</p> <p>Planning work is delayed resulting in frustration for port users, and potentially poorly planned outcomes.</p>

6.2 Option 1 is recommended.

7. Legal / Ngā ture

7.1 There are no direct legislative requirements or legal implications, except for compliance with the funding policy. The structure plan is a non-statutory document, however adoption of the plan by the Council provides clarity of direction and a basis for implementation through subsequent plan changes and to guide funding decisions in the Long Term Plan.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

8.1 Engagement with ngā iwi will be a core component of developing the structure plan for Port Motueka. The decision to allocate funds to this process will not affect ngā iwi directly or the Council's relationship with ngā iwi.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

9.1 Overall, the level of significance is low for Tasman as a whole. But for the Motueka community the continuation of planning for Port Motueka is important and would have a moderate level of significance.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low / Moderate	The decision to utilise funds for this purpose may be of interest.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Moderate	Port facilities are appreciated and well used by a significant number of people and groups. A well-planned port will have significance for many people in the Motueka community.
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

- 10.1 The first round of engagement with the community and stakeholders has been completed. The recommencement of the project would involve further engagement and communication with the community.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

- 11.1 Outside of the fund, there would be no other financial or budgetary implications.

12. Risks / Ngā Tūraru

- 12.1 If funding is not allocated and the structure planning work is not undertaken, there is a high risk that poor outcomes and missed opportunities will be experienced at Port Motueka.
- 12.2 There is a reputational risk due to the commencement and pausing of the project.
- 12.3 These risks can be readily mitigated by the recommencement of the structure plan programme.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

- 13.1 The port is in a location that is vulnerable to long-term sea level rise. However, the timeframe for development at the port is substantially shorter than the projected sea level rise.
- 13.2 A broader Motueka Masterplan project will need to further consider climate impacts.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

- 14.1 Utilisation of money from the fund is consistent with the fund policy.
- 14.2 Development of a structure plan for Port Motueka was a priority for the (now paused) Tasman Environment Plan. However, with the refocus on the absolute key priorities, resources are not available for this work out of the normal Environmental Policy budget.



15. Conclusion / Kupu Whakatepe

- 15.1 Development of a structure plan for Port Motueka remains a key priority.
- 15.2 Utilisation of funds from the Motueka Harbour and Coastal Works Reserve Fund is appropriate and consistent with the fund policy.
- 15.3 Authorisation for \$100,000 is required from the Council.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 If the Council approves the funding, a procurement process will commence to find an appropriate consultant to work with Council staff to recommence the process and develop the structure plan as soon as possible.

17. Attachments / Tuhinga tāpiri

- | | | | |
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| 2. |  | Summary of Community Consultation | 86 |



2023 Motueka Harbour and Coastal Works Reserve Fund Policy

ORGANISATIONAL POLICY

POLICY REFERENCES

• Sponsor:	Group Manager Finance
• Effective date:	1 February 2023
• Internal review due:	1 February 2026
• Legal compliance:	LGA2002
• Associated Documents/References	
• Policy Number	CS08
• Approved by Chief Executive	N/A
	2015 Policy approved by Corporate Services Committee 12 February 2015 report RFN15-02-02
	Updated 2016 Policy approved by Full Council 1 December 2016 report RCN16-12-08 resolution CN16-12-10
• Approved by Council (If Applicable)	Updated 2023 Policy approved by Tasman District Council 16 February 2023 report RCN23xx resolution CN xx

Purpose

The purpose of this policy is to:

- Set out clearly the principles and decision guidelines for the management of investments, assets and loans that make up the Motueka Harbour and Coastal Works (MH&CWR) Reserve.
- Set out clearly the principles and decision guidelines for use of the Income generated from the Motueka Harbour and Coastal Works reserve (MH&CWR).
- Set out clearly responsibility for the management and reporting on the Reserve fund.

Definitions

MH&CWR – Motueka Harbour and Coastal Works Reserve fund



Motueka Harbour and Coastal Works Reserve area - the defined boundaries will be the coastal area from the Riwaka River mouth, to the northern end of the Kina Peninsular, including all of the Moutere Inlet, plus any assets, land or otherwise, held within the Motueka Harbour and Coastal Works as shown on the attached map.

Application

This policy applies to staff, elected members and contractors involved in the management of the Motueka Harbour and Coastal Works Reserve fund and its assets.

Background

As a result of the decision of the High Court on 2 November 2009, the Motueka Harbour Endowment Account which was created by statute in 1905, ceased to exist as a closed account. While the Council recognised that the funds were legally available for use across the district it determined that they should generally be used for activities within the area set out in the 1905 vesting Act.

The passing of resolution FN12-08-13 in 2012 established a closed account for Motueka Harbour and Coastal Works (MH&CWR) over the area described as *“the boundary commencing at the western shore of Tasman Bay at a point which used to be the southern boundary of Section 91 of Block I of the Moutere Survey District and is now known as the southern boundary of Pt Lot 1 DP 8511 in Computer Freehold Register NL8B/1027. It continues north along the coast, crossing streams and rivers until it reaches a point on the coast due east of Trig Station A. Jackett Island is also included but roads and rivers are excluded.”*

The resolution directed that the assets, balances, commitments etc from the Motueka Harbour Endowment Account be placed into the new account. This included any commitments and approved expenditure as at the passing of the resolution.

The Motueka Harbour and Coastal Works Reserve is not a *restricted reserve* and is not disclosed separately in Council's Annual report. A restricted reserve is one that is subject to external restrictions:

- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exists.

Policy

Overall control of the reserve is delegated to the Enterprise Committee under its terms of reference. The Enterprise Committee will focus on the investment assets, fixed or otherwise, as well as funds generated from earnings, investments and sales.

The Enterprise and Property Services Manager has responsibility for the maintenance, management and budgeting related to those assets that make up the reserve fund. The Enterprise and Property Services Manager will work with the Community Infrastructure staff to ensure budget provision is made in the Motueka Harbour and Coastal Works Reserve, for MH&CWR related assets or activities included in the Community Infrastructure Activity Management plans.

Use of the funds in the reserve



- other than for the costs of administration or maintaining the assets held in as part of the reserve or
- Council approved works in the Motueka Harbour and Coastal Works Reserve area

are subject to approval based on a separate full business case. The business case will outline the advantages to the MH&CWR or the Council of the proposed investment and is to be presented through the Enterprise Committee.

The Enterprise Committee may approve such expenditure provided it is in an approved budget. Any unbudgeted expenditure above \$50,000 will require approval of Council.

The first call on funds generated from the MH&CWR will be utilised for:

- a) The maintenance and improvements of any of the assets held as part of the MH&CWR;
- b) Any maintenance and development of the Motueka harbour;
- c) Council approved works in the Motueka Harbour and Coastal Works Reserve area;
- d) Approved Council use, should the capital assets in the account increase to such extent that the Commercial Committee considers that the funds being generated are surplus to the current requirements in a), b) or c) above.

In the event that the Enterprise Committee recommends the use of funds other than for items a), b) or c), consultation with the Motueka Community Board will be required prior to consideration of such a proposal being given by Council.

The capital assets will be managed with the intention of increasing the value of the assets held in the reserve fund and providing improved returns. Subject to complying with the policies set out herein, assets may be bought, sold, leased, licensed or otherwise disposed of. Any related borrowings are to be a charge to the reserve fund.

Reporting to the Enterprise Committee is to occur not less than every three months and will include statements of the financial performance.

This policy shall be reviewed by Council triennially.

Authorised by the Chief Executive and Tasman District Council – Meeting 16 February 2023
Council resolution CN xxx

Date of approval: xxxx





Port Motueka Structure Plan

Summary of feedback from the first round of consultation for the development of a Port Motueka Structure Plan.

December 2023



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Executive Summary

Council is developing a structure plan for Port Motueka to provide high-level guidance on what activities should occur, and where, and to guide future planning provisions.

Consultation was undertaken in between February and May in 2023 with iwi, the community, landowners, and port users. Council received a wealth of information which is summarised below.

Strong support was expressed for the marine facilities provided, however people universally identified that there was pressure on the existing facilities and the supporting areas, especially at peak times of the year. Marine facilities with greater capacity and improved parking was requested, as were improvements to marina access, through dredging. A need was identified to provide an alternative boat ramp for non-motorised boats, and associated storage was also considered beneficial. The addition of haul out areas, boat maintenance areas and pump out facilities were also identified as necessary.

Most people found the port was easy to get to however, there were requests for the walking paths and bike lane to be joined up to provide a seamless path. It was also identified that there was no provision made for visiting boats to tie up or short-stay marina berths available; the port could only be accessed for the most part by land.

There was also strong support for the café at the port and the broader recreational amenities. Many people identified that the main reason for visiting the port was for recreational or social reasons. Feedback supported existing recreational amenities, but many suggestions were made regarding improvements or upgrades. Some of the feedback identified conflicts in use between the social and recreational use of the port and the marine facilities and suggested careful planning was required to avoid conflicting uses. Others raised concerns about the incursion of non-marine activities into the area and believed that non-marine activities should be restricted.

Environmental concerns were raised with requests for improvements in the operation of the Port, particularly with regards to sediment and contaminant discharges. Better facilities to capture and contain pollution were requested. Restoration of degraded areas was also proposed.

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- Section 1- Introduction
- Section 2 - Meetings with the Port User Group and Iwi
- Section 3- Community Consultation
- Section 4- Where to next?

1.0 Introduction

Port Motueka is an important area containing some of the best boating facilities in Tasman. The Port is also an important for passive recreation and has outstanding ecological values as well as providing stunning coastal views. Motueka and the surrounding area including the land in and around the Port has been a site of long-term occupation and remains a place of importance for ngā iwi. All round the Port of Motueka is a special place in the district.

Council has commenced the process of updating the planning provisions for the Port area and to support that process Council needs to understand what happens at the Port and what is likely to happen there in the future. There are also several new developments proposed for the Port, and Council is using this opportunity to develop a Structure Plan for the Port which will provide high-level guidance on what activities should occur, and where.

The Structure Plan will cover the following area (shown in green).



Figure: Port Motueka Structure Plan Area

As part of the process of developing the Structure Plan, Council undertook a series of community consultations in the first half of 2023. This document provides a summary of the feedback received from that first round of consultation. In addition to the community feedback, a lot of background work has also been undertaken to understand what the current planning provisions are, what Council is required to provide by way of servicing, and any legal constraints around land use e.g. limitations on use of the reserves.

The next stage of the project (currently on hold awaiting further funding) will use the feedback and other background material, to produce a draft Structure Plan. The draft Structure Plan will include issues and options, with indicative locations for activities and recommendations for the future use. The draft Structure Plan will be circulated for further community feedback before being finalised. Ultimately the planning provisions for the Port will also be updated to reflect the direction provided by the Structure Plan.

2.0 Meetings with the Port User Group and Iwi

2.1 Port Motueka User Group

Council met with the three boat clubs (Motueka Power Boat Club, Motueka Peninsula Marina Society, Motueka Yacht and Cruising Club) and Talleys on the 16th February 2023. The boat clubs and Talley's have invested significant time and money in developing the Port over the years and, before developing the Structure Plan, Council needs to understand what currently happens at the Port and what future plans these four groups have. The boat clubs and Talleys raised the following matters:

- There is a shortage of space – particularly for parking. The boat clubs presented a proposal to reclaim land adjoining Wharf Road, as a solution to creating more space.
- There was a need for regular dredging of the existing channel and marina area.
- There was a need to improve access to the Port and make the Port an all-tide access port.
- There was a desire to keep the costs of membership down and the operation size similar to what is currently there.

In addition, the boat clubs would like to see the following:

- A new hard stand area.
- Haul out facilities.
- Wash down facilities.
- A boat maintenance area.
- TDC support for marine engineering industries.
- Increased boat storage capacity.
- Launching facilities for passive craft at the harbourmaster ramp.
- Associated commercial uses, should there be space.
- Widen Wharf Road.
- Dredge out the identified mooring area.

The meeting ended with a walk around the boat club and Talleys' areas of the Port.

2.2 Iwi

A hui was held with iwi on 17 May 2023 with representatives from Ngāti Kuia, Te Atiawa, Ngāti Toa and Ngāti Tama present. The hui covered a range of important matters, but the following was specifically raised about the Port:

- The potential impacts of the marina and Port on the environment.
- The lack of recognition of the importance of the area to iwi.
- That locals be given priority use of the marina facilities.
- Storage to house waka and a passive boat ramp to launch waka was needed.
- That consultation be undertaken with the Customary Title applicants.

3.0 Community Feedback

3.1. The survey & social media

We really wanted to hear from the community beyond those well established at the Port to find out how the community were using the Port and what facilities were missing or needed to be improved. To find the answer to these questions we created a community survey which was posted on Council's Shape Tasman web page and ran between 5th May to the 1st of June 2023. We also emailed copies of the survey link to the Tasman Coastal Group¹, to pass on to their members.

We had a fantastic response from the community with over 200 responses received. The feedback generally supported the matters that iwi, the boat clubs and Talleys had previously raised with us, but also raised new issues and provided some useful solutions. There were also a range of views regarding the issues and how those issues might be resolved, with some in support and others in opposition.

To support the community survey, Council also ran stories on Council's Facebook page. There were several responses posted by the community and those comments, where relevant, have also been included in this summary.

A summary of the feedback is provided below.

3.2 Overview of Responses

3.2.1 So who responded?

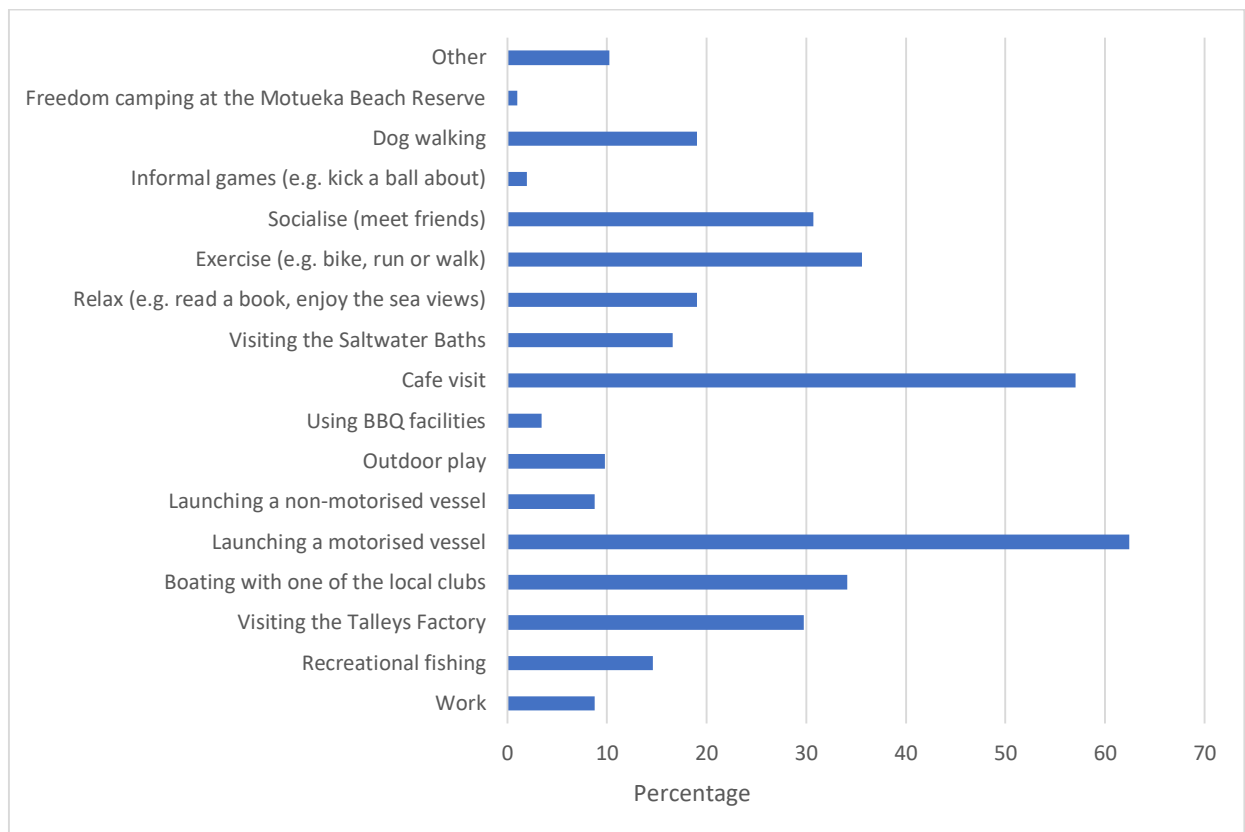
- There were 206 responses to the community survey.
- 90% the responses were from individuals

3.2.2 Why were people going to the Port?

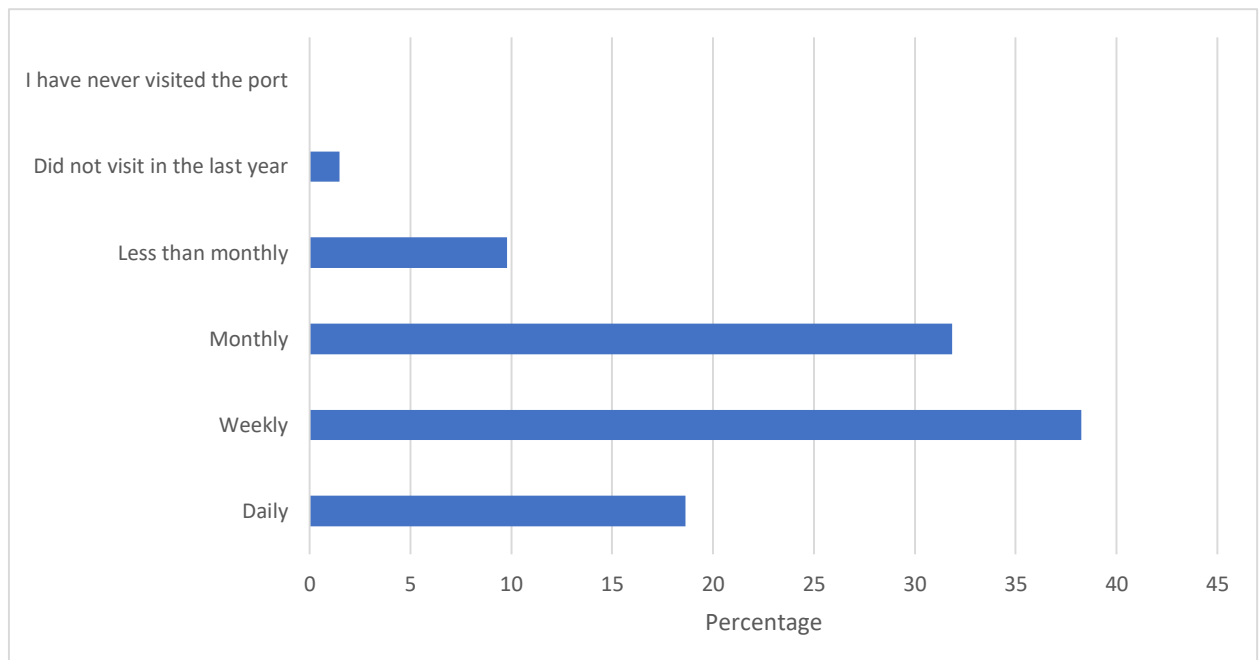
- Most respondents visited the Port to use the boating facilities e.g. jetty and marina.
- Most respondents were also visiting the Port for non-boating activities such as recreational and social reasons.
- Nearly 9% of the respondents worked at the port.
- Most respondents went to the Port regularly.

¹ The Tasman Coastal Group – is a broad group consisting of government, environmental, commercial and recreational coastal users. The group provides information and guidance to Council during the review of the regional coastal plan (Tasman Environment Plan).

What are your reasons for visiting the Port Motueka Area ?



In the last 12 months, how often did you visit the Port Motueka area?



3.3 Feedback Summary

The feedback covered a range of issues and some strong themes came through which have been are grouped together under the following headings. Under each heading the feedback has been further broken down to what was supported, what is missing and what could be improved at the Port.

- 3.3.1 Boating Facilities
- 3.3.2 Parking
- 3.3.3 Transport
- 3.3.4 Accessibility
- 3.3.5 Public space and amenities
- 3.3.6 Events and other commercial activities

3.3.1 Boating Facilities

What currently is there?

There was strong support for the facilities and services currently provided by the boat clubs (e.g. ramp, marina, fuel pump, boat clubhouse, wash down pad, toilets etc) with the launching of motorised bots one of the top uses for the Port. There was strong support to keep the facilities as they currently are, managed by the boat clubs, and for boating to remain affordable.

However, large number of respondents also identified that during peak times the facilities could be crowded and chaotic.

What is missing?

Non-Motorised boat ramp -There was strong feedback from different groups wanting a new public launching ramp for small non-motorised vessels e.g. paddle boards, kayaks, sailing dingy and waka ama. The suggestions were that it should be established away from the busy main jetty and the two uses should be separated. There was strong demand for the launching of non-motorised boats to be free, as it was seen as uneconomic for people wanting to launch small boats or only occasionally users, to pay the annual boating club membership or casual use ramp fee (\$20) as current required. Further suggestions proposed that the boat ramp could be as simple as a low-cost gravel or shell ramp.

The Saltwater Baths and the Harbourmaster's shed area were two locations proposed for the new ramp. While many mentioned they were currently launching from the Saltwater Baths area, others opposed this activity because it conflicted with the swimmers, and it was proposed that a ramp closer to the Harbourmaster's shed would be a better location.

"Please provide access/launching ramp for people wanting to launch small sailing dinghys and kayaks etc., also with an area to rig/de-rig a sailing dinghy near the ramp. An area to leave a car and dinghy trailer, while out on the water."

"The area to the Eastern side of Saltwater Baths is used extensively by local residents for swimming on the tide. Not everyone is capable or keen on using the baths and this little cove is very safe for the older and younger residents. It is very easy to access for most people and the car park and toilets in the area add to the value of this small area for swimmers. It is the only good area to swim in the whole length of coast in the Motueka township."

Storage -The shortage of storage facilities for smaller craft was identified by quite a few, with many mentioning the difficulties in finding parking and launching their trailered boats at the Saltwater Baths. Some suggested that if they could store their craft at the Port then they would no longer need to bring their car and trailer to the Port. There was also strong demand for storage for waka ama, and more generally for smaller boats/ paddle boards etc. In the case of waka ama, having appropriate and convenient storage would make it much easier to get waka into the water and undertake training.

“Storage of dinghies near the Saltwater Baths would greatly enhance our ability to offer ‘learn to sail’ and youth sailing. At present this involves considerable movement of equipment from the club boatshed”.

Haul out, boat maintenance, and pump out facilities - There was demand for permanent boat maintenance facilities e.g. a commercial dry dock, haul out, and travel lifts which were considered less disruptive than the current maintenance practices. There was also strong demand for facilities which provided for appropriate disposal of biofouling and other contaminants, including pump out facilities for boat sewage.

There was support for the operator of the existing boat maintenance business, and the operator also expressed a desire to upgrade and continue to provide such services at the Port. There was also a request for an area to be set aside where locals could work on their own boats, restoring, building and general maintenance.

“Establish a commercial hardstand for vessel storage, maintenance, and a marine tourism hub on reclaimed land along Wharf Road causeway. Include storage buildings, fenced open storage, dockside breastwork with ramp and small derrick, fuel wharf and fixed pile berths”.

“With around 40 haul outs per year of vessels belonging to the Motueka Yacht & Cruising Club and the Motueka Peninsula Marina Society, this is a small but important operation. Without local sustainable haul out operations boating becomes difficult.”

Commercial marine facilities –It was suggested that use of the main ramp by commercial boats often causes hold ups for other users trying to access the ramp, particularly at peak times. As a solution it was suggested that a separate “commercial ramp” could be beneficial. It was proposed that the commercial (tourist) operators would benefit from permanent berths which would make it easy and safe for loading and unloading of passengers, as well as providing direct access to maintenance and fuel services.

What could be improved?

Casual marina berths and jetty space - there were respondents who pointed out there are no marina berths for casual users – nowhere for visiting boats to tie up short term or berths that could be used in cases of emergency.

“The area is not inviting nor provides for short term stay boats”

More marina space - Others raised that there was not enough space in the marina and locals were unable to secure a berth due to long wait lists. There was lots of feedback on the need for more marina berths at the Port, with dredging and reclamation suggested as solutions to the shortage of marina space.

“Motueka Marina have a 300 plus waiting list and no longer take names. Locals can’t get berths. Need a row of pile berths in deepened channels to in the mud flats (possibly on the south side of Wharf Rd) to enable boats to be afloat all tides moored fore and aft.”

Upgrade of facilities – Many identified that the capacity of the facilities was often overrun and there was a need to expand and upgrade the facilities to meet the increased demand (e.g. there were long waits to use the washdown bay). Others suggested the facilities needed to be upgraded to better capture biowaste and antifouling from runoff water. The increased demand was attributed in part from boaties coming from other areas such as Māpua and Nelson.

Maintenance and Capital Dredging – Many respondents identified that the Port would operate more effectively if the area in front of the Peninsular Society and the marina berths and were dredged regularly to provide access for greater parts of the tide. Widening of the channel into the Port was also thought to be beneficial.

“Clearing the Marina of silt and mud deposits would add to user enjoyment and safety.”

“The channel needs dredging to enable better access at lower tides”.

Navigation and Safety – There were requests for the Jakkett Island ‘training wall’² to be repaired and the cut through the sandspit be reopened, to save time, fuel and to provide a safer passage. There were also several requests for improved lighting and signage at the boat ramp, for the channel e.g. channel markers, and a request for better on-water navigational safety guidance.

“Better markings and pathways around the slip washdown area - currently it’s a free for all, cars cars/trailers do what they like. Need better lights on the channel and boat ramp”.

“A minimum of dredging would be required as the outer Channel and sandbank limit the times moored boats can enter and depart Motueka harbour wharf area at present anyway.”

What else would you like to see?

Respondents provided the following feedback:

- Electric boat fast charging, future proofing the wharf.
“The adoption of EV commercial boating has been huge and recreational boating is likely to follow”.
- Fuel depot and pump-out facilities.

3.3.2 Parking

There was both support and concern raised about the amount of car and trailer parking currently available. Consistent feedback was that at certain times of the year demand exceeded the amount of parking available and respondents had difficulties in accessing some parts of the Port, like the café and boat ramp. Others mentioned that the shortage in parking at peak times was causing overflow traffic problems in other areas.

² The training wall currently consists of the piles seen seaward of Jakkett Island. Historically this structure was more substantial and was thought to be installed in the 1920’s (?) for the purposed of controlling sedimentation in the channel.

“There needs to be an easy to use overflow parking area to handle this peak demand which doesn't impact on the public use of the area at the same time.”

What would you like to see?

Respondents provided the following feedback:

- Additional overflow parking, including for trailers at peak times.

“Parking along Wharf Road stretching along to Motueka round about.”

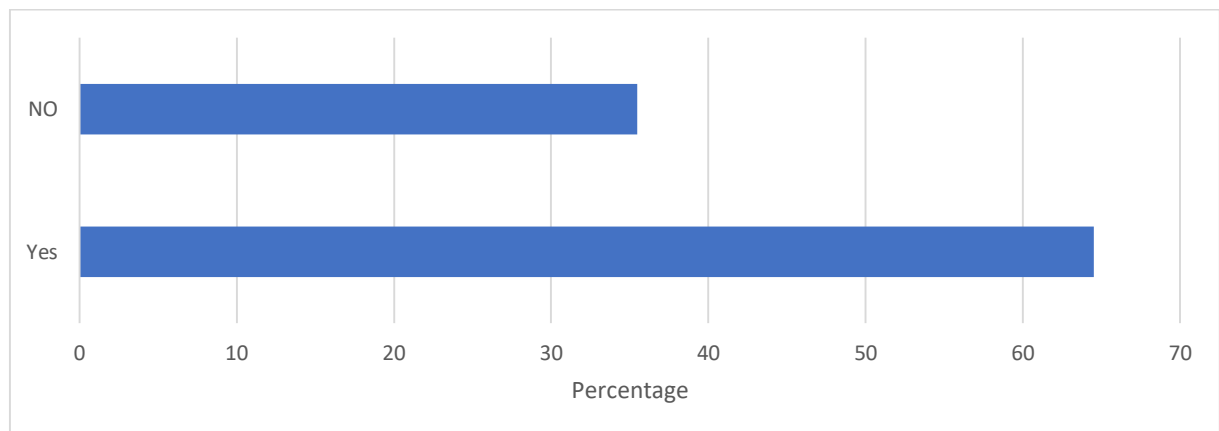
“Maybe find an agreement with Talley's that their carparks can be used partially. It is usually empty on the weekends.”

- More parking at the Saltwater Baths.
- Parking for marina berth holders.
- Longer term and secure parking for those who are away boating for several days.

3.3.3 Transport & Accessibility

As part of the survey, we asked questions regarding how people got to the Port, how easy was it to get around, and would they use alternative transport if available. Over 90 % of respondents said that it was not hard to get to the Port. Most respondents used private cars or motorbikes to get to the Port and 95 % of respondents indicated that they would not use public transport if it was provided.

Would you use cycleways to the Port?



Several respondents did suggest options for transport including a minibus from town twice a day and others suggested that teens might use public transport if available to go fishing. Potholes and the need for road repairs were also mentioned.

As part of the survey we also asked a number of questions regarding how difficult or easy it was for people get to and around the Port.

What currently is there?

The walking and bike tracks were well supported by respondents with most reporting that they had no problems moving in and around the Port.

What could be improved?

Boating Access – This is discussed in detail in section 3.3.1 above.

“There is a conflict in the boat ramp area between recreational boat launching and retrieval/launching of larger vessels at the ramp which blocks access/movement in the ramp area made worse by parking congestion.”

Public Access – While most respondents did not find accessibility an issue, several respondents raised that the walkways and bike tracks were piecemeal and getting to and from the café from the cycle trail was difficult, with bikes having to use the road for part of the way. Another respondent raised that many of the available facilities were hard to get to by people and families travelling by car. A final comment was that it was hard to know what places are public, with significant private development within the Port area.

What is missing?

Respondents provided the following feedback:

- No access for visiting boats
- A continuous walking and cycling track.

What would you like to see?

Respondents provided the following feedback:

- *“Better paths for electric scooters and bikes will make it easier to get around”.*
- *“It would be extremely useful and practical if the port authorities could extend the walkway to join the North Street car park from where it ends so abruptly at a tree some 60 metres away along the foreshore going north. This would make cycling and pushchair access so much easier for us all.”*
- *“Parking at the fishing area by Talley’s especially when there is a fishing event.”*
- *“Wider concrete paths and improved signage.”*

3.3.4 Public Space and Activities

What came clearly through the survey was that Port Motueka was more than just a marine hub, it is also an important leisure area for the community. There were lots of good ideas about how the area could be used and improved. However, some concerns were raised that the importance of the area for marine activities could get lost if other activities occurred there. It was suggested by some respondents that the area was a safe and established boating facility, and alternative sites should be looked at for other recreational facilities so as not to encroach on the land required for boating, which is at a premium.

What currently is there?

There was strong support for the café which was one of the most popular activities at the Port. The café was seen as a great asset for the community, as a meeting place and a place to watch the dynamic coastal environment.

“Don’t take away the wonderful access to sit at the Port, marina, at the café looking out at the most relaxing inlet, birds, wonderful mountain ranges and boats coming and going”.

The Saltwater Bath area was also well used by the public for families, swimmers and for launching and retrieving boats. The walkways and bike trails were also identified as important assets.

Some respondents identified increasing conflicts between public use of the space and the boat launching activities. Others raised concerns over the potential conflicts between an industrial port with health and safety requirements and general community use of the area with kids running around. It was suggested that there was a need to carefully plan for all proposed activities.

“It is a PORT and as such cannot be relocated or established in another place! Most "wants" by the general public can be met elsewhere. These are things like coffee carts, cycle trails, recreation, food outlets. Motueka has many other areas suitably picturesque for public development.”

What could be improved?

There were requests for more and updated public facilities within the Structure Plan area. The requests included more toilets, drinking fountains, user pays showers, coin operated BBQ’s and rubbish bins, outdoor picnic and fishing facilities and more amenity/ecological plantings.

Some asked for existing facilities to be tidied up including an upgrade of the playground.

“Port Motueka could be developed into an outstanding facility that provides a bustling commercial component supported by increased numbers of recreational berth-holders (bringing significant income to the Port and wider community) landscaped surrounds and amenities that allow for picnics, cafes, bars and further enjoyable recreational space.”

Café - There were requests for more public space and parking around the café.

Saltwater Baths – There were requests for a general upgrade around the Saltwater Baths including a covered or shaded area and to the BBQ area.

“This whole waterfront area would be better developed for locals to use for recreation rather than parking and camping for transit visitors.”

Fishing - There were requests for “fish filleting stations” where the fish frames/fish heads could be collected for people to use. Other requests included more rubbish bins and washing up facilities for fishers. One suggestion was that fishing should be encouraged away from the main ramp where it made it difficult for the retrieval of boats.

What is missing?

Respondents provided the following feedback:

- A facility to run indoor education sessions e.g. water safety and navigation.
- Space for a new waka ama club based at the Port.
- A small, combined clubrooms with public ablutions and commercial cafe.

What would you like to see...?

Respondents provided the following feedback:

- *“A playground like the Margaret Mahy one in Christchurch.”*

- *“Coin operated hot showers at the Saltwater Baths” and “Warm outdoor showers for paddlers / swimmers when they get out of the water by the Coastal Café.”*
- *“An ice cream parlour beachside, where people can gather and sit, great for the kids.”*
- *“It would be amazing to have this develop into a vibrant space that more parts of the community could use - outlets for local artists, beer brewers, families, outdoor enthusiasts, and tangata whenua.”*
- *“Better lighting - on Quay Street, Old Wharf Road, Trewavas street and down Wharf Street, North Street, the park and the pools!”*
- *“Cameras – vehicles have been damaged in the parking area”*

3.3.5 Events and Other Commercial Activities

Respondents both requested more and less commercial development. Some were concerned with the limitations of space and potential conflicts between uses and alcohol consumption. Others thought more commercial activities would compete with Motueka shops and that commercial activities such as restaurants and marine based shops were better located elsewhere.

“This is a highly used area for walkers, cyclists and people enjoying the coffee cart. Recreation for local people is important in this area and it would be devastating to see it ruined by commercial activities.”

Others were really excited about new commercial activities potentially establishing at the Port including marine based commercial activities and hospitality providers.

What commercial activities did people want?

Respondents provided the following feedback:

- *“A nice restaurant.”*
- *“Space for community markets.”*
- *“Small retail studio units available to rent to working artists where visitors can watch artists at work and buy their goods.”*
- *“A restaurant built near power the coastal cafe and perhaps a bar.”*
- *“An ice cream parlour beachside, where people can gather and sit, great for the kids.”*
- *“A small shop.”*
- *“marine services, ships chandlery, and boat sales”.*

What events would people like to see at Port Motueka?

The survey also asked about future events or commercial activities the community would like to see, and the following was suggested.

Boating- Boat Club open days, regattas, maritime expo.

Fishing – ‘Take the kids fishing ‘days, community fishing days, Motueka fishing combined with RSA fishing events.

Recreational – Sea scouts, waka ama.

Educational – Sail school, Boating Safety (MNZ etc)

Environmental – Marine conservation and management projects.

3.3.6 Environmental Concerns

Several environmental concerns were raised regarding the current use and future development of the Port. Sediment and contaminant discharges from boat maintenance and the surface of the wharf were particularly raised. Other respondents requested better rubbish and ablution facilities as well as pump out facilities for boat sewage.

While there was support for reclaiming and dredging parts of the estuary to create additional space, there was also opposition.

“Please recognize that the Port is adjacent to sensitive and ecologically significant areas (Moutere Inlet, Motueka Sandspit). Any future development or use of the port should respect these values and avoid degrading them (and, if they are already degraded, should seek to restore them).”

4. Next steps

This Port Motueka Structure Plan project is currently on hold. Once resourcing becomes available, the next step will be to prepare an Issues and Options report which will inform the Structure Plan. The feedback we have received through this engagement round will be used to inform these future processes. There will also be opportunities for future community engagement.

7.7 MĀPUA BOAT RAMP - REQUEST FOR FUNDING REALLOCATION**Decision Required**

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Richard Kirby, Group Manager - Community Infrastructure
Report Authorisers:	Leonie Rae, Chief Executive Officer
Report Number:	RCN24-05-7

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 The purpose of this report is for the Council to consider a request from the Māpua Boat Ramp Community Trust (the Trust) to reallocate further funding from the \$700,000 allocated in the Long-Term Plan 2021/2031.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 In May 2021, the Council approved funding contributions of \$50,000 in 2021/22, \$50,000 in 2022/23 and \$600,000 in 2023/24 towards the development of a boat ramp in the Māpua Waterfront Park.
- 2.2 The project is being managed by the Māpua Boat Ramp Community Trust (the Trust) which has been set up to obtain a resource consent, then own and operate the boat ramp once consented and constructed.
- 2.3 The Trust has requested further funding of \$250,000 to cover its indicative costs of proceeding with the resource consent process.

3. Recommendation/s / Ngā Tūtohunga**That the Tasman District Council**

- receives the Māpua Boat Ramp - Request for Funding Reallocation report RCN24-05-7; and**
- notes the Council resolution of 17 May 2021 agreeing to advance funding for the new Tasman Bay Boat Access Facility of \$700,000 (excluding inflation) to \$50,000 in 2021/2022, \$50,000 in 2022/2023 and \$600,000 in 2023/2024, for the purpose of providing a new boat ramp facility at Waterfront Park in Māpua to be funded from the Mouere-Waimea Ward Reserves Financial Contributions account; and**
- notes that, as at 30 March 2024, the Council has paid the Māpua Boat Ramp Community Trust \$169,406 from the allocated funding towards the preparation and application for a Resource Consent for the boat ramp in the Māpua Waterfront Park; and**
- declines advancing a further \$250,000 from the allocated funding as requested by the Māpua Boat Ramp Community Trust.**

4. Background / Horopaki

- 4.1 In December 2019, the Council gave approval, as landowner, to the Māpua Boat Club to proceed with the resource consent application for the development of a boat ramp on the Māpua Waterfront Park. The Māpua Waterfront Park is open space and not classified reserve under the Reserves Act 1977.
- 4.2 In May 2021, at its deliberation meeting for the Long-Term Plan 2021/2031, the Council approved funding contributions of \$50,000 in 2021/22, \$50,000 in 2022/23 and \$600,000 in 2023/24 towards the development of a boat ramp in the Māpua Waterfront Park. Funding would come from the Moutere-Waimea Ward Reserves Financial Contributions account.
- 4.3 In June 2023, the Council considered and approved an initial request to bring forward **\$95,000** from the **\$600,000** originally allocated in 2023/2024 to help fund the costs it has incurred in preparing a resource consent application for the construction of a boat ramp at the Māpua Waterfront Park.
- 4.4 The Trust has confirmed that it has incurred costs to 31 March 2024 totalling **\$234,314**. It has funding totalling **\$81,822** primarily comprising two loans.
- 4.5 Up until 30 March 2024, the Council has funded **\$169,406** towards to preparation of the resource consent application. This balance expenditure of **\$64,908** is being covered by the two loans.
- 4.6 The Trust has developed and submitted a resource consent application for the boat ramp. The application has been subject to a public consultation process and the Council received approximately 111 submissions opposed and 212 submissions in support and six neutral submissions. Eighty-eight submitters wish to be heard.
- 4.7 On 9 April 2024, the Trust met with Council resource consent staff to be briefed on the consent process from here. The Trust were advised that it needed to produce additional reports to offset and respond to the key issues raised in the consultation process.
- 4.8 The Trust is now requesting a further **\$250,000** to cover the estimated costs of
 - the hearing (\$100,000 to \$150,000),
 - reports for the hearing (\$50,000) and
 - legal representation at the hearing (\$50,000).
- 4.9 The Trust acknowledges that it signed an agreement with the Council regarding the funding and any further funding advanced by the Council would necessitate more contribution from the Trust. However, until a resource consent is granted, the Trust has stated that its fundraising capability is very restricted, and it simply cannot raise further funds from its own resources for a community boat ramp without further advances from the Council.
- 4.10 Further to this, the Trust has stated that funders they have approached have indicated that they require a consent before they can make any funding contribution.
- 4.11 The Trust has also stated that its trustees are no longer willing to put their time and money into this project without a resource consent.
- 4.12 The Trust has the dominant view that the boat ramp is a community facility, and that the Council should be committing more funding to it.
- 4.13 The Trust has made the point that there has been considerable volunteer input to date in locating the water and wastewater pipes in the estuary (120 hours), household surveys (200

hours), time in public meetings, information stands at the Māpua market plus meetings with iwi and community groups.

- 4.14 The cost estimate for the boat ramp was **\$1,713,886 plus GST** in March 2019. This included a 15% contingency. From March 2019 to December 2023 the Construction Cost Index has increased by around 35-37% which suggests that the cost estimate could now be in the vicinity of **\$2.3 million**.
- 4.15 The following are the actual budgets which include the inflation adjustments made to the figures in the Long-Term Plan 2021/2031;
- Year 1 (2021/2022) \$51,150
 - Year 2 (2022/2023) \$52,378
 - Year 3 (2023/2024) \$648,652
 - **Total (LTP 2021/2031) \$752,180**
- 4.16 As at 31 March 2024, the Council has contributed **\$169,406** to the Trust costs. The balance available to the Trust is now **\$582,774**.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 In its resolution, SH21-05-28, dated 17 May 2021, the Council approved funding of \$700,000 for the purpose of providing a new boat ramp facility at Waterfront Park in Māpua to be funded from the Mouere-Waimea Ward Reserve Financial Contributions (RFCs). With inflation this \$700,000 has escalated to \$752,180 (see clause 4.15 above).
- 5.2 RFCs should be spent on capital development associated with the reserves activity, whether purchasing land for reserves or investing on the reserves themselves. Although the Waterfront Park at Māpua is not a gazetted reserve, the Council believed that in making its decision to fund the boat ramp, it would relieve the Grossi Point Reserve from being utilised as a boat ramp plus car and boat trailer parking area. Providing a boat ramp at an alternate site would allow Grossi Point to be developed to function more as a recreation reserve than it currently is.
- 5.3 The other key driver for Grossi Point is that it is considered to be culturally significant to Māori/iwi so any investment to remove its use as a boat ramp facility and protect its status as a significant cultural site is fully justified.
- 5.4 The Council is aware that the funding it has already paid to the Trust has no security. If the Trust fails to obtain a consent or if the conditions of consent are too onerous to enable the boat ramp to be constructed, then the Council's funding contribution to date will not be recovered. Any additional funding would also be at risk for the same reasons.
- 5.5 The Council resolution of the meeting held on 17 May 2021 point 4 – *“requests that at least one third of the project costs is funded from a community contribution.”* To date the Trust has justified its contribution by applying hourly rates to its volunteer efforts. Although this is a positive initiative, staff are not sure that this was the Council's intention that in kind volunteer input would count towards the one third community contribution.
- 5.6 The cost estimate for the boat ramp, which is now assessed at \$2.3 million, assumes that any conditions of consent are within the scope of the original estimate. This may not be a valid assumption. The conditions of consent may add to the costs of construction and

possibly to the ongoing operation and management of the boat ramp. Whether the Trust has considered this risk is unknown.

- 5.7 Based on the uncertainty around the granting of a consent, staff recommend that the Council not risk any further RFC funding to this project until consent is granted. The Council could decide to provide other types of funding but even then the risk around not obtaining the benefit of any type of investment could be considered too great at this stage.
- 5.8 Should the Council decide not to provide any further funding, whether RFCs or any other type of funding, there remains the risk that the Trust may decide to not progress any further with the project. That being the case the RFC funding already invested in the consent process will be lost. If the Council wanted a return on that investment, it could consider taking a further risk and provide the requested funding.
- 5.9 The other risk that the Council should bear in mind, is that if the consent is granted, with 111 submissions opposing the application, conceivably an appeal could be lodged with the Environment Court which would draw the Trust into much greater investment in expertise and legal representation to progress with that process.

6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Approve the Māpua Boat Ramp Community Trust's request for the additional \$250,000 from the funding already allocated by the Council.	Allows the Trust to progress with the resource consent process.	May be a sunk investment if a consent is not granted.
2.	Decline the Boat Ramp Community Trust's request for the additional \$250,000 from the funding already allocated by the Council.	No further investment required from the Council until the resource consent is granted.	May result in the Trust not progressing with the consent application and the funds the Council has invested to date is not recovered.
3.	Approve the Māpua Boat Ramp Community Trust's request for the additional \$250,000 from the funding other than from RFCs.	Not committing any further RFC funding as the risk of not obtaining any benefit in return.	May still be a sunk investment if a consent is not granted.

- 6.2 Option 2 is recommended for the reasons outlined.

7. Legal / Ngā ture

- 7.1 The Council has already resolved to provide RFC funding for the boat ramp. There are no legal requirements other than the funds being distributed in accordance with the Funding Deed signed between the Council and the Trust.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 We understand the Trust has consulted with iwi as part of its development of the resource consent application.
- 8.2 This decision in this report does not specifically require iwi engagement.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 This decision is not considered to be a significant decision requiring further engagement with the community or any specific agencies. It is primarily about whether the Council agrees to advance additional funding that it has already allocated in this Long Term Plan 201/2031 for this project.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Although there is quite a lot of interest in the local community, approval from the Council to advance further funds to a process that considers all impacts would be of low significance.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	The decision is only about funding of a project that is already the subject of public consultation and deliberations.
3.	Is there a significant impact arising from duration of the effects from the decision?	Moderate	If the Council decides to advance the additional \$250,000 from RFCs and consent is not granted, the benefit for the reserves activity of that funding would be lost.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	

	Issue	Level of Significance	Explanation of Assessment
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Maybe	The timing of the advancement of the funding would need to be managed so to keep the Council within its debt limits.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

10.1 The Council has not had any communication on this decision other than requesting further information from the Trust.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 As stated in this report the Council has provided funding in its Long Term Plan 2021/2031 and this decision aligns with that funding provision.

12. Risks / Ngā Tūraru

12.1 The key risk with this decision is that if the Council approves advancing the requested funding and the consent is not granted, then the investment is not recoverable, it is a sunk investment.

12.2 The counterfactual risk is that if the Council does not approve advancing the requested funding, then the Trust may decide not to progress with the project. This would mean that funding that the Council has invested to date **(\$169,406)** will not be recovered, it would be a sunk investment.

12.3 The additional risk is that should a consent be granted, and an appeal is made to the Environment Court then unless additional funding is sourced by the Trust, it may not be able to progress with the project through the Environment Court.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

- 13.1 This decision does not need to consider climate change implications. Any climate change implications would be dealt with as part of the resource consent process.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

- 14.1 There are no specific plans for a boat ramp in the Māpua vicinity. This is purely an initiative from a group of local people who have formed a Trust to progress this.
- 14.2 The Council has previously considered a regional boat ramp but this has not resulted in a specific location but rather deferred to current boat ramps around the region.

15. Conclusion / Kupu Whakatepe

- 15.1 The Council needs to decide whether to advance additional funding from that already allocated for the boat ramp in the Māpua Waterfront Park.
- 15.2 There are risks associated with the outcomes of the resource consent process for the boat ramp. The risk of the Council investing further in the Trust's desire to progress with the resource consent could result in a sunk investment if consent is not granted or if it is granted and an appeal is made to the Environment Court. If neither of these risks occur and consent is granted without appeal, then the Council may get a return on its investment.
- 15.3 Staff consider the risk of advancing further RFC funds and obtaining a return on investment are too great and recommend not advancing the additional **\$250,000** requested.
- 15.4 However, if the Council would prefer to protect the investment already incurred (**\$169,406**) in this process then it could decide to advance the funds requested.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 The decision of the Council will be conveyed to the Māpua Boat Ramp Community Trust.
- 16.2 Should Council approve the additional funding, then it will be distributed in accordance with the Funding Deed between the Council and the Trust.

17. Attachments / Tuhinga tāpiri

Nil

7.8 STREETS FOR PEOPLE IMPLEMENTATION FEEDBACK - ARANUI ROAD, QUEEN STREET AND CHAMPION ROAD

Decision Required

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Joe Bywater, Project Manager; Jamie McPherson, Transportation Manager; Bill Rice, Senior Infrastructure Planning Advisor - Transportation
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RCN24-05-8

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 The purpose of this report is to summarise and present feedback and relevant data on the Aranui Road, Queen Street and Champion Road pilot cycleways that have been installed as part of the Streets for People (SfP) programme and request approval from the Council on the next steps.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 On 30 June 2022, staff presented a report (ROC22-06-3) to the Operations Committee introducing the Streets for People project.
- 2.2 The SfP project team has since completed pilot cycleway installations on Aranui Road (Māpua), Champion Road (between Salisbury Road and Hill Street) and Queen Street (between Salisbury Road and Hill Street).
- 2.3 This report does not include the remaining streets in the SfP Programme which are Salisbury Road, Hill Street (between Queen Street and Champion Road) and Wensley Road. These remaining pilots are either in the community feedback phase or are yet to be constructed. Staff will present feedback on these pilots at the Council meeting on 20 June 2024.
- 2.4 All these pilots deliver initiatives from the Walking and Cycling Strategy (adopted in 2022), which has overarching targets of increasing the proportion of trips made within our urban areas by walking or cycling.
- 2.5 Staff have undertaken pre and post implementation experience surveys to accompany the following datasets (**Attachment 1**):
- Pre and post implementation
 - Vehicle counts
 - Vehicle speeds
 - Cycle counts
 - Cycling routes (footpath and road)

b) Feedback from businesses

c) Feedback delivered through other formats (service requests, emails, meetings)

2.6 Understanding the performance of the fast, low-cost pilot projects will assist the Council in improving these projects in the short term, and in planning future permanent changes to street layouts to deliver against its strategic objectives in the long term.

2.7 Based on the full range of data in 2.5, staff recommend the following changes (if any) for the Māpua SfP pilot.

Aranui Road

- Staff recommend Option 2-retain with changes. Changes listed here:
 - Remove the arrows in opposing directions on the cycleway.
 - Remove planter boxes and replace with yellow lines.
 - Remove white plastic bollards.
 - Create defined space on the road section of shared path heading towards the wharf for one-way cycling.
 - Encourage cyclists to take the lane when heading away from the wharf.
 - Extend the corner footpath by the school for cyclists.

2.8 Staff recommend the following changes for the Richmond SfP Pilots:

Queen Street

- Staff recommend Option 1 – retain the existing pilot cycle ways with no changes.

Champion Road

- Staff recommend Option 1 – retain the existing pilot cycle ways with no changes.

2.9 If approved, staff will work with our contractor to action any changes as soon as possible.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Streets for People Implementation Feedback - Aranui Road. Queen Street and Champion Road report, RCN24-05-8; and

2. approves the following design changes

2.1 Aranui Road

2.1.1 Remove the arrows in opposing directions on the cycleway.

2.1.2 Remove planter boxes and replace with yellow lines.

2.1.3 Remove white plastic bollards.

2.1.4 Create defined space on the road section of shared path heading towards the Māpua wharf for one-way cycling.

2.1.5 Encourage cyclists to take the traffic lane when heading away from the Māpua wharf.

2.1.6 Extend the corner footpath from Aranui Park to Māpua Fruit and Vege Shop.

2.2 Champion Road

2.2.1 Retain pilot with no changes.

2.3 Queen Street

2.3.1 Retain pilot with no changes.

4. Background / Horopaki

Walking and Cycling Strategy

- 4.1 In May 2022, the Council adopted its Walking and Cycling Strategy 2022-52. This strategy outlined goals as follows:
- Improving network capacity, by encouraging people to walk or cycle to relieve congestion from cars;
 - Looking after our environment, by reducing emissions;
 - Healthy communities, by encouraging more people to engage in physical activity; and
 - Vibrant urban communities, where better urban design helps reduce the need to travel by motor vehicle.
- 4.2 Among other things, the strategy outlined a network of new and improved cycle lanes in Tasman's urban areas. Safer infrastructure was the number one action that the community said would make them more likely to walk or cycle,
- 4.3 The strategy set a target of increasing walking and cycling for short local journeys around the urban area to 40% by 2030 and 60% by 2050.

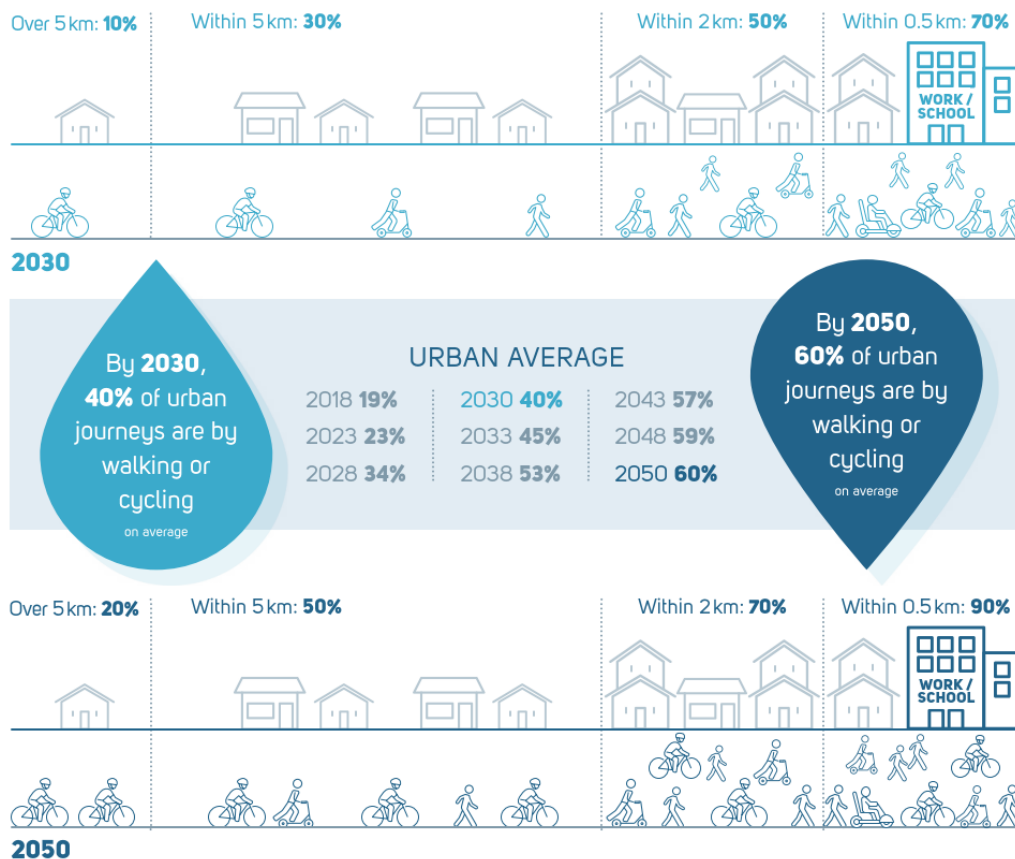


Figure 1: Targets set out in the Walking and Cycling Strategy 2022

- 4.4 The Walking and Cycling Strategy underwent extensive consultation and a full hearings process and received 79% approval from the community through the feedback analysed by staff.
- 4.5 The current Streets for People projects being decided on now are linked directly to the targets and network plans approved through the Walking and Cycling Strategy.
- 4.6 Crashes that affect cyclists and pedestrians are ongoing in the scope area — notably the cyclist fatality on Champion Road in 2022 (person knocked off bike by door being opened in parked car), and an injury-causing accident to a 14-year-old girl on Hill Street in 2023 (struck from behind by a vehicle when cycling past a parked car). These types of crashes, and many near misses that go undocumented, could be reduced with different road layouts and associated infrastructure, which is being piloted through the Streets for People programme.
- 4.7 Richmond Transport Programme Business Case**
- 4.8 On 16 December 2021 (RCN21-12-3), the Council approved the Richmond Transport Programme Business Case (PBC). The PBC identified the following problems:
- **Safety and Place:** Increasing traffic volumes because of growth creates severance and rat running, leading to reduced place value and increased safety risk (50%)
 - **Route Efficiency:** Traffic congestion through Richmond causes delays to people and goods reducing travel time reliability and access to economic opportunities (30%).
 - **Travel Choice:** Reliance on private cars for short journeys because of car-oriented development results in low utilisation of public and active transport modes and conflict between modes (20%)

- 4.9 The preferred programme included installation of cycleways on key routes in Richmond in the short term, alongside other interventions including road and intersection upgrades, and improved public transport.
- 4.10 The benefits for investing in the preferred programme were described as:
- improved livability
 - improved safety
 - efficient movement through Richmond
 - improved travel choice

Growth and Intensification

- 4.11 Both the Walking and Cycling Strategy and the Richmond PBC identified that significant traffic congestion was likely in Richmond if growth continued as projected, and few changes were made to the transport system.
- 4.12 Growth across the district and the likely intensification of Richmond identified in 'Richmond on the Rise' is likely to result in the need to move significantly more people along our transport corridors. Unless a significant proportion of those people travel by means other than private cars, then the number of vehicles on the road is likely to progressively increase.
- 4.13 According to the medium population growth model, there will be around 16,000 more cars in the urban area in 2050 than we have now. Shifting transport choices to walking and cycling is a critical part of mitigating this growth in emissions and associated congestion.
- 4.14 Providing capacity for such an increase in private cars within our road network will become more and more difficult and expensive.
- 4.15 Additionally, The National Policy Statement on Urban Development (NPSUD) removed the minimum parking requirements in 2020, meaning that new developments do not have to provide any off-street car parking specifically for those residences. If cycleways are to ever be installed along the intensification zones in Richmond, now is the best time to put those in place. A lack of on street parking will encourage developers to provide any necessary parking for residents on the development sites, and not rely on public road space.
- 4.16 If cycle lanes and active transport networks are installed as an uninterrupted network linking residential areas to key destinations, like schools and the town centre, it will become easier for the growing population of Richmond to make short journeys actively. One of the strategic benefits of making it easy to get around Richmond locally for those short trips (especially in the face of intensification), is that driving into Richmond from the surrounding areas in Tasman and Nelson can remain a pleasant and not frustrating trip. This is important for reducing urban congestion and for businesses that depend on regional customers, not just local to Richmond, to continue to thrive.

Streets for People

- 4.17 In 2022, the New Zealand Transport Agency invited councils to apply to be part of the Streets for People programme, which offered 90% funding towards reshaping streets to expand low-carbon transport choices through rapid, adaptive projects during 2022-24.
- 4.18 Staff identified the SfP programme as an opportunity to deliver key elements of the Strategy at low cost to the Council.
- 4.19 Tasman was successful in obtaining funding for projects in Richmond and Māpua, and the Council has been delivering the various project elements during 2023 and 2024 to date.

- 4.20 On 30 June 2022, staff presented a report (ROC22-06-3) to the Operations Committee introducing the Streets for People project and requesting the development of the Streets for People Governance Panel (Panel). The scope of the panel is:
- a) Approve the scope of the Streets for People project.
 - b) Maintain oversight of the direction and decisions made by the project team.
 - c) Maintain oversight of the communications and engagement plan.
 - d) Make recommendations on any new or revised formal delegations to the project team.
 - e) Receive update/monitoring reports.

Delivery of Streets for People Project

- 4.21 Since the June 2022 resolution, staff have held numerous Governance Panel meetings and workshops, and have had designs endorsed for all streets in the SfP programme.
- 4.22 These designs have also been approved and relevant elements including cycle lanes and zebra crossings incorporated into the Traffic Control Devices Bylaw register.
- 4.23 Projects which have been implemented, and had data and feedback received and analysed, are on Aranui Road, Champion Road and Queen Street.
- 4.24 The SfP programme does not follow the 'standard' project lifecycle where a detailed design is produced, consulted on, refined, approved, and constructed in permanent and relatively high-cost ways. Rather, it is implemented rapidly using lower-cost materials and refined over time based on feedback and ongoing engagement with users.
- 4.25 All three pilots have been delivered using relatively low-cost materials which can be refined with minimal investment.
- 4.26 The simplified steps for each sites feedback process were as follows (all post the bylaw approval from the Council):
- 4.26.1 Pre-construction experience survey.
 - 4.26.2 Construction.
 - 4.26.3 Post-construction experience survey (at least two weeks after construction completion) open for at least four weeks.
 - 4.26.4 Tube count data in February/March (annual tube count data).
 - 4.26.5 Collation of feedback received and theming/coding to feedback into multiple themes.
 - 4.26.6 Interpret and summarise themed feedback (undertaken externally).
- 4.27 Staff engaged an external consultant to collate and interpret the range of qualitative and quantitative data. The report summarising this data is included in **Attachment 1**.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 During the consultation period for the Walking and Cycling Strategy, staff hand-delivered engagement letters to every residence on the streets tagged for parking removal and cycling lane installation (including Champion Road, Queen Street and Aranui Road). From these responses, 57% were in favour of cycle lanes on the roads in front of their properties, 10% were generally supportive but concerned about parking, 12% were unsure, and 22% opposed the proposal. (Reports RSH22-05-1 and RSPC22-05-3).

- 5.2 Staff advised the Council that when works began for the installation of the cycleways, it was likely that more negative feedback would be received, as the reallocation of road space from space historically able to be used for parking, to cycleway, requires a significant change in habit from some residents and road users.
- 5.3 The current frustration expressed by some residents and business owners regarding the reallocation of road space is an expected reaction to this change. Human behaviour tends to be resistant to change and habits can take a long time to adapt. This does not mean that the project will not ultimately be successful or embraced by the wider community.
- 5.4 Staff advise that those who are satisfied with the pilot cycleways are less likely to provide feedback, as they are not seeking a change. The same people who submitted in favour of the installation of cycleways for the Walking and Cycling Strategy may not have submitted this for this round of feedback On Queen Street, Champion Road and Aranui Road.

Monitoring and Evaluation Indicators

- 5.5 Key measures for SfP projects were identified in the planning stages and are focused on user perceptions (customer surveys), and safety indicators (vehicle speeds).
- 5.6 While staff have collected cycle counts, these numbers are not considered a reliable indicator of success yet. It is early days in respect of delivery against the Walking and Cycling Strategy objectives and targets. A key foundation of the strategy is developing a more complete network of cycleways, which at the time of preparing this report is still not complete. Figure 2 below shows the status of Richmond SfP on-street cycleway projects physical works as at 31 March 2024.

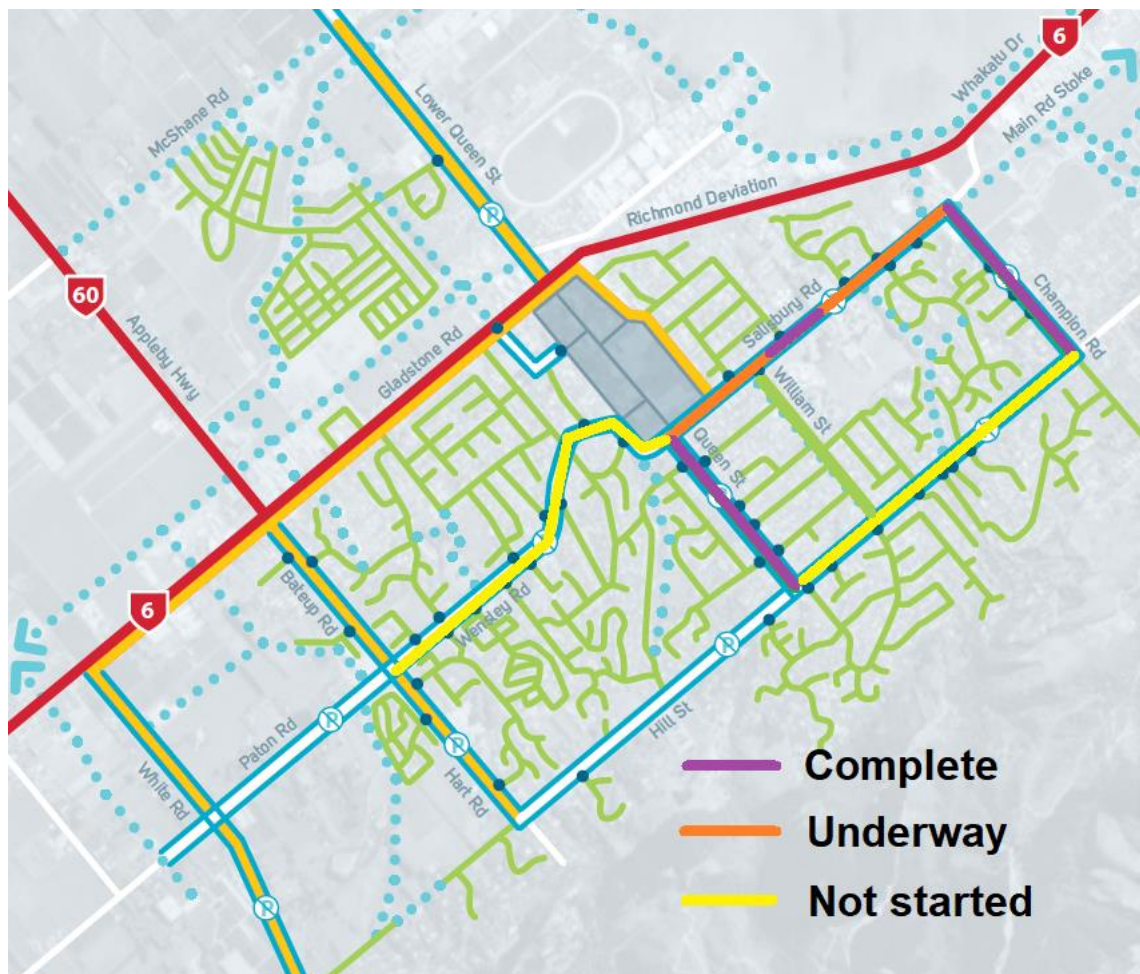


Figure 2. Status of Richmond Street for People on-street cycleway projects physical works

- 5.7 The remaining works to be completed will mean that cyclists will be able to get from home to work, town or school in a fully linked network of cycleways. If there are significant gaps in the network, or areas where people feel unsafe, cyclist numbers are unlikely to rise significantly.
- 5.8 The SfP programme focused mainly on mid-block cycle way treatments (between major intersections) which are faster and cheaper to install. To achieve the goals set out in the Walking and Cycling Strategy, the full cycling network must be improved from a perceived safety perspective, including intersections.
- 5.9 The Transport Choices (TC) programme was developed to improve the main intersections along the SfP network in Richmond (Wensley/Oxford Roundabout, Salisbury/Queen Roundabout, Queen/Hill Intersection, Champion/Hill Roundabout) and improve William Street for walking and cycling.
- 5.10 In November 2023, funding for the TC programme from the New Zealand Transport Agency (Waka Kotahi) was retracted before these major intersection upgrades were contractually committed – except for works around William Street.
- 5.11 Confident cyclists will continue to use cycle lanes for their commute, but the less confident cyclists, who some studies¹ suggest make up 50–60% of commuting residents, are less likely to shift transport modes in the short term. Investment in further improvements will take time.
- 5.12 As a comparison to illustrate the expected timeframe, Christchurch City began their cycleways programme in 2013, and are making steady progress towards implementing their high-quality cycleway network. They are seeing growth in cyclist numbers over time, as illustrated in Figure 3.

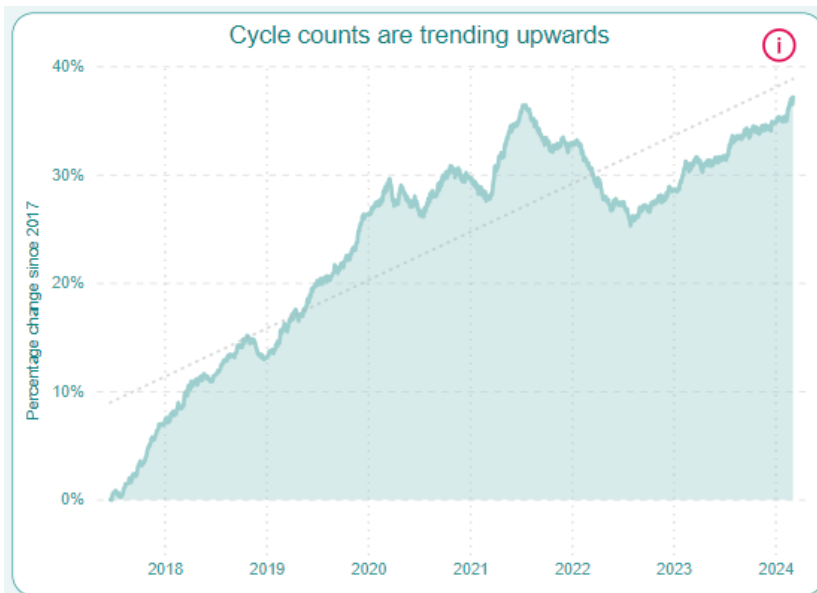


Figure 3. Christchurch City Council example of cyclist numbers growing over time

- 5.13 If the pilot programmes remain in place, we will continue to carry out counts of cyclists. This is a performance measure in the Council's Long Term Plan.
- 5.14 Staff advise that the removal of the pilot cycleways at this stage would be premature for several reasons, including:

¹ [Koorey-Teather-2WC-4Types_0.pdf \(viastrada.nz\)](#)

- the pilots have not been in place long enough to measure changes in behaviour;
- The network is not yet complete;
- feedback from schools is very positive and many people appreciate the improvements;
- the Walking and Cycling Strategy envisaged a long term commitment, and is not only focused on kids, but on short journeys for all (to work, services and school).

Monitoring and Evaluation Results to Date

Aranui Road

- 5.15 The Aranui Road pilot installation included a shared path, separated cycleways, planter boxes, parking removal and raised pedestrian crossings.
- 5.16 Since the installation, perceptions of safety have improved and vehicle speeds decreased, particularly at the pedestrian crossing near Māpua School where speeds have reduced from an average of 39.8 km/h to around 26 km/h.
- 5.17 Pedestrian movements have changed significantly along Aranui Road as well, with pedestrians choosing to cross at the raised crossings, rather than seemingly at random.
- 5.18 Key feedback themes centre around support for the new pedestrian infrastructure and opposition to the planter boxes. Residents have expressed a preference for yellow dotted lines rather than planter boxes. There was also significant feedback expressing confusion around the layout of the shared path/cycle lane layout.
- 5.19 As a result of this feedback, staff recommend maintaining the pilot but replacing the planter boxes with yellow lines and increasing clarity around cycle lane layout.

Queen Street

- 5.20 The Queen Street SfP pilot installation included a buffered cycle lane on both sides of the road with all on-street parking being removed.
- 5.21 Since the pilot cycleways were installed, average motor vehicle speeds have decreased slightly in all segments of Queen Street between Oxford Street and Hill Street. The speed reductions are minor and vary between -1.7% and -3.8% (a 1 to 2 km/h reduction). This was measured using TomTom GPS data.
- 5.22 To note, the pedestrian crossing on Queen Street between Edward Street and Washbourne Drive is due to be upgraded to a raised pedestrian crossing in May/June 2024. Staff expect to see speeds reduced in this area as has been the case in the Aranui Road SfP project and the Salisbury Road raised crossings.
- 5.23 Since the installation of the pilot installation on Queen Street, cyclist numbers have increased 22%.
- 5.24 Key feedback centres around sentiments that the changes have improved safety, but significant concern about the removal of previous space available for car parking.
- 5.25 Staff have expected negative feedback regarding on road car parking removal but have assessed the off-street parking capacity of residences along Queen Street and the parking utilisation rates in the area. Given the overall off street parking capacity and proximity to nearby side streets, staff recommend maintaining the pilot as it is as it is a key element of progressing the integrity of the Richmond cycle network and achieving strategic objectives. See engagement feedback below for additional commentary.

Champion Road

- 5.26 The Champion Road SfP pilot installation included a buffered cycle lane on both sides of the road with all on-street parking being removed.
- 5.27 Since the changes were made, average vehicle speeds have decreased in all segments of Champion Road between Salisbury Street and Hill Street. The speed reductions are minor and vary between -0.8% and -3.6% (a 1 to 2 kmph speed reduction).
- 5.28 To note, the pedestrian crossing on Champion Road outside Garin College is due to be upgraded to a raised pedestrian crossing in April/May 2024. Staff expect to see speeds reduced in this area as has been the case in the Aranui Road SfP project and the Salisbury Road raised crossings.
- 5.29 Since the installation of the Streets for People pilot on Champion Road, cycle numbers have increased. A 117% increase was measured near Salisbury Road, and a 15% increase was measured near Hill Street. This was measured in the annual tube count programme.
- 5.30 Staff note the significant increase in cycling numbers on Champion Road near Salisbury Road. This may be partly due to the proximity to Garin College, but also due to the new cycle path link through Saxton Field to the Railway Reserve which was completed in mid-2023. The impact of completing this link in the cycling network is evidence that providing a more complete network improves the uptake of cycling.
- 5.31 Key feedback centres around supporting the new cycle infrastructure and expressing concern about car park removal.
- 5.32 Due to the Champion Road cycleway being a critical link in the Richmond cycle network planning, staff recommend maintaining the pilot project as it is.

Engagement Feedback

General Comments

- 5.33 Staff advise that before the full network of cycle infrastructure identified in the Walking and Cycling Strategy is installed (at least as a pilot) it is unlikely to see major changes in active mode numbers. There have been increased active transport numbers (more on Champion Road due to the high percentage of school students), but a significant and lasting increase in numbers takes time for people to shift their habits and a full network to be installed without gaps that leave people feeling unsafe. If there is one intersection or section of road that feels dangerous, the 'interested but concerned' cyclists and their loved ones will still hesitate to use the rest of the network.
- 5.34 Each site received approximately 400-700 individual feedback submissions post construction. Staff acknowledge that the residents that filled in this survey were self-selecting and may therefore not be a statistically representative sample size.
- 5.35 Staff consider it likely that many residents that were supportive of the pilot installations may not have filled out the post-construction survey, as the pilots were satisfactory in their view, and they felt they were likely to remain.

Aranui Road, Māpua

- 5.36 The Summary of Findings report (page 20) identifies the five main positive themes, and the five main negative themes from the feedback data. The five main negative themes are as follows:
 - Opposition to planter boxes

- Concerns about impact to safety
- Concern about car park removal
- Confusion about the new layout
- Opposition to material / bollard / fit-out

5.37 From these key themes, staff have drafted some design for alternative options. Staff also have the following comments about the themes.

Opposition to planter boxes (86% of respondents, Summary of Findings page 21)

5.38 The planter boxes served three purposes:

- Protect setbacks from vehicle crossings, so that vehicles don't park too close to them. Being low, the planters allow visibility of the footpath either side of the vehicle crossing. Drivers can more easily see if a pedestrian is approaching the vehicle crossing before the driver turns in, so the safety is improved.
- Provide a narrowing effect on the road, which encourages slower speeds for vehicles. (The Summary of Findings (page 8) indicates a speed reduction in this zone of 15-20% has been achieved. The raised tables will be contributing to this).
- Provide more greenery along Aranui Road in advance of any further permanent streetscape improvement project.

Table 1 – Brief options analysis and recommendation relevant to this theme. Designs in Attachment 2

Option	Description	Brief description	Recommended
1	Leave planter boxes as they are.	Status quo. No change. Vehicle speeds will not increase.	
2	Remove planter boxes and reinstate on-street parking as before.	Vehicle speeds may increase as the road may feel wider. Pedestrian safety at vehicle crossings will be compromised as vehicles can block sight lines.	
3	Remove planter boxes and replace with yellow lines.	Vehicle speeds may increase as the road may feel wider but pedestrian safety at vehicle crossings will be maintained. Outside the Four Square already has this arrangement.	X

Concerns about impact to safety and confusion about the layout (30-50% of respondents)

5.39 These two themes have been combined as the feedback is similar between them. Reviewing the feedback comments for these theme categories, some key sub-themes come through:

- Mixed-mode use on the footpath (pedestrians and cyclists). They should be separated.
- Cyclists unsure where to go. Too many options.
- The stop-start nature of the cycle lane (stops through town centre).
- Confusing for tourists.
- Children become complacent.

5.40 Note: The Summary of Findings (page 10) shows that even before the project, 45% of cyclists through the town centre use the footpath, so pedestrian cyclist conflicts were already present to an extent.

Table 2 – Brief options analysis and recommendation relevant to this theme. Designs in Attachment 3 and 4

Option	Description	Brief description	Recommended
1	Leave alignment as it is.	Status quo. No change. Confusion ongoing.	
2	Road section of shared path to convert to wharf-bound cycle lane only.	Cyclists heading away from the wharf will cycle in the road lane just like a car. Pedestrians will stick to footpath. Tasman's Great Taste Trail section remains a shared path.	X
3	Road section of shared path to convert to wharf-bound cycle lane only. Reroute GTT.	Cyclists heading away from the wharf will cycle in the road lane just like a car. Pedestrians will stick to footpath. Tasman's Great Taste Trail could be redirected down Iwa Street but would require further consultation.	

Opposition to materials / bollards / fit-out

5.41 Reviewing the feedback comments for these theme categories, some key sub-themes come through:

- Clutter of paint, signs, and poles. Too many obstacles. Hazardous.
- Negatively impacts the character of the village.

5.42 Note: Given the low-budget, interim nature of the project, there is limited ability to achieve a high-quality aesthetic. A review from a landscape architect has suggested some improvements that could be made:

- Consider more appealing paint treatments of cycle lane thresholds and signage.
- Remove planter boxes and concrete some at pedestrian crossings to create pause areas.
- Modify these planter boxes to create seating and make more visually appealing, using materials that connect with the wharf precinct aesthetic.

Table 3 – Brief options analysis and recommendation relevant to this theme

Option	Description	Brief description	Recommended
1	Remove white plastic bollards.	With the planters already gone, and the cycle lane 1-way, also removing white bollards will result in a significant difference overall.	X

2	Remove white plastic bollards & concrete separators.	Seventeen percent (17%) of respondents did highlight objections to the concrete bollards. Note that these are likely contributing to slower traffic. They also add a layer of protection for kids so removing them may result in upsetting a different group of residents.	
3	Remove white plastic bollards and concrete separators. Implement landscaping improvements from	A pause area up by the school could be effective. However, there may already be so much opposition to planters that any remnant of them may be a legacy reminder.	

Concerns about carpark removal

- 5.43 The Summary of Findings (page 21) does show that 68% of respondents would like to see more on-street parking. However, in the same graph, 51% of respondents would like to see either the same amount or more cycle lanes.
- 5.44 The Summary of Findings (page 21) also notes that pre-project data indicated on-street parking demand outside the town centre on Aranui Road was less than 8%. This is not compelling data to reinstate parking. Particularly along the Java Hut to School end, on-street parking is still available on the opposite side of the road.
- 5.45 The on-street car-parking removal undertaken as part of this project is consistent with what has been outlined in the Walking & Cycling strategy.

Table 4 – Brief options analysis and recommendation relevant to this theme

Option	Description	Brief description	Recommended
1	Leave alignment as it is.	Status quo. No change.	X
2	Remove section of cycle lane between Higgs Road and the wharf.	This stretch of road was most impacted by the on street car-park removal. However, nearby side streets are still available for parking.	
3	Remove all sections of cycle lane (Higgs to wharf and Java Hut to School)	All cyclists would now share the road with cars.	

Staff received feedback through the Māpua Masterplan process, and SfP feedback supporting the extension of footpath from Aranui Park towards the Māpua Fruit and Vege Shop. Staff have drafted a concept in **Attachment 5** – Option 2. Should the Council approve this concept, staff will assess the feasibility in terms of budget and alignment.

Queen Street

- 5.46 The top five themes (from the question “what do you dislike about the project?”) which suggested a change to the existing pilot (excluding the general opposition theme) was as follows:
- Concern about car park removal (299 responses from the 729 total).

- Lack of clear rationale or data to support changes (131 responses from the 729 total).
- Concerns about impact to safety (85 responses from the 729 total).
- Concern about impact on and/or access to businesses (70 responses from the 729 total).
- Criticism of the Council's engagement process and decision making (65 responses from the 729 total).

5.47 From these key themes, staff have drafted some design for alternative options in section 6 of this report with supporting **Attachments 7 and 8**. Staff also have the following comments about the themes.

Concern about car park removal

- 5.48 Due to the width of Queen Street, there is not an option that safely caters for separated cycleways and provides on-street parking.
- 5.49 Irrespective of that, staff have drafted a design (**Attachment 7** - Option 3) which shows the maximum cycleway width that's achievable accounting for the minimum traffic lane width and parking bay width.
- 5.50 When assessing the concerns about the car park removal, it's important to note the parking utilisation counts below.
- 5.51 Before the Queen Street SfP project commenced, staff and members of the community working group undertook a parking utilisation survey. The number of available on-street car parks between Salisbury Road and Hill Street was 128.
- 5.52 The average utilisation of these car parks was 14.88% (19 out of 128 parks utilised) with the highest number being 28 at 11am on 5 October 2022. To note, the parking utilisation data set included 19 individual counts between 20 September 2021 and 12 April 2023.
- 5.53 A further note – staff observed commuter parking at the Salisbury Road end of Queen Street which was unrestricted free parking. Counts taken outside of 8am to 4:30pm (approximate work commuter times) were on average 12 out of 128 parks utilised (compared to average of 20 out of 128 parks between the hours of 8am to 4:30pm). There were previously approximately 12 free unrestricted car parks at the bottom end of Queen Street between Washbourne Drive and Salisbury Road.
- 5.54 Staff have reflected this theme with an option to completely remove the cycle ways (Option 3) and reinstate the on-street parking as it was before the SfP project started. This option, however, has serious drawbacks and implications for the safety of cyclist and pedestrians on Queen Street and the operation of the wider cycle network planned for Richmond.
- 5.55 The original network map of Richmond approved as part of the Walking and Cycling Strategy (Figure 4) shows upper Queen Street as having no parking, separated cycle ways, and importantly, continuing to have a 50 kmph speed limit.

- 5.56 Queen Street was intended to serve as one of the urban roads that maintained a higher speed limit which will reduce the tendency of drivers to divert into other roads (such as William Street). This helps protect the areas with higher pedestrian density, particularly with school frontages. To safely maintain a 50 kmph speed limit, it is crucial to keep cyclists separate from vehicle traffic.



Figure 4: Planned Richmond cycle network and speeds as shown in the approved Walking and Cycling Strategy (2022).

- 5.57 Additionally, according to the New Zealand Transport Agency's One Network Framework, upper Queen Street is defined as an urban connector—which is a road that carries a significant amount of vehicle traffic but also is a key active mode connector and has places, homes and some businesses. Urban Connectors are intended to stay higher speed to allow for faster connections and more efficient travel.

- 5.58 Policy 6 of the Walking and Cycling Strategy makes it clear that if a road is to remain at 50 kmph, it needs to have separated facilities for cyclists to allow people to safely make the choice to not drive.

POLICY 6: Council will work towards all urban streets having either an effective 30 km/hour speed, or a protected or separated cycleway.

- 5.59 The current Government has also indicated that one of the changes that will be made to the Speed Setting Rule is making it more difficult to justify lowering a speed limit to 30 kmph. To do this, the Council will need to be able to show through crash history the danger to pedestrians and cyclists and gain majority approval of the speed change from the community among other requirements. This makes it highly

unlikely that upper Queen Street will be approved as a 30 kmph zone, therefore increasing the need to retain the pilot separated cycleways.

- 5.60 Staff note that only 14% of the feedback received regarding the changes on Queen Street were from residents of Queen Street.

Lack of clear rational or data to support changes

- 5.61 This theme more reflects the reach of the strategy consultation and consultation undertaken in the Streets for People project, rather than feedback that staff can alter with an alternative design. It would be fair to say that despite the relatively significant focus on communication and engagement during both the strategy development and the SFP projects, many residents are not aware of the Council's strategy. Staff consider that option 3 below will satisfy those residents that have given this feedback.

Concerns about impact to safety

- 5.62 All installations have had an external "safe systems" audit and are considered safe from a technical design perspective. Most of the safety concerns seem to be guided towards the following:

- Removal of on-street parking and the need to park and walk should on-site parking be already utilised – particularly for elderly (with many complaints being on behalf of elderly).
- Upright separators (hit sticks) being difficult to see.
- Difficulty for support staff accessing their clients.

- 5.63 To note – staff have received feedback through surveys from people speaking on behalf of elderly or less-able-bodied residents like the feedback received here - *"I don't like that it discriminates the elderly and those with limited mobility, I have heard that elderly aren't visiting their friends as they can't park and walk the distance to visit, also would make delivering meals on wheels and other important services like support workers to those in need harder."* Quote in the feedback survey from a resident of Queen Street aged 30-50.

- 5.64 While staff acknowledge the inconvenience to these residents, staff are yet to receive a specific complaint (other than survey feedback like the above quote) from a carer, health provider, emergency services or resident requiring one of these services stating that they have been unable to receive the necessary care due to lack of on-street parking. Staff consider this reflects the initial analysis carried out before project implementation which showed the availability of off-street parking at properties in the project area.

There are concerns about impact on and/or access to businesses

- 5.65 There are two sets of businesses along the SfP section of Queen Street – the Henley Dairy/Sprig and Fern (S&F) /Queen Street Fish & Chip Shop (F&C) block, and the Richmond Antique Store. All businesses were consulted in the design phase of the project.

The Henley Dairy/Sprig and Fern/Queen Street Fish & Chip Shop block

- 5.66 Before the pilot installations, there were nine 10-minute angled car parks on the northern side of Queen Street (heading away from the Council offices) directly outside the shops, on-street parking on the southern side of Queen Street, and a large car park (approximately 20 spaces) behind the shops (available to F&C and S&F customers only – however, not actively supervised).

- 5.67 After the pilot installations, there are now five parallel car parks on the northern side of Queen Street, no on-street parking on the southern side, and the car park behind the shops remains. Cars travelling towards Salisbury Road that are wanting to stop at the shops either must pull into the off-street car park, U-turn onto the northern side, or turn into George Street to park.
- 5.68 The owner of the Henley Store Dairy has expressed concerns that the pilot installations are affecting the business as some customers have said that they are continuing into town to do their convenience shopping instead of turning into the side streets and parking or doing a U-turn and parking in the parallel parks.
- 5.69 The business owner has also indicated that revenue has decreased since the SfP pilots were installed. This is a fluctuation on revenue week on week, with some week's revenue being the same as before the pilots were installed. It is worth noting that this revenue analysis did not consider any seasonal fluctuations, potential changes to cost of living and market spending on convenience goods.
- 5.70 Staff have not received any complaints about revenue fluctuations from the Sprig and Fern or the Fish and Chip shop.
- 5.71 Staff have subsequently drafted options (**Attachment 8**) which reinstates car parking on the Southern side of Queen Street in a 30km/h "slow speed zone".

The Richmond Antique Store

- 5.72 Before the pilot installations, the following parking was available by the Antique Store:
- Three unmarked, time-restricted car parks on the northern side of Queen Street directly outside the Antique Shop;
 - Four business car parks parallel to the building which are exclusive to the Antique Shop;
 - Four free parking bays within 100 meters of the Antique Shop also on the northern side of Queen Street;
 - Eight free parking bays both outside and within 100 meters of the Antique Shop on the southern side of Queen Street
- 5.73 The pilot installations have removed the 12 on-street parking bays and the three time-restricted car parks to install the separated cycle lanes.
- 5.74 None of the parking removed as mentioned above was exclusive to the business, and the 12 free parking bays were frequently occupied by commuter parking when assessed in the parking counts (more comments on this under the Queen Street previous parking utilisation heading below).
- 5.75 As a part of the project, the Council regraded the Antique Stores private gravel car park which provides approximately seven spaces provided multiple signs leading customers to the car parks. These spaces are exclusive to the business.
- 5.76 Staff have not received any complaints from the business owners since the pilot installation.

Criticism of the Council's engagement process and decision making

- 5.77 Staff consider this theme to be a criticism of Council processes more than the pilot installations alone and will include it in the project 'lessons learnt' register. It is also a common complaint of people who do not support the decisions that the Council makes, regardless of the amount of consultation and engagement that has taken place.

Queen Street previous parking utilisation

- 5.78 Before the Queen Street SfP project commenced, staff and members of the community working group undertook a parking utilisation survey. The number of available on-street car parks between Salisbury Road and Hill Street was 128.
- 5.79 The average utilisation of these car parks was 14.88% (19 out of 128 parks utilised) with the highest number being 28 at 11am on 5 October 2022. To note, the parking utilisation data set included 19 individual counts between 20 September 2023¹ and 12 April 2023.
- 5.80 Commuter parking outside the Antique Shop was the biggest contributor to utilisation. Counts taken outside of 8am to 4:30pm (approximate work commuter times) were on average 12 out of 128 parks utilised (compared to average of 20 out of 128 parks between the hours of 8am to 4:30pm).
- 5.81 Each site received approximately 400-700 individual feedback submissions post construction. Staff acknowledge that the residents that filled in this survey were self-selecting and may therefore not be a statistically representative sample size.
- 5.82 Staff consider it likely that many residents that were supportive of the pilot installations may not have filled out the post-construction survey, as the pilots were satisfactory in their view, and they felt they were likely to remain.

Champion Road

- 5.83 For Champion Road, the top five themes which suggested a change to the existing pilot (excluding the general opposition theme) were as follows:
- Concern about car park removal (102 responses of the 422 total).
 - Lack of clear rationale or data to support changes (43 responses of the 422 total).
 - Concerns about impact to safety (60 responses of the 422 total).
 - Criticism of the Council's engagement process and decision making (28 responses of the 422 total).
 - Opposition to colours/markings/signage (18 responses of the 422 total).
- 5.84 From these key themes, staff have drafted some design for alternative options (**Attachment 6**). Staff also have the following comments about the themes.

Concern about car park removal

- 5.85 Due to the width of Champion Road, there is not an option that safely caters for separated cycleways and provides on-street parking. There were multiple suggestions in the feedback to provide cycling facilities on one side of the road with a parking bay on the other.
- 5.86 Irrespective of that, staff have drafted a design (**Attachment 6** – Option 3) which shows the maximum cycleway width that is achievable accounting for the minimum traffic lane width and parking bay.
- 5.87 When assessing the concerns about the car park removal, it's important to note the parking utilisation counts below.
- 5.88 Staff also assessed the off-street parking capabilities of all residents along this stretch of Champion Road – with the average off-street parking available being six.
- 5.89 The lowest number of off-street car parks available is four and the maximum distance from a side street with car parks was 138 meters.

- 5.90 Staff have reflected this theme with an option to completely remove the cycleways and reinstate the on-street parking as it was before the SfP project started, however this is not recommended due to the overwhelming evidence of safety from cycle lanes, maintaining the integrity of the cycle network, support from Garin College and increase of cyclist numbers in the scope area.

Lack of clear rationale or data to support changes

- 5.91 This theme more reflects the reach of the walking and cycling strategy consultation and consultation undertaken in the Streets for People project, rather than feedback that staff can alter with an alternative design.
- 5.92 Staff assume that option 3 below will satisfy those residents that have given this feedback.

Concerns about impact to safety

- 5.93 As above with Queen Street qualitative data summary for the same theme.

Criticism of the Council's engagement process and decision making

- 5.94 As above with Queen Street qualitative data summary for the same theme.

Opposition to colours/markings/signage

- 5.95 All installations have had an external "safe systems" audit and are considered safe from a design perspective. The markings, signage and painted lanes are industry standard and are measures to ensure safety of all road users.
- 5.96 Therefore, there are no options that will alleviate these concerns apart from option 3 which removes all cycle lanes and reinstates previous road alignment. It may be aesthetically displeasing to some, but staff do not feel that is a strong enough argument to recommend change.
- 5.97 Also to note, this theme was referenced 18 times in the 403 individual submissions, so staff do not consider it a significant theme.

<h2>6. Options / Kōwhiringa</h2>

- 6.1 The options for Aranui Road are outlined in the following table:

Option		Advantage	Disadvantage
1.	Retain pilot project as is	<ul style="list-style-type: none"> • Maintains increased level of protection to cyclists and other active mode users. • Continues to build connection to the wider developing cycle network. • Takes steps to achieve the Council's climate action goals. • Follows through on policies and plans approved through the Walking and Cycling Strategy. • Allows for more time to see an increase in active mode user numbers as the network continues to grow. 	<ul style="list-style-type: none"> • Members of the community who do not like the project, or elements of the project, may not feel listened to. • There will continue to be confusion in the community around the layout of the cycle lanes, which may limit uptake of cycling in Māpua.

Option	Advantage	Disadvantage
<p>2. Retain pilot project with changes the following changes:</p> <ul style="list-style-type: none"> a. Remove the arrows in opposing directions on cycleway. b. Remove planter boxes and replace with yellow lines. c. Remove white plastic bollards. d. Create defined space on the road section of shared path heading towards the wharf for one-way cycling. e. Encourage cyclists to take the lane when heading away from the wharf. f. Extend the corner footpath by the school for cyclists. 	<ul style="list-style-type: none"> • Will show the community their dislike of planter boxes to limit parking was listened to. • Will increase clarity around how to use the new cycle facilities provided. • Will increase safety by adding separation between cyclists and pedestrians heading to the wharf. 	<ul style="list-style-type: none"> • Cyclists will need to share the lane with vehicle traffic heading away from the wharf.
<p>3. Remove pilot installation entirely</p>	<ul style="list-style-type: none"> • Satisfies community members who want on-road parking re-instated. 	<ul style="list-style-type: none"> • Increases risk for pedestrians and cyclists. • Fails to give the project a long enough chance to gain traction. • Fails to take steps to action the targets and policies in numerous approved Council strategies.

6.2 The options for Champion Road are outlined in the following table:

Option		Advantage	Disadvantage
1.	Retain pilot project as is	<ul style="list-style-type: none"> • Maintains increased level of protection to cyclists and other active mode users. • Continues to build connection to the wider developing cycle network. • Takes steps to achieve Council's climate action goals. • Follows through on policies and plans approved through the Walking and Cycling Strategy. • Allows for more time to see an increase in active mode user numbers as the network continues to grow. 	<ul style="list-style-type: none"> • Members of the community who do not like the project, or elements of the project, may feel not listened to.
2.	Retain pilot project with the following possible changes: <ul style="list-style-type: none"> • Reinstate parking on one side of the road and install sub-standard dual-direction cycleway. 	<ul style="list-style-type: none"> • Satisfies community members who want on-road parking re-instated. 	<ul style="list-style-type: none"> • This option would not pass an external safety audit. Should the Council install these facilities there are risks around liability knowing this facility is not safe. • This option provides dual directional cycle way under the minimum allowable width of a single directional cycle way. • Fails to take steps to contribute to meeting the targets and policies in approved Council strategies.

Option		Advantage	Disadvantage
3.	Remove pilot installation entirely	<ul style="list-style-type: none"> Satisfies community members who want on-road parking reinstated. 	<ul style="list-style-type: none"> Increases risk for pedestrians and cyclists. Fails to give the project a long enough chance to gain traction. Limits the connectedness of the Richmond cycle network. Fails to take steps to contribute to meeting the targets and policies in approved Council strategies.

6.3 The options for Queen Street are outlined in the following table:

Option		Advantage	Disadvantage
1.	Retain pilot project as is	<ul style="list-style-type: none"> Maintains increased level of protection to cyclists and other active mode users. Continues to build connection to the wider developing cycle network. Takes steps to achieve Council's climate action goals. Follows through on policies and plans approved through the Walking and Cycling Strategy. Allows for more time to see an increase in active mode user numbers as the network continues to grow. 	<ul style="list-style-type: none"> Members of the community who do not like the project, or elements of the project, may not feel listened to.

Option		Advantage	Disadvantage
2.	<p>Retain pilot project with the following changes:</p> <ul style="list-style-type: none"> Reinstate parking on one side of the road and install sub-standard dual-direction cycleway. 	<ul style="list-style-type: none"> Satisfies community members who want on-road parking reinstated. 	<ul style="list-style-type: none"> This option would not pass an external safety audit. Should the Council install these facilities there are risks around liability knowing this facility is not safe. This option provides dual directional cycle way under the minimum allowable width of a single directional cycleway. Dual directional cycle ways are also less safe than single direction. This option creates ambiguity within the full network of cycleways. Fails to take steps to action the targets and policies in numerous approved Council strategies.
3.	<p>Remove pilot installation entirely</p>	<ul style="list-style-type: none"> Satisfies community members who want on-road parking re-instated. 	<ul style="list-style-type: none"> Increases risk for pedestrians and cyclists. Fails to give the project a long enough chance to gain traction. Limits the connectedness of the Richmond cycle network. Fails to take steps to action the targets and policies in numerous approved Council strategies.

6.4 Option 2 (retain project with some changes) is recommended for Aranui Road.

6.5 Option 1 (retain current layout) is recommended for Champion Road and Queen Street.

7. Legal / Ngā ture

- 7.1 Any changes to traffic control devices will need to be reflected in the Traffic Control Devices Bylaw register.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 Staff held multiple hui with iwi during early concept design. Given that works included retrofitting areas already allocated as road reserve, iwi did not request to be actively engaged for the remainder of the project.
- 8.2 To note, this engagement was undertaken before the Whakawhitiwhiti Whakaaro (Iwi Engagement Space) was developed.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 This report is of high significance to residents that live on any of the SfP streets as the ability to utilise on-street parking has been removed to improve safety.
- 9.2 This report is of high significance to residents wanting to utilise cycle lanes.
- 9.3 Relative to many Council projects, the Walking & Cycling Strategy and SfP projects have had a high degree of engagement with our community.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	High	The responses to our experience surveys have been high, indicating that public interest is high. There is anecdotal evidence that the recommended option will be controversial.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	High	The recommended option may positively impact the wellbeing of the community in the future. This is due to safer cycle lanes giving residents freedom of transport choice and ultimately less people undertaking short trips by car. This will free up congestion for those that must drive and reduce emissions with less of the population driving. With active transport modes being promoted and being a safe option, it may lead to a healthier community with wider economic benefits.

	Issue	Level of Significance	Explanation of Assessment
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	The pilot projects demonstrate that road layouts can be modified relatively quickly and easily.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	Roads are a strategic asset, but this decision relates to a small part of the network.
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	A decision to remove the pilot installations would decrease the Council's ability to achieve performance measure targets for cycling.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the delivery on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

- 10.1 Staff have run a significant feedback process both pre and post implementation of pilot projects on Queen Street, Champion Road and Aranui Road. A summary of this feedback process is included in **Attachment 1**.
- 10.2 The following communication has been undertaken with residents post the inception of the SfP programme:
- Direct consultation and discussions with all businesses on the streets and key stakeholders (FENZ, Police, St John, Schools).

- Multiple community “working group” design sessions for each street. These were open invites with active invites to key stakeholders (FENZ, Police, St John, Schools).
- All greater Richmond residents received a flyer with a map of all works taking place.
- All residents of the streets received both a pre-construction and post-construction survey which included a cover letter. The remainder of residents were encouraged to fill in these surveys via our website and social media channels, additionally paper copies of the survey were left in strategic locations.
- All residents of the streets received a letter at least four weeks before construction with a concept design and contact details – and again received a letter one week before construction with specific traffic management details. This information was also posted on our website and social media channels.
- Staff also held multiple drop-in sessions to provide information and allow people to give feedback at multiple stages, these included:
 - A community drop in pop-up which ran for two weeks in the Richmond Mall.
 - “Bikers brekkies” in Sundial Square, Aranui Road, and Woolworths Champion Road.
 - Two community drop in sessions pre-construction at Java Hut (Māpua) and two community drop in sessions post construction at the Community Hall (same session as the Māpua Masterplan Consultation)
 - Consultation sessions at Garin College and Māpua School.

10.3 To note, the Walking and Cycling Strategy undertook a full submissions and hearings process, with online information seminars and directly affected residents being actively invited to submit on the strategy.

10.4 A range of opinions have been expressed in the feedback. Staff are confident in the communication and engagement strategy undertaken for the SfP programme. Staff believe that there is a common misconception that “having your say” is the same as “having your way” with many residents believing that if the latter is not achieved then it is a failure of the engagement process.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 All options provided in this report are achievable within the existing budgets for the SfP projects.

12. Risks / Ngā Tūraru

12.1 Should the Council approve the recommended options, there may be a risk that the parts of the community may feel their voices weren't listen to.

12.2 There is a risk that residents who agreed with the pilots did not engage in the feedback process as they were satisfied that the pilots had addressed their prior concerns.

12.3 If the options to remove any or all of the pilot cycle lanes is adopted, there is a risk that significant numbers of the community will be unhappy that what was considered progress towards safer cycling, trips to school, and environmental benefits have been retracted.

- 12.4 If the options to remove any or all the pilot cycle lanes is adopted, there is a risk that the significant number of residents, schools and community groups that strongly supported the adoption of the Walking and Cycling Strategy will see this decision as Council not adhering to a high-profile plan that was recently consulted on and adopted.
- 12.5 If the pilot projects are removed, there is a risk that members of the community will perceive this choice as Tasman District Council failing to take action to take climate change.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

- 13.1 The matter requiring a decision in this report was considered by staff in accordance with the process set out in the Council's 'Climate Change Consideration Guide 2024'.
- 13.2 The recommended options may reduce the greenhouse gas emissions associated with use of the Council's transport network, which is one of the goals of the Walking & Cycling Strategy.
- 13.3 The options for removing the pilot cycle lanes may increase or keep the greenhouse gas emissions associated with the Council's transport network the same. This is based on the existing cycle network staying the same and the proportion of commuters cycling staying the same. According to the Walking and Cycling Strategy, if the proportion of people undertaking their commute by car versus cycling or walking stays the same, there will be 16,600 more cars on the road by 2050 (accounting for census growth projections).
- 13.4 The Walking and Cycling Strategy identifies the need to take urgent action to reduce our transport emissions and present the network plans and strategy policies as crucial steps towards achieving those goals.
- 13.5 Tasman Climate Response Strategy and Action Plan 2023-2035 lists reducing reliance on cars by 'substantially improving infrastructure for walking and cycling' as a key action in support of the Emission Reduction Plan targets (reducing transport emission by 41% by 2035 and net zero by 2050).

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

- 14.1 There is significant strategy and policy in place, adopted and endorsed by Tasman District Council over the last several years that highly encourages the bold installation of cycling infrastructure to make these goals and targets achievable. The actions proposed come directly from the actions and networks that form part of the Walking and Cycling Strategy 2022.

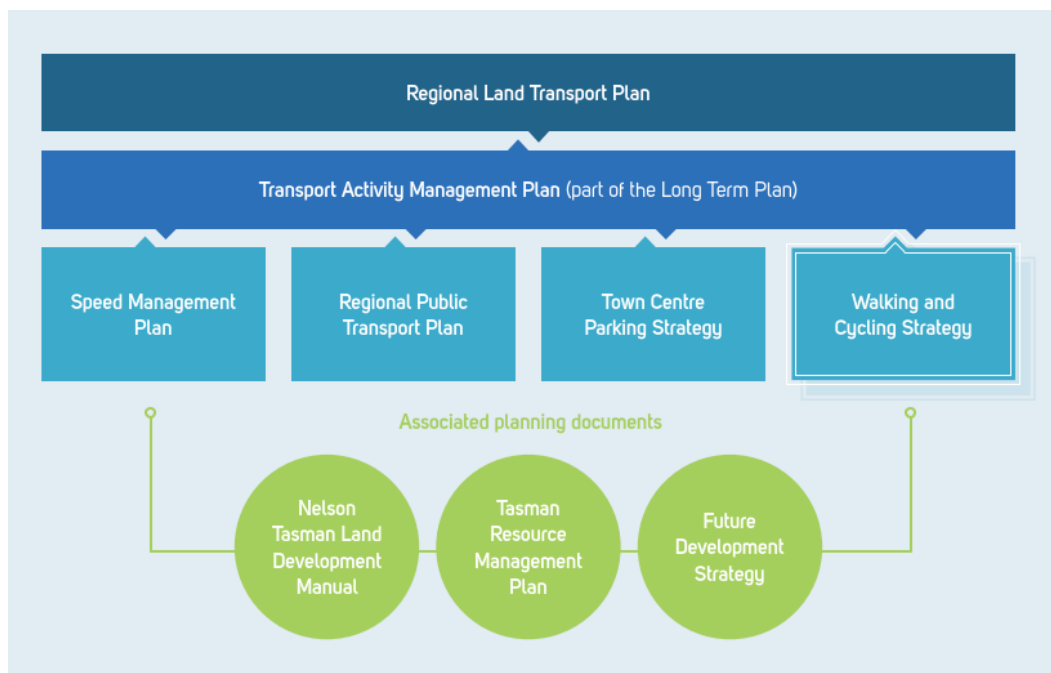


Figure 5: Strategic fit of the Walking and Cycling Strategy 2022

- 14.2 The pilot cycle lanes installed on Queen Street, Champion Road and Aranui Road align closely with the maps consulted on for the Walking and Cycling Strategy (2022) and support the principles, policies and targets identified in the strategy.
- 14.3 The pilots also are steps towards achieving the strategic targets in the Richmond Programme Business Case, aiming to significantly increase the number of people who choose to walk and cycle for local trips.
- 14.4 The pilots support the strategic aims of the Richmond and Motueka Car Parking Strategy 2018-2038, which states that "...walking and cycling...will be encouraged through prioritised infrastructure in prominent locations and investment of our network to provide safe and convenient routes to the town centres."
- 14.5 The pilots align with the targets set in the Regional Land Transport Plan 2021-2031, which has a headline target of doubling the amount of active mode use by 2030 (which also aligns with the Walking and Cycling Strategy).
- 14.6 The pilot cycleways are supported by Richmond on the Rise (2024) which identifies the length of upper Queen Street as an area for intensified residential housing. If cycleways are in place now, future developers have the option to provide off street parking for residents. If the pilot cycleways are removed now, developers will be less likely to provide parking off road for residents and rely on on-street parking. This will make it increasingly difficult to install cycleways along these routes in the future.
- 14.7 Richmond on the Rise also highlights upper Queen Street as a key transit corridor and target for active transport improvements, and states that "With a growing population, we need to make sure people choose types of transport that suit them best. Cycling, walking, e-mobility (electric skateboards, scooters etc) and public transport all have a role to play in Richmond, alongside private cars".
- 14.8 The pilot projects for SfP take steps to achieve the goals and targets of the Emissions Reduction Plan and the Tasman Climate Response Strategy and Action Plan 2023-2035.

15. Conclusion / Kupu Whakatepe

- 15.1 The pilot projects including cycleways that make up the Queen Street, Champion Road and Aranui Road Streets for People projects are closely aligned to a wealth of strategy and policy decisions already endorsed by Tasman District Council.
- 15.2 The projects are the physical actions that have resulted from carrying out the plans and step changes identified in the Walking and Cycling Strategy 2022.
- 15.3 Robust consultation and engagement were undertaken for the prior strategies that form the genesis of the Streets for People projects, and for the pilot cycle ways themselves.
- 15.4 Despite the brief amount of time that they have been installed, staff have measured an increase in active mode use, and an increase in perception of safety.
- 15.5 Feedback was received that some members of the community are unhappy with the reallocation of road space to cycleway, but this feedback is expected and not unusual for this type of project. Feedback was also received confirming that the roads now feel safer for people walking or cycling.
- 15.6 Staff recommend that the Council retains the pilot projects on Queen Street and Champion Road as they are, and retain the pilot project on Aranui Road with several changes encouraged by the community.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 If the recommendations in this report are approved by the Council, staff will take action to make the identified changes as quickly as possible.
- 16.2 Staff will continue to collect information on vehicle speeds, cyclist numbers and perceptions of safety as the pilots continue.
- 16.3 Staff will continue to meet with the Walking and Cycling Governance Panel to update the Council on the project and gain feedback.
- 16.4 Staff will provide a summary of community feedback on the remaining Streets for People projects (Salisbury Road and Hill Street) at the next Council meeting in June 2024.

17. Attachments / Tuhinga tāpiri

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APRIL 2024

F O L K L

Tasman District Council.

Streets for People. Richmond & Māpua.
Summary of Findings for
Governance Panel Workshop.

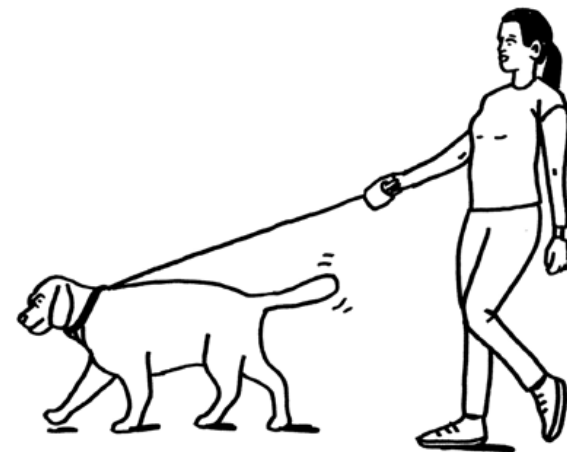
 **tasman**
district council | Te Kaunihera o
te tai o Aorere



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Ideas and Considerations



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Richmond.

Background & Methodology. Richmond.

Summary Richmond

Behaviour

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General Sentiment,
Ideas and Considerations



Background & Project Objectives.

In 2022 Tasman District Council was able to secure funding from the Waka Kotahi Streets for People programme, so that it could deliver elements of its Walking and Cycling Strategy sooner than first planned. The Streets for people programme aimed to support councils in evolving their streets and creating people friendly spaces in partnership with their communities.

The Richmond & Māpua Streets for People projects aim to create and improve spaces for safer cycling over the next two years, linking places where people live, schools, commercial centres and the wider existing network of cycle trails.

Richmond and Māpua will continue to grow in population and popularity in the coming years. It is important to find ways to ensure cycling and walking paths, roads, and public transport can deal with growth within the area, and ensure Richmond and Māpua are easy to live in and travel around.

The purpose of this report is to understand the impacts and changes in community perception and quantitative measures relative to the project objectives.



Project Objectives:

Aligning with national and regional transport strategies, Tasman District Council are seeking to:

1

Make Richmond and Māpua's roads safer for everyone.

2

Improve connections between streets, and build safe and attractive walking and cycling paths, helping make Richmond and Māpua even nicer places to live.

3

Help ensure journey times are more reliable for both people and freight, particularly during busy times of the day.

4

Make it easier for people to walk, bike or take different transport options to get to work and school.





Background & Methodology. Māpua.

The Māpua Streets for People project aims to improve Aranui Road by creating a safe and sustainable corridor through slower speed zones, shared paths, planter boxes and raised pedestrian crossings.

Methodology: Research and engagement was conducted over a 19-month period, beginning in September 2022 (pre construction) and ending in early March 2024 (post construction).



Survey



Workshops/ Drop-in sessions

(including meeting with key stakeholders such as business owners, community groups, and the Fire Service)



FOLKL Vision



Supplementary data

Tube counters and
TomTom and Strava
Metro speed data



Summary.

Māpua, Aranui Road.

The following project objectives are aligned with the Tasman District Council Walking & Cycling Strategy (May 2022), and were used when applying for the Streets for People project with Waka Kotahi, New Zealand Transport Agency.

The following vision statement was created with the Māpua working group, which included members of the Māpua community and various stakeholders:

“Creating a safe sustainable road corridor, where attractive and inviting streets encourage an engaged vibrant community life inclusive of everyone”



1 Project Objective 1

Making Māpua's roads safer for everyone.

→ Findings:

Since the changes, more people feel it is safer for those not in a vehicle.

Average motor vehicle speeds have dropped (especially near raised pedestrian crossings), by between 7% - 29% (page 8).

2 Project Objective 2

Improving Māpua's connectivity.

→ Findings:

The cycleway connects Māpua, schools to residential areas and amenities.

The three new raised pedestrian crossings are widely used, and have concentrated where pedestrian choose to cross the road (page 9 & 11).

3 Project Objective 3

Ensuring reliable journey times in Māpua.

→ Findings:

Average motor vehicle speeds have decreased and vehicle volumes have increased slightly.

Travel times on Aranui Road have increased by 20 seconds (SE bound) and 15 seconds (NW bound) (page 8).

4 Project Objective 4

Making active and alternative transportation easier for Māpua.

→ Findings:

Pedestrian crossings and extension of footpaths are well liked and used - by cyclists and pedestrians (page 18).

The key findings from engagement with the community, and via the various feedback channels and data sources include:

→ In general participants felt that the changes had improved safety in the area, the raised crossings were cited as a key contributor to this.

→ Average vehicle speeds in Aranui Road had decreased.



→ Participants were keen to see the planter boxes removed due to perceived safety concerns.

→ There was concern about the removal of on-street parking and that the new road layout is causing some confusion.



Behaviour.

This section shows the impact the changes to Māpua have had on motor vehicle and cyclist behaviour in the area.



Behaviour.

There are differences in how people use the cycleway and shared path on Aranui Road.

Cyclelane usage on Aranui Road near Higgs Road shows that 31% of cyclists are riding on the new cyclelane and 40% on the footpath. The remaining 29% were riding on the road.

The environment near Māpua School was observed for both morning drop-off and afternoon pick-up time over a three day period, pre and post project, to understand what modes people were using, and where they were choosing to travel. Analysis of this data uncovered the following:

- There was a +45% increase in walkers, cyclists and scooter riders in the area and when looking at cyclists and scooter riders only, this jumps to +112% between the two periods.
- On the school side, 79% of cyclists and scooter riders chose to ride on the footpath, 20% on the cycleway and the remaining 1% on the road.

- The number of people crossing the road between the existing crossing and the new raised pedestrian crossing has increased by +141%. This may be due to the lower motor vehicle speeds in the area, caused by the nearby raised pedestrian crossing, providing a perceived safer environment to cross the road.

Cyclepath Usage



Source: TDC tube counters, Feb 2024.

Behaviour.

Average motor vehicle speeds have decreased at each segment on Aranui Road, most significantly at the new raised crossing near Māpua School.

Since the changes were made, average motor vehicle speeds have decreased in all segments of Aranui Road between Māpua school and Tahi Street.

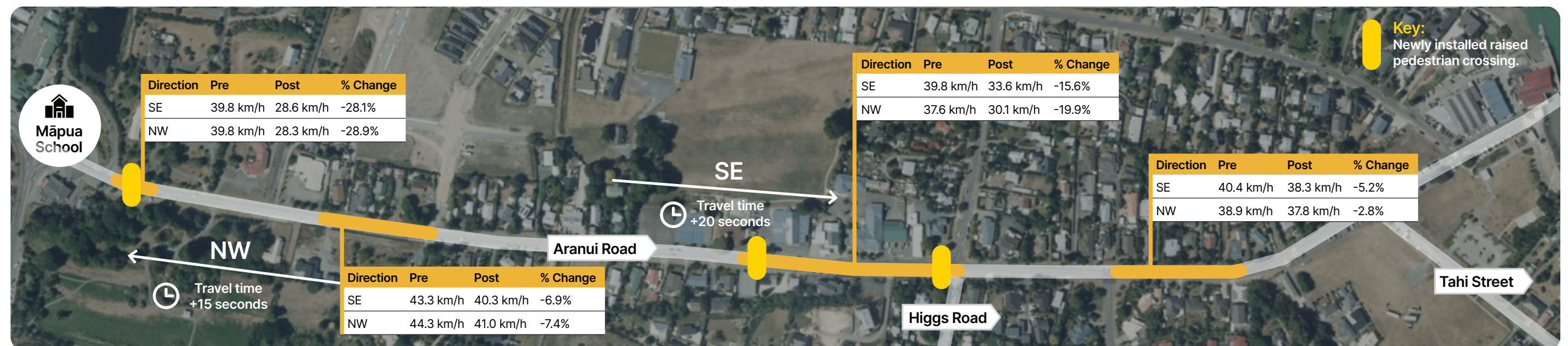
As expected, these speed reductions are most dramatic at the location of the three raised pedestrian crossings (indicated below by a yellow rectangle), where speeds reduced by between -22% and -28.9%. At other segments of the road speeds decreased by a lesser amount, between -2.8% and -7.4%.

30 km/h speeds are often a target when trying to create a shared space for motor vehicles, pedestrians and cyclists. At these speeds the risk of death and serious injury is significantly reduced.

Average motor vehicle travel times on this 1.24 kilometer section of Aranui Road have increased by 20 seconds (from 127 seconds to 147 seconds) for vehicles travelling south east. Those travelling north west have increased by 15 seconds (from 131 seconds to 146 seconds).

There was a concern that the street changes would see an increase in vehicles using Higgs Road or Iwa Road to avoid Aranui Road. There were only noticeable changes in vehicles travelling from the wharf. Before the changes, 77% of vehicles travelled via Higgs Road to the Higgs Road, Māpua Drive and Catherine Road roundabout and 20% travelled on Aranui Road and Māpua Drive (the remaining 3% use Iwa Road). Since the changes this has increased to 84% travelling on Higgs Road, and decreased to 16% on Aranui Road (the remaining 1% use Iwa Road). More information can be found on page 44.

Average Motor Vehicle Speeds



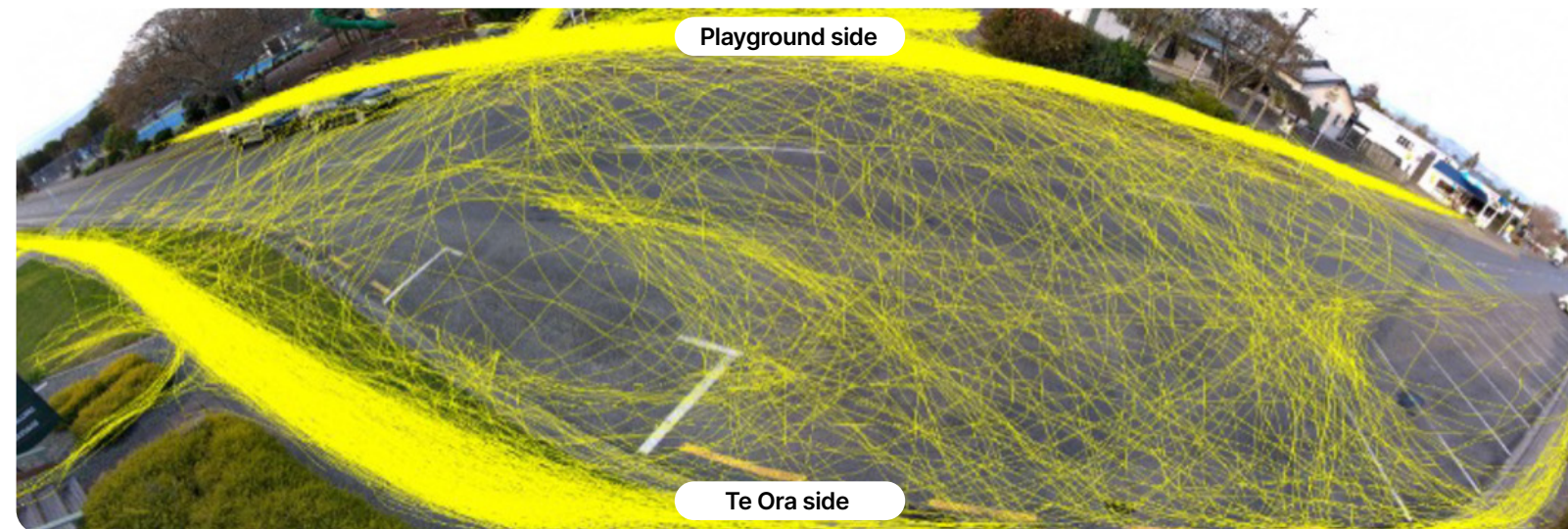
Source: Tomtom Traffic Stats, comparing February 2023 (pre) with February 2024 (post). Tomtom Traffic Stats analyses average speeds in segments, indicated by the orange line.

Behaviour. Pedestrians. Māpua Playground Site.

Pedestrian movements indicate that new pedestrian infrastructure is well used and crossing points are condensed into three areas, with the pedestrian crossing being the most used crossing point in the area. Footpath use has not significantly changed.



Disclaimer: The trajectories that look like pedestrians in the middle of the road are likely e-scooter or bike users, wrongfully identified as pedestrians by the software.



Pre change.

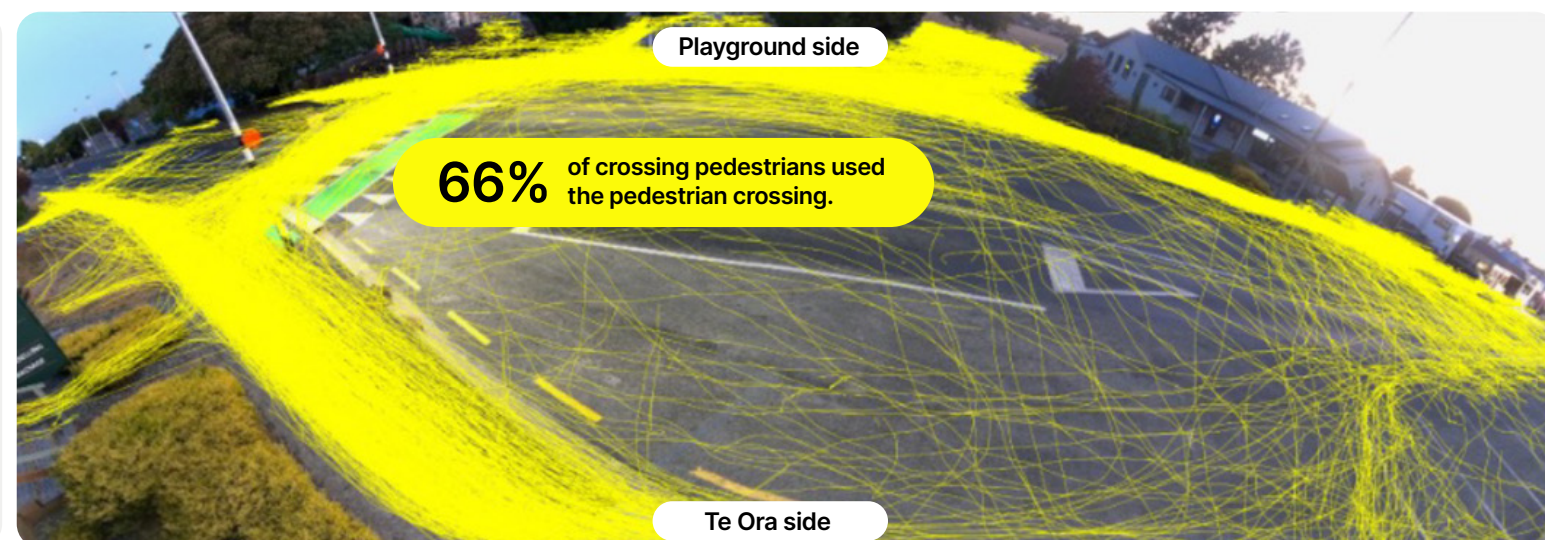
Pedestrian movements in the pre-change analysis showed no defined crossing preference with pedestrians crossing at various points along Aranui Road.



Post change.

Pedestrian movements in the post-change analysis showed three main crossing points. The new pedestrian crossing was used by 2 out of 3 pedestrians that crossed Aranui Road in this area.

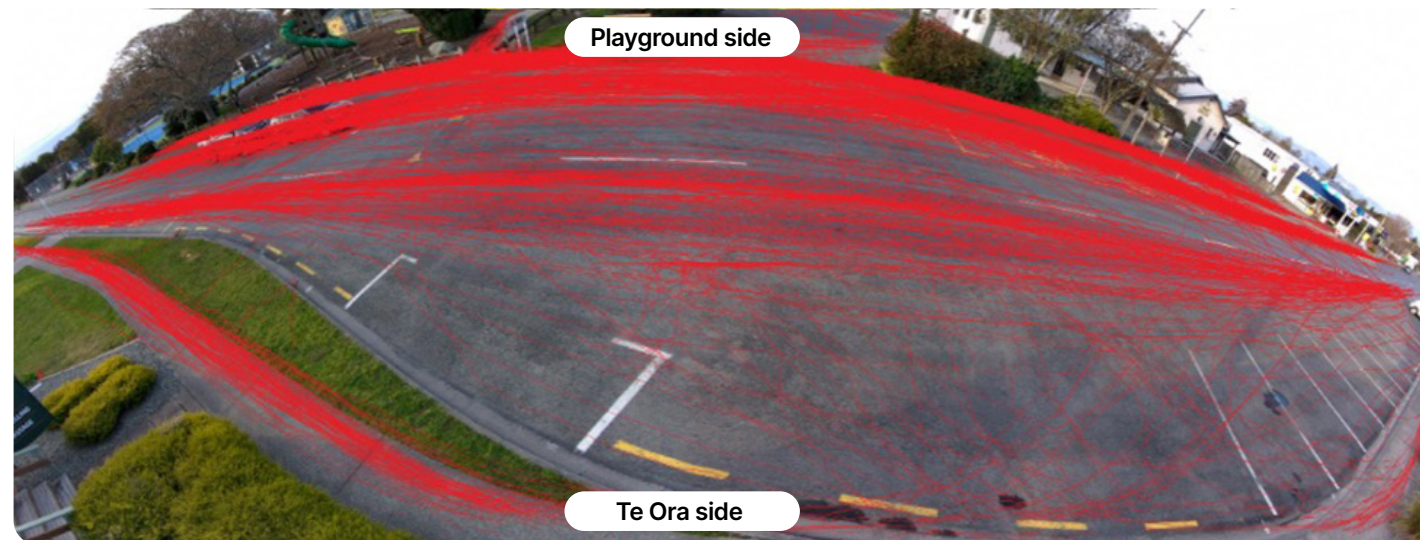
Behaviour of pedestrians crossing between the community hall and the car parks on the Te Ora side of the road is still present.



Source: FOLKL Research.

Behaviour. Cyclists. Māpua Playground Site.

Post-change analysis indicates cyclist movements on the road have slightly increased and trajectories show that cyclists are using the new crossing. The percentage of cyclists riding on the road has increased by 4 percentage points.



Pre change.

The pre-change analysis shows evidence of cyclists using both the footpath and road.

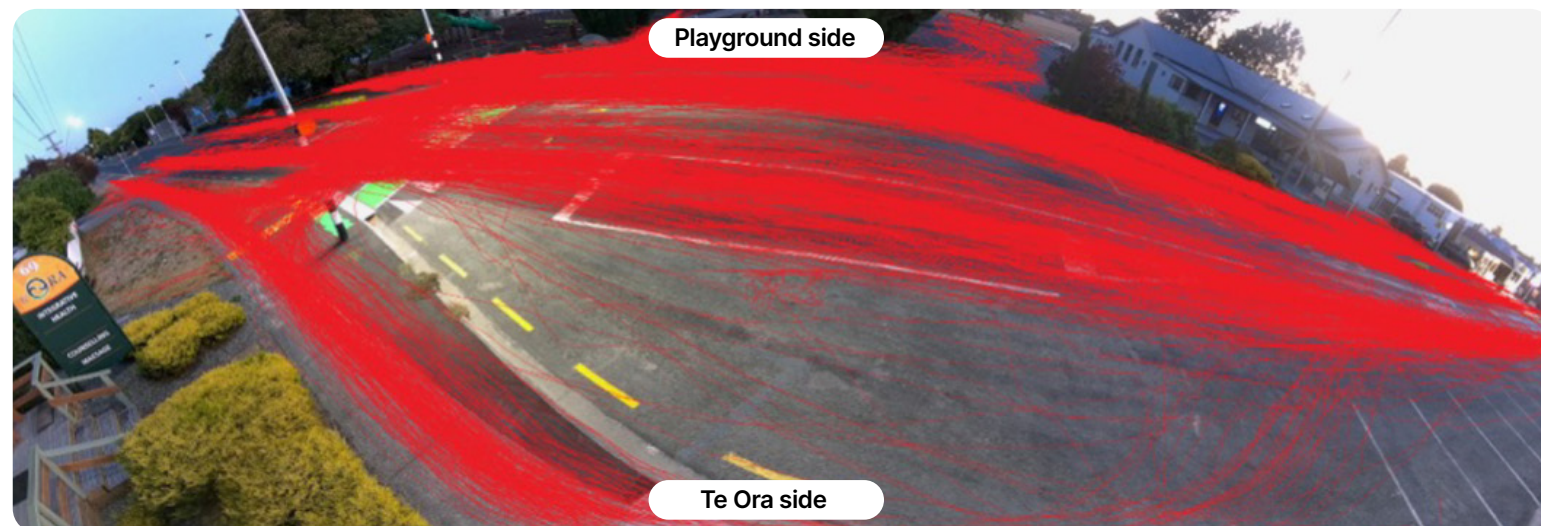
45% of the total cyclist movements used the footpath on the playground side. 11% of the total cyclist movements used the footpath on the Te Ora side, resulting in 56% of cyclists choosing to ride on the footpaths in this area.

Post change.

The post-change analysis shows evidence that cyclists are still using the road and footpath.

38% of the total cyclist movements use the footpath on the playground side, which is 7 percentage points less than in pre-change analysis. 14% of the total cyclist movements used the Te Ora side which is a 3 percentage point increase. This results in 52% of total cyclists riding on the footpaths in this area which is a decrease of 4 percentage points from the pre-change analysis.

The new pedestrian crossing is well used by cyclists.



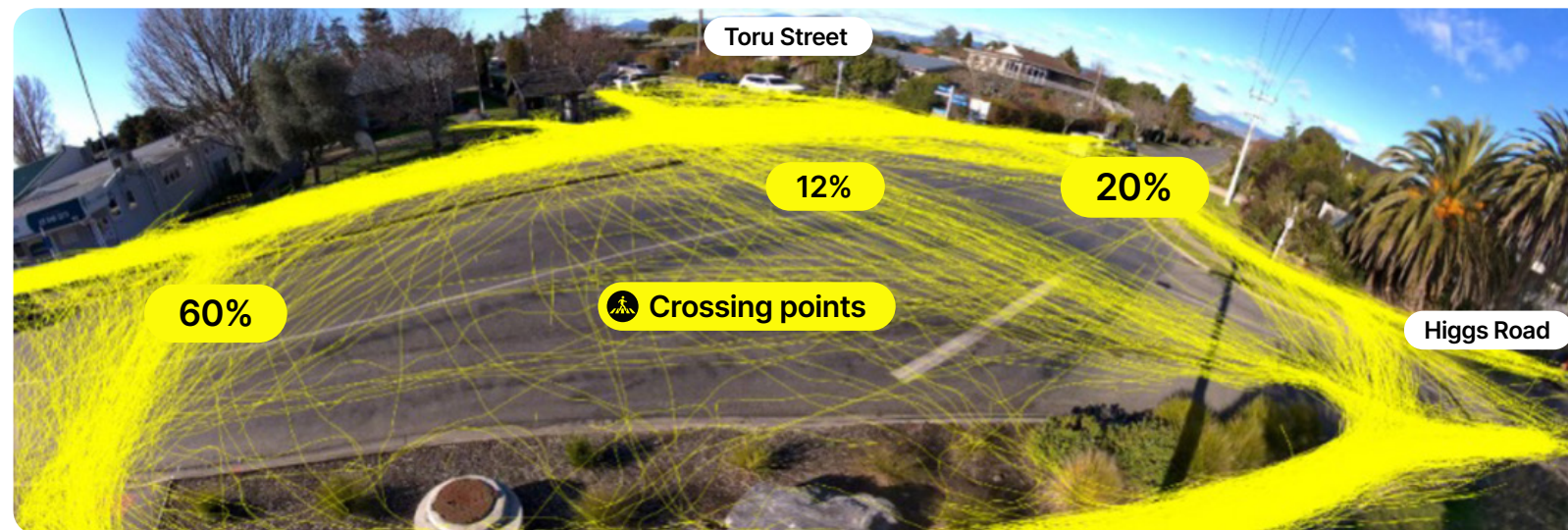
Source: FOLKL Research.

Behaviour. Pedestrians. Higgs Road Site.

Almost 9 out of 10 pedestrians are crossing Aranui Road on the new pedestrian crossing, increasing from 6 out of 10 before the crossing was installed.



Disclaimer: The trajectories that look like pedestrians in the middle of the road are likely e-scooter or bike users, wrongfully identified as pedestrians by the software.



Pre change.

The pedestrian movements in the pre-change analysis indicate three obvious crossing points.

The first crossing point, where the pedestrian crossing was introduced, experienced 60% of pedestrian crossing movements. The second between Toru Street and Higgs Road experienced 12% of pedestrian crossing movements. The third crossing point on the other side of the two roads experienced 20% of pedestrian crossing movements.

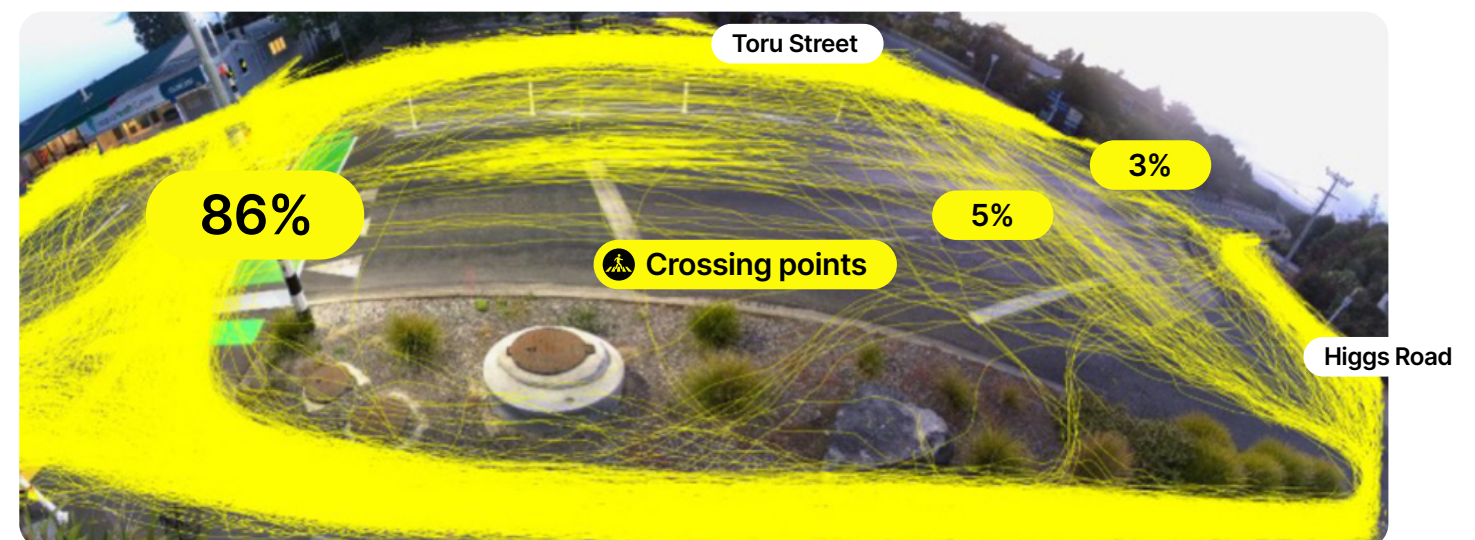
The remaining 8% of the pedestrian crossing movements were spread across other areas.

Post change.

86% of pedestrian crossing movements used the pedestrian crossing.

The other two crossing points are still being used, but by far less people. The second crossing point experienced 5% of pedestrian crossing movements and the third experienced 3%, the remaining 6% of pedestrians crossing movements were spread across other areas.

This evidence shows that the pedestrian crossing is located correctly, and confirms that when good-quality pedestrian infrastructure is installed, people will use it.

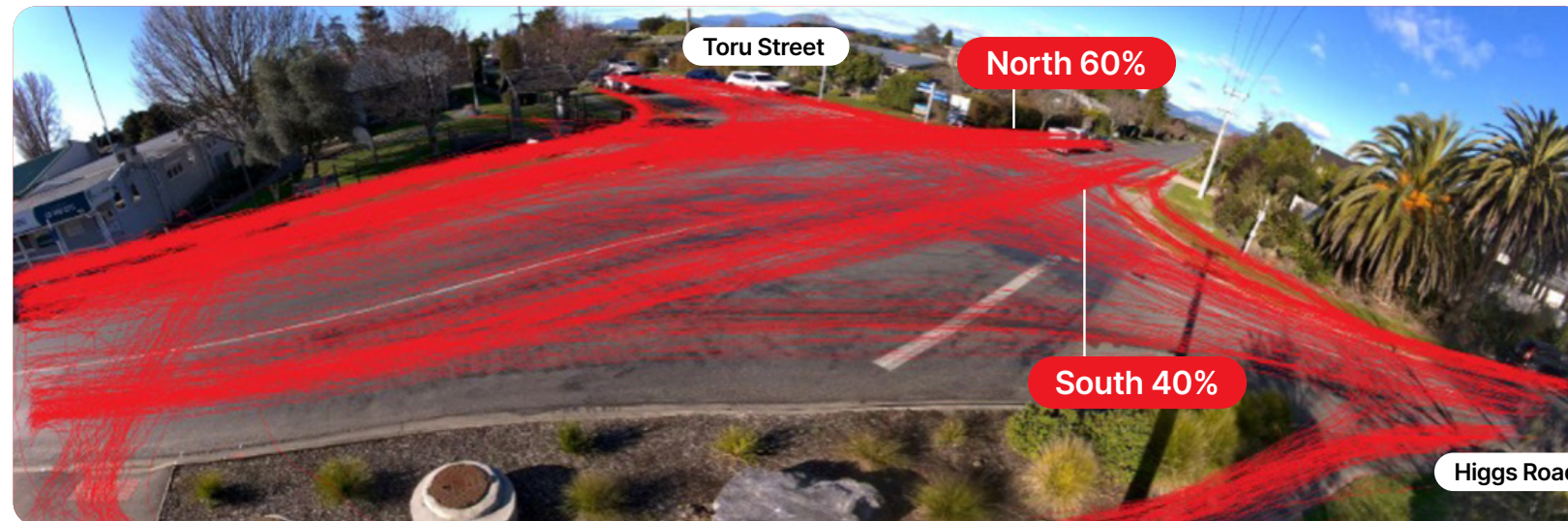


Source: FOLKL Research.

Behaviour. Cyclists. Higgs Road Site.

Pre and Post-change analysis shows evidence of consistent use of both the footpath and road.

The number of cyclists riding on Aranui road has increased by 168% (from 612 to 1640) between the pre and post phase. It is important to note that the pre data collection phase was during August, and the post data collection phase was in February, so seasonality would be a contributing factor.



Pre change.

Pre-change analysis showed evidence of cyclists using both the footpaths and the road.

On the furthest side of Toru Street and Higgs Road majority of cyclist movements are on the north side (60%) and 40% are on the south side.

There is also evidence of some cyclists crossing at the location where the new pedestrian crossing was introduced.



Post change.

There is little change in cyclist behaviour at this site since the changes have been made.

On the furthest side of Toru Street and Higgs Road cyclist movements are more evenly distributed than in the pre-change analysis, with 57% on the north side and 43% on the south.

The new pedestrian crossing is well used by cyclists.



Source: FOLKL Research.



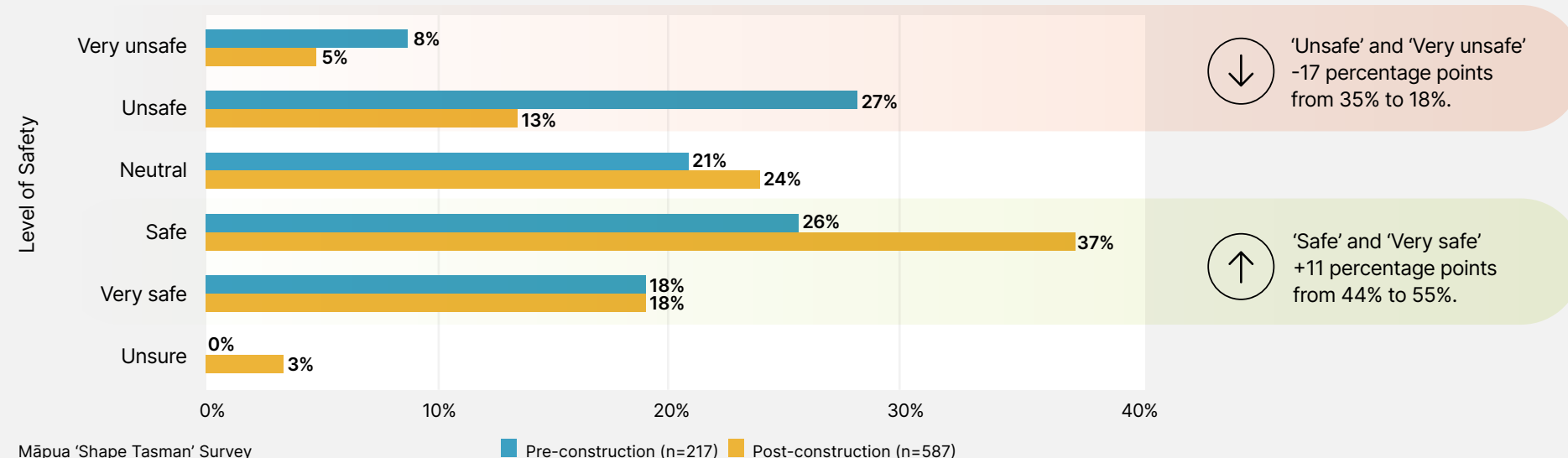
Safety.

This section shows the impact the changes to Māpua have had on safety perceptions in the area.



Safety. Participants generally felt the Māpua project has made the area safer.

In general, how safe do you feel the speed is in the project area, for those not in vehicles?

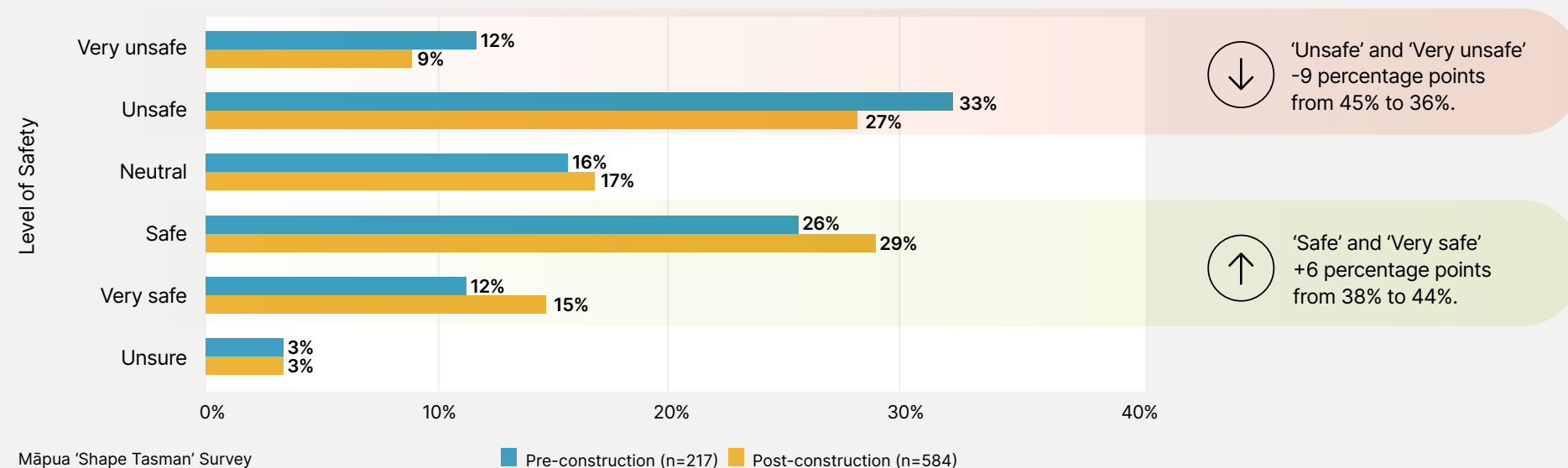


Additional context from safety responses.

- Some participants felt the cycle lane lacked consistency, causing confusion, notably where cyclist are required to merge back with vehicle traffic.
- Some thought the speed limit could be lowered directly around schools in the area to improve safety.
- It was thought improvements could be made through widening footpaths, removing obstacles (namely planter boxes), and improving signage.

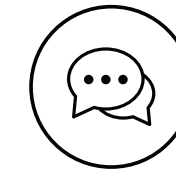
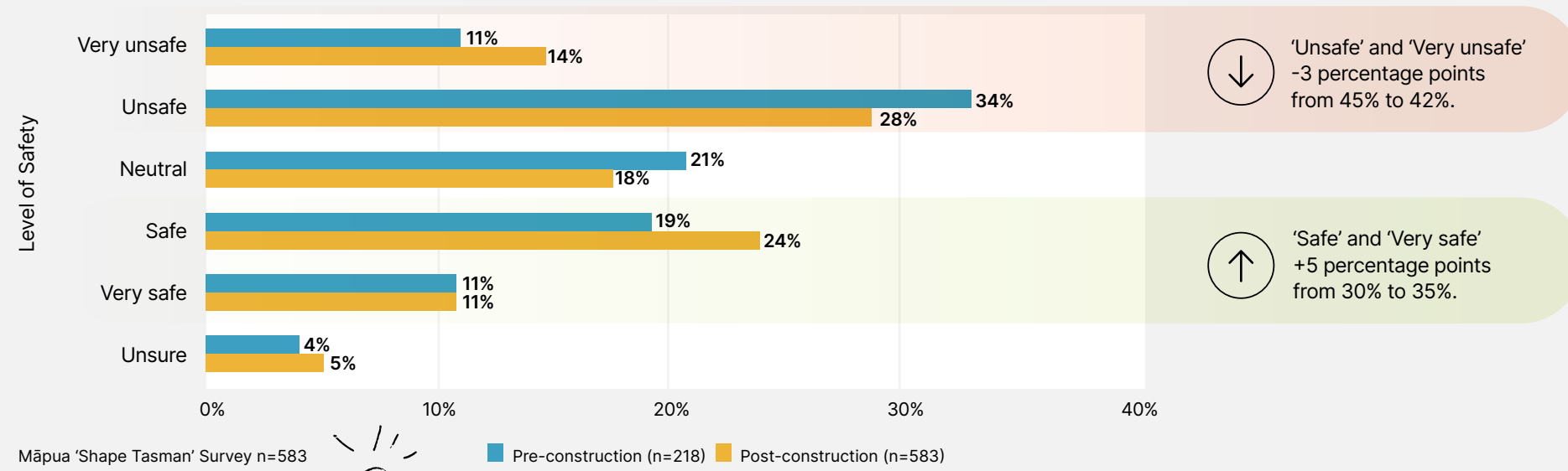
Please note: the pre-construction survey had a smaller sample size so any comparison needs to consider this. Refer to page 44 for the demographics of the survey respondents.

How safe do you feel this area is for school children and teens to walk, scoot, skate or cycle?



Safety. Participants felt that the changes had improved safety for the elderly and those with limited mobility; however, they expressed concern about the shared spaces and the confusing layout.

How safe do you now feel this area is for the elderly or those with limited mobility to get around?



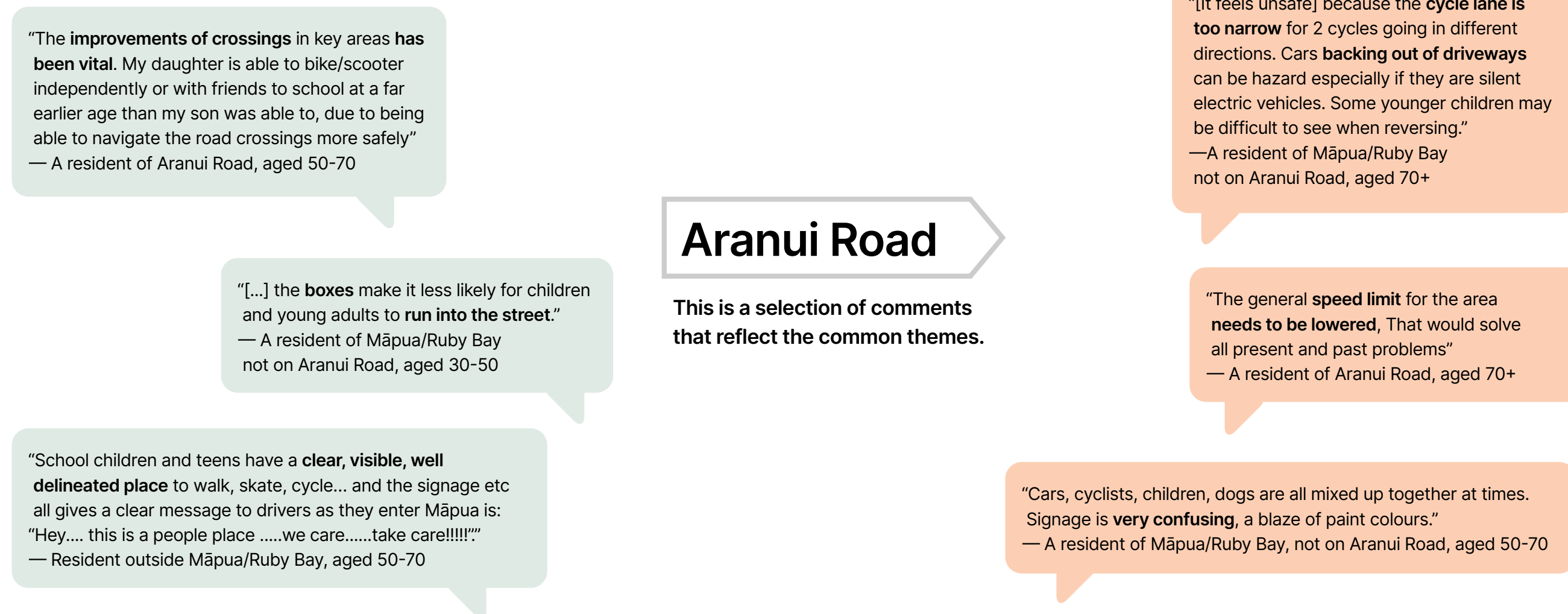
Additional context from safety responses.

- Safety concerns primarily stemmed from the usability of the new road layout, with confusion arising from contradictory signage, narrow pathways, and shared spaces between pedestrians and cyclists.
- Planter boxes, concrete barriers, and raised crossings are cited as hazards and obstacles for the elderly and people with limited mobility.
- Reduced parking availability causing increased distances to amenities were of concern.
- The new crossings were often viewed as contributing to safer environment for the elderly and those with limited mobility.

Please note: the pre-construction survey had a smaller sample size so any comparison needs to consider this. Refer to page 44 for the demographics of the survey respondents.

Safety. Soundbites.

When asked “how safe do you feel this area is for school children and teens to walk, scoot, skate or cycle since the changes have been made”, respondents were encouraged to provide context to their answer. Those in green had selected ‘safe’ or ‘very safe’, and those in red has selected ‘unsafe’ or ‘very unsafe’.



Safety. Soundbites.



When asked “how safe do you feel this area is for the elderly or those with limited mobility to get around since the changes have been made”, respondents were encouraged to provide context to their answer. Those in green had selected ‘safe’ or ‘very safe’, and those in red has selected ‘unsafe’ or ‘very unsafe’.

“New markings and crossings have **increased the safety**”
—A resident of Aranui Road, aged 30-50

“[...] I do believe for the children and elderly that the **raised zebra crossings** were a great idea.”
— A resident of Māpua/Ruby Bay, not on Aranui Road, aged 30-50

“Slowing vehicle traffic, people have **more time to react**”
— A resident of Māpua/Ruby Bay, not on Aranui Road, aged 30-50

Aranui Road

This is a selection of comments that reflect the common themes.

“I have elderly neighbours who need to drive to the village for groceries/pharmacy - they have had an accident already hitting one of the new barriers due to confusion and too much stimulus and change from one state to another. They **struggle to park around the planter boxes** and have hit them”
—A resident of Māpua/Ruby Bay, not on Aranui Road, aged 50-70

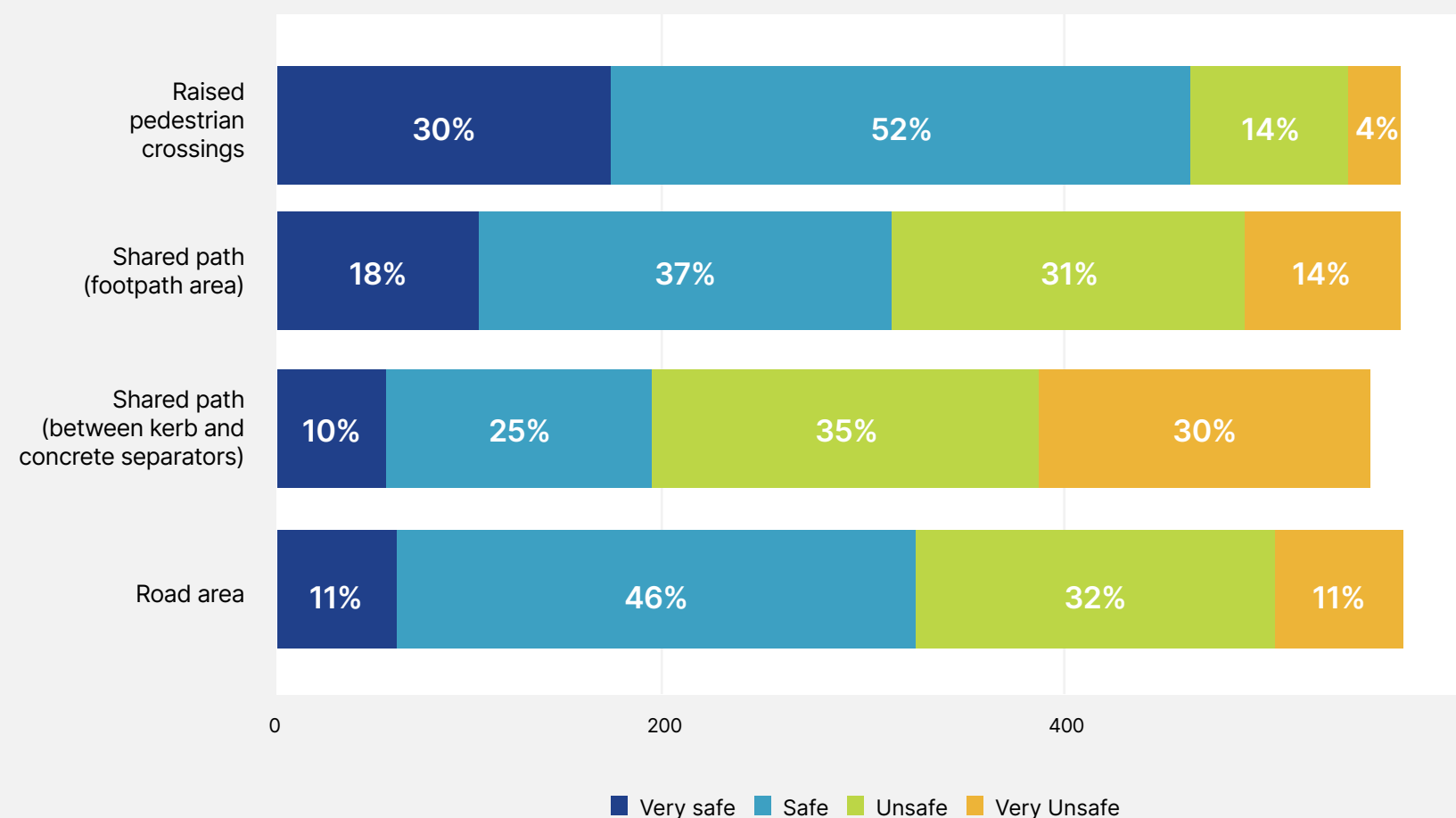
“Total confusion with road markings for elderly ..someone will get seriously hurt as **no one can make sense of where to walk/bike ...** only place that’s safe is the road which we know we can drive on but it’s not that safe for bikers”
— A resident of Māpua/Ruby Bay, not on Aranui Road, aged 50-70

“Can’t see mobility scooters or small kids on bikes when coming up to the pedestrian crossings because of the **planter boxes**”
—A resident of Māpua/Ruby Bay, not on Aranui Road, aged 50-70

Safety.

The raised pedestrian crossings significantly contribute to a sense of safety, while on-street parking is viewed as an important consideration for the future.

How safe do you feel when using the following layout features on Aranui Road?



Using the new layout on Aranui Road:

- The vast majority (82%) felt very safe or safe using raised pedestrian crossings
- 55% of participants felt very safe or safe using the footpath area of the shared path, compared to 45% feeling unsafe or very unsafe
- The majority of participants (65%) felt unsafe or very unsafe using the shared path between the kerb and the concrete separators



Māpua 'Shape Tasman' Survey n=583

18



General Sentiment, Ideas and Considerations.

This section highlights the general community sentiment related to the changes in Māpua and summarises the most prevalent ideas and considerations from participants.



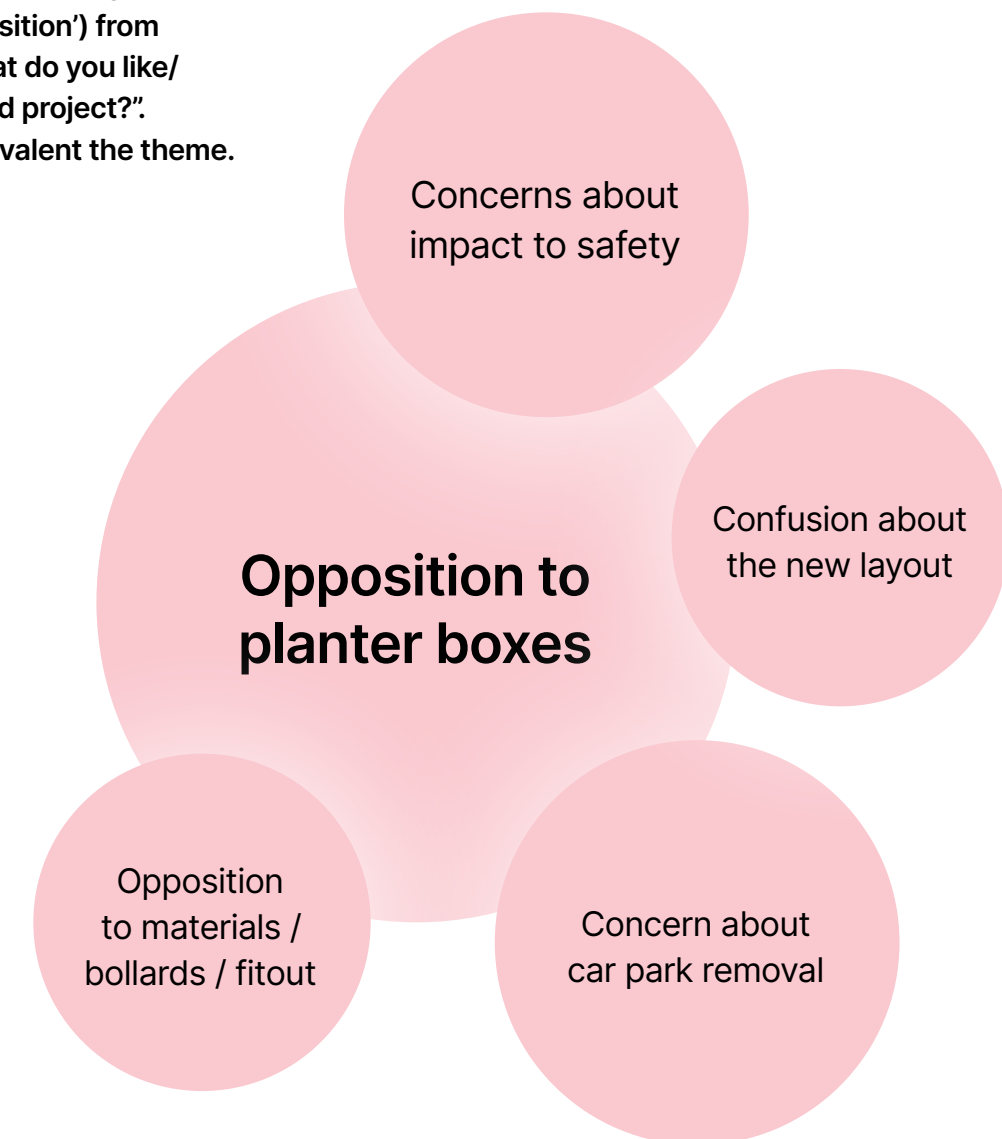
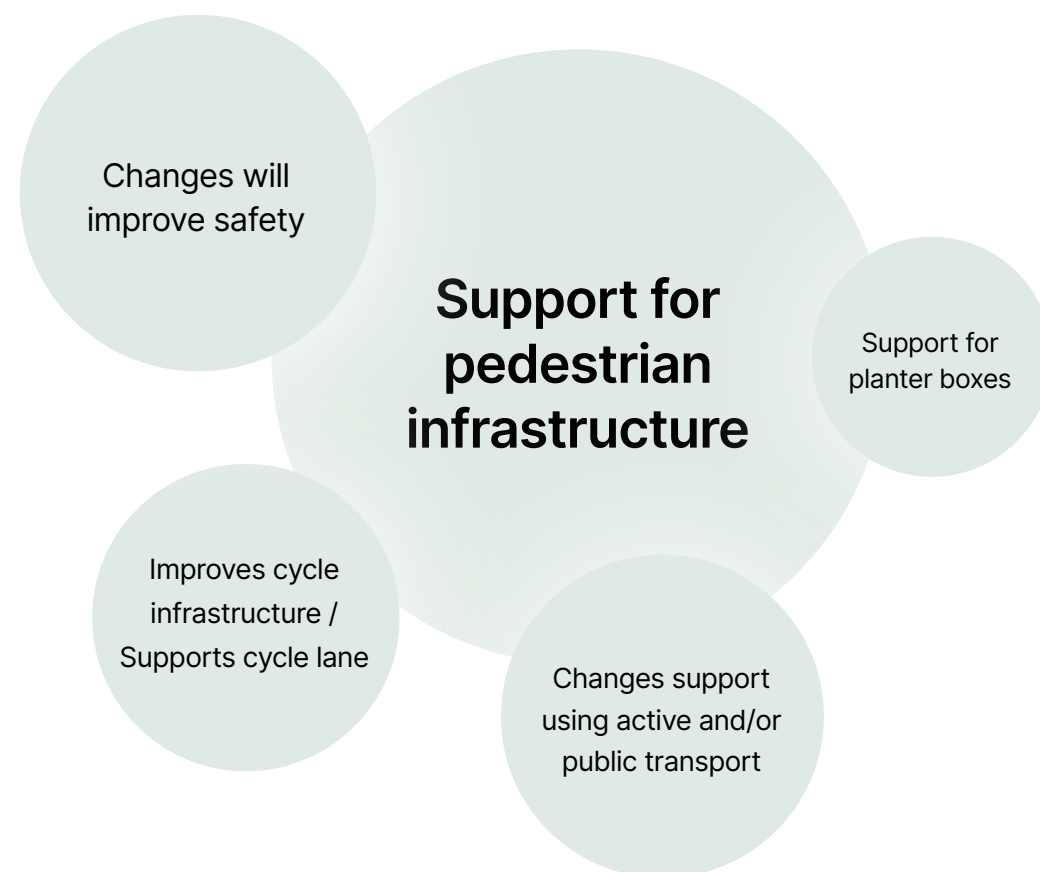
Sentiment.

There is a high level of support for the new pedestrian infrastructure, and also opposition to the planter boxes.

Participants appreciated the addition of pedestrian crossings and the extension of footpaths, noting that these improvements have helped slow traffic and enhanced safety, particularly for children and cyclists. However, concerns were raised regarding the potential hazards posed by the planter boxes, as well as the overall confusion resulting from the changes and the reduction in parking spaces.

Please note: the council received a submission called Ban the Box, signed by 101 members of the public, asking to remove the planter boxes.

The most prevalent themes (when excluding 'general support' and 'general opposition') from an open field questions asking 'What do you like/dislike about the Māpua Aranui Road project?'. The bigger the bubble the more prevalent the theme.

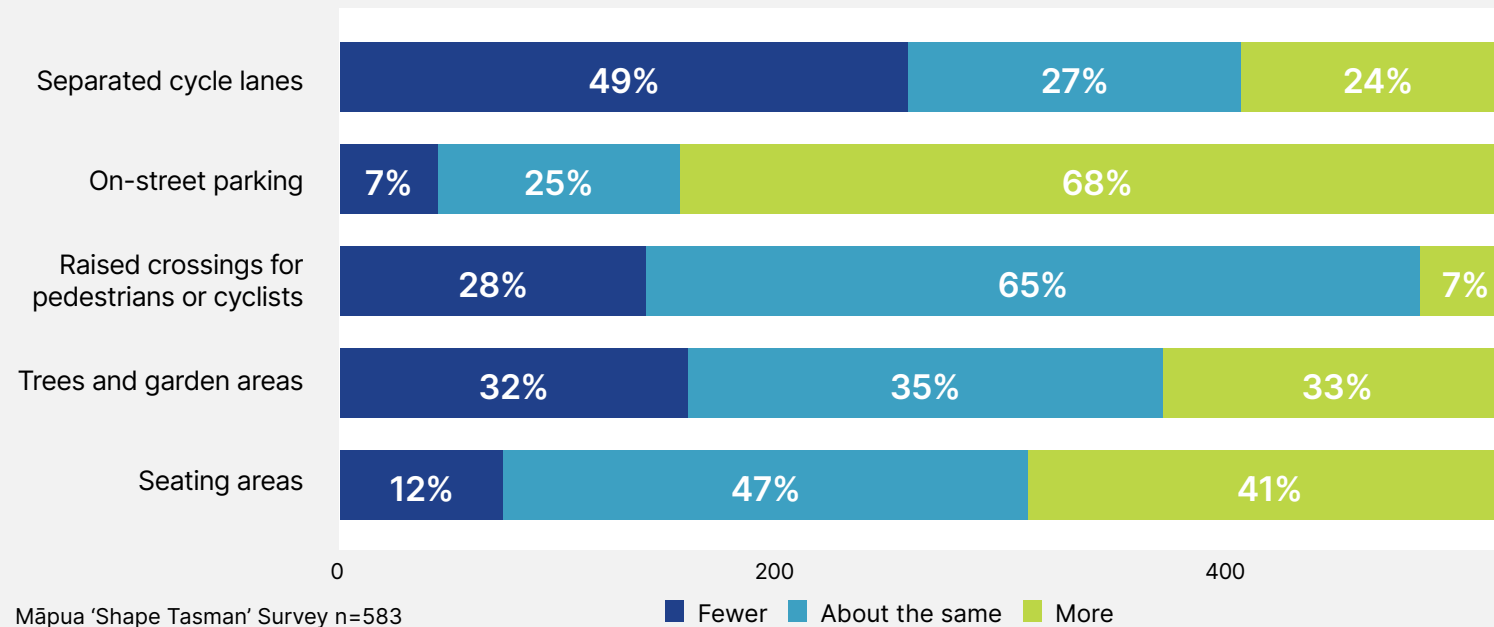


Source: 'Māpua 'Shape Tasman' Survey n=583 Largest bubble (Support for pedestrian infrastructure n=approx 281 responses)

Ideas and considerations.

There is a desire from participants to rethink how parking is managed and the design of separated cycle lanes.

What sorts of features do you think Aranui Road should have in the future, compared with the trial layout?



Thinking about the future layout of Aranui Road:

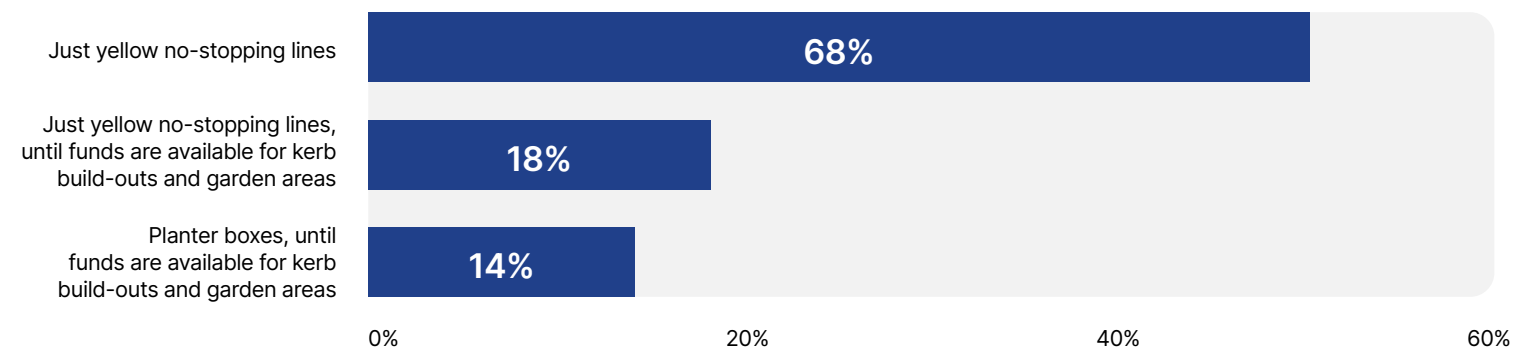
- 51% of people want **more or about the same** amount of **separated cycle lanes**, while 49% would like to see less
- The **majority** of participants would like to see **more on-street parking** (68%) (please note, a council parking survey conducted on Aranui Rd pre-change showed a utilisation/ parking occupation rate of 8% between Māpua Dr and Java Hut, 42% between Java Hut and Higgs Rd and 8% between Higgs Rd and #28 Aranui Rd.)
- 65% of participants felt that the number of **raised crossings** for pedestrians or cyclists is appropriate, while 28% would like to see less
- Equal parts of participants would like to see less, more and the same amount of **trees and garden areas**
- 47% felt that the number of seating areas on Aranui Road is appropriate, while 41% stated it could be increased



Participants would prefer yellow no-stopping lines adjacent to pedestrian crossings instead of the temporary planter boxes.

Māpua 'Shape Tasman' Survey n=559

Adjacent to pedestrian crossing, we need to keep an area clear of parked vehicles to ensure visibility between drivers and users of the crossing. In these no-parking areas, would you rather have?





Background & Methodology. Richmond.

The Richmond Streets for People project aims to create and improve spaces for safer cycling on Salisbury Road, Wensley Road, Queen Street, Hill Street, and Champion Road, linking places where people live, schools, commercial centres and the wider existing network of cycle trails.

This report covers the changes to Queen Street and Champion Road only.

Methodology: Research and engagement was conducted over a 7-month period, beginning in September 2023 (pre construction) and ending in early March 2024 (post construction).



Survey



Workshops/ Drop-in sessions

(including meeting with key stakeholders such as business owners, Police, St John's)



Supplementary data

Tube counters and
TomTom and Strava
Metro speed data

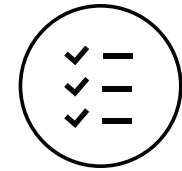


Summary. Richmond.

The following project objectives are aligned with the Tasman District Council Walking & Cycling Strategy (May 2022), and were used when applying for the Streets for People project with Waka Kotahi, New Zealand Transport Agency.

The following vision statement was created with the Richmond working group, which included members of the Richmond community and various stakeholders:

“Safe, healthy, and vibrant spaces for cycling and walking journeys in our community”



1 Project Objective 1

Making Richmond's roads safer for everyone.

→ Findings:

Perceptions of safety towards school children using active modes have increased since the changes (page 29).
Average Motor vehicles Speeds on Queen Street and Champion Road have decreased slightly (page 26 & 27).

2 Project Objective 2

Improving Richmond's connectivity.

→ Findings:

The cycleway provides a valuable connection to residential areas and schools in the south east with town and Salisbury Road.

3 Project Objective 3

Ensuring reliable journey times in Richmond.

→ Findings:

Average travel times on both Queen Street and Champion Road have been minorly impacted, by between 2 and 4 seconds (page 26 & 27).

4 Project Objective 4

Making active and alternative transportation easier for Richmond.

→ Findings:

Cyclist numbers have increased on both Champion Road and Queen Street (page 25).

The key findings from engagement with the community, and via the various feedback channels and data sources include:

→ Participants generally felt that the changes had slightly improved safety for active modes; however, the broader impacts were perceived as limited.

→ Cyclists numbers had increased on both Champion Road and Queen Street.

→ Average vehicle speeds in Queen Street and Champion Road had slightly decreased.

→ There was concern about the removal of on-street parking and general confusion caused by the new layout.

→ Participants questioned the necessity of the new cycle lane.



Behaviour.

This section shows the impact the changes to Richmond have had on motor vehicle behaviour in the area.



Behaviour.

Cyclist numbers have increased on both Champion Road and Queen Street.

The following data was gathered via tube counters to understand how many cyclists ride on the footpath, versus the road/cycleway. It is important to note that the sample period is one week for each of the pre and post period.

On Queen Street, cyclists riding on the footpath have decreased by -21%, and those riding on the road/cycleway has increased by 22%. This likely indicates that students feel more comfortable and safer riding on the cycleway.

On Champion Road, near Salisbury Road, cyclist numbers on the road/cycleway increased significantly, up 117% (from 63 to 137). Cyclist numbers on the footpath also increased, by 77% (from 181 to 321).

Please note: this increase is due, in part, to cyclists arriving through the new Saxton Field path constructed by Nelson City Council.



Location	Position	Pre Change	Post Change	% Change
Queen Street near Washbourn Drive	Footpath	53	42	-21%
	Road/Cycleway	115	140	22%
	Total	168	182	8%
Champion Road near Salisbury Road	Footpath	181	321	77%
	Road/Cycleway	63	137	117%
	Total	244	458	88%
Champion Road near Hill Street	Footpath	36	25	-31%
	Road/Cycleway	80	92	15%
	Total	116	117	1%

Source: TDC Tube Counts - Pre data - 18-24 February 2023, Post data - 14-20 February 2024.

Behaviour.

Average motor vehicles speeds on Queen Street have decreased slightly.

Since the changes were made, average motor vehicle speeds have decreased in all segments of Queen Street between Oxford Street and Hill Street. The speed reductions are minor, and vary between -1.7% and -3.8%.

Average motor vehicle travel times on this 830 metre section of Queen Street have increased by 3 seconds (from 83 seconds to 86 seconds) for vehicles travelling north west. Those travelling south east have increased by 2 seconds (from 77 seconds to 79 seconds).

Please note: a raised pedestrian crossing is soon to be installed by the Washbourne Drive intersection, which will most likely result in a reduction of the average motor vehicle speeds, and an increase in average travel time.

Average Motor Vehicle Speeds



Source: Tomtom Traffic Stats, comparing February 2023 (pre) with February 2024 (post). Strava analyses average speeds in segments, indicated by the orange line.

Behaviour.

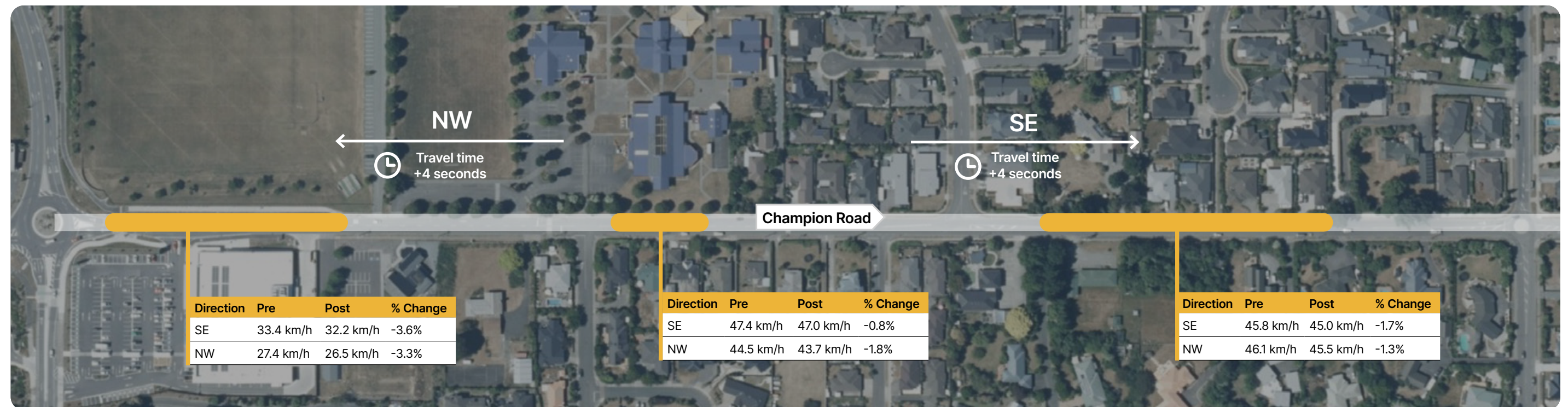
Average Motor vehicles Speeds on Champion Road have decreased slightly.

Since the changes were made, average motor vehicle speeds have decreased in all segments of Champion Road between Salisbury Street and Hill Street. The speed reductions are minor, and vary between -0.8% and -3.6%.

Average motor vehicle travel times on this 830 metre section of Champion Road have increased by 4 seconds (from 88 seconds to 92 seconds) for vehicles travelling north west. Those travelling south east have increased by 4 seconds (from 76 seconds to 80 seconds).

Please note: a raised pedestrian crossing is soon to be installed by the Washbourne Drive intersection, which will most likely result in a reduction of the average motor vehicle speeds, and an increase in average travel time.

Average Motor Vehicle Speeds



Source: Tomtom Traffic Stats, comparing February 2023 (pre) with February 2024 (post). Strava analyses average speeds in segments, indicated by the orange line.



Safety.

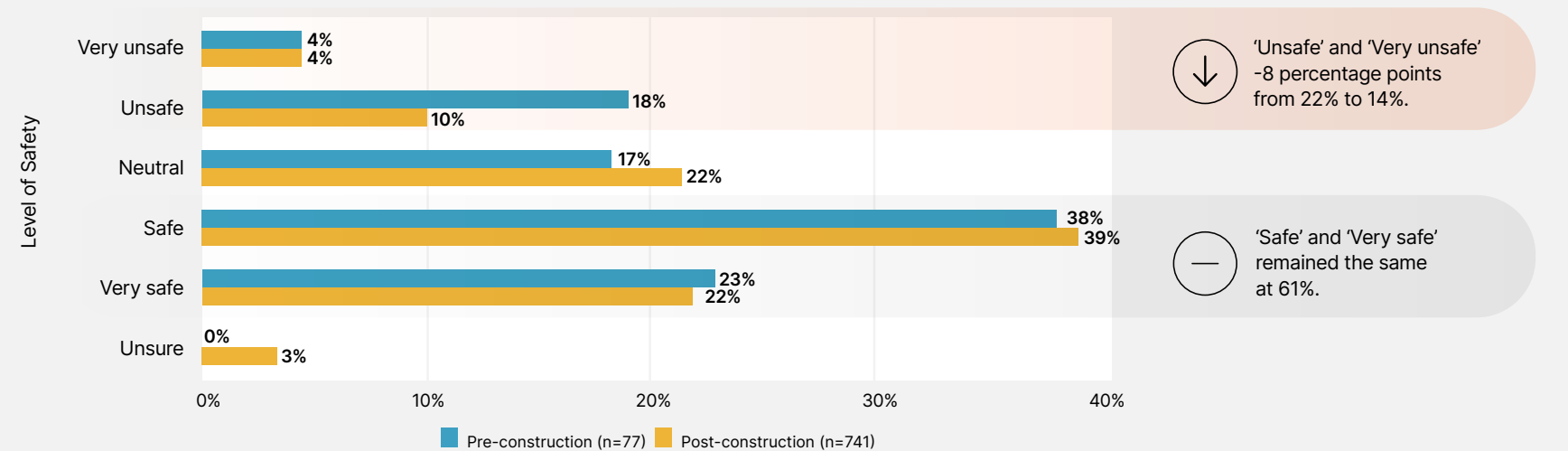
This section shows the impact the changes to Richmond have had on safety perceptions in the area.



Safety. Feelings of safety for pedestrians improved slightly at Queen Street, with Champion Road remaining consistent.

In general, how safe do you feel the speed is in the project area, for those not in vehicles?

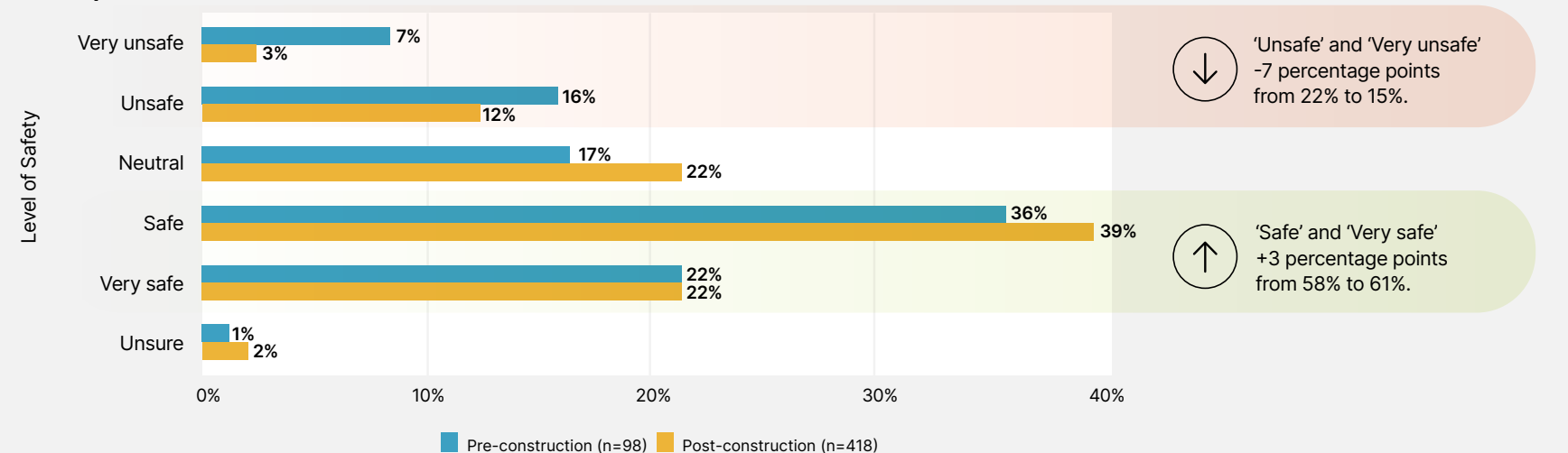
Queen Street



Additional context from safety responses.

- The cyclelane was generally thought to contribute to Champion Road being a safer area. Although some cited issues caused by it providing a 'false sense of security'.
- Feelings of unsafety or neutrality were often cited to be caused by unpredictable road user behaviour or a feeling that the changes hadn't impacted safety.
- People aged 18-30 were more likely (+7%) to state they felt the speed in the area was safe after the changes.

Champion Road



Additional context from safety responses.

- Some participants felt there was little difference between pre and post changes to safety, which saw an increase in neutral responses.
- Safety concerns primarily stemmed from unpredictable driver behaviour, the narrow road, closeness of cyclists to car doors and speeding vehicles.
- Cyclist safety was most impacted by the changes with more cyclists feeling safer post construction when compared to other modes.

Please note: the pre-construction survey had a smaller sample size so any comparison needs to consider this. Refer to page 44 for the demographics of the survey respondents.

Source: 'Shape Tasman' Queen Street Survey, Champion Road

Safety. Soundbites.

When asked “how safe do you feel the speed is in the project area, for those not in vehicles now”, respondents were encouraged to provide context to their answer. Those in green had selected ‘safe’ or ‘very safe’, and those in red has selected ‘unsafe’ or ‘very unsafe’.



“[It feels safe] because it doesn't seem as though cars can gain **access to the footpaths**”
— Resident outside Richmond, aged 50-70

“Speed is safe now as **no cars parked** along road. Better visibility”
— A resident of Richmond, not on Queen Street, aged 70+

“Cycling down to countdown using the cycling lane is brilliant, no **more weaving out around parked cars**. You never knew if someone would suddenly open their car door because they hadn't looked to see if there were any cyclists.”
— A resident of Richmond, not on Champion Road, aged 50-70

“I am a very nervous cyclist and have been putting off biking to work for fear of being in traffic. It is now so easy down Champion Road due to the bike lanes. **Thank you so much** for putting them in.”
— A resident of Richmond, not on Champion Road, aged 50-70

Champion Road & Queen Street

This is a selection of comments that reflect the common themes.

“The road way has been made **visually wider** by removing parked cars thus **speeding** vehicles up just like they do when in passing lanes”
— A resident of Richmond, not on Champion Road, aged 30-50

“The speeds haven't changed and 50km/h is **too high** unless the cycle lanes are **fully separated**.”
— A resident of Richmond, not on Champion Road, aged 18-30

“Too many people ignore the current speed limit and do not look past their own nose even at the pedestrian crossings, as a **wheelchair user** this is scary I have **experienced several near misses** both on Queen Street and in the car parks.”
— A resident of Richmond not on Queen Street, aged 50-70

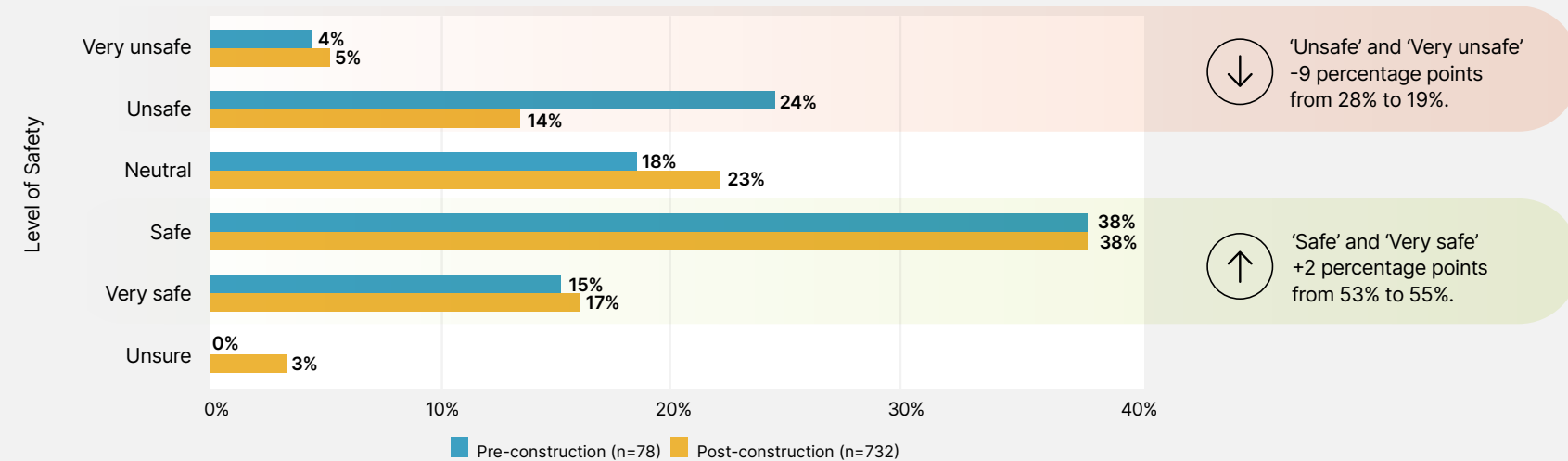
“Speed and close **proximity of bikes to cars** is an issue on lower Queen St. [...] when car passengers open their doors into traffic flow.”
— Resident outside Tasman District, aged 30-50

■ Safe/Very safe ■ Unsafe/Very unsafe

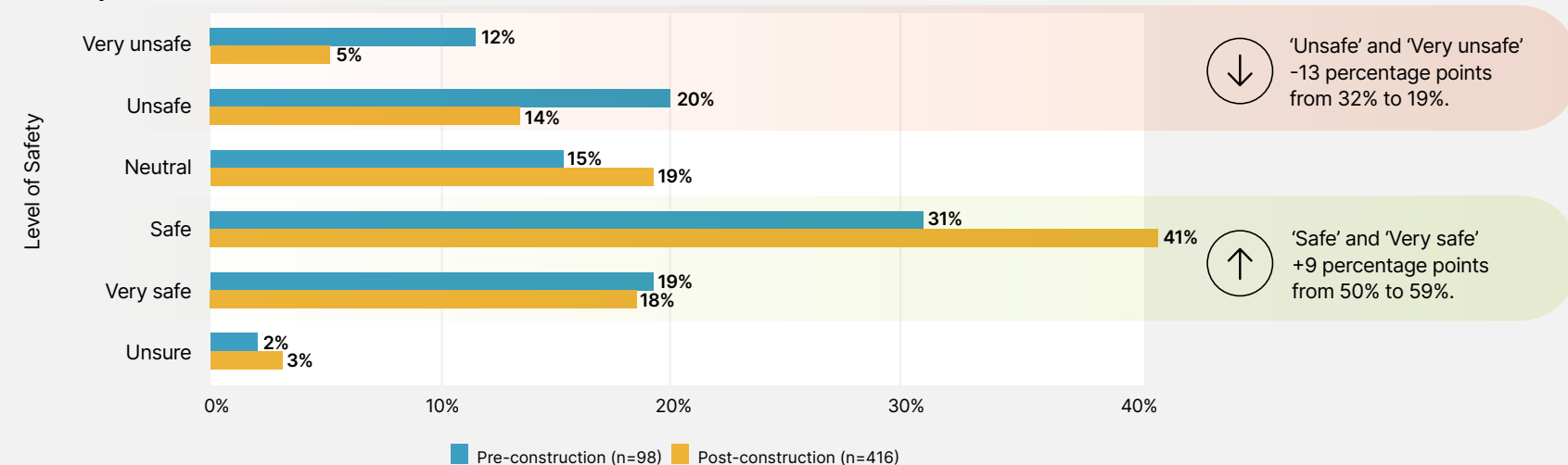
Safety. Participants perceive Queen Street and Champion Road to be safer for young people using active modes of transport.

How safe do you feel this area is for school children and teens to walk, scoot, skate or cycle?

Queen Street



Champion Road



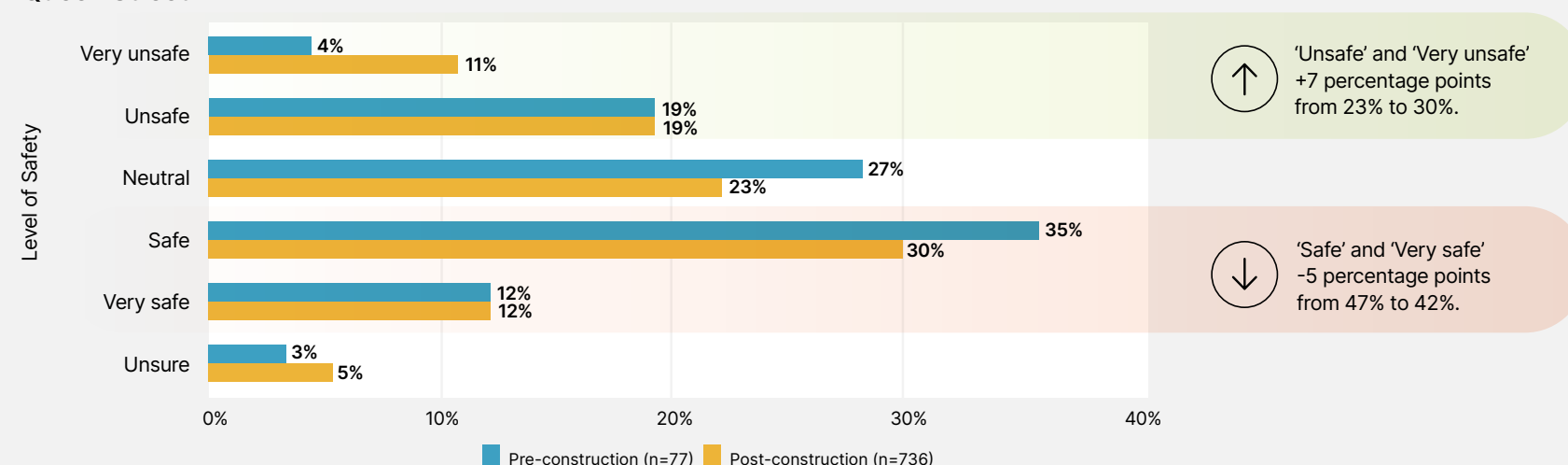
Please note: the pre-construction survey had a smaller sample size so any comparison needs to consider this. Refer to page 44 for the demographics of the survey respondents.

Source: 'Shape Tasman' Queen Street Survey, Champion Road. Tube Count Data pre/post.

Safety. There is a sentiment that the designs could be improved to provide better support for the elderly and those with limited mobility.

How safe do you now feel this area is for the elderly or those with limited mobility to get around?

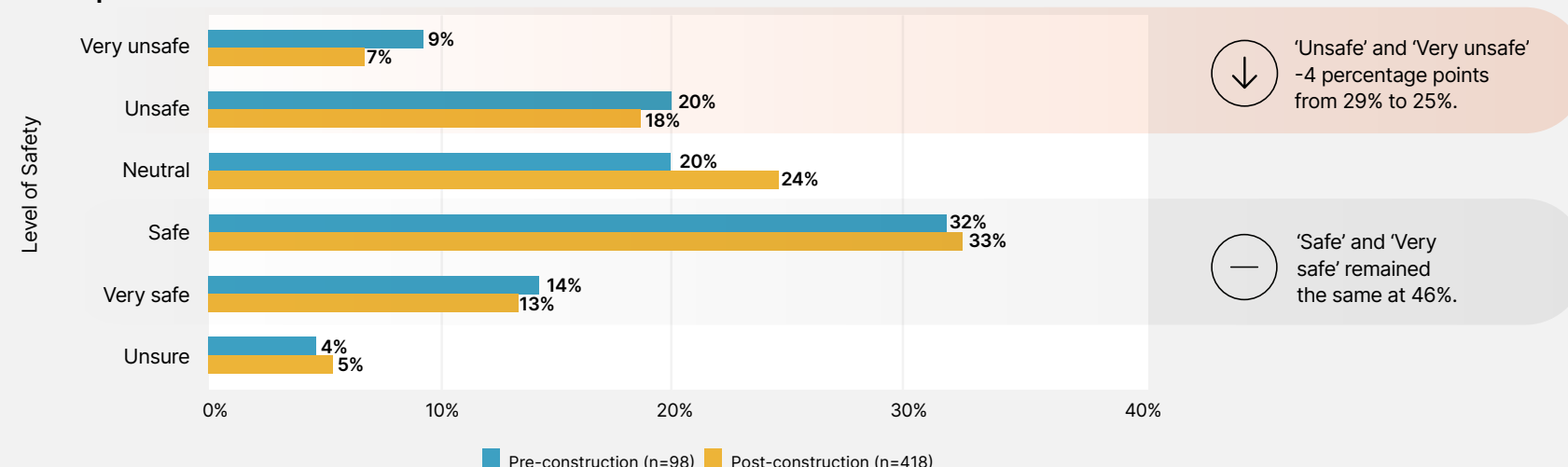
Queen Street



Additional context from safety responses.

- The removal of on-street parking was viewed as creating additional challenges, particularly for elderly or disabled individuals. Issues regarding slippery paint on the road, speeding vehicles and insufficient pedestrian crossings were also mentioned frequently.
- The cycle lanes were viewed to make it safer for some but also cause inconvenience for those with limited visibility.
- The wide footpaths were generally viewed favourably.

Champion Road



Additional context from safety responses.

- Participants cited some confusion with the new layout, often caused by poor visibility near the roundabouts.
- It was felt better lighting and improved footpath maintenance would help those with mobility issues.
- The removal of car parks were viewed as causing issues for elderly and those with mobility issues who may need closer access to destinations.

Please note: the pre-construction survey had a smaller sample size so any comparison needs to consider this. Refer to page 44 for the demographics of the survey respondents.

Richmond 'Shape Tasman' Queen Street Survey, Champion Road

Safety. Soundbites.



When asked “how safe do you feel this area is for the elderly or those with limited mobility to get around”, respondents were encouraged to provide context to their answer.

Those in green had selected ‘safe’ or ‘very safe’, and those in red has selected ‘unsafe’ or ‘very unsafe’.

“**Clear delineations** for all traffic now”
— A resident of Richmond, not on
Champion Road, aged 50-70

“Clear road makes **access to crossings easy**, and
judge traffic movement. Being a bus route the
no parking makes for passage quick and safe.”
— Resident outside Richmond, aged 70+

“There are still cars **backing out of driveways**.
That is the biggest danger for inattentive
children or elderly on footpaths.”
— A resident of Richmond, not on
Queen Street, aged 30-50

Champion Road & Queen Street

This is a selection of comments
that reflect the common themes.

“I am a mobility user. **There is no parking anywhere**. Side streets
already congested. Road is too **narrow** to navigate with cycle lanes
and large buses. Footpaths are **bumpy** meaning there is a falls risk.”
— A resident of Richmond, not on Champion Road, aged 50-70

“**Harder to cross the road** for elderly with
so many lanes to consider/navigate.”
— A resident of Richmond, not on
Champion Road, aged 30-50

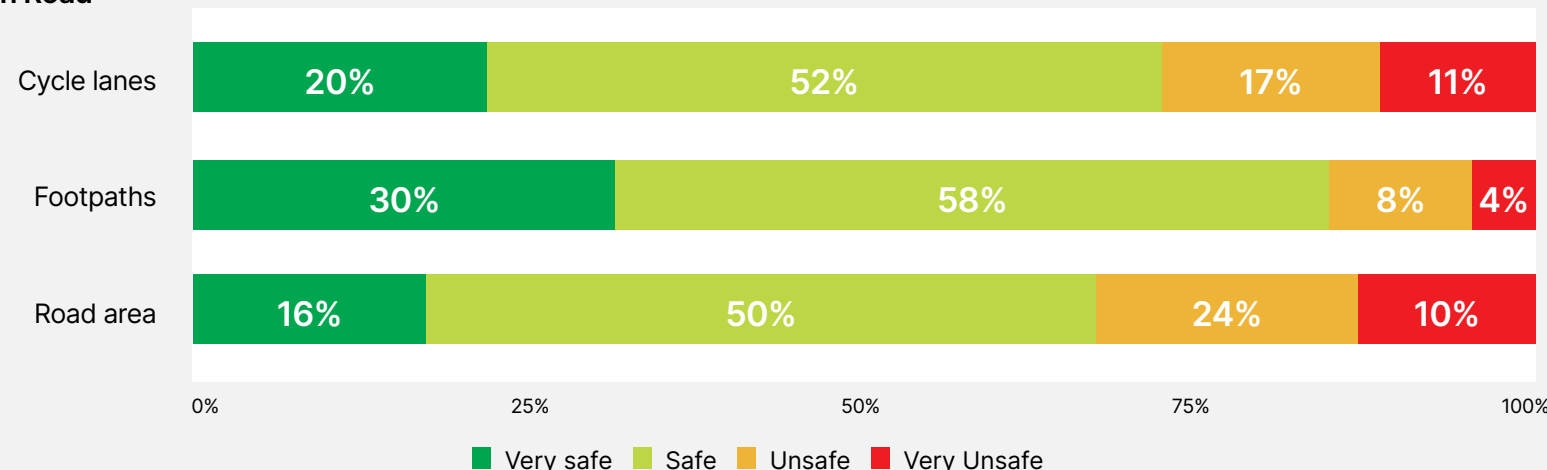
“There are a couple of dedicated **crossing points**, but they’re
quite a **long way apart**. Upper Queen Street is quite a wide
road, and someone with limited mobility (i.e. who can’t cross
the road quickly) would feel quite vulnerable.”
— A resident of Richmond, not on Queen Street, aged 50-70

Safe/Very safe Unsafe/Very unsafe

Safety. Overall people feel safe using all features of the Champion Road and Queen Street layout.

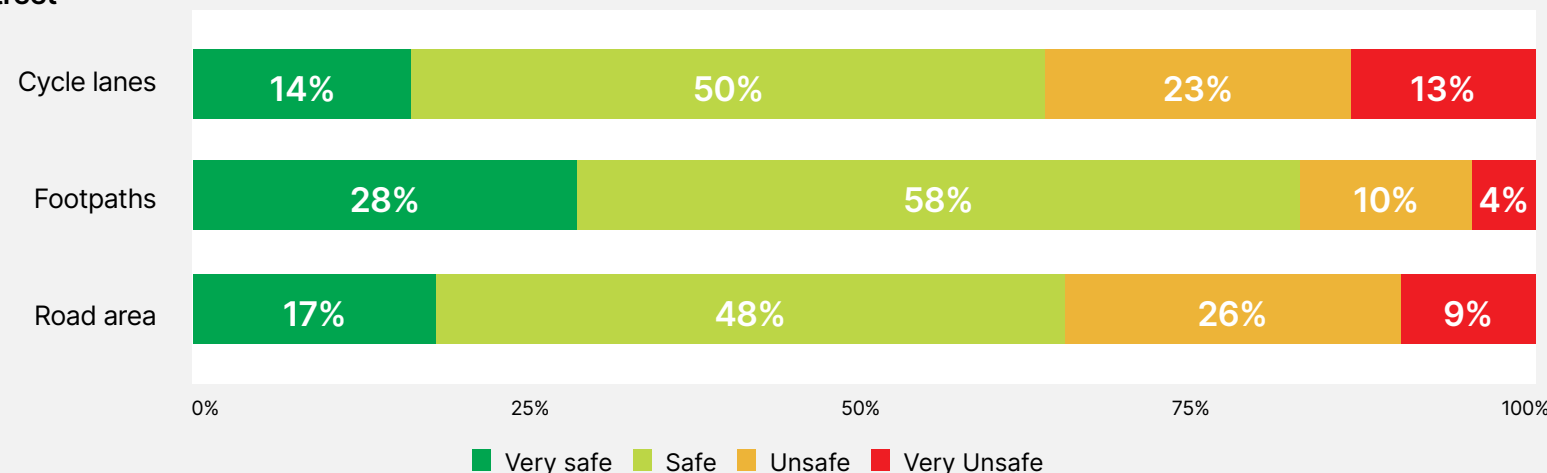
How safe do you feel when using the following layout features?

Champion Road



- The **majority** of the 67% of people who have used the new **cycle lanes** on Champion Road have felt **safe and very safe** using it.
- **80%** of respondents have felt **very safe or safe** using the footpaths.
- **66%** of the respondents have felt **very safe or safe** using the road area.

Queen Street



- **52%** of respondents have **used the new cycle lanes**, of which the majority has felt very safe or safe doing so.
- **76%** of respondents have felt **very safe or safe** using the **footpaths**.
- **65%** of the respondents have felt **very safe or safe** using the **road area**.

Richmond 'Shape Tasman' Queen Street Survey n=729, Champion Road n=396, excluded people who have not used the specific feature.



General Sentiment, Ideas and Considerations.

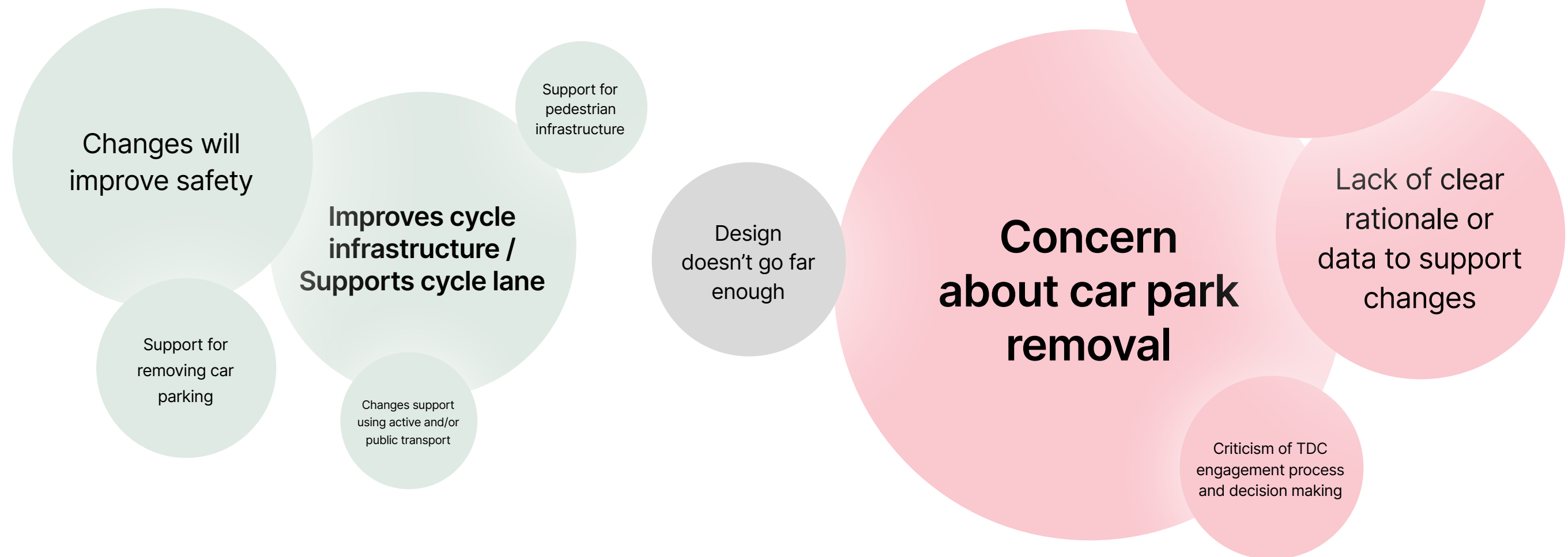
This section highlights the general community sentiment related to the changes in Richmond and summarises the most prevalent ideas and considerations from participants.



Sentiment. Some participants valued the cycle infrastructure, however there is dissatisfaction with the removal of car parks on Champion Road.

Some participants felt that the project had enhanced cyclist safety through the introduction of cycle lanes and improved overall safety by improving visibility and introducing designated crossings. However, some expressed dissatisfaction primarily due to concerns regarding parking issues and doubts about the safety and effectiveness of certain design elements, such as cyclist bollards and narrow cycle lanes. Additionally, there were questions about the necessity of the changes.

Most prevalent themes when asked 'What do you like/dislike about the Champion Road project?' (when excluding 'general support' and 'general opposition'). The larger the bubble the more prevalent the theme. The bigger the bubble the more prevalent the theme.

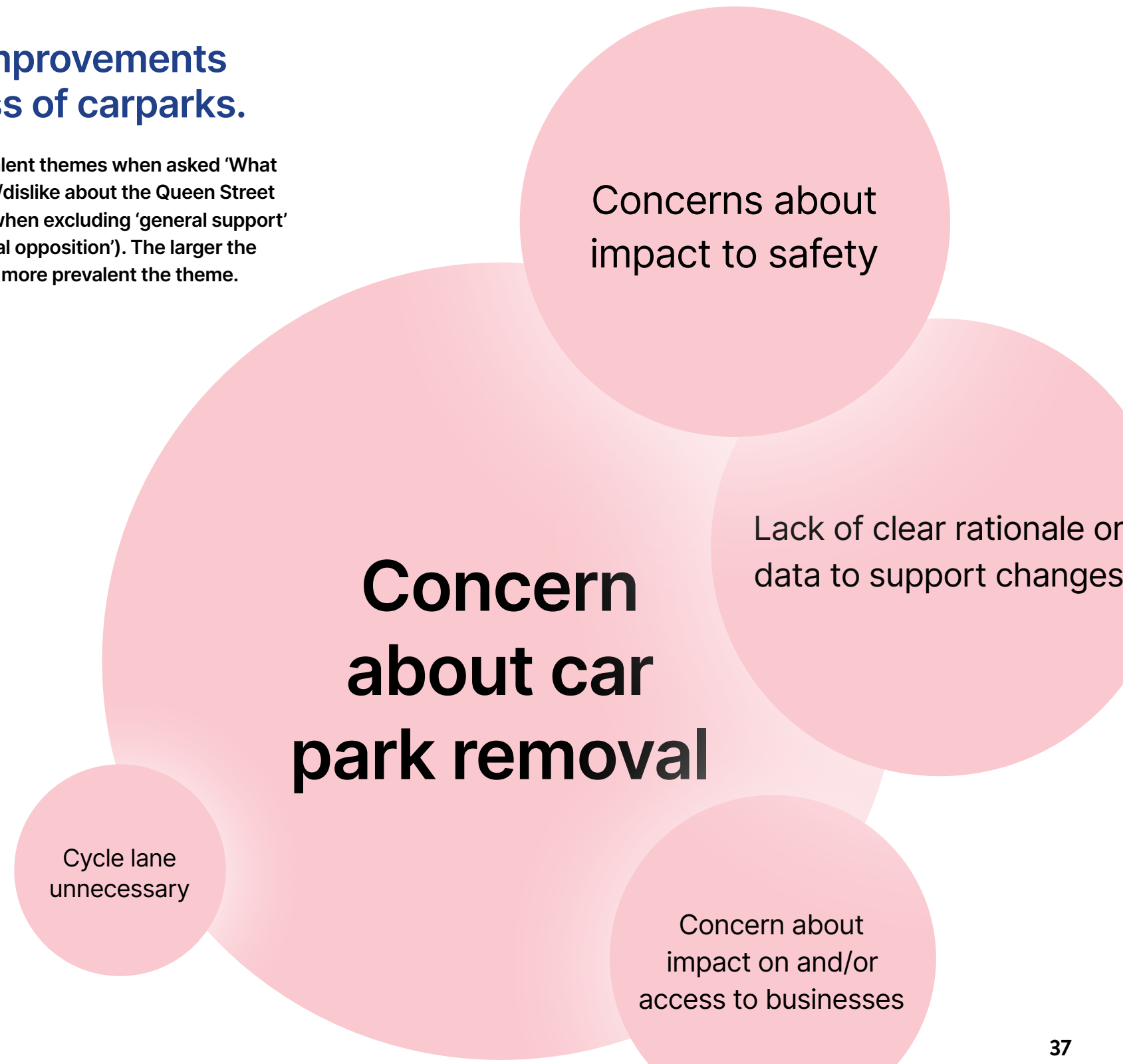
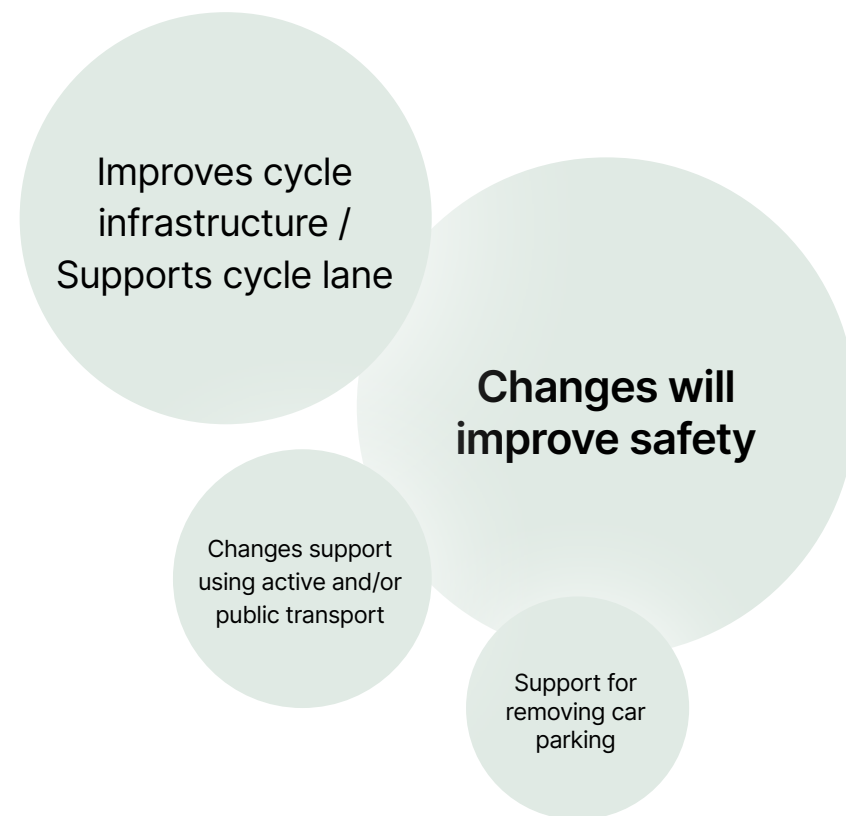


Source: 'Shape Tasman' - Champion Road n=418 Largest bubble n=approx 102 responses

Sentiment. Participants valued the safety improvements on Queen Street but there is concern for loss of carparks.

The themes echoed those of Champion Road, with participants expressing concerns about the loss of parking and frustration, sometimes viewing the project as unnecessary and/or poorly executed. However, others felt that the changes had created a safer environment for cyclists, improved visibility, and supported reducing traffic congestion.

Most prevalent themes when asked 'What do you like/dislike about the Queen Street project?' (when excluding 'general support' and 'general opposition'). The larger the bubble the more prevalent the theme.

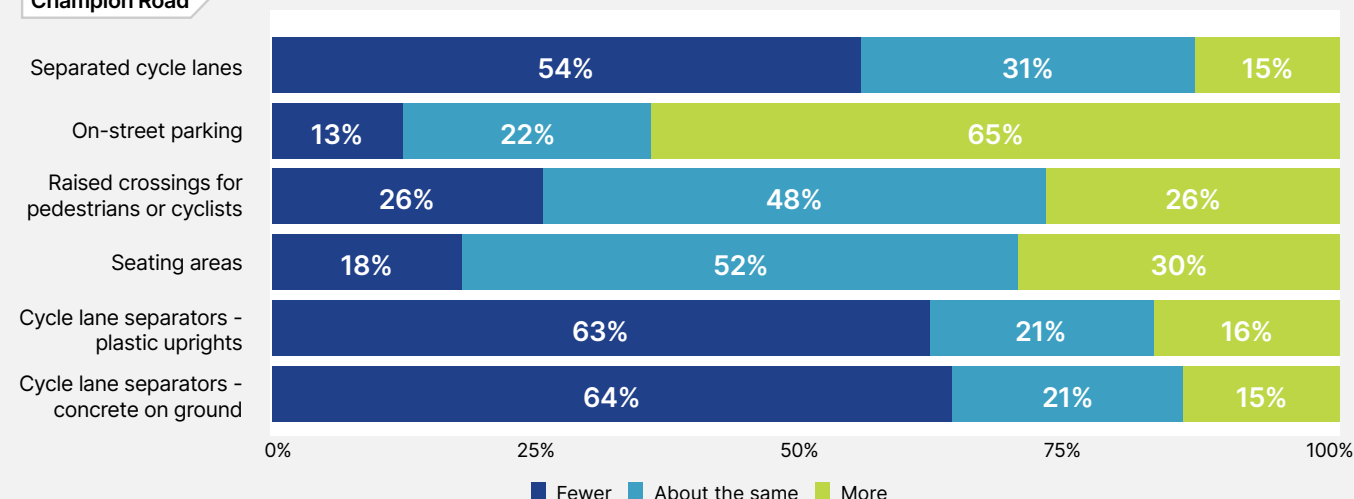


Source: 'Shape Tasman' Queen Street Survey n=741, Largest bubble n=approx 299 responses

Ideas and considerations. There was a desire from participants to rethink how parking is managed and the design of separated cycle lanes.

What sorts of features do you think Champion Road and Queen Street should have added or keep in the future?

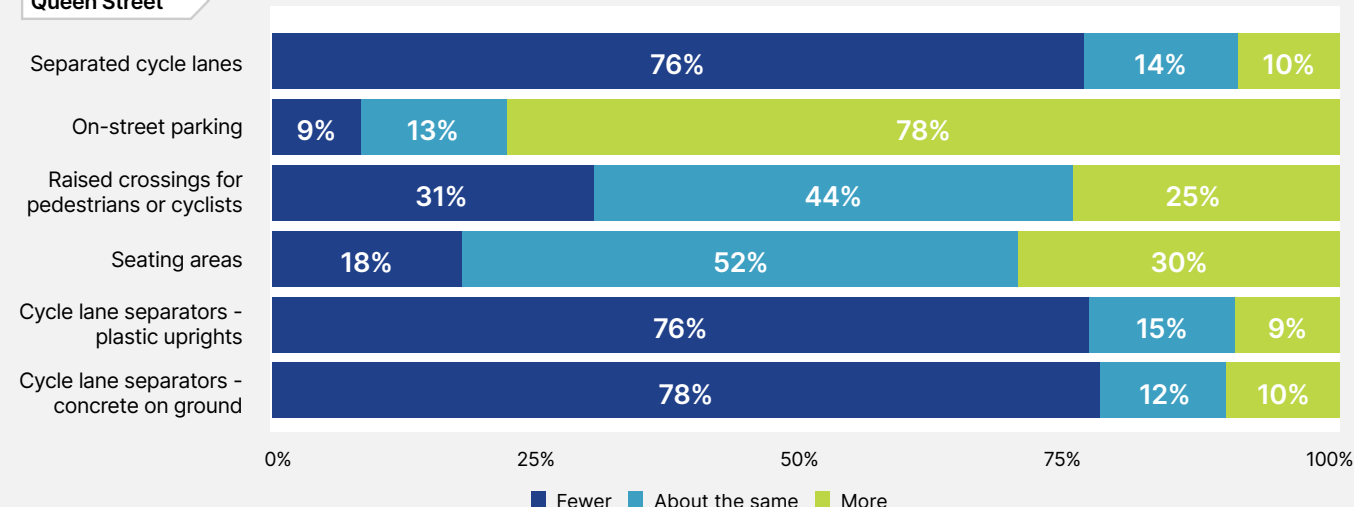
Champion Road



Thinking about the future layout of Champion Road:

- The **majority** of participants would like to see **fewer separated cycle lanes** (54%), plastic separators (63%) and concrete separators (64%). Please note: the street changes did not include concrete separators (this was an error in the survey format).
- The **majority** of participants would like to see **more on-street parking** (65%); (please note, a council parking survey conducted on Champion Rd pre-change showed a utilisation/parking occupation rate of 5% between Salisbury Rd and Hill St.)

Queen Street



Thinking about the future layout of Queen Street:

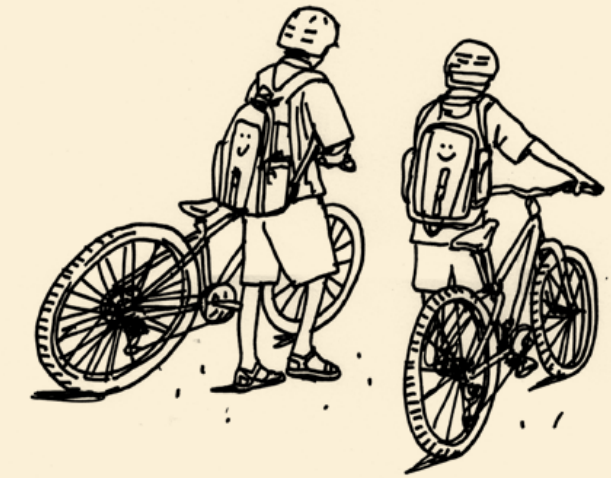
- The **vast majority** of participants would like to see **fewer separated cycle lanes**, including cycle lane separators (76-78%)
- The **vast majority** of participants would like to see **more on-street parking** (78%); (please note, a council parking survey conducted on Queen St pre-change showed a utilisation/parking occupation rate of 15% between Salisbury Rd and Hill St.)
- About half of participants (52%) felt that the number of seating areas on Queen Street is appropriate, while 30% state it could be increased.

Māpua 'Shape Tasman' Survey n=559

Summary.

This report provides information for fine-tuning the design of the Māpua and Richmond Streets for People projects and summarises the initial effects the changes have had on behavior and sentiment. The report will directly feed into design recommendations for future changes in the area.

The report highlights practical steps which directly address participant concerns, such as removing planter boxes and design tweaks to minimise confusion and clutter. Although the changes are recent, positive impacts on active mode safety is evident. Behaviour change and the measurement of impacts can take time and signs of this can be seen in the utilisation of the cyclelane infrastructure and concerns around the removal of parking. Ongoing monitoring is recommended to assess the long-term effects of these once further adjustments have been made.

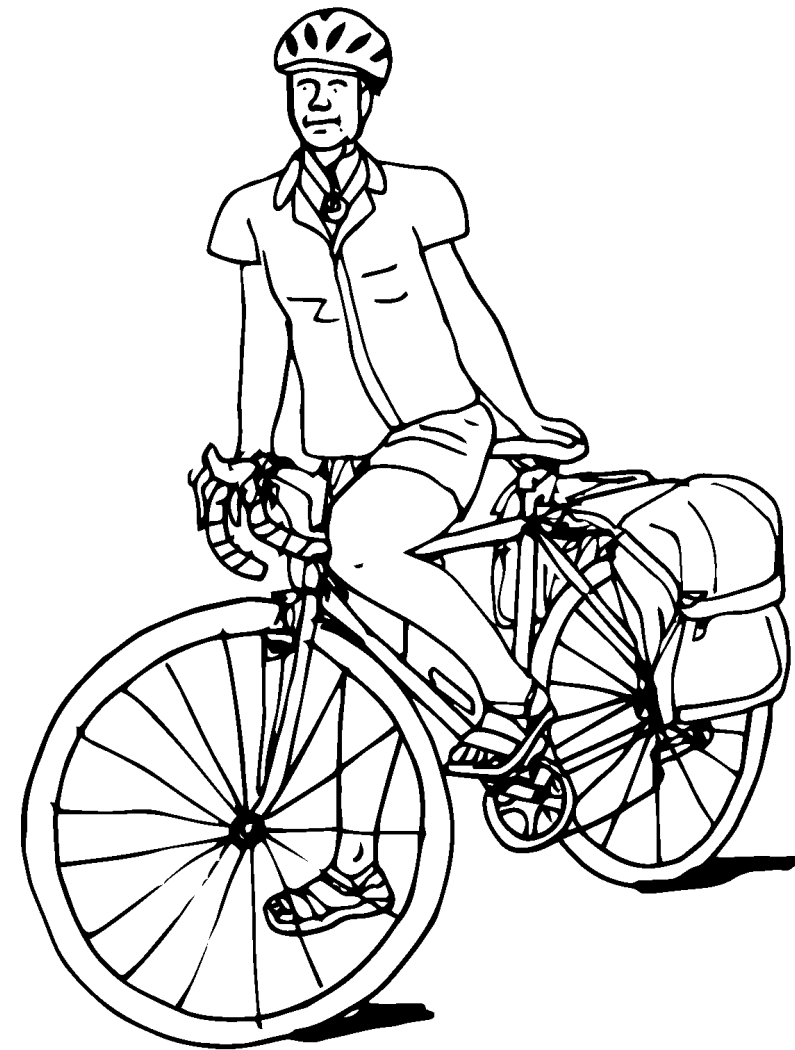


“Our bike stand is overflowing, gone from four bikes in the two racks to overfull racks!! Success”

— St Paul’s School Principal



Ngā mihi
Thank you.





Appendix.



Methodology.

Māpua:

Research and engagement was conducted over a 19-month period, beginning in September 2022 (pre construction) and ending in early March 2024 (post construction).

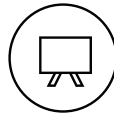


Survey:

An online survey of the general public ran from 14 November 2023 - 11 March 2024 and received 594 responses. Prior to the changes a survey ran from December 2022 - May 2023, which received 218 responses. Please note, the pre implementation survey had a smaller sample size so any comparison needs to consider this. The surveys were hosted on The Shape Tasman website and were promoted via social media, signage, leaflets and drop-in sessions.

Additional to the survey, there was a public petition called 'Ban the Box' which was signed by 101 people.

Please note: the pre-construction survey had a much smaller sample size so any comparison needs to consider this.

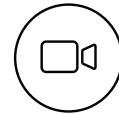


Workshops/Drop-in sessions:

The wider community had been engaged in a range of sessions, meetings and events such as Seniors group morning tea/SFP presentation, Kids n Koffee meeting; church meetings, meetings with key stakeholders like FENZ, Police and St John's, community Drop in session at Java Hut and micro business group coffee meetings. Engagement with Māpua School comprise termly engagement sessions with student leaders.

Travel Champions:

Māpua launch - Māpua School



FOLKL Vision and manual observation:

Two sites were video recorded.



Supplementary data: tube counters and TomTom and Strava Metro speed data.

Tube counters, TomTom traffic statistic software and Strava Metro data was utilised to understand average speeds.



Survey:

An online survey of the general public ran from 16 January 2024 - 3 March 2024 (Champion Road) and 17 January - 11 March 2024 (Queen Street) and received 422 responses for Champion Road and 747 responses for Queen Street. Prior to the changes a survey ran from September 2023 - November 2023 (Queen Street) and January 2024 (Richmond Road), which received 78 and 100 responses. Please note, the pre implementation survey had a smaller sample size so any comparison needs to consider this. The surveys were hosted on The Shape Tasman website and were promoted via social media, signage, leaflets and drop-in sessions. All respondents had the opportunity to go into the draw to win a \$50 prezzy cards for each site.

Please note: the pre-construction survey had a much smaller sample size so any comparison needs to consider this.



Workshops/Drop-in sessions:

Both for the Champion Road and Queen Street projects 4 working group sessions have been conducted. Community drop-in sessions were organized as a two-week pop-up engagement in Richmond Mall during school holidays (display), along with three Bikers Brekkies, a gathering at Woolworths Salisbury Road, and two at Sundial Square. Additionally, student drop-in sessions took place at Garin College and the engagement team met with key business owners, student groups (including student interviews and cycling videos), enviroleaders and key stakeholders such as FENZ, the Police (Cops with Cakes stall) and St John's, and regular coffee meetings with principals from Garin College, Henley School, Waimea Intermediate, St Pauls, Waimea College, Salisbury School and Richmond School took place.

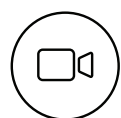


Supplementary data: tube counters and TomTom and Strava Metro speed data:

Tube counters, TomTom traffic statistic software and Strava Metro data was utilised to understand average speeds.



FOLKL Vision.



FOLKL Vision is a proprietary traffic analysis tool which combines digital processing with manual coding to produce a robust understanding of how people use space. The purpose of FOLKL Vision is to provide an indication of use rather than completely accurate traffic counts.

To effectively meet the research objectives, a descriptive use analysis of the area was conducted using FOLKL Vision. FOLKL Vision analysis took place at two Māpua sites; Māpua Playground site and the Higgs Road site. For this report, vehicle classifications are broken into three, defined as motor vehicle (car, van, bus, motorcycle, truck and heavy truck) cyclists, and pedestrians

A mounted camera at the intersection was used for video observation of vehicle and pedestrian traffic trajectories. Digital processing was utilised to analyse the footage.

Mounted camera presence and purpose of the project was clearly indicated and explained with adjacent signage.

Source: FOLKL Research.

The schedule of video observation was purposefully designed to capture data across a range of days, peak and off-peak traffic times. Filming took place between 7:00 AM and 6:00 PM, from Thursday 3rd August to Wednesday 9th August 2023 (7 days) for the pre-change analysis. Filming took place between 6:00 AM and 8:00 PM, from Wednesday 21st February to Tuesday 27th February (7 days) for the post-change analysis. It is important to note that data analysed is a sample and is indicative of usage for the sample period only.

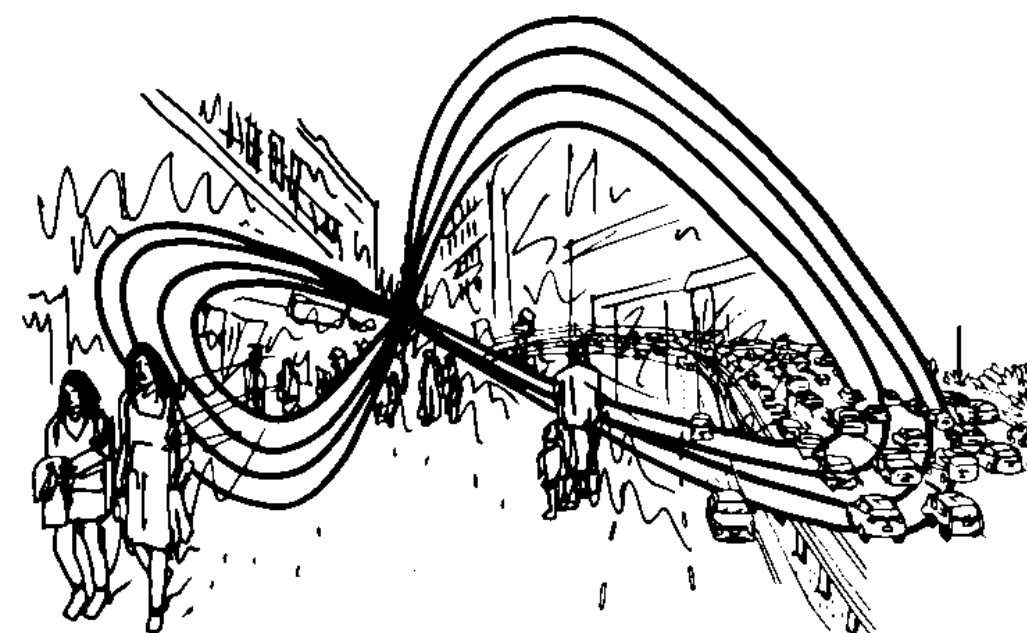


All FOLKL research is conducted in accordance with the Research Association New Zealand Code of Practice and is General Data Protection Regulation (GDPR) compliant.

Accuracy level of
95.5%
Pre-change analysis

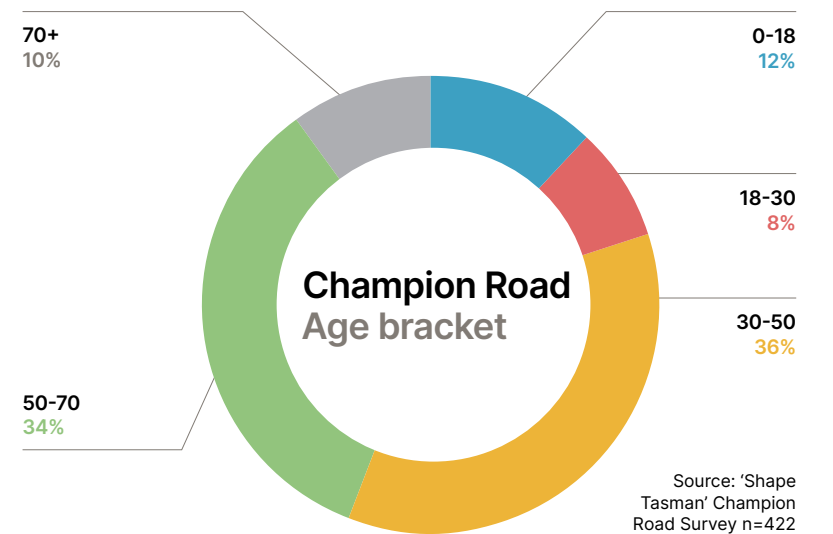
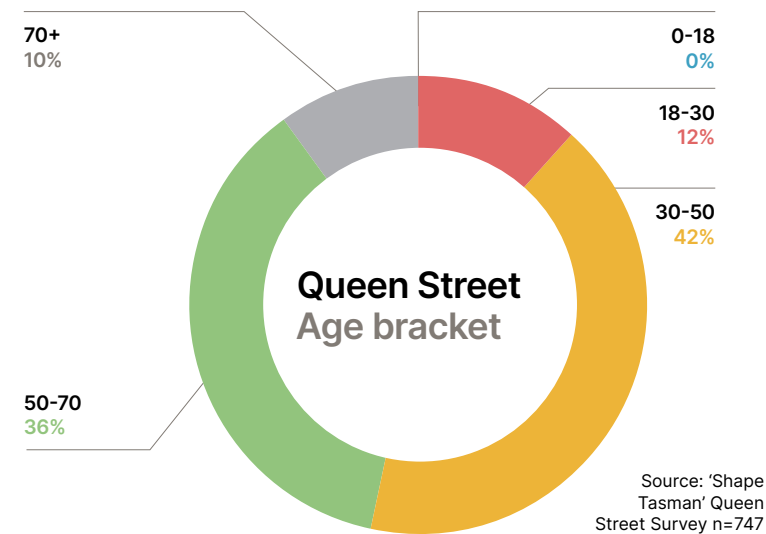
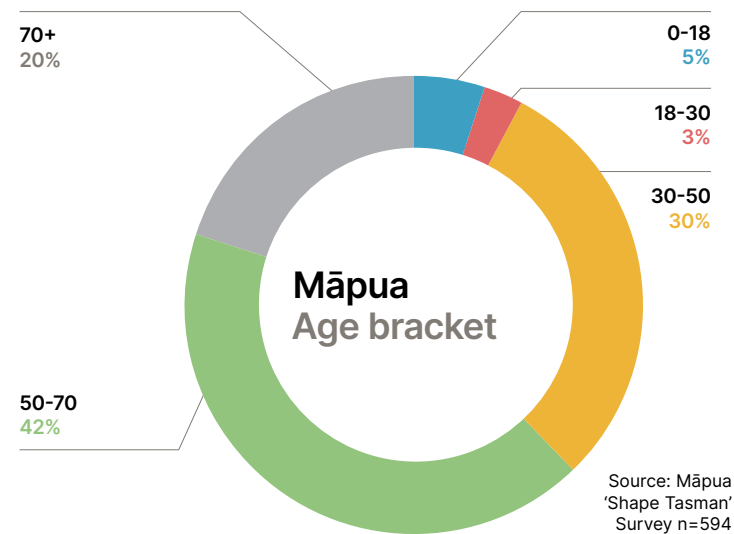
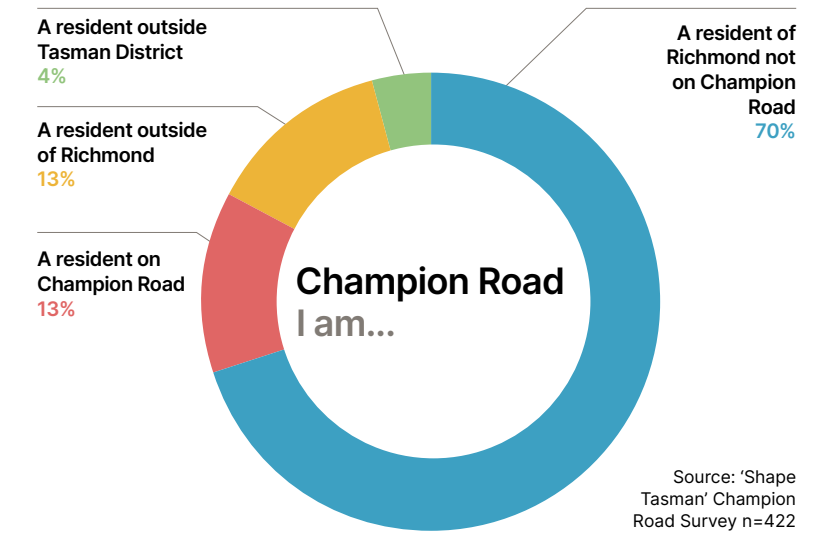
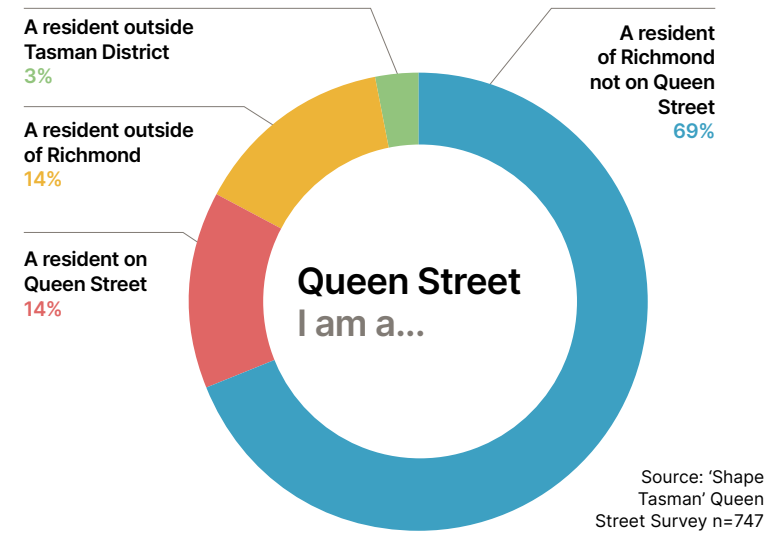
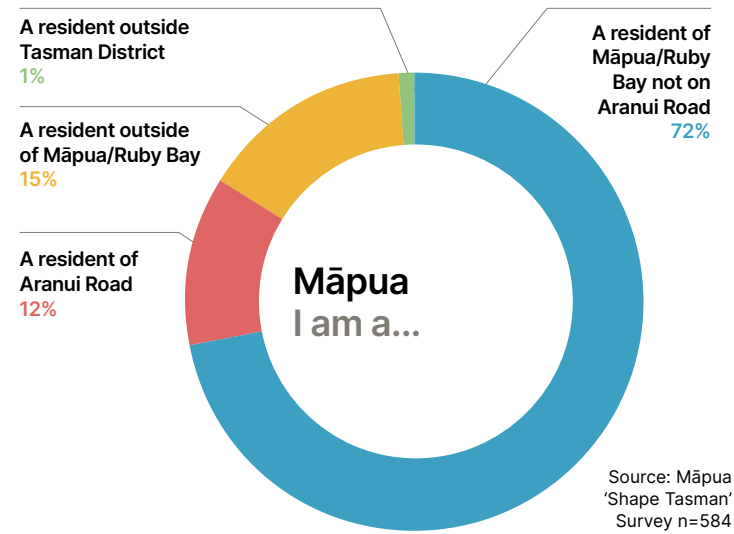
Accuracy level of
98.5%
Post-change analysis

Manual coding is used to inform digital processing strategy and determine margin of error within the sample. For this report, 15 minute windows of video observation footage were selected at random across each of the 5 days. Traffic counts determined through digital processing were cross-checked with manual counts. The result was an accuracy level of 95.5% across all classifications for the pre-change analysis and 98.5% for the post-change analysis.



Demographics.

There were three separate surveys, one for each project. Below is the demographic information of the survey respondents, showing age and relationship to the project area.

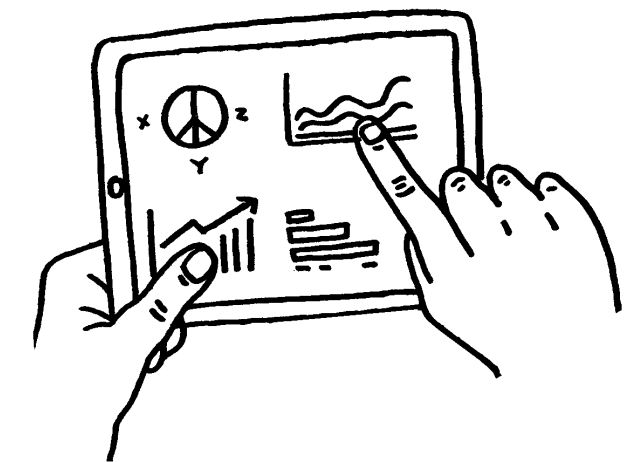


Impacts the changes may have had on displacing traffic to other routes.

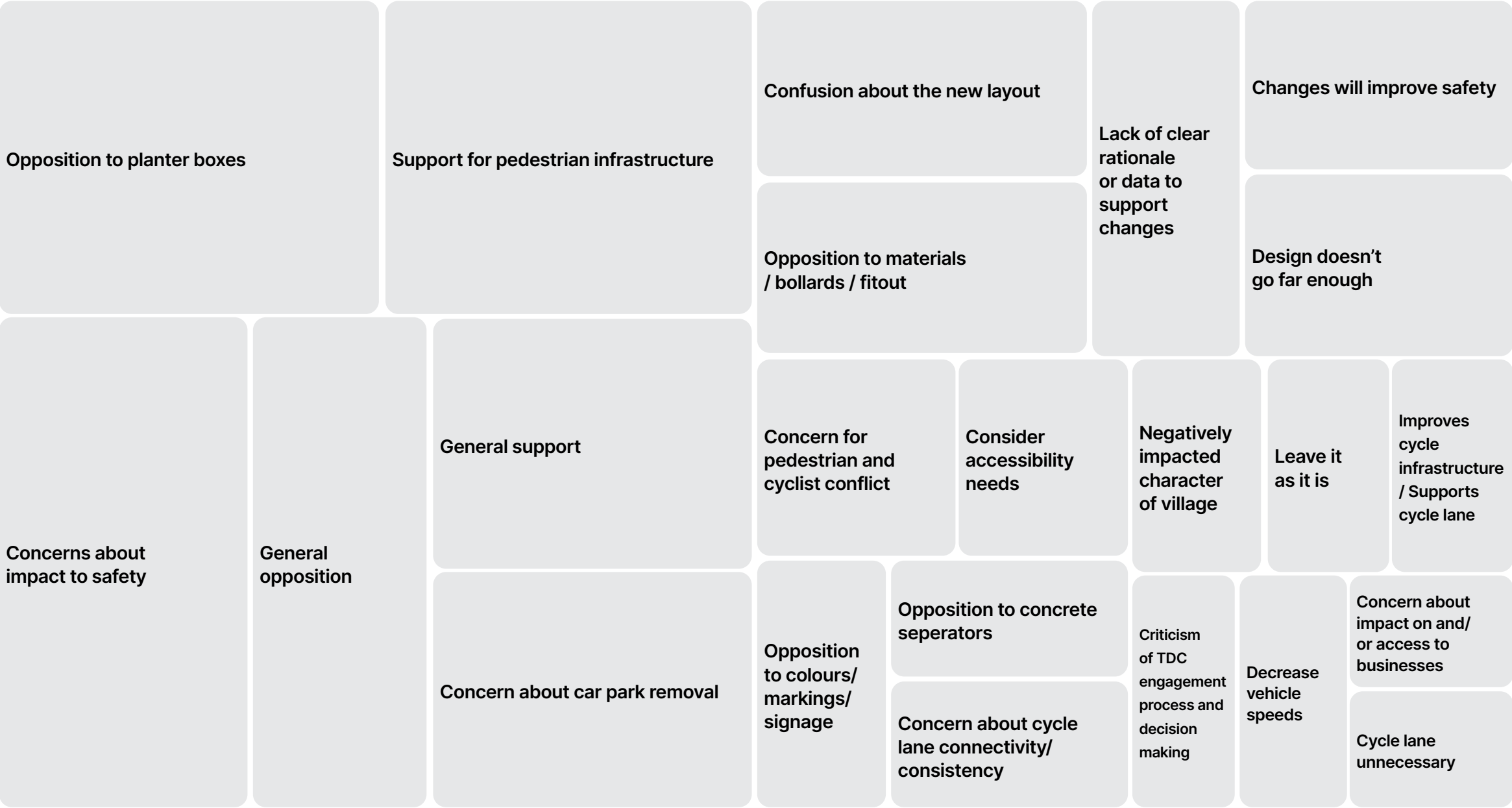
One concern was that slowing traffic on Aranui Road may cause rat running on Iwa Road and Higgs Road i.e. increase proportion of traffic there. Tomtom Traffic Stats data was used to analyse March 2023 data (pre change) with March 2024 data (post change), and the changes are below:

Towards wharf					
Via:	Volume - Pre	% of Total	Volume - Post	% of Total	Change in percentage points
Higgs Road	970	70%	1044	71%	1%
Iwa Road	26	2%	3	0%	-2%
Māpua Drive/Aranui Road	386	28%	423	29%	1%
Total	1382		1470		

Away from wharf					
Via:	Volume - Pre	% of Total	Volume - Post	% of Total	Change in percentage points
Higgs Road	957	77%	1264	84%	7%
Iwa Road	41	3%	3	1%	-2%
Māpua Drive/Aranui Road	245	20%	235	16%	4%
Total	1243		1512		



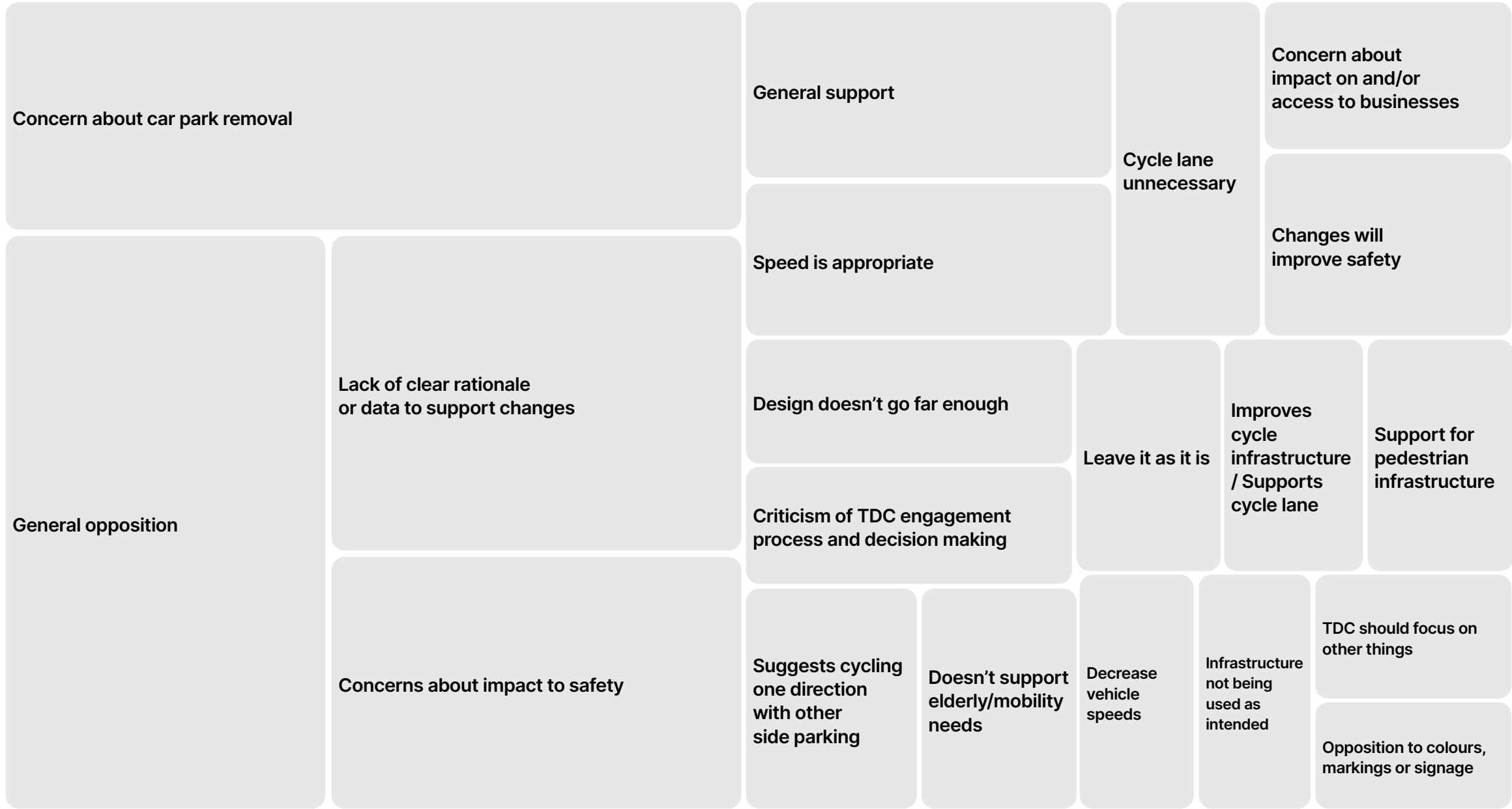
Overall theme weightings from all open-ended feedback.
Māpua.



Open ended (or free-field) text responses to the surveys are read and themed according to the content. Only themes with a count greater than 50 included in the diagram.

Source: Māpua 'Shape Tasman' Survey n=583

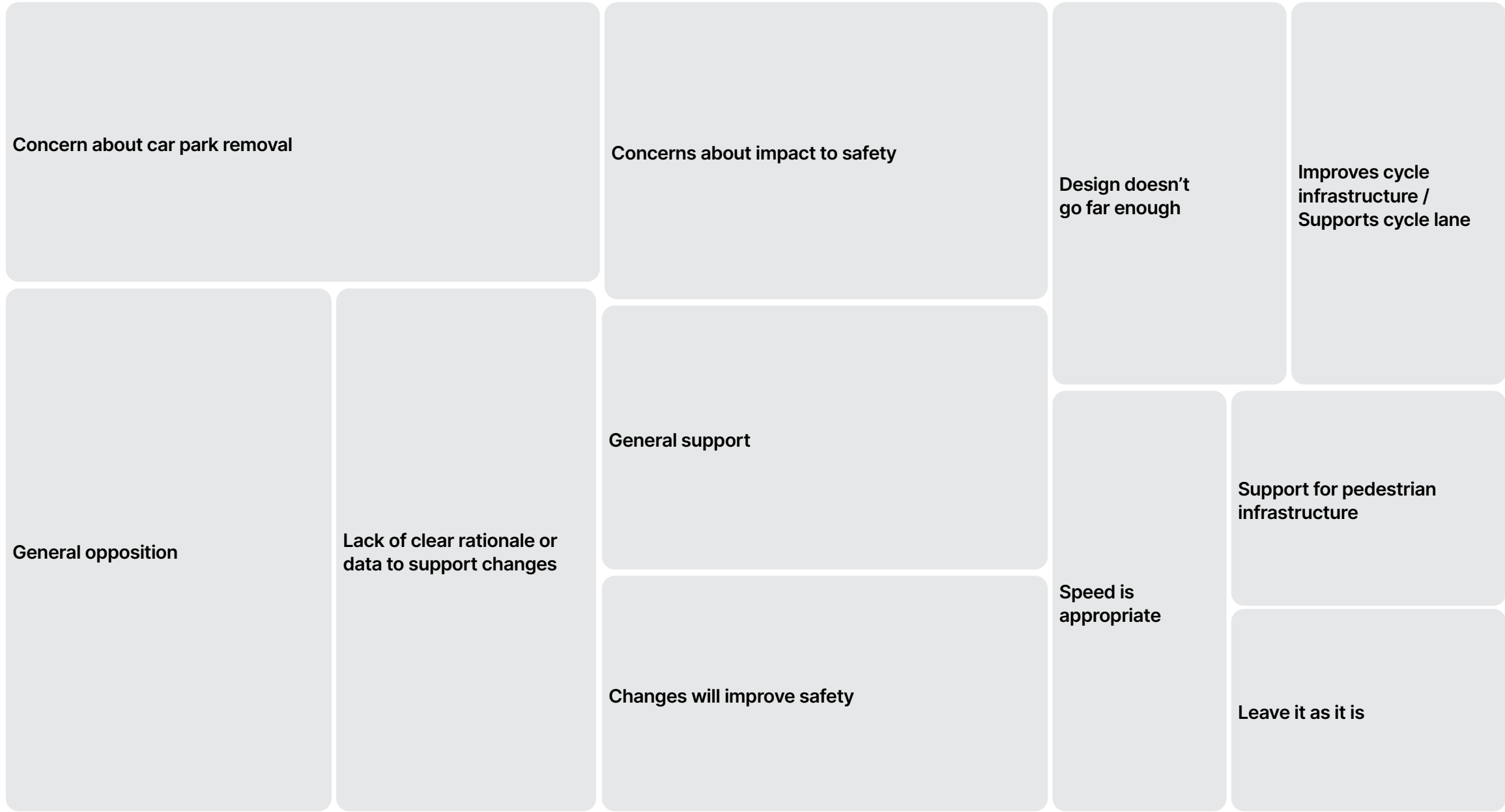
Overall theme weightings from all open-ended feedback.
Queen Street.



Open ended (or free-field) text responses to the surveys are read and themed according to the content. Only themes with a count greater than 50 included in the diagram.

Source: Richmond 'Shape Tasman' Queen Street Survey n=736

Overall theme weightings from all open-ended feedback.
Champion Road.



Open ended (or free-field) text responses to the surveys are read and themed according to the content. Only themes with a count greater than 50 included in the diagram.

Source: Richmond 'Shape Tasman' Champion Road n=418



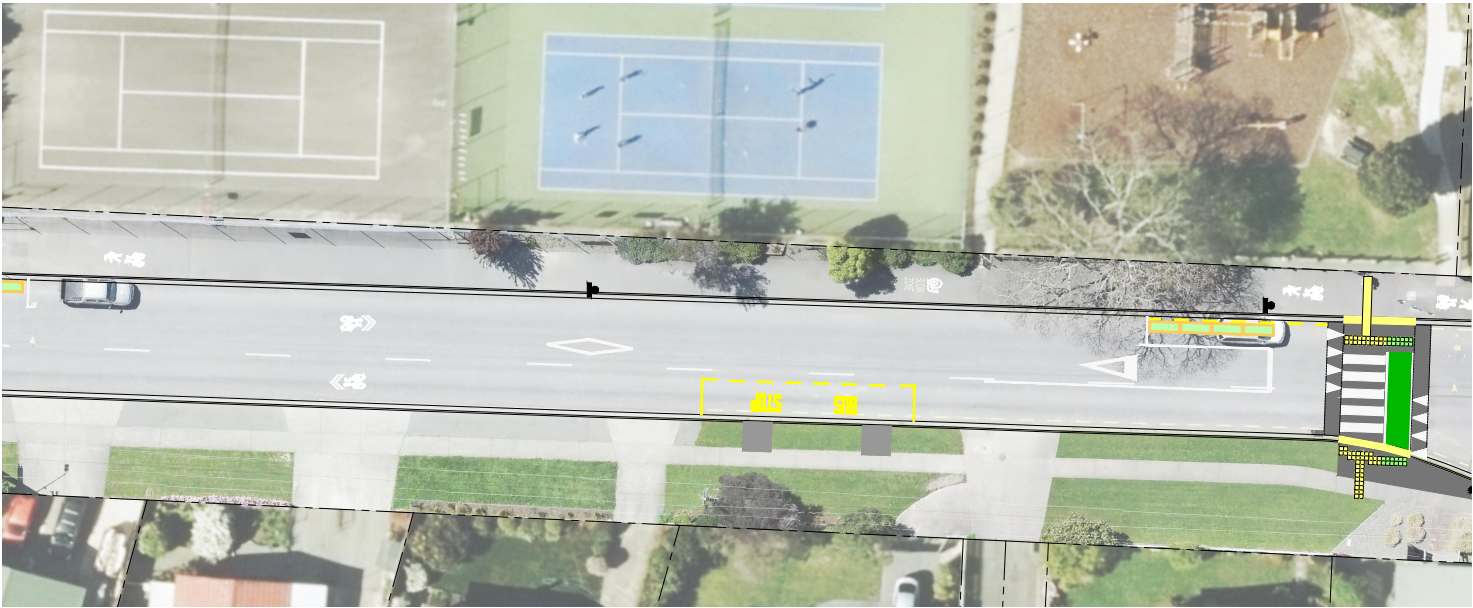
ARANUI ROAD JAVA HUT OPTION 1 - STREETS FOR PEOPLE LAYOUT

SCALE 1 : 250 (A1)



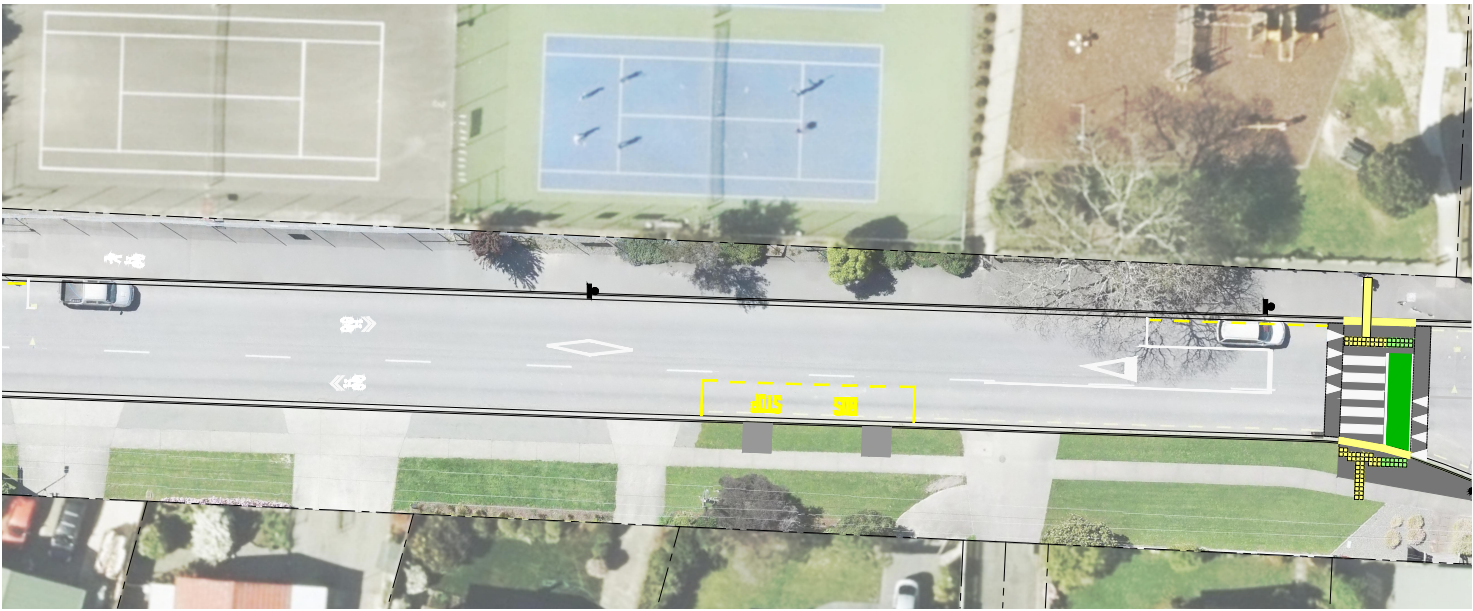
ARANUI ROAD, JAVA HUT OPTION 2 - ALTERNATE LAYOUT

SCALE 1 : 250 (A1)



ARANUI ROAD TENNIS COURTS OPTION 1 - STREETS FOR PEOPLE LAYOUT

SCALE 1 : 250 (A1)



ARANUI ROAD TENNIS COURTS OPTION 2 - ALTERNATE LAYOUT

SCALE 1 : 250 (A1)



ARANUI ROAD BEND OPTION 1 - STREETS FOR PEOPLE LAYOUT

SCALE 1 : 250 (A1)



ARANUI ROAD BEND OPTION 2 - SPLIT SHARED PATH LAYOUT

SCALE 1 : 250 (A1)

- Gives users more guidance and certainty about where cyclists should position themselves.
- Still provides separated space for cyclists from vehicles who do not feel safe in the live lane (interested but concerned).
- Potential conflict between pedestrians and cyclists and driveways still remains.



ARANUI ROAD BEND OPTION 3 - SPLIT SHARED PATH LAYOUT

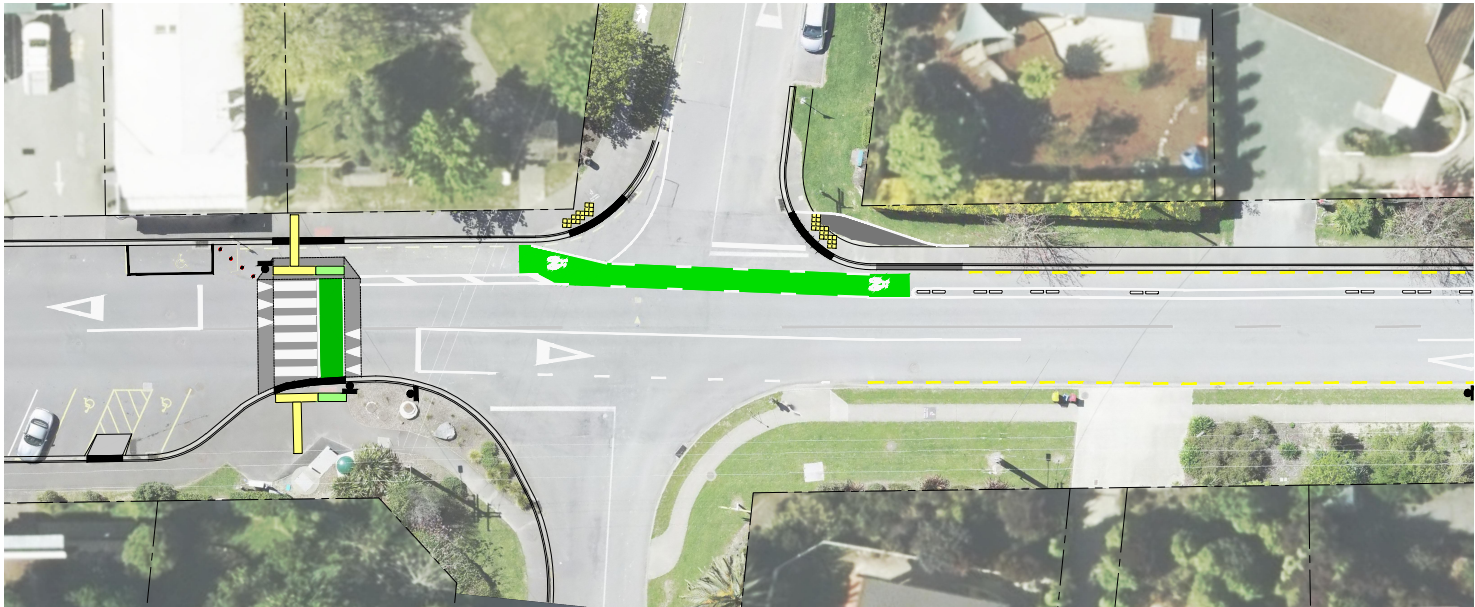
SCALE 1 : 250 (A1)

- No separated space for cyclists from vehicles who do not feel safe in the live lane (interested but concerned).
- Removes potential conflict between pedestrians and cyclists and driveways



ARANUI ROAD, TORU STREET OPTION 1 - STREETS FOR PEOPLE LAYOUT

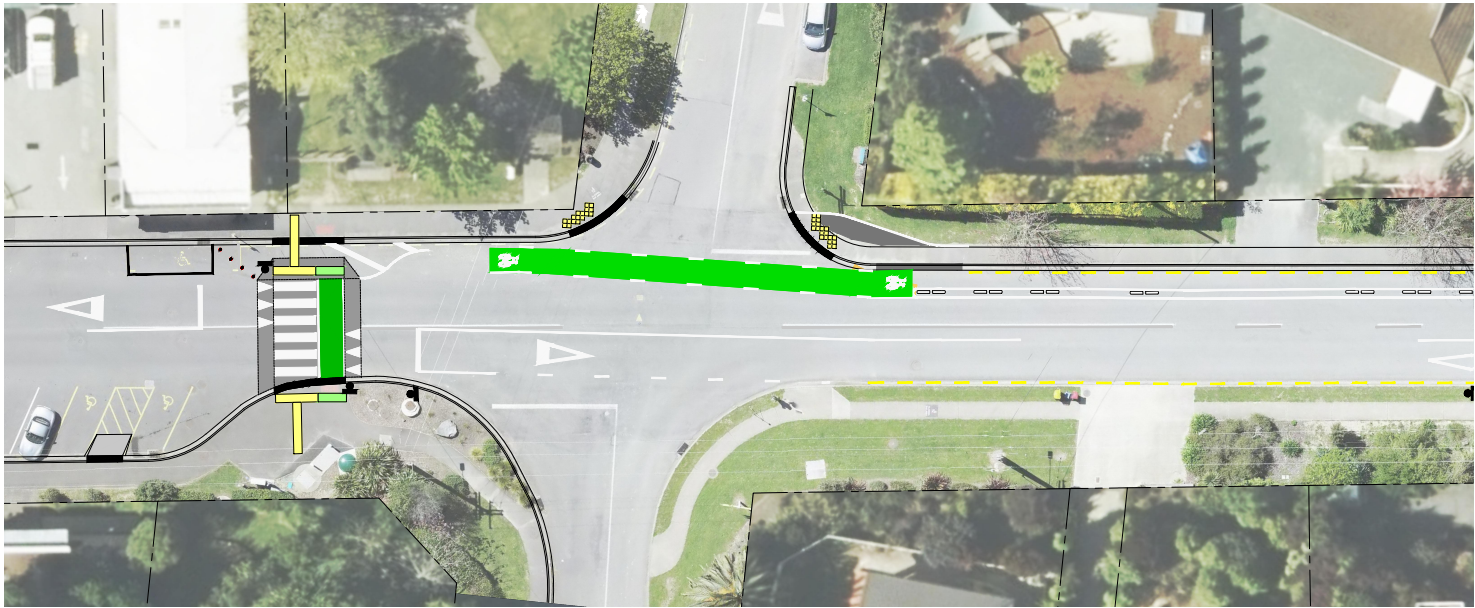
SCALE 1 : 250 (A1)



ARANUI ROAD, TORU STREET OPTION 2 - RETAINED TIGHT CORNER LAYOUT

SCALE 1 : 250 (A1)

- Cycle lane provided in single direction only.
- Northbound cyclists in traffic lane



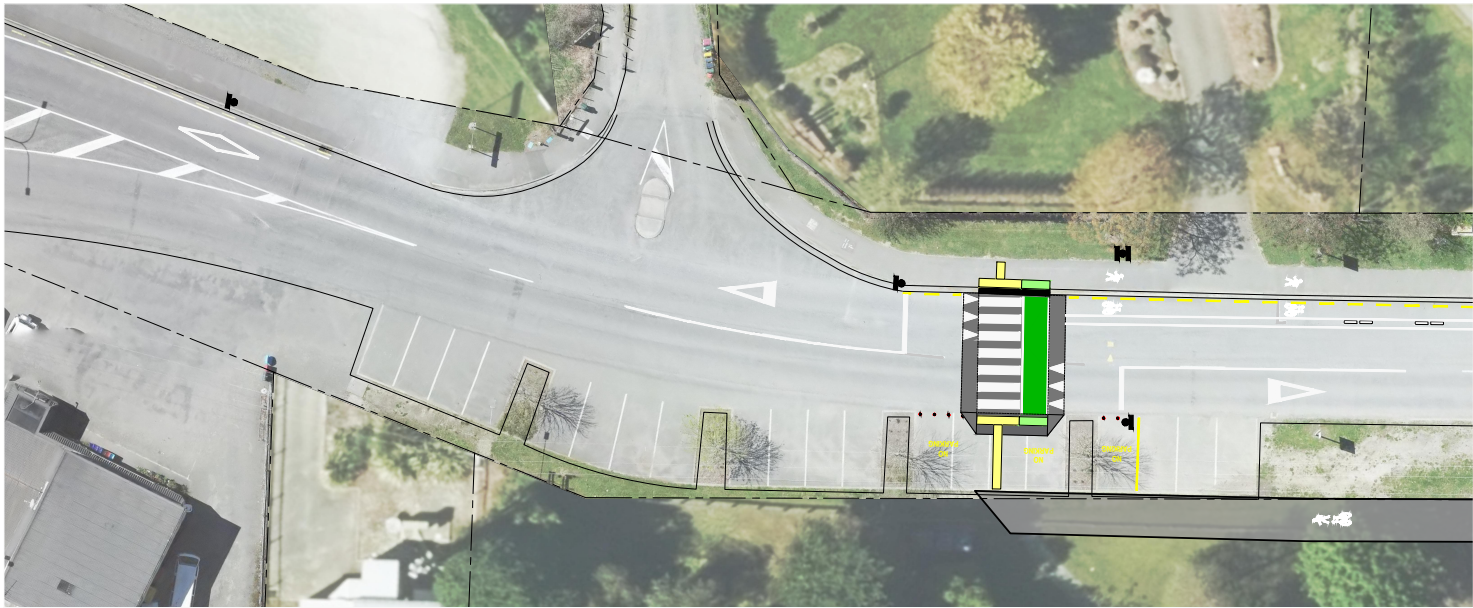
ARANUI ROAD, TORU STREET OPTION 3 - REMOVED TIGHT CORNER LAYOUT

SCALE 1 : 250 (A1)

- Cycle lane provided in single direction only.
- Northbound cyclists in traffic lane
- Unusual alignment of cycle lane across intersection



ARANUI ROAD, TORU STREET OPTION 2 - DIGITAL MOCK UP



ARANUI ROAD, ARANUI PARK CROSSING OPTION 1 - STREETS FOR PEOPLE LAYOUT

SCALE 1 : 250 (A1)

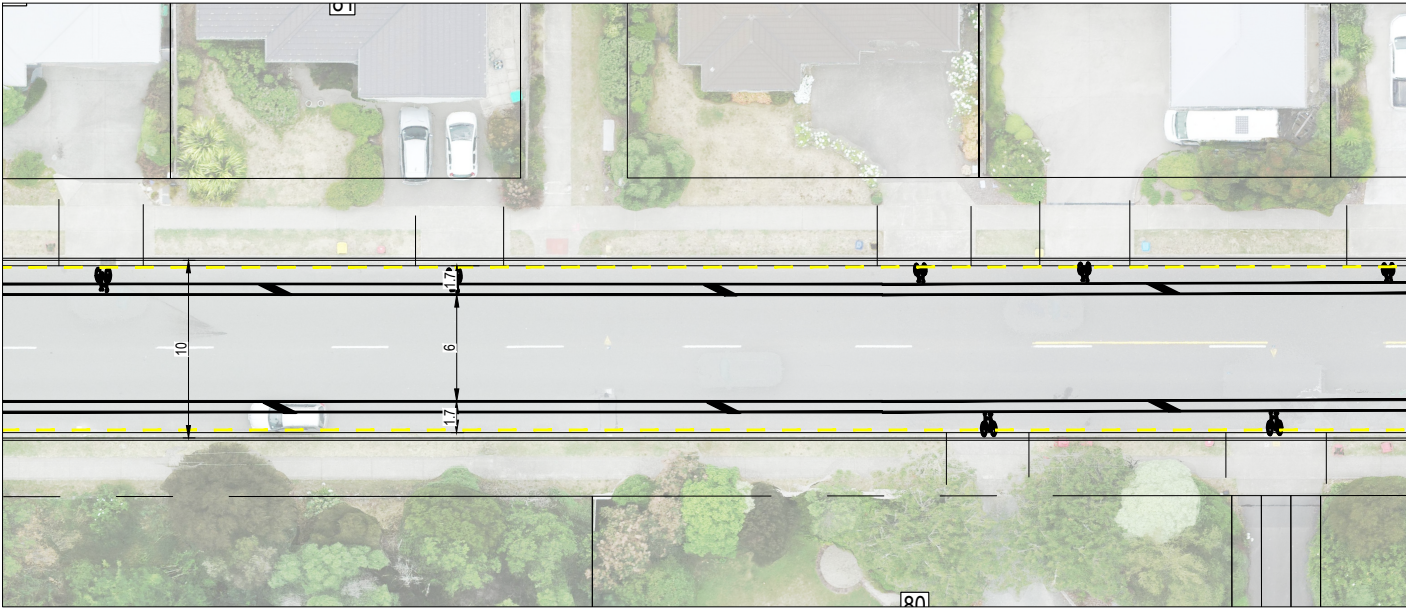


ARANUI ROAD, ARANUI PARK CROSSING OPTION 2 - FOOTPATH EXTENSION LAYOUT

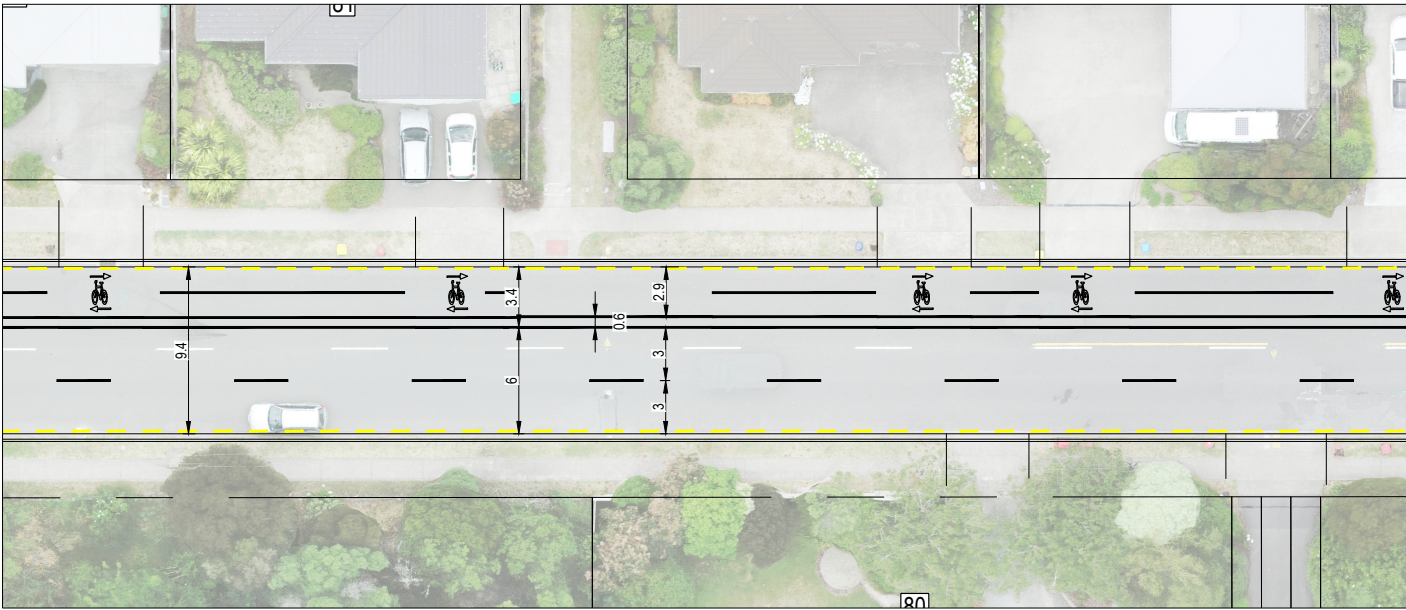
SCALE 1 : 250 (A1)



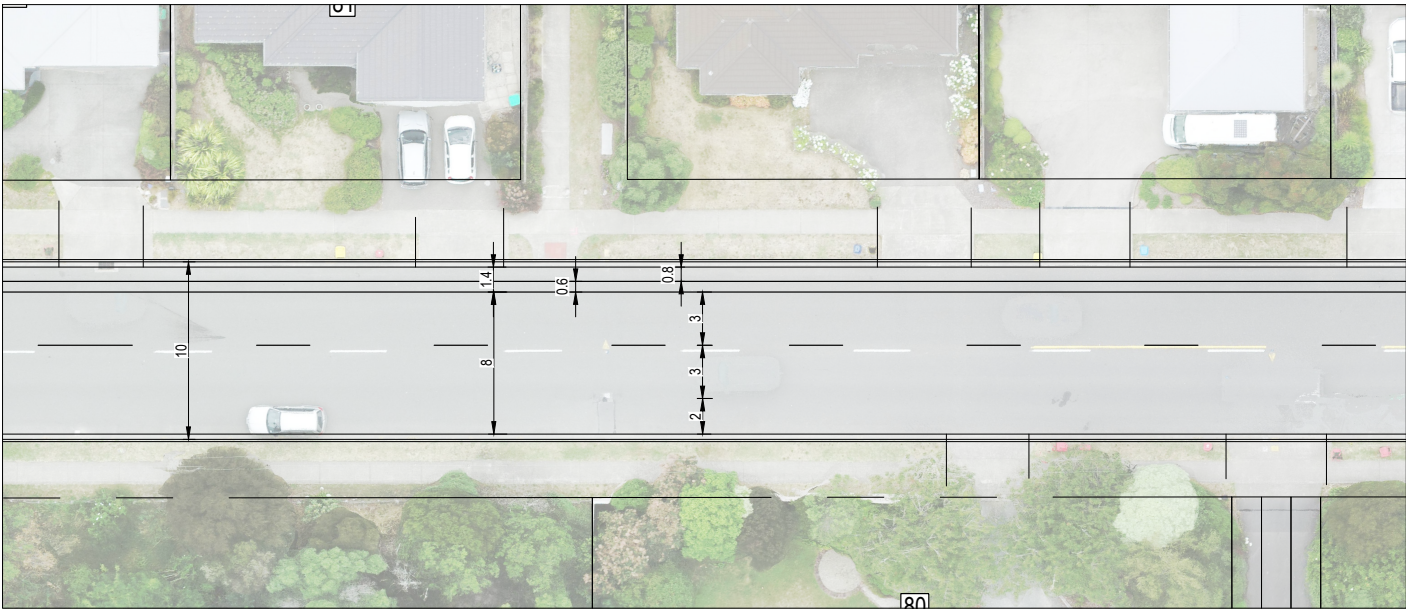
CHAMPION ROAD - ORIGINAL LAYOUT
SCALE 1 : 200 (A1)



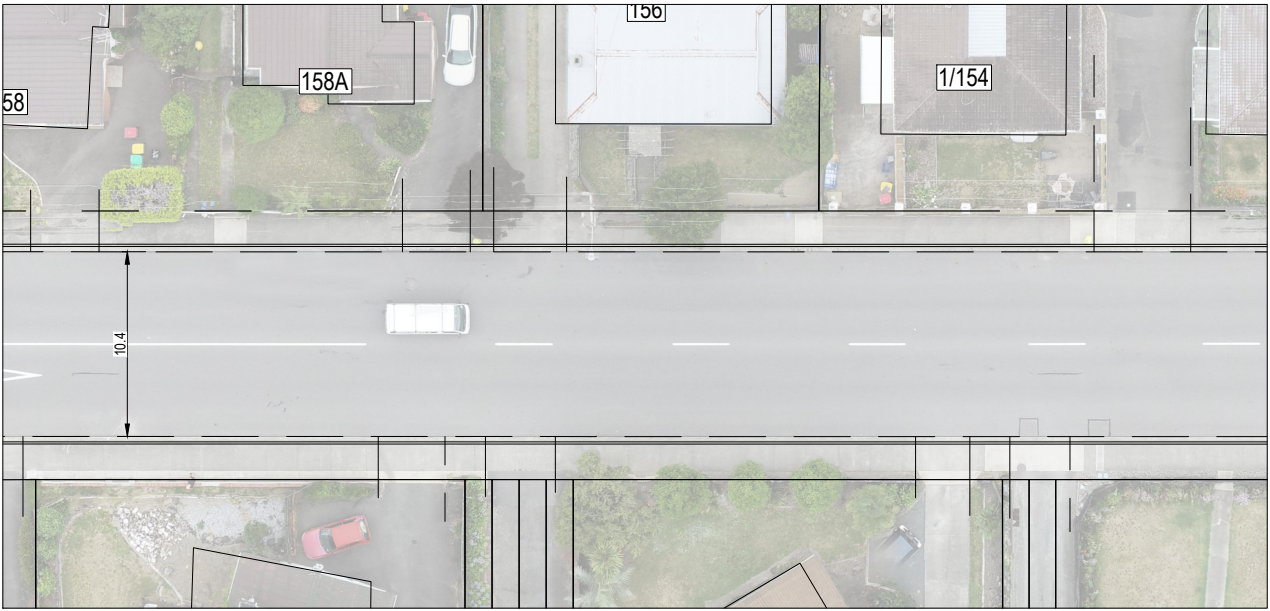
CHAMPION ROAD - STREETS FOR PEOPLE LAYOUT
SCALE 1 : 200 (A1)



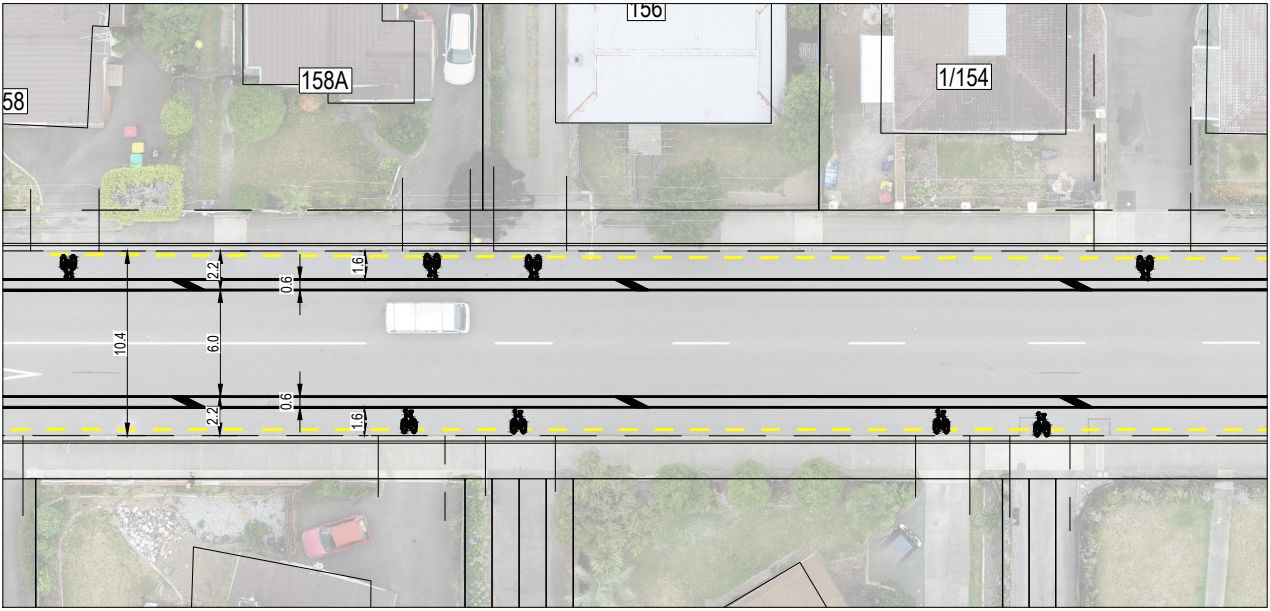
CHAMPION ROAD - ALTERNATE BI DIRECTIONAL LAYOUT
SCALE 1 : 200 (A1)



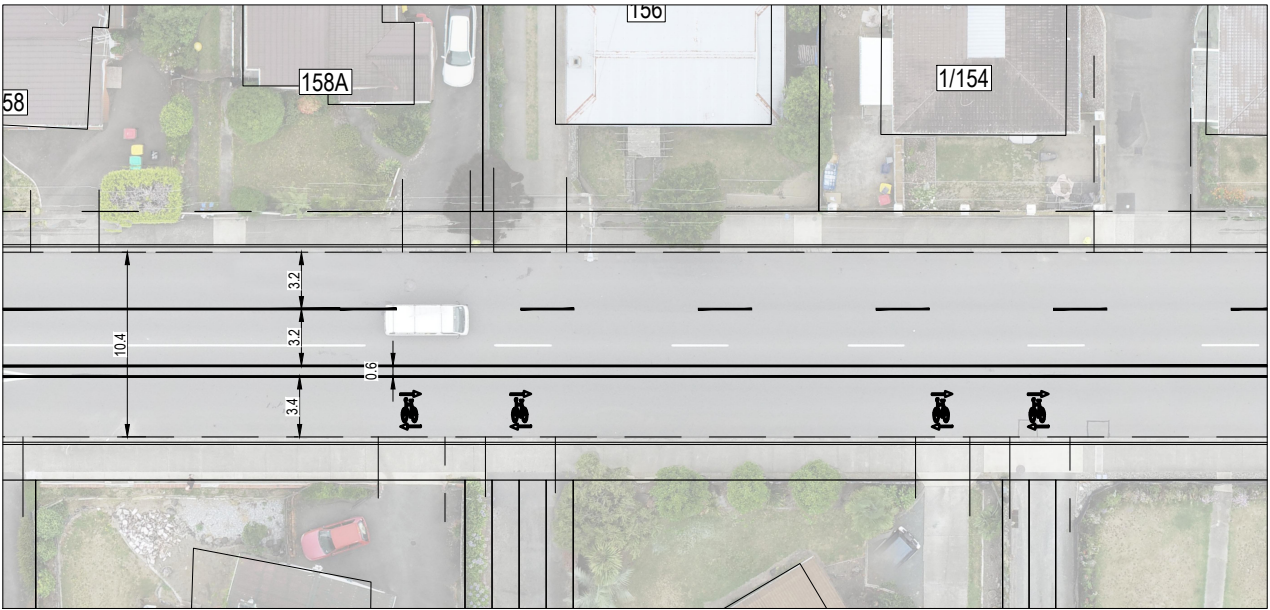
CHAMPION ROAD - ALTERNATE BI DIRECTIONAL LAYOUT WITH PARKING
SCALE 1 : 200 (A1)



QUEEN STREET - ORIGINAL LAYOUT
SCALE 1 : 200 (A1)

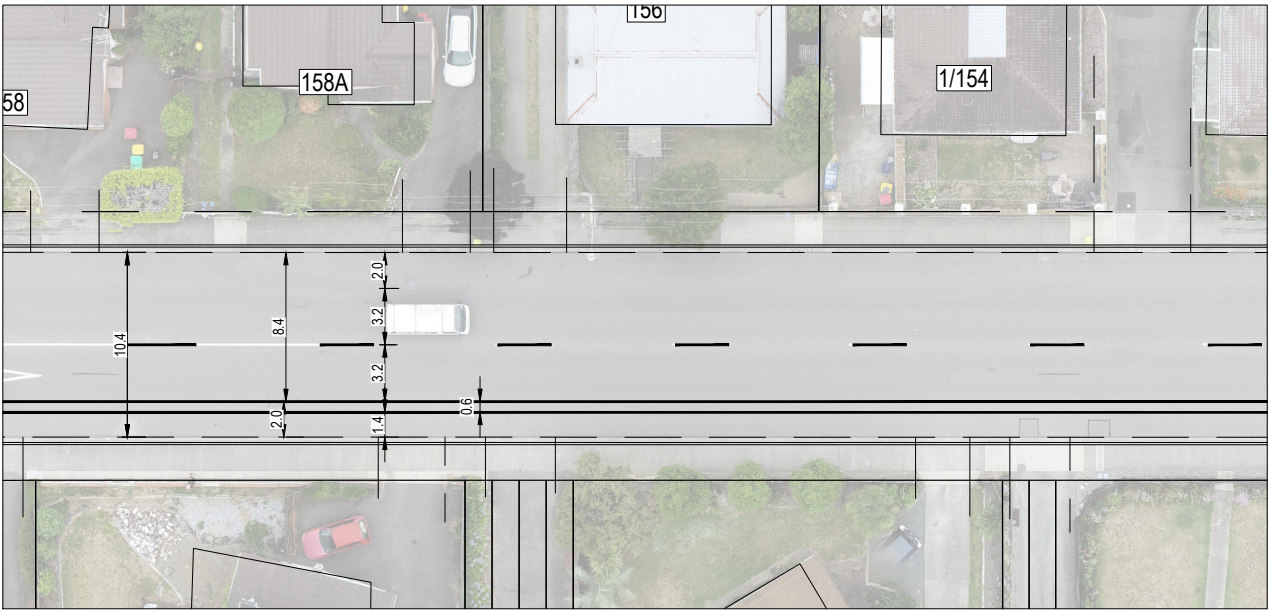


QUEEN STREET OPTION 1 - STREETS FOR PEOPLE LAYOUT
SCALE 1 : 200 (A1)



QUEEN STREET OPTION 2 - BI DIRECTIONAL LAYOUT
SCALE 1 : 200 (A1)

- Less safe than current layout for cyclists at conflict points (driveways and intersections).
- no advantage for car users (no parking spaces)

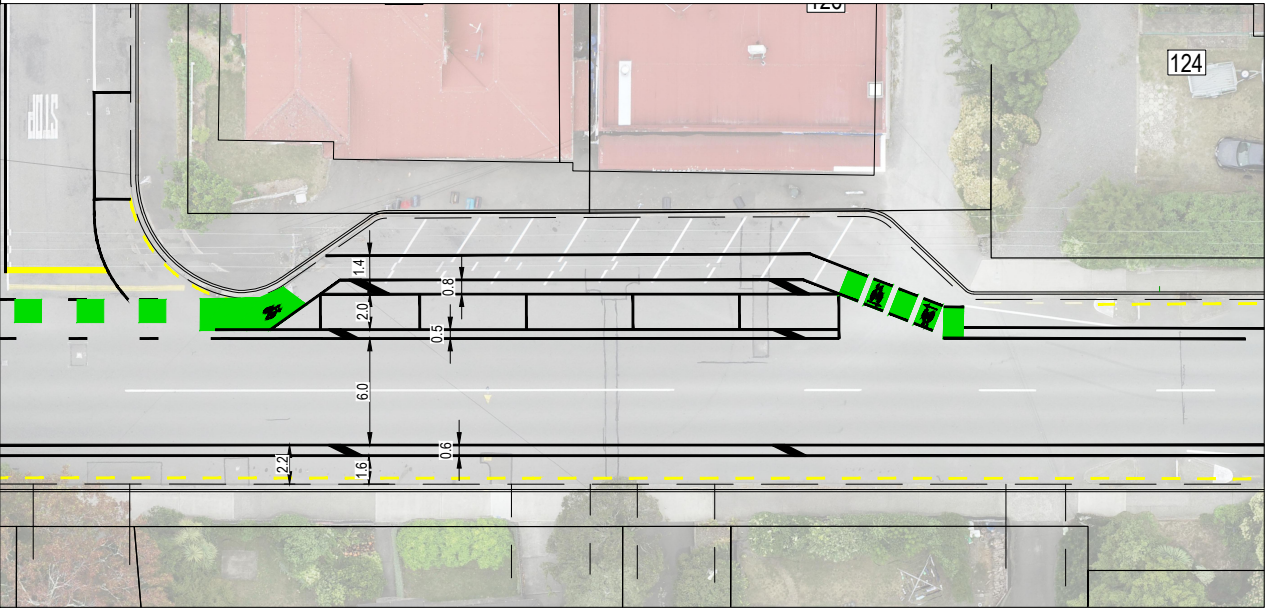


QUEEN STREET OPTION 3 - BI DIRECTIONAL LAYOUT WITH PARKING
SCALE 1 : 200 (A1)

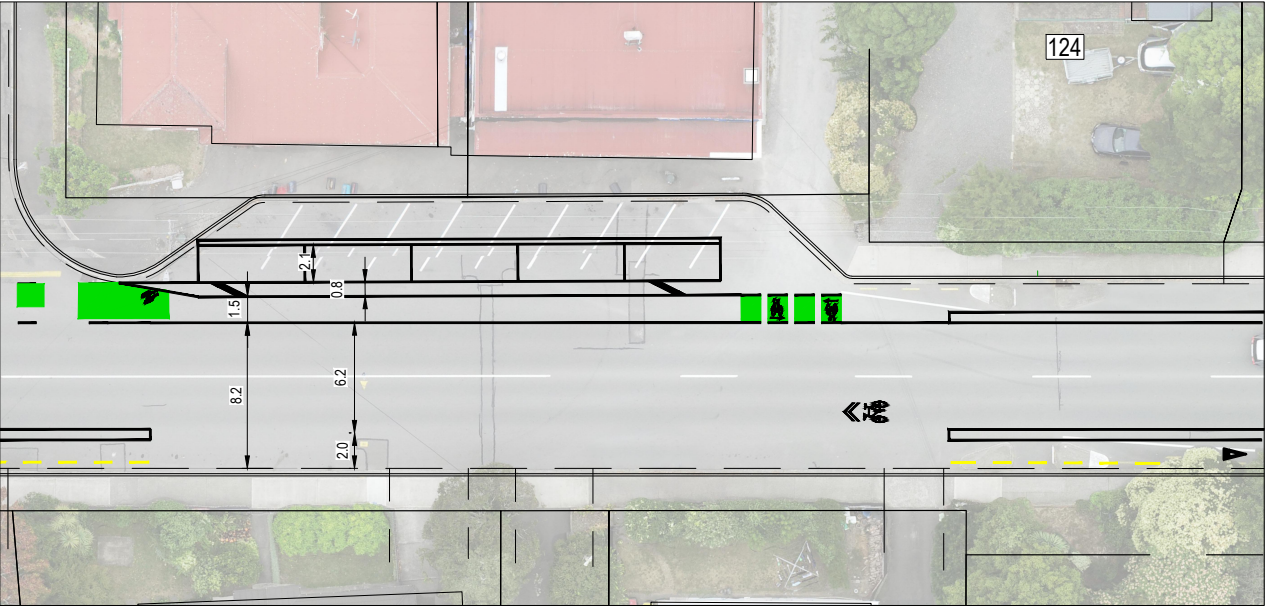
- Cycle lane width below standards for dual direction.
- Parking width available on one side.



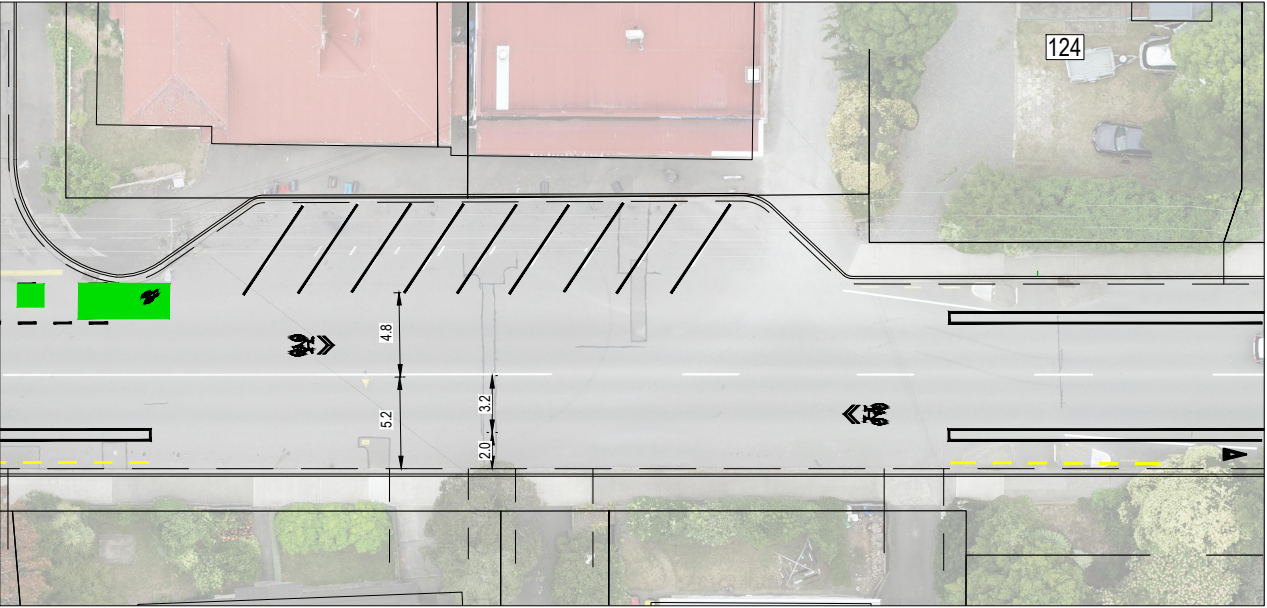
QUEEN STREET SHOPS - ORIGINAL LAYOUT
SCALE 1 : 200 (A1)



QUEEN STREET SHOPS OPTION 1 - STREETS FOR PEOPLE LAYOUT
SCALE 1 : 200 (A1)



QUEEN STREET SHOPS OPTION 2 - ADDITIONAL PARKING LAYOUT
SCALE 1 : 200 (A1)



QUEEN STREET SHOPS OPTION 3 - ALTERNATE ANGLED PARKING LAYOUT
SCALE 1 : 200 (A1)

8.7 MOTUEKA HARBOUR AND COASTAL WORKS RESERVE FUND POLICY UPDATE

Decision Required

Report To: Tasman District Council

Meeting Date: 2 May 2024

Report Author: Nick Chin, Enterprise and Property Services Manager

Report Number: RCN23-11-9

1 Summary

- 1.1 In February 2023, a proposal was made to the Tasman District Council to use the Motueka Harbour and Coastal Works Reserve Fund (**Fund**) to develop a plan for the mudflat reserve area at Old Wharf Road Motueka (see figure 1 below) prior to the grazing lease of part of that area expiring in October 2024.



Figure 1 "Mudflats reserve" location

- 1.2 That proposal was approved subject to Motueka Community Board approval (CN23-02-16) (figure 2 below).

Moved Councillor Maru/Councillor Walker

CN23-02-16

That the Tasman District Council approves up to \$60,000 from the Motueka Harbour and Coastal Works Reserve Fund to fund the development of an options report for the Old Wharf Road land DP5073, subject to a report being presented and agreed to by the Motueka Community Board.

CARRIED

Figure 2 February 2023 resolution.

- 1.3 The report to the Community Board was withdrawn following a public submission on the interpretation of the Motueka Harbour and Coastal Works Reserve Fund policy (**Policy**), in particular, the meaning of “coastal”. The illustration of the area covered did not appear to align with the Policy’s wording.
- 1.1 Staff have now undertaken a further review of the Policy focused on clarifying the wording generally. A definition of the “coastal environment” which is consistent with the Tasman Regional Management Plan (TRMP) has been added. The amended Policy is attached (**Attachment 1**).

2 Draft Resolution

That the Tasman District Council:

1. **receives the Motueka Harbour and Coastal Works Reserve Fund Policy Update report, RCN23-11-9; and**
2. **approves the amended Motueka Harbour and Coastal Works Reserve Fund Policy as set out in Attachment 1 to the agenda report; and**
3. **approves staff presenting the Council’s February 2023 resolution CN23-02-16 approving up to \$60,000 from the Motueka Harbour and Coastal Works Reserve Fund to fund the development of an options report for the Old Wharf Road land DP5073, to the Motueka Community Board for its support for the expenditure on this options report.**

3 Purpose of the Report

- 3.1 To amend the Policy to reflect TRMP terminology and clarify the scope of the Policy.
- 3.2 In light of the proposed amendments to the Motueka Harbour and Coastal Works Reserve Fund Policy, to gain approval from the Council to present the Council's February 2023 resolution approving up to \$60,000 from the Fund to fund the development of an options report for the Old Wharf Road land DP5073, to the Motueka Community Board for its support for the expenditure on this options report.

4 Background and Discussion

Motueka Harbour and Coastal Works Fund

- 4.1 The Motueka Harbour and Coastal Works Reserve Account (**Fund**) was established in 2012. A confidential report "Motueka Harbour Endowment Fund" to the then Corporate Services Committee on 16 August 2012 covered its establishment.
- 4.2 The Corporate Services Committee, on advice, acknowledged that the Motueka Harbour Endowment Fund ceased to exist as a closed account following the decision of the High Court in December 2009 which resulted in the funds and assets becoming general funds of the Council.
- 4.3 The Committee further resolved that the Fund would be managed by the Commercial Subcommittee on a fully commercial basis with dividends being paid to satisfy policies established for the use of the funds generated.
- 4.4 The Fund is managed in accordance with the Motueka Harbour and Coastal Works Reserve Fund Policy. A review of the Policy was carried out in February 2023.
- 4.5 The Fund and its income are generally available for reinvestment or use within the designated Motueka area.
- 4.6 Day-to-day management of the Fund is the responsibility of the Enterprise Portfolio Manager. Through the Fund, the Council has provided an internal loan to the Motueka Holiday Park activity and loaned funds for the Harbourmaster Facility and George Quay Carpark at Motueka. The Council receives a commercial return on these internal loans which goes into the Fund.
- 4.7 Following the Council's February 2023 resolution, CN23-02-16 a report was to be presented to the Motueka Community Board but was withdrawn following a concern expressed by a member of the public (and former Councillor) on the probity of assigning funding for this purpose. A key issue was the disparity between the wording and the illustration indicating the scope of the Policy with the result that there was no clear definition of the "coastal" area.
- 4.8 The Policy has now been reviewed by the Council's legal and property teams with proposed modifications to align with the wording in the TRMP and generally improve clarity.

5 Options - Motueka Harbour and Coastal Works Fund Policy amendments and options report support from Motueka Community Board

- 5.1 The Council can choose to update the Policy, leave it as is, or request a wider review. The staff recommendation is to update the Policy to set out the geographical scope more accurately.

5.2 Leaving the Policy terminology unamended is likely to cause further confusion and uncertainty over the oversight of the Fund which may negatively impact the Motueka Community Board's view on the value of obtaining the options report.

5.3 The options are outlined in the following table:

	Option	Advantage	Disadvantage
1.	Do not update Policy	None	Confusion over the scope of the Policy and delegations.
2.	Change definition of "Coastal" and map to align with TRMP definitions along with a general tidy-up of wording to improve clarity within the document	Clarifies provisions. Meets review requirement. Reduces risk of non-compliance.	None. The policy review has not incurred any additional cost to the Council.

5.4 **Option two is recommended** along with an instruction to staff to seek the support of the Motueka Community Board for the \$60,000 expenditure on an options report.

6 Strategy and Risks

6.1 Updating and clarifying the Policy is a low-risk decision. There are no climate change or financial implications flowing from the proposed amendments to the Policy.

7 Policy / Legal Requirements / Plan

7.1 It is expected that policies are reviewed from time to time to ensure they remain relevant and current. There is no requirement under our Significance and Engagement Policy for consultation on this Policy review as the proposed changes are minor.

7.2 The Policy sets the authorisation and scope of the use of the Fund.

8 Consideration of Financial or Budgetary Implications

8.1 There are no financial or budgetary implications arising from the decision to accept the revised Policy with nomenclature changes.

9 Significance and Engagement

9.1 This decision is of low significance. It does not impact on levels of service, strategic assets, and public interest would be minimal, if any. The Councillors can, therefore, make this decision based on their understanding of the views and preferences of their community.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	<ul style="list-style-type: none"> This is a routine process. Planning and consultation will occur in the development of the proposed plans following the preparation of the options report.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	None	
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does this activity contribute or detract from one of the goals in the Tasman Climate Action Plan 2019 ?	No	
5.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
6.	Does the decision create a substantial change in the level of service provided by Council?	No	
7.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
8.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
9.	Does the proposal or decision involve entry into	No	

	Issue	Level of Significance	Explanation of Assessment
	a private sector partnership or contract to carry out the deliver on any Council group of activities?		
10	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
11	Does the proposal require inclusion of Māori in the decision-making process (consistent with s81 of the LGA)?	No	


10 Conclusion

10.1 The Policy update is largely routine and minor. It provides alignment to the current TRMP definitions.

11 Next Steps / Timeline

- 11.1 Finalise and publish the updated Policy on the Council's website.
- 11.2 Present the proposal to fund consultation for a plan for the Mudflats Reserve to the Motueka Community Board.
- 11.3 Upon obtaining Community Board support for obtaining an options report, staff will instruct a suitably qualified professional to prepare the options report.

12 Attachments

1.  Draft Motueka Harbour and Coastal Works Reserve Fund Policy

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2023 Motueka Harbour and Coastal Works Reserve Fund Policy

ORGANISATIONAL POLICY

POLICY REFERENCES

• Sponsor:	Group Manager Finance
• Effective Date:	22 November 2023
• Internal Review Due:	22 November 2026
• Legal Compliance:	LGA2002
• Associated Documents/References	
• Policy Number	CS08
• Approved by Chief Executive	N/A
	2015 Policy approved by Corporate Services Committee 12 February 2015 report RFN15-02-02
	Updated 2016 Policy approved by Full Council 1 December 2016 report RCN16-12-08 resolution CN16-12-10
• Approved by Council (If Applicable)	Updated 2023 Policy approved by Tasman District Council 16 February 2023 report RCN23xx resolution CN xx

Purpose

The purpose of this policy is to set out clearly the principles and decision guidelines for:

- use of the income generated from, and
- management and reporting on,

the investments, assets and loans that make up the Motueka Harbour and Coastal Works Reserve fund.

Definitions

Coastal Environment means land that includes the coastal marine area and land above the coastal margin that is affected by coastal processes, resources and issues, and all associated plants, animals, and structures and outlined in green approximately on the attached map.

Motueka Harbour and Coastal Works Reserve Area means the Coastal Environment area

within defined boundaries from the Riwaka River mouth to the northern end of the Kina Peninsular, including all of the Moutere Inlet, plus any assets, land or otherwise, held within the Motueka Harbour Coastal Environment area.

MH&CWR means investments, assets and loans that make up the Motueka Harbour and Coastal Works Reserve fund.

Application

This policy applies to staff, elected members and contractors involved in the management of the MH&CWR.

Background

As a result of the decision of the High Court on 2 November 2009, the Motueka Harbour Endowment Account which was created by statute in 1905, ceased to exist as a closed account. In resolution FN12-08-1 in 2012, the Corporate Services Committee of Council:

- Acknowledged that the Motueka Harbour Endowment Account ceased to exist as a closed account following the decision of the High Court dated 2 November 2009 which resulted in the funds and assets becoming general funds; and
- Established a separate account for Motueka Harbour and Motueka Coastal Works and directs that the assets and balances from the Motueka Harbour Endowment Account be placed into that account; and
- Agreed that the Motueka Harbour and Motueka Coastal Works Account be managed by the Corporate Services Committee through the Commercial Subcommittee once established and operate on a commercial basis with dividends being paid to satisfy policies established for the use of funds generated from the account; and
- Directed staff to report back to the Corporate Services Committee with recommended policies and processes for the management and operation of the Motueka Harbour and Motueka Coastal Works account.

The MH&CWR is not a *restricted reserve* and is not disclosed separately in Council's Annual report.

Policy

Overall control of the MH&CWR is delegated to the Enterprise Committee under its terms of reference. The Enterprise Committee will focus on the investment assets, fixed or otherwise, as well as funds generated from earnings and investments.

The Enterprise and Property Services Manager has responsibility for the maintenance, management and budgeting related to those assets that make up the MH&CWR. The Enterprise and Property Services Manager will work with the Community Infrastructure staff to ensure budget provision is made in the MH&CWR for Motueka Harbour and Coastal Works Reserve Area related assets or activities included in the Community Infrastructure Activity Management plans.

Use of the MH&CWR, other than for:

- The costs of administration or maintaining the assets held as part of the MH&CWR, or
- Council approved works in the Motueka Harbour and Coastal Works Reserve Area,

is subject to approval based on a separate full business case. The business case will outline the advantages to the MH&CWR or the Council of the proposed investment and is to be presented through the Enterprise Committee. The Enterprise Committee may approve such

expenditure provided it is within an approved budget or less than \$50,000.

Any unbudgeted expenditure above \$50,000 will require approval of Council.

The first call on funds generated from the MH&CWR will be for:

- a) The maintenance and improvements of any of the assets held as part of the MH&CWR;
- b) Any maintenance and development of the Motueka harbour;
- c) Council approved works in the Motueka Harbour and Coastal Works Reserve Area; and
- d) Where the capital assets in the MH&CWR account increase to such extent that the Enterprise Committee considers that the funds being generated are surplus to the current requirements in a), b) or c) above, any approved Council use.

In the event that the Enterprise Committee recommends the use of funds other than for items a), b) or c), consultation with the Motueka Community Board will be required prior to consideration of such a proposal being given by Council.

The capital assets of the MH&CWR will be managed with the intention of increasing the value of the assets held in the MH&CWR and providing improved returns. Subject to complying with this policy, MH&CWR assets may be bought, sold, leased, licensed or otherwise disposed of. Any related borrowings are to be a charge to the MH&CWR.

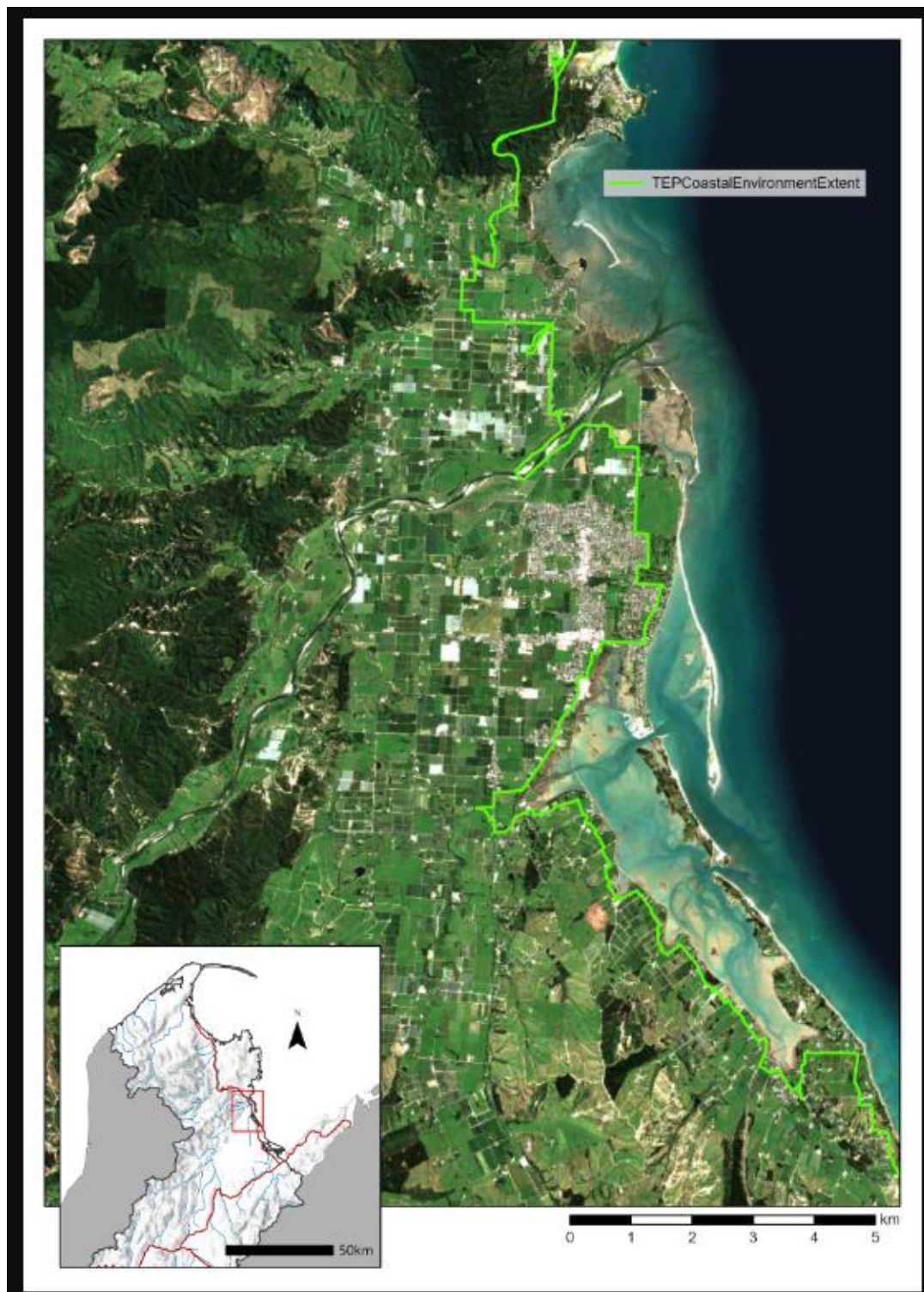
The Enterprise and Property Services Manager will report to the Enterprise Committee not less than every three months and will include statements of the financial performance and position.

This policy shall be reviewed by Council triennially.

Authorised by the Chief Executive and Tasman District Council
Meeting 22 November 2023
Council resolution CN xxx

Date of approval: xxxx

Working draft 27 September 2023



7.10 TRANSPORTATION - SECTION 17A DELIVERY OF SERVICES REVIEW**Decision Required**

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Jamie McPherson, Transportation Manager
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RCN24-05-10

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 The purpose of this report is to enable the Council to meet its obligations under section 17A of the Local Government Act 2002, to periodically review the cost-effectiveness of its activities in delivering services to its communities.
- 1.2 The subject of this review is the delivery of the transportation activity. These services are primarily delivered for the Council by contractors.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Under Section 17A of the Local Government Act 2002, the Council is required to carry out service delivery reviews every six years. The last review of the Transportation Activity was completed and approved in August 2017 (RESC17-08-03).
- 2.2 Staff have completed a review of the Transportation Activity (**Attachment 1**), which recommends the following:
 - The status quo be retained for the foreseeable future as it is still the most cost-effective option for the delivery of governance, funding and service delivery;
 - The Council continues to be involved in any regional initiatives around the delivery of various functions within the roading activity.
 - A procurement plan for Road Network Maintenance Services be developed during 2024-25 to consider the preferred approach to the renewal of existing contracts.
- 2.3 Staff recommend that the Council approve the review.

3. Recommendation/s / Ngā Tūtohunga**That the Tasman District Council**

1. **receives the Transportation - Section 17a Delivery of Services Review report, RCN24-05-10; and**
2. **approves the Section 17A Review of Transportation as detailed in Attachment 1 to the agenda report.**

4. Background / Horopaki

- 4.1 Under Section 17A of the Local Government Act 2002, the Council is required to carry out service delivery reviews every six years.
- 4.2 The last review of the Transportation Activity was completed and approved in August 2017 (RESC17-08-03).
- 4.3 Staff have completed a review of the Transportation Activity (**Attachment 1**).

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 The current S17A review does not propose any changes to the governance, management or service delivery arrangements. It recommends that:
- 5.1.1 The status quo be retained for the foreseeable future as it is still the most cost-effective option for the delivery of governance, funding and service delivery;
- 5.1.2 The Council continues to be involved in any regional initiatives around the delivery of various functions within the roading activity.
- 5.1.3 A procurement plan for Road Network Maintenance Services be developed during 2024-25 to consider the preferred approach to the renewal of existing contracts.
- 5.2 Staff recommend that the Council approves the review.

6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Approve the S17A review for Transportation	Meets LGA requirements. Enables continued delivery of services.	Nil
2.	Do not approve the S17A review for Transportation	Nil	Requires further analysis and expenditure but unlikely to result in efficiencies.

- 6.2 **Option 1 – Approve the S17A review for Transportation is recommended.**

7. Legal / Ngā ture

- 7.1 This review complies with Section 17A of the Local Government Act 2002.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 No iwi engagement has occurred as part of the S17A review and is not considered necessary in relation to the Transportation Activity.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 This decision is considered to have low significance.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	No change proposed
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	No change proposed
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	Governance, management and service delivery arrangements may be reviewed at any time.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	The Council's roading network is a strategic asset, but this decision does not proposed any change to it.
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	No change proposed
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	No change proposed
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	Low	No change proposed
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	Low	No change proposed
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	Low	No change proposed
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	N/A	

10. Communication / Whakawhitiwhiti Kōrero

10.1 Not considered applicable to this decision.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 Nil.

12. Risks / Ngā Tūraru

12.1 There are no significant risks associated with this decision.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 Not applicable to this decision.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 The S17A review for Transportation is consistent with the Councils Long Term Plan, and Transportation Activity Management Plan.

15. Conclusion / Kupu Whakatepe

15.1 Under Section 17A of the Local Government Act 2002, the Council is required to carry out service delivery reviews every six years.

15.2 Staff have completed a review of the Transportation Activity, which recommended the following:


- The status quo be retained for the foreseeable future as it is still the most cost-effective option for the delivery of governance, funding and service delivery;
- The Council continues to be involved in any regional initiatives around the delivery of various functions within the roading activity.
- A procurement plan for Road Network Maintenance Services be developed during 2024-25 to consider the preferred approach to the renewal of existing contracts.

15.3 Staff recommend that the Council approves the review.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Staff will prepare a procurement plan for Road Network Maintenance Services during 2024/25.

17. Attachments / Tuhinga tāpiri

1.  S17A Review - Transportation - 2023-24

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Tasman District Council

Transportation Activity - S17A LGA REVIEW OF SERVICES

This report outlines the review of the Transportation Activity services under s17A of the Local Government Act 2002. It includes:

Part I: Present arrangements

Part II: Decision to review – is a review required?

Part III: Review - Analysis of options

NB: Parts I and II are an assessment of whether a s.17A review is required, Part III is only required if the analysis in Part II concludes a review is required.

PART I: PRESENT ARRANGEMENTS	
Name of the service and scope	<p>This report considers the Tasman District Council Transportation Activity.</p> <p>Tasman District Council transportation network comprises approximately:</p> <ul style="list-style-type: none"> • 1,710km of maintained roads (982km sealed and 728km unsealed) • 306km of footpaths • 111km of cycle trail • 524 bridge structures and culverts >3.4m² (including road, foot, and cycle trail bridges) • And associated assets. <p>The total roading budget for physical works (2022/23) is approximately \$13.4 million on operations & maintenance, \$9 million on renewals, and \$6.1 million capital expenditure. Capital expenditure is expected to increase (based on the 2021-31 Long Term Plan). Note these figures are independent of depreciation and debt repayments so differ from the Funding figures in the table below.</p>
Rationale for service provision	<p>By providing a quality transportation network, the Council enables the safe and efficient movement of people and goods which improves the economic and social well-being of the district. The provision of transport services, roads and footpaths is a public good and as such it is a core function of local government.</p> <p>Road maintenance services contribute to the following community outcomes:</p> <ul style="list-style-type: none"> • Our communities are healthy, safe, inclusive and resilient. • Our infrastructure is efficient, cost-effective and meets current and future needs. <p>The Local Government Act 1974 states that roads in the district shall be under the control of the Council.</p>

Present arrangements	<p>Governance</p> <p>The Tasman District Council comprises a Mayor and 13 Councillors, which provide governance for the transportation activity within the Tasman District. A unitary authority, Council also administers the Tasman Regional Transport Committee. Tasman, Nelson and Marlborough Councils have aligned their Regional Land Transport Plans to produce a combined Top of the South Regional Land Transport Plan.</p> <p>Council also has its own Transportation Activity Management Plan, which guides its management and service delivery functions. It summarises how Council manages the Transportation Activity and it has a planning horizon of 30 years. At a governance level it explains how the Transportation Activity aligns with the Council’s community outcomes, key performance targets and measures and the funding requirements to deliver them.</p> <p>Management</p> <p>The Transportation activity is the responsibility of the Transportation Manager, who reports to the Group Manager – Community Infrastructure, who reports to the Chief Executive.</p> <p>A Road Maintenance Programme Leader, three Roothing Engineers, Senior Transportation Engineer, Road Corridor Engineer, Road Safety Co-ordinator, Asset Systems Officer, and Administration Officer report to the Transportation Manager. These positions are employed by Council within an internal business unit of Council, and deliver the operations, maintenance and renewals programmes.</p> <p>Capital works is primarily delivered through a Programme Delivery team who provide project management services to the roading team, and report to the Group Manager – Community Infrastructure. The design, specification and construction monitoring of capital and major renewal work is generally outsourced.</p> <p>Transportation planning activities are delivered in conjunction with the Strategic Planning team, who report to the Group Manager – Service & Strategy.</p> <p>All professional services and physical works associated with the transportation activity is procured in accordance with the Council’s Waka Kotahi-approved Procurement Strategy.</p> <p>Funding</p> <p>The roading activity is funded as follows (as per AP 2022/23):</p> <table border="1"> <thead> <tr> <th>Funding Source</th><th>Total</th></tr> </thead> <tbody> <tr> <td>External Recoveries¹</td><td>\$ 2.970 million</td></tr> <tr> <td>Other Income²</td><td>\$ 0.613 million</td></tr> <tr> <td>MBIE (Great Taste Trail)</td><td>\$0.045 million</td></tr> </tbody> </table>	Funding Source	Total	External Recoveries ¹	\$ 2.970 million	Other Income ²	\$ 0.613 million	MBIE (Great Taste Trail)	\$0.045 million
Funding Source	Total								
External Recoveries ¹	\$ 2.970 million								
Other Income ²	\$ 0.613 million								
MBIE (Great Taste Trail)	\$0.045 million								

<p>NZTA (financial assistance) \$ 11.901 million</p> <p>Petrol Tax \$ 0.457 million</p> <p>Rates and loans \$ 20.030 million</p> <p>Total Revenue \$ 36.016 million</p> <p>1. Includes development contributions, DOC & Trustpower contributions to Graham Valley and Cobb roads, and various permit fees.</p> <p>2. Includes Transportation's share of Council investment dividends, and property rental income.</p> <p>Service Delivery</p> <p>The service delivery role is primarily outsourced. Key functions in the roading activity and their outsourcing mechanisms are outlined in the following table.</p>		
	Function	Operations and Maintenance
	Road Corridor and Carriageway	<p>Maintenance Contracts</p> <ul style="list-style-type: none"> • Murchison and Golden Bay – Fulton Hogan, joint principals contract with Waka Kotahi (until 1 April 2025) • Tasman Alliance – Downer (until 1 July 2024, subject to extension to 2026)
	Bridges and Structures	
	Roadmarking	
	Resealing	
	Footpaths	
	Streetlighting	Streetlighting Contract Powertech (until 1 December 2027)
	Tasman's Great Taste Trail	Maintenance Contract Nelson-Tasman Cycle Trails Trust (until 1 July 2024)
	Public Transport Bus Services	EBus Contract (SBL) until 1 July 2032
	Projects (Minor safety and other specific projects)	Not applicable
		Specific One-off Contracts, or Maintenance Contracts

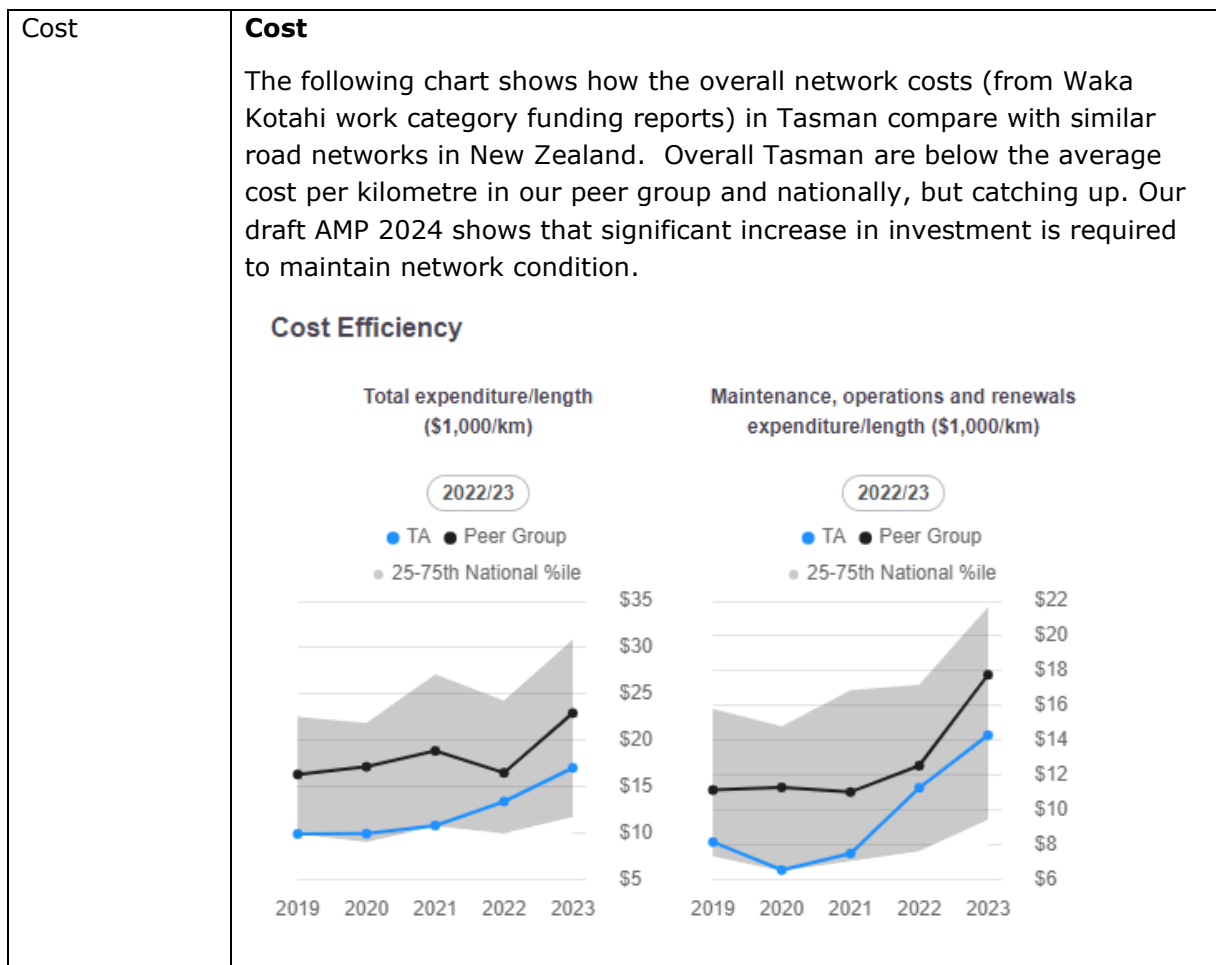
	<p>Network Maintenance Contracts are presently split into distinct geographic areas.</p> <ol style="list-style-type: none"> 1. Golden Bay and Murchison is a joint principals contract with NZTA to supply road maintenance services to both state highway and local roads. 2. The Tasman road maintenance contract is an alliance contract with supplier Downer. <p>The geographic splitting of contract areas has been in place for many years and generally meets community preferences, recognizing the district covers a large area with a range of environments and challenges, as well as enhancing opportunities for a competitive supplier market.</p> <p>The Alliance with Downer has been in place since July 2020 and has proven itself to be a way to drive best-for-network decision making and investment, and streamline and improve network management tasks.</p> <p>A key decision for retendering our Network Maintenance Contracts will be whether to combine them into a single contract, or retain multiple contracts. This will be considered in a Procurement Plan in 2024/25.</p> <p>Statutory Framework for Service Delivery</p> <p>The Land Transport Management Act 2003 (LTMA) gives clear direction on the procurement of suppliers in the delivery of roading outputs. The relevant parts of the LTMA are;</p> <ol style="list-style-type: none"> a. LTMA s25 (1) requires Council (approved organisation under the LTMA) to have procurement procedures approved by the New Zealand Transport Agency (NZTA). These procurement procedures must be designed to obtain the best value for money spent in the roading activity where funding is required from the National Land Transport Fund. b. LTMA s25 (2) requires the procurement procedures to have regard to enabling persons to compete fairly for the right to supply roading outputs, provide 2 or more persons are willing and able to provide those outputs. c. LTMA s25 (2) requires the procurement procedures have regard to encouraging competitive and efficient markets for the supply of roading outputs. d. LTMA s25 (4) states that it is a condition of every procurement procedure that Council must procure a provider that is not Council itself or its employees. e. However LTMA s25 (5) states that nothing in s25 (4) prevents Council from procuring its own business unit in the provision of minor and ancillary works on terms approved by NZTA.
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	<p>The LTMA also outlined exemptions to the clauses outlined above. The relevant exemptions that may influence this review are outlined as follows;</p> <ul style="list-style-type: none"> a. LTMA s26 (a) states that where the costs of the procurement are disproportionate to the value of the proposed activity or combination of activities then this is exempt of s25 requirements. Although this is not likely to influence the options assessed within this review, it could influence the procurement options for smaller scale activities within each option. b. LTMA s26 (b) states any approved administrative activity is exempt, provided it is approved by NZTA. Although this is not likely to influence the options assessed within this review, it could influence the procurement options for the administration aspects within each option. c. LTMA s26 (c) states that s25 does not apply in respect of in-house professional services that are approved by the NZTA. These are in-house professional services utilising either Council's own staff and assets or another Council's staff and assets. It should be noted that NZTA approval would probably be conditional on proof that utilising in-house staff and assets would obtain best value for money outputs. <p>There appears to be no opportunity for Council to utilise its own staff and assets to deliver anything other than administration and professional services. The closest Council could get to this option would be to establish a CCO (Council Controlled Organisation) which would then have to compete with other suppliers. Establishing a CCO would require investment in capital and personnel. If Council wanted to consider this, as a minimum it would need to undertake a rigorous business case to support such a decision. The presence of healthy and competitive supplier market in the Nelson region, and the moderate size of Council's roading activity, mean this option is unlikely to be viable.</p> <p>Regional Transportation Activities</p> <p>Council's neighbouring councils include Nelson City Council, Buller District Council, and Marlborough District Council.</p> <p>Nelson City is predominantly an urban road network with some limited similarities to Tasman. Tasman and Nelson use collaborative</p>
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	<p>procurement arrangements where this provides value for money and administrative efficiency, including the following:</p> <p>Public Transport – a joint principal bus services contract for services in both districts, with Nelson being the lead agency via a position jointly funded by the two councils.</p> <p>Traffic signal maintenance – our signals are included in Nelson City’s electrical services maintenance contract.</p> <p>We have also previously (in 2016-17) used collaborative procurement processes for road maintenance services across Nelson City and Tasman District, however this did not lead to demonstrable efficiencies when tenders were received.</p> <p>Buller and Marlborough Districts road networks are geographically very remote from Tasman.</p> <p>Waka Kotahi have a Network Outcomes Contract (NOC) for state highway roads in the Nelson-Tasman area, which is a joint principals contract including Tasman District local roads in the Golden Bay area.</p>
Last review	A previous review of the Council’s Transportation Activity under s17A of the Local Government Act 2002 was completed in 2017.

<p>Performance</p> <p>NB: SOLGM guidance is that cost effectiveness <u>is not the same</u> as least cost, it is "least cost consistent with the achievement of the council's objectives for delivering the service"</p>	<p>The Transportation Activity has performance measures which are monitored and reported on. From the 2022-23 Annual Report, a summary of performance is show below.</p>	
	There is a downward trend in the number of serious and fatal crashes occurring on our road network.	Not achieved
	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number. Mandatory measure 1.	Fully achieved
	The proportion of residents who perceive the road environment to be safe for each mode as per annual resident's survey	Walking Fully achieved
		Driving Fully achieved
		Cycling Not achieved
	<p>The annual growth in the use of cycle routes exceeds specified levels.</p> <p>Measured using daily cycle count on selected routes per capita.</p>	Achieved within 5%
	<p>The annual growth in the use of passenger transport exceeds specified levels.</p> <p>Measured using annual boarding per capita (Nelson and Tasman)</p>	Fully achieved
	<p>The percentage of sealed local roads resurfaced each fiscal year. Mandatory measure 3.</p>	Not achieved
	<p>The proportion of travel undertaken on the sealed road network meets the specified comfort levels. Known as Smooth Travel Exposure (STE). Smooth travel exposure is defined as the proportion of vehicle kilometres travelled on roads with roughness below the following thresholds.</p> <p>Mandatory measure 2.</p>	
	Arterial Roads	Not achieved

	Primary Collector Roads	Achieved within 5%.
	Secondary Collector Roads	Achieved within 5%.
	Access Roads	Fully achieved
	Access (Low Volume) Roads	Fully achieved
	Residents are satisfied with Council’s roads and footpaths in the District.	
	Footpaths	Achieved within 5%
	Roads	Not achieved
	Cycle Paths	Fully achieved
	Customer Service Requests relating to the transportation network and activities are completed on time.	Fully achieved
	ONRC (One Road Network Classification) Safety – PM7.	
Mandatory Measure 5.		



PART II: DECISION TO REVIEW	
Is a review required? (S17A(2))	A review is required as the existing road maintenance contracts are within 2 years of expiration, and it is approaching six years since the previous review (in 2017).
Does the cost of undertaking the review outweigh the benefits (s17A (3)(b)) – Council is not required to undertake a review if it is satisfied that the potential benefits do not justify the costs of undertaking the review.	No
Is delivery of the service, regulatory function or infrastructure governed by legislation, contract or other binding agreement that cannot be reasonably altered within the following two	No

years? If yes, provide details as a more detailed review is not required by legislation s17A(3)(a)	
Recommendation whether or not to review this service	It is recommended that a review be undertaken.
Place in review programme if decide to review (completion of Part, I, II and III of template)	This review shall be completed by June 2024.

PART III: REVIEW - ANALYSIS OF OPTIONS S17A(4)	
1. Governance, funding and delivery by Tasman District Council	This is not feasible as Council needs to retain funding assistance from NZTA. The LTMA precludes the service delivery function being undertaken entirely by Council staff and assets.
2. Governance and funding by Tasman District Council with delivery by a CCO wholly owned by Tasman District Council	This is feasible but at this stage the Council does not have a CCO that can undertake this activity. The costs of establishing a CCO, including hiring staff, purchasing plant and equipment would be potentially significant and come with significant risk. A CCO would need to operate in the competitive market in order for Council to comply with the LTMA, and there is no certainty the CCO would be successful in the tender process for specific contracts.
3. Governance and funding by Tasman District Council with delivery by a CCO partly owned by Tasman District Council and partly owned by other local authorities	This is feasible but at this stage the Council does not have a CCO that can undertake this activity. The costs of establishing a CCO, including hiring staff, purchasing plant and equipment would be potentially significant and come with significant risk. A CCO would need to operate in the competitive market in order for Council to comply with the LTMA, and there is no certainty the CCO would be successful in the tender process for specific contracts.
4. Governance and funding by Tasman District Council with delivery by another local authority	This is not feasible at this stage. The only other local authority in this region is NCC and they do not have the resources to undertake this activity. If it did, then it would need to competitively bid to deliver the service.
5. Governance and funding by Tasman District Council with delivery by a person or agency not listed above.	This is the status quo option and has been accepted by the Council as well as being cost effective.
6. Governance and funding by joint committee or other shared governance with delivery by Tasman District Council.	The governance and funding by a joint committee is feasible. The Council could establish this with adjacent local authorities. This option has the inherent risk of introducing conflicting demands at governance level resulting in community concerns about service levels, and potential inefficiencies in service delivery. The possible regional partners have sufficiently different and/or remote networks to Tasman that potential efficiencies are minimal

	<p>and most likely not outweighed by potential governance conflicts.</p> <p>The costs of establishing a CCO, including hiring staff, purchasing plant and equipment would be potentially significant and come with significant risk. A CCO would need to operate in the competitive market in order for Council to comply with the LTMA, and there is no certainty the CCO would be successful in the tender process for specific contracts.</p>
7. Governance and funding by joint committee or other shared governance with delivery by a CCO wholly owned by Tasman District Council.	<p>The governance and funding by a joint committee is feasible. The Council could establish this with adjacent local authorities. This option has the inherent risk of introducing conflicting demands at governance level resulting in community concerns about service levels, and potential inefficiencies in service delivery. The possible regional partners have sufficiently different and/or remote networks to Tasman that potential efficiencies are minimal and most likely not outweighed by potential governance conflicts.</p> <p>The costs of establishing a CCO, including hiring staff, purchasing plant and equipment would be potentially significant and come with significant risk. A CCO would need to operate in the competitive market in order for Council to comply with the LTMA, and there is no certainty the CCO would be successful in the tender process for specific contracts.</p>
8. Governance and funding by joint committee or other shared governance with delivery by a CCO partly owned by Tasman District Council and partly owned by other parties.	<p>The governance and funding by a joint committee is feasible. The Council could establish this with adjacent local authorities. This option has the inherent risk of introducing conflicting demands at governance level resulting in community concerns about service levels, and potential inefficiencies in service delivery. The possible regional partners have sufficiently different and/or remote networks to Tasman that potential efficiencies are minimal and most likely not outweighed by potential governance conflicts.</p> <p>The costs of establishing a CCO, including hiring staff, purchasing plant and equipment would be potentially significant and come with significant risk. A CCO would need to operate in the competitive market in order for Council to comply</p>


	with the LTMA, and there is no certainty the CCO would be successful in the tender process for specific contracts.
9. Governance and funding by joint committee or other shared governance with delivery by another local authority.	<p>The governance and funding by a joint committee is feasible. The Council could establish this with adjacent local authorities. This option has the inherent risk of introducing conflicting demands at governance level resulting in community concerns about service levels, and potential inefficiencies in service delivery. The possible regional partners have sufficiently different and/or remote networks to Tasman that potential efficiencies are minimal and most likely not outweighed by potential governance conflicts.</p> <p>A CCO would need to operate in the competitive market in order for Council to comply with the LTMA, and there is no certainty the CCO would be successful in the tender process for specific contracts.</p>
10. Governance and funding by joint committee or other shared governance with delivery by a person or agency not listed above.	<p>The governance and funding by a joint committee is feasible. The Council could establish this with adjacent local authorities. This option has the inherent risk of introducing conflicting demands at governance level resulting in community concerns about service levels, and potential inefficiencies in service delivery. The possible regional partners have sufficiently different and/or remote networks to Tasman that potential efficiencies are minimal and most likely not outweighed by potential governance conflicts.</p> <p>Delivery would be similar to the status quo by competitive tender.</p>
11. Other reasonably practicable options (identify in detail).	There are no practical alternatives other than those already considered.
Conclusion: Which of the above options is most cost effective?	<p>Option 5 Status Quo is considered the most cost effective option. Tasman are already involved in some collaborative initiatives for service delivery with regional partners including Nelson City Council and NZTA, which are delivering cost effective services.</p> <p>Options 2, 3, 4, 7, 8 and 9, which effectively involve CCOs (owner by Tasman or a combination of other shareholders), are not considered cost effective. The costs of establishing a CCO and the</p>

	<p>risks of not successfully tendering for work would likely outweigh any potential savings in service delivery costs. A CCO would be required to operate in a competitive environment in order for Tasman to comply with the LTMA and remain eligible for NZTA funding.</p> <p>Option 10 would be feasible but there is no evidence to suggest it would be more cost effective than the status quo, with potential disadvantages in governance conflicts and the requirement of commitment from other Councils.</p>
Recommendations from the service delivery reviews	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. The status quo be retained for the foreseeable future as it is still the most cost-effective option for the delivery of governance, funding and service delivery; 2. Council continue to be involved in any regional initiatives around the delivery of various functions within the roading activity. 3. A procurement plan for Road Network Maintenance Services be developed during 2024-25 to consider the preferred approach to renewing existing contracts.

Review Completed:

__Jamie McPherson__ **__Transportation Manager__** **1/3/2024__**
 (Name) (Position) (Date)

Review Approved (second tier manager and above):


__Group Manager Community Infrastructure__ **19/04/2024__**
 (Name) (Position) (Date)

7.11 WASTE MANAGEMENT SERVICES - SECTION 17A DELIVERY OF SERVICES REVIEW**Decision Required**

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	David Stephenson, Team Leader - Stormwater & Waste Management
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RCN24-05-11

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 The purpose of this report is to enable the Council to meet its obligations under section 17A of the Local Government Act 2002, to periodically review the cost-effectiveness of its activities in delivering services to its communities.
- 1.2 The subject of this review is the delivery of kerbside rubbish and recycling collections, operation of resource recovery centres, processing of kerbside recycling materials, processing of selected organic materials and bulk transport of waste, greenwaste and recyclable materials. These services are currently delivered for the Council by contractors.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Under Section 17A of the Local Government Act 2002 (LGA 2002), the Council is required to carry out service delivery reviews every six years. These reviews “must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions”.
- 2.2 The last review in the Waste Management and Minimisation Activity was completed and approved in August 2017, where waste transport, greenwaste processing and Murchison Resource Recovery Centre operations were assessed. Earlier, in September 2016, the Council resolved not to complete a 17A review of landfill operations, as the Council has just concluded an extensive review of governance and funding while deciding to create the Nelson Tasman Regional Landfill Business Unit. The remaining services were procured prior to the amendment of the LGA 2002.
- 2.3 In late 2021, staff commissioned a review of the majority of Waste Management and Minimisation services, which was completed in December 2021. The activities reviewed included:
 - Kerbside rubbish and recycling collection,
 - Resource Recovery Centre (RRC) operations,
 - Haulage of refuse and greenwaste,
 - Processing of recyclables, and
 - Processing of organic materials.

- 2.4 In 2023 this review was updated, taking into account changes in central government policy and regulation, in particular the intended requirement for councils to provide kerbside food waste collections.
- 2.5 This updated review is attached (**Attachment 1**). It recommends a general continuation of the status quo, with governance and funding provided by Tasman District Council and service delivery by contractors (“another person or agency” in terms of the LGA 2002).
- 2.6 The review recommends that the Council provide scope in the future for shared governance of processing kerbside recycling and food organic materials.
- 2.7 The review also recommended rationalisation of waste management services into a single or small number of contracts, for synergy and cost savings. We are currently in procurement for kerbside recycling, rubbish collection, resource recovery centre operations, waste transport and processing of recyclables, as one contract. Procurement of greenwaste processing will follow later in the year. Procurement of any food waste organics services would be in the future, if the Council elected to provide these services.
- 2.8 Staff recommend that the Council receive the review and approve the recommendation, to continue with the status quo – with governance and funding provided by Tasman District Council and service delivery by another person or agency.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

- 1. receives the Waste Management Services - Section 17A Delivery of Services Review report, RCN24-05-11 and the Tasman District Council Section 17A Review of Waste Services as detailed in Attachment 1 to the agenda report; and**
- 2. agrees that Tasman District Council will continue to provide governance and funding for the delivery of kerbside refuse and recycling collections, operation of resource recovery centres, processing of kerbside recycling materials, processing of organic materials and bulk transport of waste, greenwaste and recyclable materials and that delivery of these services will be by another person or agency.**

4. Background / Horopaki

- 4.1 A change to the Local Government Act 2002 in 2014 requires local authorities to review the cost-effectiveness of “current arrangements for meeting community needs for good quality infrastructure, local public services, and local regulation”. This ensures that councils regularly review long standing contracts and arrangements for how they deliver services which support good procurement practice.
- 4.2 Where a review is undertaken local authorities must consider options for the governance, funding and delivery of infrastructure, local public services and local regulation that include, but are not limited to:
 - in-house delivery;
 - delivery by a CCO, whether wholly owned by the local authority, or a CCO where the local authority is a part owner;
 - another local authority;

- another person or agency (for example central government, a private sector organisation or a community group).

4.3 Conducting regular section 17A reviews is a good way of demonstrating that a council is delivering activities in a manner that is cost-effective for the local authority (and therefore ultimately households and businesses).

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 Tasman District Council provides a wide range of waste management and waste minimisation services within the district. These are summarised in detail in the attached review. Contracts for the following services expire in 2025:

- Kerbside rubbish collection,
- Kerbside recycling collection,
- Resource Recovery Centre (RRC) operations,
- Haulage of refuse and greenwaste,
- Processing of recyclables, and
- Processing of organic materials (greenwaste).

5.2 In late 2021, the Council commissioned a 17A services review of these activities, and in parallel a procurement plan for these services. The contracts for these services were due to expire in June 2023.

5.3 We received an initial 17A review and draft procurement plan in December 2021. With information from these documents in 2022 staff sought and received approval from the Council to negotiate extensions to these contracts to June 2025.

5.4 In 2023 staff commissioned an update to these two documents, to consider changes in central government policy and regulation, in particular the expected requirement for councils to provide kerbside food waste collections.

5.5 This updated review is attached (**Attachment 1**). It recommends, in general, a continuation of the status quo, with governance and funding provided by Tasman District Council and service delivery outsourced to contractors (delivery by “another person or agency” in terms of the LGA 2002). The review recommended rationalisation of services into a smaller number of contracts, for synergy and cost savings.

5.6 The review also considered shared services with Nelson City Council and recommended further consideration in two areas: processing of kerbside recycling (a current service) and processing food organics materials (a potential service in future). For processing of recyclables this could involve governance and management of the Materials Recovery Facility (MRF) by the Nelson Tasman Regional Landfill Business Unit. For processing of food organics this could involve us contracting with Nelson City Council or by this service being delegated to the Nelson Tasman Regional Landfill Business Unit by the councils.

5.7 While developing these reviews we have remained in contact with our colleagues at Nelson City Council, who have been reconsidering their arrangements for kerbside recycling services. Following these discussions we have agreed to procure our services in parallel, with an agreement in principle for Tasman District Council to process kerbside recyclables for Nelson City Council.

- 5.8 We are currently in procurement for kerbside recycling, rubbish collection, resource recovery centre operations, waste transport and processing of recyclables. The contract term is ten years. Our new services are expected to commence in October 2025.
- 5.9 We are working with Nelson City Council to develop an access agreement for processing Nelson kerbside recyclable materials.

6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Receive the 17A service delivery review for these waste management services and agree that Council will continue to provide governance and funding for these services and to contract service delivery to another party.	Enables the Council to progress and conclude procurement of waste management services.	None known
2.	Do not receive the 17A service delivery review or direct staff to amend the recommendation.	None known.	While minor amendments to the review and service delivery model could be accommodated within our existing programme, any others would significantly disrupt procurement.

- 6.2 **Option 1 is recommended** - to receive the 17A service delivery review for these waste management services and agree that Council will continue to provide governance and funding for these services and to contract service delivery to another party.

7. Legal / Ngā ture

- 7.1 This review has been completed in accordance with section 17A of the Local Government Act 2002.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 There has been no engagement with iwi/Māori in completing this review as it is not considered necessary for this aspect of this activity.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

- 9.1 This decision is considered to have low significance.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	This decision is unlikely to be controversial or of high public interest.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	This decision is unlikely to impact the social, economic environmental or cultural aspects of the community.
3.	Is there a significant impact arising from duration of the effects from the decision?	Moderate	This decision will affect the delivery of most waste management services for 10 years.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Very Low	This decision does not relate to any strategic assets.
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	This decision does not result in a change of the level of service of waste services.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	This decision does not significantly affect rates, debt or Council finances.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	Not applicable	This decision does not involve the sale of a substantial proportion or controlling interest in a CCO or CCTO
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out or deliver on any Council group of activities?	Moderate	This decision enables entry into a contract to carry out a group of Council activities in the future.
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	Not applicable	This decision does not involve the Council exiting from or entering into a group of activities.
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	Not applicable	This decision does not require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services.

10. Communication / Whakawhitiwhiti Kōrero

10.1 There is no known need for communication of this decision.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 There are no known financial or budgetary implications of this decision. The proposed services are provided for in budgets included in the proposed Long Term Plan 2024-2034.

12. Risks / Ngā Tūraru

12.1 There are no known risks in approving this review of services and our proposed approach to service delivery.

12.2 A decision to not approve this review or to significantly amend our proposed approach to service delivery could significantly affect procurement processes and pose reputational risk.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 The decision in this report was considered by staff in accordance with the process set out in the Council's 'Climate Change Consideration Guide 2024'.

13.2 The proposed procurement of these services includes incentives to reduce emissions and the proposed services will not be significantly affected by climate change, as they are of a relatively short-term nature.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 Provision of these services in the manner outlined in this review is consistent with the Long Term Plan 2021-2031 and the proposed Long Term Plan 2024-2034. The proposed services are also consistent with the Nelson Tasman Waste Management and Minimisation Plan 2019.

15. Conclusion / Kupu Whakatepe

15.1 We have completed a review of service delivery for a range of waste management services in accordance with section 17A of the Local Government Act 2002. This updated review is attached (**Attachment 1**).

15.2 It recommends a general continuation of the status quo, with governance and funding provided by Tasman District Council and service delivery by contractors ("another person or agency" in terms of the LGA 2002).

15.3 The review recommends that Council provide scope for shared governance in the future for processing of kerbside recycling and food organics materials.



15.4 The review also recommended rationalisation of services into a single contract, for synergy and cost savings. We are currently in procurement for kerbside recycling, rubbish collection, resource recovery centre operations, waste transport and processing of recyclables.

15.5 Staff recommend that the Council receive the review and approve the recommendation, to continue with the status quo – with governance and funding provided by Tasman District Council and service delivery by another person or agency.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 We are currently in procurement for these services, with proposals due for submission on Wednesday 29 May.
- 16.2 Following evaluation of proposals we expect to identify a preferred contractor in July 2024.

17. Attachments / Tuhinga tāpiri

1.   Final draft - Tasman District Council - Section 17A Review of Waste Services - Morrison Low - November 2023 233



Tasman District Council

Section 17A Review of Waste Services

November 2023

**Document status**

Job #	Version	Written	Reviewed	Approved	Report Date
2660.01	Draft	Linda Cook	Alice Grace	Alice Grace	23 December 2022
2660.01	Final draft	Linda Cook	Alice Grace	Alice Grace	30 August 2023
2660.03	Final draft 2	Linda Cook	Alice Grace	Alice Grace	20 November 2023
2660.03	Final draft 3	Linda Cook	Alice Grace	Alice Grace	28 November 2023



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Acronyms

BOOT	Build Own Operate Transfer
CCO	Council Controlled Organisation
CCTO	Council Controlled Trading Organisation
MRF	Material Recovery Facility
NCC	Nelson City Council
NTRLBU	Nelson-Tasman Regional Landfill Business Unit
s17A	Section 17A of the Local Government Act (2002)
TDC	Tasman District Council
WMMP	Waste Management & Minimisation Plan



Executive Summary

This report provides a summary of the Section 17A (s17A) service delivery review for waste services delivered by Tasman District Council (TDC/Council).

Waste services include kerbside collection of refuse and recycling, operation of waste facilities (resource recovery centres, recyclables processing and landfill disposal), provision of public place waste services (litter bins, loose litter, and illegal dumping) and other waste services such as strategic planning (e.g. preparation of Waste Management and Minimisation Plans), waste minimisation education and management of closed landfills.

The review includes governance, funding and service delivery options that must be considered. It assesses TDC's current service delivery model and evaluates a range of other potential service delivery options for the solid waste activity.

Where are we now

This review is focussed on the solid waste contracts currently outsourced. These services are managed in-house with a number of waste services contracts in place, all due to expire 30 June 2025.

- Smart Environmental is the contractor for the solid waste services contract (1020) including kerbside collection of refuse and recyclables, processing of recyclables at the Richmond MRF (design, build and operate under this contract) and the operation of four Resource Recovery Centres (RRC).
- Fulton Hogan holds two separate contracts:
 - operation of the Murchison RRC (1160) and
 - Waste Transport Services (1092).
- Waste Transport Services (1092) – haulage of bulk refuse, green waste and recyclables to processing facilities.

These contracts originally expired 30 June 2023, but were extended a further two years whilst Council reviewed its approach to solid waste management in light of changes to central government direction. Whilst each contract has been performing well, there are no further extension provisions beyond 2025.

Azwood Ltd holds a contract for processing green waste (1077), with a contract due to expire 31 January 2024 (but able to be extended to June 2025 by negotiation).

Waste education and monitoring of closed landfills are both managed in-house and will continue to be so. The landfill operation is also excluded from this review, being three years into a 10-year contract (commenced 2018). The landfill is managed under a joint business unit with Nelson City Council (NCC), the Nelson-Tasman Regional Landfill Business Unit (NTRLBU).

The NTRLBU is managed by a business unit that also manages the joint wastewater treatment plant. There is some sharing of management resources between the two activities. When the wastewater activities transfer to the new water entity, the efficiencies from resource sharing will no longer be available. At the same time, this frees up capacity for NTRLBU to extend its solid waste activities to include other regional waste facilities, such as the MRF and regional organics processing facility.

There are also a number of private commercial operations providing waste services across the district.



Options assessment

This review included the assessment of:

- Collection services
- Processing of recyclables and organics (kerbside food organics or food and garden organics)
- Operation of RRCs and transport of waste to landfill
- Other options, as required under S17A, such as shared service arrangements and CCO type models.

Options were assessed and scored against a number of financial and non-financial criteria to identify the preferred way forward. This was initially completed by Morrison Low to give a preliminary assessment and then the analysis was considered further as part of a Challenge Workshop, held with TDC.

Preferred option

In summary, the overall preferred service delivery model going forward is to continue to out-source waste services, but rationalise contracts:

1. **Collection services** (refuse and mixed recyclables) - status quo to be retained with collection of kerbside side organics (food organics or food and garden organics) to be added at a later date once processing facility established.
2. **Operation of RRCs** to be combined and incorporated into collections contract.
3. **Haulage of refuse and green waste** to be incorporated into collections contract.

Preference is to procure the above services as a single package for synergy and efficiencies.

If collections were awarded separately to the operation of the RRCs, services would need to enable the collection contractor to still use RRCs for staging.

4. **Processing of recyclables** – continue to outsource the MRF operations and for TDC to have ownership of the MRF. NCC would continue to be a commercial customer at the MRF. Longer term the benefits of managing the operations under the NTRLBU or through a shared arrangement with NCC for the ownership, management and operation of the MRF are favourable.
5. **Processing of kerbside organics** (food organics or food and garden organics) – TDC to be a commercial customer of NCC on the assumption that NCC continues to pursue the establishment of a kerbside organics processing facility. The alternative viable options would be for the operations to be managed under the NTRLBU with an amendment to the terms of reference or through a shared arrangement with NCC for the management and operation, and possibly ownership, of the processing facilities.

The MRF operations contract should be procured as part of the collections contract but as a separate line item with separate specification and performance monitoring to enable novation to the NTRLBU if this is agreed and implemented. If this doesn't happen, shared arrangements with NCC or the status quo where NCC is a commercial customer of TDC are the other viable options and are subject to further discussions between the two councils.



Next steps

The following actions are recommended to progress the implementation of the preferred option:

- TDC continue discussions with NCC with regard to shared arrangements for the processing of recyclables and for the future processing of organics.
- Opportunities for inclusion of the MRF and future kerbside organics processing facilities under the umbrella of the NTRLBU be explored.
- Development of a procurement strategy for Solid Waste Services including market analysis, confirmation of contract bundling, recommended procurement method and tender evaluation approach.



1 Introduction

This report provides a summary of the Section 17A (s17A) service delivery review for waste services delivered by Tasman District Council (TDC/Council).

Waste services include kerbside collection of refuse and recycling, operation of waste facilities (resource recovery centres, recyclables processing and landfill disposal), provision of public place waste services (litter bins, loose litter and illegal dumping) and other waste services such as strategic planning (e.g. preparation of the Waste Management & Minimisation Plan) and waste education programmes.

Table 1 Waste Services

Waste type	Collection	Sorting / consolidation / transport	End market
Refuse/ rubbish	Kerbside, drop off	Resource recovery centres	Landfill disposal
Recycling (glass, paper, plastic, metals)	Weekly, fortnightly Bags, bins, crates Schools, urban and rural areas	Material recovery facilities (MRF)	Glass, paper, plastic and metal recyclers in NZ and overseas
Organics (food and green waste)			Composting facility
Other wastes (public area wastes, illegal dumping, inorganics, e-waste, hazardous waste)			
Education and communications			

This review is focussed on the solid waste contracts currently outsourced.

Waste education and monitoring of closed landfills are both managed in-house and will continue to be so. The landfill operation is also excluded from this review, being three years into a 10-year contract. The landfill is managed under a joint business unit with Nelson City Council (NCC), the Nelson-Tasman Regional Landfill Business Unit (NTRLBU). There is also a separate contract for processing green waste.

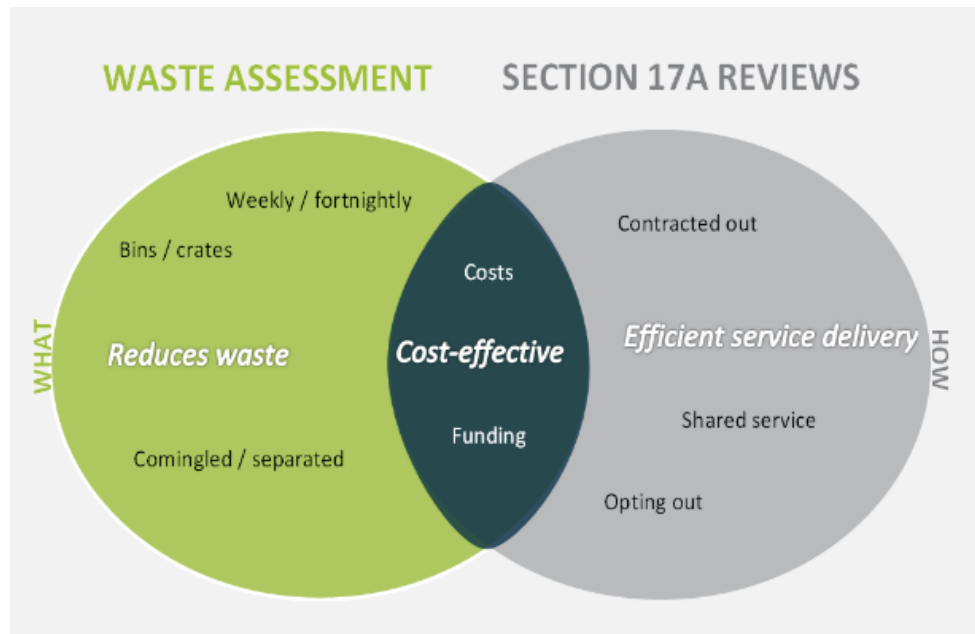
2 Purpose

This report considers service delivery options (and the associated governance and funding) for TDC. The current service delivery arrangements are evaluated against other potential service delivery options.

Ahead of the 2025 expiry date of its waste services contracts, TDC wants to understand the effectiveness of their current service delivery arrangements. Completing a s17A review now will allow TDC to assess whether to continue with its current outsourcing arrangements when the contracts expire or consider alternative arrangements or alternative bundling of contracts and to consider working alongside Nelson City Council (NCC) in delivery of their waste services. This will also ensure TDC meets its legislative requirements in accordance with the Local Government Act.

There is an overlap between s17A reviews, Waste Assessments and Waste Management and Minimisation Plans (WMMPs). Waste Assessments and WMMPs consider what services are delivered, while s17A reviews, the focus of this report, consider how they are delivered, as demonstrated below:

Figure 1 Section 17A Review and Waste Assessments (part of WMMP review)



2.1 Section 17A

Service delivery reviews are a legislative requirement under s17A of the Local Government Act (2002) which states:

"A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions."

The Act goes on to specify that a review must be undertaken in the following circumstances:

- When a significant change to the level of service is proposed
- Within two years of a contract or binding agreement expiring
- At any other time, but no less than six years following the last review.

Where a review is required to be undertaken, as a minimum, the review must consider the following:

- Governance and funding by:
 - Council alone; or
 - In a shared governance arrangement with one or more other local authorities.
- Service delivery by:
 - The local authority (i.e., in-house)



- A CCO owned by the local authority or jointly owned with another shareholder (e.g. another local authority or private party)
- Another local authority (e.g. through a shared service arrangement); or
- Another person or agency (e.g. outsourced contract or by opting out).

It is important to note that a s17A service delivery review is not a review of the current levels of service, an organisational review of the teams delivering solid waste services or a detailed assessment of the processes used by the teams. Those matters are outside of the requirements of s17A.

2.2 Service delivery optimisation

s17A of the Act is focussed on the overall service delivery mechanism for each council activity that delivers good-quality local infrastructure, local public services, or the performance of regulatory functions.

For the majority of activities, the primary delivery mechanism will not be the only delivery mechanism, with external expertise required to address complex or one-off issues. In this case, this could include bringing the currently out-sourced kiosk operation of RRCs in-house to avoid potential conflicts of interest. In-house oversight is provided on all externally sourced work and joint commissioning of work may result in some parts of the activity being undertaken by another local authority. Settling on one or other primary delivery model under the Act will not reduce the ability of local authorities to deliver activities through such hybrid models.

Once the primary delivery mechanism has been chosen, the local authorities can continue to optimise their service delivery as part of their business-as-usual activities until the next major review.

This should include careful consideration of the scope, form and duration of any new contracts at the time of retendering. It should also be noted that s17A of the Act states that:

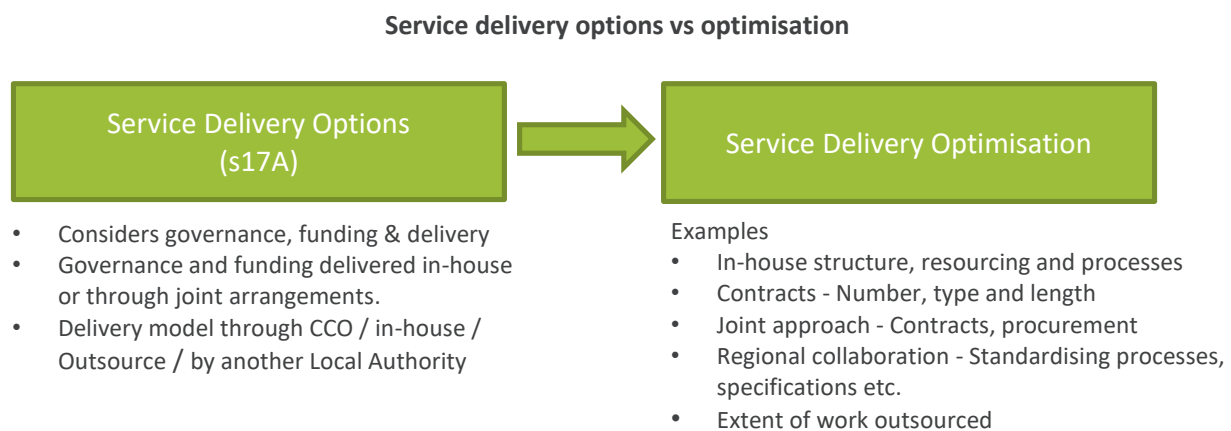
“If responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance must ensure that there is a contract or other binding agreement that clearly specifies—

- a) the required service levels; and*
- b) the performance measures and targets to be used to assess compliance with the required service levels; and*
- c) how performance is to be assessed and reported; and*
- d) how the costs of delivery are to be met; and*
- e) how any risks are to be managed; and*
- f) what penalties for non-performance may be applied; and*
- g) how accountability is to be enforced.”*

This should be considered as part of the contract development exercise.

For services delivered in-house, the local authority should continually be seeking opportunities to increase the effectiveness and efficiency of the service delivery including through opportunities to work collaboratively with other local authorities.

Figure 2 Ongoing service delivery optimisation after a s17A review



2.3 Funding

s17A specifies the service delivery and governance options that need to be considered but is less prescriptive about funding options.

The focus of s17A is on service delivery and decisions regarding funding are not a key decision-making variable when looking at service delivery options. Regardless which service delivery model is accepted, the funding options remain the same and are continually assessed and refined as part of regular service optimisation reviews, when changes to service are proposed (e.g. as part of the Long Term Plan) or when Council reviews its revenue and financing policy. For this reason, this s17A review focuses on service delivery options and the associated governance options, with funding options being optimised as part of the implementation of the preferred service delivery option.

The solid waste activity is currently funded through a mixture of sources including:

- Fees and charges (e.g. landfill gate fees, facility entry fees)
- Rates, either through general or targeted rates
- Other income including regional landfill revenue distributions, grants and waste levy distributions.
- Debt funding (e.g. for capital works).

These funding sources will remain regardless of the delivery model moving forwards.

2.4 External professional services and physical works

There will be an ongoing need for TDC to access external professional services and physical works contractors, due to:

- Peaks in workload
- Need for specialist skills, particularly associated with capital works, e.g. facility upgrades
- Need to access proprietary services.

All the service delivery options set out below envisage that some level of project-specific outsourcing will continue to take place, but the expectation is that this will be for specialised works.



3 Review methodology

The following steps have been completed in undertaking this Section 17A review:

Stage 1 – draft

- Review of current service delivery arrangements.
- Workshop (November 2021) with TDC staff to further understand the current service delivery arrangements and any associated issues and opportunities, as well as future service delivery options and assessment criteria.
- Engagement with current service providers to understand their views of the current model (Smart Environmental and Fulton Hogan).
- Consideration of service delivery arrangements at neighbouring councils and opportunities for collaboration, primarily Nelson City Council.
- Scoring of options against financial and non-financial criteria from TDC's perspective.
 - Options were scored from one (low level of benefit) to five (high level of benefit).
 - The average of these scores was used as an overall assessment score.
- Challenge workshop (December 2021) with TDC staff to review the scoring and agree the preferred future service delivery options for TDC.
- Preparation of draft s17A report, summarising the review and collating the assessment results.

Stage 2 – update

The review was put on hold in light of changes to central government direction and the release of the NZ Waste Strategy, providing more clarity to future requirements.

Current contracts were extended to 2025 and the s17A review subsequently reviewed:

- Workshop with TDC staff (August 2023) to understand current status and changes in approach to delivery of the solid waste activity.
- s17A options revisited and preferred way forward confirmed.

4 Current service delivery arrangements

4.1 Management structure

The solid waste services are currently managed in-house as part of the Water and Wastes Community Infrastructure Group.

Figure 3 Waste Services Management Structure at Tasman District Council



The following waste services are undertaken in-house:

- Waste education with packages of work out-sourced as appropriate.
- Waste strategy and planning, and the management of outsourced contracts.
- Monitoring and maintenance of the closed landfills with specialists engaged as required.



4.2 Current Waste Services contracts

Table 2 Current waste services contracts

Service	Contract	Contractor	Contract Term	Scope	Commentary
Solid Waste Services	1020	Smart Environmental	2015-2023 (extended to 2025)	<ul style="list-style-type: none"> Supply, distribution and maintenance of receptacles. Collection of kerbside Refuse and transport to RRCs. Collection of kerbside recyclables and transport to MRF at Richmond RRC. Construction, operation and maintenance of a MRF plant at the Richmond RRC. Operation of RRCs. Collection of Recyclables from Public Recycling Bins and transport to MRF. 	Covers approximate 89% of the district population. Included in this review
Waste Transport Services	1092	Fulton Hogan	2017-2023 (extended to 2025)	<ul style="list-style-type: none"> Transport of Refuse from RRCs at Richmond, Mariri, Tākaka and Murchison to the Council's Nominated Facility (York Valley with Eve's Valley as Alternative). Transport of green waste from Mariri and Tākaka RRCs to Council's nominated green waste processing supplier's facility processing supplier's facility (Waimea West). 	Included in this review
Murchison RRC operation	1160	Fulton Hogan	2019-2023 (extended to 2025)	<ul style="list-style-type: none"> Operation and maintenance of Murchison RRC. Loading of Residual Waste into Council provided open top Huka bins. Loading of green waste into Council provided open top Huka bins. Operation of an on-site re-use shop. 	Included in this review
Litter and Compactor Bin Clearing			Started 1 July 2021	<ul style="list-style-type: none"> Emptying of Litter bins and Compactor Bins in various Tasman District Townships. Transport of Waste to RRC. 	Not part of this review
Landfill Operations		Downer	Started 1 July 2018 (5+5)	<ul style="list-style-type: none"> Operates a regional landfill at York Valley, in Nelson, and manages the Eves Valley Landfill, near Brightwater, which closed in 2017. User pays. 	Shared service through NTRLBU - Not part of this review
Green waste processing	1077	Azwood Ltd	Expires 31 Jan 2024 (provision to extend to June 2025)	<ul style="list-style-type: none"> Processing of green waste at private facility Well used by community in current form 	Not part of this review



4.3 Operation of the MRF

Under the current contract, the MRF was procured as a 'build, own, operate, transfer' arrangement (BOOT) as part of the Solid waste Services contract, held by Smart Environmental. Ownership of the MRF transfers to TDC once the contract expires.

The transfer of ownership back to TDC will enable consideration of other ownership and management options, including shared services with NCC and funding of capital costs going forward.

4.4 Nelson-Tasman Regional Landfill Business Unit

The NTRLBU is a joint committee of NCC and TDC governed by a Terms of Reference and administered through NCC.

The purpose of the NTRLBU is to manage and operate the regional landfill facilities in accordance with the relevant plans including the Joint Nelson-Tasman WMMP, Asset / Activity Management plans, each Council's Long Term Plan and resource consents. Operations of the landfill is outsourced (currently held by Downer).

5 Issues and opportunities

Through the initial workshops with council staff, engagement with the incumbent service providers and reviewing the implications of the New Zealand Waste Strategy (NZWS, released March 2023), the following issues and opportunities were identified for TDC's solid waste services delivery:

- Good relationships between the contractors and TDC and between each other support effective and efficient management of the contracts.
- The RRCs have not been invested in and significant capital spend will be needed to bring their facilities up to the required standard (including the need to address capacity (throughput), health, safety and environment requirements, and the potential for improvements to customer experience).
- Service delivery costs are expected to rise and remain volatile as a result of recent cost inflation and the increasing costs for providing recycling services (as New Zealand responds to China's National Sword Policy and subsequent recycling commodity export restrictions to China as well as other markets).
- Wage increases due to labour shortages and supply chain issues (cost and availability of plant) may impact the cost of services being procured.
- Future waste disposal cost increases as a result of ongoing increases in the national Waste Disposal Levy (from \$20/tonne in July 2021 to \$60/tonne in July 2024) and the Emissions Trading Scheme (with the emissions cap increasing from \$25 per emissions unit to at least \$79 per emissions unit by January 2028. New Zealand emissions units are selling at \$80/tonne as at June 2023).
- Waste disposal cost increases will in turn drive increased demand for access to resource recovery facilities (for recyclables, organics, construction and demolition waste, bulky household waste or commercial waste).
- Targets for waste reduction (10% by 2030) and waste diversion (30% by 2030) and biogenic methane from waste (30% by 2030).
- Mandatory collections and performance standards for councils, including:
 - Standard materials by February 2024
 - Kerbside recycling by January 2027 (in urban centres)



- Kerbside food waste collection by January 2030 (in urban centres)
- 50% diversion at kerbside in urban centres by January 2030
- As at November 2023, some of these changes are still to be gazetted by the government.
- The introduction of a container return scheme (CRS) is still proposed by the government at some point, but is currently on hold.
- Opportunity to realise greater economies of scale if shared services were extended, e.g. to increase shared services with NCC. This could help offset some of the expected rise in service delivery and waste disposal costs.

6 Neighbouring councils

As part of a s17A review, councils are required to give consideration to shared service arrangements with their neighbouring councils, in this case those being Buller District, Marlborough District and Nelson City Councils.

The NTRLBU has been established to manage the York Valley and Eves Valley landfills and a Joint WMMP was developed across Nelson and Tasman in 2019. Both councils have expressed an interest in actively exploring further shared services opportunities for solid waste, in particular there are opportunities to collaborate on the ownership or management of waste processing facilities such as the MRF or an organics processing facility. There are also opportunities to extend the NTRLBU to include the management of these facilities.

NCC have also been reviewing the delivery of their waste services. Whilst TDC and NCC are looking at this separately, benefits to work together in some areas have been identified as noted above.

Buller District Council (BDC) contract Smart Environmental for their recycling services, who use the Richmond RRC as a sorting and export staging point for Buller's recyclables. Regardless of any future changes in TDC's solid waste services delivery arrangements, there is benefit in retaining the relationship with BDC to use Richmond RRC.

Marlborough District Council (MDC) operates the Bluegums Landfill site which has an estimated lifespan of 34 years. The Marlborough waste services contracts (refuse and recyclables and facility operations) have recently been re-tendered and awarded to Waste Management. Glass is transported directly to Visy in Auckland. Recyclables are processed at the MRF located at the Blenheim resource recovery park. With unknown future capacity of the Marlborough MRF, there may be benefit in having a commercial relationship between the councils for future use of the Richmond MRF.

7 Analysis of service delivery options

7.1 Overview of the options

A range of options were considered for the delivery of waste services based around those described in s17A of the Local Government Act. The options selected as part of this review are designed to cover the full range of practicable options to enable an assessment to be undertaken.

The review has been split into consideration of options for different parts of the waste activity, including:

- Collections
- RRCs and haulage
- Recyclables processing



- Kerbside organics processing
- Other service delivery options

Each of these activities is considered separately from Section 7.3 onwards.

As noted previously, waste education, monitoring and maintenance of the closed landfills as well as waste strategy and planning are managed in-house and the status quo will remain for these arrangements.

7.2 Assessment criteria

The following assessment criteria have been developed for the S17A review by Morrison Low in consultation with staff from TDC.

- Financial benefits (50%):
 - Set up costs (17%)
 - Governance and management costs (17%)
 - Operational costs (17%)
- Non-financial benefits (50%):
 - Quality and efficient service delivery (10%)
 - Reducing risk to council and meeting legislative requirements (5%)
 - Meeting WMMP targets (5%)
 - Simplicity of governance and contract management arrangements (5%)
 - Efficiencies of scale (5%)
 - Flexibility to respond to changing demands (5%)
 - Flexibility to respond to changing legislation (5%)
 - Supporting the local economy through employment and training of local people (5%)
 - Recruitment and retention of council staff (3%)
 - Access to expertise (technical or commercial) (3%)

7.3 Collections

The collections options considered are outlined in the table below.

The preferred approach is to retain a single outsourced contract for waste collections. The current model is working well and the contract is large enough as a standalone operation although there may be some benefit in joint procurement with NCC if timing aligns and dependent on NCC's final decision for their collections model.

It is noted that the preferred option would not change with the introduction of a kerbside organics collections service.



Table 3 Assessment of collections options

Collections Option	Description	Overall Score	Status	Commentary
Current Delivery: Single outsourced collections contract	Includes refuse and recycling collection. Contract includes recyclables processing. Green waste collection provided by the private sector.	3.7	Preferred	The current arrangement has worked well to date. Cost effective arrangement, that enables access to expertise. Could potentially include kerbside organics collection in future.
Option 1a: Collections undertaken by in-house team	Council purchases collection fleet and employs staff to undertake collections in-house. Could potentially include kerbside organics collection in future.	2.5	Discount	Greater control of service delivery, more responsive to customers and changing demands. However, Council would have a large upfront investment cost, including plant and equipment, and overheads to manage staff would increase. Higher risk with managing assets and commercial services that are not council core business.
Option 1b: Joint collections contract TDC / NCC	Includes refuse and recyclables collection (NCC does not provide refuse collection services). Could potentially include kerbside organics collection in future. Single contract procured covering TDC and NCC	3.2	Possible	Cost effective arrangement. Shared service agreements would need to be prepared, with some cost, and a governance framework established.
Option 1c: Outsourced collections contracts with multiple suppliers	Increase number of contracts. Split collection contracts geographically or separate refuse and recycling collection. Arrangement could be extended to include kerbside organics collection.	2.8	Discount	Management of multiple suppliers requires capacity at council to ensure performance and to coordinate outcomes. Complexity of contracting arrangement depends on scope.

7.4 RRCs and haulage

The RRC options considered are outlined in the table below.

There are currently five RRCs with four managed under the current solid waste services contract with Smart Environmental. The contract for the fifth facility, Murchison, was introduced at a later stage, with the contract held by Fulton Hogan. Transportation of residual waste and green waste from the RRCs (Fulton Hogan) is currently contracted separately from the operation of RRCs (Smart Environmental). Transportation of processed recyclables and diverted waste is part of the RRC contract, not the haulage contract.



The current solid waste services contractor also uses the RRCs as part of their kerbside collection services as staging / consolidation points for collections in townships further from Richmond. This provision will need to be retained in the new contract/s.

The MRF is located at the Richmond RRC. Separation of the RRC operations and recyclables processing would require coordination between operators and potentially physical separation, if space enables, as part of any future site upgrades.

The preferred option from this assessment is to combine the operation of all RRCs and the transportation of residual waste into one contract to support efficiency, with this contract combined with the collections contract to enable RRCs to continue to be used for consolidation of kerbside collected material. Inclusion of recyclables processing under the same contract is discussed in Section 7.5.

Table 4 Assessment of resource recovery centres

RRC Option	Description	Overall Score	Status	Commentary
Current Delivery: RRCs outsourced. Separate haulage contract.	All RRCs outsourced. Richmond (incl. operation of MRF / processing of recyclables), Mariri, Tākaka, Collingwood and under one contract with Murchison separate. Haulage contract separate.	3.3	Possible	Less efficiency from multiple delivery arrangements
Option 2a: RRCs operated via single outsourced contract for all facilities, including haulage	Council procures one contract for the operation of all RRCs and haulage.	3.7	Preferred	Efficiency and consistency in the management of all TDC waste facilities when delivered by one provider. More efficient operations with a single contractor.
Option 2b: RRC operated by in-house team including haulage	Council purchases equipment for RRC operation and haulage fleet and employs staff to operate RRCs and haul waste	2.8	Discount	Greater control of service delivery, more responsive to customers and changing demands. However, council would have a large upfront investment cost, including plant and equipment, and overheads to manage staff would increase. Higher risk with managing assets and commercial services that are not council core business.
Option 2c: RRC partnership with community group. Separate haulage contract	Council negotiates RRC operations agreement with a community group, overseen by Council contract manager. Council procures separate outsourced contract for haulage.	2.4	Discount	This option introduces community connections from working with community group. However, they may not have the capacity to manage all five RRCs and may not have as much access to wider industry expertise nor experience managing commercial or health and safety risks. Council would need to provide greater support for RRC operation with a community group than with a



RRC Option	Description	Overall Score	Status	Commentary
				commercial waste company that could manage this on Council's behalf.
Option 2d: Separate arrangement for each RRC including haulage	Mix in-house and outsourced resources, contractors and community groups, overseen by Council contract manager.	2.2	Discount	Council-specific contracts tailored to local needs, however multiple parties introduce complexity and associated risk and may be less cost-effective with less consistency across facilities. Management costs would increase with multiple contracts.
Option 2e RRC management, including haulage, transferred to NTRLBU	Operations outsourced but management transferred to NTRLBU.	3.0	Discount	Efficiencies of scale similar to 2a, however introduces an additional layer of management (NTRLBU) between council and the facilities, without any additional efficiency gain. Preference is to keep RRCs under local control - allows local involvement etc.

7.5 Mixed recyclables processing

The options considered for recyclables processing are outlined in Table 5 below.

The preferred approach is to continue to outsource the MRF operations and for TDC to have ownership of the MRF. NCC would continue to be a commercial customer at the MRF.

Longer term the benefits of managing the operations under the NTRLBU or through a shared arrangement with NCC for the ownership, management and operation of the MRF are favourable but uncertainty around NCC direction at this stage make the current model, but with TDC ownership of the MRF, preferred. For TDC, these shared arrangements would drive similar efficiencies and security of facility access as the current arrangements but would extend the benefits to NCC.

For TDC, the current arrangements are simpler as decision making for the MRF resides with TDC alone (e.g. timing of procurement), but this is off-set by greater security of material supply for the MRF if NCC are part owners in the facility. For NCC, joint arrangements would improve their cost efficiencies and security of access to a MRF. It will take time for agreement to be reached with NCC on these alternative arrangements, and therefore in the short term the preferred option is for TDC to own and manage the MRF alone.

Given the MRF and Richmond RRC are located on the same site, with no physical separation between the operations, there is benefit in the contract for MRF operation being awarded to the same contractor as the RRC operation. There is also benefit in the recyclables collection contractor being the same as the MRF operator as it reduces contract interfaces for end-to-end recycling management. For this reason, the preferred approach is to combine the MRF operations contract with the wider collections, RRC operation and haulage contract.

The only reason to separate MRF operation would be if joint ownership with NCC or transfer of ownership to the NTRLBU was imminent. However, these decisions are unlikely to be agreed in the near future.

Transfer of ownership to the new contractor and part of outsourcing operations is another viable option but this would likely have some transfer risks.



Table 5 Assessment of recyclables processing options

Recyclables Processing Option	Description	Overall Score	Status	Commentary
Current delivery: Ownership and operations of MRF outsourced. (MRF currently included as a BOOT).	Collections contract includes recycling processing (MRF at Richmond RRC). NCC is currently a commercial customer of Smart at the MRF.	3.0	Possible	Transfer of ownership to new contractor unlikely to be favourable. Whilst set-up costs will be low, TDC may carry price risk for transfer.
Option 3a: Mixed recyclables processing owned by TDC with operations outsourced.	Collections contract includes recycling processing (MRF at Richmond RRC). NCC is a commercial customer at the MRF.	3.3	Preferred	Cost effective arrangement with services covered by existing contracts. MRF ownership will transfer to TDC at end of current contract but MRF operation would continue to be outsourced. Future processing fees for NCC and third party MRF users to recognise TDC's investment in the current MRF, e.g. current valuation land, buildings and equipment.
Option 3b: In-house team for mixed recyclables processing	Council operates the processing facility. NCC continues as a commercial customer of the MRF.	2.5	Discount	Greater control of delivery, opportunities for employment and possibly more responsive to changing demands. MRF already operational. However, would be overheads to manage, staff would increase and council would require expertise in house to operate these specialist facilities.
Option 3c: Mixed recyclables processing owned and outsourced by TDC as a shared operation with NCC. Operations outsourced	Shared service arrangement to be set up between TDC and NCC.	3.2	Possible	This is essentially an expanded status quo option. Ownership of MRF transfers to TDC with operations outsourced. Cost-efficiencies from shared arrangements. Agreement required on how to recognise TDC's investment in the MRF to date and any future shared investment (eg to meet demand). Greater benefits for NCC than TDC, as TDC already own the MRF.
Option 3d: Mixed recyclables facilities managed under the NTRLBU. Operations outsourced	Option 3c but with the facility managed by the NTRLBU	3.3	Possible	Essentially a way to achieve joint ownership, using an existing arrangement. Would require variation to current terms of NTRLBU to bring MRF operation under NTRLBU management. Implementation less complex than Option 3c as agreements already exist.



7.6 Kerbside organics processing

The options considered for kerbside organics (food organics or food and garden organics) processing are outlined in the table below.

The preferred approach at this stage is for TDC to be a commercial customer of NCC on the assumption that NCC continues to pursue the establishment of a kerbside organics processing facility.

The alternative viable options would be for the operations to be managed under the NTRLBU with an amendment to the terms of reference or through a shared arrangement with NCC for the management and operation, and possibly ownership, of the processing facilities. TDC is currently progressing a separate study into options for processing and further discussion with NCC is recommended on the method and to confirm shared arrangements as a viable option.

The introduction of kerbside organics collections must be in place by January 2030.

Table 6 Assessment of organics processing options

Food Scraps Processing Option	Description	Overall Score	Status	Commentary
Current delivery: No kerbside organics collection or processing	TDC does not provide a separate kerbside organics collection or processing service	Not assessed	Discount	Collection of food waste will become a requirement under government direction and TDC will therefore need to put arrangements in place.
Option 4a: In-house team for kerbside organics processing	Council establishes and then operates the processing facility	2.5	Discount	Greater control of delivery, opportunities for employment and possibly more responsive to changing demands. However, Council would have large upfront investment costs, overheads to manage, staff would increase and council would require expertise in house to operate these specialist facilities.
Option 4b: Kerbside organics processing outsourced by TDC	Council procures services to design, build and operate the kerbside organics processing facility	3.0	Possible	High set up costs to establish food scraps processing facility. Possibility if NCC does not establish processing facility, otherwise this option would be a duplication of NCC's arrangements.
Option 4c: Kerbside organics processing owned and outsourced by NCC	TDC is a commercial customer of NCC. Assumes that NCC pursues their proposed food scraps processing facility	3.7	Preferred	Cost-efficiencies of using an already established shared processing facility. TDC has no investment in the facility development and management. TDC access to the facility could be secured through agreement between TDC and NCC or the facility's operator.
Option 4d Kerbside organics processing owned and outsourced by NCC as	Shared service arrangement to be set up between TDC and NCC	3.2	Possible	Cost-efficiencies from shared arrangements, and security of access for both councils.



Food Scraps Processing Option	Description	Overall Score	Status	Commentary
a shared operation with TDC.				Shared services agreement would be required which may include capital investment by TDC.
Option 4e: Kerbside organics processing facilities managed under the NTRLBU. Operations outsourced	Option 4d but with the facility managed by the NTRLBU.	3.3	Possible	Essentially a variation to current terms of NTRLBU with kerbside organics processing managed under the NTRLBU.

7.7 Other service delivery options

Other service delivery options that were considered are presented in the following table. These options were all discounted. CCO/CCTO and partnership options were discounted on the basis that the high establishment costs and complexity of delivering these services would not be matched by an improvement in the level of service offered.

Opting out of waste services delivery was also discounted because it reduced Council's ability to influence waste minimisation outcomes. Note that the exception to this is green waste collection and processing for which is provided by the private sector and well used by the community, hence not restricting waste minimisation outcomes.

Table 7 Assessment of other service delivery options

Service Delivery Option	Description	Overall Score	Status	Commentary
Option 5a: Extended shared service with neighbouring council(s)	Shared service between TDC and neighbouring council(s). Joint contracts, in-house resources and/or planning (e.g. joint WMMP).	2.8	Possible	Typically achieve cost efficiencies with joint arrangements. However, complexity of contracting arrangements with multiple contracts and parties. Complex to establish. More likely to be established with NCC, building on existing relationships. Other service delivery arrangements do not rely on specific cooperation between councils, such as the use of Richmond RRC for recyclables staging from Buller.
Option 5b: By CCO/CCTO owned by council alone	Council forms a CCO or CCTO for the delivery and management of all waste services. Planning and administration would be undertaken by a centralised team within the CCO.	2.2	Discount	For a service of this type and size, a CCO would create unnecessary administration, have significant set-up and management costs, and increase complexity in delivery of waste services, with no improvement in level of service provided.



Service Delivery Option	Description	Overall Score	Status	Commentary
Option 5c: By joint CCO/CCTO owned by TDC and neighbouring council(s)	Council forms a joint CCO or CCTO with neighbouring council(s) for the delivery and management of all waste services. Planning and administration would be undertaken by a centralised team within the CCO.	2.3	Discount	For a service of this type and size, a CCO would create unnecessary administration, have significant set-up and management costs, and increase complexity in delivery of waste services, with no improvement in level of service provided.
Option 5d: By partnership between TDC and a private waste company	Council forms partnership with a private waste company to manage waste services.	1.9	Discount	For a service of this type and size, a partnership would create unnecessary administration, have significant set-up and management costs, and increase complexity in delivery of waste services. It could be an option for specific regional infrastructure development if council were to participate in the development.
Option 5e: By a party other than council	Council would opt out of providing waste collections and facilities.	2.3	Discount	With less control over service delivery, Council would reduce its ability to influence waste minimisation outcomes (in particular 50% waste diversion target), both now and as demand for services changes. Expensive for residents without economies of scale of a council service.

8 Preferred option and implementation

In summary, the overall preferred service delivery model going forward is to continue to out-source waste services, and to procure these services as a single package for synergy and efficiency:

1. **Collection services** (refuse and mixed recyclables) - status quo to be retained with collection of kerbside organics to be added at a later date once processing facility established.
2. **Operation of RRCs** to be combined and incorporated into collections contract.
3. **Haulage of refuse and green waste** to be incorporated into collections contract.
4. **Processing of recyclables** – The preferred approach is to continue to outsource the MRF operations and for TDC to have ownership of the MRF. NCC would continue to be a commercial customer at the MRF.
5. The preferred option for **processing of kerbside organics** is for TDC to be a commercial customer of NCC's kerbside organics processing facility, at least in the short term.

For both recyclables processing and kerbside organics processing, there are viable alternative service delivery arrangements that increase collaboration between TDC and NCC, through joint ownership and management of processing facilities. These include transferring the kerbside organics and recyclables processing facilities into the NTRLBU or establishing separate joint-ownership arrangements for these facilities. Further discussion



between NCC and TDC is required to agree any shared arrangements and put in place the contractual framework that supports this. It is recommended that these alternative options continue to be discussed by the councils, but in the short term ownership of the MRF remains with TDC and development of the kerbside organics processing facility remains with NCC.

9 Next steps

The following actions are recommended to progress the implementation of the preferred option:

- TDC continue discussions with NCC with regard to shared arrangements for the processing of recyclables and for the future processing of kerbside organics, either via NTRLBU or new joint ownership arrangements.
- Development of a procurement strategy for TDC's solid waste services including market analysis, confirmation of contract form, and recommended procurement and tender evaluation approach.



Appendix A Section 17A options scoring



Service Delivery Options Review

Service group: Client: Review date: Revision		Solid Waste Services		Potential benefits of the option:								
		Tasman District Council		5		High level of benefit						
		Nov 2023]		3		Medium level of benefit						
		Final draft		1		Low level of benefit						
Service Delivery Options		0. Status quo	1. Collection Options					2. Resource Recovery Centres Options				
		Most services currently outsourced	Current Delivery: Single outsourced collections contract	Option 1a: Collections undertaken by in-house team	Option 1b: Joint collections contract TDC / NCC	Option 1c: Outsourced collections contracts with multiple suppliers	Current Delivery: RRCs outsourced. Separate haulage contract	Option 2a: RRCs operated via single outsourced contract for all facilities, including haulage	Option 2b: RRC operated by in-house team including haulage	Option 2c: RRC partnership with community group. Separate haulage contract	Option 2d: Separate arrangement for each RRC including haulage	Option 2e: RRC management, including haulage, transferred to NTRLBU
Description		Contract management and waste planning in-house. Outsourced operations contracts for kerbside collections, RRCs, transport, landfill operation (joint Business unit with NCC), litter bins.	Includes refuse and recycling collection and could potentially include kerbside organics collection in future.	Council purchases collection fleet and employs staff to undertake collections in -house.	Includes recycling collection (NCC does not provide refuse collection services). TDC would retain refuse collection separately. Could potentially include kerbside organics collection in future. Single contract procured covering TDC and NCC	Increase number of contracts. Split collection contracts geographically or separate refuse and recycling collection. Could be extended to include kerbside organics collection.	All RRCs outsourced Richmond (incl. operation of MRF / processing of recyclables), Mariri, Takaka, Collingwood under one contract. Murchison RRC outsourced as a stand alone contract. Haulage contract separate.	Council procures one contract for the operation of all RRCs and haulage.	Council purchases RRC and haulage equipment and employs staff to operate RRCs and haul waste.	Council negotiates RRC operations agreement with a community group, overseen by Council contract manager. Council procures separate outsourced contract for haulage.	Mix in-house and outsourced resources, contractors and community groups, overseen by Council contract manager.	Works outsourced but management transferred to NTRLBU.
Weighting												
Financial benefits:	50%	3.7	4.3	2.0	3.3	3.0	3.7	3.7	2.0	2.0	2.0	2.7
Up costs	17%	5	5	1	4	3	5	3	1	2	2	1
Operance and management costs	17%	3	4	3	3	3	3	4	3	2	2	3
Operational costs	17%	3	4	2	3	3	3	4	2	2	2	4
Non-financial benefits:	50%	3.0	3.0	3.0	3.0	2.6	2.9	3.7	3.6	2.7	2.3	3.3
Quality and efficient service delivery	10%	3	3	2	3	2	3	4	4	3	2	4
Reducing risk to council and meeting legislative requirements	5%	3	3	2	3	3	3	4	2	1	1	4
Meeting WMMP targets	5%	3	3	3	3	3	3	3	3	3	3	3
Clarity of governance and contract management arrangements	5%	3	3	4	2	2	2	4	5	2	2	2
Efficiencies of scale	5%	3	3	1	4	2	3	4	2	1	1	4
Ability to respond to changing demands	5%	3	3	5	3	3	3	3	5	4	3	3
Ability to respond to changing legislation	5%	3	3	4	3	3	3	4	4	3	3	3
Supporting local economy eg through employment and training of local people	5%	3	3	5	3	3	3	3	5	5	3	3
Recruitment and retention of council staff	3%	3	3	2	3	3	3	3	2	1	3	3
Access to expertise (technical or commercial)	3%	3	3	1	3	2	3	4	1	3	3	3
Total score (financial plus non-financial benefits, out of 5):	100%	3.3	3.7	2.5	3.2	2.8	3.3	3.7	2.8	2.4	2.2	3.0
Overall assessment:		Possible	Preferred	Discount	Possible	Discount	Possible	Preferred	Discount	Discount	Discount	Discount
Commentary:		The current arrangements deliver services that are reasonably cost effective and efficient, however, some rationalisation could be of benefit.	Cost effective arrangement that enables access to expertise, although less effective at addressing local requirements than in-house arrangements.	Greater control of service delivery, more responsive to customers and changing demands. However, council would have a large upfront investment cost and overheads to manage staff would increase. Higher risk with managing assets and commercial services that are not council core business.	Potentially a cost effective arrangement. However, TDC would need to retain a separate refuse collection service as NCC does not provide this (so would be limited to recyclables collection only). Shared service agreements would need to be prepared with some cost and a governance framework established.	Management of multiple suppliers requires capacity at council to manage contracts, ensure performance and to coordinate outcomes. Complexity of contracting arrangement depends on scope.	Less efficiency from multiple delivery arrangements - 2 x facility ops contracts plus separate haulage	Efficiency and consistency in the management of all TDC waste facilities and haulage when delivered by one provider.	Greater control of service delivery, more responsive to customers and changing demands. Higher cost with undertaking services in-house. Higher risk with managing assets and commercial services that are not council core business. Staffing risks with in-house operations	Council-specific contract tailored to local needs. Resources dedicated to local service improving responsiveness and flexibility to respond to change. Also introduces community connections from working with community group. However, they may not have as much access to wider industry expertise nor experience managing commercial or health and safety risks.	Council-specific contracts tailored to local needs, however multiple parties introduce complexity and associated risk and less cost-effective with multiple contracts to manage.	Efficiencies of scale similar to 2a. Preference is to keep RRCs under local control - allows local involvement etc



Service Delivery Options Review

Service group:
Topic:
Review date:
Version:

Service Delivery Options		3. Mixed Recyclables Processing Options					4. Organics Processing Options					
		Current delivery: Ownership and operations of MRF outsourced	Option 3a: MRF owned by TDC with ops outsourced.	Option 3b: In-house team for mixed recycling processing	Option 3c: Mixed recycling processing owned and managed by TDC as a shared operation with NCC. Operations outsourced	Option 3d: Mixed recyclables facilities (MRF) managed under the NTRLBU Operations outsourced	Current delivery: No kerbside organics collection or processing	Option 4a: In-house team for organics processing	Option 4b: Organics processing outsourced by TDC	Option 4c: Organics processing owned and outsourced by NCC	Option 4d: Organics processing owned and outsourced by NCC as a shared operation with TDC	Option 4e: Organics processing managed under the NTRLBU Operations outsourced
Description		Collections contract includes recycling processing (MRF at Richmond RRC). Nelson is a commercial customer at the MRF. MRF ownership will transfer to TDC at end of current contract	MRF operations outsourced but TDC has ownership of MRF. NCC is a commercial customer at the MRF	Council operates the processing facility NCC continues as a commercial customer of the MRF	Shared service arrangement to be set up between TDC and NCC (separate from NTRLBU)	Option 3b but with the facility managed by the NTRLBU	TDC does not provide a separate organics collection or processing service	Council establishes and then operates the processing facility for TDC's organics only	Council procures services to design, build and operate organics processing facility	TDC is a commercial customer of NCC. Assumes that NCC pursues organics processing facility	Shared service arrangement to be set up between TDC and NCC	Option 4d but with the facility managed by the NTRLBU
Weighting												
Financial benefits:	50%	3.0	3.7	2.3	3.0	3.0	Not assessed as this will not be an option under future government mandate	2.3	3.0	4.3	3.0	3.0
Up costs	17%	3	4	2	3	3		2	3	5	3	3
Operance and management costs	17%	3	3	3	2	2		3	3	5	2	2
Operational costs	17%	3	4	2	4	4		2	3	3	4	4
Non-financial benefits:	50%	3.0	3.0	2.8	3.4	3.6		2.6	2.9	3.0	3.4	3.6
Quality and efficient service delivery	10%	3	3	2	4	4		2	3	3	4	4
Reducing risk to council and meeting future requirements	5%	3	3	3	3	3		3	3	3	3	3
Meeting WMMP targets	5%	3	3	3	4	4		3	3	3	4	4
Clarity of governance and contract management arrangements	5%	3	3	3	2	4		3	3	4	2	4
Efficiencies of scale	5%	3	3	3	4	4		2	2	3	4	4
Ability to respond to changing demands	5%	3	3	3	3	3		3	3	2	3	3
Ability to respond to changing legislation	5%	3	3	3	3	3		3	3	3	3	3
Supporting local economy eg through employment and training of local people	5%	3	3	3	3	3		3	3	3	3	3
Recruitment and retention of council staff	3%	3	3	3	3	3		2	3	3	3	3
Access to expertise (technical or commercial)	3%	3	3	2	4	4		2	3	3	4	4
Total score (financial plus non-financial benefits, out of 5):	100%	3.0	3.3	2.5	3.2	3.3		2.5	3.0	3.7	3.2	3.3
Overall assessment:		Possible	Preferred	Discount	Possible	Possible	Discount	Discount	Possible	Preferred	Possible	Possible
Commentary:		Some efficiencies but potential risks with ownership transfer to a new contractor.	Cost effective arrangement with scope as per existing contract.	Greater control of delivery, opportunities for employment and possibly more responsive to changing demands. MRF already operational. However, would be overheads to manage, staff (and associated staffing risks) would increase. Would need expertise in house to operate these specialist facilities.	Cost-efficiencies from shared arrangements but some complexities where separate from NTRLBU. TDC already has the MRF so low set up costs MRF would likely require investment to expand capacity	Essentially a variation in management to option 3b. Recycling processing would be managed under the NTRLBU	collection of food scraps will become a requirement under government mandate	Greater control of delivery, opportunities for employment and possibly more responsive to changing demands. However, Council would have large upfront investment costs, overheads to manage, staff would increase and council would require expertise in house to operate these specialist facilities.	High set up costs to establish organics processing facility Possibility if NCC does not establish processing facility	Cost-efficiencies of using an already established processing facility. payment arrangements would need to be agreed.	Cost-efficiencies from shared arrangements Cost-efficiencies of using an already established processing facility. Shared services agreement would be required.	Essentially a variation to current terms of NTRLBU with organics processing managed under the NTRLBU. Implementation less complex than Option 4d as it leverages existing shared services arrangements Organics processing would be managed under the NTRLBU



Service Delivery Options Review						
Service group:						
Project:						
Review date:						
Revision:						
Service Delivery Options		5. Other Waste Service Delivery Options (refer Option 0 for status quo)				
		Option 5a: Extended shared service with neighbouring council(s)	Option 5b: By CCO/CCTO owned by council alone	Option 5c: By joint CCO/CCTO owned by TDC and neighbouring council(s)	Option 5d: By partnership between TDC and a private waste company	Option 5e: By a party other than council
Description		Shared service between TDC and neighbouring council(s). Joint contracts, in-house resources and/or planning (e.g. joint WMMP).	Council forms a CCO or CCTO for the delivery and management of all waste services. Planning and administration would be undertaken by a centralised team within the CCO.	Council forms a joint CCO or CCTO with neighbouring council(s) for the delivery and management of all waste services. Planning and administration would be undertaken by a centralised team within the CCO.	Council forms partnership with a private waste company to manage waste services.	Council would opt out of providing waste collections and facilities.
Weighting						
Financial benefits:	50%	2.7	2.0	2.0	1.3	2.0
Setup costs	17%	2	1	1	1	3
Operance and management costs	17%	3	2	2	1	1
Operational costs	17%	3	3	3	2	2
Non-financial benefits:	50%	3.0	2.4	2.6	2.4	2.5
Quality and efficient service delivery	10%	4	3	3	2	2
Reducing risk to council and meeting legislative requirements	5%	3	3	3	3	2
Meeting WMMP targets	5%	3	3	3	2	2
Clarity of governance and contract management arrangements	5%	2	1	1	1	5
Efficiencies of scale	5%	4	1	3	3	1
Ability to respond to changing demands	5%	2	1	1	1	1
Ability to respond to changing legislation	5%	2	3	3	3	3
Supporting local economy eg through employment and training of local people	5%	3	3	3	3	3
Recruitment and retention of council staff	3%	3	3	3	4	5
Access to expertise (technical or commercial)	3%	3	3	3	4	3
Total score (financial plus non-financial benefits, out of 5):	100%	2.8	2.2	2.3	1.9	2.3
Overall assessment:		Possible	Discount	Discount	Discount	Discount
Commentary:		Typically achieve cost efficiencies with joint arrangements. However, complexity of contracting arrangements with multiple contracts and parties. Complex to establish.	For a service of this type and size, a CCO would create unnecessary administration, have significant set-up and management costs, and increase complexity in delivery of waste services, with no improvement in level of service provided.	For a service of this type and size, a CCO would create unnecessary administration, have significant set-up and management costs, and increase complexity in delivery of waste services, with no improvement in level of service provided.	For a service of this type and size, a partnership would create unnecessary administration, have significant set-up and management costs, and increase complexity in delivery of waste services. It could be an option for specific regional infrastructure development if council were to participate in the development.	With less control over service delivery, Council would reduce its ability to influence waste minimisation outcomes, both now and as demand for services changes. Expensive for residents without economies of scale of a council service.

7.12 ASSURANCE AND IMPROVEMENT REPORT

Report To:	Tasman District Council
Meeting Date:	2 May 2024
Report Author:	Deidre Hemera, Assurance and Improvement Manager
Report Authorisers:	Steve Manners, Chief Operating Officer
Report Number:	RCN24-05-12

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To provide an update on the Assurance and Improvement team.
- 1.2 To seek approval of the Risk Management Framework.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 The Assurance and Improvement team, created in late 2023, supports the organisation in procurement, risk management, assurance, business improvement and health and safety, and are growing the organisational maturity in their respective functions.
- 2.2 The Audit and Risk Committee Chair is due for replacement and the appointment of a new independent member is pending. Approval for the new independent member and replacement Chair will be requested of the Council when selected.
- 2.3 Risk management is one of the least mature elements of governance in the public sector. To align with the expectations of the Auditor General we have updated the Risk Management Framework to enable consistent risk management across the organisation to be fully integrated into Council strategies, business activities and decision making. It is also expected that risk management is supported by appropriate resourcing and training.
- 2.4 At the Audit and Risk Committee meeting on 21 March 2024 the committee recommended the Risk Management Framework to the Council for approval.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

- 1. receives the Assurance and Improvement Report RCN24-05-12; and**
- 2. approves the Risk Management Framework and delegates authority to the Audit and Risk Committee to approve future amendments.**

4. Background / Horopaki

- 4.1 The Assurance and Improvement team was created late 2023, supporting the organisation in procurement, risk management, assurance, business improvement and health and safety.

- 4.1.1 The newly appointed Assurance and Improvement Manager, Procurement Specialist, Team Leader Health and Safety, and Risk and Assurance Advisor are working towards growing organisational maturity in their respective functions.
- 4.1.2 A review of the health and safety infrastructure is being undertaken by the team to ensure functionality and compliance across the organisation.
- 4.1.3 There are procurements underway, for which the Procurement Specialist is providing advice and guidance. Prioritisation of improvements in the procurement function, is underway.
- 4.1.4 Business Improvement has a broad scope, and currently includes initiatives across the libraries, resource consents, LIMs, procurement and process management.
- 4.1.5 A plan to develop the maturity of risk management at the Council is being implemented, and assurance activities are being underway.
- 4.2 The Assurance and Improvement team are leading the recruitment of an independent member for the Audit and Risk Committee to replace Graham Naylor whose term comes to an end in September 2024.
- 4.3 At its meeting on 21 March 2024, the Audit and Risk Committee recommended the Risk Management Framework to the Council for approval.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 As the Tasman District Council seeks to achieve its objectives and meet the needs and expectations of its communities, it is essential that it clearly understands the risks it faces and how to manage those risks. Risk management is one of the least mature elements of governance in the public sector. The Auditor General expects the Council to have a formal risk management framework in place that is fully integrated into its strategies, business activities and decision making. It is also expected that risk management is supported by appropriate resourcing and training.
- 5.2 To develop risk maturity, we have updated the Risk Management Framework (**Attachment 1**) and initiated a road map to embed effective risk management into the organisational culture and integrate those outcomes into the decisions the Council will make.
- 5.3 The Risk Management Framework sets out the elements of risk management, including governance, roles and responsibilities, process, and escalation.
- 5.4 The Risk Management Framework is consistent with the principles and processes in ISO31000: 2018 (E) Risk Management Guidelines. It is the appendices (e.g. Risk Appetite Statement, Risk Tolerance, Risk Rating Methodology) which allow the Council to provide specific direction on how risk is managed. These appendices are draft and provided for information and not approval. They will require input from staff, the Executive Leadership Team, the Audit and Risk Committee and the Council before being approved.

6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Approve the Risk Management Framework and delegate authority to the Audit and Risk Committee to approve any future changes.	Approving the framework allows staff to progress work to grow the maturity of the risk capability at the Council. Delegating authority to Audit and Risk Committee to approve future changes to the Framework will move work from the Council to ARC.	None
2.	Approve the Risk Management Framework but do not delegate authority to the Audit and Risk Committee to approve future changes.	Approving the framework allows staff to progress work to grow the maturity of the risk capability at Council.	Will require the Council to review and approve changes to the Framework.
3.	Do not approve the Risk Management Framework.	None.	This will prevent staff from progressing work to grow the maturity of the risk capability in line with ISO31000: 2018 (E) Risk Management Guidelines.

6.2 Option 1 is recommended.

7. Legal / Ngā ture

7.1 The framework is consistent with ISO31000: 2018 (E) Risk Management Guidelines.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

8.1 This is a framework which follows ISO31000: 2018 (E) Risk Management Guidelines. Engagement with Iwi is not considered necessary.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

9.1 This is considered of low significance, this is a framework which follows ISO31000: 2018 (E) Risk Management Guidelines. Engagement with the public is not considered necessary.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	This is an internal framework and follows the ISO standard.

	Issue	Level of Significance	Explanation of Assessment
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	This framework supports the management of risks.
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

10. Communication / Whakawhitiwhiti Kōrero

- 10.1 The framework is an integral part of the road map to build risk maturity, it will be communicated to staff through several initiatives or activities we are undertaking to build risk maturity.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 None.

12. Risks / Ngā Tūraru

12.1 If the Risk Management Framework is not updated there is a risk that the Council is not using good practice risk management to manage risks.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 The Risk Management Framework provides a vehicle for climate change risks to be identified and escalated.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 The Risk Management Framework is designed to support risk management across policy and strategic plans.

15. Conclusion / Kupu Whakatepe

15.1 We recommend that the Council approves the Risk Management Framework and delegates authority to the Audit and Risk Committee to approve any future amendments.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Following the approval of the Risk Management Framework we will continue seeking input and finalise the Risk Appetite Statement, Risk Tolerances, Risk Rating Methodology.

17. Attachments / Tuhinga tāpiri

1.   Risk Management Framework

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Risk Management Framework

January 2024

Version 3

Endorsed by Risk and Audit Committee

TO BE Approved by Council

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Document review and approval

This document has been reviewed and approved by the Audit and Risk Committee under delegated authority from Tasman District Council.

Document History

Version	Approval date	Next review date	Key changes
1.1			N/A

Executive summary

The core value underpinning this Risk Management Framework document (the **Framework**) is one of working together and the use of consistent practices when it comes to identifying, assessing, and managing risk across the Tasman District Council (the Council).

The Framework is consistent with the principles and processes in ISO 31000: 2018 (E) Risk Management Guidelines to provide a firm foundation on which we will build a strong risk-aware culture at the Council.

The Framework is designed to achieve the following.

- a) **Common language and approach to risk:** set the common language and approach to risk that is expected across Council.
- b) **Reporting:** provide the framework for consistent risk management and reporting across all Council operations through the reporting and escalation processes set out in this document. The reporting is to support a “no surprises” approach to risk. Parameters are defined in this document as to what is to be escalated.

1.1 What do we want to achieve with risk management?

The Council want to create and protect value by promoting risk management and have set out our goals for risk management so that it is not seen as a box-ticking exercise.

Risk management should be	What does this mean in practice?
Part of our normal everyday business, not a once-a-year event	Risk is an inherent part of any discussion on strategy, budget approval, performance review, project management and decision making.
Part of everyone's role	It is important that we all have a common understanding of what risk management is and what role we play in the process. As our framework matures, we will look to have risk management roles and their associated capabilities built into our job descriptions and any future capability framework so that risk management becomes not just a process but a core competency/capability.
A process that adds value and is proportionate to the risk	We accept that risk taking is a necessary condition and we recognise that risk may be both negative and positive (offering both threats and opportunities). Risk management is no longer just about risk reduction or avoidance since that would not lead to growth. Given the current economy we need to be able to create value by responding to future opportunities whilst also being aware that we are operating with scarce resources and need to protect value and try to minimise negative outcomes. The key is to strike the right balance between risk and reward so that we are able to develop.

A process that is simple and that we all understand	<p>We will keep the process simple and keep our vocabulary for talking about risk as clear as possible.</p> <p>To this end we have developed a risk glossary (see Appendix 1) so that we are all using the same terminology and have a clear understanding of what we mean when talking about risk. We also want everyone to understand their role in risk management and to achieve this we will educate and train you in risk management.</p>
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1.2 Risk management principles

1. Council is required to be managed in line with the risk strategy of the organisation which sets out to realise the agreed vision within the risk appetite. Risk should be considered in a consistent, structured, and comprehensive way to align with the strategic plan and objectives and to maintain the desired risk profile.
2. Council is accountable for all risk by overseeing the risk management across all operations of Council. Council risk tolerance levels enable the organisation to operate its business within its agreed risk appetite. Strategy is to be executed whilst operating within risk tolerance levels. An effective risk culture is required to be in place for these limits to be adhered to.
3. Relevant resources are allocated and supported by an appropriate governance structure to ensure effective embedding of the Framework across all levels of management at Council. In addition, clear responsibilities for risk management are assigned.
4. Identified emerging or current risks should be actively managed in line with the Framework of identification, assessment, management, monitoring, and reporting. Identification should be forward looking to allow management to take a proactive approach to risk management.
5. Council Audit and Risk Committee (ARC) has a high-level view of the aggregated risk profile of the organisation. ARC will be alerted to high/very high risks reported to Council from its business divisions and high/very high risks at an enterprise level to meet external obligations. Where such risks are identified and reported to ARC, the Committee will consider and endorse to Council what considered response of Council to those risks should be.
6. Appropriate risk management techniques are adopted across the Council and the use of these should be evidenced through documentation and reporting.

A. Governance and oversight

Governance and oversight principles

1. The Council governance model has regard to the size, scale, and complexity of individual business functions across the Council to support overall needs of the organisation.
2. Council is ultimately accountable for the governance and oversight of risk within the Council and ensuring through their committees, that management fulfils their risk and regulatory responsibilities.
3. Where relevant, the Council is accountable to their respective Councillors for the identification and management of risks. The Chief Executive has ultimate responsibility to the Council ARC to ensure that risk and regulatory compliance is appropriately managed.
4. The Executive Leadership Team are accountable in the first instance to the Chief Executive for the identification and management of risk. Executive managers have ultimate responsibility to the Chief Executive to ensure that risk and regulatory compliance is appropriately managed and to ensure that appropriate reports are submitted to the ARC / Council in accordance with the terms of this Framework, while at all times having regard to the need for Council to operate on a “no surprises” basis.
5. This same standard of identification and management of risk applies to the Chief Executive and the need to ensure the ARC / Council are aware of risk across the organisation.
6. Where strategic risk matters fall outside management’s scope of responsibility the Council will assume responsibility for their identification and management.
7. Key risk information and relevant compliance requirements for all the Council are reported quarterly to ARC in a quarterly report.
8. Governance and oversight requirements are expected to comply with the direction set out in the [Delegations Register](#) (regarding the matters for central decision making), any Operational Directive issued by the Council from time to time.

B. Risk and assurance policy

The Risk and Assurance Policy is to be read in conjunction with this Framework. The Risk and Assurance policy outlines how risk is effectively managed at the Council in relation to the culture, processes and structures directed towards the potential opportunities and adverse effects within the organisation’s environment.

C. Key statements

Risk vision and strategy

This section sets out the overall vision and strategy for risk management and the risk function at the Council. It sets out the goals, ambitions and strategy of the function in line with organisational strategy and goals.

Risk vision and strategy principles

1. Risk management vision and strategy will align with the Council priorities, strategy and objectives and be directed by the Council priorities, strategy, and objectives.
2. Risk vision and strategy will at all stages be reviewed on an annual basis and approved through the appropriate governance channels having regard to the outcomes required.
3. Once approved, the risk vision and strategy will be supported by processes, artefacts, resources, technology, education, etc to execute on the ambitions of the strategy.
4. The execution and success of the risk vision and strategy will be monitored through Key Performance Indicators (KPIs) agreed by Council ARC. Regular reports will be monitored by senior leaders across the Council network and the relevant consumers of risk information at the Council.

Risk appetite statement

The risk appetite statement (see **Appendix 2**) describes the amount and type of risk that the Council is willing to pursue or retain in the execution of its strategic and businesses objectives. The statement will influence, and guide decision making, clarify strategic intent, and help to ensure alignment with the strategic plan and direction of the Council. The risk appetite statement will be reviewed annually.

Risk tolerance

Risk Tolerance is not synonymous with risk appetite (refer to glossary at **Appendix 1**). Risk tolerance is the application of risk appetite to specific objectives.

The risk tolerance shown in **Appendix 3** informs the quantitative and qualitative measures in the risk rating analysis (refer **Appendix 4** for further detail of the Risk Rating).

Risk which has consequences falling within the risk categories designated as 'risk averse' are risks which the Council seeks to avoid and/or mitigate as much as possible, or risks they are unwilling to take.

Taking a 'balanced' approach to particular risk categories enables the Council to have flexibility in its approach to managing certain risk, to ensure an appropriate balance between risk and reward.

D. Roles and Responsibilities

Position	Roles and Responsibilities
Council	<ul style="list-style-type: none"> Approval of the Framework, relevant policy, and risk appetite statement Regularly review the risk appetite and tolerance levels Seek assurance that reporting systems are in place to identify and report potential risk events Review relevant risk as reported by Council management (e.g. High to Very High, with a focus on impact), and take appropriate action (delegate to the Audit and Risk Committee) Review relevant risk from the Council Executive Leadership Team (ELT) quarterly (e.g. High to Very High, with a focus on impact) and take appropriate action (delegate to the ARC) Monitor emerging risk reported by the Chief Executive of the Council Use information derived through application of the Framework to: <ul style="list-style-type: none"> inform planning and decision-making processes; and advise Council of emerging risk that they need to be aware of Oversight of the full risk register as needed Review the high and very high risk at each Council meeting (as tabled by the ARC)
Council Audit and Risk Committee (ARC)	<ul style="list-style-type: none"> Endorse and recommend to Council the approval of the Framework, relevant policy, and stated risk appetite Review and monitor relevant risk as reported by the Council ELT quarterly (e.g., High to Very High, with a focus on impact) and take appropriate action Ensure that the Council and management are sufficiently trained in relation to the operation of the Framework and relevant staff can effectively identify, treat, monitor, and report strategic and operational risk
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> Identify and report potential risk events Monitor and report to the CE the extent to which the Framework and its application meets the Council's needs Promote risk awareness and a risk management culture Ensure training is provided to all staff on the operation of the Framework and their respective roles and responsibilities
Centralised Risk oversight	<ul style="list-style-type: none"> The Framework provides: <ul style="list-style-type: none"> A common language to be applied across the Council when discussing risk. A clear process for reporting risk up to the ARC. A mechanism by which Council can support the risk functions in the Council. Adequate information to enable risk management is embedded into the Council culture. At all times, risk management sits with the managers across the Council.

Position	Roles and Responsibilities
Group Managers and Executive Leadership Team	<ul style="list-style-type: none"> • Report emerging risk as well as any relevant risk (for example High to Very High, with a focus on impact) that the Chief Executive, ARC and Council need to be aware of • Report to the Chief Executive on the Framework effectiveness and recommend changes as appropriate • Ensuring that each Group has: <ul style="list-style-type: none"> ○ an up to date and comprehensive understanding of its risk; ○ ability to identify risk, evaluate and implement effective control processes that meet expectations; and ○ risk reporting that is effective and timely • Use information derived through application of the Framework to: <ul style="list-style-type: none"> ○ inform all planning and decision-making processes; and ○ evaluate and report potential very high and high-risk events to the Chief Executive • Promote risk awareness and a risk management culture • Ensure awareness of the Framework and the respective roles and responsibilities • Facilitate reporting to the ARC and Council
All Managers	<ul style="list-style-type: none"> • Identify, analyse, evaluate, manage, respond, and report risk • Ensure the timely implementation of internal controls and audit recommendations • Use information derived through application of the Framework process to: <ul style="list-style-type: none"> ○ inform all planning and decision-making processes; and ○ advise their manager of emerging risk that they need to be aware of
Risk Owner	<ul style="list-style-type: none"> • Analyse, evaluate, manage, monitor, and report on assigned risk
Control Owner	<ul style="list-style-type: none"> • Assess and test control effectiveness on a periodic basis. Ultimately be responsible for implementation of controls.
All Staff	<ul style="list-style-type: none"> • Identify and report potential risk events.

E. Process

The Risk Management Process at the Council consists of the steps depicted in the diagram below. For more information on each of the steps, refer to **Appendix 5 – Risk Management Process**.



1. **Establish the Context** - Establishing the context means considering internal and external factors and the interface with strategic objectives and in conjunction with business plans, goals and project deliverables.
2. **Identify risk** - Identify any uncertainty that has the potential to compromise the achievement of objectives. The Council has specific focus categories of risk.
3. **Analyse risks** - The purpose of inherent risk analysis is to comprehend the nature of the risk and its characteristics including, where appropriate, the level of risk and includes assessing the likelihood and consequence of the risk.
4. **Evaluate for residual risk** - Once the inherent risk rating has been established, assess the likelihood and consequence of the risk after considering the effectiveness of controls in place. The residual risk rating is the resultant level of exposure after taking into account the effectiveness of existing key controls.
5. **Treat risk** - The next step is to decide on the optimal level of risk (risk threshold) that would better ensure the achievement of objectives.
6. **Monitor, review, and report** - Responsibility for monitoring and reviewing risk identified in the risk register lies with risk owners, management, and governance as covered in the Roles and Responsibilities in Section D.
7. **Communicate and consult** - Effective communication and consultation across the Council is key to successfully implementing the Framework; the objective of which is to increase the level of risk management awareness and understanding at all levels of the Council and establish an organisation wide risk aware culture.

F. Escalation

Risk reporting is necessary to inform strategic and business planning processes and all decision making. Risk is reported (together with comment on the status of risk improvement activities where these are being investigated or implemented) in accordance with the table below.

New risks will be added or updated in the relevant risk register as soon as they are identified and initially assessed and will be notified to the appropriate level based on the overall risk rating.

To	From	Reporting requirement	Frequency
Council	Council ARC	Dashboard status summary of high / very high risk identified in business group risk register.	Quarterly in strategic planning process. Post ARC.
Council ARC	Manager A & I	Dashboard status summary of high / very high risk identified in business group risk register. Emerging from business groups and within the Council itself. Mitigations for risks rated as very high or high	Quarterly
ELT	Manager A & I	Emerging from business groups and within the Council itself. Mitigations for risks rated as very high or high	Monthly
Group Manager and the Council Risk Management team	Managers and Project managers	Emerging risk Mitigation for risk rated as high or above	Immediately
Risk Register	Risk Owner	Updated Risk Register in the Council ERM system	Monthly, and whenever new risk identified. These are to be recorded in the Council ERM system.

The table below provides guidance for the management of risk, based on the nature of the risk and the risk rating.

Residual Risk Rating	Actions
Very High	Intolerable - Immediate action required Operations / activity should be <u>discontinued</u> until level of risk is able to be reduced (or written authorisation to continue is provided by the CE and /or Council). Consider options for reducing the impact or probability of the risk.
High	May be tolerable level of risk if specifically considered and strategically approved Significant management and monitoring required. Action should be taken to ensure risk level is within the agreed risk appetite level. Consider options for reducing the impact or probability of the risk.
Medium	Tolerable level of risk Follow operating procedures.
Low	Tolerable level of risk Maintain existing controls. No additional controls required. Monitor for any escalation.
Very Low	Tolerable level of risk Maintain existing controls. No additional controls required.

G. Integrated assurance

Assurance activities (internal audit, external audit, internal quality assurance, or other) provide trust and confidence that what is relied on to manage risk is fit for purpose (i.e., internal controls are designed effectively, and work as expected).

To avoid duplication or gaps in assurance coverage the Council will explicitly define their respective assurance needs, understand whether (and where) these assurance needs are met and use this to drive future assurance activity.

The table below shows the link between the risk and control environment, assurance coverage (through an **assurance map**) and identification of assurance needs (refer Assurance Map at **Appendix 6**).



Control Environment	Assurance Map	Delivery of specific reviews
<ul style="list-style-type: none"> • Identify main functions and operational activities • Determine single point accountabilities for these within the business • Map key risks and mitigating controls to these functions/activities based on the Framework 	<ul style="list-style-type: none"> • Use the 'three lines model' approach to identify existing sources of assurance that key controls are in place and work effectively • Map prior assurance work to identify coverage of internal audit over time • Identify potential assurance needs and prioritise this based on high-risk areas • Develop a rolling 12-month programme with three tranches of reviews 	<ul style="list-style-type: none"> • Assess critical elements of operations and controls • Determine what is working well and what is not • Identify risks, issues, and areas for improvement • Agree future improvements, actions and accountabilities with other assurance practitioners and the business • Track progress to address issues over time and report all assurance activities to the Audit and Risk Committee

The Three Lines Model

- The **Three Lines Model** identifies all acts and where accountabilities sit for this. In the Three Lines Model, management performs actions and manages risk to achieve organisational objectives.
 - the first line roles in management provide services and manage risk
 - the second line roles in management provide expertise, support, monitoring and challenge risk related matters
 - the third line roles provide independent assurance (internal audit) through independent and objective assurance and advice on all matters related to the achievement of objectives.
 - The governing body provides integrity, leadership and transparency enabling accountability to stakeholders or organisational oversight.
 - External assurance providers provide objective assurance from outside the organisation
- An **Assurance Map** (refer Assurance Map at **Appendix 6**) shows how risks are controlled (line 1), how management knows controls are effective (line 2) and the role of internal and external audit (line 3).

H. Technology platform

Enterprise Risk Management (ERM) System

Effective risk management by executive and senior management is achieved with the use of an Enterprise Risk Management (ERM) system.

The Council ERM provides opportunity to manage a wide range of risk-based functions within the Council with an interface which automates a number of functions to generate filtered reports and information. The ERM system is a fluid platform which will adapt to changes in structure.

The ERM system enables informed decision making through a live, interactive system accessible to management. The ERM system enables the creation and delivery of mitigation through actions and recording evidence of such actions through dynamic reporting and dashboards to inform key organisation functions and decision making.

Business as usual tasks are delegated to internal subject matter experts via the ERM system, the action owners in turn provide regular updates through the ERM system, and the Risk Owners can at any time check how delegated tasks are progressing.

Use of the ERM system will be underpinned by this Framework.

Appendices

Appendix 1 - Risk Glossary

Term	Definition
Business Group	A function of a Council department led by a Group Manager who sits on the Executive Leadership Team (ELT)
Consequence	Impact or outcome of event affecting objectives.
Control	Any measure taken by management to manage risk and increase the likelihood that established objectives and goals will be achieved. Controls include, but are not limited to, any process, policy, device, practice, or other conditions and/or actions which maintain and/or modify risk.
Inherent Risk	The initial assessment of the impact and likelihood of a risk prior to considering any existing controls.
ISO 31000: 2018 (E)	This is the International Standard on Risk Management. The standard provides guiding principles, a generic framework and a process for the management of risk.
Likelihood	Chance of something happening.
Residual Risk	The risk remaining after natural or inherent risks have been reduced by risk controls, action or mitigation.
Risk	An uncertainty that, if it occurs, will impact on our objectives. Risk is expressed in terms of risk source, potential event, consequence, and likelihood.
Risk Actions	Process to manage /modify the risk.
Risk analysis and evaluation	Process to determine level of risk & whether that level of risk is acceptable.
Risk Appetite	The amount and type of risk, an organisation is willing to accept in pursuit of strategic plans and objectives. Each organisation pursues various objectives to add value and should broadly understand the risk it is willing to undertake in doing so, having regard to the Council risk appetite statement set out in the Framework.
Risk identification	Process of finding, recognising and describing risk.
Risk Management	Coordinated activity to direct and control an organization with regard to risk.
Risk Management Framework	The set of components that provide the foundation and organisational arrangements for designing, implementing, monitoring, reviewing and continuously improving risk management throughout the organisation.

Term	Definition
Risk Matrix	A tool to assist with risk analysis and provide criteria for assessment.
Risk Owner	The staff member accountable to manage a particular risk, typically a Group Manager.
Risk Profile	Analysis of the types of risks an organisation faces. A risk profile examines: <ul style="list-style-type: none"> - The nature and level of threats faced by an organisation. - The likelihood and impact of adverse effects occurring. The effectiveness of controls in place to manage those risks.
Risk Tolerance	<p>Risk tolerance represents the application of risk appetite to specific objectives and is defined as:</p> <ul style="list-style-type: none"> - The acceptable level of variation relative to achievement of a specific objective, and often is best measured in the same units as those used to measure the related objective. - In setting risk tolerance, management considers the relative importance of the related objective and aligns risk tolerances with risk appetite. Operating within risk tolerances helps ensure that the entity remains within its risk appetite and, in turn, that the entity will achieve its objectives. <p>Risk tolerances guide the subsidiaries as they implement risk appetite within their sphere of operation. Risk tolerances communicate a degree of flexibility, while risk appetite sets a limit beyond which additional risk should not be taken.</p>
Stakeholder	Person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.
Significant incident	Reportable incident that due to the severity or the sensitivity of the situation has the potential to materialise as a significant risk (major or extreme) and includes any risk notifiable under applicable legislation.
Significant actions	Reportable actions that will be implemented to manage a significant incident.









Appendix 2 – Risk Appetite Statement

For Governance and Management to know the degree of risk they are prepared to countenance, the Council risk appetite statement is as follows.

1. Council recognises the financial risks involved in delivering a wide range of services, programs and capital projects. Council has a low to moderate appetite for variation in financial performance as long as long-term financial sustainability is not threatened.
2. Council recognises the importance of protecting and proactively enhancing its reputation. Council does however understand that negative publicity may occur where there is competing priorities and interests in the Community. Council has a low to moderate appetite for significant impacts on Council's reputation. Council recognises the importance of engaging in effective, mutually beneficial partnerships, particularly with Māori, to help us achieve our Strategy.
3. Council is committed to continuous improvement in order to provide good-performing, reliable infrastructure services that provide benefits to our Community. Council is open to taking some moderate levels of risk to enhance our region's infrastructure. Council delivers a range of community services, events and facilities which contribute to our region. Council is open to creativity and innovation and is willing to take some level of risk to deliver efficiencies, enhance capabilities and provide a service to be proud of to our community. Council is open to taking moderate risk to enhance service delivery in some circumstances.
4. Council is committed to a high standard of governance and meeting legislated and regulatory requirements in a consistent and fair manner. Council has low appetite for significant breaches of legal obligations or contractual agreements that result in fines, penalties or reputational damage. Council will seek innovative approaches to governance practices subject to compliance with legislation and protection of our interests.
5. Council demands a safe and healthy workforce that treats everyone fairly. Council expects employees to undertake duties in a manner that is consistent with the organisational values and performance commitments. Council has low appetite for work practices, actions or inactions that compromise the wellbeing and safety of people including staff, contractors, volunteers and community or which compromise the delivery of performance commitments.
6. Council recognises the importance of conserving and enhancing our environment and understands that sustainability considerations in all council decisions is important. Council has a low appetite for environmental impacts arising from normal business activities, however, is open to innovative practices for the betterment of the environment.
7. Council expects a high standard of governance in its projects and programmes. Council has a moderate appetite for risk which facilitate improved project outcomes.
8. It is expected that the Council will be sufficiently flexible and nimble from time to time to step outside the parameters set by this risk appetite statement in pursuit of a desired outcome but always ensuring that a high standard of delivery quality is maintained and that actions align with the legislative functions and purpose of the Council. It is also the

case that risk appetite may be prescriptive at the strategic and operational levels of the Council. The risk appetite will be used to inform how specific risk should be treated.

**Each risk is rated against the appropriate Risk Appetite Statement category.*

Risk Appetite Summary									
	Low Appetite			Moderate Appetite			High Appetite		
									
	Accept little or zero risk; taking a cautious approach towards taking risk			A balanced and considered approach is adopted to taking risk			A more assertive or aggressive approach to taking risk is accepted to realise strategic objectives		
Financial									
Relationships and Reputation									
Operational									
Legal and Regulatory Compliance									
People & Wellbeing / Health & Safety									
Environmental									
Project Performance									

Appendix 3 - Risk Tolerance

Risk Consequences	Risk Averse	Balanced	Risk Tolerant
Financial			
Relationships and Reputation			
Operational			
Legal and Regulatory Compliance			
People & Wellbeing / Health & Safety			
Project Performance			
Environmental			

Appendix 4 – Risk Rating Methodology

			Consequence					
Likelihood				1	2	3	4	5
				Insignificant	Minor	Moderate	Major	Extreme
	5	Almost Certain	Highly likely to happen, expected to occur in most circumstances	Medium 5	High 10	High 15	Very High 20	Very High 25
	4	Likely	Will probably happen, but not a persistent issue	Low 4	Medium 8	High 12	High 16	Very High 20
	3	Possible	May occur at some time	Low 3	Medium 6	Medium 9	High 12	High 15
	2	Unlikely	Not expected to happen, but is a possibility	Very Low 2	Low 4	Medium 6	Medium 8	High 10
	1	Rare	Very unlikely to occur	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5

Rating	
1,2	Very Low
3,4	Low
5,6,8,9	Medium
10, 12, 15, 16	High
20, 25	Very High

Consequence					
Category	Insignificant	Minor	Moderate	Major	Extreme
Financial	<ul style="list-style-type: none"> Insignificant budget overruns Department net direct and capital budget overruns by <2% 	<ul style="list-style-type: none"> Minor Budget Overruns Departmental net direct and capital budget overruns by >2% & 5% 	<ul style="list-style-type: none"> Moderate Budget Overruns Departmental net-direct and capital budget overruns by >5% & <10% 	<ul style="list-style-type: none"> Major Budget Overruns Departmental net-direct and capital budget overruns by >10% & <20% 	<ul style="list-style-type: none"> Extreme Budget Overruns Departmental net-direct and capital budget overruns by >20%
Relationships and Reputation	<ul style="list-style-type: none"> Slight impact - public awareness may exist but no public concern No stakeholder concerns 	<ul style="list-style-type: none"> Some short-term negative media coverage Minor concern raised by stakeholders / community 	<ul style="list-style-type: none"> Significant but short-term damage to reputation Stakeholder and / or community concern Prominent local negative media 	<ul style="list-style-type: none"> Sustained damage to reputation resulting in negative public or regulator response Long term national or local negative media coverage 	<ul style="list-style-type: none"> Irreparable damage to reputation Public, regulator dissatisfaction resulting in loss of confidence in the organisation's processes Widespread / persistent / sustained negative media attention
Operational This includes the following sub-categories in the risk register: <ul style="list-style-type: none"> Technology Infrastructure Other Operational risks 	<ul style="list-style-type: none"> No disruption to established routines and operations Isolated end user device failure 	<ul style="list-style-type: none"> Minor interruption to service or programme Inconvenience to localised operations Isolated infrastructure equipment failure Loss of data causing operational inconvenience but no impact on service delivery Minor impact on organisational strategic goals and operational activities 	<ul style="list-style-type: none"> Some disruption manageable by altered operational routine Multiple or related infrastructure equipment failure Widespread user device failure Loss of data adversely impacting internal objectives at department level but no external impact Significant impact on organisational strategic goals and operational activities 	<ul style="list-style-type: none"> Disruption to a number of operational areas Closure of an operational area for up to one day Infrastructure equipment failure or security breach compromising the integrity or confidentiality of organisational data Loss of data adversely impacting external parties Loss of a business system for an extended period 	<ul style="list-style-type: none"> Several key operational areas closed Disruption to key business activities for up to one week Unrecoverable loss of significant organisational data Complete loss of IT infrastructure or multiple core business systems for an extended period Closure of services and/or facilities

Consequence					
	Insignificant	Minor	Moderate	Major	Extreme
Legal and regulatory compliance This includes the following categories in the risk register: <ul style="list-style-type: none"> • Māori and Te Tiriti obligations • Non compliance • Audit NZ recommendation • WorkSafe breach 	<ul style="list-style-type: none"> • Minor non-compliances unlikely to result in adverse regulatory response or action (negligible consequences) 	<ul style="list-style-type: none"> • Minor non compliances or breaches of contract, Act, regulations, consent conditions • May result in infringement notice 	<ul style="list-style-type: none"> • Breach of contract, Act, regulation or consent conditions • Regulator informed and potential for regulatory action • Potential for allegations of criminal / unlawful conduct 	<ul style="list-style-type: none"> • Major breach of contract, Act, regulations • Investigation, prosecution and / or major fines possible • Allegations of criminal / unlawful conduct 	<ul style="list-style-type: none"> • Serious breach of legislation, contract with significant prosecution, fines • License to operate/funding at risk • Potential for litigation including class actions • Criminal or civil prosecutions and imprisonment
People & Wellbeing / Health & Safety This category includes People and culture elements for example: <ul style="list-style-type: none"> - staff wellbeing - capability, productivity, and performance - retention, development, and progression. 	<ul style="list-style-type: none"> • No injury or damage to health • Insignificant skill gaps • Insignificant impact on staff engagement levels 	<ul style="list-style-type: none"> • Superficial injury not affecting ability to work or causing long term damage • Short term loss/reduction in number of staff • Few specialist skill gaps • Minor impact on staff engagement levels 	<ul style="list-style-type: none"> • Injury requiring medical attention and/or short-term injury but not life-threatening. • Restricted or alternate duties may be required short term • Undesirable loss/reduction of staff <ul style="list-style-type: none"> • Some specialist skill gaps • Moderate impact on staff engagement levels 	<ul style="list-style-type: none"> • Single fatality • Permanent total disability or injury with irreversible health problems resulting from injury or occupational illness. • Unlikely to return to work with significant modifications • Organisational strategic goals and operational activities are impacted such that there is an undesired loss of staff and curtailment of activities <ul style="list-style-type: none"> • Major specialist skill gaps • Major impact on staff engagement levels 	<ul style="list-style-type: none"> • Multiple fatalities or long-term widespread health impact • Unsustainable loss/reduction of staff threatening the continuity of operations <ul style="list-style-type: none"> • No internal or external specialist skill available • Extreme impact on staff engagement levels

Environmental	<ul style="list-style-type: none"> • Small localised and reversible environmental impact resulting in: <ul style="list-style-type: none"> • Slight, short term damage to (use of) land and/or water. • Slight short term damage to land and/or water ecosystems • No noticeable species reduction. 	<ul style="list-style-type: none"> • Contained and reversible (minimal) environmental impact resulting in: <ul style="list-style-type: none"> • Localised minor reversible damage to (use of) land and/or water. • Localised minor reversible damage to land and/or water ecosystems • Temporary reduction of one species. • Minor erosion and/or damage to property. 	<ul style="list-style-type: none"> • Measurable damage (some) to the environment requiring significant corrective action resulting in: <ul style="list-style-type: none"> • Localised medium term reversible damage to (use of) land and/or water. • Localised medium term reversible damage to land and/or water ecosystems • Moderate reduction in one or more species. • Moderate erosion and/or damage to property. 	<ul style="list-style-type: none"> • Long-term localised damage (major) to the environment resulting in: <ul style="list-style-type: none"> • Widespread long-term reversible damage to (use of) land and/or water. • Widespread long-term reversible damage to land and/or water ecosystems • Significant reduction in one or more species. • Severe erosion and/or damage to property. 	<ul style="list-style-type: none"> • Extensive irreversible damage (widespread) to the environment resulting in: <ul style="list-style-type: none"> • Widespread irreversible damage to (use of) land and/or water. • Widespread irreversible damage to land and/or water ecosystems • Permanent loss of one or more species. • Destruction of property/widespread flooding.
Project Performance Project sponsors are accountable for the achievement of project deliverables and outcomes. A project carries risk across all the categories listed above. Project risk must be assessed having regard to each relevant category with any moderate to high risk referred to the relevant ELT member who will assess the reporting requirements having regard to the nature of the risk, the risk appetite of the Council and the reporting requirements set out in this framework document.	<ul style="list-style-type: none"> • Cost and budget overruns <1% • Negligible impact on quality and resources required • No delays 	<ul style="list-style-type: none"> • Costs and budget overruns between 2%-5% • Minor impact to quality of the output remedied within approved resources • Minor delays 	<ul style="list-style-type: none"> • Cost and budget overruns between 6-9% • Short delay - duration increased >2% • Quality and performance below goal and moderate changes required to achieve intended benefits 	<ul style="list-style-type: none"> • Cost and budget overruns between 10-15% • Significant changes required to meet a threshold requirement • Significant project benefits not realised • Significant delay - duration increased >10% • Resolved at ELT level 	<ul style="list-style-type: none"> • Cost and budget overruns of >15% • Product or service doesn't deliver the key intended outcomes for the business. • No benefit realised from the project • Major delay - duration increased >25% • CE intervention

Appendix 5 – Risk Management Process

Step 1: Establish the Context

To adequately identify risk, it is important to understand the context in which you operate. The Council has a defined and measurable strategy and objectives. The pursuit of those strategic objectives creates uncertainty, which may be caused by internal or external factors. The uncertainty on those objectives and their potential impact should be identified, understood, and managed as required to contain the risk within an appropriate appetite.

Establishing the context means considering internal and external factors and the interface with the strategic objectives of the Council, and, in conjunction with its business plans, goals and project deliverables.

Examples of internal factors that could impact our context	Examples of external factors that could impact our context
<ul style="list-style-type: none"> • Strategy and business objectives • Organisational structure • Operational activities • Management practices, processes, and systems • Functions • Services • Relationships and partnerships • Assignment of authority and responsibility • Capabilities and capacity, in terms of resources and knowledge 	<ul style="list-style-type: none"> • External stakeholders • Legal, regulatory, and other requirements • Market conditions • Third party dependencies • Adverse events (e.g., pandemic, war, natural disasters) • Contractual requirements • Strategic partnerships

Step 2: Identify risk

Identify any uncertainty that has the potential to compromise the achievement of objectives. When thinking about risk, consider all types of risk. The Council has a specific focus on the following categories of risk.

Note: categories are not mutually exclusive for risk reporting purposes (i.e., a risk can be impacted by more than one category).

Risk Category	Description	When to consider
Financial	Any risk with a funding or financial impact on the Council: <ul style="list-style-type: none"> • budget vs. actuals • revenue loss • increased costs • impairment of tangible or intangible assets • increase in actual or contingent liabilities 	<ul style="list-style-type: none"> • continuously • the funding, cashflow or economical profile of the organisation changes dramatically • at the time of strategic planning and forecasting.
Relationships and Reputation	Potential damage to the Council relationships that can cause reputational harm.	<ul style="list-style-type: none"> • monthly • adverse media event occurs • assess existing / current risk.

Risk Category	Description	When to consider
Operational	Risk related to people, processes, and technology, and sustainability. In the context of the Council, it could include: <ul style="list-style-type: none"> • technology • people and culture • infrastructure • sustainability 	<ul style="list-style-type: none"> • continuously • uncertainty related to the operations impact on the objectives.
Legal and Regulatory Compliance	Risk that relates to the Council compliance and regulatory obligations: <ul style="list-style-type: none"> • the risk of legislative non-compliance; and • noncompliance to Te Tiriti o Waitangi obligations. 	<ul style="list-style-type: none"> • Continuously as required by different regulatory entities • when new regulatory requirements are identified.
People and Wellbeing / Health and Safety	<ul style="list-style-type: none"> • physical and mental harm to staff and customers 	<ul style="list-style-type: none"> • Continuously • trends in Health, Safety and Wellbeing indicate attention required.
Environmental	<ul style="list-style-type: none"> • harm to the environment 	<ul style="list-style-type: none"> • Continuously • In response to an 'event'
Project Performance	Risk related to a particular project or programme of work.	At concept and developmental stages of: <ul style="list-style-type: none"> • new projects; • major project review points; • prior to authorising project variations; and • when risk associated with a project can be identified and assessed by a cross section of representative stakeholders inclusive of input from the Council risk team where appropriate.

How to capture risk

To promote consistency across the Council, all business group's risk is to be consistently captured in the risk register within the Enterprise Risk Management system. The risk register is designed to record all types of risk and provide a single picture of all risk enabling transparency and understanding of the risks facing the business groups. Any material risk which the Council is to be made aware of is to be reported in the manner prescribed in the Escalation and Reporting Framework set out in **Step 6** below.

Once the risk has been identified and captured in the risk register, you will need to identify and describe the following:

- **Causes or sources of risk** - i.e., an activity, element or condition that has the potential to give rise to risk. Each risk may have more than one cause.
- **Consequence(s) of the risk** - i.e., the impact of the risk should it eventuate (e.g., reputational, financial, operational, etc).
- **Risk Owner** - assign an individual owner to each risk identified. The risk owner will be responsible for ensuring that the risk is managed, monitored, and reviewed over time and must have sufficient authority to manage the risk.
- **Control** - the control/s in place to mitigate risk.

Note: The risk owner and the control owner (the person who implements controls to manage the risks) are typically not the same person.

How to articulate risk

The risk should be articulated by populating the fields in the ERM system risk register in the manner advised. Writing a good risk statement enables cause and consequence to be clearly understood and to be analysed more effectively.

Example:

“Talent” is not a risk. An example of a risk would be the “Inability to attract and retain key talent”.

Once we include the causes that lead to the risk, and consequences of it occurring, this might become:

“Cause: shortage of key talent due to uncertainty in sector and competition for key talent

Consequences: under resourced with remaining staff left stretched too thin with impact on performance and engagement.”

Step 3: Analyse risks

The purpose of inherent risk analysis is to comprehend the nature of the risk and its characteristics including, where appropriate, the level of risk and includes assessing the following:

Criteria	Description
Likelihood	The likelihood of the risk, source, and consequences - a qualitative or quantitative description of probability without taking into consideration the controls.
Consequence	The nature and magnitude of the impact (if the risk eventuates) without taking into consideration the controls.

The likelihood and consequence of an **inherent risk** should be assessed using the ratings defined in **Appendix 4**. The numbers are indicative; assigning scores is not intended to be an exact science. The purpose of the evaluation system is to help risk owners in the assessment and prioritisation of risk. It is advisable that risk is identified and scored with input from colleagues; a workshop is one useful way of doing this.

Step 4: Evaluate for residual risk

Once the inherent risk rating has been established, assess the likelihood and consequence of the risk after considering the effectiveness of controls in place. The **residual risk** rating is the resultant level of exposure after taking into account the effectiveness of existing key controls.

The risk rating (Very high, high, medium, or low) represents the level of the current risk exposure.

Risk evaluation involves a detailed consideration of the following:

4.1 Identification and assessment of controls

A control is an activity that can reduce the likelihood or consequence of the risk to an acceptable level. Controls are often embedded in a process and sometimes may be difficult to identify.

Some aspects to consider when identifying controls:

- There may be many controls identified, but not all of them will be **key** - A control is key when it **individually** or in **aggregate** is appropriately designed to manage the risk. Think about ... 'what controls couldn't we live without?'
- Does the control prevent or reduce the likelihood of the risk? (Preventative control)
- Does the control detect the risk when and if it occurs?
- Does the control correct the consequences or risk?
- Does the cost of implementing the control outweigh the cost associated with realising the risk?
- Is there a review or validation performed, either by a person or system?

Control attributes:

1. A control **must mitigate a risk**, i.e., reduce the negative effect.
2. A control will generally be **performed on a periodic basis** (e.g., monthly, weekly, yearly) and **can be evidenced**.
3. A control will usually **include review** (whether automated or manual).
4. A control will generally **restrict certain activities** or **enforce something** being done in a particular way.
5. A control will be tested periodically for effectiveness.

Where controls and other information is captured

The control description is critical in communicating how risk is managed.

Controls should be documented in the risk register and described in sufficient detail so that any person reviewing the risk register can understand the control activity and verify its design and operating effectiveness. The Control description will include:

- **Who** performs the Control? (Responsible)
- **When** is the Control carried out? (Frequency)
- **What** is the action performed by the Control? (The 'thing being controlled')
- **What** is the link of the Control to the risk?
- **How** is the Control evidenced? (And performed, i.e., automated, manual, recon, self-assessment etc)

A Control will be tested to capture the **effectiveness of the control** i.e., whether the control is **effectively** managing the risk and whether it is **operating as expected** in practice.

How to link Key Performance Indicators to Risk Management?

Council Key Performance Indicators (KPIs) will be developed and can be used as an indication of the level of risk and may help inform assessments of the likelihood and consequences of the risk event. The table below contains only a small number of examples that could be useful. Business Divisions should leverage KPIs that are most relevant to them.

Risk Category	KPI Examples
Financial	<ul style="list-style-type: none"> • Cashflow and Liquidity metrics • Funding profile • Capital investment tracking
Relationships and Reputation	<ul style="list-style-type: none"> • Online sentiment • Complaint metrics
Operational	<ul style="list-style-type: none"> • Technology failures • Penetration testing results • People and culture metrics such as attrition rates and recruitment metrics • Metrics related to facilities and / or property and maintenance
Legal and Regulatory Compliance	<ul style="list-style-type: none"> • Internal Audit findings on compliance findings • Number of non-compliance self-assessments • Traction on implementation of new regulatory developments • Contractual and/or third-party breaches
People and Wellbeing / Health and Safety	<ul style="list-style-type: none"> • Health & Safety trends • Staff wellbeing and mental awareness
Environmental	<ul style="list-style-type: none"> • Metrics of impact
Project Performance	<ul style="list-style-type: none"> • Costs and schedule overruns • Scope extensions • Impacts/benefits on service delivery

All the information above should be captured in the relevant ERM system risk register.

Step 5: Treat risk

The next step is to decide on the optimal level of risk (risk threshold) that would better ensure the achievement of objectives. The Risk Appetite Statement provides a context for each criterion. For each risk scoring above the risk threshold, a practical and proportionate response should be identified. The ranks of responses may include:

- **Tolerate** – accept the risk and do not attempt to reduce it
- **Transfer** – transfer the risk to a third party (e.g., through insurance)
- **Terminate** – eliminate the risk (e.g., changing the objective or the approach being taken to achieve it, or by abandoning the objective entirely)
- **Treat** – take action to mitigate either the probability of the risk occurring, or the severity of the impact were it to occur (or both). Such action is known as mitigation through an action.

If it is determined that the current risk level is not acceptable and additional mitigation/control needs to be implemented to reduce the risk to an acceptable level, an action plan needs to be developed. As a general rule, risk rated Medium, High and Very High requires action.

5.1 Actions

Actions will be developed and assigned to improve or enhance an existing mitigation/control (if it has been assessed as being partially effective or ineffective) or to introduce a new control.

Actions should be:

- documented in the risk register and contain specific and measurable action, the action owner and timeframe for completion. Action owners have the operational responsibility for implementation of the actions documented in the risk register.
- regularly followed up to ensure they have been successfully implemented. Updates should be shared in regular forums (management meetings).

Step 6: Monitor, review, and report

Responsibility for monitoring and reviewing risk identified in the risk register lies with risk owners, management, and governance as covered in the Roles and Responsibilities section.

At all times, risk will be reviewed and monitored. This incorporates an evaluation of the control(s) and further action plans can be developed to ensure risk is managed in a manner that ensures that the level of risk remains acceptable. Risk management is dynamic and responsive to changes in the objectives of the organisation and its environment.

Risk is part of your normal everyday business. It will be a management team agenda item on a regular basis covering:

- Changes to level of risk
- Changes to controls or control effectiveness ratings
- New or emerging risks that have a potential to threaten/enhance business objectives
- Critical incidents or trends that may impact the risk profile e.g., business growth, compliance, major health and safety event, identification of a safety issue etc.
- Action resolution status.

Step 7: Communicate and consult

Effective communication and consultation across the Council is key to the success of risk management, the objective of which is to increase the level of risk management awareness and understanding at all levels of the Council and establish an organisation wide risk awareness culture.

Awareness campaigns, training and education sessions, forums and communications ensure risk management is acknowledged across the Council as an organisation.

Appendix 6 – Assurance Map

An Assurance Map is a useful way to get transparency over the critical aspects of:

- the core operations of our organisation
- key risk associated with these operational activities
- the critical internal controls that manage risk
- 'assurance' generated from within the organisation ensures 'what is expected is done' and critical controls are fit for purpose

An exemplar assurance map is included below:

Activity	Accountable	Risk	Critical controls	Self-assurance and compliance management	Internal Audit	External Audit
Description of the core operational activity - e.g. payroll and leave	The single point of accountability within our organisation for ensuring that this operational area is effective in design and operation, and that inherent risk within this area is managed.	A brief overview of key risk (what can go wrong) or opportunities (what can be improved) related to this operational activity	Key controls in place that manage this risk	Management self-checking and compliance monitoring activities that ensure these critical controls work as expected (control testing)	Independent assurance through internal audit that core operational activities and internal controls are fit for purpose	External audit activities including those of: <ul style="list-style-type: none"> • Audit NZ • Regulators

Appendix 7 – Further Guidance for the Council Business Groups

7.1 The Risk Management Framework

<p>The Risk Management Framework</p> <p>The Framework is a set of documented principles and expectations on how risk is to be managed across the Council.</p> <p>The Framework is a mechanism for oversight of risk across the Council and to ensure that risk is identified in the same way by each member of the organisation and reported in the prescribed manner.</p>	<p>Risk Management Framework in Practice</p> <p>The Risk Management Framework document provides an understanding of responsibilities, principles, and requirements to adhere to when managing risk.</p> <p>Each business group of the Council is primarily responsible for managing its risk. To ensure consistency, each business group of the Council is to report risk to Risk and Assurance Advisor as requested and report any 'red-flag' items immediately. The process set out in this Framework is designed to be an active 'no-surprises' early disclosure regime.</p> <p>The Framework enables overarching assurance that risk is managed across the Council to a satisfactory standard. Council ARC needs to be aware of high/very high risk within the business groups and the reporting platform facilitates a quarterly report.</p> <p>Contact the Council risk team on risk@tasman.govt.nz if you have any questions or require further information regarding the Framework or managing risk.</p>
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7.2 Purpose of Risk Management

Risk management is an everyday business activity to create and protect value at the Council.

Risk management is	In practice
Embedded in our normal everyday business	Risk is an inherent part of any discussion on strategy, budget approval, performance review, project management and decision making at each business group, ELT and Council. Customers and staff well-being are at the core of what we do with holistic approach to risk.
Everyone's responsibility	We have a common understanding of what risk management is and what role we play in the process. We have risk management and associated capabilities built into our job descriptions. Risk identification and management is a competency/capability.
A process that adds value- and is proportionate to the risk	<p>Risk taking is a necessary condition, and that risk may be both negative and positive (offering both threats and opportunities).</p> <p>Risk management is not just about risk reduction or avoidance, it is about operating on the basis of "no surprises" and where there is risk, it is identified before it can have an impact. This enables the appropriate level of decision making to have had an opportunity to consider the risk and any mitigating strategy before the risk materialises.</p> <p>We create value by responding to future opportunities whilst also being aware that we are operating with scarce resources and the need to protect value and to minimise negative outcomes. The key is to strike the right balance between risk and reward so that we can grow in a controlled manner that does not stifle innovation or create redundancy/duplication.</p>
An intuitive process	Risk management is incorporated into all business-as-usual activity, informs decision making, actions and activity across the Council.

7.3 Framework Review

The Framework is reviewed at least annually to assess the efficacy of the operation of the risk management process by Council and delegated to the ARC.

Further iterations of, or supplements to this document are likely to be issued as the risk function of the Council matures and the relationship with, and understanding of, the network deepens.

Please refer any conflicts or concerns raised to risk@tasman.govt.nz

- Each business group is required to adopt the Council Risk Management Framework to inform risk management processes (with support from the Council Risk Management team if required)
- Where the residual risk is high to very high, to report to the Council Risk Management team so that the Council can operate on a “no surprises basis”.
- Business groups are to provide quarterly risk reporting which will be collated by the Council risk team and submitted to the ARC.

DRAFT

7.13 MACHINERY RESOLUTIONS REPORT

Report To: Tasman District Council

Meeting Date: 2 May 2024

Report Author: Alexis Brough, Executive Support Officer, Chief Executive's Office

Report Authorisers:

Report Number: RCN24-05-13

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The execution of the following documents under the Council Seal requires confirmation by the Council.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. **receives the Machinery Resolutions report, RCN24-04-13 and that the execution of the following documents under the Seal of Council be confirmed:**

Lease – Grazing – Waimea River Berm – This lease grants a term of one year for grazing by William and Bridget Bryne. The lease is a standard document originally drafted by Fletcher Vautier and Moore.

7.14 CHIEF EXECUTIVE'S REPORT**Information Only - No Decision Required**

Report To: Tasman District Council

Meeting Date: 2 May 2024

Report Author: Leonie Rae, Chief Executive Officer

Report Authorisers:

Report Number: RCN24-05-14

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The purpose of this report is to provide an update on some key activity since the Chief Executive's last report on 28 March 2024.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council receives the Chief Executive's Report, RCN23-04-14.

3. Chief Executive Update

- 3.1 Jennie McFarlane, Legal and Democracy Services Manager had her last day on 18 April 2024. I want to recognise Jennie for the work she has done to improve our governance practices and for her leadership in the 2022 elections project. Jennie was able to make significant savings by bringing more of our legal advice and services inhouse.
- 3.2 I appreciate and recognise the staff and the executive team for being present at Long Term Plan meetings held throughout the District. Many of these meetings took place in the evenings. I also want to thank the elected members; your dedication in coming to these meetings and hearing what our citizens have to say is valued.
- 3.3 I have been attending the Dry Weather Taskforce (DWTF) meetings. The DWTF has met most weeks in February and March. The DWTF considers if restrictions need to be applied. Thankfully the rain during the week of 11 April 2024 has reestablished river flows and aquifers levels across the district.
- 3.4 Joseph Thomas recently took me on a tour of various places across the region including – Richmond, Waimea Plains, Wai-iti Valley, Upper Motueka, Dovedale, Moutere and Tākaka. I was amazed by the investment in our water infrastructure and the level of automatic recording of data to record river flows, aquifer levels and water takes. It was helpful to learn some of the science behind the decisions we need to make and the challenges we have, to meet different demands for water across the region.
- 3.5 I continue to keep across the Government's "Local Water Done Well" new legislation which is proposed to be introduced in mid-2024.
- 3.6 We have been informed that Yvonne Yang from Audit NZ is our new Appointed Auditor. We are eager to meet Yvonne before the next Audit and Risk Committee, which is planned for July 2024 and as we get ready for the Annual Report process for the 2023/2024 year.

- 3.7 On Anzac Day I will have the honour of laying a wreath at the Tapawera Memorial Service to remember the service and sacrifice of all personnel who have served in New Zealand's interests, as well as the sacrifices made by their whānau.

4. Operational Updates

- 4.1 **Resilience Project** – Staff movement after most of the strengthening work on the ground floor has been completed. More strengthening work is being carried out on the first floor and we hope this will be completed by July 2024.
- 4.2 **Digital Innovation Update** – Contract negotiations with our vendors for the Customer Relationship Management system and our Data and Insights workstream is close to completion. Discovery phases with the business will start soon after contracts are signed.
- 4.3 The Community Channels and Workflows workstream has been stopped and funding and initiatives have been incorporated into the Harakeke Core Council Applications workstream as the activities largely relate to the Core Council Applications roadmap. This includes a change to the Harvest projects, intended to be used for quick-win process improvements, with funding and resources diverted to support the wider list of project requests made of IS for digital improvements.
- 4.4 The 'Merlin' MagiQ Cloud upgrade is on track for Go Live on 27 May 2024.
- 4.5 **Te Hau Kōmaru Festival** – The pōwhiri for this event was held on Saturday 6 April 2024 at Kaiteretere (Kaiteriteri), followed by a week of learning activities and opportunities for the community. This is the first time that this event has been held in the South Island. Some of our staff attended.



5. Legal and Democracy Services

- 5.1 I have asked the Legal and Democracy Services team to add to our website the number of LGOIMAs that the Council has received each month.
- 5.2 This can be found here - [LGOIMAs and information of public interest | Tasman District Council](#).
- 5.3 As you can see the numbers remain at record levels, but I am proud with the way that the team have managed these increased levels.

6. Chief Operating Officer - Appointment

- 6.1 I am pleased to announce the appointment of Steve Manners to the role of Chief Operating Officer, effective from 22 April 2024.
- 6.2 Steve has extensive experience and skills managing many aspects of general business functions within large corporates and central government. His background in service delivery and managing the expectations of varying stakeholders sees Steve as a good fit for this role.

7. Te Kāhui Hononga

- 7.1 Kelly Hayes started her cadetship role, which is a 12-month position funded by the Better off Funding. She will spend time within Council operations and working with iwi, gaining experience and skills to increase iwi capacity and capability. A pōwhiri at Whakatū Marae

was held to mark this occasion as Nelson City Council also has a cadet starting with them for 12 months.

- 7.2 Te Āwhina Marae celebrated the opening of their final four homes and community building, which was supported by the Council. A dawn blessing marked the occasion, with 20 new homes now filled with whānau.
- 7.3 Long Term Plan consultation with whānau, hapū and iwi has been included in the schedule, along with the rest of the community. Te Āwhina Marae board of trustees, Ngāti Rārua, Ngāti Tama and Wakatū Incorporation have all made contact to have more information, consultation documents and hui have been arranged.
- 7.4 Chanel Starkey started her role as an iwi representative on the Operations Committee and a mihi whakatau was held to acknowledge the importance of the occasion. This is the first appointment of an iwi representative on a Council committee and shows the Councils commitment to their relationship with iwi in Te Tau Ihu.

8. Attachments / Tuhinga tāpiri
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Nil

7.15 MAYORAL ACTIVITY UPDATE

Information Only - No Decision Required

Report To: Tasman District Council

Meeting Date: 2 May 2024

Report Author: Tim King, Mayor

Report Authorisers:

Report Number: RCN24-05-15

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The recent rainfall has been a huge relief across the region allowing the lifting of all water restrictions. A big thank you to the Dry Weather Taskforce who met regularly and kept our residents updated during what was a long drought period.
- 1.2 On 15 April 2024 Murray King, Chair of Waimea Irrigators Limited and I met with Mike Scott, Chief Executive of Waimea Water Limited at the Waimea dam site to see the two permanent large dispersing cone valves in action. The valves are designed to release water from the reservoir during dry periods. The visit was aired on TVOne that evening.



Mike Scott, Murray King, and I in front of one of the cone valves – a formidable jet of water

- 1.3 The Long Term Plan consultation meetings with our community/resident associations have been well attended and appreciated by the community.
- 1.4 The recent decision by the coalition government to restore binding polls on Māori Wards is disappointing. Staff are currently collating information to discuss with iwi who will help guide the Council on our next steps.
- 1.5 Tasman District Council is one of over 8000 “cities” from around the world who are members of the Mayors for Peace initiative. Mayors for Peace was established after the nuclear bombings of Hiroshima and Nagasaki during World War II. Mayors for Peace offers an Internship Programme where staff from member cities are invited to apply to spend two weeks in Hiroshima learning about the Mayors for Peace initiatives. I am very pleased to announce that our Community Partnerships Officer, Yulia Panfylova has been selected as one of two interns (the other intern is from Sarajevo) to attend the programme in Hiroshima from 17 June to 4 July 2024. All costs are met by the Mayors for Peace initiative.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council receives the Mayoral Activity Update report, RCN24-04-15.

3. Mayoral Activity

- 3.1 The Zone 5&6 meeting was held in Christchurch on 21 March 2024.
- 3.2 I enjoyed two visits to the Waimea Kindergarten recently. The children had thought of some questions to ask me on my first visit including the all-important need to know “how many pikelets can you eat?” (my answer was heaps). The kindergarten unveiled a new mural on 16 April 2024 (see photo below).



Waimea Kindergarten children in front of their new mural

- 3.3 The Nelson City Council Revitalisation Summit was held on 26 March 2024.
- 3.4 The Oracy Aotearoa New Zealand hui took place on 26 March 2024.
- 3.5 The Chief Executive Officer Review Subcommittee met on 27 March 2024.

- 3.6 The quarterly catch-up with the Chief Executive, Fiona Wilson and Chairperson, Sarah-Jane Weir from the Nelson Regional Development Agency was held on 3 April 2025.
- 3.7 The monthly meeting of the Kaiteriteri Recreation Reserve Board was held on 9 April 2024.
- 3.8 The Tasman Bays Heritage Trust met on 10 April 2024 to finalise the appointment of two new Trustees. The new Trustees, Venus Guy and Andrew Wilson were confirmed at the Joint Shareholders Committee meeting on 16 April 2024.
- 3.9 The Civil Defence Emergency Management Group met on 10 April 2024.
- 3.10 I attended the morning session of the Blue Economy Innovation Summit on 11 April 2024 prior to heading to Wellington for the LGNZ Combined Sector and Regional Sector meetings.
- 3.11 A lunch with the British High Commissioner was held on 17 April 2024 followed by the regular Project Kōkiri meeting.
- 3.12 The quarterly catch-up with Grey Power was held on 18 April 2024.
- 3.13 The Local Government Steering Group met on 19 April 2024.

4. Attachments / Tuhinga tāpiri
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Nil

8 CONFIDENTIAL SESSION

8.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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

8.2 Strategic Land Purchase - Stormwater

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

8.3 Joint Regional Cemetery Land Purchase - Moutere/Waimea

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	48(1)(d) - To deliberate in private in a procedure where a right of appeal lies to a Court against the final decision. s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

	commercial position of the person who supplied or who is the subject of the information.	
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